



DATE: January 9, 2019

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

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## SUMMARY

On December 5, 2018, the Administrative Office (AO) Facility Ad Hoc Committee (Committee) met with staff and the design team, Noll & Tam Architects, to review and provide direction on preliminary building design options. These early design discussions reflect the enhanced design option and the prioritized Project Goals and Programming Elements, as approved by the Board of Directors (Board) on October 24, 2018 (R-18-123).

The meeting focused on the following items:

- Interior and exterior improvements
- Building envelope and energy modeling resolution
- Leadership in Energy and Environmental Design (LEED) Gold requirements

## DISCUSSION

### Interior and exterior improvements

Noll & Tam provided interior improvement options addressing the boardroom, entrance, atrium, restrooms, receptionist area, staff office space with consideration for department adjacency, storage, underground parking, and future tenant space. Noll & Tam also provided exterior improvement options addressing planting, surface treatment for pedestrian areas, Americans with Disabilities Act (ADA) parking, bike racks, benches, and other landscape features. All improvements options are consistent with the aforementioned Project Goals and Programming Elements.

See Attachment 1 for interior and exterior plans and renderings. The options recommended by the Committee are highlighted in Attachment 1 and listed below:

- 1) Provide ADA accessible lobby entrance as the main egress/ingress for the public, visitors, tenants, and staff. Staff and tenants will have distinct keycards to enter their respective areas. The public and visitors will check in with the receptionist at the lobby prior to going to their destinations.
- 2) Provide a boardroom layout that maximizes the seating configuration and flexibility of use. The Dais should face the main boardroom entrance with its back to the south face of the building. Provide a formal, attractive, and mobile dais and select movable furniture to allow flexibility for different meeting sizes and configurations. Provide sliding doors at the boardroom entrance that open up the space to the atrium area. Provide appropriate audiovisual technology to accommodate boardroom flexibility.
- 3) Center the public restroom on the east-west building axis location to allow easy access from main entrance lobby, atrium, and boardroom.
- 4) Centralize offices and conference rooms along the interior of the building to accommodate departmental needs, department adjacencies, access to natural light, privacy, and efficient cubicle layouts.
- 5) Provide an accessible ramp connecting the El Camino Real sidewalk to the building entrance without relocating utilities or removing trees. Keep existing retaining wall veneer and its aesthetics. Keep existing redwood trees where feasible.
- 6) Provide user-friendly outdoor gathering areas for both staff and public. Use drought tolerant native plants where feasible.

### **Building envelope and energy modeling**

Noll & Tam proposed six (6) building envelope design options as the starting point to arrive at the right energy solution. See Attachment 2. Each option will require varying degrees of retrofit and replacement combinations for the roof, floor, walls, fenestration, insulation, window glazing, and shading. The Committee did not have enough information to recommend a selection. Noll & Tam will continue with the building energy design, and return to the Committee in January 2019 with more information, including advantages/disadvantages, capital costs, life-cycle costs, energy savings, comfort, and other decision making factors.

### **LEED Gold Requirements**

Noll & Tam presented the criteria for Leadership in Energy and Environmental Design (LEED) certification and CALGreen (California Code of Regulations, Title 24). While any level of LEED certification is desirable, CALGreen is mandatory for all buildings in City of Los Altos.

LEED is a point-based rating system where points can be achieved by meeting prescriptive and/or performance requirements. The goal of LEED is to help building owners and operators be environmentally responsible and use resources efficiently. Noll & Tam determined that the AO building improvements could achieve LEED Gold certification by potentially receiving 60 out of the required 60-79 points range. See Attachment 3 for LEED points checklist and Gold certification point summary. LEED Gold *certification* would add to the project cost through registration and documentation fees, consultant fees for documentation and certification, materials costs, staff time, and other coordination efforts.

The Committee recommended exploring ways to meet LEED Gold criteria through design while excluding the formal certification process, and proceed with CALGreen design.

**NEXT STEPS**

The table below lists the remaining Schematic Design phase project milestones, including items that require participation by either the Ad Hoc Committee or full Board. The updated schedule has been compressed and accelerated to reduce time and design costs. The overall project schedule will also be slightly accelerated.

**PROJECT SCHEDULE WITH KEY MILESTONES**

<u>DATE</u>	<u>PROCESS</u>	<u>AD HOC</u>	<u>FULL BOARD</u>
1/9/2019	FYI (no action)		X
1/10/2019	Schematic Design updates and finalized HVAC options review	X	
2/1/2019	Begin public outreach/engagement		
1/23/2019	Full Board Study Session of the updated/comprehensive Schematic Design		X
2/26/2019	Provide input on Final Schematic Design and Cost Estimate	X	
3/13/2019	Full Board Approval of Final Schematic Design N&T contract amendment for Design Development (on consent)		X

Noll and Tam will incorporate the Committee’s recommendations and continue to refine the project design. In January 2019, the Ad Hoc Committee will meet to discuss the following items:

- Interior layout including boardroom, staff space, atrium, tenant space, and other spaces
- Exterior layout including landscape design
- Building envelope and energy resolution
- Parking stall requirements
- Department storage requirements
- Restroom layout, quantity, and type (unisex vs. separated)
- Solar panels

Staff will package all of the Ad Hoc Committee’s recommendations and work with the consultant to prepare revised draft Schematic Designs for a study session presentation and discussion with the full Board on January 23, 2019.



**ATTACHMENT 1 - INTERIOR AND EXTERIOR IMPROVEMENTS**



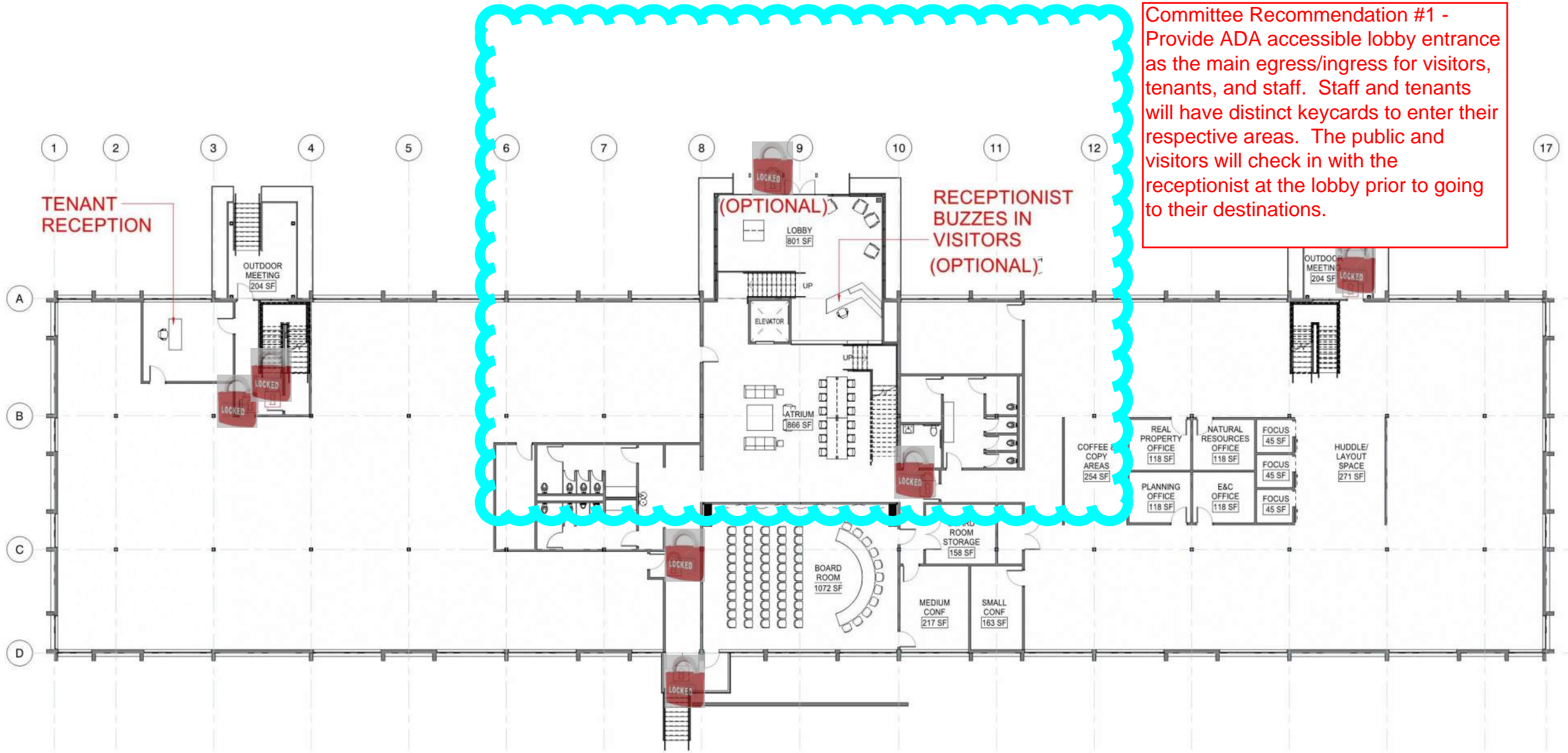


YOUR BUILDING

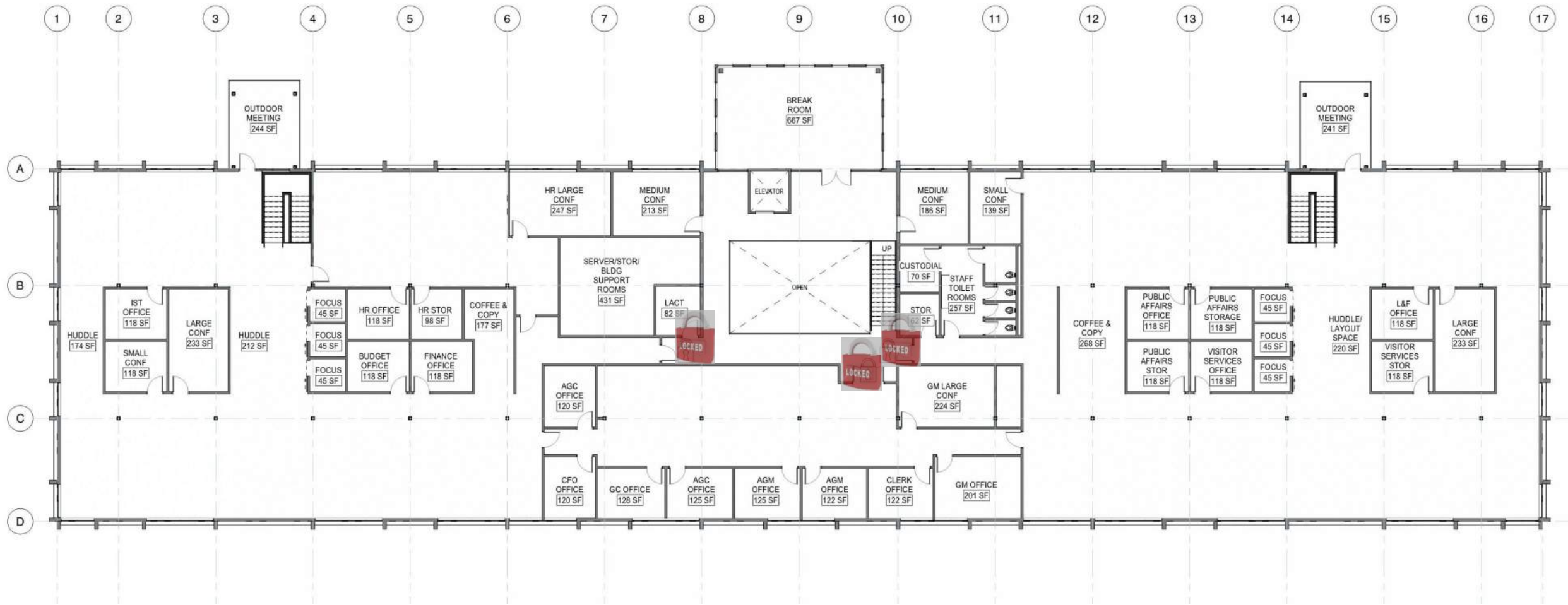




Committee Recommendation #1 - Provide ADA accessible lobby entrance as the main egress/ingress for visitors, tenants, and staff. Staff and tenants will have distinct keycards to enter their respective areas. The public and visitors will check in with the receptionist at the lobby prior to going to their destinations.

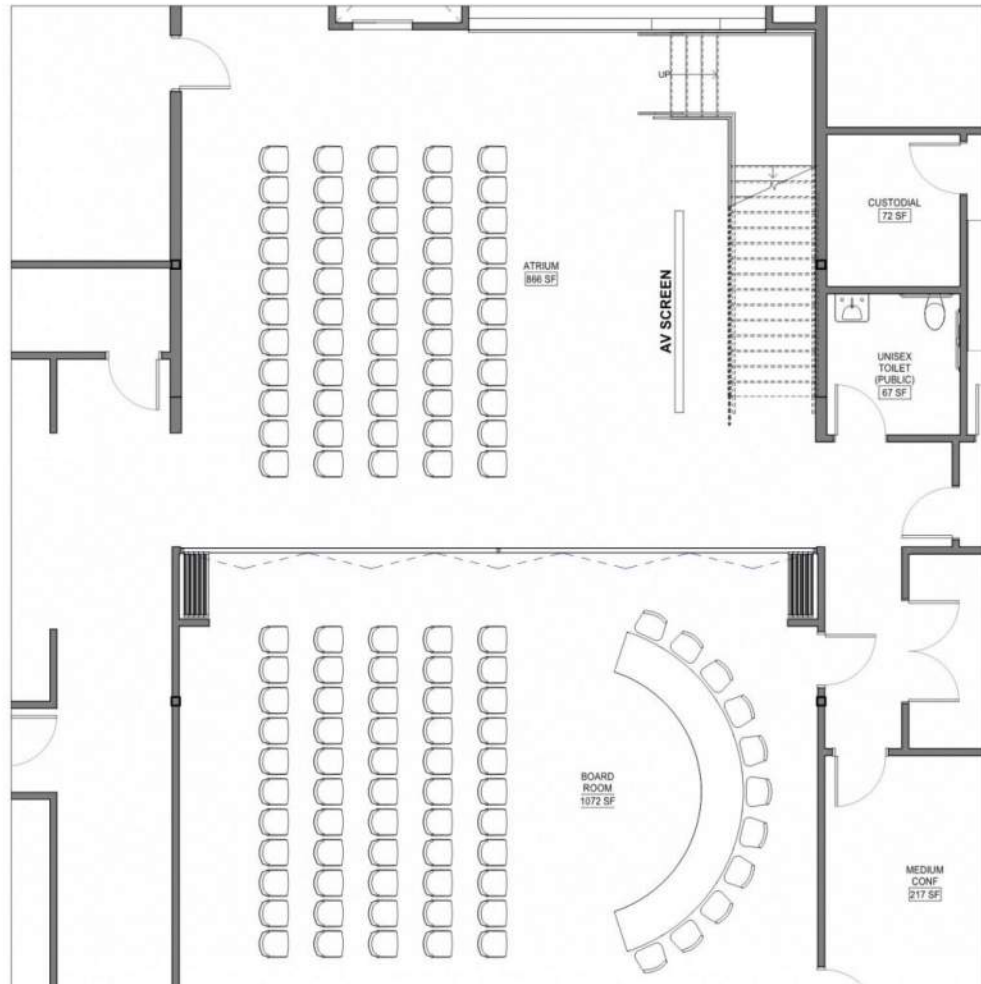


PUBLIC/STAFF - FIRST FLOOR



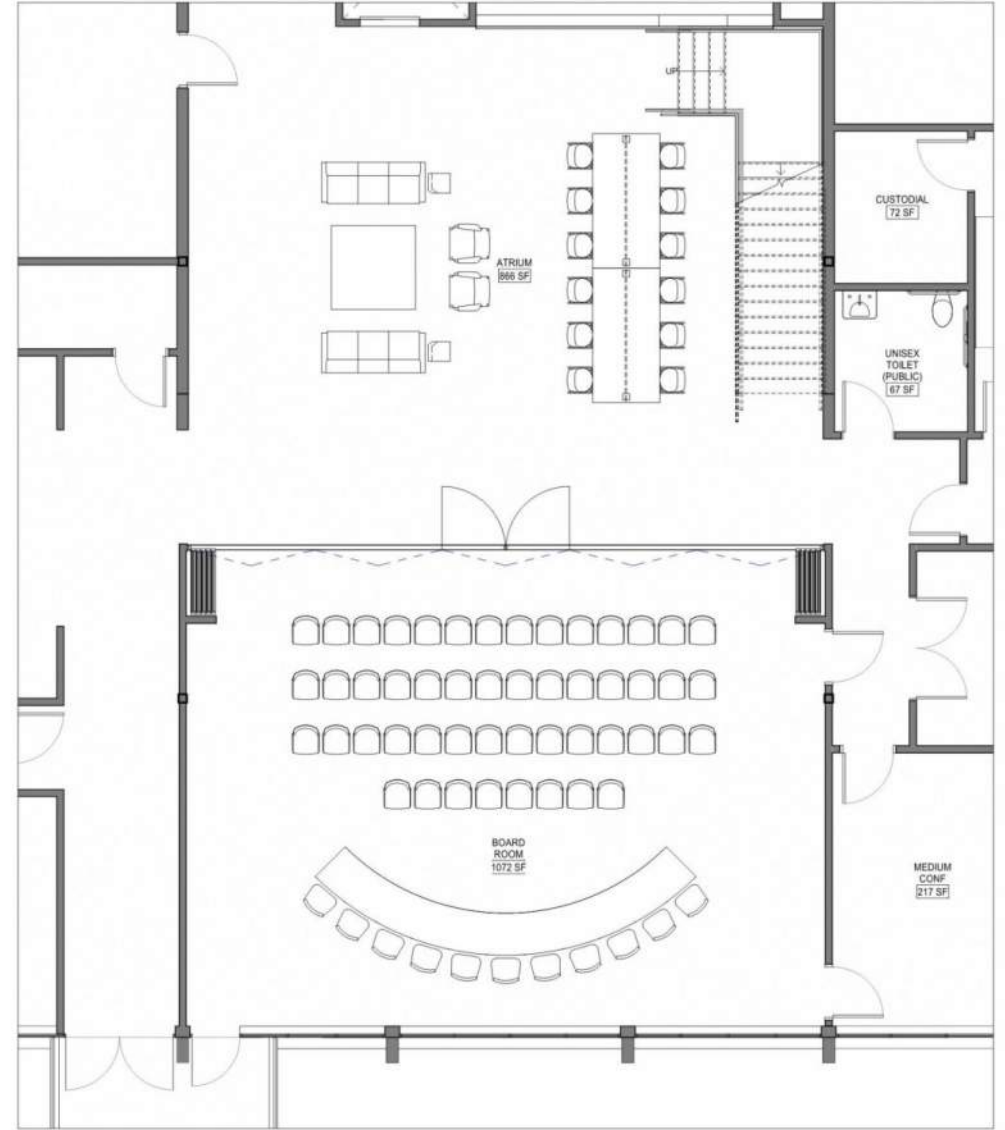
PUBLIC/STAFF - SECOND FLOOR



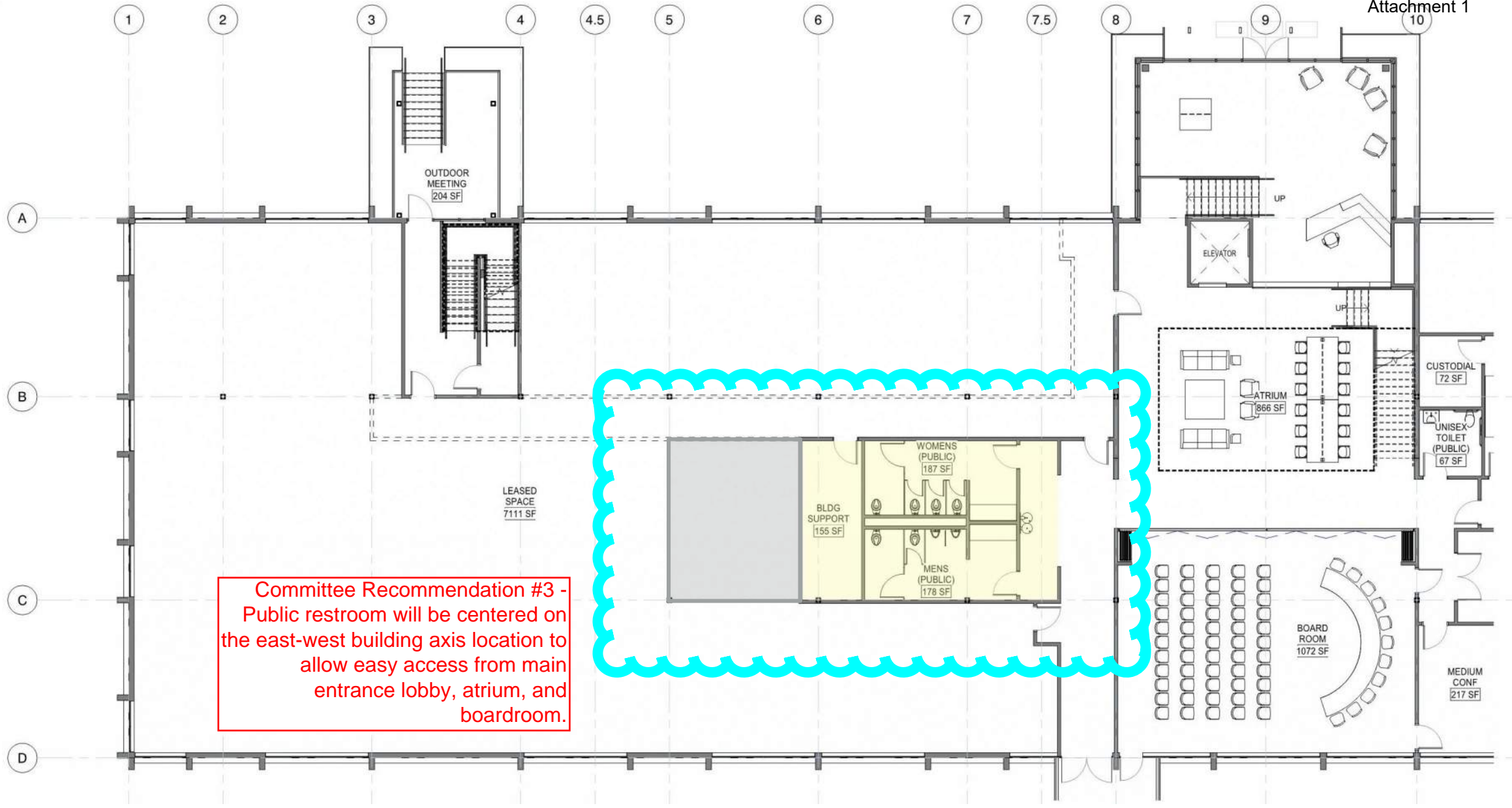


• APPROX.

**Committee Recommendation #2 -**  
 Provide boardroom layout to maximize seating configuration and flexibility. Dais will face the main boardroom entrance and back to the south face of the building. Provide formal, attractive, and mobile dais and furniture that can be moved to allow flexibility for different meeting sizes and configurations. Boardroom entrance will have sliding doors to open up to atrium area. Provide appropriate audiovisual technology to accommodate boardroom flexibility.



• APPROX. 50 SEATS







FIRST AND SECOND FLOORS

Committee Recommendation #4 - Centralize offices and conference rooms along the interior of the building to accommodate departmental needs, department adjacencies, access to natural light, privacy, and efficient cubicle

	PUBLIC AREAS		WORKSTATIONS
	MEETING		PRIVATE OFFICE
	OUTDOOR MEET		SOCIAL HUB
	HUDDLE		FUNCTIONAL
	FOCUS		





- |   |   |
|---|---|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #90EE90; border: 1px solid black; margin-right: 5px;"></span> PUBLIC AREAS | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ADD8E6; border: 1px solid black; margin-right: 5px;"></span> WORKSTATIONS   |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #3CB371; border: 1px solid black; margin-right: 5px;"></span> MEETING      | <span style="display: inline-block; width: 15px; height: 15px; background-color: #4169E1; border: 1px solid black; margin-right: 5px;"></span> PRIVATE OFFICE |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #228B22; border: 1px solid black; margin-right: 5px;"></span> OUTDOOR MEET | <span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black; margin-right: 5px;"></span> SOCIAL HUB     |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #9370DB; border: 1px solid black; margin-right: 5px;"></span> HUDDLE       | <span style="display: inline-block; width: 15px; height: 15px; background-color: #A9A9A9; border: 1px solid black; margin-right: 5px;"></span> FUNCTIONAL     |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #6A5ACD; border: 1px solid black; margin-right: 5px;"></span> FOCUS        |   |

EXHIBIT C - SPACE PLANNING - GARAGE AND FIRST FLOOR

(E) 84.02

(E) 86.10

New ADA Ramp

DN

24" High Steel Planter

LOBBY  
801 SF

LARGE  
CONF  
331 SF

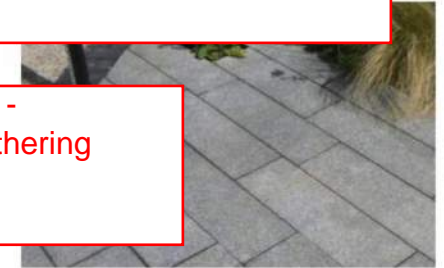
**Committee Recommendation #5 -**  
Provide an accessible ramp connecting El Camino Real sidewalk to the building entrance without relocating utilities or removing trees.

**Committee Recommendation #6 -**  
Provide user-friendly outdoor gathering areas for both staff and public.

Bike Rack

Field Pavers,  
Typ.  
Paver Band,  
Typ.

Entry Paver to match interior paving  
Accessible Van Stall



Linear Pavers



Concrete Wall

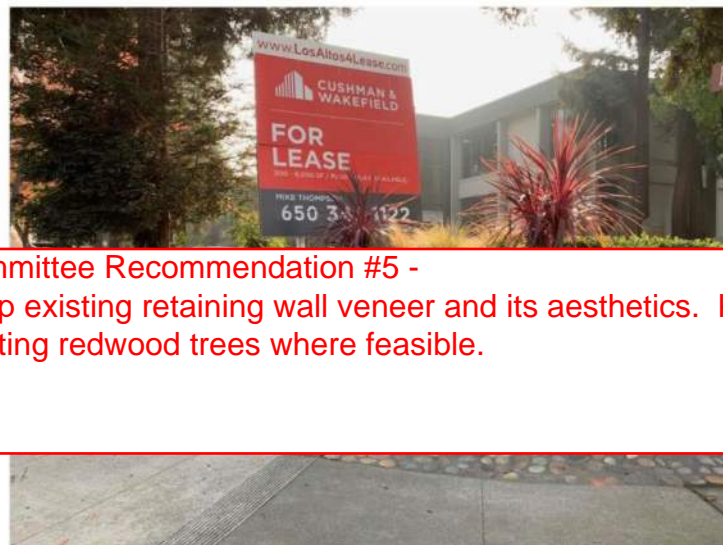


Concrete paving with etched contour pattern



Wood Bench by Landscape Forms





Committee Recommendation #5 -  
Keep existing retaining wall veneer and its aesthetics. Keep  
existing redwood trees where feasible.







Acacia cognata 'Cousin Itt'



Aspidistra elatior



Baccharis pilularis 'Pigeon Point'



Bouteloua gracilis 'Blong Ambition'



Nephrolepis cordiflora 'California'



Calamagrostis x acutiflora 'Karl Foerster'



Callistemon viminalis 'Better John'



Carex divulsa



Ceanothus griseus var. horz. 'Dimond Heights'



Erigeron karvinskianus



Gaura lindheimeri 'Whirling Butterflies'



Heuchera x Santa Anna



Juniperus horizontalis 'Wiltonii'



Leucadendron 'Safari Sunset'



Lomandra longifolia 'Platinum beauty'



Muhlenbergia rigens



Nandina domestica 'Firepower'



Pittosporum tobira 'Shima' - Creme De Mint



Rhamnus californica 'Mound San Bruno'



Zauschneria californica

Committee Recommendation #6 - Use draught tolerant native plants where feasible.



No.	Descriptor	Roof	Floor	Walls	Windows		Shading	
					Existing Shell	New Lobby Addition	Existing Shell	New Lobby Addition
1	Baseline Design	New roof 6" continuous insulation, 2x4 joists 16" O.C. with no cavity insulation	Existing with added insulation 6" concrete slab with 4" continuous rigid insulation	Existing T1-11 wood siding with 2x4 studs 24" OC, 3.5" R-11 batt insulation, and 5/8" gyp board	Existing 1/8" single pane with bronze tint and aluminum frame	High Performance Glazing Dual pane with low-e coating	1.75 foot roof overhang and 1.5 foot vertical fins	1.75 foot roof overhang
2	Better Glazing	Same as baseline	Same as baseline	Same as baseline	High Performance Glazing Dual pane with low-e coating	Same as baseline	Same as baseline	Same as baseline
3	Best-in-Class Glazing	Same as baseline	Same as baseline	Same as baseline	Best-in-Class Glazing Dual pane with improved low-e coating	Best-in-Class Glazing Dual pane with improved low-e coating	Same as baseline	Same as baseline
4	Better Glazing + Spray Wall Insulation	Same as baseline	Same as baseline	Existing with spray insulation Add closed cell spray foam insulation, R-20	High Performance Glazing Dual pane with low-e coating	Same as baseline	Same as baseline	Same as baseline
5	Exterior Shading	Same as baseline	Same as baseline	Same as baseline	Same as baseline	Same as baseline	Add 1.5 foot solid overhang on first floor of south façade	Add 12" solid vertical fins on east and west facades, 24" O.C.
6	B.I.C. Glazing + Spray Insulation + Exterior Shades	Same as baseline	Same as baseline	Existing with spray insulation Add closed cell spray foam insulation, R-20	High Performance Glazing Dual pane low-e	High Performance Glazing Dual pane low-e	Add 1.5 foot solid overhang on first floor of south façade	Add 12" solid vertical fins, 24" O.C.

**ATTACHMENT 2 - BUILDING ENVELOPE AND ENERGY MODELING**



**LEED v4 for BD+C: New Construction and Major Renovation**  
Project Checklist

**Project Name:** Office Building, 5050 El Camino Real, Los Altos, CA 94022  
**Building Owner:** Mid-Peninsula Regional Open Space District  
**Date:** 12/4/18

Y ? N

1			IPc1	Integrative Process	1
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14	0	18	Location and Transportation		16
		16	LTc1	LEED for Neighborhood Development Location	16
1			LTc2	Sensitive Land Protection	1
		2	LTc3	High Priority Site	2
5			LTc4	Surrounding Density and Diverse Uses	5
5			LTc5	Access to Quality Transit	5
1			LTc6	Bicycle Facilities	1
1			LTc7	Reduced Parking Footprint	1
1			LTc8	Green Vehicles	1

2	5	3	Sustainable Sites		10
Y			SSp1	Construction Activity Pollution Prevention	Required
1			SSc1	Site Assessment	1
		2	SSc2	Site Development - Protect or Restore Habitat	2
		1	SSc3	Open Space	1
	3		SSc4	Rainwater Management	3
	2		SSc5	Heat Island Reduction	2
1			SSc6	Light Pollution Reduction	1

6	3	2	Water Efficiency		11
Y			WEp1	Outdoor Water Use Reduction	Required
Y			WEp2	Indoor Water Use Reduction	Required
Y			WEp3	Building-Level Water Metering	Required
2			WEc1	Outdoor Water Use Reduction	2
4	2		WEc2	Indoor Water Use Reduction	6
		2	WEc3	Cooling Tower Water Use	2
	1		WEc4	Water Metering	1

4	29	0	Energy and Atmosphere		33
Y			EAp1	Fundamental Commissioning and Verification	Required
Y			EAp2	Minimum Energy Performance	Required
Y			EAp3	Building-Level Energy Metering	Required
Y			EAp4	Fundamental Refrigerant Management	Required
	6		EAc1	Enhanced Commissioning	6
4	14		EAc2	Optimize Energy Performance	18
1			EAc3	Advanced Energy Metering	1
	2		EAc4	Demand Response	2
	3		EAc5	Renewable Energy Production	3
1			EAc6	Enhanced Refrigerant Management	1
2			EAc7	Green Power and Carbon Offsets	2

8	0	5	Materials and Resources		13
Y			MRp1	Storage and Collection of Recyclables	Required
Y			MRp2	Construction and Demolition Waste Management Planning	Required
		5	MRC1	Building Life-Cycle Impact Reduction	5
2			MRC2	Building Product Disclosure and Optimization - Environmental Product Declarations	2
2			MRC3	Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
2			MRC4	Building Product Disclosure and Optimization - Material Ingredients	2
2			MRC5	Construction and Demolition Waste Management	2

15	1	0	Indoor Environmental Quality		16
Y			IEQp1	Minimum Indoor Air Quality Performance	Required
Y			IEQp2	Environmental Tobacco Smoke Control	Required
1	1		IEQc1	Enhanced Indoor Air Quality Strategies	2
3			IEQc2	Low-Emitting Materials	3
1			IEQc3	Construction Indoor Air Quality Management Plan	1
2			IEQc4	Indoor Air Quality Assessment	2
1			IEQc5	Thermal Comfort	1
2			IEQc6	Interior Lighting	2
3			IEQc7	Daylight	3
1			IEQc8	Quality Views	1
1			IEQc9	Acoustic Performance	1

6	0	0	Innovation		6
5			ID1.1-1.5	Innovation	5
1			IDc2	LEED Accredited Professional	1

4	0	0	Regional Priority		4
1			RPC1	Access to quality transit (threshold 5 pts)	1
1			RPC2	Indoor water use reduction (threshold 4 pts)	1
1			RPC3	Outdoor water use reduction (threshold 2 pts)	1
1			RPC4	Building product disclosure & optimization - sourcing of raw materials (threshold 1 pt)	1

<b>60</b>	<b>38</b>	<b>28</b>	<b>TOTALS</b>	Possible Points:	<b>110</b>
Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110					





## LEED Scorecard – Point Summary

1	Integrative process
14	Location & Transportation
2	Sustainable Sites
6	Water Efficiency
4	Energy & Atmosphere
8	Materials & Resources
15	Indoor Environmental Quality
6	Innovation in Design
4	Regional Priority Credits
60	Gold (60-79 pts)

