



## Design

There are 7 phases of design – Master Plan Confirmation, Conceptual Design, Schematic Design, Design Development, Construction Drawings, Bidding and Construction Administration. In April, the project completed the Schematic Design Phase. In addition to developing exterior renderings that illustrated the look and feel of the site, the Schematic Design confirmed the spacing needs or “program” for the project. During this Phase, the project architect, WRNS Studio, developed drawings and documents to illustrate the various concepts of the design and developed renderings to articulate the overall design look. The final product of this architectural phase includes a site plan, floor plans, elevations, and renderings that the Town must approve, as well as a more detailed cost estimate.

The site plan features three renderings that depict the look and feel of the project. To the right is the Civic Court. The Civic Court is a pedestrian-friendly outdoor space that is approached from the center of the project. This space is currently occupied by the



Town’s administrative offices and parking lot. Across the courtyard you can see the entry to the main lobby. On the left are the offices for Town administration and on the right are Police Services. In the foreground on the right is the entry to the new Council Chambers which doubles as the Town’s Emergency Operations Center (EOC). The current EOC is incorporated into the Public Works Office space. This space will be demolished as part of the Project. The architectural design reflects a “Santa Barbara” style to echo the existing historic Council Chambers building which will face “entry-to-entry” across the courtyard.

The flip side of this building is the entry off of Fair Oaks. With the redesign, Fair Oaks becomes the main entry for City Hall. A single point of entry is accessed under the three arches shown in the center of the building. As you approach the glass entry



under the arches you will be able to see through into the Civic Court above and on to the existing historic Council Chambers. As you enter the lobby and view the building, on the left are Police Services and on the right, Town Administration – Post Office, Planning, and Building Offices on the ground floor.



The present civic center is a distributed campus with several single-story buildings/trailers distributed across the campus with parking and roadway in between. The new Civic Center is a pedestrian-oriented single, two-story building with Town Administration on the upper floor, Post Office, Planning, Building, and Public Works on the lower floor on the right and Police Services on the top and bottom floor on the left.

In order to continue use of the historic Council Chambers, it must be made seismically safe. The cost to do so is borne by Library funds and the building's new primary purpose will be a multi-purpose space for the Library. The finished space will be anchored with the Library multi-purpose space, a small, indoor/outdoor café, and an outdoor reading, pedestrian-friendly deck. The more modern designed Library will branch off of the deck and historic building along its current footprint and curve along the oaks and redwoods that will remain in the Library space.



The City Council will review the Schematic Design and cost estimate at the **May 18 City Council Meeting**. The Council is expected to provide feedback on the overall cost estimate as well as provide authorization to move to the next phase of design.

### Square Footage and Public Spaces

While the specific programming needs for the building were validated as part of Schematic Design, the final layout of the interior is still in flux. The public counter spaces, lobby, restrooms, placement of mechanical rooms, elevator and stairwells need to be flushed out as we move through the next phase of design – Design Development.

There is some preliminary information and detail within the Town's FAQs on the project located on the Project website: [www.ci.atherton.ca.us/civiccenter](http://www.ci.atherton.ca.us/civiccenter). Most of this information specifically addresses the Civic Center portion of the project; not the Library.

As mentioned above, the present civic center is a distributed campus with several single-story buildings/trailers distributed across the campus with parking and roadway in between. The new Civic Center is a pedestrian



# Civic Center Project

## May 2016

### Volume 101

## Comprehensive Project Status & Overview

oriented single, two-story building with Town Administration on the upper floor, Post Office, Planning, Building, and Public Works on the lower floor on the right and Police Services on the top and bottom floor. The Library rests on a spot near its existing location on the campus.

There are numerous outdoor spaces proposed as part of the project. These include the Civic Court, Cedar Terrace and Play Area, Library Terrace & Café, Native Species Garden, Reading Deck, and Redwood Dell. The Civic Center Advisory Committee is presently working on the detail of these spaces and their function/program. Some of them may change as a result of that review.



Moving from right to left across the campus, the Library is the first new building you encounter. The interior spaces of the Library include the multi-purpose room, café, adult and children reading areas, a maker space, heritage room, and digital lab. The square footage of the Library increased from an existing space of 5,058 square feet to approximately 9,619 square feet, inclusive of the existing and renovated 1,839 square foot historic Council Chambers. This represents the bulk of the square footage increases for the project. The 1,839 square feet allocated to the historic Council Chambers is removed from Civic Center square footage allocations and becomes attributable to the Library and library uses.

The existing Corporation Yard on the far right of the project site (top right corner) will remain, but may be renovated separately from the Civic Center Project to merge it more appropriately with its new surroundings.



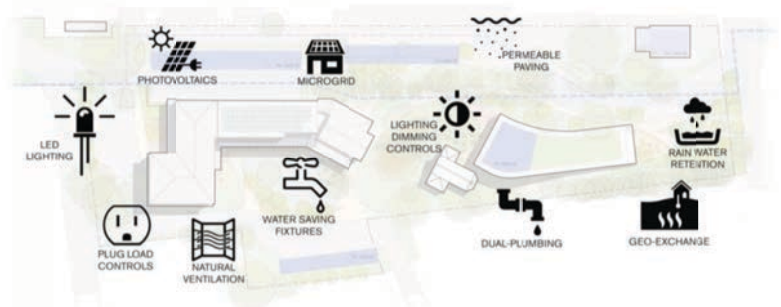
The existing Public Works Office space (approximately 1,250 square feet) houses the Public Works Superintendent and Field Crew Supervisor and functions as the Town’s Emergency Operations Center. This building will be removed from the site as part of the Project. The office spaces will be incorporated into the new Civic Center Administrative Offices and the Emergency Operations Center will be incorporated into the new Council Chambers space. The existing Planning and Building Permit Center (approximately 3,360 square feet) houses contract and full-time building/planning staff and Town engineering services. This collection of 20+ year old trailers will be removed from the site. The office and public counter space will be incorporated into the new Civic Center Administrative Offices. General Town Administrative Offices housing administration, finance, legal and post office services occupy approximately 2,790 square feet (just over 3,000 including the lobby and post office space) in the existing administrative building. Administrative Services will occupy approximately 2,665 square feet on the top floor of the new building. These facilities represent a staffing load of 28.

Current Police Services occupy approximately 9,165 square feet in distributed space consisting of two 20+ year old trailers, a garage, administrative offices and secure parking (staffing load of 29). The space will be consolidated into the main building on two floors totaling approximately 10,150 square feet. All of these buildings will be removed from the site.

The total staffing load for Town Administration, Police Services, Public Works, Planning, and Building is 57. The total net square footage of existing Town facilities is **18,614** square feet. The total new net square footage is **20,690** square feet.

## Sustainability

Green building is a “whole systems” approach to design, construction, and operation. The State’s CalGreen building codes have mandatory measures that apply to all new construction. For non-residential construction, the project must address issues and design related to storm water management, vehicle parking, pedestrian use, bicycle use, electric vehicle charging, light pollution reduction, energy systems, grading and paving, water conservation, weather protection, heating and cooling systems, waste management, ventilation and window operation, resilient flooring, environmental controls and air delivery, acoustical controls, and more. The





City Council has committed to discussing ways to exceed the State-mandated requirements and implementing sustainability features that can be afforded. The City Council selected WRNS Studio for their premier approach and expertise in sustainability as a basic fundamental in their design work.

The Civic Center Advisory Committee has a Sustainability Subcommittee that works with WRNS to identify and quantify the cost, both construction and ongoing operational, of sustainability features, together with a return on investment for those features, to present to the City Council at key decision points along the way for the project. In addition, some features that go beyond the State-mandated CalGreen requirements will be targeted as “add-alternates” during the bidding process to allow for execution if funding permits.

## **Funding and Fundraising**

A cost estimate provided to the City Council at the conclusion of the Conceptual Design Phase (October 2015) reflected a total project cost, inclusive of design, construction, and post-construction costs of \$42.9m. Funding for the project comes from three primary sources: Library, Donation, and Building Capital Funds.

The cost for the Library component, together with its proportionate cost of site improvements is paid for entirely from Library funds – approximately \$13.4m. There are sufficient funds within the Library fund to fully fund the Library components to the project. The San Mateo County Library System operates the Atherton Library. There is a Library executive team working closely with the Civic Center Advisory Committee on the project.

Measure L, approved by Atherton voters in 2012, establishes the funding sources for the design and construction of the remainder of the project as “primarily private donations.” Removing the library component, the remaining project costs total \$29.5m – using the October 2015 estimate. Other funding sources might include funds derived from Building fees or future grant money, but not general fund or parcel tax funds. Prior to the approval of Measure L, the Town had a Building Capital Fund with approximately \$2.1m accumulated for the construction of space for building and planning services. These funds have been allocated to the Civic Center Project reducing the project estimated cost to \$27.4m, including \$3.1m in potential project contingencies (unknowns). Prior to the award of architectural services for design, the Town did incur some pre-project costs paid for by the General Fund – mostly environmental review. Once design was awarded to WRNS Studio, all expenditures directly related to project design and ultimately construction must come from one of the three identified sources.



# Civic Center Project

## May 2016

### Volume 101

#### Comprehensive Project Status & Overview

The contract with WRNS Studio for all phases of design, to include the development of construction drawings, bid phase, and construction administration totals \$3.2m. Of that total, the proportionate share (\$2.1m) must be paid from donations to the project. As of May 2016, Atherton Now has total cash and pledges of \$5,499,377 from 46 total donors. Atherton Now has been funding all phases of project design, to include the cost for internal consultants beyond WRNS Studio, since the Town entered into contract with WRNS Studio in 2014.

<b>Project Summary</b>	<b>Amount</b>
Estimated Total Project Cost (10/2015)	\$42,900,000
<b>Revenues Available</b>	
Library Funds	\$13,400,000
Building Capital Funds	\$2,100,000
<b>Remainder Needed</b>	<b>\$27,400,000</b>
<b>Less Donation Funding to Date</b>	<b>(\$5,499,377)</b>
<b>Remaining Need</b>	<b>\$21,900,623</b>
<b>% of Total Project Funded</b>	<b>48.9%</b>
<b>Expenditures by Fund to Date (5/2016)</b>	<b>\$1,098,862</b>
Library Fund – Fund 213	(\$286,479)
Building Capital Fund – Fund 406	(\$317,317)
Donations Fund – Fund 025	(\$466,965)
General Fund – Fund 101	(\$28,101)

The above table will be updated as the project moves along in terms of the estimated total project cost, donations to date, and expenditures to date.

### Project Contacts

For more information on the project, feel free to contact any of the Project Management Team listed on the Town’s Project website. The primary points of contact are George Rodericks, City Manager ([grodericks@ci.atherton.ca.us](mailto:grodericks@ci.atherton.ca.us)), Gordon Siebert ([gsiebert@ci.atherton.ca.us](mailto:gsiebert@ci.atherton.ca.us)), or Mary Grace Houlihan ([mghoulihan@ci.atherton.ca.us](mailto:mghoulihan@ci.atherton.ca.us)). All may be reached by phone at (650) 752-0500.