



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
CAPITAL PROJECTS STANDING COMMITTEE AGENDA  
MEETING MINUTES\*  
FEBRUARY 8, 2019 – 1:00 PM  
METRO ADMIN OFFICES  
110 VERNON STREET  
SANTA CRUZ, CA 95060**

A Capital Projects Standing Committee Meeting was convened on Friday, February 8, 2019 at METRO's Admin offices at 110 Vernon Street, Santa Cruz, California. The Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com) and is available for inspection at METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. \*Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

The Board Committee Members may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board Committee Members.

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**COMMITTEE ROSTER**

Director Ed Bottorff  
Vacant Director  
Director Bruce McPherson

City of Capitola  
City of Santa Cruz  
County of Santa Cruz

Alex Clifford  
Barrow Emerson  
Debbie Kinslow  
Julie Sherman

METRO CEO/General Manager  
METRO Planning & Development Director  
METRO Deputy Finance Director  
METRO District Counsel

**MEETING TIME: 1:00 PM**

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

**1. CALL TO ORDER**

Meeting was called to order at 1:08PM by Board Chair McPherson.

**2. ROLL CALL:** The following Committee Board Members were **present**, representing quorum:

**Director Ed Bottorff**  
**Director Bruce McPherson**  
Director Cynthia Mathews

**City of Capitola**  
**County of Santa Cruz**  
City of Santa Cruz (observing Director)

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) THROUGH A SIGN IN SHEET OR VERBAL INTRODUCTION WERE:

None

**3. COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE**

Having none, the meeting moved to the next agenda item.

**4. ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

Chair McPherson announced the following additional documentation, which was distributed to the Committee Members and available to the public at the back of the room:

5A, Attachment B.1 FY19 Proposed Capital Projects REVISED

**5. CAPITAL BUDGET PROGRAM**

**5A APPROVE STAFF RECOMMENDATION FOR REVISION TO FY19 CAPITAL PROJECTS PROGRAM**

5A Barrow Emerson, Planning and Development Director, spoke to the revision distributed. Mr. Emerson will also correct the staff report to reflect \$146,725 in two locations under section III. Discussion/Background.

After discussion among the committee and staff, the following amended motion was proposed:

**MOTION: DENY THE REQUEST FOR ADDITIONAL MONIES AS PRESENTED, ALLOCATE UP TO \$450K PREVIOUSLY APPROVED IN MARCH 2018 AS APPROPRIATE. AND, RETURN TO A FUTURE COMMITTEE OR BOARD MEETING WITH AN UPDATED PROJECT LIST.**

**MOTION: BOTTORFF**

**SECOND: McPHERSON**

**The motion was passed unanimously.**

After the motion, discussion ensued regarding bus shelter design and the increase in the bus shelter reconditioning amount from \$25K to \$125K. The increase is attributed to the reconditioning costs associated with the VTA influx of bus shelters.

**5B CAPITAL PROJECTS PROGRAM OVERVIEW**

Mr. Emerson went on to provide an oral capital projects program update. He advised the members that project budgets may not necessarily be one fiscal year budget as many of the projects are multi-year projects.

**6 ORAL UPDATE ON PACIFIC STATION**

Mr. Emerson distributed the attached Bowman and Williams documentation.

In terms of the environmental remediation, we believe no remediation is needed at this time as a report was submitted to Santa Cruz County on January 15, 2019 which said (in part): "... not a threat to human health and safety in the environment." The County has 60 days, to March 15, 2019, to provide a response.

We anticipate receiving a report in March/April regarding Pacific Station moisture-related related repairs. Director Bottorff would like to see this report at the earliest possible date, hopefully at the next Committee meeting (March 8, 2019).

Director Mathews said Ms. Lipscomb is gathering funding sources for a replacement project and the City would like to maximize the communication between the City and METRO staff. Mr. Emerson replied that the next regularly scheduled meeting is February 19, 2019.

Chair McPherson adjourned the meeting at 1:53PM

Respectfully submitted,

Gina Pye  
Executive Assistant

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# Attachment



## **BOWMAN & WILLIAMS**

**CONSULTING CIVIL ENGINEERS & LAND SURVEYORS**

ESTABLISHED IN 1908, A CALIFORNIA CORPORATION SINCE 1974

3949 RESEARCH PARK COURT, SUITE 100 • SOQUEL, CA 95073

PHONE (831) 426-3560 FAX (831) 426-9182 www.bowmanandwilliams.com

February 4, 2019

Eddie E. Benson  
Maintenance Manager  
Santa Cruz Metropolitan Transit District  
138 Golf Club Drive  
Santa Cruz, CA 95060

Subject: Preliminary Cost Estimate for the Renovation of 920 Pacific Avenue, Santa Cruz, CA,  
METRO Task Order 19-361 F Pacific Station, our file no. 25236.18

Dear Mr. Benson,

Based on your request that we prepare cost estimates for the work required for the renovation of the Pacific Station Building at 920 Pacific Avenue in Santa Cruz, CA, we have compiled the following preliminary report. Due to the time constraints we were limited as to the scope of the estimate. We can outline the next steps for your consideration.

You had expressed that your main immediate concern was the Mechanical, Electrical, Plumbing (MEP) and roof systems. We were provided a Property Condition Survey, prepared by Walker Property Evaluation Services, dated November 19, 2018. This Survey describes repairs, re-flooring, and re-roofing of the building. It specifically excluded Code upgrades for MEP systems. So, for Code upgrade estimates we retained the services of Axiom Engineers, Inc. for the Mechanical and Plumbing systems and Fehr Engineering Company, Inc. and for the Electrical system. These reports are attached.

These estimates can be summarized as follows:

1.	Mechanical Systems	\$409,500.00
2.	Electrical Systems	450,000.00
3.	Plumbing System	95,800.00
4.	Roof replacement and repairs	139,120.00
5.	Flooring Replacement	65,304.00
6.	Incidental repairs from Walker report	<u>113,037.00</u>
	Subtotal	\$1,272,761.00
	20% Overhead and profit	<u>254,552.20</u>
	Subtotal with OH and Profit	\$1,527,313.20
	25% Contingency Allowance	<u>381,828.30</u>
	Total	\$1,909,141.50

# Attachment

If METRO desires we can expand this work to include site work ADA compliance, upgrade of site lighting, landscaping, and outbuildings, replacement of windows and doors, interior and exterior, and upgrade of the 'Greyhound' lot to concrete pavement. We should review this scope together to get the complete picture, and then we can provide an estimated fee for that work.

Sincerely,

Bowman & Williams, Inc.

A handwritten signature in black ink, appearing to read 'J Ricca', with a stylized flourish at the end.

Joel F. Ricca, Principal Engineer

attachments

# Attachment



## Mechanical Construction Cost Opinion SANTA CRUZ METRO ITF RENOVATION



January 2019

Prepared by  
Axiom Engineers, Inc.  
303 Potrero St. Suite 43-108  
Santa Cruz, California 93940  
Phone: 831-464-4320  
Axiom Project: 20190014

**Santa Cruz Office**  
303 Potrero St., Suite 43-108  
Santa Cruz, CA 95060

**Phone** (831) 464 4320  
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**[axiomengineers.com](http://axiomengineers.com)**

Monterey - Santa Cruz - Napa

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**DISTRIBUTED AT 2/8/19 CAPITAL PROJECTS STANDING COMMITTEE MTG**

Re: **MECHANICAL CONSTRUCTION COST OPINION – SC METRO ITF RENOVATION**

## Mechanical Assessment

Please note that the construction costs provided below assume that the renovation will include the removal of ALL wall & ceiling surfaces so that concealed mechanical & plumbing systems are exposed. The cost of surface removal is NOT included in the pricing provided here.

### HVAC

Existing site conditions were reviewed via building walk through, discussion with facility staff, & review of provided mechanical as-built drawings. The resulting evaluation estimates the renovation of the HVAC system to include:

- Replace all existing hvac equipment with new - 3 existing heating & cooling rooftop package units, 1 forced air furnace, 2 ductless heat pumps, 5 exhaust fans (kitchen exhaust is excluded – see below).
- Replace all outdoor ductwork with new.
- Provide duct leak testing of all indoor ductwork & assume replacement for 50% of existing.
- Install new dampers & grills.
- Minor code & equipment performance upgrades (e.g. janitors closets and server room should be exhausted).
- Upgrade all thermostats (typical of 6).
- All zoning & system types will be replaced in kind (e.g. rooftop heating & cooling unit will NOT be replaced with a vrv multizone heat pump system)
- Cooling will not be added to forced air furnace system.
- Kitchen area appears to have no forced air heating/cooling/or ventilation other than the kitchen exhaust. A separate line item is provided below for addition of a heating only makeup air system and replacement of existing kitchen exhaust fan (kitchen hoods excluded).

**Table 1: HVAC Renovation Cost Opinion**

<i><b>IMPROVEMENT DESCRIPTION</b></i>	<i><b>APPROX. CONSTRUCTION COST</b></i>
Building HVAC Renovation	\$362,400



# Attachment

January 2019 . . . Page 3 . . . File #20190014

Re: **MECHANICAL CONSTRUCTION COST OPINION – SC METRO ITF RENOVATION**

Kitchen Space HVAC Upgrades & Renovation	\$47,100
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## Plumbing

Existing site conditions were reviewed via building walk through, discussion with facility staff, & review of provided mechanical as-built drawings. The resulting evaluation estimates the renovation of the building plumbing system to include:

- Replace all existing plumbing fixtures with new (9 toilets, 10 lavatories, 3 urinals, 2 janitors sinks, 1 kitchen sink, 1 urinal - updated for code & water saving performance)
- Replace all rooftop gas & domestic water piping with new
- Provide duct leak testing of all indoor waste, rain water leader, & domestic water piping & assume replacement for 50% of existing above concrete foundation
- Replace all domestic water & gas shut off valves with new
- Install insulation on hot water piping
- The restaurant kitchen area was not surveyed for plumbing and is excluded from the estimate provided.

**Table 2: Plumbing Renovation Cost Opinion**

<i>IMPROVEMENT DESCRIPTION</i>	<i>APPROX. CONSTRUCTION COST</i>
Building Plumbing Renovation	\$95,800

**END**

# Attachment

FEHR ENGINEERING COMPANY, INC.



February 1, 2019

Mr. Joel F. Ricca, RCE  
President,  
Bowman & Williams Civil Engineers and Land Surveyors  
3949 Research Park Court, Suite 100  
Soquel, CA 95073

Re: Santa Cruz Metro Transit District (SCMTD) Pacific Station Preliminary Evaluation  
FE No. 19008.00

Dear Joel,

We provide you with our preliminary evaluation of the Pacific Station electrical system as follows:

- Existing conditions.
  - The existing facility is approximately 12,000 SF, 6,600 SF lower level and 5,400 SF upper level.
  - The facility is served from a PG&E pad mounted transformer located approximately 90' east of the main switch board. The transformer is fed underground from a medium voltage power source from an overhead pole line on Front Street. The medium voltage power source is located approximately 70' from the transformer.
  - The PG&E transformer secondary feeds a multiple metered switch board located at the northeast corner of the existing facility. The switch board appears to be the original facility equipment.
  - The switch board is rated at 1000 amps 120/208 volts 3-phase 4-wire. The PG&E secondary service feeder lands on un-metered lugs and is subsequently metered via five metered distribution points. The largest metered distribution point is a 600 amp service disconnect which serves SCMTD operations in the facility. The other meters serve tenants within the facility.
    - The general condition of the switch board is poor. The 1984 vintage equipment is nearing the end of its usable life (electrical equipment of this nature usable life is about 40 years). Furthermore, the equipment is rusting and deteriorating as would be expected in its current location. Revitalization of this equipment would not be cost effective.

# Attachment

- The SCMTD service includes a standby emergency generator which services critical SCMTD loads within the facility.
  - In general the existing generator is undersized for the load (Fehr Engineering report dated July 10, 2014) and a plan to replace this generator has been completed. Construction work for the replacement generator has not begun.
- Regarding Power distribution throughout the facility as follows:
  - The original distribution circuitry is still functioning and is considered safe to the extent that said circuitry has not be damage or misused.
  - Distribution equipment has been added to the facility which in some cases was installed outdoors. Ideally distribution equipment is best installed indoors to protect against environmental conditions. In a project to upgrade power distribution and to the extent possible outdoor distribution equipment would be installed indoors.
- The general lighting is adequate but could be improved using LED technology and controls installed in accordance with current control technology. Upgrading the lighting system as noted would significantly reduce the facility power consumption.
- Proposed upgrade
  - Under the current plans SCMTD intends on completely renovating this station and as such would include a complete upgrade of the existing power and lighting systems. A complete upgrade would include the following elements:
    - Upgraded PG&E service from the same location.
    - Replace the existing multi-meter switch board with new equipment configured and sized to support SCMTD intended needs.
    - Replace all branch circuit panel boards with new equipment.
    - Redistribute branch circuits to accommodate the intended needs. Where possible reused existing distribution elements e.g. conduit & raceway.
    - Upgrade lighting systems with modern lighting fixtures and controls.
    - Likewise an upgrade to the data/communications service(s) and distribution system would be included in the facility renovation.
    - The upgrade includes surrounding power and lighting elements such as exterior lighting and power distribution.
- Opinion of costs (includes materials, labor & OH&P)
  - For our costing purposes we have assume that the electrical system would be replaced in kind i.e. all functions remain as they are currently.
  - Upgraded service from PG&E includes:
    - Work to bring the primary & secondary service to current PG&E standards.
    - Transformer pad.
    - Secondary service conduits and trench.
    - Primary service conduits and trench.
    - PG&E design & construction (this number was estimated based upon similar projects with PG&E and was not confirmed by the utility).
  - New multi-meter service switch board including.
    - Main service disconnect.

# Attachment

- Five meters with individual service disconnects.
- We assume a NEMA 3R (outdoor) enclosure.
- Standby emergency power system.
  - New natural gas powered generator as previously designed.
  - Multiple automatic transfer switches similar to the existing conditions and as designed.
  - Currently the emergency power system supports only the SCMTD operations and does not support the tenant operations.
- Branch circuit panel boards including.
  - Individual panels for each tenant.
  - SCMTD panels as follows:
    - Depot area.
    - Office areas.
    - IT areas.
    - Lighting panel
- Lighting and controls upgrade for the entire facility including.
  - New lighting fixtures throughout the facility.
  - Controls.
- Data and communications upgrade for the entire facility including:
  - New utility services (phone & signal e.g. CATV and/or fiber optics).
  - Our opinion assumes that new work includes data and communications main point of entry (MPOE) and general facility distribution. Operational data and communications would have to be added to our opinion and should be evaluated and estimated by the SCMTD IT experts.
- Total opinion of construction costs is estimated to be in the range of **\$450,000.00.**

Please review this preliminary information and if you have question or require additional information please call or email.

Sincerely,

Thomas E. Pinkerton, P.E.  
Registration No. E 14906, Exp. 06/30/19  
Project Manager

# Attachment

## Walker Property Evaluation Services

3001 Sneath Lane, San Bruno, CA 94044

Office/Scheduling: 650-873-4224

[HomeInspection@sanbrunocable.com](mailto:HomeInspection@sanbrunocable.com)

## Property Condition Survey

920 Pacific Avenue

Santa Cruz, CA 95060

Client:

**Santa Cruz Metropolitan Transit District**

November 19, 2018



**NOTICE TO THIRD PARTIES:** *This inspection was performed for the sole benefit and reliance of the named client and is non-transferable. No other intended users are identified. This report is issued subject to the terms, conditions and limitations under which the inspection was performed which are attached and incorporated by reference herein. Any reliance on this report constitutes your ascent to these terms and conditions. This report is not a substitute for disclosures may be required under California Civil Code 1102 et. seq.*

# Attachment

**Santa Cruz Metropolitan Transit Center, 920 Pacific Ave, Santa Cruz**  
**Estimated Costs for Selected Items**

	Units	Est. Unit Cost*	Estimated Quantity**	Extension	SC Cost Adjustment Factor***	Estimated Cost
Roof 45 mm PVC	Per Square	\$805.00	105	\$ 84,525	1.21	\$ 102,275
Roof Deck & Framing Repairs	Sq. Ft.	\$10.15	3000	\$ 30,450	1.21	\$ 36,845
Stucco/Cement Plaster Repairs	Sq. Ft.	\$38.00	1000	\$ 38,000	1.21	\$ 45,980
Wall, Ceiling & Framing Repairs	Sq. Ft.	\$8.85	1500	\$ 13,275	1.21	\$ 16,063
Suspended Ceiling System - Replace	Sq. Ft.	\$5.75	2500	\$ 14,375	1.21	\$ 17,394
Flooring Replacement						
Carpet (Heavy Traffic 35 oz)	Sq. Yd.	\$71.00	450	\$ 31,950	1.21	\$ 38,660
Carpet Removal	Sq. Yd.	\$18.00	450	\$ 8,100	1.21	\$ 9,801
Sheet Vinyl	Sq. Ft.	\$5.90	800	\$ 4,720	1.21	\$ 5,711
Tile	Sq. Ft.	\$18.40	500	\$ 9,200	1.21	\$ 11,132
Floor Sub & Framing Repairs	Sq. Ft.	\$9.80	1000	\$ 9,800	1.21	\$ 11,858
Exterior Doors	Ea.	\$1,300.00	2	\$ 2,600	1.21	\$ 3,146
Painting:						
Interior	Sq. Ft.	\$2.00	1200	\$ 2,400	1.21	\$ 2,904
Exterior	Sq. Ft.	\$3.00	1000	\$ 3,000	1.21	\$ 3,630
Mechanical Systems						
5.5 Ton Package	Ea.	\$8,500.00	3	\$ 25,500	1.21	\$ 30,855
2 Ton Mini-Split/Single Wall Unit		\$3,500.00	1	\$ 3,500	1.21	\$ 4,235
Sheetmetal/Installation Allowance	Ea.	\$2,000.00	5	\$ 10,000	1.21	\$ 12,100
Electrical Repair at North Janitors Closet			Unknown	Allowance Only		\$ 12,100
Pest/Fumigation	Allowance Only	\$20,000.00	1	\$ 20,000	1.21	\$ 24,200
		Allowance for Project Overhead & Contractors Profit				Sub-Total \$ 388,888
		Sub-Total with OH & Profit			20%	\$ 77,778
		Contingency Allowance				\$ 466,666
		Estimate with OH & Contingencies			25%	\$ 116,666
						<b>\$ 583,332</b>

**NOTE: For Preliminary Budgeting Purposes ONLY - Significant Uncertainty in Estimates, Estimates Do Not Include All Significant Items**  
**NOTE: These Estimates Do Not Address Provisions for Engineering, Permits, Demolition/Debris Disposal, Scaffolding, Cranes, Construction Signs, Barriers, etc.**  
 \* Based on DCD Architects & Contractors Guide to Construction Costs - 2018  
 \*\* Visually Obtained Quantity Estimates Only  
 \*\*\* This is the DCD Regional Cost Modifier for Santa Cruz