



# County of Santa Cruz 0009

---

## COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 950604073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

November 4, 1999

AGENDA: November 16, 1999

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

### REPORT ON EMELINE SITE IMPROVEMENTS

Dear Members of the Board:

At your August 17, 1999 meeting, your Board considered a report on site improvements at the Emeline Campus. At that time, your Board directed staff to report back at this meeting with recommendations regarding plans, financing and implementation of Emeline site improvement projects.

The Emeline Campus Committee, consisting of representatives from the CAO's office, General Services, Parks, Human Resources Agency, Health Services Agency, Public Works and a representative from Supervisor Beautz's office, met on September 22 to discuss the status of improvement projects at the site. A copy of the agenda for that meeting is attached for your Board's information.

The attachments to the agenda set forth the status and schedule for currently budgeted maintenance improvement projects at the Emeline Campus. Some of these projects include the exterior painting of 1020 and 1040 Emeline and several re-roofing projects and interior remodeling projects. In addition, the Parks Department is planning to repair and install a new irrigation system in the vicinity of 1000 Emeline to coincide with the remodeling project scheduled for that facility in the spring.

Additionally, the General Services Department has recently overseen the completion of three projects at the campus designed to improve accessibility and safety. Curb cuts have been made from the Stepping Out Facility to 1400 Emeline and in the "island" area in front of 1080 Emeline to improve wheelchair accessibility at the site. A special law enforcement parking area has been created between 1080 Emeline and the child care facility at 1030 Emeline. This will increase vehicular and pedestrian safety in this area as it provides a space for law enforcement vehicles to park when they are bringing individuals to the HSA Clinic without blocking the fire corridor and other vehicular traffic.

The Emeline Campus Committee agreed that improvements to the site's vehicular and pedestrian traffic circulation system are a high priority. It is believed that further improvements can be made to this system that would result in increased safety for users of the site, increase accessibility for the disabled community and generally clarify the overall circulation at the site. In order to implement these traffic improvements, the Committee further agreed it would be necessary to secure engineering design services for a Vehicular Traffic and Pedestrian Circulation Plan.

Agenda: November 16, 1999

0010

This plan will be developed in two phases. The first phase will identify current circulation patterns and problems and will include a list of potential projects and cost estimates. The second phase of the plan development will include preparation of engineered plans and technical specifications for projects that are recommended by the Emeline Campus Committee and selected by your Board for implementation. A copy of the Request for Qualifications for these engineering design services is attached to this report. It is anticipated that design services for the first phase of this plan will be approximately \$20,000.

Funds for these services are available in the Plant Budget. As your Board may remember from the August 17<sup>th</sup> report on this subject, there is approximately \$150,000 in uncommitted funds remaining from the Emeline site improvement budget. Improvement projects recommended by the engineering design consultant and the Emeline Campus Committee, as well as other projects that may be recommended by the Committee will be brought to your Board in the future for comment and approval.

It is therefore RECOMMENDED that your Board:

1. Accept and file this report on Emeline Campus Site Improvement projects;
2. Authorize the Director of General Services to issue the attached Request for Qualifications for Engineering Services for the Emeline Campus Traffic and Pedestrian Circulation Plan;
3. Direct the General Services Director to report back at the first meeting in January, 2000 with a recommendation on the selected firm and a recommended contract for services.

Very truly yours,



SUSAN A. MAURIELLO  
County Administrative Officer

Attachments

cc: GSD, POSCS, HSA, HRA, DPW



# County of Santa Cruz 0011

## COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 950604073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

## EMELINE CAMPUS COMMITTEE AGENDA

**DATE:** Wednesday, September 22, 1999  
**TIME:** 2:00 PM  
**LOCATION:** 1400 Emeline, Room 206/207

1. Introduction Carol Girvetz, CAO
2. Review/Background Carol Girvetz, CAO
  - ▶ Last Day Budget Report - Report on Emeline Site Improvements
  - August 17, 1999 - Report on Emeline Site Improvements
3. Status/Schedule of FY 99-00 Emeline Complex Plant Projects Jon Herfindahl, GSD
  - ▶ GSD Memo - September 13, 1999 - Emeline Complex Projects
4. Status of Traffic/Pedestrian Circulation Plan Bob Watson, CAO
  - ▶ DPW Memo - September 13, 1999 - Emeline Complex
5. Status of Irrigation/Landscaping Plan Gretchen Iliff, Parks
6. Other Issues
7. Future Meeting Schedule
  - ▶ Wednesday, Dec. 1, 1999, 2:00 PM
  - Wednesday, Mar. 1, 2000, 2:00 PM
  - Wednesday, June 7, 2000, 2:00 PM
8. Adjournment

### Emeline Campus Committee:


Gretchen Iliff, Parks  
Sandy Haugen, HSA  
Eileen Stern, HRA  
Joan Carpenter - DPW  
Roy Holmberg - GSD  
Jon Herfindahl - GSD  
Bob Watson - CAO  
Representative, Emeline Neighbors

cc: Supervisor Jan Beautz Cecilia Espinola, HRA  
Susan Mauriello, CAO Barry Samuel, Parks  
Chuck Moody, HSA John Fantham, DPW

# COUNTY OF SANTA CRUZ

## INTER-OFFICE CORRESPONDENCE

0012

DATE: SEPTEMBER 13, 1999  
TO: Bob Watson, CAO Analysts  
FROM: Jon Herfindahl, GSD   
SUBJECT: EMELINE COMPLEX PROJECTS

---

The General Services Department along with the Health Services Agency and the Human Resources Agency has a number of projects for the facilities at the Emeline Complex. The projects that are funded for various facilities ranging from a major remodel of 1000 Emeline to updating the main directory at the entrance to the complex.

The following is a listing of projects by facility for the Emeline Complex with estimated time for completion or status.

### 1000 Emeline

#### **Interior Remodel, \$550,000 Budgeted by HRA**

This project is being handled by HRA and Teal1 Messer, Architect, at this time. Coordination by HRA and the architect with GSD will happen once the scope of work is determined by the HRA.

#### **Roof Replacement, \$38,000 Budgeted by HRA**

This job may need to be coordinated with the remodel of the interior depending on the scope of work and if the roof line is going to change or if new roof penetrations are required with the remodel. This item will get a time line established once HRA has developed a scope of work on the interior remodel.

### 1020 Emeline

#### **Reglazing of Windows, \$5,500 Budgeted in HRA**

The existing window glazing is forty plus years old and needs to be replaced. This job is currently being bid and should be completed by the end of November 1999.

#### **Replacement of Various Doors, \$8,000 Budgeted in HRA (\$5,271 remaining)**

This project started out in 98-99 and four exterior doors were replaced under budget. The remaining funds are to be used to replace the main lobby door. This will be completed by the end of December 1999.

#### **HVAC Repair, \$10,000, 99/00 Plant Budget**

The replacement of duct work that is located on the roof is being replaced. Project to be completed April 14, 2000.

**Paint Exterior, \$26,000, Funded in HRA Budget**

The painting of the exterior will be bid along with similar work being done at 1040, 1060 and 1080 Emeline. Completed in April of 2000.

**1040 Emeline****Paint Exterior, \$26,000, Funder in HRA Budget**

The painting of the exterior will be bid along with similar work being done at 1020, 1060 and 1080 Emeline. Completed in April of 2000.

**Reglazeing of Windows, \$7,500 Budgeted in HRA**

The existing window glazing is forty plus years old and needs to be replaced. This job is currently being bid and should be completed by the end of November 1999.

**1060/1070 Emeline****HVAC Mbdifications, \$4,500, Funded in HSA Budget**

Request to provide Air conditioned air to the Solarium room at 1060 Emeline. Completed May 2000.

**1080 Emeline****Remdel to Clinic, \$61,000, Funded in HSA Budget**

Project is in development stages with HSA.

**Mbdifications to Pharmacy and Lab, \$48,000, Funded in HSA Budget**

Project is in development stages with HSA.

**Install X-ray Lab Air Filtration System, \$6,000, Funded in HSA Budget**

Project to be part of the remodel of Clinic. Project is in development stage with HSA.

**Remdel of Clinic, \$48,000, Funded in HSA Budget**

Project is in development stage with HSA.

**Pharmacy Lab Auxiliary Cooling, \$35,000, Funded in HSA Budget**

Project is in design phase, project to be completed by April 2000.

**Remove Cooling Tower, \$3,000, Funded in HSA Budget**

Completed by end of March 2000.

**Remove Exterior Tiles, \$6,000, Funded in HSA Budget**

The removal of the tile trim above the window overhangs will be removed and a new trim will be applied. This will be part of the bid for the painting of the exterior along with similar work being done at 1020, 1040 and 1060 Emeline. Completed in April of 2000.

**Emeline Directory Update, \$10,000, Funded in HRA Budget**

This project is being developed by HRA and will be coordinated with GSD as various relocations are completed.

0014

1200/1110 Eneline

**Re-roof, \$25,000, Funded in Plant**  
**This project will be completed by June 2000.**

# COUNTY OF SANTA CRUZ

INTER-OFFICE CORRESPONDENCE

0015

DATE : September 13, 1999

TO: Bob Watson

FROM John Presleigh



SUBJECT: EMELINE COMPLEX

---

The following items have been completed to date:

1. Emeline signing and striping plan is complete and on the ground.
2. Road bumps located and installed through General Services.
3. Directional signs were installed along City and County Roadways.
4. Aerial surveys including topography maps are complete. (Joan Carpenter has CD ROM)
5. Multiway stop signs have been installed on Plymouth Street.

Items left to complete:

1. Plymouth Street sidewalk.
2. Stairwell.
3. Pedestrian connections, ADA upgrades.

Please call me if you have any questions.

cc: Joan Carpenter



# County of Santa Cruz

0016

---

## GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 950604073

(831) 454-2210 FAX: (831) 454-2710 TDD: (831) 454-2123

ROY HOLMBERG, DIRECTOR

November 16, 1999

**COUNTY OF SANTA CRUZ  
REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING SERVICES  
EMELINE CAMPUS TRAFFIC AND PEDESTRIAN CIRCULATION PLAN**

Dear Selected Design Firms:

The County of Santa Cruz is currently requesting statements of qualifications for engineering design services for traffic, pedestrian, and related landscape improvements at the County Government Emeline Campus. The traffic, pedestrian and related landscaping improvements to be designed will serve all of the building and parking areas that make up the Emeline Campus.

Qualification statements must be submitted to the General Services Department of Santa Cruz County, 701 Ocean Street, Room 330, Santa Cruz, California, 95060, by 5:00 p.m. on December 10, 1999.

The project instructions for submitting the proposal can be obtained at the General Services Department, 701 Ocean Street, Room 330, Santa Cruz, California. No deposit is required.

The County encourages responses to requests from certified minority, women and disabled-owned contractors. Furthermore, the County encourages the good faith effort by contractors in their performance as County contractors, to subcontract and procure from small minority, disabled and women contractors, suppliers and vendors. Prospective contractors shall agree to adhere to an affirmative program as required by law.

Sincerely,

Roy K. Holmberg  
Director

RKH:mc

RFQEmeline102699-m2



COUNTY OF SANTA CRUZ  
REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING SERVICES  
EMELINE CAMPUS TRAFFIC AND PEDESTRIAN CIRCULATION PLAN

1. General Project Description

The County of Santa Cruz is currently requesting proposals for engineering design services for traffic, pedestrian, and related landscape improvements at the County Government Emeline Campus. The traffic, pedestrian, and related landscape improvements to be designed will serve all of the building and parking areas that make up the Emeline Campus.

2. Project Background

The Emeline Campus consists of numerous separate buildings and parking areas interconnected by roadways and pedestrian facilities. The Campus is used to provide a variety of publicly funded services. The campus has evolved over the years with various changes in the uses of the buildings and additional buildings added to accommodate the evolving public services being offered. These various changes occurred over an extended period of time and have resulted in a situation where we are now experiencing conflicts between pedestrian and vehicular circulation and a lack of clearly defined circulation patterns. In addition, we have areas where pedestrian circulation routes may not be in compliance with the Americans with Disabilities Act (ADA). It is anticipated that improvements could be carried out to correct these conditions and provide a facility with improved safety and enhanced circulation systems. Phase I of the project is to develop a priority list of needed traffic and pedestrian improvements to create safe and efficient traffic circulation, safe access for pedestrians (both employees and clients) to all facilities, and to fulfill the requirements of the ADA. Phase II of the project will be to prepare engineered plans and technical specifications for the highest priority projects that are within the County's funding ability.

3. Scope of Work

A. General Scope of Work - the general scope of work by the consultant for Phase I and II shall include the following:

- a. Identification of traffic and pedestrian circulation patterns on the Emeline Campus
- b. Cost effective methods to meet ADA requirements
- c. Preliminary cost estimates of proposed alternative solutions

- d. Surveying and soils investigation as required
- e. General civil design of necessary improvements
- f. Landscape and irrigation plans prepared by a licensed Landscape Architect when landscaping is used as a means of directing and controlling traffic.
- g. Preparation of construction plans, bid specifications, and engineer's cost estimate

#### B. Specific Scope of Work

- a. Circulation Pattern Identification - The consultant shall develop a pedestrian and vehicle circulation plan that analyzes employees and the public's use of the campus. Administrative staff from each department offering services at the campus shall be surveyed to determine exact needs. Travel within buildings shall not be included in the study. The consultant shall prepare a large format, (24"x 36" min.), display that shows circulation patterns to be addressed by projects. This display shall be submitted to the County for review and approval prior to project identification.
- b. Project Identification and Priority List - The consultant shall develop a list of projects that are needed to provide safe and efficient circulation throughout the campus as identified in the above item. Projects necessary for compliance with the ADA and safety issues shall be given highest priority. The priority list shall include a scope of work and construction cost estimate for each project.
- c. Project Selection for Design - Based upon the results of the above items of work the County will select projects for design development. The County's selection will be limited to available funds for capital improvements. Preparation of engineered plans and technical specification for these selected projects will comprise phase II of the project. A separate contract will be negotiated with the design firm for Phase II work after the scope of the work has been determined.
- d. Project Scope of Work - The limit of work at each project location shall be the minimum necessary to provide safe and efficient pedestrian and vehicle circulation throughout the campus. Enhancements to landscaping and hardscaping that can be easily incorporated into the improvements shall be identified for consideration as part of Phase I work. Landscape plans shall be included in Phase II work where landscaping is used to control and

direct traffic or otherwise enhance the circulation plan.

0019

Projects shall be coordinated with the Department of Parks and Recreation to provide conduits for future landscape irrigation. It should be noted that it is not the intent of this project to develop an overall landscape plan for the entire campus, but to limit the improvements to those needed as part of the circulation plan. All identified and affected utilities shall be indicated on the plans. Landscaping to provide non-erodible and aesthetically finished ground surfaces shall be included in areas disturbed by the improvement projects.

- e. The consultant shall address any traffic control issues which may be necessary to maintain safe traffic flow through the construction. The consultant shall provide information with the final plans for construction staking.
- f. Plans, Specifications, and Estimate (PS&E) - Project specifications by the consultant shall be limited to technical construction details only and shall incorporate existing State and County specifications as applicable. General provisions and contract information shall be provided by the County. Traffic and pedestrian improvements shall follow the 1999 County Design Criteria, the CALTRANS Standard Plans, issued in July of 1992, and CALTRANS Standard Specifications issued in July of 1992.

#### 4. Services and Materials to be Provided by County

The County has obtained black and white digital orthophotography, flown April 25, 1997, at 0.2 ft pixel resolution. These photos may be used by the consultant to identify project locations and analyze the facility.

#### 5. County Liaison

The County liaison for this project will be Nancy Carr-Gordon, Deputy Director of General Services, who can be contacted at (831) 454-2714. All coordination for the project and questions regarding the request for qualifications should be addressed to the County liaison.

#### 6. Insurance Requirements

The attached insurance requirement document outlines the insurance coverages typically required by the County for a project of this type. In your response you should indicate if your firm can provide the required coverages. If you can not meet these requirements you should indicate the areas you can not meet and

the coverages that you have available.

## 7. Selection Criteria

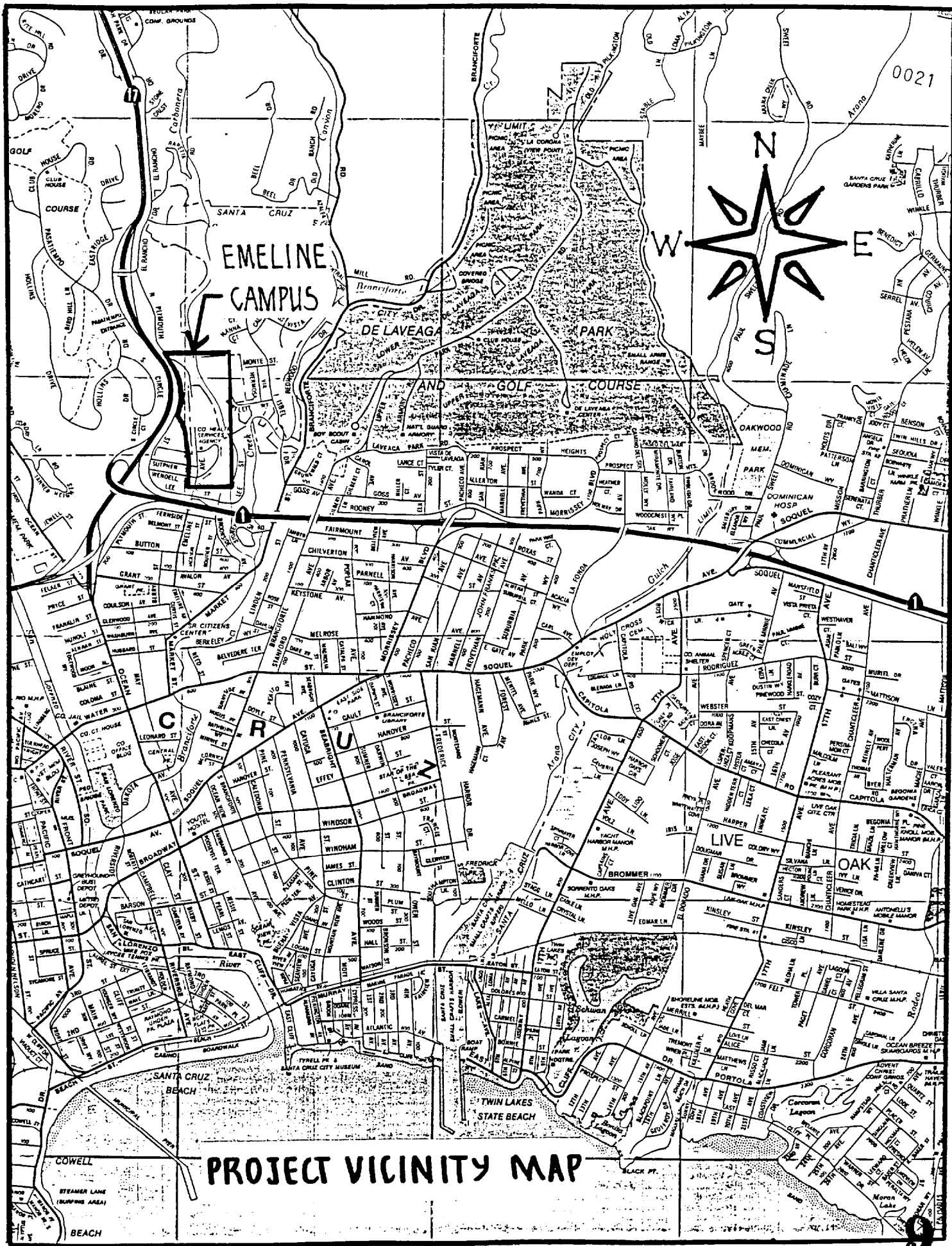
A limited number of firms have been invited to submit Standard Form 255, Architect-Engineer and Related Services Questionnaire for specific project services in response to this request for qualifications. Firms selected were taken from the Standard Form 254, Architect-Engineer and related Services Questionnaire on file, and firms who have previously done work of a related nature for the County. The submittal will be reviewed by the project team and the top three firms will be invited to an interview to discuss their approach to this project and to provide additional background on previous work that the firm has completed. The firm selected by the project team as being most highly qualified will be invited to work with the County to prepare a proposed project agreement on the scope of work, scheduling, completion date and compensation. If the project team and consulting firm are unable to negotiate an agreement on services, negotiations with the first ranked team will be terminated and negotiations with the second ranked firm will be opened. The following criteria **will** be used when evaluating Form 255's and checking references:

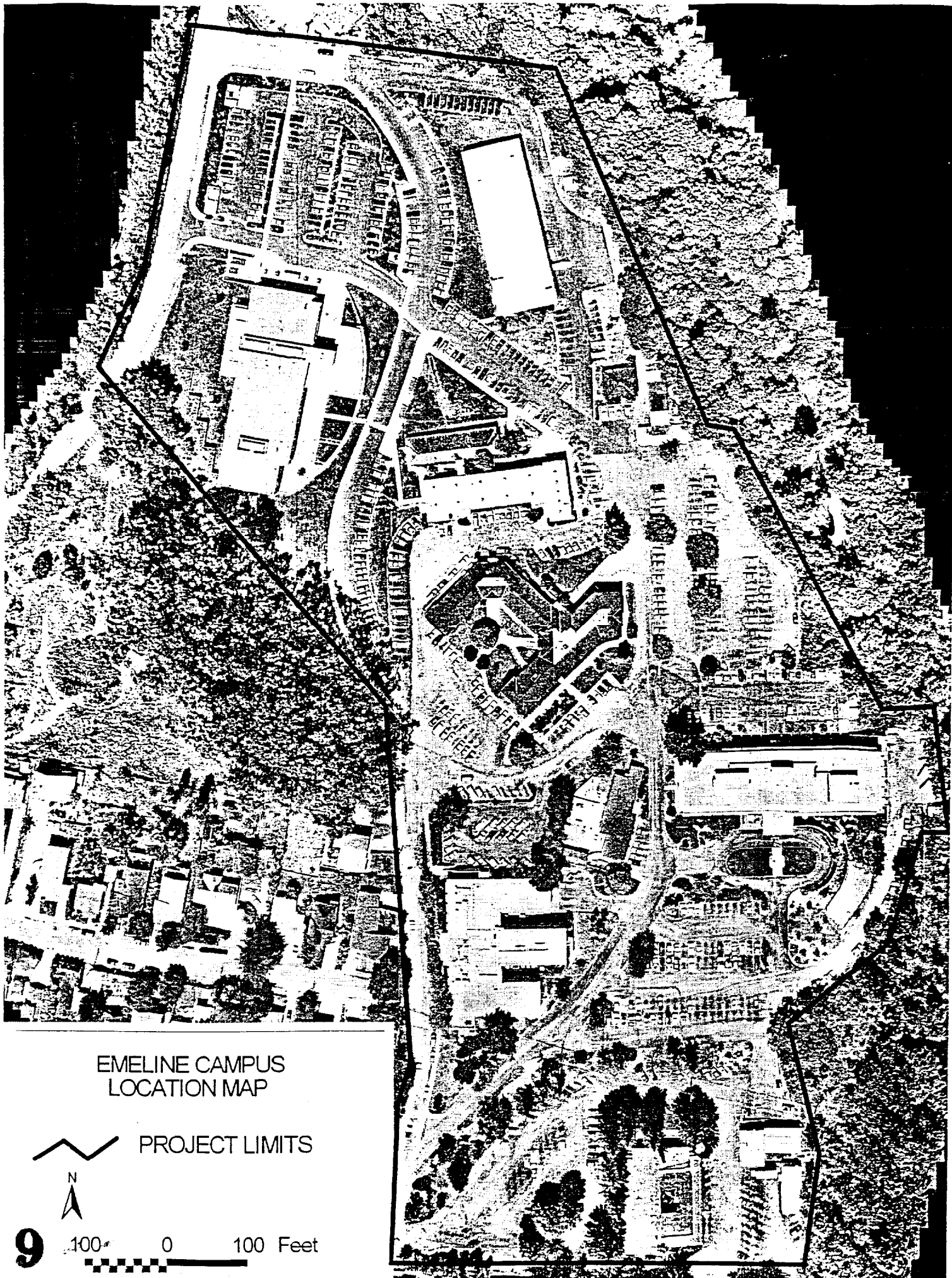
- C. Qualifications of the firm to provide the professional services outlined. (Including meeting insurance requirements.)
- B. Qualifications of the specific personnel who will be working on the project.
- C. Project management and adherence to required time schedules based on an evaluation of previous completed projects. Consideration will be given to the location of the firms office and the resulting availability of the firm for meetings with the public and staff.

## 8. Submittal Requirements

The following items shall be included in the submittal:

- A. Name address and telephone number of firm submitting proposal.
- B. The identification of the project manager and/or principal contact with the County if selected for the project.
- C. A completed Form 255 for this project.
- D. All materials shall be submitted to the General Services Department of Santa Cruz County, 701 Ocean Street, Room 330, Santa Cruz CA 95060.
- E. Summittal materials are due by December 10, 1999.





EMELINE CAMPUS  
LOCATION MAP



PROJECT LIMITS



9

100'

0

100 Feet