



DATE: September 12, 2018

MEMO TO: Board of Directors

THROUGH: Ana Ruiz, General Manager *AR*

FROM: Jay Lin, Engineering and Construction Department Manager
Felipe Nistal, Senior Capital Project Manager

SUBJECT: Administrative Office Remodel Project Update

SUMMARY

On August 22, 2018, the Board of Directors (Board) awarded a contract to Noll & Tam Architects for assessment and schematic design of the Administrative Office (AO) Remodel Project (Project) at 5050 El Camino Real, Los Altos, CA (R-18-97).

On September 5, 2018, staff conducted the project kick-off meeting with Noll & Tam Architects to review the project goals, programming elements, schedule, general work plan, contract requirements, and budget. The project team also toured the 5050 El Camino Real building for a cursory assessment of the heating and cooling system, waterproofing, space layout, roof conditions, and other existing conditions.

DISCUSSION

Project Goals and Program Elements

On August 22, 2018, the Board reviewed and provided input on the space needs, program elements, and project goals that will guide the design process (R-18-100). Staff communicated the Board's input to Noll & Tam as the basis of design for the Project. As part of this discussion, the architects noted the importance of prioritizing the project goals and elements to understand the highest priority items for the project to remain within budget targets. Staff will first work with the AO Ad Hoc Committee on September 25, 2018 to prioritize the list of goals and program elements and return to the Board with this final prioritized list for consideration and approval on October 24, 2018.

Project Schedule and Workplan

The table below lists the major project milestones, including items that require participation by either the Ad-Hoc Committee or the full Board.

PROJECT SCHEDULE WITH KEY MILESTONES

<u>DATE</u>	<u>PROCESS</u>	<u>AD HOC</u>	<u>FULL BOARD</u>
9/5/2018	Project kick-off meeting		
9/12/2018	FYI Memo		X
9/25/2018	Review and prioritize project goals, programming. Review public engagement approach	X	
9/24/2018 – 10/05/2018	Department interviews to confirm programming elements		
10/10/2018	FYI Memo		X
10/17/2018	Design charrette (preliminary layout and budget).	X	
10/24/2018	Project goals prioritization, timeline, programming, budget assessment, and public engagement approach		X
11/21/2018	Schematic design updates review	X	
Jan-19	Begin public information/engagement	X	
2/13/2019	Full Board Study Session		X
3/4 - 3/8/2019	Provide input on Final Schematic Design	X	
4/24/2019	Full Board Approval of Final Schematic Design		X

Project Budget

Designing the Project around a set budget is critical. This will be accomplished by confirming a target design budget early on and designing the Project from “inside out” – starting with the basic needs (workstations, kitchen, Boardroom, etc.,) and working outward to include desired secondary amenities (outdoor meeting areas, roof/cantilever garden). Staff will check-in with the Ad Hoc Committee and Board at major milestones to review and confirm the Project scope and budget to ensure that the design is progressing in the right direction and meeting Board goals and expectations.

Site Tour/Inspection

Immediately after the kick off meeting, the project team conducted a cursory assessment of the building. The purpose was to review the existing conditions of the building and identify any major visible defects. The project team entered suites 110 and 220 to assess the general

condition of the single-pane windows, waterproofing, and interior layout. The project team also assessed areas above finished ceilings, stairs, Americans with Disabilities Act (ADA) ramps, building entrances, restrooms, elevator and elevator room, electrical closet, mechanical room, roof waterproofing, heating and cooling systems. Noll & Tam will summarize the findings and deliver a Current Conditions Assessment Report to the District. Defects and deficiencies will be addressed during project design.

Lower Lease Rate Negotiation with Current Property Owner

The purchase and sale agreement for 5050 El Camino Real allows the District to hold suites vacant at a lease rate of \$4.10 per square foot (PSF). Through recent negotiations, the District was able to secure a lower lease rate of \$1.90 PSF to hold suites vacant through the close of escrow. For strategic purposes, the District is currently utilizing this right for the following suites:

Suite 100	188 SF
Suite 110	2,159 SF
Suite 220	2,780 SF
Suite 112	640 SF
Total	5,767 SF

Holding these suites vacant offers the project team early access to speed-up due diligence assessment and design work. In fact, the project team was able to inspect suites 110 and 220 during the kick-off meeting held on September 5, 2018. Additional and more detailed inspections of these suites will be conducted in the upcoming months.

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