

City of South San Francisco

P.O. Box 711 (City Hall, 400 Grand Avenue)
South San Francisco, CA



Regular Meeting Agenda

Wednesday, August 2, 2017

6:30 PM

**Municipal Services Building, Council Chambers
33 Arroyo Drive, South San Francisco, CA**

Measure W Citizens' Oversight Committee

NOTICE IS HEREBY GIVEN, pursuant to Section 54956 of the Government Code of the State of California, the Measure W Citizens' Oversight Committee of the City of South San Francisco will hold a Regular Meeting on Wednesday, August 2, 2017, at 6:30 p.m., in the City Council Chambers, Municipal Services Building, 33 Arroyo Drive, South San Francisco, California.

Purpose of the meeting:

Call To Order.

Roll Call.

Public Comments.

MATTERS FOR CONSIDERATION

1. [Motion to approve the Minutes from the meetings of February 1, 2017 and April 5, 2017.](#)
2. [Report transmitting Measure W Fiscal Year 2016-17 revenues and expenditures from April 1 through June 30, 2017. \(Richard Lee, Director of Finance\)](#)
3. [Community Civic Campus Project Update. \(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell of San Jose, California Program Manager\)](#)

Adjournment.



Legislation Text

File #: 17-567

Version: 1

Agenda Date: 7/26/2017

Item #: 5.

Report regarding Measure W Community Civic Campus project quarterly 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

This is an information item providing an update on the Community Civic Campus project between April 2017 and June 2017, Quarter 4 of Fiscal Year 2016-17.

Master Architect Procurement

Kitchell spent considerable time preparing Request for Qualifications (RFQ) materials for a Master Campus Architect firm/team. The scope of services for the firm/team to be selected includes:

- Completing the campus master plan;
- Final programming of the buildings;
- Preparing design documents;
- Preparing basis of design and/or criteria documents (if needed);
- Preparing a circulation/access plan; and
- Community/stakeholder outreach including conducting public design charrettes.

The RFQ was issued June 12, 2017 and proposals received July 14, 2017. Review of all submittals is currently underway. A shortlist of qualified firms/teams will be identified and to those firms, a Request for Proposal (RFP) will be issued. Recommendations on the selected firm/team will brought back to the full council for consideration and approval in October/November 2017.

California Environmental Quality Act (CEQA)

The Draft Supplemental Environmental Impact Report (DSEIR) was released for public review July 12, 2017. The DSEIR is posted on the state registrar and was distributed to appropriate state and local government agencies as required by CEQA. Within the City, the DSEIR was distributed to:

- City Council
- Measure W Citizen's Oversight Committee
- Planning Commission
- Park and Recreation Commission
- Library Commission

- Bike and Pedestrian Committee

The DSEIR was also posted on the City's website and sent to the Measure W mailing distribution list. Hard copies are also available at the Annex as well as the Library.

Comments on the DSEIR are due August 28, 2017 and should be sent in writing via mail or email to Tony Rozzi (315 Maple Avenue, SSF CA. 94080 or tony.rozzi@ssf.net). Comments will be evaluated and addressed in the Final Supplemental Environmental Report (FSEIR) which is scheduled to be completed by October 2017. City Council will be asked to certify the document in November 2017, based on current schedule.

Additional Updates

City Council, at the June 14, 2017 meeting, approved the offer to the Oversight Board for three key parcels needed for the project. At the July 18, 2017 Oversight Board meeting, the Oversight Board ratified the offer by adopting a resolution approving the sale. Agreements related to obtaining the remaining properties (Kaiser and Bay Area Rapid Transit) will be the project team's focus over the next six months.

The Citizen's Oversight Committee did not meet in June 2017. As a result, the project team will present both the Quarter 3 and Quarter 4 updates at their next regularly scheduled meeting on August 2, 2017.

The project procedures manual, as well as the conceptual master project schedule is complete. These deliverables serve as program management tools for the project team to guide day-to-day activities and processes, and manage the project budget and key milestones.

Upcoming Milestones

During the upcoming quarter, the project team will focus on:

- Shortlisting the master architect firms/teams, issuing the RFP and conducting interviews
- Conducting additional environmental and geotechnical due diligence
- Advancing the Antoinette Underground Utility District
- Preparing the Final Supplemental Environmental Impact Report (FSEIR)
- Preparing key terms/draft agreements related to the Kaiser and BART properties

Attachment 1 is a power point presentation that summarizing milestones achieved and target milestones anticipated over the next several months.

Budget / Service Agreements

The total Fiscal Year 2016-17 budget approved by City Council is \$2.5 million. For Fiscal Year 2016-17, \$680,000 was committed for project specific tasks. In Quarter 4, \$181,648 was expended. Remaining funds will be carried over in Fiscal Year 2017 - 18 and with additional funds approved by City Council as part of the Fiscal Year 2017-18 budget; there is sufficient funding for the anticipated project tasks to come.

See Attachment 2 for the budget summary and listing of active service agreements.

FUNDING

There is no funding impact.

CONCLUSION

The next quarterly update for City Council will be in October 2017.

Attachments:

1. Presentation on Community Civic Campus Project Update (Quarter 4, 2017)
2. Community Civic Campus Budget, Expense and Contract Report (Quarter 4, 2017)

MEASURE W – COMMUNITY CIVIC CAMPUS



City Council Meeting – July 26, 2017
Prepared by Kitchell CEM

MEASURE W – COMMUNITY CIVIC CAMPUS

MASTER ARCHITECT PROCUREMENT

- Finalized and issued RFQ Architectural Services
- Scope:
 - Campus Master Plan
 - 100% design for joint Library and Recreation building
 - Schematic/criteria documents for Police and Fire buildings
 - Circulation and access plan
 - Community stakeholder outreach including public charrettes

MEASURE W – COMMUNITY CIVIC CAMPUS

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

- Notice of Preparation (NOP) released - March 3, 2017
- Draft Supplemental Environmental Impact Report (DSEIR) - released July 12, 2017
- DSEIR comments due - August 28, 2017
- Final Supplemental Environmental Impact Report to be released – October, 2017
- City Council Certification – November, 2017

MEASURE W – COMMUNITY CIVIC CAMPUS

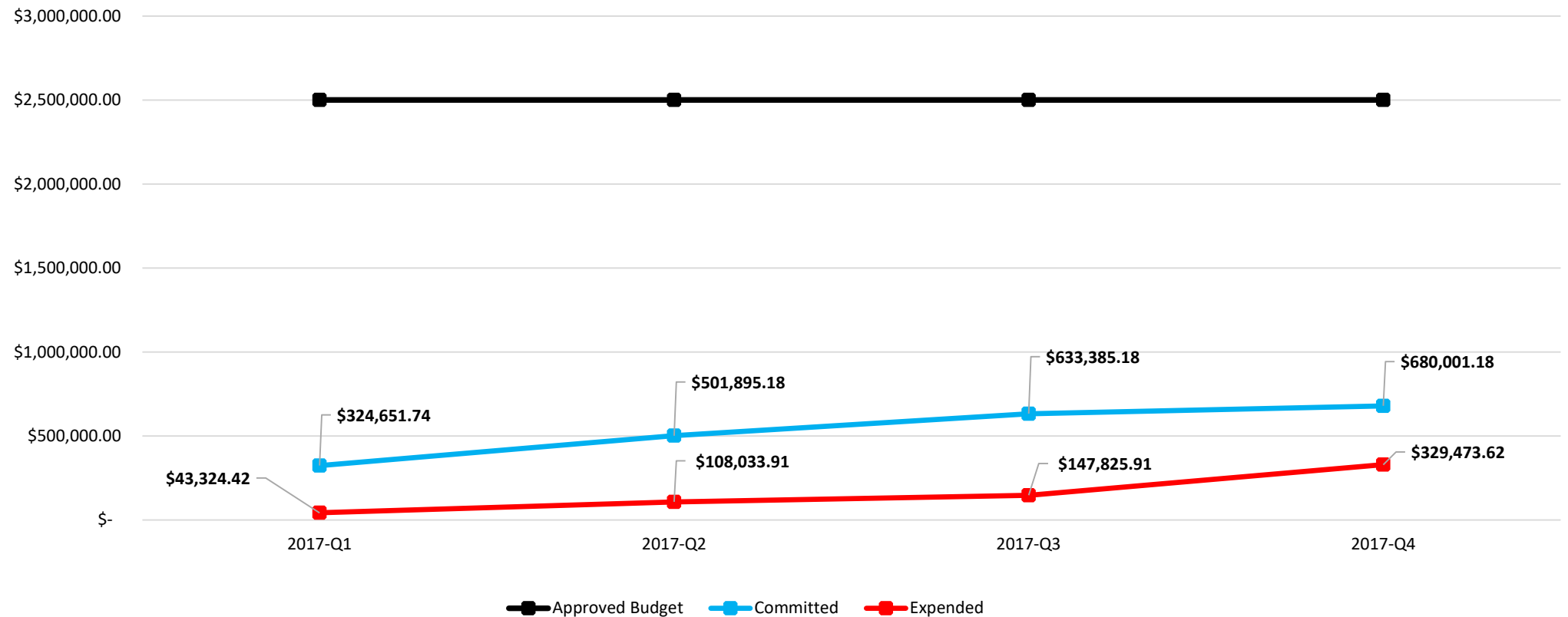
ADDITIONAL UPDATES

- Purchase key project parcels from Oversight Board
- Completed Project Procedures Manual and Master Schedule

MEASURE W – COMMUNITY CIVIC CAMPUS

Project Budget

Measure W - Budget Vs. Commitment Vs. Expended
Up to 06/30/17



MEASURE W – COMMUNITY CIVIC CAMPUS

Q1-2017/2018 TARGET MILESTONES

- August 2, 2017 Meeting with Citizen's Oversight Committee
- Shortlist master architect firms/teams, issue RFP and conducting interviews
- Additional environmental and geotechnical due diligence
- Advance Antoinette underground utility project
- Preparing the FSEIR
- Preparing key terms/draft agreements related to the Kaiser and BART properties



Attachment 2

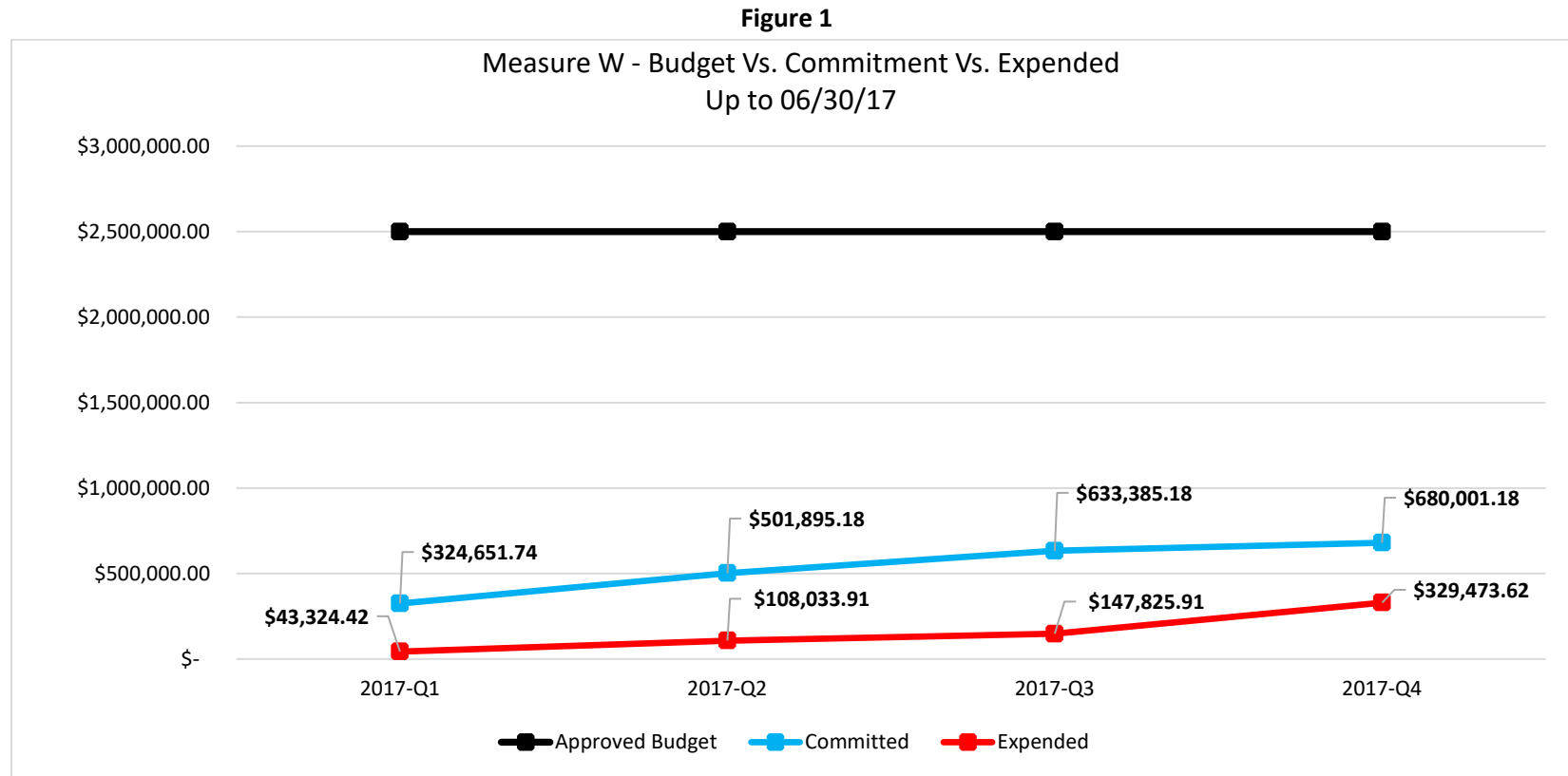
Measure W – Community Civic Campus Quarter 4 2017 Report

The total FY 2016-2017 budget approved by City Council is \$2.5 million. For FY 2016-2017, \$680,001 has been committed for project specific tasks. For Quarter 4, \$181,648 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	Q4 Expended	Q1, Q2, Q3 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	71,484		34,968	36,517
- Environmental	200,000	115,788	88,861		26,927
- Appraisals / Offers	200,000	6,800	700		6,100
- Site Survey	100,000	22,072		10,582	11,490
- Site Planning	200,000	197,395	7,471	61,755	128,168
- Not Programmed	330,000				
Subtotal	1,100,000	413,540	97,033	107,305	209,202
Program Management					
- PM Contract	750,000	184,008	84,615	39,792	59,601
- Outreach	200,000				
- Office Supplies	5,000	729		729	
- Not Programmed	345,000				
Subtotal	1,300,000	184,737	84,615	40,521	59,601
TOTAL	\$2,500,000	\$680,001	\$181,648	\$147,826	\$350,527

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. The committed and expended are below the approved budget. This graph (over time) will show at-a-glance the pace of spending and confirm commitments remaining within the approved budget.



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. Highlighted in blue are active contracts.

Table 2

Firm / Consultant	Service Type	Amount Approved
Public Financial Management	Financial	\$81,724
Nelson and Nygaard	Traffic	\$3,804
Kimley Horn	Traffic	\$67,680
Michael Baker	CEQA	\$115,788
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	\$184,008
Watts, Cohn & Partners Inc.	Appraisals	\$7000