



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: December 10, 2021

TO: General Manager

FROM: Senior Engineer

SUBJECT: Board Authorize the General Manager to Execute a Contract with Spector Corbett Architects Inc. for Scale House Renovation - Construction Documents in the amount of \$109,335

**RECOMMENDATION:** That the Board authorize the General Manager to execute a contract with Spector Corbett Architects Inc. for Scale House Renovation - Construction Documents in the amount of \$109,335.

### **BACKGROUND**

MRWMD's current Scale House was constructed in 1993 and was originally designed for two (2) scale attendants serving four (4) scales. The Scale House was built as a 2-story structure with the ground level housing the scale attendants and the second level providing a small work space, a small storage area, both a computer and camera system equipment area, and the ability for elevated inspection of vehicles. Since construction in 1993, the scale traffic has increased significantly. The average daily tonnage in 1996 (a few years after the Scale House was built) compared to 2021 increased from roughly 700 tons per day to 2,500 tons per day, respectively. Similarly, the average traffic volume has increased from around 200 vehicles per day to approximately 800 vehicles per day. The traffic volume increase required that the staffing increase to four (4) scale attendants to address busy periods. With the increased traffic and additional scale attendants, the workstations inside the scale house have become crowded. In addition, the COVID-19 coronavirus has daylighted new goals for business operations such as allowing for relatively larger space per person, more space between employees, and the benefits of exterior, open air conditions over that of an enclosed space.

Staff worked with Spector Corbett Architects Inc. to take measurements of the existing building and provide conceptual planning discussions of alternative improvement schemes. The conceptual planning effort yielded a plan that provides more space in the scale house for the attendants and provides an office for the scale house supervisor to perform various oversight and related functions associated with the business transactions of the Scale House operations. Currently the supervisor performs these tasks in the main administration building away from the scales.

### **DISCUSSION**

The options evaluated during conceptual design include the following:

- Option 1 – No Change (aka “do nothing”)
  - This option does not offer adequate space for the four (4) scale attendants; does not unify the scale supervisor with the team; nor address COVID-19 related issues.
- Option 2 - Replacing the Scale House with a modular structure
  - A modular structure was not recommended since the cost would be similar to retrofitting the existing Scale House and the modular structure would have a limited lifespan.

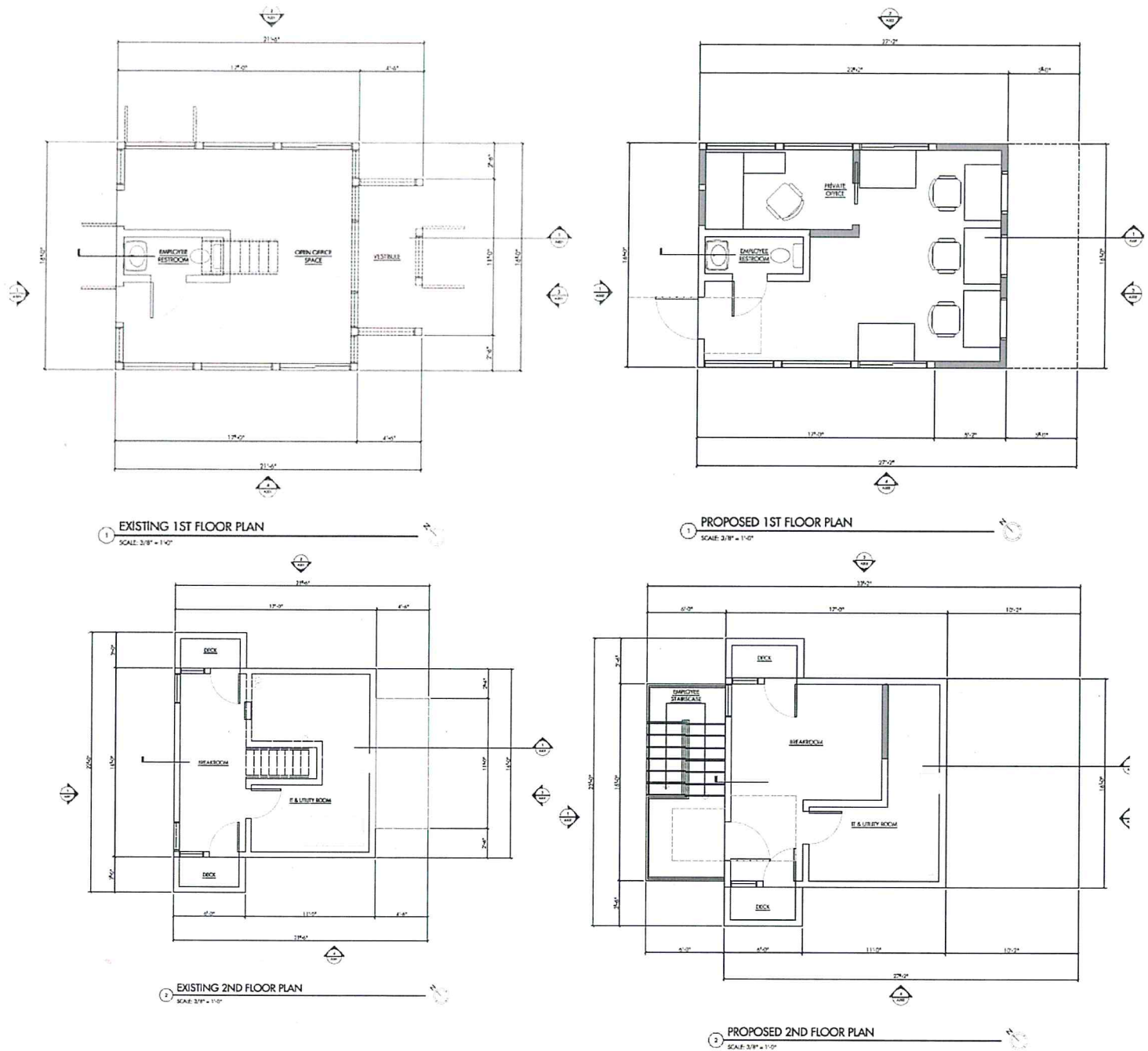
- Option 3 - Provide the required functions within the existing Scale House footprint
  - This option evaluated expanding staff work areas into the customer kiosk area. This option does not provide the needed space and the cost was too high for the limited value received.
- Option 4 - Limited expansion of the existing Scale House footprint to the east to allow space for all existing functions plus a small supervisor office.
  - This option provides increased space in the staff work areas and provides an office area for the supervisor that is integral to the scale house functions.
- Option 5 - Expansion of existing Scale House footprint to the east and west to allow space for all existing functions plus supervisor office and break area on first floor.
  - This option provides all the required amenities however the cost was significantly higher than Option 4. The addition of the break area and full-size office on first floor significantly increased the cost by 30%-40%.

Considering the cost and relative value of each improvement option, Staff recommends the adoption of Option 4 for final design and development of construction documents that are required for both permitting purpose as well as construction bidding purposes. Option 4 is the limited expansion of existing Scale House footprint to the east to allow space for all existing functions plus a small supervisor office and a covered exterior area for customer interface with Scale House attendants.

The proposed design scope of work for the architect's contract includes the preparation of design plans specifications, construction documents, and construction support to

- convert the service vestibule area to interior space with service windows,
- new exterior awning cover area at service windows,
- remove interior ships ladder and infill floor opening,
- create a new private office,
- and create new exterior stairs to access the second floor.

The service windows will have security measures. The intent is to have minimal improvements to the existing Scale House restroom such as paint, floor covering, and fixture replacement. In other words, to limit restroom improvements so as that it is considered for permitting purpose to remain in an "as-is" condition. It is important to note that ADA/Accessibility upgrades are required for existing building improvements per the California Building Code. This can consist of everything leading up to and supporting the area being proposed for alteration. Thus, it is anticipated that the Scale house entrance door, accessible parking spaces at the admin building, the site accessible path of travel from these spaces to the scale house and restrooms, and upgrades to the admin building restrooms (not pictured below) as these serve the scale house.



The current construction climate in the United States and, more specifically, Monterey County, is difficult to predict at this time. Supply chain issues, labor shortages, economic uncertainty, and COVID-19 impacts make it difficult to accurately forecast what construction costs will be when this project goes out for bid. Given the preliminary cost estimates that have previously been developed conceptually for this project, staff is anticipating the scale house renovation project with the scope noted above could cost on the order of \$550,000 to \$600,000.

### FINANCIAL IMPACT

To date MRWMD has spent \$24,170 on measurement drawings, conceptual planning, preliminary design options, and preliminary cost estimating. The proposed Option 4 design scope of work for the development of construction drawings is \$109,335 and is covered in the Capital Improvement Budget for Fiscal Year 2021/2022 for the Scale House project.

### CONCLUSION

MRWMD's Scale House is an essential part of the District's recycling and disposal operations. Customer volumes and staffing numbers have increased over the years without a corresponding change in the Scale House building infrastructure. The current work space does not provide adequate customer and staff amenities to accommodate the business needs. Staff therefore recommends that the Board authorize the General Manager to execute a contract with Spector Corbett Architects Inc. for development of the Scale House Renovation - Construction Documents in the amount of \$109,335.

  
\_\_\_\_\_  
David Ramirez, P.E.