TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: PUBLIC WORKS

DATE: FEBRUARY 17, 2004

SUBJECT: APPROVAL OF A CONTRACT WITH PHILIP HENRY
ARCHITECTURE IN THE AMOUNT OF $360,944 FOR DESIGN
SERVICES FOR THE ANIMAL SHELTER EXPANSION AND
RENOVATION PROJECT – CAPITAL IMPROVEMENT
PROGRAM PROJECT PE04014/10306

RECOMMENDATION
Staff recommends that Council approve and authorize the Mayor to execute the attached
contract (Attachment A) with Philip Henry Architecture in the amount of $360,944 for
design services for the expansion and renovation of the Animal Shelter.

DISCUSSION
In 1996, the City retained a consultant, Adamson Associates, to evaluate the condition of
all of the City’s buildings. In 1997, Adamson issued its report, which listed the specific
renovations needed at each City facility, estimated their costs, and recommended a
timetable for implementing them. These recommendations were then incorporated into
the City’s Infrastructure Management Plan (IMP.)

Adamson Associates recommended renovations for the Animal Shelter (Shelter) that
included electrical, mechanical, Americans with Disabilities Act (ADA) upgrades,
roofing, painting and flooring. There are a number of capital improvement projects that
had been planned for future years to accomplish this work. More recently, the need for a
new dog kennel has arisen in order to house an increased numbers of dogs that for safety
reasons must be isolated from other animals and from Shelter visitors.

On November 17, 2003 (CMR:516:03), Council approved a cost-sharing agreement with
the Cities of Sunnyvale, Mountain View, Los Altos and Los Altos Hills to provide animal
control services. The proposed expansion project would combine the renovations
recommended in the Adamson Associates report, new dog kennels and provide more
space for the shelter needs of both Palo Alto and the other cities. The existing office area
and kennel areas are approximately 3,600 and 2,000 square feet, respectively. The
improvements that would be designed by Philip Henry Architects under the attached
contract would add roughly 2,000 square feet of office area and 2,400 square feet of kennel (see Attachment B).

Design Consultant Selection

<table>
<thead>
<tr>
<th>Proposal Description/Number</th>
<th>Animal Shelter Expansion and Renovation (RFP #152254)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>30 months</td>
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<tr>
<td>Number of Proposals Mailed</td>
<td>16</td>
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<tr>
<td>Total Days to Respond to Proposal</td>
<td>30</td>
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<tr>
<td>Pre-Proposal Meeting?</td>
<td>Date of Meeting</td>
</tr>
<tr>
<td>Number of Companies at Pre-Proposal Meeting</td>
<td>2</td>
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<tr>
<td>Number of Proposals Received:</td>
<td>2</td>
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</tbody>
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Company Name | Location (City, State) | Selected for Interview |
-------------|------------------------|------------------------|
1. George Miers & Associates | Moraga, CA | Yes |
2. Philip Henry Architects | Berkeley, CA | Yes |

Range of Proposal Amounts Submitted | $270,538 to $171,000* (*George Meirs & Associates did not include construction phase services or solar design costs in their proposal)

An evaluation committee consisting of staff members from the Police Department and Public Works Engineering reviewed the two proposals received from interested design firms and both firms were interviewed on July 8, 2003. Although both firms have designed other animal shelters, staff recommends Philip Henry Architects because it had taken the time to visit the Shelter on two earlier trips and had a clear idea of the needed improvements. It also offered alternative design options and appeared very interested in working with Palo Alto. Staff also phoned prior clients of both firms and believes that Philip Henry Architects would be best suited for the expansion work.

The total design fee of $360,944 for Philip Henry Architects includes basic building design/remodel services, green building design costs and construction administration fees. Of the total fee, $30,000 will be paid from the Department of Energy (DOE) grant money that will be used for the design of the photovoltaic power systems. The DOE grant will also provide over $400,000 for construction of the solar panels and supporting structures. Half of the design and construction costs for installing these solar power systems will be reimbursed by the DOE. Since the Animal Shelter is an older building in poor condition, the design fee also includes $43,167 (15 percent), for additional services that may arise due to unforeseen building conditions.
**RESOURCE IMPACT**

Funding for the design services is budgeted in Capital Improvement Program (CIP) Project PE-04014 (CIP Project #10306) in the amount of $365,000. Reimbursement agreements have been approved with the cities of Sunnyvale, Mountain View, Los Altos and Los Altos Hills, which will pay their share of the estimated design services by January 1, 2004.

- Cost sharing by other Cities $1,076,000
- Estimated construction cost $1,460,000
- Palo Alto portion of construction cost $384,000
- Palo Alto portion of design fee $66,480
- Philip-Henry Architects fee $360,944

Subtotal Design $3,347,424

- Cost sharing by other Cities ($269,000)
- Dept of Energy Solar Reimbursable ($15,000)

Total $3,063,424

**POLICY IMPLICATIONS**

Approval of the contract is consistent with City policies.

**ENVIRONMENTAL REVIEW**

This project has been determined to have no significant effect on the environment and to be Categorically Exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) per CEQA Guidelines, Article 19, Section 15303, Class 3, (c).

**ATTACHMENTS**

Attachment A: Contract
Attachment B: Conceptual Plan

**PREPARED BY:**

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**CITY MANAGER APPROVAL:**

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