

# **City of South San Francisco**

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



## **Regular Meeting Agenda**

**Wednesday, February 7, 2018**

**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, February 7, 2018, at 6:30 p.m., in the City Council Chambers, Municipal Services Building, 33 Arroyo Drive, South San Francisco, California.

Call To Order

Roll Call

Public Comments

MATTERS FOR CONSIDERATION

1. [Motion to approve the Minutes from the meeting of December 6, 2017.](#)
2. [Presentation of the Fiscal Year 2016-17 Comprehensive Annual Financial Statement. \(Katherine Yuen, Vice President, Maze & Associates\)](#)
3. [Report transmitting Measure W Fiscal Year 2017-18 financial reports as of December 31, 2017. \(Richard Lee, Director of Finance\)](#)
4. [Report regarding Community Civic Campus project Second Quarterly Report for Fiscal Year 2017-2018. \(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager\)](#)
5. [Annual Reorganization of the Measure W Citizens' Oversight Committee. \(Claire Lai, City Attorney's Office\)](#)

Adjournment



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## Legislation Text

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**File #:** 17-1240  
**Version:** 1

**Agenda Date:** 1/24/2018  
**Item #:** 1.

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Report regarding the Community Civic Campus project quarterly report for Quarter 2 Fiscal Year 2017/2018. (Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager)

### **RECOMMENDATION**

**It is recommended that the City Council receive this Quarter 2 Fiscal Year 2017/2018 report regarding the Community Civic Campus project. There are no actions for consideration at this time.**

### **BACKGROUND/DISCUSSION**

#### **Completed Work**

During this quarter, significant progress was made on the procurement process for the Master Architect. The RFP process was completed and the Smith Group was selected as the preferred master architect for the project. Negotiations were completed in January and the Master Architect Services Agreement is included in the January 24, 2018 City Council agenda for action.

The state environmental process was completed this quarter. Public comments were collected on the Draft Final Supplemental Environmental Impact Report (SEIR) and the Final SEIR was published in November. A public hearing was conducted and the Final SEIR was certified by City Council on December 13, 2017. The appeal period closed on January 14, 2018, 30 days following the filing of the Notice of Determination on December 14, 2017.

Development of a project specific Project Labor/Stabilization Agreement was considered at the Measure W Subcommittee and City Council meetings. City Council directed staff to prepare a Project Labor/Stabilization Agreement and bring back to City Council for action. The key goals of the agreement will include the City's commitment to prevailing wage and union work where appropriate and project stability. Negotiations with the Building Trades Council will begin in early 2018.

As needed for construction projects with historical land uses that may have soil contamination risks, a Phase II environmental due diligence testing process was undertaken and completed in December 2017 by Ninyo & Moore. The results of the Phase II site investigations confirmed no underground storage tanks on any of the sites where construction will take place and site remediation needs consistent with previous analysis.

The Project team presented the Quarter 1 Fiscal Year 2017-18 report to the Measure W Citizen's Oversight Committee (COC) on December 6, 2017. The Quarter 2 report will be presented to the COC on February 7, 2018.

### **Upcoming Milestones**

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

- Issuance of the Notice to Proceed to Master Campus Architect
- Community Engagement and Design Charrettes with Master Campus Architect
- Start of negotiations with the Building Trades Council for implementation of a Project Labor/Stabilization Agreement
- Start of discussions with BART for an easement agreement

### **Budget / Service Agreements**

Prior Fiscal Year budget of \$2,500,000 was closed out and reconciled against expenditures in Fiscal Year 2016/2017. Total expenses in 2016/2017 were \$382,566. The balance of \$2,117,434 carried over into the current Fiscal Year. The budget for Fiscal Year 2017/2018 is \$5,803,443. The total budget inclusive of unexpended funds is \$7,920,877. For Quarter 2, Fiscal Year 2017/2018 \$106,819 was expended. Attached is the budget summary and listing of active service agreements.

### **FISCAL IMPACT**

This item is information and has no impact on the City budget.

### **CONCLUSION**

The next quarterly update to City Council will be presented in April 2018.

Attachment 1: Project Budget Summary and Service Agreements

**Attachment 1**

**Measure W – Community Civic Campus - 2017/2018 Quarter 2 Budget Report**

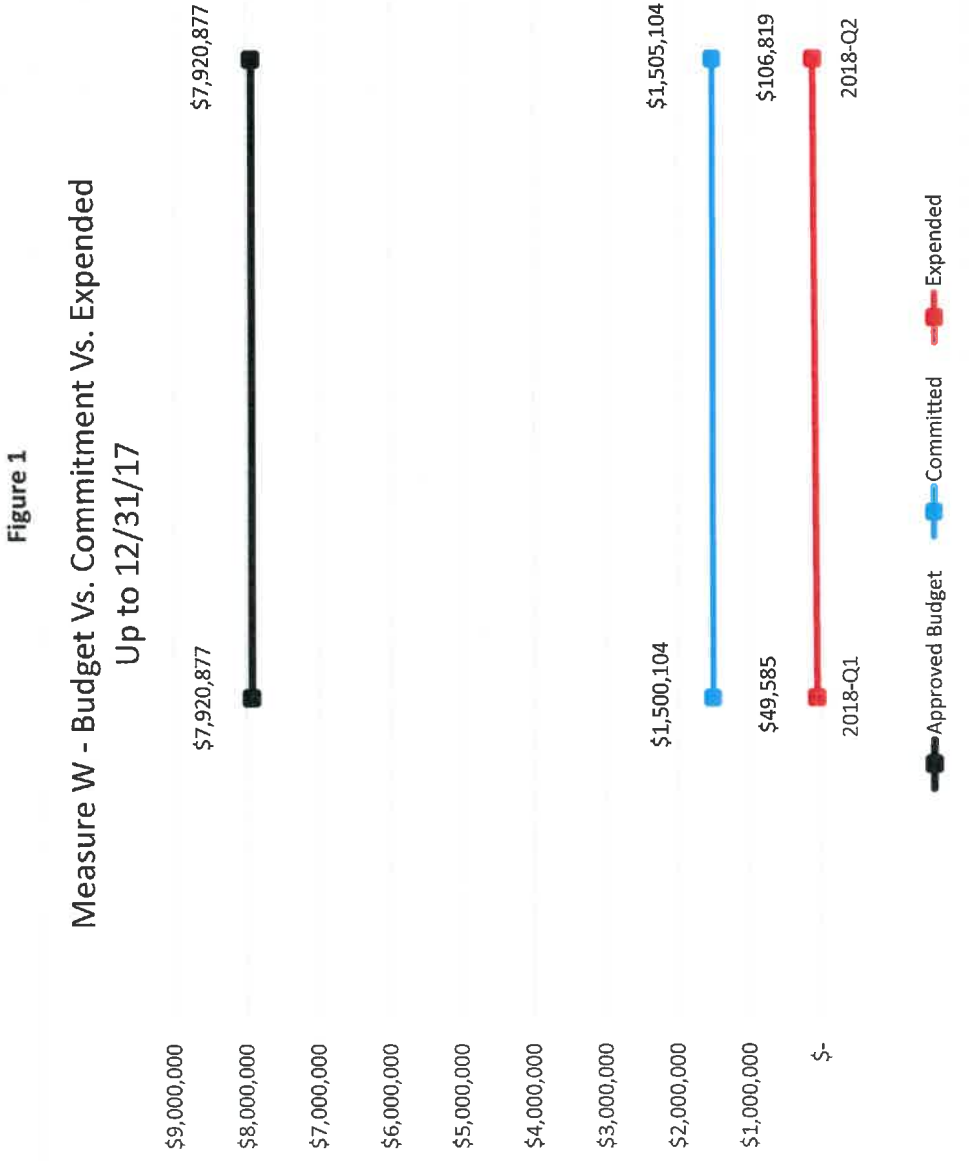
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**TABLE 1**

Description	2017/2018 Budget	(A) Committed / Planned	(B) 2017/2018 Q1 Expended	(C) 2017/2018 Q2 Expended	(A-B-C) Committed minus Expended
<b>FINANCIAL</b>					
BOND MANAGEMENT	81,721	\$ 81,721	\$ -	\$ -	\$ 81,721
<b>SUBTOTAL</b>	<b>81,721</b>	<b>\$ 81,721</b>			<b>\$ 81,721</b>
<b>PRE-DESIGN</b>					
TRAFFIC	12,200	\$ 11,783	\$ 3,200	\$ 2,985	\$ 5,598
ENVIRONMENTAL	98,560	\$ 98,560	\$ 4,523	\$ 12,590	\$ 81,447
APPRAISALS / OFFERS	*	*		*	*
SITE SURVEY	35,000	\$ 35,000	\$ -	\$ -	\$ 35,000
NOT PROGRAMMED	1,204,240	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTALS</b>	<b>1,350,000</b>	<b>\$ 145,343</b>	<b>\$ 7,723</b>	<b>\$ 15,574</b>	<b>\$ 122,046</b>
<b>DESIGN</b>					
MASTER ARCHITECT	4,186,782	\$ -	\$ -	\$ -	\$ -
NOT PROGRAMMED	461,055	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTALS</b>	<b>4,647,837</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROGRAM MANAGEMENT</b>					
PROGRAM MANAGEMENT	\$ 1,273,040	\$ 1,273,040	\$ 41,862	\$ 90,711	\$ 1,140,467
OFFICE SUPPLIES	\$ 5,000	\$ 5,000	\$ -	\$ 534	\$ 4,467
NOT PROGRAMMED	\$ 563,279	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTALS</b>	<b>\$ 1,841,319</b>	<b>\$ 1,278,040</b>	<b>\$ 41,862</b>	<b>\$ 91,245</b>	<b>\$ 1,144,934</b>
	<b>\$ 7,920,877</b>	<b>\$ 1,505,104</b>	<b>\$ 49,585</b>	<b>\$ 106,819</b>	<b>\$ 1,348,701</b>

\*Approved offer of \$7.18M for PUC parcels will be funded from Measure W, Asset Seizure and Infrastructure Reserve.

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 FY17-18. 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	\$69,582
Michael Baker	CEQA	\$124,738
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	\$50,000
Kitchell	Program Management	\$1,273,040
Watts, Cohn & Partners Inc.	Appraisals	\$7,000

