



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Matt Loesch

SUBJECT: SEE BELOW

DATE: May 28, 2024

Approved

Date

6/7/24

COUNCIL DISTRICT: 9

SUBJECT: REPORT ON BIDS AND AWARD OF CONTRACT FOR THE 9414-CAMDEN COMMUNITY CENTER IMPROVEMENT PROJECT

RECOMMENDATION

- a) Report on bids and take appropriate action based on evaluation of bids for 9414 – Camden Community Center Improvements Project; and
- b) Approve a 15% contingency if City Council awards a construction contract.

SUMMARY AND OUTCOME

Tenant improvements are planned at the Camden Community Center (**Attachment** - Location Map - 9414 - Camden Community Center Improvements Project) to ensure its readiness as a shelter ready site during a disaster event.

A supplemental memorandum to City Council, due for submission in the week of June 11, 2024, will summarize the bids received for the 9414 – Camden Community Center Improvements Project (Project) and will make a recommendation for award of the contract. Award of the contract will enable the Project to proceed with construction to allow for the community center to be used as a shelter during times of disaster. Approval of a 15% contingency will provide funding for any unanticipated work necessary for the proper completion or construction of the Project.

BACKGROUND

On November 6, 2018, the voters of San José passed ballot Measure T- The Disaster Preparedness, Public Safety, and Infrastructure Bond with over 70% of the electorate voting yes. The measure authorizes the City to issue up to \$650 million in general obligation bonds for

infrastructure projects. Among the Measure T program, approximately \$13 million is allocated to the Community Center/Emergency Shelters program.

The City's Emergency Operation Plan includes the topic of extended emergency operations, which encompasses the coordination of mass care and shelter facilities. These facilities are designed to provide basic human needs under emergency situations, including food, water, shelter, and security. In 2019, staff prepared the "City of San José Shelter Ready Study." The study's objective was to determine the feasibility of converting the existing community centers to be used as temporary emergency shelters during a disaster. The team assessed the existing community centers to determine what essential needs or upgrades were required at each site in order for it to be considered as an American Red Cross Shelter Ready site.

First, staff determined the number of people that could be served at each location during a disaster. Two response scenarios were evaluated in estimating the population that can be served: 1) daytime programs such as feeding or local assistance centers; and 2) overnight sheltering capacity. The evaluation considered only the capacity of those portions of the buildings that would be used for sheltering and did not consider any space outside the structures that may be used for temporary shelters.

Following the assessment of building capacity, the team evaluated each building (except for Willow Glen Community Center) using the American Red Cross Sheltering Handbook (May 2012) and Federal Emergency Management Agency 453 Risk Management Series Design Guidance for Shelters and Safe Rooms (May 2006). The portions of each community center that could be used as a shelter were evaluated against the requirements for emergency shelter ready sites.

As a result, 10 community centers were selected to be shelter ready sites: Almaden, Bascom, Berryessa, Camden, Cypress, Evergreen, Mayfair, Roosevelt, Southside, and Seven Trees.

To determine the prioritization, the Parks, Recreation, and Neighborhood Services Department evaluated each community center using an equity screening. For this evaluation, staff identified the percentage of the population living in poverty and the population density in a one-mile radius surrounding each community center. Recognizing that in some circumstances, sheltering or providing services outdoors may be needed, staff additionally considered which locations have a park adjacent to the building.

Based on this information, four priority groupings were formed as follows:

Priority 1 – Roosevelt, Mayfair, Bascom, and Seven Trees Community Centers;

Priority 2 – Camden Community Center;

Priority 3 - Evergreen, Almaden, and Berryessa Community Centers; and

Priority 4 – Cypress and Southside Community Centers.

The Roosevelt, Mayfair, Bascom, and Seven Trees Community Centers were ranked higher in the equity screening and prioritized as the first grouping. However, even though Camden Community Center was low on the list of equity screening, it was prioritized second because it is the most used site in an emergency and requires the most improvements. Camden Community

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Center also serves as the Parks, Recreation, and Neighborhood Services Department's operations center for disaster response. Cypress and Southside Community Centers were placed lower based on the possibility that these sites were being considered for potential public-private partnership arrangements.

The Project scope includes improvements to the Priority 2, Camden Community Center, to meet the essential requirements of an Emergency Shelter Ready Site per the American Red Cross Sheltering Handbook requirement (May 2012) and the Federal Emergency Management Agency 453 Risk Management Series – Design Guidance for Shelter and Safe Rooms (May 2006). Improvements include the Americans with Disabilities Act improvements in areas of work, backup power readiness and temporary lighting in the gymnasium, and heating, ventilation, and air conditioning unit replacements with new supply and return ducts.

In addition to the shelter ready scope of work, the Parks, Recreation, and Neighborhood Services Department has elected to implement changes beyond shelter readiness, including the reconfiguration of the kitchen layout to enhance efficiency and accommodate additional appliances needed to serve the community's needs and roofing replacement of Buildings C, D, and E due to the exceeded lifespan of their warranties and nonrepairable conditions.

Camden Community Center will serve as the Parks, Recreation, and Neighborhood Services Department's operation center under an emergency. To accommodate this function, the existing multipurpose room will be expanded with the demolition of an unused storage space, an existing storage room will be converted into a server room, and a laundry room will be added.

ANALYSIS

On May 9, 2024, the City opened bids for the Project. A notice of intent to award to the apparent low bidder was posted on May 20, 2024. A protest period of five business days is required following the date the notice is be issued.

A supplemental memorandum to City Council will be issued the week of June 11, 2024, after the protest period concludes, and will include a report on bids, the name of the contractor staff recommends awarding to, the award amount, and any budget actions necessary to ensure that funding is available to award the contract.

Contingency

San José Municipal Code Section 27.04.050 provides for a standard contingency of 15% on public works contracts involving the renovation of a building or buildings. The standard 15% contingency is appropriate for this Project.

Wage Theft Prevention Policy Check

The Office of Equality Assurance will review bidders for compliance with the City’s Wage Theft Prevention Policy. The findings will be reported in the supplemental memorandum to the City Council.

Project Labor Agreement Applicability

The City’s Project Labor Agreement is applicable to this Project because the Engineer’s Estimate is over \$1.22 million.

EVALUATION AND FOLLOW-UP

A supplemental memorandum to City Council due for submission on the week of June 11, 2024, after the protest period concludes.

COST SUMMARY/IMPLICATIONS

The total contract award for the Project will be included in the supplemental memorandum and the total project cost table below will be updated with actual costs. This Project supports the Neighborhood Services City Service Area goal to extended emergency operations, including the coordination of mass care and shelter facilities. The construction of the Project will prepare the community center to be a shelter ready site during a disaster. The source of funding for this Project is through the Public Safety and Infrastructure Bond. This work to be completed as part of this Project will have no net operating and maintenance costs.

1. TOTAL ESTIMATED COST OF PROJECT:

Project Delivery*	\$1,497,945
Engineer’s Estimate	4,951,231
Contingency (based on Engineer’s Estimate)	742,685
TOTAL ESTIMATED PROJECT COSTS	<u>\$7,191,861</u>
Prior Years’ Expenditures and Encumbrances	550,987
TOTAL REMAINING ESTIMATED PROJECT COSTS	\$6,640,874

* Project delivery includes \$595,784 for design services and \$902,161 for construction management and inspection services.

BUDGET REFERENCE

The table below identifies the fund and appropriations to fund the contract recommended as part of this memorandum and remaining Project costs, including project delivery, construction, and contingency costs.

Fund #	Appn #	Appn. Name	Total Appn	Rec. Budget Action	2024-2025 Proposed Capital Budget Page*	Last Budget Action (Date, Ord. No.)
498	418K	Measure T – Community Centers/ Emergency Centers	\$6,000,000	N/A	457	N/A

* The 2024-2025 Capital Budget is scheduled to be adopted by City Council on June 18, 2024. The 2024-2025 Proposed Capital Budget and the 2025-2029 Capital Improvement Program allocated \$7.6 million for this project, with \$6.0 million allocated in 2024-2025 and \$1.6 million allocated in 2025-2026. Should it be determined that the spending plan must be accelerated, staff will return with budget actions for City Council approval during the budget process.

COORDINATION

This memorandum has been coordinated with the City Attorney’s Office, the City Manager’s Budget Office, the Parks, Recreation, and Neighborhood Services Department, and the Planning, Building, and Code Enforcement Department.

PUBLIC OUTREACH

This memorandum will be posted on the City’s Council Agenda website for the June 18, 2024 City Council meeting and the supplemental memorandum will be posted during the week of June 11, 2024.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

CEQA

Categorically Exempt, File No. ER24-070. CEQA Guidelines Section 15301, Existing Facilities.

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PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

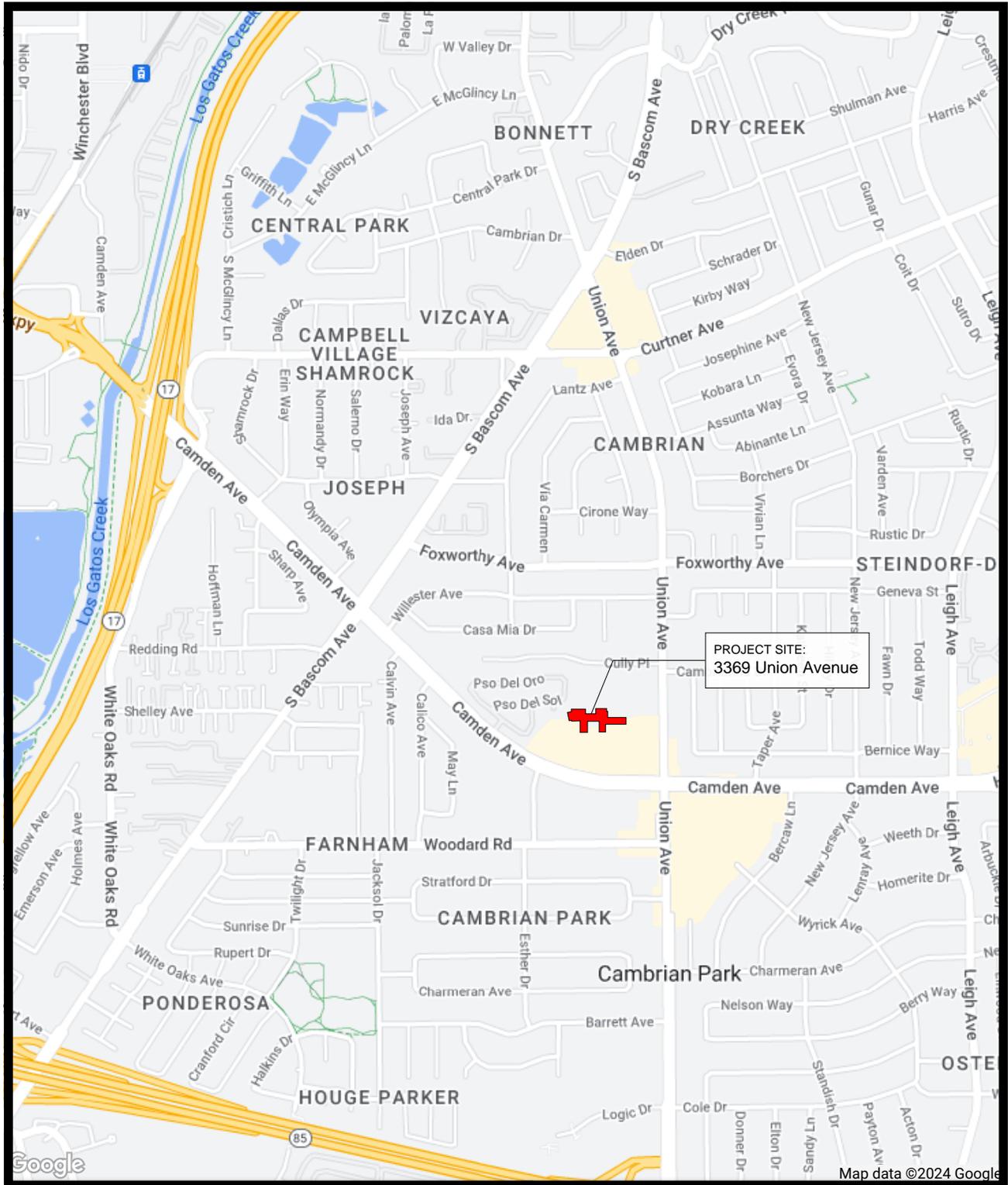
MATT LOESCH

Director of Public Works

For questions, please contact Sal Kumar, Deputy Director of Public Works, at sal.kumar@sanjoseca.gov

ATTACHMENT: Location Map - 9414 - Camden Community Center Improvements Project

Attachment
Location Map – 9414-Camden Community Center Improvements Project



9414-Camden Community Center Improvements Project
NOT TO SCALE

