

STANDARD COBCP ELEMENTS

Fill out for each project in lieu of the full COBCP form. Submit completed form in Word 97 format along with hard copy. Attach any necessary cost estimates, maps, and support information. Reference the Directions for the Standard COBCP Elements Form for complete information on requirements.

Facility Name: Skylonda Fire Station
Project Name: Skylonda Fire Station Rebuild
County: San Mateo
Congressional District: District 14
Senate District: District 11
Assembly District: District 21:

Summary of Proposal:

Construct on county-owned property a new 11-bed, barracks/messhall building (3,532± sf); an office building (1,286± sf); a 800 sf self contained breathing apparatus (SCBA) repair building; and an upgraded septic tank and leach field. Site work would include grading, relocation and installation of underground utilities, sewer, water, drainage, retaining walls, paving, curbs, sidewalks, and landscaping and fencing. A new ingress and egress driveway will need to be constructed out to Highway 35 to greatly improve sight distance and reduce eliminate emergency equipment from accessing a dangerous intersection. Demolish the existing barracks/messhall and office buildings. Treat any hazardous materials that are found such as asbestos and lead paint.

Purpose of Project:

The purpose of this project is to maintain an effective initial attack capability on wildfires occurring in the State Responsibility Areas of San Mateo County. The Skylonda Fire Station is located in a critical "interface" area. Housing one of only three CDF Schedule B engine companies in San Mateo County, this station provides initial attack protection to over 60,000 acres of State Responsibility Area, including direct protection to the San Francisco Watershed. This watershed contains the Crystal Springs and San Andreas Reservoirs, which serve as important domestic water sources for the City and County of San Francisco. This station is located on Skyline Blvd., on the ridge just above these reservoirs.

The existing fire station was built in the mid 1930s as a county fire department station. At that time San Mateo County was classified as a "Contract County" and provided its own watershed fire protection under contract with the state. In 1962 the county management requested that CDF provide both the wildland and structural fire protection to the unincorporated county area under Public Resource code sections 4114 and 4142. CDF personnel and equipment have occupied the Skylonda Fire Station since that time. Currently the County and CDF each fund 3 person engine companies that occupy the station.

Under the current agreement with San Mateo County, CDF leases the fire station on a yearly basis. This COBCP proposes to cost-share with San Mateo County the building of the barracks/messhall and office building. The Department will contribute a fixed amount (\$1, 400,000) toward the construction of the buildings, which is equal to its share based on its mission requirements. This would include costs associated with the construction of a single engine station barracks/mess hall, office space for the Station Captains and field Battalion Chief, SCBA repair facility, and other appurtenances directly related to the construction. The existing apparatus building, remodeled by the County a few years ago, has no office space in it, hence the need to provide office space in the proposed office building. Additionally, the SCBA repair facility will serve the Departments other

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stations within the County as this station is centrally located to the others. SCBA's are required on all CDF engines as part of its fire protection and emergency response duties defined in the mission statement.

The County will provide a 30-year lease for the states use of the site in exchange. The County of San Mateo will be the lead agency for contracting and construction and will assume responsibility for costs over and above the state's contribution. Details of this agreement are described in a Memorandum of Understanding (MOU). The County will do the CEQA, preliminary plans and working drawings as part of the cost share. They will also fund their portion of the construction costs beyond the Departments \$1,400,000.

Problems with the Facility:

The existing fire station barracks/mess hall building was built in the 1930s. It was originally designed with an apparatus room downstairs, and living quarters upstairs. Modern fire apparatus no longer fit in the area designated as an apparatus room, so that area has been converted to a dayroom/exercise room.

The building is cramped, has a single restroom with only one toilet, and the electrical and plumbing systems are inadequate for the current needs. Due to the age of the building and the way the building is situated on the site, there is no opportunity to remodel this building to accommodate the needs of a modern fire crew. This can include as many as eight personnel of different sexes on duty at the same time. The building has deteriorated to the point that the bathroom floor is rotting from over 60 years of use; wiring and plumbing is very old and in need of major upgrades; insulation is almost non-existent making the building inefficient for heating and cooling. Asbestos and lead paint exist making the building a health hazard. Upslope water seeps into the downstairs area creating wet floors and moldy conditions. The area also is impacted by seismic events which over the years has lead to the settling of the foundation resulting in uneven floors. Structural members within the walls have areas of dry rot reducing the integrity of the building. Hallways and the bathroom are narrow, a product of the construction some 64 years ago.

A small office building is located away from the barracks/mess hall building. This building is similar in age to the other. It is build with a "pier and post" foundation having no solid perimeter foundation. It is not insulated and has asbestos in the floor coverings. It cannot be reasonably nor efficiently remodeled due to its location and the age and condition. This office building is used by the CDF station captains, a CDF battalion chief, a county-funded staff captain (paramedic coordinator), and county funded station personnel. The building has a single bathroom with toilet and sink. The buildings location and design does not provide suitable access or space to meet with the public. The building does not meet ADA requirements and remodeling would not be feasible.

The current layout of the buildings on the compound has the apparatus room at a significant distance (up to 250') from the barracks. This causes delays in response and poses a safety hazard when crews are quickly trying to access their apparatus.

The sewer system has experienced problems in the recent past due to the surfacing of effluent.

As with most construction of 65 years ago, these buildings are experiencing wiring deterioration, rot and foundation settlement. There is no assurance that either building meets any seismic standard.

San Mateo County recognized the problems with the facility and began steps to replace the facility in the 1990s. Plans were drawn for the replacement of both the barracks/mess hall and office

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building, as well as refurbishing the existing apparatus building. Due to funding problems, only the refurbishing of the apparatus building has taken place, however, all plans and specifications have been completed for the replacement of the other two buildings. Based on the site constraints and the additional space required for the state personnel the County has requested that the State provide an appropriate share of the cost of construction of the remaining buildings.

Relationship to Strategic Plan:

This project relates to the Department's Strategic Plan in several areas.

Goal #1: Respond to California's Changing Fire Protection needs by Improving CDF's Statewide Fire Protection System.

- Objectives 2: Reduce CDF's \$368 million replacement backlog of 35 -60 year old capital improvements (buildings and telecommunications infrastructure) by 33% between July 1, 1995 and July 1, 2000.
- Objective 3: Improve CDF's wildland fire initial attack productivity rate by 5-10% by maintaining and enhancing the air attack, ground attack and command and control delivery systems.

Goal #4: Foster Mutually Beneficial Relationships With All Levels of Government and the Private Sector to Improve Services and Achieve Efficiencies.

- Objective 2: To ensure that wildland and other fire protection service responsibilities are provided at the least cost to the beneficiaries of the services and the State of California, increase the use of cooperative fire agreements by 15 % between July 1, 1997 and July 1, 2000.

These goals and objectives would be met by this project. The growing population in the San Francisco Bay Area and its expansion into the wildland areas enhance the need for fire protection services. The replacement of this fire station is necessary to meet this goal and its objectives. Additionally, by cooperating with San Mateo County on this project, we will be providing a cost effective fire protection system to the citizens.

Alternatives:

- A. Replace Facility CDF is legally obligated to provide a safe and efficient workplace. There is sufficient space at the existing site to construct a safe and modern facility to meet the present and future needs of the department. The state would pay the cost of constructing a typical single engine station in this area. The county would provide a lease, building plans, project administration, and construction costs over and above the state's contribution. As this would be a cooperative effort with the County of San Mateo, this would be the most cost effective means of addressing the current facility deficiencies.
- B. Remodel Facility The existing fire station buildings were built in the 1930s. At the request of San Mateo County, they have been evaluated by a private

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party as to the feasibility of remodeling. Due to the age and construction of the buildings, this is not an option.

- C. Relocate Facility The current facility is in an ideal location being at the crossroads of two major thoroughfares. State-owned land is not available in the area and purchasing private land in the area would be extremely expensive.

Which Alternative and Why?

Replace the current facility. Building space for a new station is adequate at this site. The apparatus building has already been renovated and building plans have been completed for a barracks/ mess hall building and an office building. The new barracks/messhall will be optimally located on the site to reduce response times and safety problems. The new buildings are in a different location on the site from the existing buildings so fire station operations can continue during construction. The location of the facility is in an ideal location being at the crossroads of two major thoroughfares. This allows timely response both north/south and east/west. The County of San Mateo will be the lead agency for the project. The department will only contribute its fair share toward the construction of the buildings, including all appurtenances, to meet to state mandated obligation.

Factors/benefits for recommended other than the least expensive alternative:

See above.

Detailed Scope Description:

Provide Environmental Review

Construct living and office buildings to current fire station standards. Buildings will need to accommodate site constraints and county programs. Proposal includes:

- 11-bed Barracks/Mess Hall (3,532± sf)
- Office/Battalion Chiefs building (1,286± sf)
- Relocation of station egress/ingress
- Necessary site work such as grading, relocation and installation of utilities, drainage, retaining walls, paving (10,000± sf), curbs, sidewalks, hose wash rack, and landscaping
- Demolish existing barracks/mess hall building and office building.
- Abate asbestos and lead paint.

Basis for cost information:

Complete Description of Impact on Support Budget:

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It is anticipated that this project will have net positive impact on the Unit and Regional support budgets. As the State has a fire protection responsibility in this area and owns no property in the vicinity, this project will save a significant amount in relation to land acquisition costs. Additionally, future maintenance needs of the new facility will be less than current needs and these will be shared with the County of San Mateo.

Identify and Explain any Project Risks:

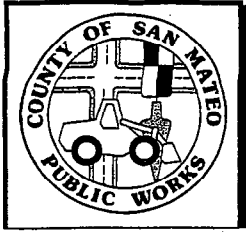
No risks have been identified to date. The facility plans have been cleared by the Planning Department and CalTrans (scenic corridor). The County will be the lead agency.

List Required Interdepartmental Coordination and/or Special Project Approvals:

Coordination must take place between Region Technical Services and the San Mateo County Public Works, Special Project Division. Since this building will be on County property and the plans have been developed at County expense, it is expected that the County staff would take the lead and continue to supply staff to coordinate environmental review, building inspection, and contract oversight. These issues are outlined in the proposed Memorandum of Understanding between the department and the County.

Estimated Costs (to be completed by region Tech Services staff):

Prepared by: Bill Ruskin
Assistant Chief
Date Prepared: December 11, 2000

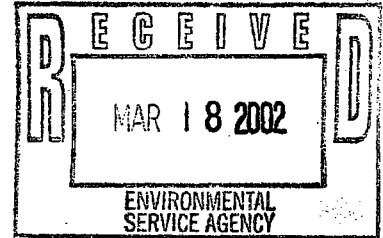


COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Date: March 8, 2002

TO: Marcia Raines, Director, Environmental Services Agency
FROM: Neil R. Cullen, Director of Public Works
SUBJECT: County Fire Station at Skylonda



It is my understanding that the State Division of Forestry is interested in contributing funds to upgrade the Skylonda Fire Station in order to have a presence in San Mateo County. The following is a summary of the previous work that was proposed for this facility.

A master plan/feasibility report was completed in June 1995 at the request of County Fire. The report recommended the replacement of the existing dormitory and office building with a new structure due to the age and condition of the structures. This is still the recommendation from our most recent report on County facilities. A copy of that report was provided to CDF. The existing apparatus building was to be modified to meet program needs and essential services criteria.

Plans were prepared for the new dormitory office building and apparatus building modifications with input from Jim Asche of County Fire. The project was bid in July 1997. However, only one bid was received and the bid was almost double the pre-bid estimate (\$799,615 vs. the only bid received of \$1,511,251). The bid was rejected but work was done to improve the apparatus building. The new dormitory/office building was placed on hold due to a lack of funding.

The present Skylonda facility consists of the improved apparatus building, a new relocated fueling station, a new vehicle wash area, and the original dormitory, office building and small storage shed (vintage 1936). Revised access to the site via Skyline Boulevard as recommended by the master plan has not been implemented. To our knowledge the proposed site for the dormitory and office is still available, as the plan was to build the new structure before demolishing the existing dormitory, office and small shed. The proposed site is on the west side of the site across from the apparatus building, partially on the flat and partially on the down slope.

The property's ability to support additional structures on the site will depend on the property's ability to handle the wastewater from a more intense use of the property. The storage pond of the local water system is located down slope from the fire station and across Blakewood Way. The current septic tank leach field system has had previous problems that were mitigated by the installation of low flow fixtures and correcting some plumbing problems. However, I believe Environmental Health should be included in any discussion of increasing the use of the property to ascertain if the current wastewater management system is adequate or if there are other options that could be explored.

Marcia Raines, Director, Environmental Services Agency

Subject: County Fire Station at Skylonda


March 8, 2002

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You have also asked:

- Q. Is it more cost effective to continue to repair and maintain this facility rather than replace it?
- R. The recent facilities condition report by 3di estimated that the cost of repairs is about 71% of the cost of a replacement structure, and you still have a building that was built around 1936 when you have completed the repairs. Therefore, the conclusion is that rebuilding the station is the better way to proceed.
- Q. What would be a realistic estimate for the cost of rebuilding the station, assuming the same land is used? The County would need to fund the difference between actual cost and the \$1.6 Million from the State.
- R. We estimate the cost of the office and barracks, based on escalating the bid we received in 1997, to be in the range of \$1.4 Million. However, this assumes that we are using the same plans. At this point we do not know what CDF would need in the way of additional barracks or offices to accommodate their expanded needs at this station.

Attached are copies of the layout of the property with the proposed and existing structures shown. As stated previously, the other limiting factor is the on-site wastewater system and if options are available to handle any additional wastewater flows that would be associated with an expanded facility.



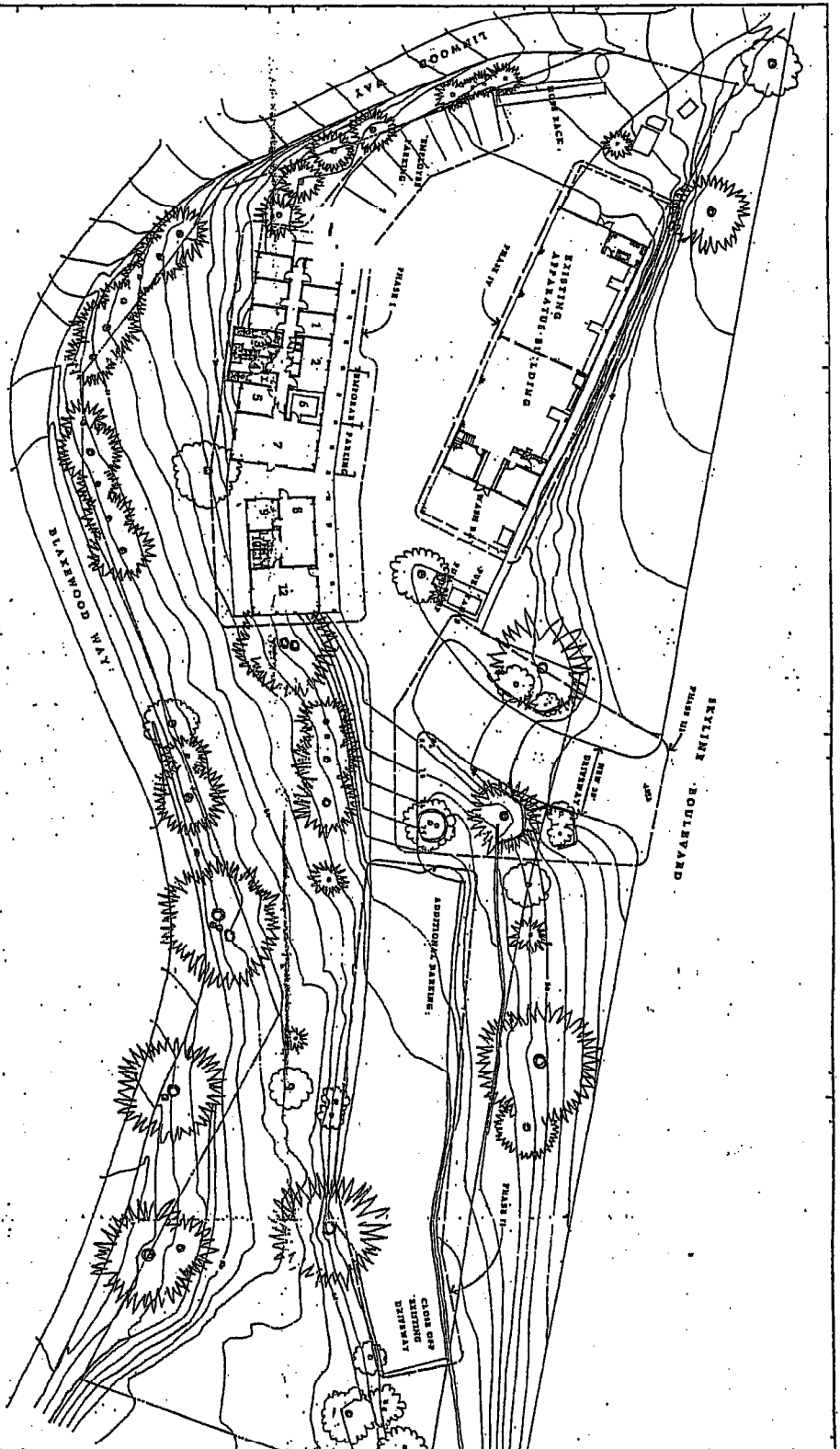
Neil R. Cullen
Director of Public Works

NRC:sdd

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Enclosures: Layout Plan

cc: John Maltbie, County Manager
Paul Scannell, Assistant County Manager
George Haines, Maintenance Division Manager



- NEW LABORATORY AND OFFICE BUILDING**
- 1 SIX BEDROOMS
 - 2 EVALUATION CHIEF'S
 - 3 MEN'S BATHROOM
 - 4 WOMEN'S BATHROOM
 - 5 EXERCISE ROOM
 - 6 KITCHEN
 - 7 DINING / DAYROOM
 - 8 ADMINISTRATIVE OFFICES
 - 9 PRIVATE OFFICE
 - 10 MEN'S TOILET
 - 11 WOMEN'S TOILET
 - 12 TRAINING / MEETING ROOM

MASTER PLAN



<p>CIA ARCHITECTURE 150 Fourth Street, Suite A Petaluma, CA 94952 (415) 257-5547 / (800) 531-8222</p>							
<p>PROJECT Master Plan</p>							
<p>SHEET TITLE Master Plan</p>							
<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Date</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		No.	Date	Revised			
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<p>JOB 94157</p>	<p>DATE 3/30/95</p>						
<p>SHEET T-1</p>	<p>1</p>						

**Memorandum of Understanding
Between
State of California Department of Forestry and Fire Protection
and
the County of San Mateo**

This Memorandum of Understanding (MOU) regarding the financing, acquisition, site development, construction and leasing of that facility described as the Skylonda Fire Station, by and between the COUNTY OF SAN MATEO, hereinafter referred to as the "County," and the CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CDF), by and through its duly appointed and acting Director of the Department of Forestry and Fire Protection, hereinafter referred to as to "CDF," is made and entered into as of this 30th day of April, 2002.

Whereas, CDF affirms that:

1. It has been providing wildland fire protection services in accordance with the State Fire Plan, statutes and regulations of the State of California in the Skyline area of San Mateo County since 1962.
2. The existing Skylonda fire station does not meet current day needs. The physical facility is over 60 years old and does not meet today's emergency response requirements including housing for mixed genders.
3. CDF has included in its Major Capital Outlay Program, the replacement of the existing facility beginning with the development of a Budget Package (Schematic Drawings, Outline Specifications, and an Estimate of Cost), in the fiscal year 2003-2004.
4. CDF has maintained an historical and continuing cooperative fire protection relationship with the County for approximately 40 years.
5. CDF must continue to provide ongoing fire protection for the area and will need to establish an adequate and suitable facility from which to provide the needed services.
6. CDF and the County are both desirous of developing a joint agency facility that will enable both parties to effectively and efficiently meet their emergency response requirements.

Whereas, County affirms that:

It has control and possession of a parcel of land located at the junction of State Highways 35 and 84, which continues to be suitable for a joint agency fire station.

**Memorandum of Understanding
Between
State of California Department of Forestry and Fire Protection
and
the County of San Mateo**

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2. The existing Skylonda fire station does not meet current day needs. The physical facility is over 60 years old and does not meet today's emergency response requirements including housing for mixed genders.
3. CDF has included in its Major Capital Outlay Program, the replacement of the existing facility beginning with the development of a Budget Package (Schematic Drawings, Outline Specifications, and an Estimate of Cost), in the fiscal year 2003-2004.
4. CDF has maintained an historical and continuing cooperative fire protection relationship with the County for approximately 40 years.
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6. CDF and the County are both desirous of developing a joint agency facility that will enable both parties to effectively and efficiently meet their emergency response requirements.

Whereas, County affirms that:

It has control and possession of a parcel of land located at the junction of State Highways 35 and 84, which continues to be suitable for a joint agency fire station.

NOW, THEREFORE, in light of the parties' mutual goal to provide safe, effective and efficient fire services, the parties agree to consider and negotiate in good faith the possibility of building a new joint agency fire station according to the following terms:

A. CDF would agree that:

1. The parcels of land proposed for the joint agency facility have been studied and have been determined to be adequate to meet its present and future needs.
2. It will budget through the state's capital outlay process to acquire funds representing seventy-eight percent (78%) of the project cost or \$1.5 million, whichever is less, to assist with the construction of a mutually acceptable facility, which will meet the emergency response requirements of both parties.
3. The value of the County's parcels, the existing apparatus building, and project management must be considered in the cost allocation for the project.
4. CDF management may review all specifications, modifications, including contract change orders and other appropriate documents relating to the design and construction of the proposed facility.
5. CDF and County will share all costs of general station operations including, but not limited to: utilities, solid waste disposal, building and/or grounds maintenance, and housekeeping supplies.

B. County would agree that:

1. In return for CDF'S contribution of capital funds, County will enter into a long term lease agreement with CDF on the County's land parcels (AP No.75-094-010, and 75-101-010) upon the successful completion/acceptance of the new facility. The lease agreement would include Items A-1 to A-6 contained in this Memorandum of Understanding. It is the parties' intention that the term of the lease will be a minimum thirty-five (35) years and the parties will consider including a right to renewal upon terms to be negotiated. However, in the event that the County's contribution to the project exceeds twenty-two percent (22%) of the final project cost, the lease term will be adjusted to reflect then-current fair market value. The parties acknowledge that it could take up to five (5) years before any facility is fully designed, approved and constructed. Assuming that the facility becomes available by the end of the 2006-2007 fiscal year and that the lease term is thirty-five years, the lease would commence on or about July 1, 2007, and end on June 30, 2042.
2. County will provide project management for the fire station construction project and that construction will meet all federal, state, and local codes applicable to this type of occupancy.

3. It will provide all engineering and survey services required for development and prosecution of the project to include:
 - a. Topography and boundary survey work
 - b. Location and tie-in of existing and projected overhead and underground utilities
 - c. Setback and right-of-way clearances
 - d. Development of alternative(s) for site improvement/layout
 - e. Development of plans and specifications
 - f. Cost estimating work
 - g. Environmental documentation
 - h. Other work, as required

4. The facility design and construction will include, but is not limited to, the following:
 - a. Buildings
 - b. Utility systems, including water, sewer, electrical, telephone, gas (LPG), radio, communications, etc.
 - c. Base, paving and drainage facilities
 - d. Curbs, gutters, sidewalks, slabs, etc.
 - e. Security lighting
 - f. Fire and intrusion alarms
 - g. Fencing and landscaping
 - h. Other needed features

5. The building construction shall contain, but is not limited to the following items:
 - a. Crew quarters including male/female bath facilities and laundry facilities
 - b. Kitchen facilities
 - c. Offices, for Captain and Battalion Chief
 - d. Recreation room
 - e. Exercise room
 - f. Half bath for use by public
 - g. Storage facilities
 - h. Other needed features

C. Both parties would agree:

1. That time is of the essence, and every effort will be made to work together in a timely, efficient, and cooperative manner.

2. Meeting deadlines relating to acceptance of the Memorandum of Understanding, developing facility plans and specifications, processing environmental documentation, and processing of the thirty-five (35) year land lease are critical, and must be met in timely fashion. Delay in any of the above-mentioned items could result in delay of the project for a year or more.

3. Good communication efforts must be made at all times to avoid unnecessary complications and delays.
4. Both parties will be responsible for their own tortious and negligent acts and enter a mutual indemnification and hold harmless provision.
5. The lease agreement will provide both parties the right to cancellation under terms and conditions to be further negotiated.
6. In the event that it is not feasible to build a new fire station at the current location, or if the parties agree that it may be better or necessary to relocate the fire station, the parties will consider development of the joint agency fire station at a new site that will meet the needs of both CDF and the County.
7. Both parties will have the right to terminate the project or initiate a redesign of the project, under terms and conditions to be further negotiated, in the event bidding exceeds the parties' reasonable estimate of construction costs.
8. Both parties will consider in good faith any additional terms and conditions that the other party may raise during negotiation of the final development plans and lease agreement.

IN WITNESS WHEREOF, the parties hereto as of the day and year first above written have executed this Memorandum of Understanding.

COUNTY OF SAN MATEO

By: _____
President, Board of Supervisors

State of California
Department of Forestry and Fire Protection

By: _____
Unit Chief

By: _____
Chief, Region Coast - Cascade