

BOARD REPORT

NO. 26-089

DATE: May 07, 2026

C.D. #

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EMERGENCY PREPAREDNESS SECTION HEADQUARTERS AND DEPARTMENT OPERATIONS CENTER PROJECT – FINAL ACCEPTANCE

B. Aguirre	<u>BA</u>	M. Rudnick	_____
B. Jones	_____	C. Santo Domingo	_____
C. Stoneham	_____	N. Williams	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS

1. Accept the work performed for the Emergency Preparedness Section Headquarters and Department Operations Center Project, constructed by RAP's prequalified on-call contractor(s); and
2. Authorize Department of Recreation and Parks (RAP) staff to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY

The Emergency Preparedness Section Headquarters and Department Operations Center is located at 3900 Chevy Chase Drive and serves as RAP's central coordination facility during major disasters, large-scale events, and local emergencies that require the activation of multiple RAP facilities to support public welfare, mass care, and sheltering operations.

Previously, the Board of Recreation and Park Commissioners (Board) approved the reallocation of \$1,458,219.00 in Recreation and Parks Fund 205 to begin a capital project for the development of a new headquarters for the Emergency Preparedness Section and the Department Operations Center (Project), as further described in Report No. 18-123.

The Project scope included the design, engineering, delivery, and installation of an Americans with Disabilities Act-compliant modular facility featuring:

- A Main Coordination Room with responder workstations aligned to the five Incident Command System functions: Management, Operations, Planning, Logistics, and Finance/Administration;
- Main Conference Room and Breakout Room;

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- Continuity of Operations Team Coordination Room;
- Offices and administrative workspace; and
- Restrooms, shower facilities, dormitory space, and kitchen.

The Project was completed on September 10, 2019. The completed facility provides RAP with a centralized and resilient location to support emergency planning, training, response, and recovery operations.

Approval of this Report will formally accept the completed work for the Project.

FISCAL IMPACT

The total Project cost is \$1,639,292.88. Previously, \$1,458,219.00 was allocated from Recreation and Parks Fund 205 for the Project, which covered the difference between the total Project cost and the original funding source. There is no additional fiscal impact to RAP's General Fund. Ongoing operation and maintenance of the facility will be absorbed within existing departmental resources.

This Report was prepared by Monica Gonzalez, Emergency Management Coordinator, Emergency Management Division.