



Midpeninsula Regional  
Open Space District

R-19-06  
Meeting 19-02  
January 23, 2019

## SPECIAL MEETING AGENDA ITEM 1

### AGENDA ITEM

Presentation and discussion of the Administrative Office Remodel schematic design

### GENERAL MANAGER'S RECOMMENDATION

Review and provide comments on the schematic design progress model. No formal Board action required.

### SUMMARY

On December 5, 2018 and January 10, 2019, the Administrative Office (AO) Facility Ad Hoc Committee (Committee) met with staff and the design team, Noll & Tam Architects, to review and provide direction on preliminary building design options. These early design discussions reflect the enhanced design option and the prioritized Project Goals and Programming Elements, as approved by the Board of Directors (Board) on October 24, 2018 (R-18-123).

The meetings focused on the following items:

- Interior improvements
- Exterior improvements
- Building envelope and energy modeling resolution
- Leadership in Energy and Environmental Design (LEED) Gold requirements

### DISCUSSION

#### Interior and exterior improvements

Noll & Tam provided interior improvement options addressing the boardroom, entrance, atrium, restrooms, receptionist area, staff office space with consideration for department adjacencies, storage, underground parking, bike storage, and future tenant space. Noll & Tam also provided exterior improvement options addressing planting, surface treatment for pedestrian areas, Americans with Disabilities Act (ADA) parking, bike racks, benches, and other landscape features. All improvements options are consistent with the aforementioned Project Goals and Programming Elements.

See Attachment 1 for interior and exterior plans and renderings. Below are the options recommended by the Committee, which Attachment 1 also highlights:

- 1) Provide an ADA accessible lobby entrance as the main egress/ingress for the public, visitors, tenants, Board, and staff. The Board, staff, and tenants will have distinct keycards to enter their respective areas. The public and visitors will check in with the receptionist at the lobby prior to going to their destinations.
- 2) Provide a boardroom layout that maximizes the seating configuration and flexibility of use. The board table (dais) should normally face the main boardroom entrance with its back to the south face of the building, and follow an arc shape to allow for board member-to-board member visibility. Provide a formal, attractive, and mobile dais and select furniture to maximize flexibility for different meeting sizes and configurations. Provide sliding doors at the boardroom entrance that open up the space to the atrium area. Provide appropriate audiovisual technology to accommodate boardroom flexibility that allows the board table to rotate with its back to the west wall to expand the available public seating space for larger audiences.
- 3) Center the public restroom on the east-west building axis location to allow easy access from main entrance lobby, atrium, and boardroom.
- 4) Centralize the offices and conference rooms along the interior of the building to accommodate departmental needs, department adjacencies, access to natural light, privacy/noise reduction, and efficient cubicle/office space layouts.
- 5) Provide an accessible ramp connecting the El Camino Real sidewalk to the building entrance without relocating utilities and reducing the need for tree removal. Keep existing retaining wall veneer and/or its natural aesthetics. Keep existing redwood trees where feasible.
- 6) Provide user-friendly outdoor gathering areas for both staff and the public. Use drought tolerant native plants where feasible.
- 7) Provide stairs from garage to first floor on the eastern side of the building only. Allow only District staff access to and from the garage. Future tenants will use street level parking only.
- 8) Include a combination of gender neutral and gender specific restrooms. Evaluate best arrangement by surveying staff, use results to inform the final design.
- 9) Replace existing dilapidated plywood siding paneling with similar material or with light gauge metal paneling at all vertical building fins, building parapets, and exterior shading areas. (Not specifically highlighted in Attachment 1).

- 10) Provide structural assessment of building roof after the close of escrow in February 2019. The findings from the assessment will provide guidance on the number of solar panels the building can accommodate. (Not specifically highlighted in Attachment 1).

### **Building envelope and energy modeling**

Noll & Tam proposed six (6) building envelope design options as the starting point to arrive at the right energy solution. See Attachment 2 for details. All options require varying degrees of retrofit and replacement combinations for the roof, floor, walls, fenestration, insulation, window glazing, and shading.

After reviewing the advantages/disadvantages, capital costs, energy savings, comfort, and other decision-making factors, the Committee recommended proceeding with Option #2 – Better Glazing. This option includes the replacement of all existing single pane windows with high performance dual pane windows, and will result in an average 25% reduction in Heating/Ventilation/Air Conditioning (HVAC) energy use relative to Option #1 – Baseline Design (keeping all existing single pane windows). The capital costs for Option #2 is approximately \$1.4 million. As the discussion progressed, the Committee also recommended exploring operable windows to allow for maximum user comfort and potentially reduced long-term energy costs, if the full Board approves replacement of all windows. The one-time capital cost for operable dual pane windows is approximately \$1.8 million (30% higher than regular dual pane windows). Operable windows would function with the building's computerized HVAC system by dividing the building into different HVAC zones. When operable windows are open in a zone, the computerized HVAC system would detect that occupants prefers outdoor air and automatically shuts off HVAC in the zone, reducing future energy costs. This zone's temperature would be controlled by outdoor temperature and airflow.

On October 24, 2018, the Board reviewed three conceptual project design alternatives and their corresponding cost estimates, and selected the Enhanced design alternative with a total project cost range of \$18.7M – \$27.4M (R-18-123). Option #2 – Better Glazing and operable windows was not part of the Enhanced design alternative cost estimate. Noll & Tam will return to the Board in March 2019 to present an updated cost estimate itemized by each key project improvement. The Board will have an opportunity to review and select the improvements in March that will be incorporated in the next round of more detailed design and preparation of early construction plans.

### **LEED Gold Requirements**

Noll & Tam presented the criteria for Leadership in Energy and Environmental Design (LEED) certification and CALGreen (California Code of Regulations, Title 24). While any level of LEED certification is desirable, CALGreen is mandatory for all buildings in City of Los Altos.

LEED is a point-based rating system where points can be achieved by meeting prescriptive and/or performance requirements. The goal of LEED is to help building owners and operators be environmentally responsible and use resources efficiently.

Noll & Tam determined that the AO building improvements could achieve LEED Gold certification by potentially receiving 60 out of the required 60-79 points range. See Attachment 3 for LEED points checklist and Gold certification point summary. LEED Gold *certification* would add to the project cost through registration and documentation fees, consultant fees, materials costs, staff time, and other coordination efforts.

The Committee recommended proceeding with CALGreen design while exploring ways to meet LEED Gold criteria through design, and forgoing the formal certification process.

### **FISCAL IMPACT**

Noll & Tam incorporated the Board-approved, prioritized project design goals and program elements into draft schematic design plans and presented these to the Committee on December 5, 2018 and January 10, 2019. The estimated construction cost and total project budget will be refined based on Board selection of design elements in March 2019.

A new appraisal for the 330 Distel Circle property (12,120 square feet) assessed whether potential proceeds generated from a sale can partially reimburse the remodel work. As a reminder, the first \$7,500,000 from a sale are intended to call the 2017 parity bonds and pay the note that was issued for the property purchase. The October 2018 appraisal quote for the building at 330 Distel Circle is \$10,350,000.

The FY2018-19 budget for the AO Project (#31202) includes \$31,550,100 for building acquisition and \$600,000 for architectural and engineering design work, which is anticipated to be complete by the end of the fiscal year. The approved project budget is shown below.

<b>Project #31202</b>	<b>Prior Year Actuals</b>	<b>FY18-19</b>	<b>Total</b>
<b>New AO Facility Budget</b>	<b>\$135,142</b>	<b>\$32,150,100</b>	<b>\$32,285,242</b>
<i>less approved Building Acquisition:</i>	\$0	(\$31,550,100)	(\$31,550,100)
<i>less Spent to Date (as of 01/14/19):</i>	(\$135,142)	(\$28,456)	(\$163,598)
<i>less Encumbrances:</i>	\$0	(\$311,523)	(\$311,523)
<b>Budget Remaining (Proposed):</b>	<b>\$0</b>	<b>\$260,021</b>	<b>\$260,021</b>

The recommended action is not funded by Measure AA.

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act. Future environmental review will be conducted on the proposed site improvements as part of the permitting process.

**NEXT STEPS**

The table below lists the remaining project milestones for the Schematic Design phase, including items that require participation by either the Ad Hoc Committee or full Board. The updated schedule has been compressed and accelerated to reduce time and design costs. The overall project schedule will also be slightly accelerated.

**PROJECT SCHEDULE WITH KEY MILESTONES**

<b><u>DATE</u></b>	<b><u>PROCESS</u></b>	<b><u>AD HOC</u></b>	<b><u>FULL BOARD</u></b>
<b>1/23/2019</b>	Full Board Study Session of the updated/comprehensive Schematic Design		X
<b>2/1/2019</b>	Begin public outreach/engagement		
<b>2/26/2019</b>	Provide input on Final Schematic Design and Cost Estimate	X	
<b>3/13/2019</b>	Full Board Study Session of the updated/comprehensive Schematic Design using finalized Cost Estimate		X
<b>3/27/2019</b>	Full Board Approval of Final Schematic Design; N&T contract amendment for Design Development (on consent)		X

## Attachments:

1. Interior and Exterior Improvements
2. Building Envelope and Energy Modeling
3. LEED Gold Certification Checklist

## Responsible Department Head:

Jason Lin, Engineering and Construction Department Manager

## Prepared by:

Felipe Nistal, Senior Capital Project Manager

## Staff Contact:

Felipe Nistal, Senior Capital Project Manager



**ATTACHMENT 1 - INTERIOR AND EXTERIOR IMPROVEMENTS**



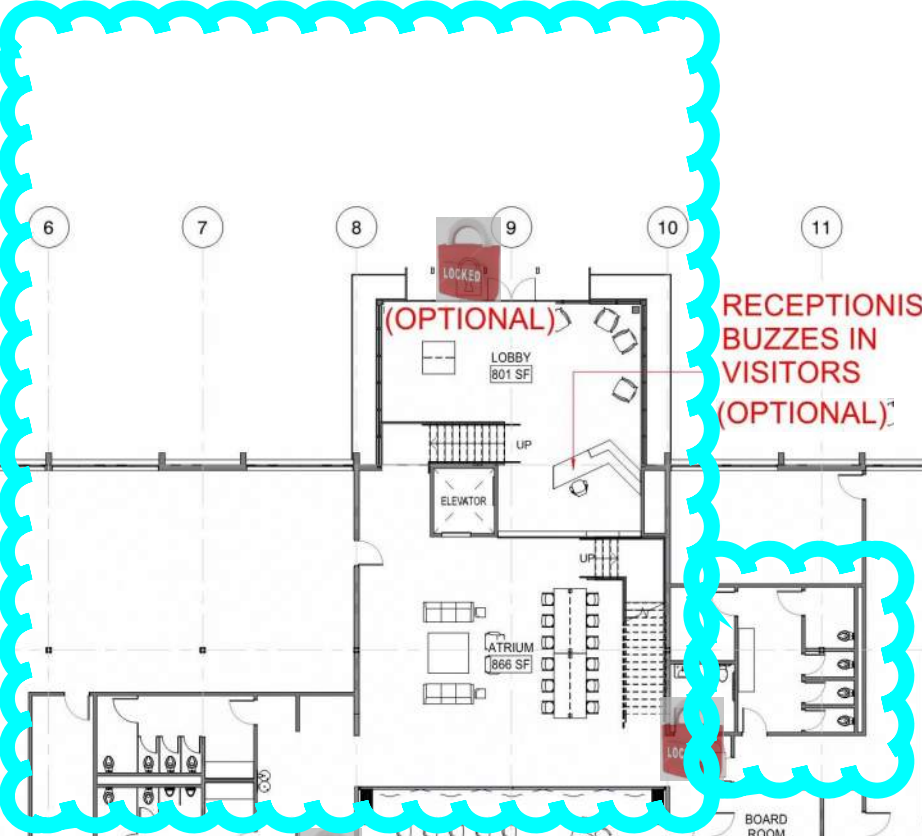
Atrium Space View - looking South from First Floor



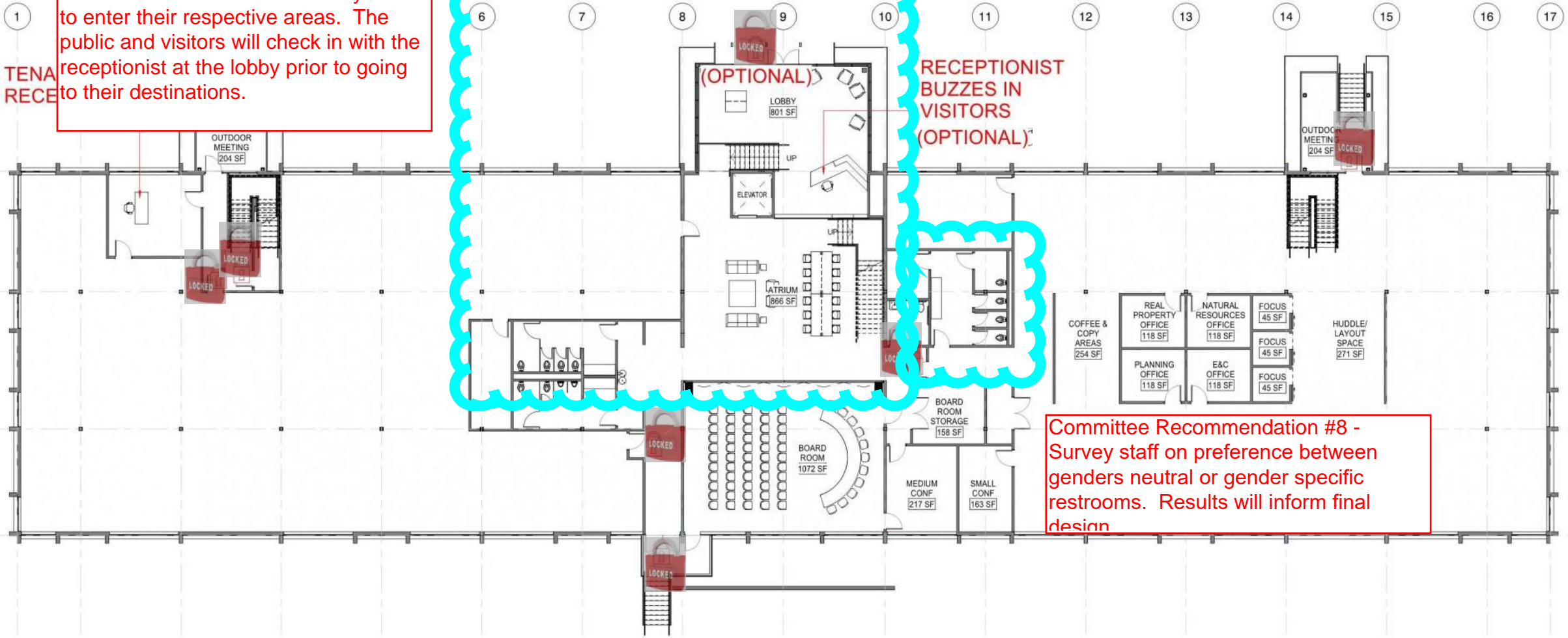
Entrance Lobby and Atrium Space View - Looking North from Second Floor

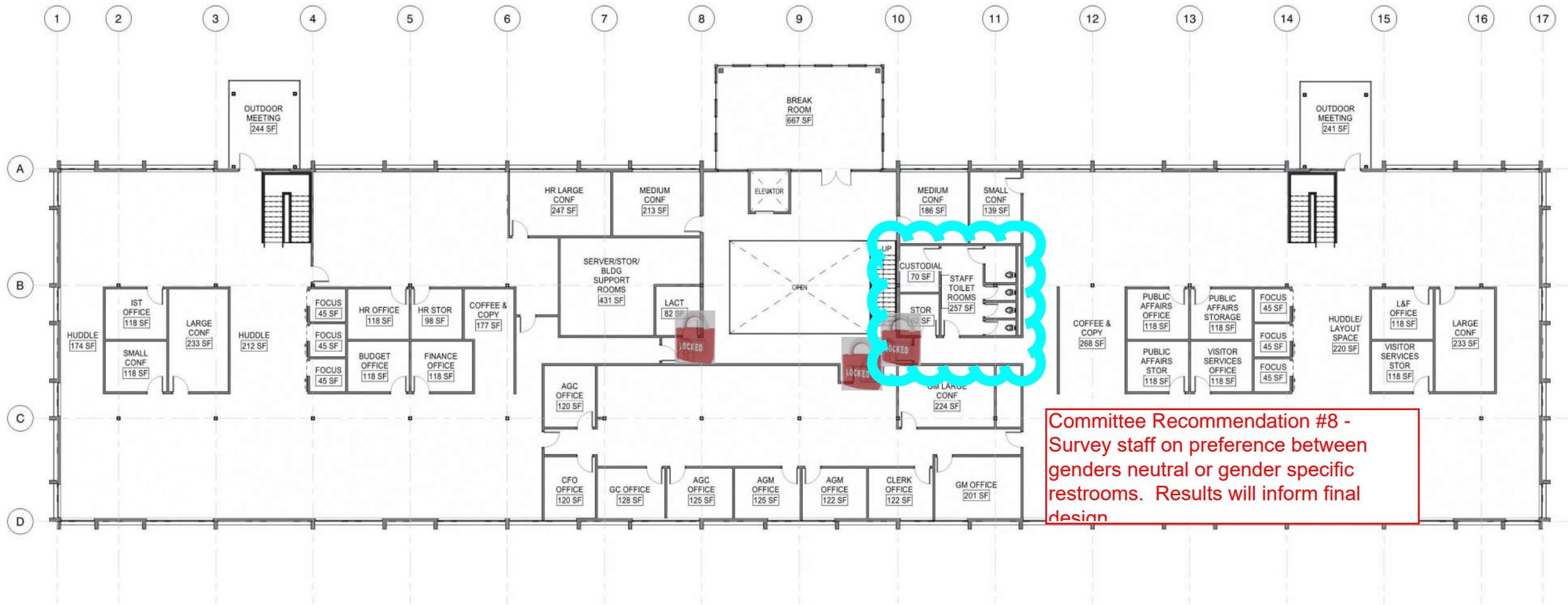


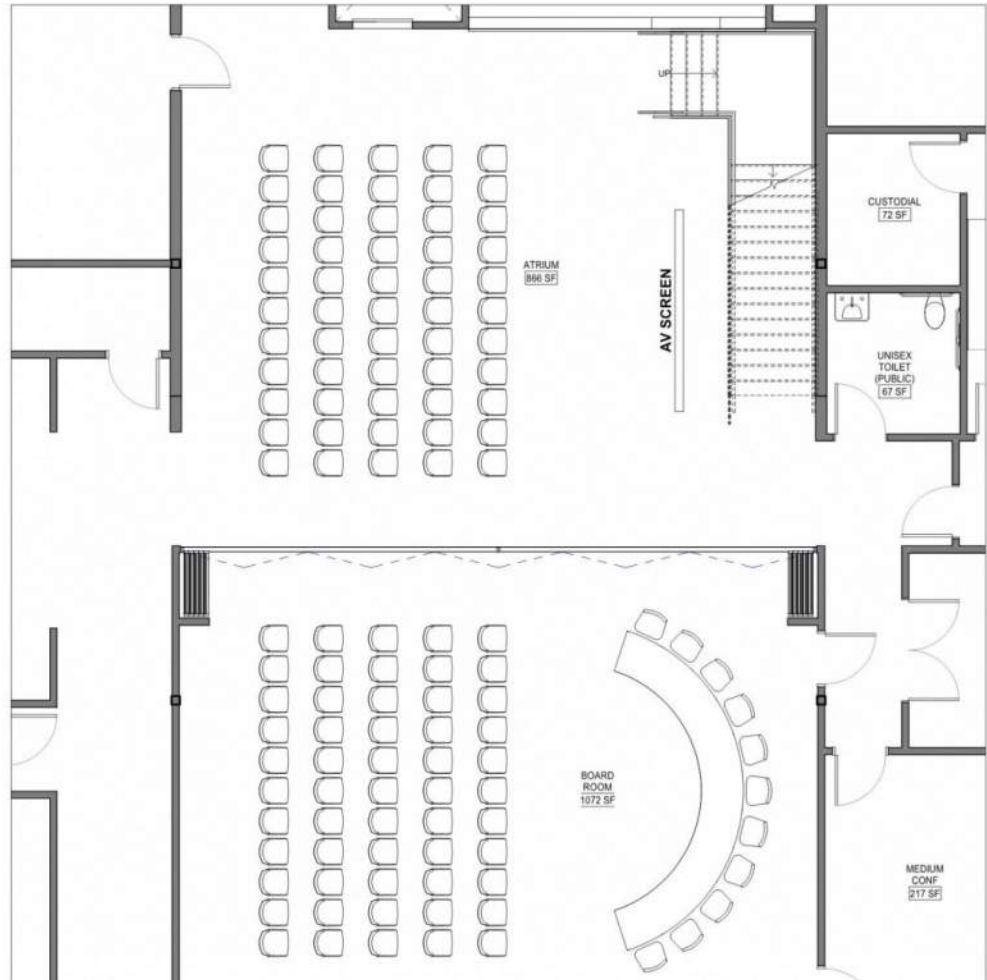
Committee Recommendation #1 - Provide ADA accessible lobby entrance as the main egress/ingress for visitors, Board, tenants, and staff. Board, staff and tenants will have distinct keycards to enter their respective areas. The public and visitors will check in with the receptionist at the lobby prior to going to their destinations.



Committee Recommendation #8 - Survey staff on preference between genders neutral or gender specific restrooms. Results will inform final design



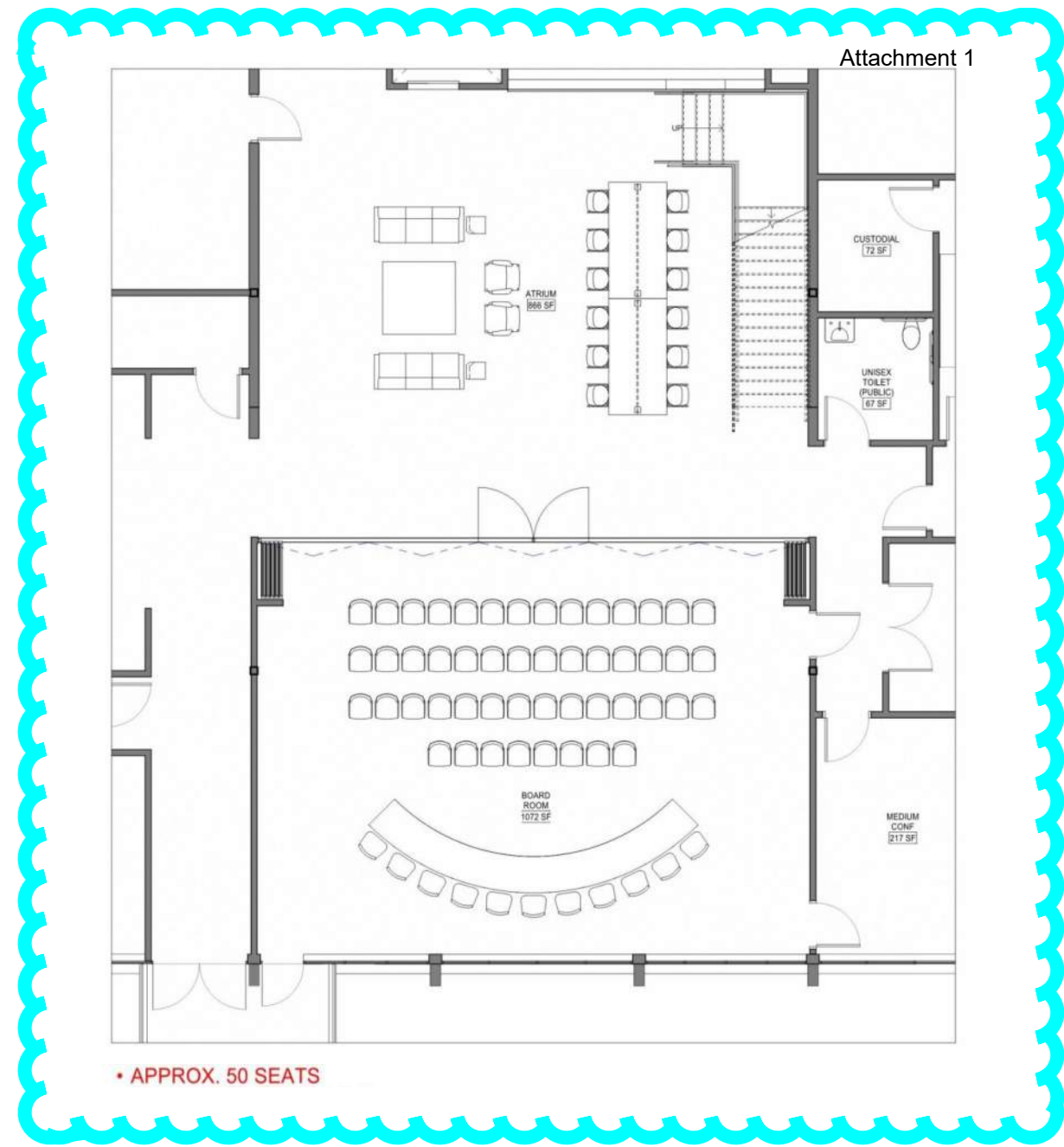




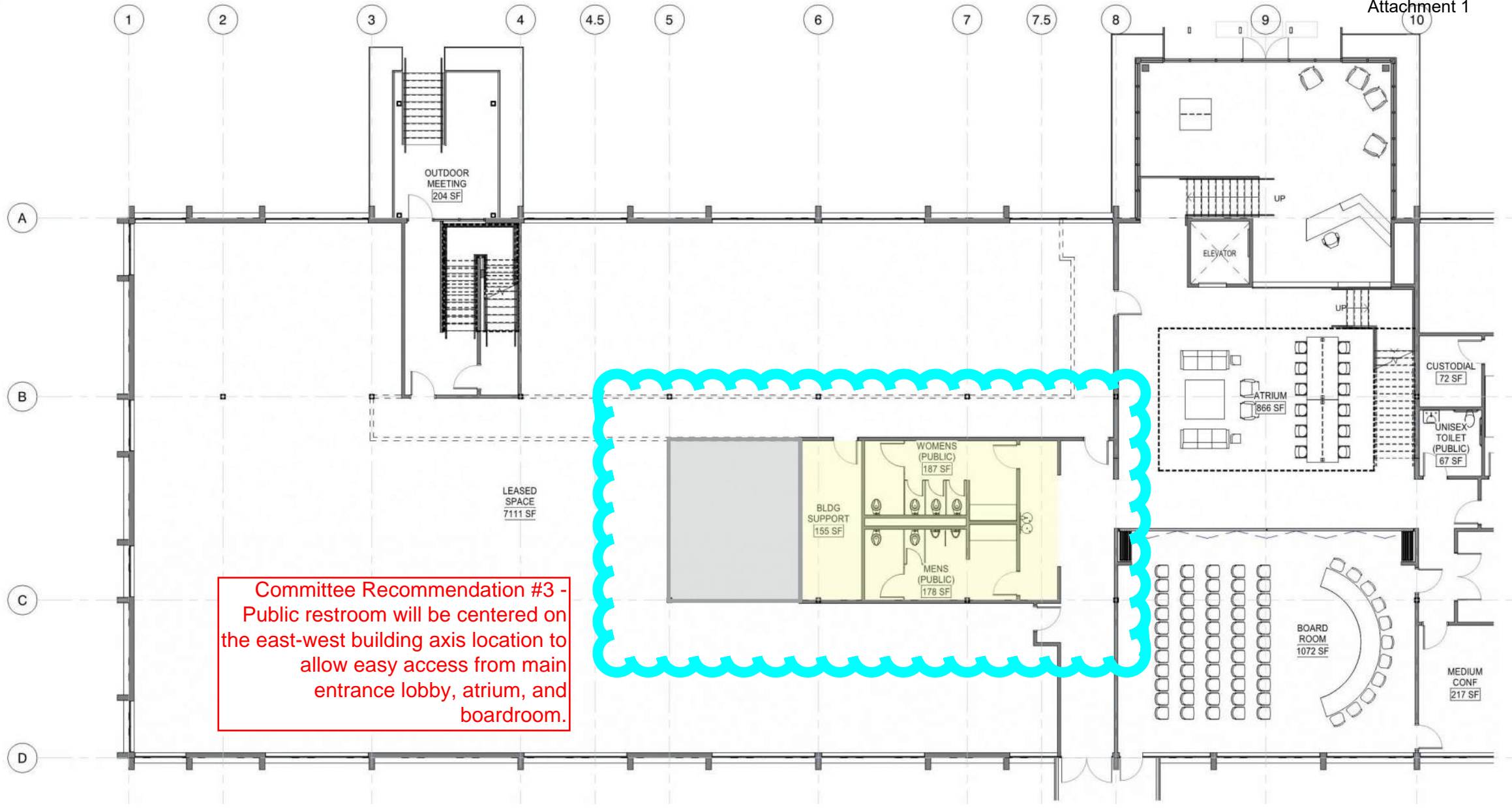
• APPROX.

**Committee Recommendation #2 -**  
 Provide boardroom layout to maximize seating configuration and flexibility. Dais will normally face the main boardroom entrance and back to the south face of the building. Provide formal, attractive, and mobile dais and furniture that can be moved to allow flexibility for different meeting sizes and configurations. Boardroom entrance will have sliding doors to open up to atrium area. Provide appropriate audiovisual technology to accommodate boardroom flexibility.

BOARD



• APPROX. 50 SEATS



**Committee Recommendation #3 -**  
Public restroom will be centered on  
the east-west building axis location to  
allow easy access from main  
entrance lobby, atrium, and  
boardroom.



FIRST AND SECOND FLOORS

Committee Recommendation #4 - Centralize offices and conference rooms along the interior of the building to accommodate departmental needs, department adjacencies, access to natural light, privacy/noise reduction, and efficient cubicle layouts.



	PUBLIC AREAS		WORKSTATIONS
	MEETING		PRIVATE OFFICE
	OUTDOOR MEET		SOCIAL HUB
	HUDDLE		FUNCTIONAL
	FOCUS		



**Committee Recommendation #7 -**  
 Delete the stairs from garage to first floor.  
 Provide stairs from garage to first floor on the eastern side of the building only. Allow only District staff access to the garage. Future tenants will use street level parking only.



<span style="display:inline-block; width:15px; height:15px; background-color:#c8e6c9; border:1px solid #000;"></span> PUBLIC AREAS	<span style="display:inline-block; width:15px; height:15px; background-color:#bbdefb; border:1px solid #000;"></span> WORKSTATIONS
<span style="display:inline-block; width:15px; height:15px; background-color:#a1887f; border:1px solid #000;"></span> MEETING	<span style="display:inline-block; width:15px; height:15px; background-color:#90caf9; border:1px solid #000;"></span> PRIVATE OFFICE
<span style="display:inline-block; width:15px; height:15px; background-color:#81c784; border:1px solid #000;"></span> OUTDOOR MEET	<span style="display:inline-block; width:15px; height:15px; background-color:#fff176; border:1px solid #000;"></span> SOCIAL HUB
<span style="display:inline-block; width:15px; height:15px; background-color:#e1bee7; border:1px solid #000;"></span> HUDDLE	<span style="display:inline-block; width:15px; height:15px; background-color:#bdbdbd; border:1px solid #000;"></span> FUNCTIONAL
<span style="display:inline-block; width:15px; height:15px; background-color:#9575cd; border:1px solid #000;"></span> FOCUS	

**EXHIBIT C - SPACE PLANNING – GARAGE AND FIRST FLOOR**

(E) 84.02

(E) 86.10

New ADA Ramp

DN

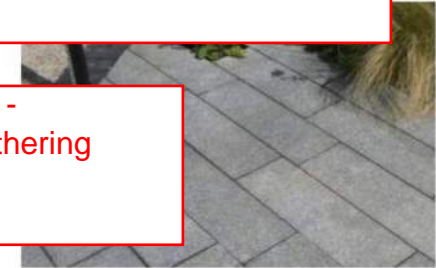
24" High Steel Planter

LOBBY  
801 SF

LARGE  
CONF  
331 SF

**Committee Recommendation #5 -**  
Provide an accessible ramp connecting El Camino Real sidewalk to the building entrance without relocating utilities and reducing the need for tree removal

**Committee Recommendation #6 -**  
Provide user-friendly outdoor gathering areas for both staff and public.



Linear Pavers

Bike Rack

Field Pavers,  
Typ.  
Paver Band,  
Typ.

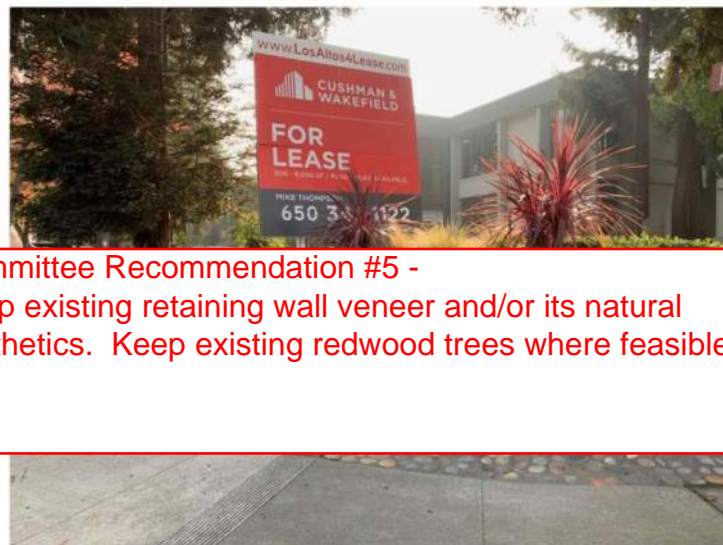
Entry Paver to match interior paving  
Accessible Van Stall



Concrete paving with etched contour pattern



Wood Bench by Landscape Forms



Committee Recommendation #5 -  
Keep existing retaining wall veneer and/or its natural  
aesthetics. Keep existing redwood trees where feasible.







Acacia cognata 'Cousin Itt'



Aspidistra elatior



Baccharis pilularis 'Pigeon Point'



Bouteloua gracilis 'Blong Ambition'



Nephrolepis cordiflora 'California'



Calamagrostis x acutiflora 'Karl Foerster'



Callistemon viminalis 'Better John'



Carex divulsa



Ceanothus griseus var. horz. 'Dimond Heights'



Erigeron karvinskianus



Gaura lindheimeri 'Whirling Butterflies'



Heuchera x Santa Anna



Juniperus horizontalis 'Wiltonii'



Leucadendron 'Safari Sunset'



Lomandra longifolia 'Platinum beauty'



Muhlenbergia rigens



Nandina domestica 'Firepower'



Pittosporum tobira 'Shima' - Creme De Mint



Rhamnus californica 'Mound San Bruno'



Zauschneria californica

Committee Recommendation #6 - Use drought tolerant native plants where feasible.

No.	Descriptor	Roof	Floor	Walls	Windows		Shading	
					Existing Shell	New Lobby Addition	Existing Shell	New Lobby Addition
1	Baseline Design	New roof 6" continuous insulation, 2x4 joists 16" O.C. with no cavity insulation	Existing with added insulation 6" concrete slab with 4" continuous rigid insulation	Existing T1-11 wood siding with 2x4 studs 24" OC, 3.5" R-11 batt insulation, and 5/8" gyp board	Existing 1/8" single pane with bronze tint and aluminum frame	High Performance Glazing Dual pane with low-e coating	1.75 foot roof overhang and 1.5 foot vertical fins	1.75 foot roof overhang
2	Better Glazing	Same as baseline	Same as baseline	Same as baseline	High Performance Glazing Dual pane with low-e coating	Same as baseline	Same as baseline	Same as baseline
3	Best-in-Class Glazing	Same as baseline	Same as baseline	Same as baseline	Best-in-Class Glazing Dual pane with improved low-e coating	Best-in-Class Glazing Dual pane with improved low-e coating	Same as baseline	Same as baseline
4	Better Glazing + Spray Wall Insulation	Same as baseline	Same as baseline	Existing with spray insulation Add closed cell spray foam insulation, R-20	High Performance Glazing Dual pane with low-e coating	Same as baseline	Same as baseline	Same as baseline
5	Exterior Shading	Same as baseline	Same as baseline	Same as baseline	Same as baseline	Same as baseline	Add 1.5 foot solid overhang on first floor of south façade	Add 12" solid vertical fins on east and west facades, 24" O.C.
6	B.I.C. Glazing + Spray Insulation + Exterior Shades	Same as baseline	Same as baseline	Existing with spray insulation Add closed cell spray foam insulation, R-20	High Performance Glazing Dual pane low-e	High Performance Glazing Dual pane low-e	Add 1.5 foot solid overhang on first floor of south façade	Add 12" solid vertical fins, 24" O.C.

**ATTACHMENT 2 - BUILDING ENVELOPE AND ENERGY MODELING**

New Building Code Comparison

109 TDV



BIC Glazing + Spray Insulation + Exterior Shading

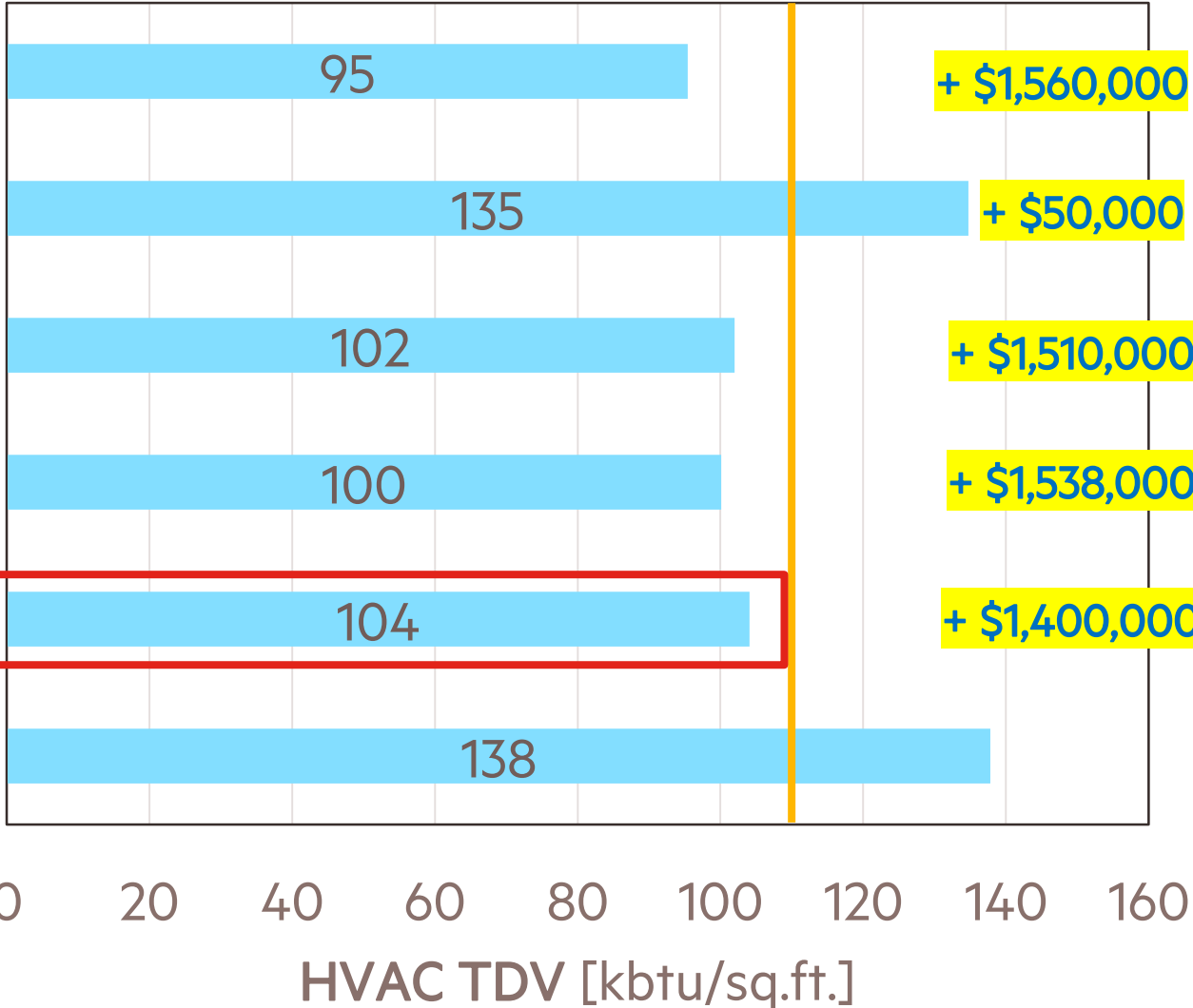
+ \$50,000 Exterior Shading

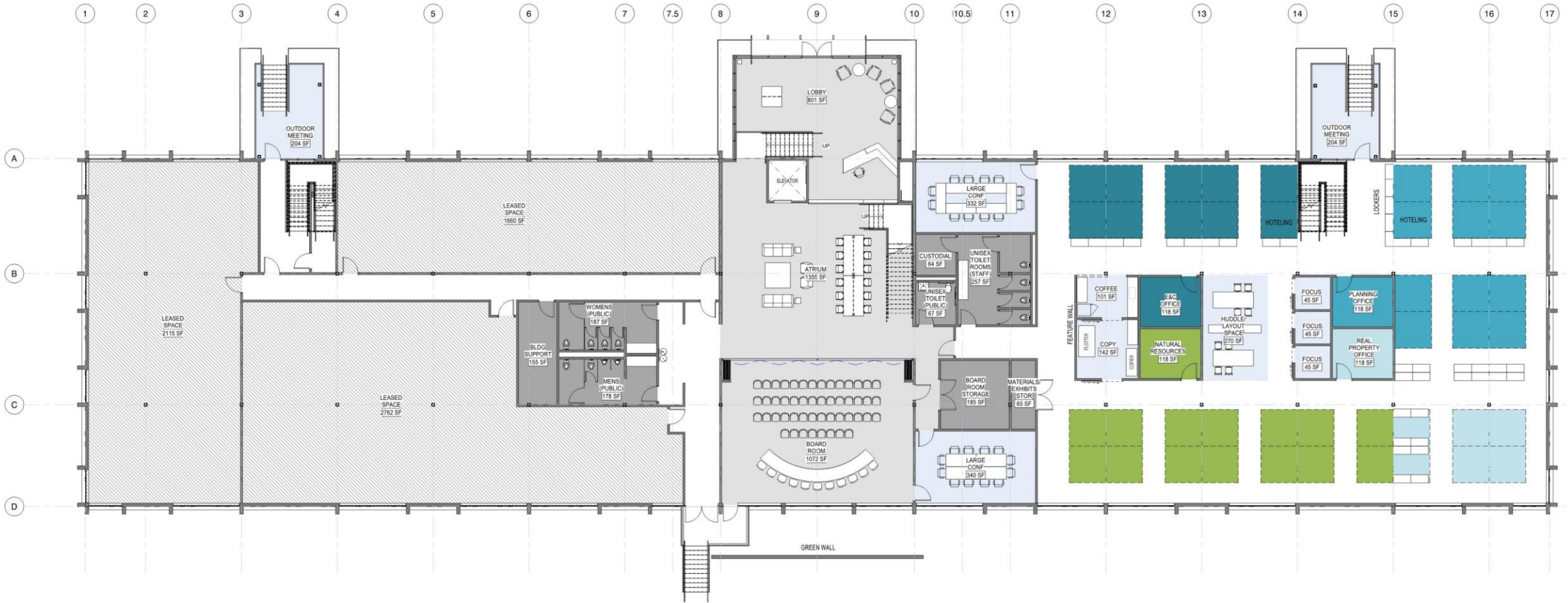
Better Glazing + Spray Wall Insulation  
+ \$110,000

+ \$138,000 Best-in-Class Glazing










+ \$1,400,000 Better Glazing

Baseline Design





**DEPARTMENT LEGEND**

- |  |                            |   |               |
|--|----------------------------|---|---------------|
|  | Circulation                |  | Real Property |
|  | Engineering & Construction |  | Shared Spaces |
|  | Natural Resources          |  | Support       |
|  | Planning                   |  | Unassigned    |
|  | Public                     |   |               |

**SPACE PLANNING – FIRST FLOOR**



**DEPARTMENT LEGEND**

- |                            |                   |                  |
|----------------------------|-------------------|------------------|
| Admin, Grants, Procurement | IST               | Shared Spaces    |
| Budget & Finance           | Land & Facilities | Support          |
| Circulation                | Legal             | Unassigned       |
| General Manager's Office   | Public            | Visitor Services |
| Human Resources            | Public Affairs    |                  |

**SPACE PLANNING – SECOND FLOOR**

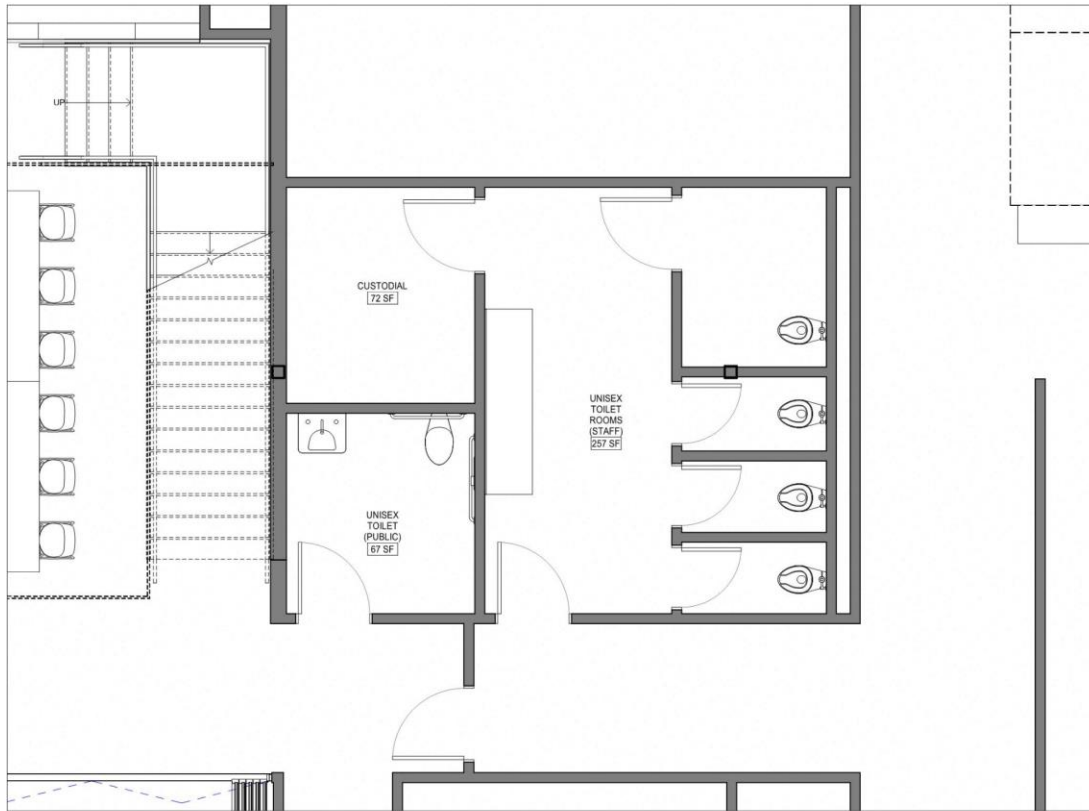




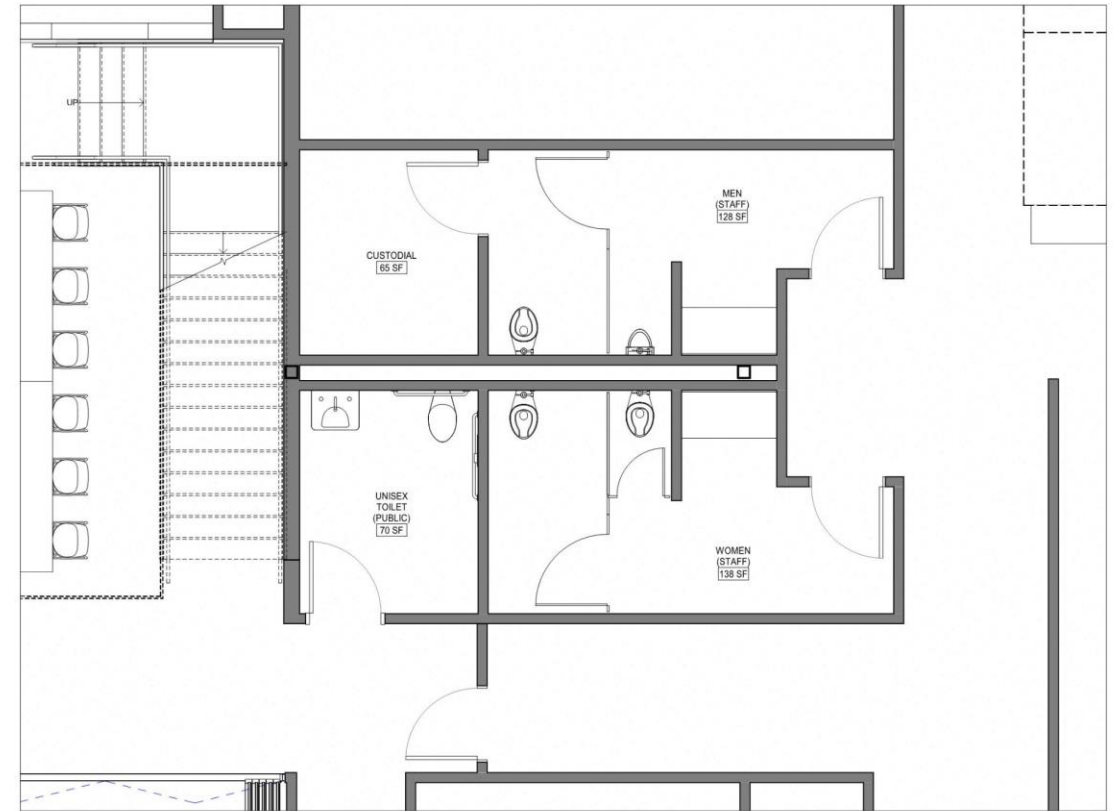
**DEPARTMENT LEGEND**

- Circulation
- Support
- Land & Facilities
- Natural Resources
- Public Affairs





SHARED LAV – STALLS WITH FULL-HEIGHT WALLS



SEPARATE GENDER RESTROOMS WITH PARTITIONS



SHARED LAV – STALLS WITH FULL-HEIGHT WALLS





**LEED v4 for BD+C: New Construction and Major Renovation**  
Project Checklist

**Project Name:** Office Building, 5050 El Camino Real, Los Altos, CA 94022  
**Building Owner:** Mid-Peninsula Regional Open Space District  
**Date:** 12/4/18

Y ? N

1			IPc1	Integrative Process	1
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14	0	18	Location and Transportation		16
		16	LTc1	LEED for Neighborhood Development Location	16
1			LTc2	Sensitive Land Protection	1
		2	LTc3	High Priority Site	2
5			LTc4	Surrounding Density and Diverse Uses	5
5			LTc5	Access to Quality Transit	5
1			LTc6	Bicycle Facilities	1
1			LTc7	Reduced Parking Footprint	1
1			LTc8	Green Vehicles	1

2	5	3	Sustainable Sites		10
Y			SSp1	Construction Activity Pollution Prevention	Required
1			SSc1	Site Assessment	1
		2	SSc2	Site Development - Protect or Restore Habitat	2
		1	SSc3	Open Space	1
	3		SSc4	Rainwater Management	3
	2		SSc5	Heat Island Reduction	2
1			SSc6	Light Pollution Reduction	1

6	3	2	Water Efficiency		11
Y			WEp1	Outdoor Water Use Reduction	Required
Y			WEp2	Indoor Water Use Reduction	Required
Y			WEp3	Building-Level Water Metering	Required
2			WEc1	Outdoor Water Use Reduction	2
4	2		WEc2	Indoor Water Use Reduction	6
		2	WEc3	Cooling Tower Water Use	2
	1		WEc4	Water Metering	1

4	29	0	Energy and Atmosphere		33
Y			EAp1	Fundamental Commissioning and Verification	Required
Y			EAp2	Minimum Energy Performance	Required
Y			EAp3	Building-Level Energy Metering	Required
Y			EAp4	Fundamental Refrigerant Management	Required
	6		EAc1	Enhanced Commissioning	6
4	14		EAc2	Optimize Energy Performance	18
1			EAc3	Advanced Energy Metering	1
	2		EAc4	Demand Response	2
	3		EAc5	Renewable Energy Production	3
1			EAc6	Enhanced Refrigerant Management	1
2			EAc7	Green Power and Carbon Offsets	2

8	0	5	Materials and Resources		13
Y			MRp1	Storage and Collection of Recyclables	Required
Y			MRp2	Construction and Demolition Waste Management Planning	Required
		5	MRC1	Building Life-Cycle Impact Reduction	5
2			MRC2	Building Product Disclosure and Optimization - Environmental Product Declarations	2
2			MRC3	Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
2			MRC4	Building Product Disclosure and Optimization - Material Ingredients	2
2			MRC5	Construction and Demolition Waste Management	2

15	1	0	Indoor Environmental Quality		16
Y			IEQp1	Minimum Indoor Air Quality Performance	Required
Y			IEQp2	Environmental Tobacco Smoke Control	Required
1	1		IEQc1	Enhanced Indoor Air Quality Strategies	2
3			IEQc2	Low-Emitting Materials	3
1			IEQc3	Construction Indoor Air Quality Management Plan	1
2			IEQc4	Indoor Air Quality Assessment	2
1			IEQc5	Thermal Comfort	1
2			IEQc6	Interior Lighting	2
3			IEQc7	Daylight	3
1			IEQc8	Quality Views	1
1			IEQc9	Acoustic Performance	1

6	0	0	Innovation		6
5			ID1.1-1.5	Innovation	5
1			IDc2	LEED Accredited Professional	1

4	0	0	Regional Priority		4
1			RPC1	Access to quality transit (threshold 5 pts)	1
1			RPC2	Indoor water use reduction (threshold 4 pts)	1
1			RPC3	Outdoor water use reduction (threshold 2 pts)	1
1			RPC4	Building product disclosure & optimization - sourcing of raw materials (threshold 1 pt)	1

<b>60</b>	<b>38</b>	<b>28</b>	<b>TOTALS</b>	Possible Points:	<b>110</b>
Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110					



## LEED Scorecard – Point Summary

1	Integrative process
14	Location & Transportation
2	Sustainable Sites
6	Water Efficiency
4	Energy & Atmosphere
8	Materials & Resources
15	Indoor Environmental Quality
6	Innovation in Design
4	Regional Priority Credits
60	Gold (60-79 pts)

