



**SPECIAL MEETING
OF THE AD HOC COMMITTEE ON REAL ESTATE
LOCATION: TELECONFERENCE
October 7, 2021, 5:00 PM
AGENDA**

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.

Ross Graves, City of San Carlos, Chair _____
Kat Lion, City of Redwood City _____
Wade Leschyn, City of Belmont _____
Ray Williams, Town of Portola Valley _____
Kati Martin, City of Half Moon Bay _____

4. REGULAR AGENDA

- A. Receive an update on the status of the property located at 1415 N. Carolan Ave.
- B. Discuss planning and next steps for the property located at 1415 N. Carolan Ave. and consider hiring an architect to help with the process

ACTION:

Recommend having the District Manager issue an RFP for Architectural Services including Programming, Design and Permitting associated with the property located at 1415 N. Carolan Ave.

5. ADJOURNMENT

1415 N. Carolan Ave. Project Management Report

Reporting date

9/1/21-9/30/21

Project objective(s)

1. Eliminate the need for leased property (1323 Rollins Rd.)
2. Meet current staff space, parking and equipment storage needs
3. Anticipate future staff space and equipment needs
4. Prioritize building projects based on cost, need and construction best practices

Work planned to complete in October/November

1. Hold an Ad-hoc Real Estate Committee meeting
2. Release an RFP for architectural and design services (if approved by the committee)

Work completed in August/September

1. Property & Landscape Clean Up	\$4878
2. Remove abandoned 6" gas pipe	\$300
3. Replace all locks	\$235
4. Repair cyclone fence	\$1685
5. Install internet	\$1779
6. Install alarm system	\$3778
Total	\$12,655

Outlook for remainder of 2021

1. Hire an architect
2. Provide architect with needs assessment and project list
3. Create an implementation plan that prioritizes building projects based on cost, need and construction best practices

Budget status and outlook

21/22 fiscal year approved budget	\$1.8 million
21/22 fiscal year budget spent YTD	\$12,655
Remaining budget	\$1,787,345

Agenda Item 4B

**SUBJECT: DISCUSS PLANNING AND NEXT STEPS FOR THE
PROPERTY LOCATED AT 1415 N. CAROLAN AVE. AND
CONSIDER HIRING AN ARCHITECT TO HELP WITH
THE PROCESS**

SUMMARY

District staff have completed a few minor projects at 1415 N. Carolan Ave. (the Carolan property) since its purchase on August 1, 2021. Since completing those tasks, staff have focused on developing a strategy for long- and short-term property development and construction. To move forward with these plans, staff needs to hire a professional specifically trained and licensed to work on the planning and design of buildings. Staff have determined that hiring an architect would meet this professional need.

DISCUSSION

Staff is requesting feedback from the Ad hoc Committee on Real Estate regarding the hiring an architect to help with construction programming, design and permitting. The following describes each task and what you can expect from the architect in this phase of work.

- **Programming**–This includes a phase where staff will provide the architect feedback on what the district needs. This will probably include a site visit, review of the needs assessment and a project list similar to **attachment 4B.1**
- **Design** – This will include preparing preliminary sketches based on our requirements and budget to explore the possible options for the building. The architect will review the options and benefits of each with the Committee and staff.
- **Permitting** – The architect will understand the city of Burlingame requirements and codes. The architect will incorporate the requirements and codes into the design and planning phase. This will ensure we are drafting plans without wasting time or money.

A draft document containing potential construction projects that will be provided to the architect can be viewed in **attachment 4B.1**. The draft document also includes estimated costs. Since the document was created in early February, it does not include new ideas or developments considered since that date.

Some of those new projects not appearing in the attachment but under consideration are:

- Relocating the boardroom to the Carolan property
- Installing a vehicle emissions elimination system
- Eliminating the second story or converting it to storage
- Structural earthquake retrofit

Staff would like to review these projects and those listed on attachment 4B.1 with an architect to determine feasibility, cost, design, requirements, and realistic timeline. Once this segment of the project is complete, staff will develop a phased approach or “construction strategy” based on cost, need, and construction best practices. The strategy will be presented to the Ad hoc Committee on Real Estate for comment and the final version will be presented to the Board for approval.

Staff would appreciate feedback on the hiring of an architect and next steps.

STAFF RECCOMENDATION

Staff recommends the Ad-hoc Committee on Real Estate direct the District Manager to issue an RFP for Architectural Services including Programming, Design and Permitting associated with the property located at 1415 N. Carolan Ave.

Materials Attached:

1. 1415 N. Carolan Ave. proposed work and associated costs as of



PROJECT: SAN MATEO COUNTY MOSQUITO VECTOR CONTROL DISTRICT

LOCATION: 1415 N. CAROLAN AVE.
 BURLINGAME, CA 94010

CLIENT: C/O BRIAN WEBER

DATE 2/24/21

BASED ON THE PRELIMINARY SCOPE OF WORK BY E.A DAVIDOVITS
 DATED 02/17/21

BUILDING AREA 16150 SF

SITE AREA

	ACTIVITY	COST	UNIT/SF
1	SAFE OFF - PREP FOR DEMO (PLUMBING, MECHANICAL & ELECTRICAL)	\$5,760	\$0.36
2	EXTERIOR IMPROVEMENTS		
3	SITE DEMOLITION		
4	REMOVE EXISTING METAL CANOPY	\$1,617	\$0.10
5			
6	SITE CONCRETE		
	REMOVE & REPLACE CONCRETE PORCH AT THE ENTRY OF THE BUILDING	\$4,300	\$0.27
7			
8	SITE UTILITIES		
9	SITE UTILITIES INCLUDES CUT & DEMO AC PAVING OF TRENCH FOR FIREWATER LINE GOING TO BLDG. AND INCLUDE PATCH TRENCH	\$36,250	\$2.24
10			
11	ASPHALT PAVING		
12	ASPHALT PAVING INCLUDES PATCH EXISTING ASPHALT, 1" AC OVERLAY, RE-STRIPPE, CONCRETE WHEEL STOP AND ADA SPACE SIGN	\$57,005	\$3.53
13			
14	FENCES & GATES		
15	AUTOMATE EXISTING CHAIN LINK SLIDING GATE	\$15,431	\$0.96
16	REPAIR/UPGRADE OVERHEAD DOORS WITH ELECTRIC MOTOR AUTOMATION	\$16,815	\$1.04
17			
18	ROOFING		
19	REPAIR OF EXISTING ROOF	\$8,752	\$0.54
20			
21	SKYLIGHT		
22	NEW SKYLIGHT COVERS	\$35,080	\$2.17
23			
24	PAINT		
25	PATCH & PAINT BUILDING EXTERIOR (1 COLOR) INCL ROLL-UP DOORS	\$27,853	\$1.72
26			
27	ELECTRICAL		
28	FURNISH & INSTALL 4 EA WALL PACK (LIGHTS)	\$5,025	\$0.31
29			
30	SECONDARY SPACE (BACK OF BUILDING)		
31	SELECTIVE DEMOLITION		
32	DEMOLITION INCLUDES TO REMOVE SMOG HOG, ELECTRIC CONDUITS, EXISTING OFFICE FINISHES, RESTROOM FINISHES, BREAKROOM FINISHES	\$19,044	\$1.18
33			
34	CONCRETE		

35	GRIND EXISTING FLOOR AND APPLIED ACRYLIC SEALANT AT THE TENANT WAREHOUSE	\$40,810	\$2.53
36			
37	FINISH CARPENTRY		
38	FINISH CARPENTRY INCLUDES NEW BASE AND UPPER CABINET & PLAM COUNTERTOP AT THE BREAKROOM	\$10,325	\$0.64
39			
40	DOORS, FRAMES & HDW.		
41	DOORS INCLUDES FIRE DOOR	\$4,750	\$0.29
42			
43	FINISHES		
44	FINISHES INCLUDES FLOOR PREP, RUBBER BASE, LVT FOR OFFICES AND VCT FOR BREAKROOM AND SHEET VIYNL FOR RESTROOMS	\$18,572	\$1.15
45			
46	PAINTING		
47	PAINTING INCLUDE WALLS, CEILINGS, DOORS, OFFICES, BREAKROOM AND TENANT WAREHOUSE	\$31,625	\$1.96
48			
49	SPECIALTIES		
50	TOILET ACCESSORIES AND ROOM SIGNAGE	\$7,250	\$0.45
51			
52	FIRE SPRINKLER		
53	DESIGN BUILD FIRE SPRINKLER SYSTEM AT THE OFFICES, BREAKROOM AND RESTROOMS AND TENANT WAREHOUSE AREA	\$39,844	\$2.47
54			
55	PLUMBING		
56	PLUMBING FIXTURES INCLUDE WATER CLOSETS, LAVATORY SINKS AT THE RESTROOMS, SINKS AT THE BREAKROOM	\$12,100	\$0.75
57			
58	MECHANICAL		
59	PROVIDE NEW EXHAUST FAN - RESTROOMS	\$2,708	\$0.17
60			
61	ELECTRICAL		
62	ELECTRICAL INCLUDE NEW LED LIGHTINGS	\$61,678	\$3.82
63	FIRE ALARM - DESIGN BUILD FOR OFFICES, BREAKROOM AND RESTROOMS AND TENANT WAREHOUSE AREA	\$14,032	\$0.87
64	LOW VOLTAGE	NIC	\$0.00
65			
66	OFFICE AREAS - FRONT BLDG.		
67	DEMOLITION		
68	DEMOLITION INCLUDES REMOVAL OF EXISTING STEEL STAIRS, RESTROOMS FIXTURES, CUTTING AND REMOVAL OF SLAB ON GRADE AND CUT OPENING ON THE EXISTING WALLS FOR THE PROPOSED ELEVATOR	\$38,542	\$2.39
69			
70	CONCRETE		
71	CONSTRUCT NEW ELEVATOR PIT INCLUDES EXCAVATION, CONCRETE AND REBARS AND HAUL-OFF SPOILS	\$48,000	\$2.97
72	GRIND EXISTING FLOOR AND APPLIED ACRYLIC SEALANT AT THE TENANT WAREHOUSE	\$52,465	\$3.25
73	FOOTINGS FOR NEW STAIRS	\$9,752	\$0.60
	CUT & PATCH PLUMBING TRENCH AND RECESS AREA FOR CAR WASH INSIDE THE WAREHOUSE	\$15,479	\$0.96
74			
75	STRUCTURAL STEEL - MISC. IRONS		
76	MISC. METALS INCLUDE NEW STEEL RAILINGS AT 2 STAIRS FOR ADA COMPLIANCE, HSS COLUMN FRAMES FOR ELEVATOR SHAFT, ELEVATOR SILL, HOIST BEAM, SILL ANGLE, SUMP PIT AND PIT LADDER	\$64,150	\$3.97
77			
78	ROUGH CARPENTRY		

		PROVIDE 2 EA NEW ADA WOOD STAIRS WITH INTERMEDIATE LOW WALLS	\$37,206	\$2.30
79		REINFORCE ROOF INCLUDE ADDITIONAL BEAM WHERE THE ELEVATOR HOISTBEAM INSTALL AND MISC. BLOCKING AS REQUIRED	\$26,750	\$1.66
		REINFORCE ROOF FOR THE NEW HVAC UNITS	\$21,008	\$1.30
80				
81		FINISH CARPENTRY		
82		FINISH CARPENTRY INCLUDES NEW BASE AND UPPER CABINET & PLAM COUNTERTOP AT THE BREAKROOM AREAS	\$20,650	\$1.28
83				
84		THERMAL AND MOISTURE PROTECTION		
85		NEW R-19 INSULATION W/ CAP SHEET AT THE SECOND FLOOR LEVEL AND LANDLORD WAREHOUSE	\$49,495	\$3.06
86				
87		DOORS, FRAMES & HDW.		
88		SAFETY GATES AND INCLUDES STEEL SUPPORT AS REQUIRED	\$6,750	\$0.42
89				
90		DRYWALL AND METAL STUD FRAMINGS		
91		DRYWALL AND METAL STUD FRAMINGS FOR ELEVATOR SHAFT	\$23,105	\$1.43
92		SKIM COAT OF EXISTING WALLS AT 1ST AND 2ND LEVEL AND CEILING AT THE 1ST FLOOR AREA	\$55,269	\$3.42
93		NEW WALLS FOR ENLARGED BATHROOMS, LOCKER ROOM AND BREAKROOM	\$16,832	\$1.04
94		PATCHING EXISTING DRYWALL AFTER MEP MODIFICATIONS	\$8,634	\$0.53
95				
96				
97		PAINTING/WALL COVERING		
98		PAINTING INCLUDES WALLS, CEILINGS, DOORS AND GUARDRAILS AND EXISTING STEEL STAIRS AND LANDLORD WAREHOUSE PERIMETER WALLS	\$46,523	\$2.88
99				
100		FINISHES		
101		AT THE OFFICE AREAS, ADD NEW RUBBER BASE, CARPET (AT 2ND FLOOR), VCT (AT 1ST FLOOR) & VINYL FLOORING AND FRP PANELS AT THE RESTROOM AREAS	\$53,621	\$3.32
102				
103		SPECIALTIES		
104		TOILET PARTITION & ACCESSORIES & ROOM SIGNAGE	\$15,498	\$0.96
105				
106		CONVEYING		
107		HYDRAULIC ELEVATOR - 3,500 POUNDS	\$175,000	\$10.84
108				
109		FIRE SPRINKLER		
110		DESIGN BUILD FIRE SPRINKLER SYSTEM AT THE 1ST, 2ND, OPEN MEZZANINE AND LANDLORD WAREHOUSE	\$81,865	\$5.07
111				
112		PLUMBING		
113		PLUMBING FIXTURES INCLUDE WATER CLOSETS, LAVATORY SINKS AND FLOOR DRAINS AT THE RESTROOMS, SINKS AT THE BREAKROOM	\$69,900	\$4.33
114		PROVIDE CONDENSATE DRAIN & GAS PIPING FOR THE NEW HVAC UNITS	\$19,200	\$1.19
115				
116		MECHANICAL		
117		PROVIDE NEW HVAC THROUGHOUT 1ST AND 2ND FLR OFFICE LEVEL	\$144,623	\$8.95
118				
119		ELECTRICAL		
120		ELECTRICAL INCLUDE NEW LED LIGHTINGS	\$116,908	\$0.00
121		FIRE ALARM - DESIGN BUILD FOR 1ST & 2ND FLR LEVEL & LANDLORD WAREHOUSE	\$34,408	\$2.13
122		LOW VOLTAGE ROUGH-IN - ALLOWANCE	\$11,550	\$0.72
123				
124		GENERAL CONDITIONS		
125		MISC. LABOR	\$55,194	\$3.42

126	SUPERVISION	\$174,300	\$10.79
127	PROJECT MANAGEMENT	\$87,152	\$5.40
128	PREVAILING WAGE ADMINISTRATIVE EXPENSE	\$17,540	\$1.09
129	NEW TEMP FACILITIES (UTILITIES AND FIELD OFFICE)	\$0	\$0
130	TEMP LIGHTING & TEMP POWER	\$7,500	\$0.46
131	CONSTRUCTION CLEAN UP PROGRESSIVE DEBRIS REMOVAL/ DISPOSAL (NEW WORK)	\$16,600	\$1.03
132	HOISTING/SCAFFOLDING/EQUIPMENT RENTAL	\$10,500	\$0.65
133	TEMPORARY BARRICADES AND PROTECTION OF BUILDING FINISHES	\$3,846	\$0.00
134	TEMPORARY TOILETS & HAND WASH STATION	\$5,950	\$0.37
SUBTOTAL		\$2,118,391	\$124
CONTRACTOR PROFIT & OVERHEAD @ 7.5%		\$158,879	\$9.84
CONTRACTOR LIABILITY INSURANCE @ 1%		\$21,184	\$1.31
GRAND TOTAL		\$2,298,454	\$142
PROJECT: SAN MATEO COUNTY MOSQUITO VECTOR CONTROL DISTRICT			
E.A. DAVIDOVITS & CO., INC.			
QUALIFICATIONS			
PROPOSAL IS BUDGETARY ESTIMATE, FINAL LUMP SUM PRICING CAN ONLY BE PROVIDE WHEN CITY APPROVED PLANS ARE AVAILABLE			
ASSUMES EXISTING PLUMBING & ELECTRICAL SYTEMS ARE ADEQUATE FOR NEW WORK			
NO OVER TIME OR SHIFT TIME INCLUDED			
PROPOSAL INCLUDES PREVAILING WAGES LABOR RATES			
ANY UPGRADES OF EXISTING ELECTRICAL SYSTEMS ARE EXCLUDED.			
MECHANICAL/HVAC AT THE SECONDARY SPACE / BACK OF BUILDING ARE EXCLUDED EXCEPT AT THE RESTROOMS WE INCLUDE NEW EXHAUST FANS.			
WE EXCLUDE ANY ROOF REINFORCEMENT FOR THE NEW FIRE SPRINKLERS SYSTEM			
REMOVAL OF ANY HAZARDOUS MATERIALS LIKE CONTAMNATED SOILS, ASBESTOS AND LEAD PAINT ARE EXCLUDED.			
REMOVE & REPLACE EXISTING FLOOR FINISHES AT OPEN MEZZANINE LEVEL IS NOT INCLUDED, ONLY NEW CARPET OVER EXISITNG VAT AT FRONT OFFICE AREA IS INCLUDED			
ALTERNATE PRICING PRICING - NOT INCLUDED ABOVE			
1	ASBESTOS/LEAD PAINT SAMPLING TO DETERMINE IF A SURVEY BY AN INDUSTRIAL HYGIENIST IS REQUIRED	\$4,851	
2	ARCHITECTURAL DRAWINGS NEEDED FOR A PERMIT	\$75,000	

3	STRUCTURAL ENGINEERING (NEW FOOTINGS AND ROOF REINFORCEMENT FOR ELEVATOR, NEW HVAC UNITS, NEW FIRE SPRINKLERS)	\$25,000	
4	MEP ENGINEERING DRAWINGS FOR A PERMIT	\$14,500	
5	ALLOWANCE FOR BLUEPRINTING/ DELIVERIES (COST x 1.2)	\$6,500	
6	ALLOWANCE FOR PERMIT FEES PAYABLE TO THE CITY	\$95,000	
7	ALLOWANCE FOR WATER HOOK-UP FEE PAYABLE TO CALWATER	\$35,000	
	<u>SPECIFIC EXCLUSIONS</u>		
	ANY ITEMS NOT SPECIFICALLY SHOWN ON PLANS OR DESCRIBED HEREIN; OVERTIME OR UNION LABOR RATES; REPAIRS OF EXISTING CODE VIOLATIONS; PHONE/DATA WIRING; REMOVAL OF HAZARDOUS SUBSTANCES (I.E. ASBESTOS); PANIC HARDWARE; FIRE OR BURGLAR ALARM WORK; REMOVAL OR RELOCATION OF CONCEALED UTILITY LINES OR RESPONSIBILITY FOR ACCIDENTAL CUTTING OF SAME; ANY WORK TO BUILDING'S HVAC EQUIPMENT OR CONTROLS. LOCKSMITH COST TO KEY/REKEY DOOR ASSEMBLIES.		
	N. I. C. - DENOTES ITEMS THAT ARE "NOT IN CONTRACT". THESE ITEMS ARE NOT INCLUDED IN THE SCOPE OF WORK.		
	<u>A.D.A. DISCLOSURE</u>		
	IN ACCORDANCE WITH STATE REGULATIONS, THE LOCAL CHIEF BUILDING OFFICIAL MIGHT AT HIS/HER DISCRETION REQUEST THAT AN ADDITIONAL 20 % OF THE CONTRACT AMOUNT BE SPENT IN HANDICAP ACCESSIBILITY UPGRADES TO THE BUILDING. THIS APPLIES TO IMPROVEMENTS UP TO \$139,000, WHEN THIS SUM HAS BEEN EXCEEDED (BY ADDING ANY IMPROVEMENTS TO THE BUILDING DONE AFTER JANUARY 26, 1992), THE CHIEF BUILDING OFFICIAL MIGHT REQUIRE A COMPLETE HANDICAP UPGRADE OF THE BUILDING. NONE OF THESE COSTS ARE INCLUDED IN THIS PROPOSAL.		
	<u>TITLE 24 UPGRADES</u>		
	IN ACCORDANCE WITH ENERGY CONSERVATION MEASURES DICTATED BY THE STATE, THE LOCAL CHIEF BUILDING OFFICIAL MIGHT REQUIRE THAT THE SUITE/BUILDING BE RETROFITTED TO COMPLY WITH ENERGY CONSERVATION DEVICES. THESE INCLUDE BUT NOT LIMITED TO, NEW LED LIGHTING, MOTION SENSORS FOR LIGHTS AND PLUGS, PHOTOCELLS, ETC. THESE IMPROVEMENTS CAN BE REQUIRED WHEN ALTERING MORE THAN 10% OF THE SUITE/BUILDING'S LAYOUT.		
	<u>ASBESTOS & LEAD REMOVAL</u>		
	BUILDING AND / OR FACILITY OWNERS SHALL NOTIFY THE CONTRACTOR AND / OR THEIR AUTHORIZED REPRESENTATIVES ABOUT THE PRESENCE, LOCATION AND QUANTITY OF ACM OR PBCM AT THE WORK SITES IN THEIR BUILDINGS AND FACILITIES. NOTIFICATION SHALL BE IN WRITTEN FORM BETWEEN THE OWNER AND THE CONTRACTOR.		
	SAMPLING IS REQUIRED BEFORE ANY DEMOLITION WORK CAN START. REMOVAL OF ANY ASBESTOS OR LEAD SHALL BE DONE WITH THE STRICT ACCORDANCE OF THE CONSTRUCTION SAFETY ORDERS SECTION 1529 TITLE 8 OF THE CALIFORNIA CODE OF REGULATIONS.		