



## **PUBLIC WORKS DEPARTMENT**

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### **CITY COUNCIL STAFF REPORT**

Meeting: June 7, 2022

#### Subject

Study Session and Consideration of Design Professional Services Agreement between the City of Cupertino and Dialog Design LLP for the City Hall Annex at 10455 Torre Ave.

#### Recommended Action

1. Authorize the City Manager to execute a Design Professional Services Agreement between the City and DIALOG Design LP to provide design services for the City Hall Annex in the amount of \$443,480; and
2. Authorize the Director of Public Works to execute any necessary services or change orders, up to a contingency amount of \$65,022 (15% of base services,) for a total appropriation of \$508,502.

#### Background

This project was funded in the Fiscal Year (FY) 2021-22 Capital Improvement Program (CIP) budget. Staff has interviewed internal departments to assess programming requirements and contracted/produced as-built documentation. With the engagement of the Design team, the design process will engage stakeholders to ensure the project meets short and long-term City needs.

#### Discussion

This project proposes to renovate the existing interior of the building located at 10455 Torre Avenue into a flexible space, with an open floor plan layout for use as a customer-facing facility for services currently provided from City Hall. Currently, the approximately 5,730 square foot (SF) building is a professional service office which is anticipated to be fully renovated. The building was constructed in 1977 and is a single-story wood frame, stucco exterior office facility. Exterior improvements will be limited to those required by the building code and Title 24 energy code requirements, such as providing an accessible path of travel and window assemblies with improved energy performance. Landscaping will be evaluated for appropriate planting and irrigation upgrades.

A Request for Qualifications was advertised beginning on February 28, with responses opened March 25. The scope of design services will include consensus-driven Conceptual Design, Schematic Design, Design Development, preparation of Construction Documents and Specifications, and Construction Administration. A total of five responses were received, with two firms selected for interviews. Upon further review and following reference checks, DIALOG Design LP was deemed the most qualified. Their team has the most relevant experience, and they will provide the effective communications with the stakeholders required by this project. Contract negotiations proceeded and a mutual agreement was reached.

#### Sustainability Impact

Project design and construction will be required to meet current Title 24 energy requirements and the City's sustainability goals.

This project is exempt from the California Environmental Quality Act (CEQA) under 14 C.C.R. Section 15301 (minor alteration of existing facilities will not revise or expand the existing office use of the property or footprint of the existing structure.)

#### Fiscal Impact

The Fiscal Year (FY) 2021-22 Capital Improvement Project (CIP) budget for the City Hall Annex Improvements (10455 Torre) Project is included in budget unit 420-99-248. City Council approved a fund of \$3M for the design and construction of this project. If this contract is awarded, the unencumbered funds would be approximately \$2.4M. Approved funds are adequate to cover the cost of this contract and no budget adjustment is required at this time.

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Prepared by: Ayano Hattori, Project Manager

Reviewed by: Susan Michael, CIP Program Manager

Reviewed by: Matt Morley, Director of Public Works

Reviewed by: Dianne Thompson, Assistant City Manager

Approved for Submission by: Jim Throop, City Manager

Attachments:

A – Draft Contract

B – City Hall Annex Design Services RFQ Appendices A-F

C – City Hall Annex Design Services RFQ Appendix G