Midpeninsula Regional
Open Space District

R-20-97
Meeting 20-20
September 9, 2020

AGENDA ITEM 6

AGENDA ITEM

Administrative Office Project Update

GENERAL MANAGER'S RECOMMENDATION

Review and provide feedback on the current project design to reconfigure and repurpose the 5050 El Camino Real building in Los Altos, California as the main administrative office for the Midpeninsula Regional Open Space District.

SUMMARY

At the July 22, 2020 public meeting, the Board reviewed and provided feedback on the Administrative Office Project (AO or Project) design, which reflected a 90% complete construction document set. At the September 9, 2020 public meeting, the Board will receive a project update for design elements that the Board commented on at the July 22, 2020 meeting. Updates at this meeting reflect a set of 95% complete construction documents and will focus on the following elements:

- Board room layout, including dais design
- Audio Visual (A/V) System
- Automatic windows (cost and functionality)
- Alma College site wood reuse
- Natural gas system
- Exterior site design
- Design changes initiated by City of Los Altos plan review

BACKGROUND

Midpeninsula Regional Open Space District (District) has been evaluating options to address the lack of sufficient administrative office space to meet ongoing and long-term business needs since 2015, as the organization began to undergo significant internal restructuring to accelerate project delivery, expand public service delivery, and ensure sufficient resources to manage public land and access facilities. At the July 2017 public meeting, the Board adopted a resolution to enter into a purchase and sale agreement for the building located at 5050 El Camino Real, Los Altos, CA (R-17-90). Escrow closed on the purchase on February 1, 2019.

At the December 6, 2017 public meeting, the Board approved the Space Needs Assessment & Basic Program Report (R-17-128) for the Project. At the August 22, 2018 public meeting, the Board approved a contract with the design consultant, Noll & Tam, to assess and design the new AO based on the Board-approved project design goals, program elements, and space needs (R-18-97 and R-18-

100). At the October 24, 2018 public meeting, District staff and the Board began the design process for the new AO by prioritizing project goals and space needs (R-18-123).

From January through May 2019, the Board held a public open house and several public meetings to solicit public input and provide feedback on the evolving schematic design options, cost estimates, and alternatives to reduce total project costs. At the May 22, 2019 public meeting, the Board approved the final schematic design and associated cost estimate (R-19-64). On the same date, the Board approved a contract amendment with Noll & Tam to continue with the remaining phases of the Project, including design development, construction documents, permitting assistance, construction administration, and as-built drawings.

At the October 9, 2019 Board meeting, the Board reviewed the design development plans and revised cost estimate to confirm that the Project as designed meets the Board-approved project goals, program elements, design direction, and project budget (R-19-130). As part of this review, the Board approved the design development plans, allowing Noll & Tam to proceed into the next project phase - construction documents (detailed, constructible plans) and permitting.

At the July 22, 2020 public meeting, the Board reviewed and provided the following feedback on the Project design and cost estimate, which reflected a 90% complete construction document set:

- Requested new options for the Boardroom, dais, and A/V that reflect latest Board input;
- Selected bird safe window glazing Walker AviProtek Patter 215, or equal;
- Requested that staff informally track how the project meets Leadership in Energy and Environmental Design (LEED) Gold standard and use this information to communicate District values and project goals; and
- Directed the General Manager to continue exploring opportunities to use salvaged redwood for the dais and other locations, but exclude sourced wood from La Honda Creek redwood cabin and Purisima Creek blackwood acacia due to timing/readiness issues.
- Directed staff to return to the Board to present revisions to the exterior site design.

DISCUSSION

Incorporating Board feedback for the Project, District staff and Noll & Tam have continued to update the construction documents and are currently addressing City of Los Altos permit comments. The current project design, which the Board will discuss at the September 9, 2020 public Board meeting, reflects a set of 95% complete construction documents. The current cost estimate is $24.78 million. In October 2020, when the construction documents reach 100%, a final construction estimate will be developed. The updated estimate will reflect final Board input, City of Los Altos permit compliance requirements, and take into account the current economic and construction market conditions.

Project Updates Requested by the Board

At the July 22, 2020 meeting, the Board provided feedback and requested updates on the following design elements to finalize the construction documents.

Boardroom Dais Layout

At the July 22, 2020 public Board meeting, Noll & Tam presented updates to several atrium area and Boardroom design elements and renderings. The Board dais is proposed to be fixed while the remaining furniture will be mobile, allowing maximum flexibility for other uses such as public workshops, open houses, trainings or staff meetings. The dais will accommodate the seven Board

members in the middle, with General Manager and General Counsel seated at one end of the dais and Clerk at the other end. Computer hook ups and a microphone will be available at each seat.

On July 22, 2020, the Board provided the following input, which has been incorporated into the latest plans:

- Provide dais visual cue to distinguish Board members from staff. Visual cues may include dais veneer panel material and variation in dais height.
- Include District logo at the lectern rather than dais.
- Confirm acoustics is well addressed in the Boardroom.
- Optimize space between the dais and the side walls/rear window.

Staff will present updated design elements that include the items listed above on September 9, 2020 to receive any additional Board feedback and direction.

The dais is the focal point of the Boardroom. Its arc has been designed to achieve good sight lines between Board members, staff, and the audience. Seating is available for seven Board members and three staff. Board members will be seated in the center section of the dais; their location is highlighted with textured, accent reclaimed wood panels that will be installed in a vertical orientation on the face of the dais. Staff will be seated on both sides of the Board and their location will be distinguished on the dais by flat wood veneer panels. The flat wood veneer of the staff area also sits 4-inches lower in height compared to the textured panels where the Board will sit; these multiple visual cues (texture, height, and end-location) should provide a clear distinction between staff and Board at the dais.

Boardroom Audio Visual (AV) and Information Technology (IT) (e.g. set up for iPads & screens)

Staff and Noll and Tam have updated the design of the Boardroom to enhance the AV system and IT integration. The AV system will accommodate remote conferencing. It will allow Board members and the public to call into meetings and/or connect to the meeting using a webcasting platform, such as Zoom. The system will record, archive, and stream audio and video. After each meeting, recorded files can be uploaded to the network for storage, playback, or streaming. This integration provides more flexibility in running a Board meeting.

Board members and staff seated at the dais will have their own dais workstation. Each workstation will have an individual flat screen monitor, microphone, and electrical outlet to plug in devices (laptop, phone, tablet, etc.). The workstations are identical, with the exception of the District Clerk's location, which will also have controls for the AV system. Board members may view presentations on their dais monitor, on the large screen behind the dais, or on a moveable/portable screen that will be located either to the left or right of the Boardroom (depending on presentation needs). Members of the public will be able to view presentation from either the screen behind the dais, on the movable/portable screen, or if siting in the atrium, on a screen that will be mounted on the north wall.

The Boardroom will include commercial-grade, pan-tilt-zoom, high definition cameras for the video feed. The cameras will have a pre-set configuration, allowing for toggling between views of the Boardroom, PowerPoint presentation, and lectern, via microphone input. A dedicated camera operator will not be required to operate the cameras.

The designed AV configuration will allow for the streaming of Board meetings and will be able to support broadcasting. Broadcasting, while the choice of many municipalities, has additional costs associated with it, such as the need for a dedicated operator. If District needs change in the future, and the switch to a broadcasting platform is needed, the system can accommodate it with minor adjustments.

Cost of Automatic Windows and Operations

At the July 22, 2020 public Board meeting, Noll & Tam provided an update on the Heating/Ventilation/Air Conditioning (HVAC) system and operable windows. The Project will replace the existing HVAC system with a new, energy efficient system and ductwork. A ceiling fan above the atrium will provide air circulation and cooling to the building. In addition to the large amount of ventilation air through the new HVAC system and ceiling fan, natural ventilation will be provided through operable windows throughout the building. These operable windows would function with the building's computerized HVAC system by dividing the building into different HVAC zones. There are approximately 175 operable windows distributed evenly throughout the building. When operable windows are open in a zone, the computerized HVAC system would detect that occupants prefer outdoor air and automatically shut off the HVAC in the zone, reducing energy costs. This zone's temperature would be controlled by outdoor temperature and airflow.

At the July 22 meeting, the Board directed Noll & Tam to explore the costs and feasibility of including an automatic window closing system, which would close all or individual windows through a centralize computer system. Installation of an automatic window closing system is feasible, with material and labor costs estimated at $200,000. Noll & Tam indicates that to be cost effective, this system is typically installed for new building construction rather than renovations.

Alma College Site Wood Reuse

On February 26, 2020, the Board awarded a construction contract to remove six dilapidated non-historic structures at the former Alma College site (Alma site) in Bear Creek Redwoods Open Space Preserve to begin preparing the site for safe public access (R-20-21). Pre-demolition bat deterrent work began on September 1, 2020 and structure removal will begin in late September 2020. At the July 22, 2020 meeting, the Board directed staff to further explore opportunities to reuse wood material from the Alma site. Several large redwood beams at the Alma site classroom building are of particular interest.

On August 21, 2020, staff and project consultants (including a local miller) met onsite to review the wood material and determined that a majority of the redwood pieces larger than two (2) inches by four (4) inches will be suitable for salvage and reuse. During deconstruction, staff will work with the contractor to carefully remove and salvage these pieces. They will be stockpiled and later milled to dimension to be used as paneling for the Boardroom dais. See Attachment 1 for photos.

Natural Gas

At the July 22, 2020 meeting, the Board pointed out that natural gas will be used for the Project and requested clarification on its use. Noll & Tam determined that natural gas will feed the boiler to heat the building and the water heater to heat domestic water. Noll & Tam explored an all-electric

boiler and water heater system early in the design, and determined that it would be cost prohibitive and the equipment would be too large and heavy for the building.

Exterior Site Design

At the February 12 and July 22, 2020 public meetings, the Board had the opportunity to review and comment on the exterior site design elements. At the September 9, 2020 meeting, Noll & Tam will present the latest plans to the exterior design, which will include an update to the bench that will be constructed out of redwood as directed by the Board.

Design Changes Initiated by City of Los Altos Plan Review

On June 5, 2020, Noll & Tam submitted plans, specifications, and calculations to the City of Los Altos to start the Building Permit process. The City of Los Altos provided the first round of Plan Check comments in August 2020. Noll & Tam and staff are currently addressing those comments and targeting to resubmit plans in mid-September 2020. Four main design changes initiated by the City of Los Altos plan review comments will be presented to the Board on September 9, 2020.

- Electrical Vehicle (EV) charging and accessible parking spaces has been updated to include one van accessible EV charging space in addition to one standard accessible EV charging space. There will be a total of ten EV parking spaces, with six, including the two accessible EV spaces, at the surface parking lot and four in the garage. Plans will also meet a City requirement of five accessible parking spaces (four standard plus one van accessible).
- Outdoor deck area and ramp behind Board room has been revised to meet Americans with Disabilities Act (ADA) requirements.
- Second floor break room and its adjacent conference room has been reconfigured to meet maximum occupant load requirements while ensuring site security of all upper floor administrative areas.
- Second floor outdoor deck areas have been revised to include door latch with a deadbolt lock from the inside and signage stating doors will only be unlocked during daytime business hours.

Solicitation for Peer Review and Construction Management Services

As the Project progresses from design into permitting, staff has determined that certain aspects of the design warrant a third party or peer review to ensure high quality Project delivery. The HVAC system is of particular interest. Staff has moved forward with securing a dedicated peer review to ensure that the HVAC system as designed fully meets District needs and supports a healthy work environment in light of COVID-19. This solicitation process began in June 2020 and is currently in the negotiation process. Staff will return to the Board for an award of contract in October 2020. Aside from peer-reviewing the HVAC system, the selected firm will also provide intermittent inspection and construction management assistance services and work closely with the District project manager to advise on and assist with the design, construction, and occupancy phases of the Project.

Contractor Pre-Qualification Process

At the February 12, 2020 Board meeting, the Board expressed a desire for staff to pre-qualify all General Contractors interested in bidding on this Project. This process will identify a pool of qualified general contractors to bid on the project as a tool to pre-screen potential bidders using a questionnaire developed by the California Department of Industrial Relations. The goal is to

identify contractors who have experience in performing public works and are financially stable. This approach can reduce potential future issues by disqualifying a contractor who has failed to successfully or safely complete previous projects. Additionally, qualified contractors may price their bids more competitively knowing they are competing with qualified firms. Staff released this solicitation on August 20, 2020 and will receive contractor qualification statements no later than September 10, 2020.

Interpretive Planning & Design

The new Administrative Office will provide interpretive opportunities and integration of enhanced architectural features to engage the public and office visitors. Exhibits and other engagement elements will be professionally-designed and fabricated to connect office visitors to the District's mission, messaging, and Vision Plan goals while fostering a welcoming experience. The District is preparing to release a Request for Proposal (RFP) in September for interpretive planning/design firm(s) to develop a comprehensive interpretive approach that will be implemented at appropriate public-facing interior and exterior spaces and building elements. Final selection is planned for October 2020. Depending on the fee proposals, Board approval for the award of contract is scheduled for November 2020. Staff plans to bring design goals and options for the interpretive elements to the full Board for review and approval as part of this separate contracted work.

FISCAL IMPACT

At each major milestone, the District presents a revised cost estimate to ensure that the Project design remains within the May 2019 Board-approved project budget of $27.4 million (R-19-64). At this current time, the updated cost estimate is approximately $24.78 million and below the Board approved project budget of $27.4 million. The design team will provide one final project cost estimate once the plans have been resubmitted to the City of Los Altos for permit approval, which is anticipated in October 2020.

Since 2015, the District has studied alternatives for meeting the District's long-term office space needs. These alternatives include purchasing and renovating a new building; renovating and completing end-of-life repairs (e.g. HVAC) to the current 330 Distel Circle building while also continuing to rent adjacent office spaces; and rebuilding a larger three-story building at 330 Distel Circle. Following the 2019 purchase of 5050 El Camino Real, the cost analysis indicates that renovating the 5050 El Camino Real building at approximately a $24.78 million is the most cost-effective solution to meet the District's long-term needs, compared to $32 million to $33 million net cost for the other office space options.

Funding sources for the Project include using *Committed for Infrastructure* reserve funds, any future additions to the reserve, rent income, parity bond proceeds, and interest earned from the parity bonds. Partial reimbursement is also expected from the future sale of the current 330 Distel Circle office. To begin the surplus property sale process of the existing building, the District issued a notice of surplus sale on November 22, 2019 and is currently in negotiations with a potential buyer.

The Project is not funded by Measure AA.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

As the permitting agency, the City of Los Altos will be the Lead Agency under the California Environmental Quality Act and considers the Project eligible for a categorical exemption.

NEXT STEPS

The General Manager will direct Noll & Tam to incorporate any additional comments received from the Board at the September 9 meeting into the construction documents. The table below is an operational timeline showing current and future project milestones.

PROJECT SCHEDULE WITH KEY MILESTONES

Milestones	Tentative Timeline
Construction Documents, Permits, and Bidding	October 2019 – March 2021
Construction	March 2021 - March 2022
Move-In	March 2022

Attachments:

1. Alma College Site Wood Reuse Photos

Responsible Department Head:
Susanna Chan, Assistant General Manager

Prepared by:
Jason Lin, P.E., Engineering and Construction Department Manager
Tanisha Werner, P.E., Senior Capital Project Manager

Staff contact:
Tanisha Werner, P.E., Senior Capital Project Manager