

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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**1500 Bollinger Canyon Road
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Fire Prevention

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MEMORANDUM

Date: October 9, 2012

To: Board of Directors

From: Robert Leete, Administrative Services Director

Subject: Motorola Solutions, Inc. Approval of Payment for Purchase of Mobile and Base Station Radios

Section 5.3 of District Ordinance 20 requires that purchases in excess of \$25,000 have specific approval of the Board of Directors. The following purchase requires such authorization.

Background

In May 2012 the Board approved the purchase of up to 342 mobile radios and 78 base stations for the Federal Emergency Management Agency Assistance to Firefighters Grant radio project. Some of the mobile radios and base stations were purchased and received. Per the purchase terms, the District is required to pay the invoices in the amounts of \$165,783.88 and \$33,156.78. This purchase was for a participating agency. The District will receive federal grant and intergovernmental revenue to fund the complete cost of this purchase.

Recommended Action

Staff recommends the Board approve payment to Motorola Solutions, Inc. in the amount of \$198,940.66.

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MEMORANDUM

Date: October 9, 2012
To: Board of Directors
From: Richard Price, Fire Chief
Subject: Approval of Agreement for Construction Management Services for Station 32 Demolition and Grading

Background

In May 2012 the Board approved a construction contract for demolition and grading services for the new Station 32 project. Construction management services for this phase of the project are necessary.

The District requested a proposal for these services from O'Connor Construction Management, Inc. The cost of construction management services for this demolition and grading project is \$40,800.

Recommended Action

Staff recommends the Board authorize staff to enter into an agreement with O'Connor Construction Management, Inc. in an amount not-to-exceed \$40,800 for construction management services for the demolition and grading project.

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MEMORANDUM

Date: October 9, 2012

To: Board of Directors

From: Richard Price, Fire Chief

Subject: Approval of Agreement for Construction Management Services for Station 32 Project Phase 2

Background

In July 2012 the Board authorized staff to enter into a contract with an architectural firm for the preparation of construction documents for the new Station 32 project. With the current vacancy of the Assistant Chief - Support Services position, it is recommended that the District enter into a contract with a construction manager to manage this phase of the project.

This phase of construction management will provide services to the District from architectural drawings through construction bid documents. At the end of this phase, the District will be in a position for the Board to consider authorizing issuance of a request for bids for construction.

The District requested a proposal from O'Connor Construction Management, Inc. for these construction management services. The cost of construction management services for Phase 2 is \$58,800.

Recommended Action

Staff recommends the Board authorize staff to enter into an agreement with O'Connor Construction Management, Inc. in an amount not-to-exceed \$58,800 for construction management services for Station 32 Project Phase 2.

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MEMORANDUM

Date: October 9, 2012
To: Board of Directors
From: Richard Price, Fire Chief
Subject: Approval of Agreement for Construction Management Oversight Services for Station 31 Radio Site Installation and Improvement Project

Background

The District is a member of the East Bay Regional Communications System Authority (EBRCSA). EBRCSA is installing an interoperable communications system in Alameda and Contra Costa Counties. This system requires a radio repeater site in the central portion of the District. The District's Station 31 was identified as a suitable radio repeater site for the new communications system.

As a result, installation of equipment and other improvements are needed at Station 31. EBRCSA is responsible for the costs of this project. EBRCSA has hired contractors to complete this work. The required construction work includes installation of equipment and necessary modifications to existing infrastructure and facilities. This includes installation of new communications equipment in the server room at Station 31, installation of new air conditioning equipment and modifications to the existing heating and air conditioning system, modifications to the electrical system, installation of fire detection equipment, relocation of the existing fuel tanks and installation of EBRCSA equipment on the District's communications tower. Work is scheduled for completion by the end of 2012.

Due to the complexity and time constraints of the project along with the current vacancy of the Assistant Chief - Support Services position, it is recommended that the District enter into a contract with a construction manager to oversee the project and represent the needs of the District. The District requested a proposal from O'Connor Construction

Management, Inc. for construction management oversight services. The cost of construction management oversight services for this project is \$21,600.

The District's Annual Operating Budget does not include professional services appropriations for the necessary construction management services. Staff recommends the District use salary savings from the Assistant Chief vacancy to fund the additional professional services.

Recommended Action

Staff recommends the following:

- Board authorize staff to enter into an agreement with O'Connor Construction Management, Inc. in an amount not-to-exceed \$21,600 for construction management oversight services for the Station 31 Radio Site Installation and Improvement Project.
- Board approve a General Fund budget adjustment in the amount of \$21,600 from Permanent Salaries to Professional Services.

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MEMORANDUM

Date: October 9, 2012

To: Board of Directors

From: Richard Price, Fire Chief

Subject: Approval of Project Operating Agreement with the East Bay Regional Communications System Authority

Background

The District is a member of the East Bay Regional Communications System Authority (EBRCSA). EBRCSA is installing an interoperable communications system in Alameda and Contra Costa Counties. EBRCSA requires the District to enter into a Project Operating Agreement. The Project Operating Agreement has been reviewed by District legal counsel.

The Project Operating Agreement details responsibilities of EBRCSA and the District. The District is responsible to make monthly operating payments beginning in fiscal year 2013-2014. The operating payments fund the operation and maintenance of the communications system. Operating payments are estimated to be \$30 per month per radio. The District will have 262 radios on the EBRCSA system. Annual cost is currently estimated at approximately \$94,000 per fiscal year.

Recommended Action

Staff recommends the Board authorize staff to execute the Project Operating Agreement with the East Bay Regional Communications System Authority.

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MEMORANDUM

Date: October 9, 2012
To: Board of Directors
From: Richard Price, Fire Chief
Subject: Feasibility Study to Examine Surface Water Quality Options for Meeting Sewer District and County Storm Treatment Requirements (Replacement FS32)

Background:

As a result of ongoing discussions with staff from the Central Contra Costa Sanitary District (CCCSD) and the Contra Costa County Department of Public Works (DPW), the District has a need to retain a civil engineer to work with our architect (LCA) to perform a grading and drainage feasibility study to determine whether alternates to the plan depicted in the entitlement document can be feasibly constructed.

Present Situation:

To accomplish the needs of the facility the site will likely need to incorporate bioretention treatment areas in addition to what have been contemplated in the entitlement documents. This analysis requires the skill of a specialized civil engineering firm.

Fiscal Impact:

These services are not expected to exceed \$19,000.

Recommendation:

Authorize the Fire Chief to execute a change order with LCA Architects to secure these additional services.



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BKF 20125092
October 1, 2012

**San Ramon Valley Fire Protection District
Civil Engineering – Additional Services Request #2**

SCOPE OF SERVICES

Task 1: Prepare Feasibility Study to Examine Surface Water Quality Options for Meeting Sewer District and County Storm Treatment Requirements

As a result of ongoing discussions with staff from the Central Contra Costa Sanitary District (CCCSD) and the Contra Costa County Department of Public Works (DPW), BKF will work with LCA to perform a grading and drainage feasibility study to determine whether alternates to the plan depicted in the entitlement document can be feasibly constructed to meet the two Districts/Agencies preferred goals, as determined in our meeting of 27 September, 2012. District/Agency goals are prioritized as follows:

- a. CCCSD and DPW both prefer that the fueling area be contained and isolated from other site drainage, or they will require that the fueling area be covered. Flows from this area will be directed to and through a sand-oil separator, and will then flow through normal bioretention treatment before discharge to the storm drainage system.
- b. CCCSD's preference is that inflow to the sewer system is limited to run-off from the truck-washing area, and that it be further limited to truck washing activities only. As such, they prefer either that the wash area be covered, or that flows will be controlled through a solenoid valve that is activated by the water supply with a delay that does not divert the run-off back to the storm system until several minutes after the water supply has been shut down. In this scenario, any flows occurring when the system is being directed to the storm drainage system must flow through normal bioretention treatment facilities before being discharged to the public drain system.

To accomplish both of these goals, the site will need to incorporate bioretention treatment areas in addition to what have been contemplated in the entitlement documents. We will prepare 3-concept level schemes that depict how these goals could be met by utilizing piped systems and deep treatment areas, pumps, or surface flows, if possible; in addition to a scheme that meets goal #a, above, but relies on a rain sensor to divert flows to the storm drain during threshold storms, and so does not meet goal #b (which we understand to be CCCSD's "preference", as opposed to their "requirement").

Task 2: Matrix Analysis

We will prepare a matrix of "plusses and minuses" comparing the 4-concepts to each other and to the plan in the entitlement drawings. The matrix will consider and compare costs, maintenance, potential permitting difficulties, and aesthetics.

Task 3: Concept Development

We will coordinate with the design team to develop the preferred option to a level of design consistent with what was presented in the entitlement documents.

1. Site Plan Coordination—BKF will coordinate with the team to prepare a conceptual site plan, based on the outcome of Tasks 1 and 2. We will specifically review the following for two design iterations:
 - a. Verify that access to the proposed finished floor elevations can be graded within acceptable limits for both pedestrians and vehicles.
 - b. BKF will review turn movements for passenger cars, delivery trucks, and ambulances to verify that the proposed geometry allows adequate clearances. We will make recommendations of alternate alignments as necessary.

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- c. Coordinate utility connections and provide support for improvements contained within the public right of way.
 - d. All information obtain will be shared with the design team.
2. Drawings: We will prepare the following Concept Development level drawings for review and approval by the SRVFPD:
 - Grading Plan
 - Utility Plan
3. Submittals: BKF will provide submittals at the 100% level of completion.

Task 4: Meetings and Coordination

We will attend 1-team meeting to go over results of Tasks 1 and 2 and help the District select a preferred option. We will attend 1-meeting with CCCSD and DPW to present the preferred option. We will attend 1-meeting during the Design Development Phase to coordinate our work with the Project Architect.

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COMPENSATION

BKF proposes to provide the services for the following fixed fees:

Task 1	Prepare Feasibility Study	\$5,900
Task 2	Matrix Analysis	\$2,800
Task 3	Design Development	\$3,700
Task 4	Meetings and Coordination	\$2,000
Total Additional Services		\$14,400

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BKF 20125092
September 18, 2012

**San Ramon Valley Fire Protection District Station #32
Civil Engineering – Additional Services Request #1**

SCOPE OF SERVICES

Task 1: Prepare Final Storm Water Control Plan

BKF will prepare a final Storm Water Control Plan to document that the project improvements meet the requirements of Provision C3 of the California Regional Water Quality Control Board, San Francisco Bay Region, Municipal Regional Stormwater NPDES Permit under which discharges from municipal separate storm sewer systems (MS4s) of Contra Costa County are permitted.

COMPENSATION

BKF proposes to provide the services for the following fixed fees:

Task 1	Prepare Final Storm Water Control Plan	\$3,900
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Total Additional Services	\$ 3,900
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MEMORANDUM

Date: October 9, 2012
To: Board of Directors
From: Richard Price, Fire Chief
Subject: Change Order (FS32) with Carone and Company, Inc.

Background:

Robert Muir with O'Connor Construction Management, our Project Manager for FS32, will be attending the board meeting to fully discuss our contract situation with Carone and Company, Inc. Staff will be proposing a \$96,000 Change Order to resolve our soil dispute and immediately begin moving the project toward completion. Our negotiations have been difficult and lengthy but we do believe we have selected a prudent and sound path forward and we look forward to discussing it with the Board.

Recommendation:

Authorize the Fire Chief to execute a change order to secure these additional services.