



A Public Agency

SHOREWAY OPERATIONS AND CONTRACT MANAGEMENT

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Rob Kalkbrenner, Common Goal Consulting Group, Inc
Date: November 16, 2023 Board of Directors Meeting
Subject: Resolution Approving Plans and Specifications for the SBWMA Administrative Office Tenant Improvement Project located at 1245 San Carlos Avenue, Suite E, San Carlos, California, Authorizing bidding of the project for construction, and authorizing the Executive Director to execute a Construction Contract for the project in an amount not to exceed \$1,110,583 plus a 17.5% contingency for change orders to be approved by the Executive Director

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2023-40 attached hereto approving the plans and specifications for the new SBWMA Administrative Office Tenant Improvement Project, authorizing bidding the project for construction, and authorizing the Executive Director to execute a construction contract for the project with the lowest responsive and responsible bidder in an amount not to exceed \$1,110,583 and authorizing an additional 17.5% contingency to be used, if needed, for change orders approved by the Executive Director.

Summary

After 16-years, the South Bayside Waste Management Authority's (SBWMA) administrative office lease will expire on June 30, 2024. With approval of all 11 Member Agencies, SBWMA has now acquired the office space located at 1245 San Carlos Avenue, Suite E, in San Carlos. The newly acquired space is an empty "cold" shell requiring a complete build prior to use as SBWMA's administrative office. The Board approved a contract with the design firm of Gelfand Partners Architects to design an office space to house all SBWMA administrative functions. The design includes a large conference room to accommodate Board and TAC meetings along with community environmental education sessions.

The plans and specifications for the Tenant Improvements (TI) includes building out the existing main floor (approximate 2,655 SF) to house the conference room, flex space, three offices, two cubicles, reception area, restrooms, and kitchenet. In addition, the plans and specifications call for construction of a second floor, (approximately 1,073 SF) to house four offices, flex space, and four open cubical workspaces for a grand total of usable space of approximately 3,728 SF. The project, as designed, is fully ADA compliant and meets energy requirements of California commercial interior standards. The plans and specifications have been reviewed by the City of San Carlos building and planning departments to confirm the overall design meets City and State codes and regulations.

Based on the plans and specifications, the architect's estimate of construction is \$1,110,583. Staff now seeks the Board's approval of the plans and specifications and requests authority to bid the project as required by the Public Contracts Code. Given the compressed timeframe for construction, staff also requests that the Board authorize the Executive Director to enter into a construction contract with the lowest responsible and responsive bidder provided the bids do not exceed the architect's estimate of \$1,110,583.

Finally, staff requests that in authorizing the construction contract, the Board also approve a contingency of 17.5% (i.e., \$194,352.02) to be utilized by the Executive Director for change orders deemed necessary during the construction of this project.

Background

At its June 22, 2023 Board of Directors Meeting, the Board authorized Staff to enter into a sales contract with KB Homes to acquire a commercial parcel located at 1245 San Carlos Avenue, Suite E in San Carlos expressly to be used to house the SBWMA Administrative staff and program operations. Several important contingencies were included in the direction, including: 1. Securing the formal project approval of 8 of the SBWMA's 11 Member Agencies governing bodies and 2. Securing an acceptable project finance package to complete the entire sales transaction and the estimated architectural design and construction expenses.

At its September 28, 2023 Board of Directors Meeting, having secured all 11 Member Agencies governing bodies approval, the Board approved the acquisition of 1245 San Carlos Avenue, Suite E, for its new SBWMA administrative offices and authorized the Executive Director to execute the purchase contract.

Also at the September 28, 2023 meeting, the Board authorized the Executive Director to enter into a professional services agreement with Gelfand Partners Architects for architectural and engineering services for the SBWMA's new office TI project.

Escrow closed on November 15, 2023, plans and specifications have now been prepared for construction of necessary tenant improvements, and the project is now ready to be bid as required by the Public Contracts Code.

Environmental Review

The SBWMA Administration Office Tenant Improvement Project is designed to meet CEQA.

Fiscal Impact

This is a Board recognized project as part of the overall solution to provide a SBWMA Administration office that is budgeted in the overall purchase, improvements, and finance plan identified in the amended FY 2023 and upcoming FY 2024 budget. The construction contract and requested contingency of 17.5% will be sourced in the capital project line items that have not yet been executed. As a result (and at board direction), the planned construction work will be funded from agency reserves rather than through the agency's operating budget.

Attachments:

Resolution 2023-40

Attachment A – Construction Bid and Contract Agreement Documents, and Construction Plans and Specifications for the SBWMA Administration Office Tenant Improvements - **available November 16, 2023 online only at <https://rethinkwaste.org/meetings/board-20231116/>**



RESOLUTION NO. 2023-40

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR THE SBWMA ADMINISTRATIVE OFFICE TENANT IMPROVEMENT PROJECT LOCATED AT 1245 SAN CARLOS AVENUE, SUITE E, SAN CARLOS, CALIFORNIA, AUTHORIZING BIDDING OF THE PROJECT FOR CONSTRUCTION, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONSTRUCTION CONTRACT FOR THE PROJECT IN AN AMOUNT NOT TO EXCEED \$1,110,583 PLUS A 17.5% CONTINGENCY FOR CHANGE ORDERS TO BE APPROVED BY THE EXECUTIVE DIRECTOR

WHEREAS, after 16-years, the South Bayside Waste Management Authority’s (SBWMA) administrative office lease will expire on June 30, 2024, and will not be renewed, a new office space must be secured; and

WHEREAS, SBWMA has acquired property located at 1245 San Carlos Avenue, Suite E, San Carlos, California, to be used as its administrative office (the “Property”); and

WHEREAS, the Property requires tenant improvements prior to occupancy; and

WHEREAS, SBWMA retained Gelfand Partners Architects to prepare plans and specifications for construction of tenant improvements required prior to occupancy of the Property; and

WHEREAS, the plans and specifications have now been completed and the Board wishes to call for bids for construction of the necessary tenant improvements identified in the plans and specifications and to authorize the Executive Director to execute a contract with the lowest responsive and responsible bidder provided the bids do not exceed the architect’s estimate of \$1,110,583, and to further authorize the Executive Director to approve change orders deemed necessary during construction in a total amount not to exceed 17.5% of the total contract value.

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby (1) Approves plans and specifications for the SBWMA Administration Office TI Project, (2) Authorizes the Executive Director to advertise for bids and execute a contract with the lowest qualified responsive bidder, in an amount not to exceed \$1,110,583, and further (3) Authorizes the Executive Director to approve change orders in an amount not to exceed 17.5% of the contract value.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on this 16th day of November 2023 by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No		Abstain	Absent
Belmont					Redwood City					
Burlingame					San Carlos					
East Palo Alto					San Mateo					
Foster City					County of San Mateo					
Hillsborough					West Bay Sanitary Dist					
Menlo Park										

I HEREBY CERTIFY that the foregoing Resolution No. 2023-40 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on November 16, 2023.

ATTEST:

Alicia Aguirre, Chairperson of SBWMA

Cyndi Urman, Board Secretary

Agenda Item 7B

Presentation by CARB Board Member Davina Hurt on future regulations affecting the Shoreway Environmental Center

No Staff Report Verbal Presentation and Discussion Item Only
