



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Katy Allen
Jeffrey L. Clet
Larry L. Lisenbee

**SUBJECT: FIRE DEPARTMENT
NEW FIRE STATION NOS. 34 & 35**

DATE: 05-25-04

Approved

Date

Council District: FS No. 34: 3 & 4
FS No. 35: 2

RECOMMENDATION

- a) Approval of an agreement with RRM Design Group for consultant services including design services for the new Fire Department Fire Stations 34 (Berryessa) and 35 (Cottle/Poughkeepsie) Projects, from the date of execution to May 31, 2007, in the amount of \$665,649.
- b) Adoption of the following Appropriation Ordinance amendments in the Neighborhood Security Act Bond Fund:
 - 1. Increase the Fire Station 35 appropriation by \$400,000.
 - 2. Decrease the Ending Fund Balance by \$400,000.

CEQA: Not a project.

BACKGROUND

In March 2002, San José voters passed the Neighborhood Security Bond Act that approved the issuance of \$159 million in General Obligation bonds to fund the construction of various public safety facilities. Funding for the construction of two new fire stations is included in the Bond Act. The first of these, Fire Station 34 will be located in the eastern portion of the City at Las Plumas Avenue and Nipper Avenue. The second, Fire Station 35 is in the southern portion of the City at Cottle Avenue and Poughkeepsie Avenue. The new facilities will improve response time within the surrounding areas.

Public Works and Fire Department staff conducted the architectural consultant interviews and the selection process per the Department of Public Works Consultant Selection Procedure, and recommends the retention of RRM Design Group to provide design services for this project.

The scope of work will include complete design services including program verification, schematics, design development, construction documents, and construction administration services. The scope of work will also include community outreach. Construction for Fire Station 34 is estimated to begin in April 2005 with completion in September 2006. Construction for Fire Station 35 is estimated to begin in April 2006 with completion in July 2007. (These schedules are consistent with the project completion dates as proposed in MBA #8: Revisions to the Public Safety Capital Program.) Fire Station 35 is co-located on the site with the Southside Community Center, which is currently in design for phase III of its project. Because of the co-location, space is extremely tight with overlapping and joint utilities, parking and grade issues. Thus, coordination of the design for both buildings simultaneously is necessary to avoid conflicts between the construction documents and ultimately the joint users of the site and is the main reason for accelerating the design process of Fire Station 35. Funding for the design phase of Fire Station 35 must be advanced to the current fiscal year for the work to commence as described.

ANALYSIS

In December 2002, interview panels consisting of staff from the Public Works and the Fire Departments, a representative from a construction management firm and a staff person from another jurisdiction interviewed firms that responded to an advertised Request for Qualifications. Five firms were interviewed for the new fire station projects. These firms were evaluated and ranked based on the directly relevant experience of the proposed project staff, organizational capacity for the work, proposed approach to fire station project, and client interface track record. The panel unanimously recommended that RRM Design Group, of San José, California, be approved to perform the consultant services for the new Fire Stations 34 and 35 projects.

Building features, finishes and layouts are virtually the same for both fire stations. By designing the two concurrently, the City will realize savings in consultant fees (estimated savings of \$75,000).

This consultant team's extensive experience working on public safety facilities, particularly fire facilities made them the most qualified consultant for this project. RRM Design Group has designed multiple fire stations throughout California. Staff inquiries to past municipal RRM Design Group clientele resulted in very favorable recommendations. Because the building is over 10,000 square feet, it must be designed in accordance with the Green Building Policy. Therefore, the architect will include Leadership in Energy and Environmental Design (LEED) Accredited professionals, who are knowledgeable about green building, design, practices, and strategies, on the team. By designing both fire stations at the same time, green building elements will be included in both stations, while only having to complete the LEED documentation process once. The \$665,649 includes an additional service reserve amount and an allowance for reimbursable expenses. The schedule requires the architect to begin work upon Council approval of the agreement.

Staff considered the alternative of having the work done by existing City staff instead of outsourcing to a consultant for this work and recommends using a consultant for the following reasons. The size and complexity of these fire stations that will become the prototype for the Fire Department's larger facilities require specialized expertise in multiple areas that current City staff does not possess at this time. The expertise required includes the Essential Services Act as required by the State of California and LEED as required by Council ordinance on facilities of this size. However, the comprehensive agreement will include provisions that will allow work to be done by City staff if the resources and expertise are available at the time.

The Fire Department recently conducted an extensive re-evaluation of scheduled bond projects, including Fire Stations 34 and 35, on the eastside of San José to improve overall fire emergency response effectiveness in the community. Based upon this study, the Fire Department submitted a proposal (MBA #8) to change bond schedules and projects to better utilize available bond proceeds and to more effectively provide emergency services, while minimizing operating and maintenance impacts. The approval of the design contract would allow these projects to meet the revised schedule outlined in the MBA. However, if the schedule were not revised, it would still be advantageous to proceed forward with the design work, given the coordination necessary to co-locate Fire Station 35 and the Southside Community Center and the savings that would be realized from designing two stations at one time.

PUBLIC OUTREACH

The Request for Qualifications was published in the *San José Mercury News* and in various other Bay Area newspapers. Future project meetings with the community will be advertised for the conceptual design process.

COORDINATION

This agreement and memo have been coordinated with the Department of Planning, Building and Code Enforcement and the City Attorney's Office.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$ 665,649
2. COST OF AGREEMENT: \$ 665,649
3. SOURCE OF FUNDING: 475- Neighborhood Security Act Bond

4. **FISCAL IMPACT:** This project is consistent with Council-approved Budget Strategy Economic Recovery section in that it will help to stimulate the economy. The impact to the operating budget from the opening of Fire Station 34 in 2007 and Fire Station 35 in 2008 is further detailed as part of the proposed changes to bond projects on the eastside of San José and included in MBA #8.

BUDGET REFERENCE

Fund #	Appn #	Appn Name	RC #	Total Appn.	Amt. For Contract	2003-04 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
475	4546	Fire Station 34 Berryessa	122873	\$722,000	\$278,210	P. 283	10/14/03 Ord. No. 26997
475	4547	Fire Station 35 Cottle/Poughkeepsie	122883	\$0	\$387,439	P. 284	10/14/03 Ord. No. 26997
475	7999	Ending Fund Balance		\$72,927,000		P. 274	2/17/04 Ord. No. 27074
		Total		\$722,000	\$665,649		

CEQA

Not a project.

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