



## Staff Report

**TO:** Board of Harbor Commissioners

**FROM:** John Moren, Director of Operations

**DATE:** October 18, 2017

**SUBJECT:** San Mateo County Harbor District Admin Office Alteration Project

**Recommendation/Motion:**

Motion: Authorize the General Manager to move forward with competitive bid for the construction phase of the Administration Office Alteration Project (Project) after design, engineering and regulatory compliance have been completed.

**Policy Implications:**

Consistent with the San Mateo County Harbor District's (District) goal to provide the public with well managed marinas.

**Fiscal Implications/Budget Status:**

Funds are included in the capital budget for 2017/18 for this project. Final costs will be ascertained after bids are received. The District Admin Office lease notes that the landlord will pay for partial wall construction and \$1,500 in tenant improvements. Staff will work with the landlord to ensure the partial construction payment obligations are met. Once the competitive bid process takes place to determine lowest construction qualified bid amount, staff will return to the Board for approval of the lowest construction bid before award of contract.

**Alternatives Considered:**

This Commission may consider a reduced project, or no project at all. See related staff report regarding a permanent home for District administration. Two significant factors affect the options presented in that report: development of a Strategic Plan, and timing. Staff believes that regardless of the option selected or direction given, the amount of time necessary to develop new space suggests that the District will remain in this building at least through the three options on the existing lease, terminating in May of 2021. Given that, staff believes that these improvements to workplace safety, ADA compliance and (public access) meeting room organization are worthwhile investments, even for a four-year (minimum) time frame.

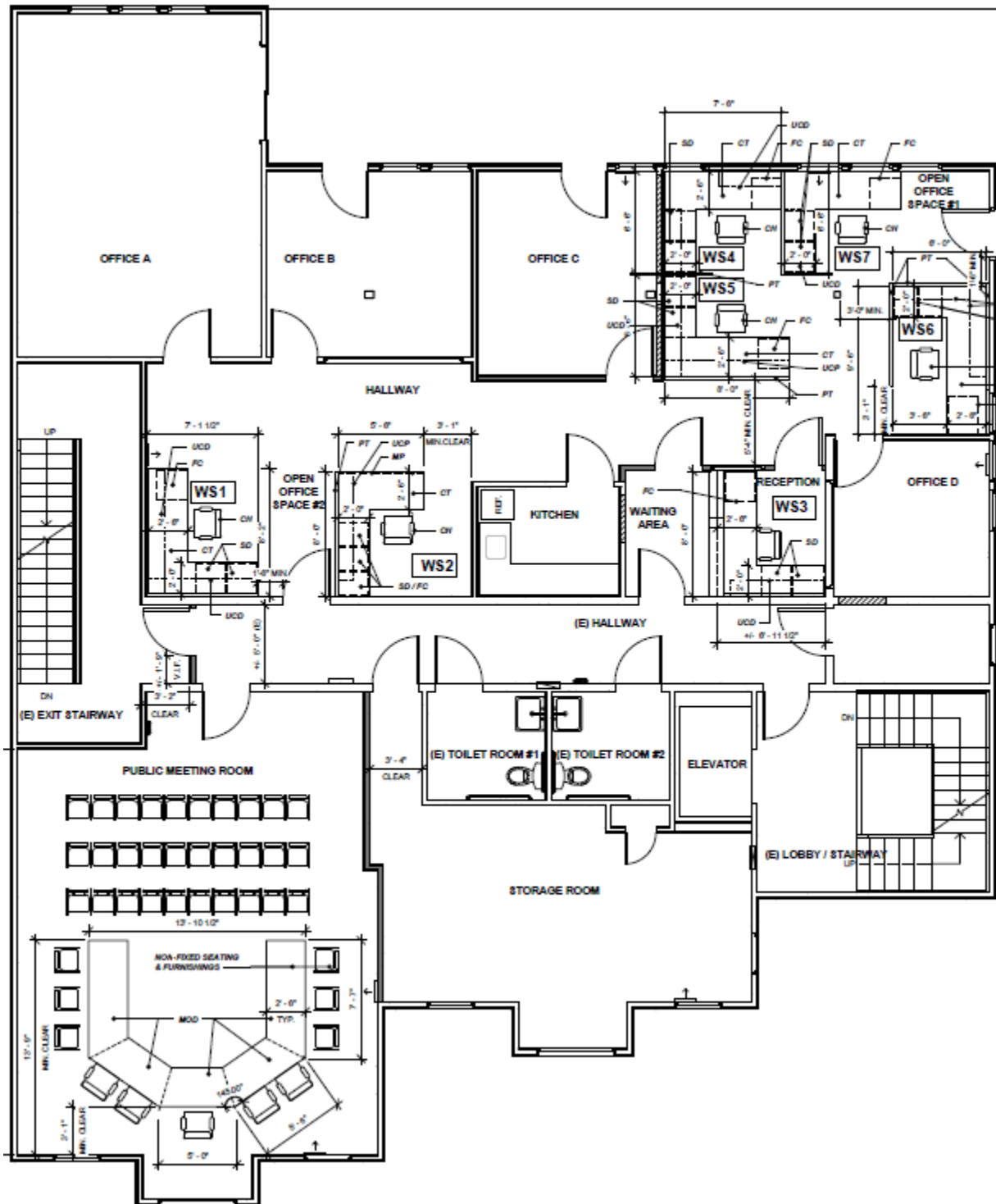
**Background:**

The District Admin Office is located at 504 Avenue Alhambra and consists of the entire second floor, leased from Working Dirt Inc. The current lease (attached) expires in May 2018, but the District has a contractual guaranteed option to extend for an additional 3 years. The current floor plan configuration is not the best use of the square footage, is not best suited for security concerns and lacks open connectivity between work stations/offices.

The proposed new floor plan would:

- 1) allow for a defined storage/mailroom area, separated from the conference/meeting room;
- 2) create a reception room/desk closer to the entrance door providing controlled access and a more secure employee workplace;
- 3) provide an interior connection between the two sides of the building, that allows for the separation of the workspace from the potentially more public area of the space;
- 4) provide a professional conference/meeting room which could be available for use by other local agencies and community organizations;
- 5) address identified ADA issues in restrooms, entrance/exits and signage.

# Proposed Floor Plan Alterations



**Summary/Recommendation:**

Motion: Authorize the General Manager to move forward with competitive bid for the construction phase of the Administration Office Alteration Project (Project) after design, engineering and regulatory compliance have been completed.

**Attachments:**

1. [District Admin Office Lease](#)
2. [District Admin Office Alteration PP Presentation](#)