



Midpeninsula Regional
Open Space District

R-17-128
Meeting 17-30
December 6, 2017

STUDY SESSION AGENDA ITEM 1

AGENDA ITEM

Report on Space Needs Assessment and Program for the New Administrative Office

GENERAL MANAGER'S RECOMMENDATION

Receive presentation on space needs assessment and program for the New Administrative Office, and accept the final report.

SUMMARY

At its June 28, 2017 Board meeting, the Board of Directors (Board) approved a contract amendment for MKThink to conduct basic space programming for the new Administrative Office (R-17-54). Since then, MKThink has conducted interviews and working sessions with all District departments for input on workspace and storage needs, short- and long-term staffing projections, and collaborative agencies. On October 25, 2017, MKThink conducted an interactive workshop with the Board, seeking input regarding public and Board space needs (R-17-116 and Attachment 1). MKThink has assessed and tabulated the District's current and future space needs based on Board and staff feedback. This information will be incorporated into a future Scope of Work for the Request for Proposals (RFP) for design architect teams.

DISCUSSION

MKThink inventoried existing space use and future space needs through site visits and interviews with all departments. With input from the General Manager's Office, MKThink incorporated the Financial Sustainability Operations Model (FOSM) staffing projections in year 2022 when the District moves into the new AO and in year 2045 when the District reaches FOSM's maximum build out.

Space needs are organized by type and sizes using industry standards:

1. Dedicated space (offices and work stations)
2. Hoteling space (shared drop-in work stations)
3. Shared space for lobby, Board room, and meeting rooms
4. Shared space for user support (kitchen, restrooms/showers, copy room, server, storage, etc.)

MKThink tallied the above space need square footages, used modest contingencies (5-15%) for unanticipated growth, and then applied a grossing factor that takes into account unusable space like corridors, mechanical systems, etc. The result is a space program that reflects existing true

space needs (currently not accommodated by the existing offices), move-in space needs, and maximum space needs.

The 5050 El Camino Real building is 39,040 square feet in size. Space not immediately needed for District use is planned to become rentable space if feasible, and will be a program element that a future architect team will need to incorporate into the overall layout of the building.

Space Program Summary

	Current Need (2018)	Future Scenario 1: Move-In (2021/22)	Future Scenario 2: FOSM Max (2045)
Number of staff	100	108	137
Dedicated space	8,010 s.f.	8,586 s.f.	10,414 s.f.
Hoteling space	659 s.f.	709 s.f.	880 s.f.
Lobby, Board room, and meeting room space	6,264 s.f.	6,394 s.f.	6,524 s.f.
User support space	2,975 s.f.	3,075 s.f.	3,175 s.f.
Grand total square footage with 35% grossing factor	28,683 s.f.	30,089 s.f.	33,799 s.f.
Remaining square footage	11,317 s.f.	9,911 s.f.	6,201 s.f.

The above information, including additional technical detail, will be incorporated into a RFP for architectural design services expected to be issued next spring.

FISCAL IMPACT

The FY2017-18 budget includes \$805,000 for the AO Project (Project #31202), and includes sufficient funding for the work anticipated to be complete by the end of the fiscal year.

	FY2017-18
Project #31202 Budget	\$805,000
Spent-to-Date (as of 11/20/17):	\$98,650.04
Encumbrances:	\$34,418.35
Budget Remaining (Proposed):	\$671,931.61

BOARD COMMITTEE REVIEW

The full Board met on this project on October 25, 2017 and provided input during the basic programming phase. The Board expressed interest in receiving additional information on the applicability of a Design-Build approach for this project.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act. Future environmental review will be conducted on the proposed site improvements as part of the permitting process.

NEXT STEPS

On January 24, 2018, staff will recommend a proposed process for the design and construction of 5050 El Camino to the Board of Directors for consideration and approval. The process will outline the project phasing, opportunities for Board input, project decision milestones, and the project timeline. At that meeting, the Board will also have the opportunity to provide staff direction regarding the nature of policy input (full Board, Ad Hoc Committee, public, etc.). In preparation for this discussion, staff will conduct informational briefings in early January with each Board member and provide an overview of the design, construction, and project delivery process alternatives. A summary of the questions and comments stemming from the informational briefings will be included in the presentation materials for full Board consideration and review on January 24.

Attachment

1. Summary of Board Input on Space Needs

Responsible Department Head:

Jane Mark, AICP, Planning Department

Prepared by:

Tina Hugg, Senior Planner, Planning Department

Graphics prepared by:

MKThink, Inc.

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Board Needs Assessment

November 30, 2017



THiNK^{MK}

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT BOARD ENGAGEMENT SESSION

DATE

Board Meeting held on October 25, 2017

ATTENDEES

Nonette Hanko
 Cecily Harris
 Larry Hassett
 Yoriko Kishimoto
 Curt Riffle
 Pete Siemens
 Absent: Jed Cyr

TOTAL NUMBER OF POST-ITS USED

61

TOP CATEGORIES DISCUSSED

Technology
 Board room attributes
 Lobby/public space
 Board room size
 Parking

CATEGORY	RETAIN	ENHANCE	INTRO.	DISCARD	TOTAL
Technology	1	2	7	1	11
Board room attributes	4	2	3	1	10
Lobby/public space	4	3	3	0	10
Board room size	1	7	0	0	8
Parking	0	0	6	0	6
Closed Session Room	0	2	2	0	4
Meeting Space	0	0	4	0	4
Environmental Factors	0	1	1	1	3
Promote mission by bringing the outdoors in	0	2	0	0	2
Childcare	0	0	1	0	1
Board ideas	1	0	0	0	1
Privacy for staff	0	1	0	0	1
TOTAL	11	20	27	3	61
<i>Percent</i>	<i>18%</i>	<i>33%</i>	<i>44%</i>	<i>5%</i>	<i>100%</i>

POST-IT NOTES

Each Post-It from the Board engagement session is listed below.

- » Retain
- » Enhance
- » Introduce
- » Discard

ENVIRONMENTAL FACTORS

- » Lighting easier on the eyes (LED)
- » Double pane windows or closeable drapes
- » Heating air ducts/hot water heating

CHILDCARE

- » Childcare facilities?? (if not enough in area)

BOARD IDEAS

- » Consider other ideas from board members

PRIVACY FOR STAFF

- » Limit public access to work areas

PROMOTE MISSION BY BRINGING THE OUTDOORS IN

- » Incorporate redwoods + nature into the space (+1)
- » Incorporate outdoor space/environment

LOBBY/PUBLIC SPACE

- » Reception
- » Welcome lobby with information and reception
- » Friendly, accessible reception and “lobby”
- » Entrance for public directly to reception
- » Music in lobby (-1, -1, -1)
- » Entry lobby that reflects the ?? of open space
- » Building experience for all of our constituents
- » “Open space” experience/feel; welcome experience
- » Separate lobby – Quiet away from board room
- » Ability to leave entrance doors completely open

CLOSED SESSION ROOM

- » Larger closed session room
- » Larger closed session room to accommodate 25
- » Board room include more offices? For board members
- » Green room or quiet space for Board to sit before meetings

TECHNOLOGY

- » Sound system
- » Up to date technology for Board Room/entire lobby
- » Board room – IT/AV, public speaker, room
- » Streaming Public TV (+1)
- » AV screen
- » Remote or call in – board and public
- » Monitors that everyone can see
- » Employee key cards
- » Public TV online capability for board room
- » Two viewing screens – 1 board, 1 public – always visible to all
- » Public’s microphone (battery)

BOARD ROOM ATTRIBUTES

- » Try to retain existing board seating arrangement
- » Board horseshoe
- » Quietude
- » Same closeness to one another in board room
- » Improve public seating
- » Board seating not too comfy
- » Flexible in board room arrangements

- » Use for all staff/call in from desk
- » Make sure smaller meetings don’t feel overwhelmed
- » Public chairs

BOARD ROOM SIZE

- » Side entry
- » 4x larger space
- » Better seating for public
- » Board room for 80-100?? Not too large
- » Good AV
- » More room/space for board
- » Board room to accommodate 115 occupants
- » Larger board room (public space about 100 people)

PARKING

- » Improve VTA bus stop to encourage regular use
- » Include bike parking underground for staff and outside public
- » Limit underground parking to staff
- » EV charging stations
- » More bike parking for public and staff
- » Consider parking for other 2-wheel vehicles (like scooters)

MEETING SPACE

- » More community and meeting rooms for partners and public
- » Meeting space for volunteers, community groups
- » Classrooms/meeting rooms for talks, training, outreach
- » Workspaces/links for partners

ADDITIONAL DISCUSSION QUESTIONS

Below are the notes from the Board's discussion about the four questions MKThink asked as homework prior to and as part of the session.

1. DO YOU HAVE ANY SPECIFIC PARAMETERS OR GOALS WITH REGARD TO THE BOARD AND PUBLIC SPACE NEEDS?

- Not ostentatious board room
- Like the map of spaces
- Like the brag wall/awards
- Nice to have art
- Interior walls where can display things (like timeline, photographs of District)
- Future: Be more welcoming to a more diverse group of people (social, economic, physical)
- Have flat seating - public on the same level as Board or very close/be able to see all (6-8 inches up)
- Limit the number of steps up to the Board Room (accessibility)
- Have Board Room on first floor of the building

2. WHAT WORKS AND DOESN'T WORK WITH THE BOARD'S CURRENT SPACES?

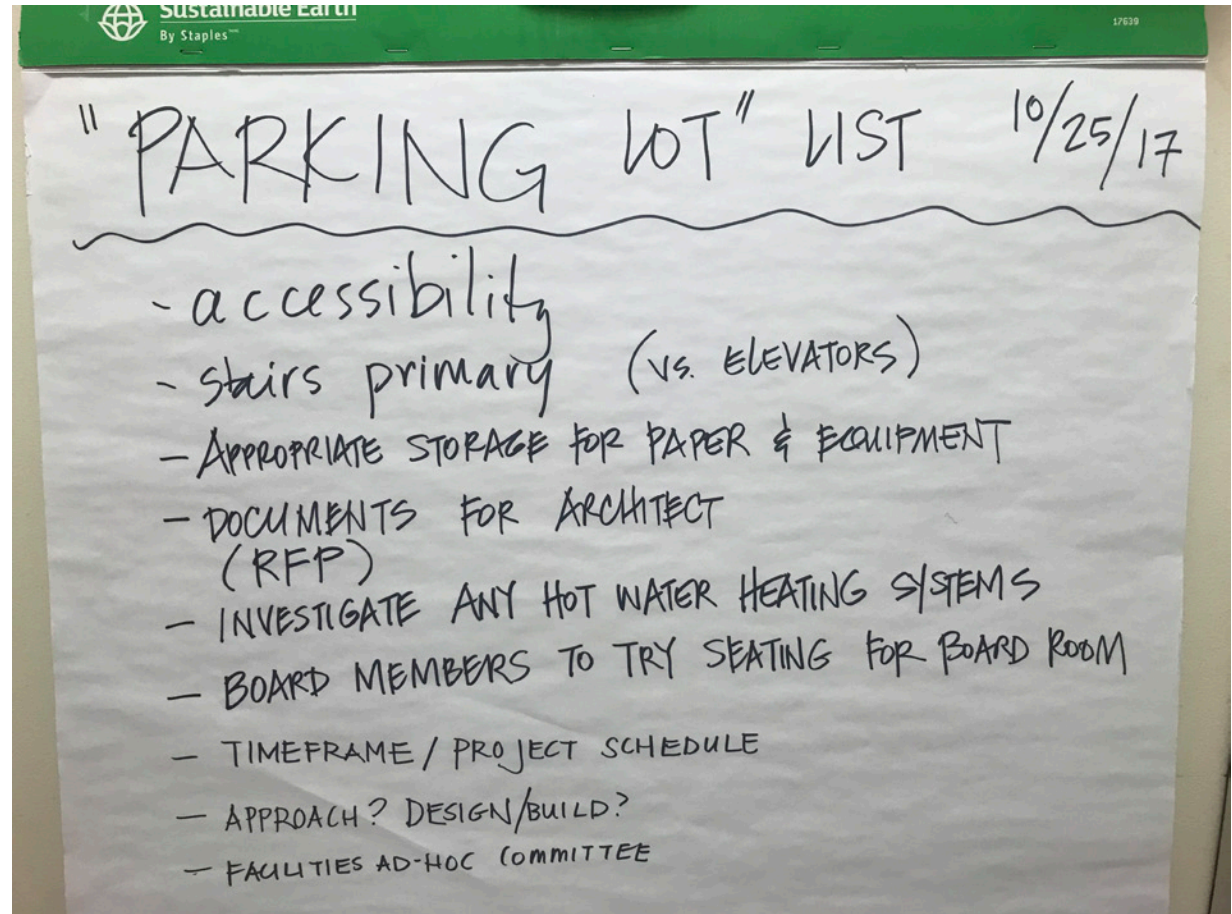
- All the wires under the table
- Welcome the public - Make it easy and comfortable for them to talk (only people in front of you, not behind you)
- Like the big circle shape of public seating and Board Room horseshoe
- Like the speaking podium off to the side (more comfortable for the public)
- Important for public to be able to see who the Board members are
- Able to see how your representative actually voted on a screen in the Board Room
- Rental of Board Room to another entity who needs a Board Room

3. WHAT WORKS AND DOESN'T WORK REGARDING THE CURRENT LAYOUT AND ALLOCATIONS FOR PUBLIC AREAS?

- Not big enough
- Works: Accessible, openness, welcoming, has lots of information, has Reggie (the mountain lion)
- Nice addition to have off of Board Room
- How much does Midpen want to be a hub for other open space groups? Could have a public meeting room for use of other open space groups/agencies
- Meeting rooms can be flexible and for various uses (not mutually exclusive rooms/spaces)
- Having office space for environmental groups - Don't need to talk about tonight
- Need to have available meeting space for other open space groups and community groups
- Security/ability to open up only one room for community groups
- What are other efficiencies for technology for the Board Room? Leave flexibility for technology changes
- Get rid of current/bad ceiling tiles
- Design for technology/wiring flexibility

4. DO YOU ANTICIPATE ANY SIGNIFICANT CHANGES IN HOW THE BOARD WORKS OR HOW THE ORGANIZATION WORKS OVER THE NEXT 15 YEARS?

- Changes in Board members
- Make-up of the organization lends itself to working at home/remotely - Lots of opportunities for this
- Could be working out of remote offices more with technology because of nature of fieldwork
- Public transportation - Hoping that happens



"Parking Lot" List - A number of topics, concerns, and issues came up at the meeting that have been tabled for later discussion or will be raised and considered at a later point in the design and development process.