

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA #: *B-2

AGENDA DATE: April 25, 2017

SUBJECT:

Approval of Recommendations to Implement the Capital Improvement Plan for Enhancement of the County's Emergency Operations Center to Improve Emergency Preparedness

BOARD ACTION AS FOLLOWS:

No. 2017-201

On motion of Supervisor Withrow, Seconded by Supervisor Monteith

and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None


1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

ATTEST: 
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Chief Executive Office

Urgent

Routine

BOARD AGENDA #: *B-2

AGENDA DATE: April 25, 2017

CEO CONCURRENCE: *pat*

4/5 Vote Required: Yes No

SUBJECT:

Approval of Recommendations to Implement the Capital Improvement Plan for Enhancement of the County's Emergency Operations Center to Improve Emergency Preparedness

STAFF RECOMMENDATIONS:

1. Approve the three-phased strategy for Emergency Operations Centers to improve and enhance emergency preparedness consistent with the approved and adopted Final Capital Improvement Plan for Fiscal Years 2015-2016 and 2016-2017.
2. Approve the Phase I minor improvement project to modernize the interior of the existing Emergency Operations Center at 3705 Oakdale Road, in Modesto, California to increase space utilization, capacity, efficiency, and functionality.
3. Authorize the Project Manager to issue a Request for Qualifications/Proposals for planning, design, and engineering services for the remaining phases of the Project including a siting analysis for Alternate Emergency Operations Centers, consideration of renovations at various County locations and related planning and design work.
4. Direct the Auditor-Controller to establish a Capital Projects fund, Emergency Operations Centers Remodel, and establish the budget for the Project as detailed in the attached Budget Journal.
5. Authorize the Project Manager to issue a Notice Inviting Bids for informal construction of the Phase I of the Project and authorize the Project Manager to award the construction so long as it is within the approved Project Budget.
6. Authorize the Project Manager to negotiate and sign contracts, work authorizations, and purchase orders for professional services needed for the Project, as long as they are within the project budget approved by the Board of Supervisors.
7. Authorize the Project Manager to sign Change Orders within the approved budget up to \$25,000, consistent with the County's Change Order Policy.

DISCUSSION:

In 2016, the Chief Executive Office established a Project Team consisting of staff from the Chief Executive Office, the Office of Emergency Services, General Services Agency, Capital Projects, the Agricultural Commissioner, Stanislaus Regional 911, and Strategic Business

Approval of Recommendations to Implement the Capital Improvement Plan for Enhancement of the County's Emergency Operations Center to Improve Emergency Preparedness

Technology to analyze the potential to improve the primary Emergency Operations Center (EOC) and make other existing County facilities ready to accommodate Emergency Operations when needed. Prompted by the discontinued availability of the County's former Alternative Emergency Operations Center in Ceres in 2016, a greater emphasis was placed on creating suitable locations to serve as Alternative Emergency Operations Center facilities. The Project Team also sought to identify existing facilities that could provide temporary occupancy in the event of an emergency to enable continued critical County operations. The selected facilities include County Center III Building 1 (housing the County's Learning Institute and formerly the Stanislaus County Office of Education Media Center) and Harvest Hall located at the Stanislaus County Agricultural Center. In addition, the Board of Supervisors authorized funding for the modernization of Harvest Hall at the County's Agricultural Center.

The concept for the Alternative Emergency Operations Center Plan was included in the Final Capital Improvement Plan for Fiscal Year 2015-2016 and Fiscal Year 2016-2017, approved by the Board of Supervisors. The County's Project Team has identified needs within existing County facilities at 3705 Oakdale Road, County Center III, and Harvest Hall at the Agricultural Center and has evaluated an extensive approach to meet the resource needs in emergency situations. The Alternative Emergency Operations Center Plan consists of a comprehensive review of the strategy for housing emergency operations given risks for various disasters, including consideration of geographical access, communications, utilities, and other key factors in earthquake, wildfire, flood, and other critical events. This Plan will be divided into three phases and will address improvements to selected existing County facilities. This will enable the use of these facilities to serve as backup or supplementary emergency services locations to the main center at 3705 Oakdale Road by providing for necessary telecommunications, data, power, and flexible-use meeting spaces.

Phase I - Minor Improvements to 3705 Oakdale Road Emergency Operations Center (EOC)

Several modifications to the existing EOC have been made since the property was acquired by a Joint Powers Agreement between the City of Modesto and Stanislaus County in 1997. The most significant recent remodel, completed on March 23, 2013, added a secure data center at the site to provide computer equipment space and create additional backup capability for the County's electronic systems, operated by Strategic Business Technology.

Additional minor renovation of the EOC and Office of Emergency Services space will provide for increased capacity, operational efficiencies, and more functional work areas without the need for expansion or acquisition of additional space resources. The remodeling effort will reconfigure the existing modular space to increase utility by providing separate conference rooms, sufficient office space, and improved work stations. These minor interior improvements will provide a cost effective solution for using the existing facility to provide the efficient delivery of services during an EOC activation and will require less time and costs than a larger tenant improvement project.

The proposed interior changes to the EOC include:

1. Addition of new doors off a corridor into a Storage Room to create an enclosed office. The new Storage Room door will allow the existing door (from the Stanislaus Regional 911 Call Center office area) to be closed off.

Approval of Recommendations to Implement the Capital Improvement Plan for Enhancement of the County's Emergency Operations Center to Improve Emergency Preparedness

2. Addition of a second new door off the same corridor into the Resource Room, allowing up to six modular systems furniture workstations to be installed to accommodate the relocation of staff.
3. Addition of a wall and a new door into a portion of the existing EOC to separate the larger space and provide an additional Conference Room.
4. Enclosure of an existing doorway between the Main Public Lobby and a small Storage Room to enhance access security.
5. Reconfiguration of the Office of Emergency Services Break Room to improve space efficiency and create additional usable space within the modular furniture office area.

These improvements will allow for the Office of Emergency Services to reconfigure use of the open office layout, adjust workstations, and allow the existing meeting room facilities to function more efficiently.

Staff recommends the inclusion of a small covering or roof over a block enclosure on the site to allow its use for storage and upgraded power and vehicle gate controls as alternative bid items.

Proposed Phase I project schedule:

Approval by the Board of Supervisors	April 25, 2017
Advertise and Issue Notice Inviting Bids	April 27, 2017
Pre-Bid Walkthrough (Mandatory for Bidders)	May 10, 2017
Bid Due Date	May 31, 2017
Contract Award	June 13, 2017
Construction Begins	June 19, 2017

The Project Manager may adjust the proposed schedule as necessary.

Phase II-Additional Improvements at the EOC to enhance the security perimeter and provide for additional site storage

Options for improving the exterior security of the City-County Building at 3705 Oakdale Road which houses the Office of Emergency Services and Stanislaus Regional 911 have been developed. This phase will be considered during the upcoming budget process.

Phase III - Site analysis and Alternate EOC/Continuity of Operations Plan and Modernization of the Agricultural Center's Harvest Hall

The Project Manager will meet with Emergency Operations stakeholders to develop a comprehensive scope of work to complete a siting analysis for future locations of Alternate Emergency Operations Centers. This study will also include consideration of possible locations for use as Continuity of Operations (alternate work site) office locations in the event of an unplanned displacement of critical County operations. This analysis will focus on the re-use of existing public facilities.

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In addition, this phase will include planning for the modernization of the Agricultural Harvest Hall Facility which is located at 3800 Cornucopia Way in Modesto. Since its construction in 1997, Harvest Hall has been extensively used for multipurpose meeting, presentation, demonstration and training purposes. Harvest Hall has been identified by the Project Team as being well suited for "standby use" as an Alternative Emergency Operations Center and as a temporary alternative work location for critical County businesses due to its open, multipurpose design and strategic accessible location south of the Tuolumne River.

The proposed Phase III project will include renovation of the facility's well-worn finishes; improved acoustics, electrical, lighting, telecommunications and data infrastructure and audio-video systems to meet current needs. Harvest Hall upgrades would be designed to facilitate use of the multipurpose center as an Alternate Emergency Operations Center by including additional back-up power connectivity, wired and wireless data and telecommunications for rapid conversion for Emergency Operations use. The plan will also include a review of Harvest Hall's interior walls and the division of its meeting rooms to meet current needs and Alternate Emergency Operations uses. The recommended issuance of the Request for Qualifications/Proposals will provide for a selection process for planning/design experts to assist in the development of the recommended Phase III Plans. All future phase will be presented to the Board of Supervisors for consideration of all future actions.

POLICY ISSUE:

Board of Supervisors' approval is required in order to establish the Emergency Operations Center Strategy, establish a Project Budget, and to issue Request for Qualifications/Proposals.

FISCAL IMPACT:

The Phase I interior remodel project will cost an estimated \$265,602, of which \$151,950 is for modular furniture and \$113,652 is for minor tenant improvements. The Phase I improvements will be funded by Operating Transfers Out from the Office of Emergency Services/Fire Warden and County Fire Service Fund budgets. The Office of Emergency Services/Fire Warden budget is a General Fund budget unit; existing appropriations from prior year savings will be re-classed from Services and Supplies to Operating Transfers Out with no impact to Net County Cost. Restricted fund balance will be used to cover the increase in appropriations in the Special Revenue County Fire Service Fund.

Phase II is estimated to cost approximately \$175,000 and is subject to approval by the City of Modesto and the City-County Joint Powers Agency. This phase will be included in the Proposed Budget process.

The Fiscal Year 2015-2016 Adopted Final Budget included approximately \$2.5 million to address improvements and refurbishments of multiple County facilities, including the modernization of Harvest Hall, the Agricultural Center, and County Center III, so that each could serve as back up Emergency Operations Centers to ensure continuity of operations during critical emergencies. Phase III improvements, including an EOC site analysis, will be paid for using these previously approved funds.

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The following table identifies costs and funding for the Phase I improvements only. Budget adjustments for subsequent phases will be addressed separately.

Cost of recommended action:		\$ 265,602
Source(s) of Funding:		
Transfer from OES/Fire Warden	132,801	
Transfer from County Fire Service Fund	132,801	
Funding Total:		\$ 265,602
Net Cost to County General Fund		\$ -

Fiscal Year:	2016-2017
Budget Adjustment/Appropriations needed:	Yes

Fund Balance as of N/A

BOARD OF SUPERVISORS' PRIORITY:

The recommended actions are consistent with the Board of Supervisors' priority of Efficient Delivery of Public Services by ensuring that the Emergency Operations Center has the required space and technology available for use during a County emergency.

STAFFING IMPACT:

The Project will be successfully executed by existing Capital Projects staff.

CONTACT PERSON:

Patricia Hill Thomas, Chief Operations Officer, Telephone (209) 525-6333

ATTACHMENT(S):

1. Budget Journal
2. Floor Plan

ATTACHMENT 1

Database FMSDBPRD.CO.STANISLAUS.CA
 Balance Type Budget
 Data Access Set County of Stanislaus

DO NOT CHANGE
 DO NOT CHANGE
 DO NOT CHANGE

Ledger * List - Text County of Stanislaus
 Budget List - Text LEGAL BUDGET
 Category * List - Text Budget - Upload
 Source * List - Text
 Currency * List - Text USD
 Period List - Text APR-17
 Batch Name Text
 Journal Name Text
 Journal Description Text 2016-2017 EOC Phase I Remod
 Journal Reference Text BOS Agenda Date 4/25/17
 Organization List - Text Stanislaus Budget Org
 Chart Of Accounts Accounting Flexfield

DO NOT CHANGE
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 ENTER AS MMM-YY (ALL CAPS FOR MMM) EX: NOV-11

DO NOT CHANGE
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Upl	Fund (4 char)	Org (7 char)	Account (5 char)	GL Project (7 char)	Location (6 char)	Misc. (6 char)	Other (5 char)	Debit		Credit		Line Description
								incr appropriations decr est revenue * Number	decr appropriations incr est revenue * Number	Text		
	2084	0061143	50000	0000000	000000	000000	000000	00000	2,500.00			Incr Salaries for EOC Remodel P1
	2084	0061143	50120	0000000	000000	000000	000000	00000	7,500.00			Incr PSC for EOC Remodel P1
	2084	0061143	62400	0000000	000000	000000	000000	00000	2,387.00			Incr Owner Contingency for EOC Remodel P1
	2084	0061143	63640	0000000	000000	000000	000000	00000	3,979.00			Incr Legal Fees for EOC Remodel P1
	2084	0061143	64220	0000000	000000	000000	000000	00000	8,753.00			Incr Architect & Engineer for EOC Remodel P1
	2084	0061143	73511	0000000	000000	000000	000000	00000	500.00			Incr ACO Chrgs for EOC Remodel P1
	2084	0061143	74302	0000000	000000	000000	000000	00000	500.00			Incr Purchasing Chrgs for EOC Remodel P1
	2084	0061143	80300	0000000	000000	000000	000000	00000	79,575.00			Incr Construction D/B for EOC Remodel P1
	2084	0061143	80570	0000000	000000	000000	000000	00000	7,958.00			Incr Construction Contingency for EOC Remodel P1
	2084	0061143	84760	0000000	000000	000000	000000	00000	151,950.00			Incr FFE for EOC Remodel P1
	2084	0061143	46600	0000000	000000	000000	000000	00000		265,602.00		Increase Operating Transfer-In
	0100	0015510	85850	0000000	000000	000000	000000	00000	132,801.00			Increase Operating Transfer-Out
	0100	0015510	62860	0000000	000000	000000	000000	00000		132,801.00		Decr Office Equipment Non-Asset
	1725	0017110	85850	0000000	000000	000000	000000	00000	132,801.00			Increase Operating Transfer-Out

Totals: 531,204.00 398,403.00

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.


Explanation: To establish the budget for Phase 1 of the EOC Remodel.


Lines 36 and 37 reclass appropriations from Office Equip to Operating Transfers Out in the GF OES/Fire Warden budget

Line 39 increases Operating Transfers Out in the Special Revenue County Fire Service Fund budget; will use restricted fund balance as source of funding

Requesting Department		CEO	Data Entry	Auditors Office Only	
Jewel Warr		<i>Brenda Steub</i>			
Prepared by		Supervisor's Approval	Keyed by	Prepared By	Approved By
4/19/2017 0:00		4/19/17			4/19/17
Date		Date	Date	Date	Date

ATTACHMENT 2





CONTRACTOR:
USA Facilities, LP
222 Central Court
San Francisco, CA 94104
www.usafacilities.com

CLIENT:
Contra Costa County, Capital Projects
1010 10th Street
Alameda, CA 94501
201.353.4380

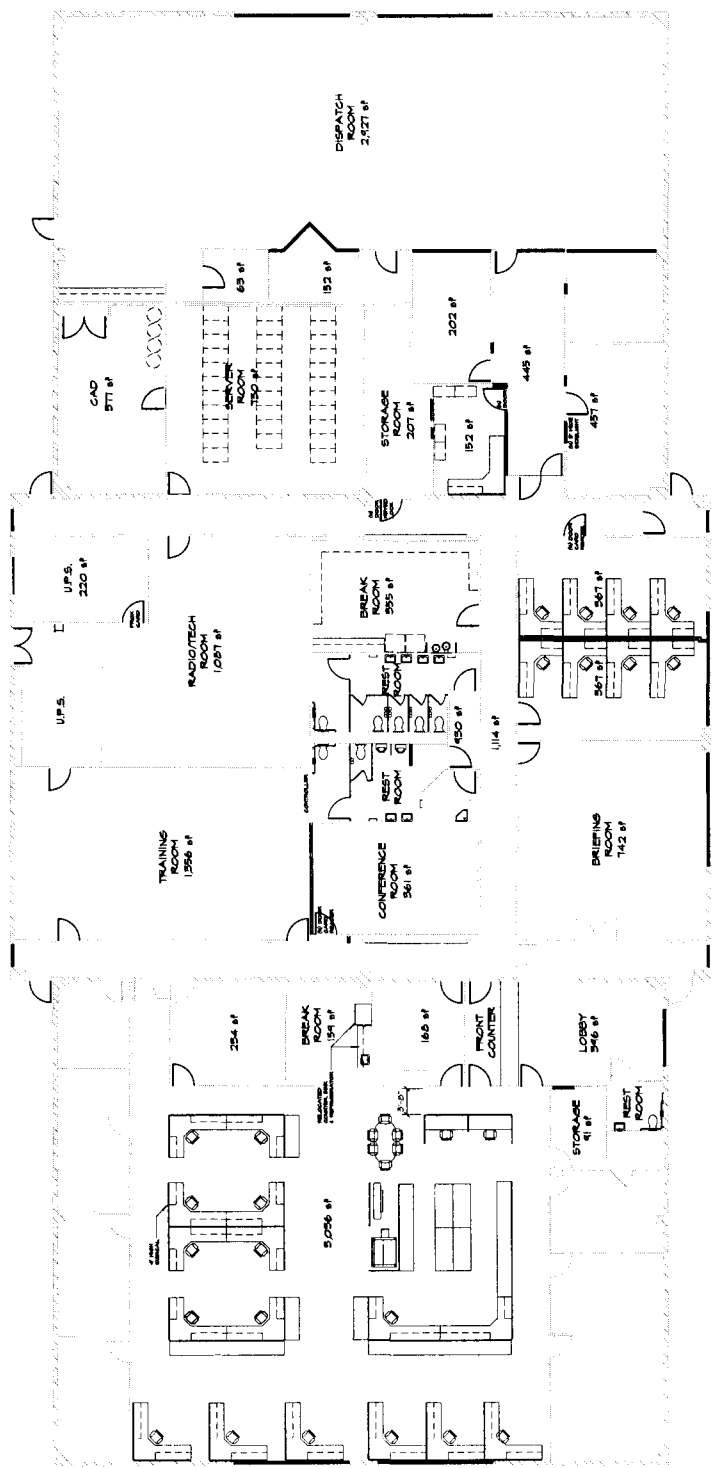
PROJECT:
Mokelumne / Stanislaus
Emergency Services Facility
3333 Oakdale Road
Alameda, CA 94501

Project No.:
Drawn By: SF
Checked By: SF
No. Description Date

NOT FOR CONSTRUCTION
3/7/2017

FLOOR PLAN

A3.0



SCALE: 1/8" = 1'-0"

FLOOR PLAN