

City of South San Francisco

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



Regular Meeting Agenda

Wednesday, December 6, 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, December 6, 2017, 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 October 4, 2017.](#)
2. [Report transmitting Measure W Fiscal Year 2017-18 financial reports as of October 31, 2017. \(Richard Lee, Finance Director\)](#)
3. [Report regarding a presentation on the Measure W Community Civic Campus project quarterly update. \(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager\)](#)

Adjournment



Legislation Text

File #: 17-739
Version: 1

Agenda Date: 11/8/2017
Item #: 9.

Report regarding a presentation on the 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 receive this presentation regarding the Measure W Community Civic Campus project quarterly update. 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 July 1, 2017 and September 30, 2017 Quarter 1 of Fiscal Year 2017-18.

Master Architect Procurement

During this quarter, significant progress was made on the procurement process for the Master Architect. The goal is to procure a master architect before year-end so that project design with community input can advance in 2018.

Following release of the Request for Qualifications (RFQ) for architectural services in June, the following tasks were completed during this quarter to date:

- Nine teams submitted a Statement of Qualification (SOQ) for architectural services.
- Six teams were shortlisted to participate in the Request for Proposal (RFP) process.
- A pre-proposal conference was held and the RFP issued to the shortlisted teams.
- Interviews of the six shortlisted teams were conducted.
- Two teams advanced for final consideration and an update of the procurement process was presented to the Measure W Subcommittee on October 11, 2017.
- A Special City Council meeting was convened to conduct real/virtual project tours of relevant projects by the two selected teams.
- Reference checks on key members of the two selected teams completed.
- Presentation by two teams to the Measure W Subcommittee on November 1, 2017.

To final steps in this process will be for the two teams to present to City Council, select the preferred Community Civic Campus Master Architect, negotiation and approve the professional services contract. Staff's goal is to complete all of these tasks before year end.

California Environmental Quality Act (CEQA)

The project is nearing the end of the environmental process. The Draft SEIR was release last quarter and

comments were due August 28, 2017. The City received 10 comments from agencies/individuals. Comments generally related to traffic, housing and facility size.

Staff and consultant are finalizing responses to comments at this time. The Final SEIR is targeted to be published in November with a public hearing at Planning Commission, and City Council action in December 2017.

Additional Updates

- Kaiser is dedicating a small portion of its land to the City for the project. This item was presented to the Planning Commission on October 5, 2017 confirming that the dedication is consistent with the City's General Plan as required by California Government Code Section 65402. City Council acceptance of the land dedication will be a separate City Council action.
- A project-specific website has been developed for the project at www.measurewssfciivic.com <<http://www.measurewssfciivic.com>>. Information related to the project, which was not easy to access through the City's main website, is now consolidated on this project-specific website which has been designed to ease user interface. The project website went live on October 11, 2017 and it can also be accessed through the City's website.
- The Project team presented quarterly updates for FY 2016-17 Quarters 3 and 4 to the Citizen's Oversight Committee (COC) at their meeting on August 2, 2017. The next presentation and update to the COC is scheduled for December 6, 2017.
- The Project team presented information items related to consideration of a Project Labor Agreement for the project and selecting a site plan option (currently there are three site plan options under consideration) to advance to design. Both of these items are separate agenda items included in this City Council meeting.

Upcoming Milestones

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

- City Council approval of Master Campus Architect services agreement
- Completion and City Council certification of the Final Supplemental Environmental Impact Report (FSEIR) and additional environmental due diligence
- City Council direction regarding choosing one site plan option to advance to design
- Preparation of the Project Labor (Stabilization) Agreement (if directed by City Council)
- Preparation of key terms related to use of BART property for the project

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

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 FY 2017-2018 is \$5,803,443. The total budget inclusive of unexpended funds is \$7,920,877. For Quarter 1, 2017/2018 \$49,585 was expended.

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

FISCAL IMPACT

This item has no impact to the City budget.

CONCLUSION

The next quarterly update for City Council will be in January 2018.

Attachments:

1. Presentation on Community Civic Campus Project Update (Q1, Fiscal Year 2017-18)
2. Community Civic Campus Budget, Expenditures, and Contract Report (Q1, Fiscal Year 2017-18)

MEASURE W – COMMUNITY CIVIC CAMPUS



City Council Meeting – November 8, 2017
Prepared by Kitchell CEM

MASTER ARCHITECT PROCUREMENT

- June – RFQ released
- Progress this quarter and October
 - July 14 Nine teams submitted Statement of Qualifications
 - August 9 Six teams shortlisted
 - August 18 Pre-proposal conference with six teams
 - August 21 RFP issued to six teams
 - August 30 Interviews with six firms conducted
 - October 11 Two teams for final consideration and presentation to Measure W Subcommittee
 - October 13 Project tours (site visits and virtual)
 - November 1 Two team presentation to Measure W Subcommittee
- Concluding tasks
 - Presentation to City Council, select Master Architect, negotiate and approve professional services agreement

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

- DSEIR released last quarter
- DSEIR comments received August 28, 2017
 - 10 comments from agencies/individuals
 - Traffic, facility size, housing comments
- Finalizing response to comments
- Final SEIR publish in November 2017
- Public hearing at Planning Commission, and City Council action in December 2017

ADDITIONAL UPDATES

- Kaiser land dedication
- Project-Specific website www.measurewsscivic.com
- August Citizen's Oversight Committee meeting presentation
 - Quarter 3 2016-2017 update
 - Quarter 4 2016-2017 update
- September Measure W Subcommittee discussion
 - Master Architect procurement process
 - Project Labor/Stabilization Agreement consideration
 - Preferred site plan option

Q2-2017/2018 TARGET MILESTONES

- City Council approval of Master Campus Architect
- Completion and City Council certification of the FSEIR and additional environmental due diligence
- City Council direction regarding site plan option selection to advance to design
- Preparation of the Project Labor/Stabilization Agreement (if directed by City Council)
- Preparation of key terms related to use of BART property for the project



Attachment 2

Measure W – Community Civic Campus - 2017/2018 Quarter 1 Budget Report

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 FY 2017-2018 is \$5,803,443. The total budget inclusive of unexpended funds is \$7,920,877. For Quarter 1, 2017/2018 \$49,585 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

	2017/2018 Budget	(A) Committed/Planned	(B) 2017/2018 Q1 Expended	(A-B) Committed minus Expended
Financial				
Bond Management	81,721	81,271		81,721
Subtotal	81,721	81,721		81,721
Pre-Design				
Traffic	12,200	11,783	3,200	8,583
Environmental	98,560	98,560	4,523	94,037
Appraisals / Offers	*	*	*	*
Site Survey	35,000	35,000		35,000
Not Programmed	1,204,240			
Subtotal	1,350,000	145,343	7,723	137,620
Design				
Master Architect	4,186,782			
Not Programmed	461,055			
Subtotal	4,647,837			
Program Management				
PM Contract	1,273,040	1,273,040	41,862	1,231,178
Office Supplies	5,000			
Not Programmed	563,279			
Subtotal	1,841,319	1,273,040	41,862	1,231,178
TOTAL	\$7,920,877	\$1,500,104	\$49,585	\$1,450,519

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

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