



BOARD OF SUPERVISORS
AGENDA LETTER


Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: County Executive
Office (OES) / General
Services
Department No.: 990 / 063
For Agenda Of: August 18, 2009
Placement: Departmental
Estimated Tme: 1 Hour
Continued Item: No
If Yes, date from: N/A
Vote Required:

- Majority for
Recommendations a
through d.
- 4/5 for
Recommendation e.

TO: Board of Supervisors
FROM: Michael F. Brown, County Executive Officer
Contact Info: Michael D. Harris, Emergency Operations Chief, 560-1081
Bob Nisbet, General Services Director, 560-1011
SUBJECT: Emergency Operations Center Project # 8666 Approval of Plans and Specifications
and Authorization to Bid



County Counsel Concurrence

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence: Risk Management

As to form: N/A

Recommended Actions: That the Board of Supervisors:

- Receive staff report on Emergency Operations Center (majority vote);
- Approve the plans and specifications to construct a 9,922 square foot building to serve as the Santa Barbara County Emergency Operations Center. The estimated construction cost is approximately \$5.0 million (majority vote);
- Authorize the Director of General Services to advertise for public construction bids for the Emergency Operations Center project (majority vote);
- Authorize the County Executive Officer, in accordance with Board resolution 99-485, and County policy ("Acceptance of Gifts by County"), to accept financial contributions towards the construction of the EOC so long as there are no caveats or obligations placed upon the County by accepting these contributions (majority vote); and,

- e) Approve the attached Budget Revision for the transfer of \$171,504 from the Office of Emergency Services Fund 5275 (Santa Barbara Operational Area Emergency Services) to the Capital outlay (4/5 vote).

Summary Text:

On February 17, 2009, the Board directed staff to complete design work on the Emergency Operations Center (EOC). The Austin Company has completed the construction documents in accordance with the project schedule, and the project is ready to bid. With approval of the recommended actions, General Services will competitively bid the project. The bids received will provide, for the first time, the actual cost of building the proposed EOC. The Board of Supervisors will then have the standard 60 days to determine the award of the construction contract.

The Office of Emergency Services (OES) is recommending the transfer of \$171,504 from the OES communication systems fund to ensure a strengthened information technology and communications system within the proposed EOC. This IT room within the proposed EOC will provide back-up IT services for the County, to ensure a continuity of government and assist the proposed EOC in maintaining critical communication systems during incidents.

Background:

The primary purpose of the Emergency Operations Center (EOC) is to serve as a single focal point for the management of information, policy making and resource support and allocation during all phases of a local emergency. The County, which is the lead agency for the Operational Area, as well as recent Grand Jury investigations, has recognized the need to replace the current trailers, interim facility shared with the Employees University program and build a permanent structure that will fully meet the needs of the County.

According to the Federal Emergency Management Agency (FEMA), *"The EOC serves as a centralized management center for emergency operations. Here, decisions are made by the EMG (Emergency Management Group) based upon information provided by the IC (Incident Commander) and other personnel. Regardless of size or process, every facility should designate an area where decision makers can gather during an emergency."* The EOC for Santa Barbara County serves for two jurisdictions: the unincorporated area of Santa Barbara County; and the Santa Barbara County Operational Area (Op Area). The Op. Area is the entire geographical county and serves as the conduit with State and Federal Officials during times of emergencies or disasters.

Staff and the Austin Company have conducted an analysis of locating the EOC in various areas of the county; have assessed needed infrastructure; have conducted numerous site visits in the Southern California region; have evaluated EOC staffing; and the proximity to EOC emergency staff offices and residences, it is recommended that the EOC be constructed in the Santa Barbara area in the area of Cathedral Oaks. The process and additional information is attached with the original report to the Board.

General Services achieved design completion with the Austin Company, an architectural and engineering firm experienced in EOC design, and selected through a Request for Qualifications (RFQ) process conducted in 2006. Construction documents for a 9,992 SF facility have been completed and are ready to be advertised for public bidding.

The 9,922 square foot facility is designed to “Essential Services” standards, as well as sustainable design guidelines. The size and configuration are based on professional experience from both the EOC design experts at the Austin Company and emergency managers in OES. Site visits throughout southern California also stressed to the consultants and staff that other locations routinely identified their EOCs as undersized and in need of expansion. While the proposed EOC’s size has been reduced to 9,922 square feet due to budget constraints, staff and the Austin Company are confident that the building can execute its mission of emergency and disaster leadership.

The core EOC features include a 2,000 SF incident management room, one large and one smaller break-out room, a management conference room, Joint Information Center (JIC), and support space for Geographic Information Systems (GIS) and Channel 20/Amateur Radio Emergency Service (ARES). Raised flooring will allow flexibility in equipping the room and integrating future technology. The IT room, uninterruptible power supply (UPS) room, electrical room, and emergency generator are all sited along the northern side of the facility for ease in servicing. Six offices and a reception workstation will serve day to day operations for the OES; a large break room and restrooms including showers will comfortably support extended EOC activations. The site will be secured via a fenced enclosure with card activated security gates, and card reader system at exterior and select interior doors.

During the programming and design phases, General Services in conjunction with the design team interfaced with several departments and agencies. This included an onsite review with County Fire officials, who were very receptive of measures intended to enhance fire resistance inherent in the design. Their comments and recommendations, including reducing the amount and type of new landscaping, an

additive alternate for smoke filtration, and strategies for implementing and maintaining defensible space surrounding the site in the long term, were incorporated into the plans.

Operable windows in offices and along the clerestory windows in the main corridor will allow occupants to take advantage of cross ventilation as weather conditions permit. Additional sustainable features include low flow fixtures, instantaneous hot water, waterless urinals, high efficiency lighting and air handling units, a standing seam roof to accommodate future solar panels, minimized permeable surfaces, and native/drought tolerant landscaping. The project is LEED registered through the US Green Building Council, and we have established the goal of qualifying for LEED certification if not silver. The administrative costs for LEED certification, however, are not presently funded, and estimated at \$24,500.

The bid documents will include several additive alternates to take advantage of bids coming in lower than anticipated. These are as follows:

- Enlarge the incident management room by 1,150SF, estimated at \$220,000
- A smoke filtration system designed to over pressurize the incident management room and improve air quality during fire related activation, estimated at \$54,500
- Lightning protection, estimated at \$63,900
- Floor drains beneath the access flooring to ease recovery should sprinklers activate, estimated at \$15,000
- Concrete masonry unit (CMU) wainscot to enhance the building's façade, estimated at \$127,400

The total cost of the project is estimated at \$7.261M, using a construction start date of January 2010. Plans and specifications for this project are available for review in the General Services Director's office.

Performance Measure:

The EOC will enhance the County's ability to fulfill the overall objective of emergency management; to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Funding Sources	Current FY Cost:	Annualized On-going Cost:	Total One-Time Project Cost
General Fund	\$ 950,000.00		\$ 7,261,000.00
State			
Federal			
Fees			
Other:			
Total	\$ 950,000.00	\$ -	\$ 7,261,000.00

Narrative:

Funds for this project are currently held in capital designation, awaiting Board approval for expenditure.

Special Instructions:

Please send one (1) copy of the minute order, to Celeste Manolas, GS Support Services Division, Courthouse East Wing.

Attachments: Report to the Board of Supervisors: *Emergency Operations Center for the Santa Barbara County Operational Area* ((without attachments) Presented January 2008)

- 2. Budget Revision

Authored by:

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