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South San Francisco, CA

Legislation Text

File #: 17-246, **Version:** 1

Report regarding Measure W Community Civic Campus update. *(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager)*

RECOMMENDATION

It is recommended that the City Council review the information in this staff report. This is an information item. There are no actions for consideration at this time.

BACKGROUND/DISCUSSION

Following the last Measure W update to City Council on February 8, 2017, several milestones have been achieved. Attachment 1 is a power point presentation summarizing milestones achieved and target milestones anticipated over the next several months. Attachment 2 is the budget summary for Fiscal Year 2016/2017 identifying the approved budget, funding allocated for contracts/work directives, expenditures for the quarter and expenditures to date and a listing of active service agreements.

Project Delivery Method Update

Since our last report to City Council, Kitchell has been working with staff in evaluating various options for project delivery. Determining the best delivery option is an important decision when embarking on any large scale/complex construction program/project. In all delivery options considered, there are three parties involved: the owner (City of South San Francisco), designer (to be selected), and builder/contractor (to be selected). For the Measure W Community Civic Campus Program, the preferred delivery options are:

- Design-Bid-Build (DBB) for the library and recreation facility; and
- Design-Build (DB) for the police and fire facilities.

Based on input from staff and experience by Kitchell, the selected best delivery option for the Library and Recreation Center is DBB. For this building, the City would obtain a master architect to prepare 100% design under City direction. The City would then procure a contractor to build the facility through the traditional bid process. Key reasons for selecting the DBB method for the Library and Recreation facility is because this method provides the City with the greatest control over the entire design process, which can maximize community input and discussion.

For the Police and Fire stations, the best delivery option is DB. For these buildings, the City would obtain one design-build team to both prepare 100% design and construct the facilities. The key reason for selecting the DB method is to maximize building performance, while knowing the project cost and schedule upfront and transferring the risk between the designer and the builder from the City to the DB team. As a precursor to issuing a DB package for the Police and Fire stations, we would first obtain a master architect to prepare approximately 15% design under City direction. This will allow the City to set the “bones” of the building before procuring a DB team to complete the design to 100% and build. Please note, if after 15% design, the City does not want to pursue DB, the master architect can be directed to complete the design and the City can complete the project using the traditional DBB approach.

The recommended approach was presented to the Measure W Subcommittee and was supported by the

Subcommittee members.

California Environmental Quality Act (CEQA) Update
The Notice of Preparation (NOP) was completed and issued on March 2, 2017. This is the first step in the CEQA process for the project. Release of the Draft Supplemental Environmental Impact Report (DSEIR) for public review and comment is expected in June 2017. In the forty-five days following its publication, the public will have opportunity to formally comment on the DSEIR. The Final Supplemental Environmental Impact Report (FSEIR) is scheduled for completion by late fall/winter. The public will have another opportunity to formally submit comments when the FSEIR is released. Please know, the public can provide comments to staff at any time or during any of the scheduled public hearings for the DSEIR and FSEIR.

Property Acquisition Update
Since the last report to City Council, staff finalized appraisals for the former PUC parcels. A closed session with City Council and Successor Agency was held in March. Next steps include holding a closed session with the Oversight Board in May. Regarding the Kaiser property, staff had initial discussions with Kaiser for a City easement to accommodate the needs of the project. Staff is pursuing an easement agreement at no cost to the City. The next step is preparing a draft agreement for City Council approval. Follow up discussions with BART regarding their property is scheduled for the upcoming months.

Additional Update
The project team presented to the Measure W Citizens' Oversight Committee (COC) in February 2017. The project team provided an update on the Community Civic Campus project. The next project update to the COC is at its next regularly scheduled meeting on June 7, 2017.

The project team presented to the Measure W Subcommittee in March 2017. The project team received guidance on the staff recommended project delivery method and process for seeking City Council approval on the COC financial audit memorandum. The Subcommittee supports the staff recommended project delivery method. Follow up on the COC financial audit memorandum is a separate agenda item on the April 26, 2017 City Council agenda.

Upcoming Milestones
The following milestone dates are approximate and will be updated pending completion of the CEQA and architectural procurement process later this year. For the next three months, staff will be focused on:

- Completing the DSEIR,
- Completing the RFQ/P for architectural services,
- Completing the Program Master Schedule and Project Procedures Manual, and
- Acquiring land.

FUNDING
There is no funding impact.

CONCLUSION
The next update for City Council will be in approximately three months.

Attachments:

1. Presentation on 2017 Quarter 3 Project Update
2. 2017 Quarter 3 Budget, Expense and Contract Report

MEASURE W – COMMUNITY CIVIC CAMPUS

City Council Meeting – April 26, 2017
Prepared by Kitchell Program Management

MEASURE W – COMMUNITY CIVIC CAMPUS

PROJECT DELIVERY METHOD UPDATE

- Project Delivery Method Identified
  - Design-Bid-Build for Library and Recreation facility
  - Design-Build for Police and Fire facilities
- Drafted RFQ/P Architectural Services
  - Master planning for campus
  - 100% design for Library and Recreation facility
  - Schematic design/criteria documents for Police and Fire facilities

MEASURE W – COMMUNITY CIVIC CAMPUS

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) UPDATE

- Issued Notice of Preparation (NOP) – March 2017
- Preparing Draft Supplemental Environmental Impact Report (DSEIR)
  - Site plan options definition
  - Building program assumptions
  - Review of previous transportation analysis

MEASURE W – COMMUNITY CIVIC CAMPUS

PROPERTY ACQUISITION UPDATE

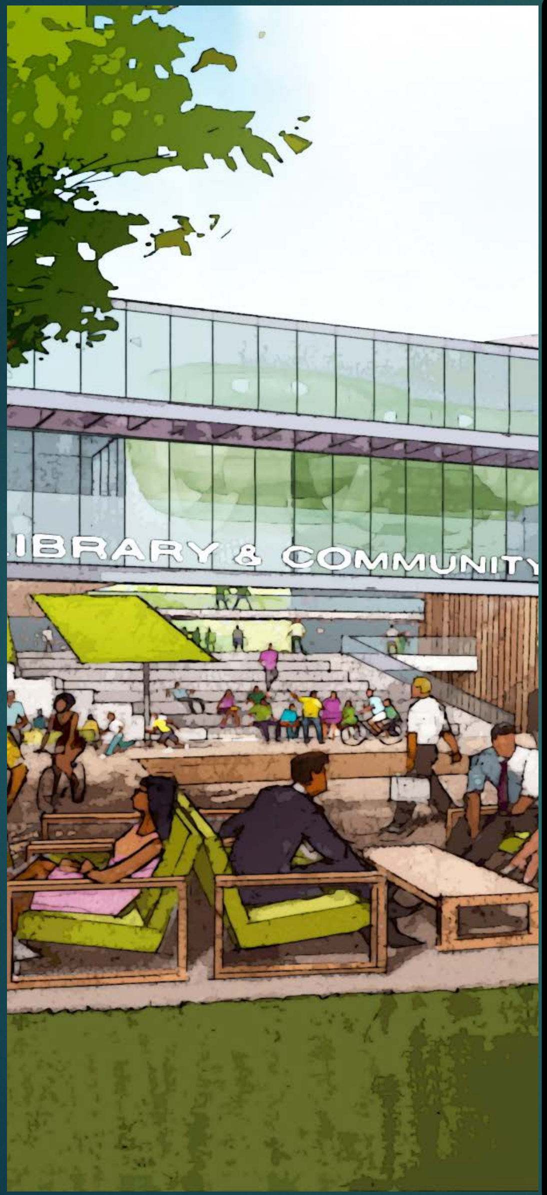
- Previously-Owned PUC Parcels (Oversight Board)
  - Appraisal completed
  - Closed session with City Council and Successor Agency regarding offer (March)
  - Closed session with Oversight Board regarding offer (May)
- Kaiser Parcel
  - Initial discussion with Kaiser for City easement at no cost
  - Draft agreement to be prepared

MEASURE W – COMMUNITY CIVIC CAMPUS

ADDITIONAL UPDATES

- Meeting with City Council Measure W Subcommittee (March)
  - Project Delivery Options
  - Citizen’s Oversight Committee Audit Letter Procedures
- Meeting with Citizen’s Oversight Committee (February)
  - Overview of Community Civic Campus Project
  - Next update scheduled for June

MEASURE W – COMMUNITY CIVIC CAMPUS



Q4 2017 TARGET MILESTONES

- Complete DSEIR
- Issue RFQ/P for Architectural Service
- Complete Baseline Program Master Schedule
- Complete Project Procedures Manual
- Land Acquisition
  - Purchase old PUC parcels
  - Draft easement agreement with Kaiser
  - Begin drafting easement terms with BART

Attachment 2

Measure W – Community Civic Campus Quarter 3 2017 Report

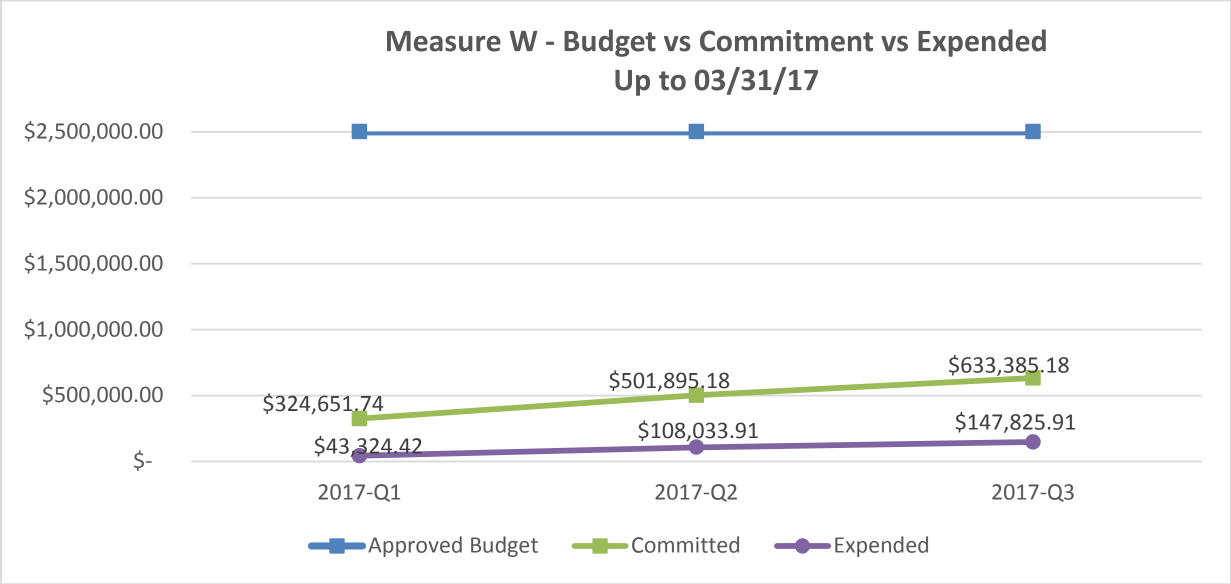
The total FY 2016-2017 budget approved by City Council is $2.5 million. For Quarters 1, 2 and 3, $633,385 has been committed for project specific tasks. For Quarter 3, $40,521 was expended. See Table 1 below for more detailed information. Numbers are rounded to the nearest dollar and explains minor discrepancies in totals.

TABLE 1

	2016/2017 Budget	2016/2017 Committed	Q3 Expended	Q1, Q2 Expended	Committed minus Expended
Financial					
- Bond Management	100,000	81,724			81,724
Subtotal	***100,000***	***81,724***			***81,724***
Pre-Design					
- Traffic	70,000	61,594		34,968	26,627
- Environmental	200,000	96,490			96,490
- Appraisals / Offers	200,000	6,100			6,100
- Site Survey	100,000	22,072		10,582	11,490
- Site Planning	200,000	197,395		61,755	135,640
- Not Programmed	330,000				
Subtotal	***1,100,000***	***383,652***		***107,305***	***276,347***
Program Management					
- PM Contract	750,000	167,280	39,792		127,488
- Outreach	200,000				
- Office Supplies	5,000	729	729		
- Not Programmed	345,000				
Subtotal	***1,300,000***	***168,009***	***40,521***		***127,488***
TOTAL	**$2,500,000**	**$633,385**	**$40,521**	**$107,305**	**$485,559**

Figure 1 provides a visual of the summary information in Table 1 - funding committed to work tasks and expended amounts to date relative to the budget approved for FY16-17. This graph (over time) will show at-a-glance the pace of spending and confirm commitments remaining within the approved budget.

Figure 1



There are several consultant contracts in place to support the project work. Table 2 provides a list of the contractors that have and are providing a range of specialty services for this project.

Table 2

Firm / Consultant	Service Type	Amount Approved
Public Financial Management	Financial	$81,724
Nelson and Nygaard	Traffic	$3,804
Kimley Horn	Traffic	$57,790
Michael Baker	CEQA	$96,490
CSS Environmental	Environmental	$6,100
Schaaf & Wheeler	Engineering	$6,260
Sandis	Engineering	$8,750
Wilsey Ham	Engineering	$4,202
Exaro	Engineering	$2,860
Group 4	Planning	$195,100
Mack 5	Cost Estimating	$2,295
Kitchell	Program Management	$167,280