



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Public Works

Meeting Date: March 4, 2024

Report #:2311-2277

TITLE

Approval of a Purchase Order with Mobile Modular Management Corporation in the Amount of \$244,850, including \$222,591 for Basic Services and \$22,259 for Contingency, to Provide and Install a Modular Building at 4000 Middlefield Road to Serve as a Temporary Fire Station During Construction of the Fire Station 4 Replacement Capital Project (PE-18004); CEQA Status - Exempt under CEQA Guidelines Section 15303

RECOMMENDATION

Staff recommends that Council approve and authorize the City Manager or their designee to execute a Purchase Order with Mobile Modular Management Corporation to procure a modular building under a two-year agreement to be used as a temporary Fire Station No. 4, to be located at the Cubberley Community Center, 4000 Middlefield Road, for an amount not to exceed \$244,850, including \$222,591 for basic services and \$22,259 for contingency, for the Fire Station No. 4 Replacement Project (PE-18004).

EXECUTIVE SUMMARY

The Fire Station No. 4 Replacement Project is part of the 2014 Council Infrastructure Plan. A modular temporary fire station is needed for approximately 24 months while the new fire station is constructed. The temporary Fire Station No. 4 is needed to accommodate the station's two on-duty personnel, one ambulance, and the essential equipment for its operations. Staff analyzed three potential sites and determined the temporary relocation of Fire Station No. 4 to the Cubberley Community Center Parking Lot, 0.4 miles south of its current location, ensures effective emergency response within its district. The site features a two-way traffic driveway and an additional (last resort) fire access gate on Nelson Drive, providing redundancy for emergency access. This site selection maintains the department's response standards during the construction of the new Fire Station No. 4. Staff proposes using a Sourcewell Cooperative Contract to procure a 24-month lease for a modular building to be used as the temporary Fire Station 4 facility.

BACKGROUND

In June 2014, City Council approved the 2014 Council Infrastructure Plan, which included the replacement of Fire Station No. 4, located at 3600 Middlefield Road, with a new station that will serve the immediate and future needs of the Fire Department.

In May 2022, the City contracted with Brown Reynolds Watford Architects (BRW) to provide Architectural Design Services for the Fire Station No. 4 Replacement.¹ BRW started design in June 2022 and is expected to finalize construction documents and obtain building permit approvals by Spring 2024.

During the construction of the new Fire Station No. 4, the station must be relocated to an interim facility to ensure continued emergency response to the neighborhood served by Fire Station No. 4.

ANALYSIS

To meet the construction timeline for the new Fire Station No.4, expedited measures were necessary to locate a feasible interim fire station site that would ensure continued fire, rescue, and emergency medical services to the district served by Fire Station No 4.

The temporary site will provide living/office quarters, a carport for an ambulance (Medic 64), and an equipment structure. Infrastructure will also need to be present for various service hookups such as electric, water, sanitary, and communication linkages.

To maintain emergency response times within Fire Station No. 4's district, staff evaluated three potential options for an interim station that were within the Fire Station No. 4 boundary district. See Attachment A.

- Nearby Hotels
- Mitchell Park Library Parking Lot
- Cubberley Community Center Parking Lot

The sites were evaluated on the following elements: parcel size, community impact, and station operations. An analysis of these three sites is discussed below.

1. Nearby Hotels

The hotel option, while initially considered for its ready living quarters, presented significant logistical challenges for fire department operations. It lacked adequate storage for essential items like extra medical supplies, turnout gear, and other equipment, which need to be securely stored near Medic 64. Additionally, the absence of a nearby charging station for critical equipment such as gurneys, radios, and heart monitors was a major drawback. Moreover, the hotel structure could hinder quick access to the ambulance, which is crucial for maintaining turnout time goals. The potential of navigating through stairs, elevators, and hotel lobbies in emergency

¹ City Council, May 23,2022; Agenda Item #2; SR #11691,
<https://www.cityofpaloalto.org/files/assets/public/v/1/public-works/engineering-services/cip-contracts/id.-11691-approval-of-fire-station-no.-4-design-contract.pdf>

situations would add unnecessary delays. Given these factors, along with the limited space for apparatus and the lengthy negotiation process with hotel providers, the hotel option was deemed less favorable for maintaining efficient and effective fire and emergency services.

2. Mitchell Park Library Parking Lot

Located 0.2 miles from Fire Station No. 4, the Mitchell Park Library is a populated site and facility. The site includes a library, café, tennis courts, and other outside areas such as the Magical Bridge Playground which is heavily frequented by the surrounding community. While this location would have minimal effects on the Fire Department operations due to its proximity to the existing station, the interim site would displace an estimated 30 parking stalls to accommodate a modular trailer and apparatus structure. The effects would greatly impact the library's circulation, add to an already congested site, and displace occupant vehicles to street parking.

3. Cubberley Community Center

The Cubberley Community Center, located 0.4 miles southeast of Fire Station No. 4, emerged as the optimal choice for the interim site, see Attachment B. This location enables the Fire Department to maintain its ambulance (Medic 64) within its response district, with minimal disruption to community emergency service. The Fire Department would have access to two exit routes, if necessary, to help mitigate impacts to response times. The recommended site for the temporary station within the Center's southwest parking lot was carefully selected to minimize impact on Cubberley staff and guests while still accommodating the Fire Department operational needs. Multiple parking lots are available throughout the site to accommodate the displaced parking spaces and the proposed temporary location would maintain community access and circulation to the existing buildings. Additionally, on-site utilities are available for connection.

After multiple interdepartmental meetings were held to discuss the potential impact of the three temporary site locations listed above, the Mitchell Park Library and Hotel options were eliminated. The Cubberley Community Center site was determined to have the smallest impact on the community, be large enough to accommodate a modular trailer, department vehicle, and equipment and, importantly, to meet the fire response area requirements. The interim site will have one ambulance and will be used exclusively to respond to medical calls. Consistent with current practice at Fire Station No. 4, the ambulance will leave the station site with lights on only for awareness, and the siren will then be turned on once the ambulance turns onto Middlefield Road. Public outreach was performed in the neighborhood adjacent to the project site, along Nelson Drive and Middlefield Road. Residences were notified door to door by City staff and informational flyer about the proposed temporary Fire Station No. 4, the potential impacts during construction, and Fire Department operations.

Staff recommends authorization to contract with Mobile Modular Management Corporation (Mobile Modular), to lease, for a 24-month period, a double wide modular trailer to be used as the fire personnel's living quarters and station operations. Mobile Modular, previously known

as Design Space Modular, has a reputable standing with the City, as their services were previously used to purchase a triple wide modular office building for the Palo Alto Animal Shelter in 2019.

Per Palo Alto Municipal code 2.30.360(j), the City can take advantage of cooperative purchasing agreements provided: (i) the services are solicited using methods substantially similar to those required under the Municipal Code, as determined by the Procurement Officer; and (ii) the contract is consistent with the requirements under the Municipal Code. Sourcewell offers cooperative procurement solutions to government entities to provide equipment, product, or services that access Sourcewell's cooperative purchasing contracts. The cooperative purchasing agreement contracts were competitively solicited and publicly awarded through the cooperating purchasing organizations and the contracts are consistent with the requirements of the Municipal Code. Cooperative purchasing programs allow government organizations to use a single solicitation with the best value and favorable terms and conditions.

The Mobile Modular cooperative purchasing lease agreement (Attachment C) includes equipment and accessories, delivery, installation, and removal of the 24x60 (1,440 sq. ft) modular trailer. The trailer will be modified to meet fire-life-safety requirements and have an electrical system that meets the Fire Department's needs. The temporary building will be furnished with three sleeping quarters, an office, two accessible restrooms, kitchen, an open living area, and accessible ramp and stairs. The agreement will be for a 24-month lease period, during which time the new Fire Station No. 4 will be constructed. Council approval would include a 10% contingency on the agreement amount, recommended for minor changes, additions, and/or unforeseen conditions that could prevent delays in the fabrication, delivery, and installation of the modular building. Fabrication of the temporary facility would have a lead time of 2 months, and a delivery/installation timeline of 3 weeks.

Table #1 Mobile Modular Lease Cost Breakdown	
Monthly Rent \$2,029.38 @ 24months	\$48,705
Drawings, Modifications, Installation and Delivery	\$156,344
Return, Cleaning and Removal	\$17,542
Subtotal	\$222,591
10% Contingency	\$22,259
Total	\$244,850

Project Timeline

The construction of the new Fire Station No. 4 is scheduled to begin in the fall of 2024. Site design and preparations for the interim facility at the Cubberley Community Center are underway in order to receive the modular building by May 2024 and complete construction of the temporary station in summer 2024. Staff will return to Council for approval of a construction contract for the infrastructure connections at the interim site in spring 2024. The approval of the lease agreement with Mobile Modular would start the fabrication period and secure a delivery date of May 2024 to the interim site, providing sufficient time to complete construction, move-in fire personnel, and test the Fire Department operations.

FISCAL/RESOURCE IMPACT

Funding for this contract is available in the Fiscal Year 2024 Capital Improvement Program Fire Station No. 4 Replacement project (PE-18004).

STAKEHOLDER ENGAGEMENT

Public Works has coordinated the temporary Fire Station No. 4 with key staff from departments whose operations will be dependent on and affected by the temporary facility.

ENVIRONMENTAL REVIEW

This project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) under Section 15303 of the CEQA Guidelines as a new, small facility.

ATTACHMENTS

Attachment A: Temporary Fire Station 4 Site Location Options

Attachment B: Temporary Fire Station 4 Cubberley Community Center

Attachment C: Purchase Order and Mobile Modular Agreement

APPROVED BY:

Brad Eggleston, Director Public Works/City Engineer