



Midpeninsula Regional
Open Space District

R-19-130
Meeting 19-26
October 9, 2019

AGENDA ITEM 4

AGENDA ITEM

Administrative Office Project – Design Development Approval

GENERAL MANAGER'S RECOMMENDATION *dem*

Approve the design development plans to reconfigure and repurpose the recently purchased office building located at 5050 El Camino Real, Los Altos, California, allowing the project to proceed into construction documents and permitting.

SUMMARY

At a study session meeting on September 11, 2019, the Board of Directors (Board) reviewed and provided feedback on the latest rendition of the design development plans for the Administrative Office Reconfiguration Project (AO or Project). At the October 9, 2019 public meeting, the Board will review and provide direction on the following outstanding design items:

- Exterior Sign
- Source Wood Material
- Lobby/atrium layout
- Boardroom layout

The design consultant, Noll & Tam Architects (Noll & Tam), will also present the updated design development plans and cost estimate. The current cost estimate based on the updated design development plans ranges from approximately \$26.3 to \$26.9 million, below the Board approved project budget of \$27.4 million. The Board will review the plans and cost estimate to confirm that the project as designed meets the Board-approved project goals, program elements, design direction, and project budget. Based on this review, the Board will consider approving the design development plans, with any final design direction incorporated, allowing Noll & Tam to proceed into the next project phase - construction documents and permitting.

BACKGROUND

Midpeninsula Regional Open Space District (District) has been evaluating options to address the lack of sufficient administrative office space to meet ongoing and long-term business needs since 2015, as the organization began to undergo significant internal restructuring to accelerate project delivery, expand public service delivery, and ensure sufficient resources to manage public land and access facilities. At the July 2017 public meeting, the Board adopted a resolution to enter into a purchase and sale agreement for the building located at 5050 El Camino Real, Los Altos, CA (R-17-90). Escrow closed on the purchase on February 1, 2019.

At the December 6, 2017 public meeting, the Board approved the Space Needs Assessment & Basic Program Report (R-17-128) for the Project. At the August 22, 2018 public meeting, the Board approved a contract with the design consultant, Noll & Tam, to assess and design the new AO based on the Board-approved project design goals, program elements, and space needs (R-18-97 and R-18-100). At the October 24, 2018 public meeting, District staff and the Board began the design process for the new AO by prioritizing project goals and space needs (R-18-123).

From January through May 2019, the Board held a public open house and several public meetings to review and provide feedback on the evolving schematic design scope of work, cost estimates, and alternatives to reduce total project costs. At the May 22, 2019 public meeting, the Board approved the final schematic design and associated cost estimate (R-19-64). On the same date, the Board approved a contract amendment with Noll & Tam to continue with the remaining phases of the Project, including design development, construction documents, permitting assistance, construction administration, and as-built drawings.

After incorporating Board feedback during the schematic design phase, Noll & Tam proceeded with the design development phase to further develop and describe the size and character of the design elements. At the September 11, 2019 Board study session, the following items were presented and discussed:

- *Exterior public site improvements*, including pedestrian ramp, outdoor public entrance amenities, landscape trees, parking stalls, outdoor exterior public space, and exterior sign.
- *Interior public space improvements*, including materials and color, lobby and atrium layout, source wood material, bird safe design update, and restroom layouts.
- *Boardroom layout*, including seating, dais, projector, ceiling material, and finishes.

DISCUSSION

After incorporating Board feedback from the September 11, 2019 study session, staff and Noll & Tam proceeded to update the design development plans and renderings. The four updated Project components that follow will be discussed at the October 9, 2019 public Board meeting to incorporate final Board direction.

Exterior Sign

A standard District logo exterior office sign will be installed at the corner of El Camino Real and Distel Circle. At the September 11, 2019 study session, the Board provided feedback on two design alternatives and requested Noll & Tam to provide a third option that accentuates the aesthetic of the first two alternatives and blends well with the existing volcanic rock wall. The first original alternative consists of a standard District logo mounted on a vertical wood panel. The existing “Los Altos Woods” logo metal panel wall would be replaced with volcanic rock wall to match the adjacent material. The new District logo sign (approximately 6 feet high and 4 feet wide) would be installed above and behind the existing volcanic rock wall. The second alternative presented replaced the existing “Los Altos Woods” panel wall and a portion of the volcanic rock wall with a wood panel wall (approximately 4 feet high and 12 feet wide) with the District name, address, and logo. The third and new alternative incorporates the standard District logo and lettering and would be inset into the volcanic rock wall. See Attachment 1 for renderings.

Source Wood Material

District staff and Noll & Tam are looking into the reuse and repurposing of felled trees, stockpiled wood, and/or non-native trees identified for removal. Some architectural usage of this material includes stair treads, handrails, benches, interior finishes, desks, signage, and/or the Boardroom dais. Five sources of wood remain under evaluation. Additional evaluation is required to confirm the feasibility based on material conditions, cost (fall, transport, mill, and woodwork), and design opportunities. One other wood source was recently deemed unsuitable. Below is a brief summary of each wood source, including site location, description, and suitability. See Attachment 2 for photos.

- *Blackwood acacia (Acacia melanoxylon)* at Purisima Creek Redwoods Preserve. Natural Resources (NR) staff are evaluating the restoration of 17 acres of redwood/mixed conifer forest that is invaded by this non-native, invasive acacia species and located along the planned Purisima-to-the-Sea regional trail corridor. Some of the invasive trees to be removed are large enough for milling and reuse if the wood quality is confirmed to be high. NR would need to fell two trees (16 inches to 24 inches diameter at breast height) and transport the material to a local mill and lumber yard to determine the quality and feasibility of the wood. Based on the quality of the wood, NR, with input from Noll & Tam, will determine the number of trees required to meet the project design needs. The transport and milling cost to inform the feasibility of reuse is approximately \$4,000. The full cost would be presented to the Board once additional information is gathered. See table below for a tentative schedule.

Milestones	Tentative Timeline
Transport two felled trees to lumber yard to determine quality and feasibility of acacia trees	October – November 2019
Hire consultant to develop Restoration Plan and acquire all necessary permits	November 2019 – September 2020
Fall trees and transport them to lumber yard for milling	September 2020 – March 2021
Storage and air-dry lumber to cure	March 2021 – September 2021
Fabricate lumber to project design	September 2021 - November 2021
Installation	November 2021 – February 2022
Move-In	March 2022

- *Redwood trees* to be removed by Pacific Gas & Electric (PG&E) at El Corte de Madera Creek Preserve. PG&E is planning to remove several 30 to 36-inch diameter at breast height (dbh) redwood trees along Bear Gulch Road to address fire risk concerns along their power lines. PG&E is currently finalizing which trees will be removed and has indicated that tree removal may occur in early November 2019. Once PG&E finalizes the tree removal plan, the District

will coordinate with Noll & Tam on the appropriate usage of the wood. The District will also reach out to nearby lumber yards to coordinate the storage, curing, and milling process.

- *Redwood trees stockpiled* at Bear Creek Redwoods Preserve. Several 12 to 36-inch dbh segments of redwood trees have been stockpiled at the preserve. These trees either fell naturally or were brought down to improve traffic and line-of-sight safety as part of the construction of the newly opened public access parking lot. Mitigation measures for tree removal are being implemented separately by NR. These redwood trees were cut into large sections that may be salvaged and reused. The quality and quantity of the wood are not feasible for furniture, stair treads, or handrail. However, the wood may be feasible for signage and lobby wall cladding. The District will coordinate with Noll & Tam to incorporate the wood into the project design.
- *Redwood logs stockpiled* at Skyline Field Office. Several 12 to 36-inch dbh segments of naturally felled redwood trees have been stockpiled at the Preserve. These redwood trees were cut into large sections that may be salvaged and reused. The District will coordinate with Noll & Tam to incorporate the wood into the project design.
- *Barn wood stockpile* from La Honda Creek Preserve. Old barn wood from prior demolition projects of dilapidated buildings that needed to be removed for public safety to open lower La Honda Preserve to public access were saved and stockpiled. This material was inspected and determined as non-hazardous. Although a majority of the wood is damaged, cracked, and/or has dents from nails, some of the wood planks may be feasible for reuse on screen walls in the huddle spaces, the boardroom dais, the entry desk, and various interior wall finishes. Noll & Tam will confirm the possible use of the barn wood stockpile after an inspection and if feasible for reuse, will incorporate the wood into the project design where possible.

One other wood source is no longer under consideration for reuse as discussed below:

- *Redwood trees* from La Honda Creek Preserve. Several large old-growth redwood trees fell during a major landslide event. The majority of the trees are 8 feet dbh. Upon further investigation, cutting these trees into small sections and transporting them out of the preserve would be labor intensive, expensive, and may damage natural resources during the process. In addition, the trees provide good habitat for various species and could benefit the ecosystem.

Lobby and Atrium Layout

During the September 11, 2019 study session, Noll & Tam presented several lobby and atrium area design elements and renderings. Some key design ideas included use of authentic natural materials (such as wood, cork, and stone) wherever possible, bringing the outdoors in to create warm and light-filled spaces, using natural colors found in nature, incorporating elements from District preserves, and providing flexibility in the use of the space. The main public space will be located at the center of the building with connections to the public sidewalk through the plaza into the lobby, atrium, and Boardroom.

The lobby and atrium will incorporate a combination of rustic and industrial design and may include salvaged and recycled wood (sources listed above). The lobby flooring will be of concrete with a topographic pattern extending from the plaza into the lobby. The main lobby walls are proposed to be of wood with a dark gray wall featuring a quote that embodies the District's mission and/or resonates with District values. The reception desk is planned to be of a non-wood texture material such as cork and paperstone. The atrium area flooring is proposed to

be a warm, mid-tone neutral carpet with variation of color and texture. The lighting will be linear light fixtures around the perimeter of the atrium opening and in the acoustic ceiling tiles. On September 11, 2019, the Board provided the following input:

- Incorporate additional interpretive elements related to Native American, agricultural, and Rancho history of the area.
- Incorporate art into the space; consider through sponsorships or District photo contests. Consider a backlit photographic panel and/or showcasing annual photo contest winners.
- Use materials with rustic feel such as reclaimed materials.
- Change the print on the elevator shaft wall; use a photograph of a District preserve.
- Consider projecting quotes onto the wall rather than using permanent letterings.
- Include color throughout the building and less white space.

Incorporating Board's feedback, Noll & Tam will present updated design elements and renderings at the October 9, 2019 Board meeting. See Attachment 3 for updated lobby and atrium layout, and proposed materials and finishes.

Boardroom

Using initial Board feedback from the schematic design phase, Noll & Tam presented a preliminary boardroom layout at the September 11, 2019 study session. The boardroom is proposed to face northerly toward the entrance with its back to the south face of the building, where an outdoor space and planter area will be located. Tall drought tolerant plants will provide visual and solar shading to the boardroom. The seven-member Board dais is proposed to be fixed while the remaining furniture to be mobile, allowing maximum flexibility for other uses such as trainings or staff meetings. The dais material may be of refurbished or salvaged and repurposed wood in conjunction with cork. The flooring will be similar to the material selected for the atrium. An operable glass wall will connect the boardroom to the atrium where additional public seating can be arranged to accommodate larger public meetings. Glass windows will span the south face wall. Tackable acoustic cork wall surfaces will surround most of the remaining walls space. A projector will be placed near the center of the room ceiling and project onto a retractable screen behind the dais. A small computer screen is included for each Board member at the dais that will display the same information as the projector.

The Board provided input and comments on various design elements including:

- Use nail laminated timber for the boardroom ceiling.
- Use etched or frosted glass, or something similar, at the Boardroom divider to reduce distractions during public meetings.
- Incorporate the District's mission statement in the Boardroom.
- Lower the height of the dais.
- Provide additional information on the window shading.
- Locate a secondary projector screen along a side wall that is visible to Board members.

Incorporating Board's feedback, Noll & Tam will present an updated boardroom design at the October 9, 2019 Board meeting. See Attachment 4 for updated boardroom plans and renderings.

FISCAL IMPACT

At each major milestone, the District presents a revised cost estimate to ensure that the Project design remains within the May 2019 Board-approved project budget of \$27.4 million (R-19-64). At this current time, the updated cost estimate is below the Board-approved project budget and ranges between \$26.3 to \$26.9 million. The design team will continue to update the project cost estimate as the project progresses into construction document phase and the design of the project elements are more defined.

Since 2015, the District has studied alternatives for meeting the District's long-term office space needs. These alternatives include purchasing and renovating a new building; renovating and completing end-of-life repairs (e.g. HVAC) to the current 330 Distel Circle building while also continuing to rent adjacent office spaces; and rebuilding a larger three-story building at 330 Distel Circle. Following the 2019 purchase of 5050 El Camino Real, the updated cost analysis indicates that renovating the 5050 El Camino Real building is the most cost-effective solution to meet the District's long-term needs. The table below shows the cost comparisons.

(\$ in Millions)	5050 El Camino	330 Distel Circle	
	Purchase & Renovate	Renovate & Rent Add'l Space	Rebuild
Acquisition Costs	\$ 31.7	--	--
Renovation Costs			
Hard Costs	\$ 22.4	\$ 5.4	\$ 46.5
Soft Costs	\$ 2.5	\$ 0.6	\$ 5.0
Escalation to 3/2021	\$ 2.5	\$ 0.6	\$ 5.3
Temporary Relocation	--	--	\$ 3.6
Sale of 330 Distel Circle	\$ (10.3)	--	--
Lease Income (before construction)	\$ (2.0)	--	--
Lease Income (after construction)	\$ (9.0)	--	\$ (14.9)
Lease add'l office space (30 years)	\$ (13.6)	\$ 25.6	\$ (12.3)
TOTAL LONG TERM PROJECTED COST	\$ 24.2	\$ 32.2	\$ 33.2

Funding sources for the Project include using *Committed for Infrastructure* reserve funds, any future additions to the reserve, rent income, parity bond proceeds, and interest earned from the parity bonds. Partial reimbursement is also expected from the future sale of the current 330 Distel Circle office. The Project 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

Upon Board approval of the design development plans, the General Manager will direct Noll & Tam to incorporate any additional comments from the Board and proceed with construction documents development. The table below is an operational timeline showing current and future project milestones.

PROJECT SCHEDULE WITH KEY MILESTONES

Milestones	Tentative Timeline
Design Development, Permitting, and CEQA review	June – October 2019
Construction Documents and rest of permits	October 2019 – March 2021
Bidding and Construction	March 2021 - March 2022
Move-In	March 2022

Attachments:

1. Exterior Midpen Sign
2. Source Wood Photos
3. Updated Lobby and Atrium Layout
4. Updated Boardroom Layout

Responsible Department Head:
Susanna Chan, Assistant General Manager

Prepared by:
Jason Lin, P.E., Engineering and Construction Department Manager

ATTACHMENT 1 - EXTERIOR MIDEPN SIGN



- Acacia
- Mounted at an angle to face traffic intersection
- Mounted at parking lot level
- Consider material to allow for interior lighting





MIDPENINSULA REGIONAL
OPEN SPACE DISTRICT
5050 EL CAMINO REAL



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EL CAMINO REAL



ATTACHMENT 2- WOOD PHOTOS



**Blackwood acacia (*Acacia melanoxylon*) at
Purisima Creek Redwoods Preserve**



Blackwood acacia (*Acacia melanoxylon*) at
Purisima Creek Redwoods Preserve



**Blackwood acacia (*Acacia melanoxylon*) at
Purisima Creek Redwoods Preserve**

Power lines attached to tree

New pole

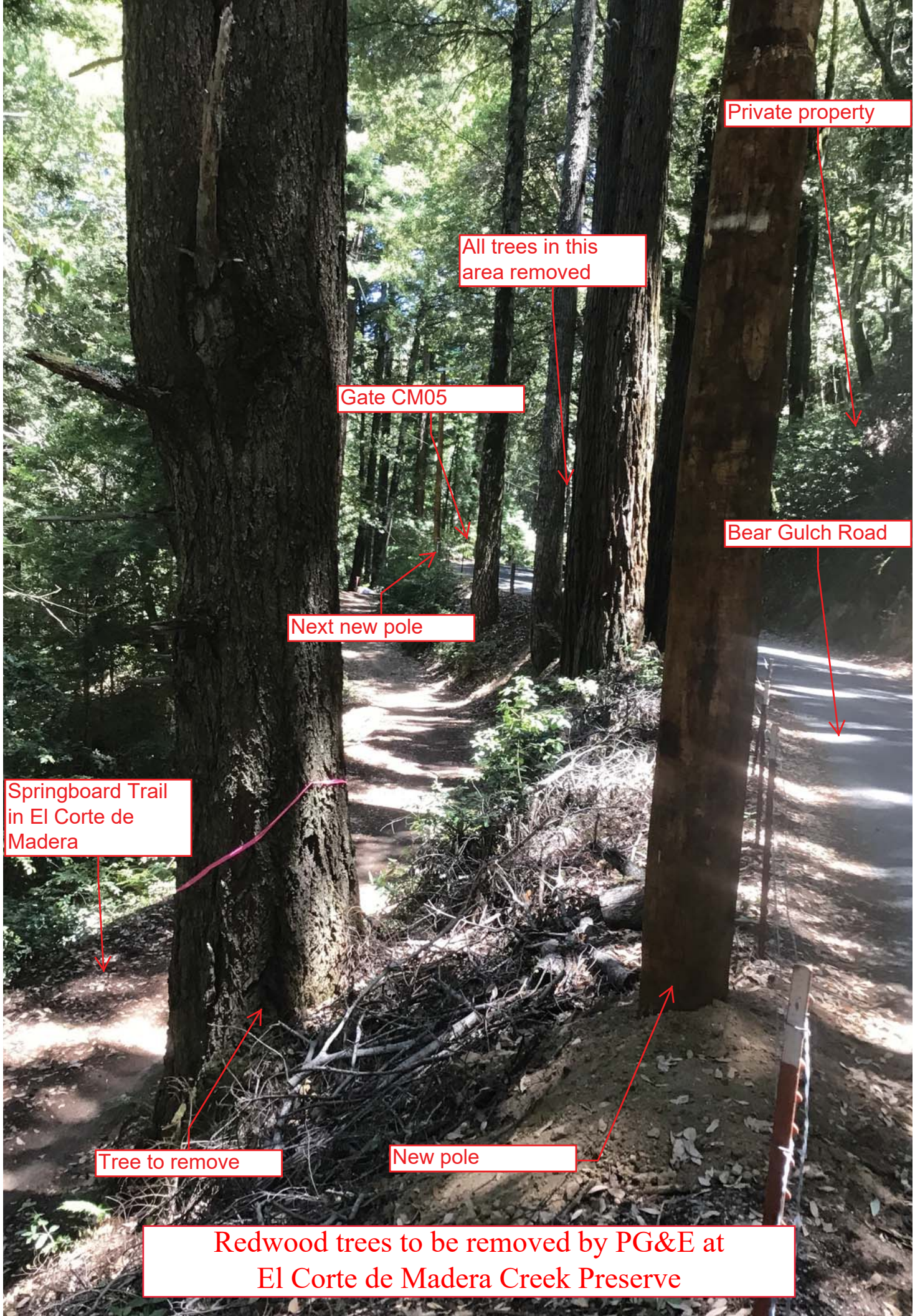
Bear Gulch Road

Tree to remove -- limbs overhanging line, no limbs on other

FIRE LANE
DO NOT BLOCK
PRESERVE CLOSED
HALF HOUR AFTER SUNSET
HAZARDOUS FIRE AREA
NO SMOKING

Redwood trees to be removed by PG&E at El Corte de Madera Creek Preserve





Private property

All trees in this area removed

Gate CM05

Bear Gulch Road

Next new pole

Springboard Trail in El Corte de Madera

Tree to remove

New pole

Redwood trees to be removed by PG&E at El Corte de Madera Creek Preserve



Redwood trees from Bear Creek Redwoods Preserve



Redwood trees from Bear Creek Redwoods Preserve



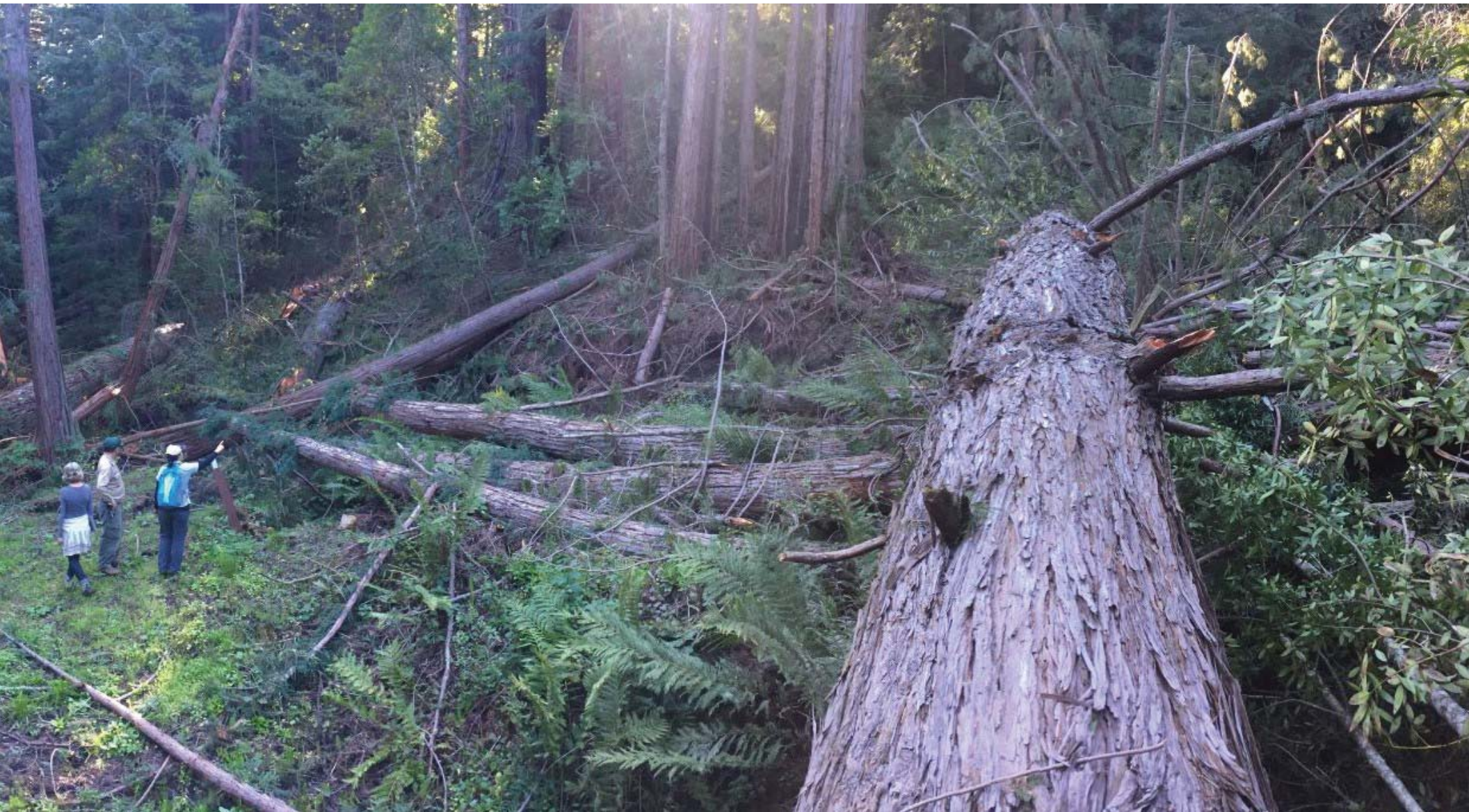
Redwood trees from Bear Creek Redwoods Preserve



Redwood trees from Bear Creek Redwoods Preserve



Redwood trees from Bear Creek Redwoods Preserve



Redwood trees from La Honda Creek Preserve



Redwood trees from La Honda Creek Preserve



Redwood trees from La Honda Creek Preserve



Barn wood stockpile from La Honda Creek Preserve



Barn wood stockpile from La Honda Creek Preserve



Barn wood stockpile from La Honda Creek Preserve



Barn wood stockpile from La Honda Creek Preserve

ATTACHMENT 3 - LOBBY AND ATRIUM LAYOUT



True wealth is the ability to carry indigenous knowledge forward to provide for all people, animals, plants, Mother Earth, wind, water, and shadows.

-Valentin Lopez

MIDPENINSULA REGIONAL OPEN SPACE

TRAILHEAD

FREMONT OLDER



Educate
Restore
Protect

Pulsina Creek
Wetlands
Preserve

Sustained
Ancient Wood

RAVENSWOOD

PULGUE'S RIDGE

TUNITAS CREEK

FRENCH CREEK

ST. JOSEPH'S HILL

TR AD



rep
in the
access
to the

LA REGIONA OR



to the woods, for here is rest. There is no
like that of the green deep woods. Sleep
forgetfulness of it all. Of all the upness
ble to mortals, there is no upness comparable
mountains.

-John Muir



MIDPENINSULA
REGIONAL
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ability to
knowledge
for all people
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alentin Lopez



37°23'47.7"N 122°18'58.8"W 37°13'08.7"N 122°01'12.8"
37°23'30.0"N 122°15'16.0"W 37°23'30.0"N 122°15'16.0"W
37°23'32.7"N 122°17'20.1"W 37°23'32.7"N 122°17'20.1"W
37°23'32.4"N 122°11'38.2"W 37°23'32.4"N 122°11'38.2"W
37°23'47.7"N 122°18'58.8"W 37°23'47.7"N 122°18'58.8"W



MONTE BELLO

EL SERENO
RUSSIAN RIDGE

SKYLINE RIDGE

BEAR CREEK

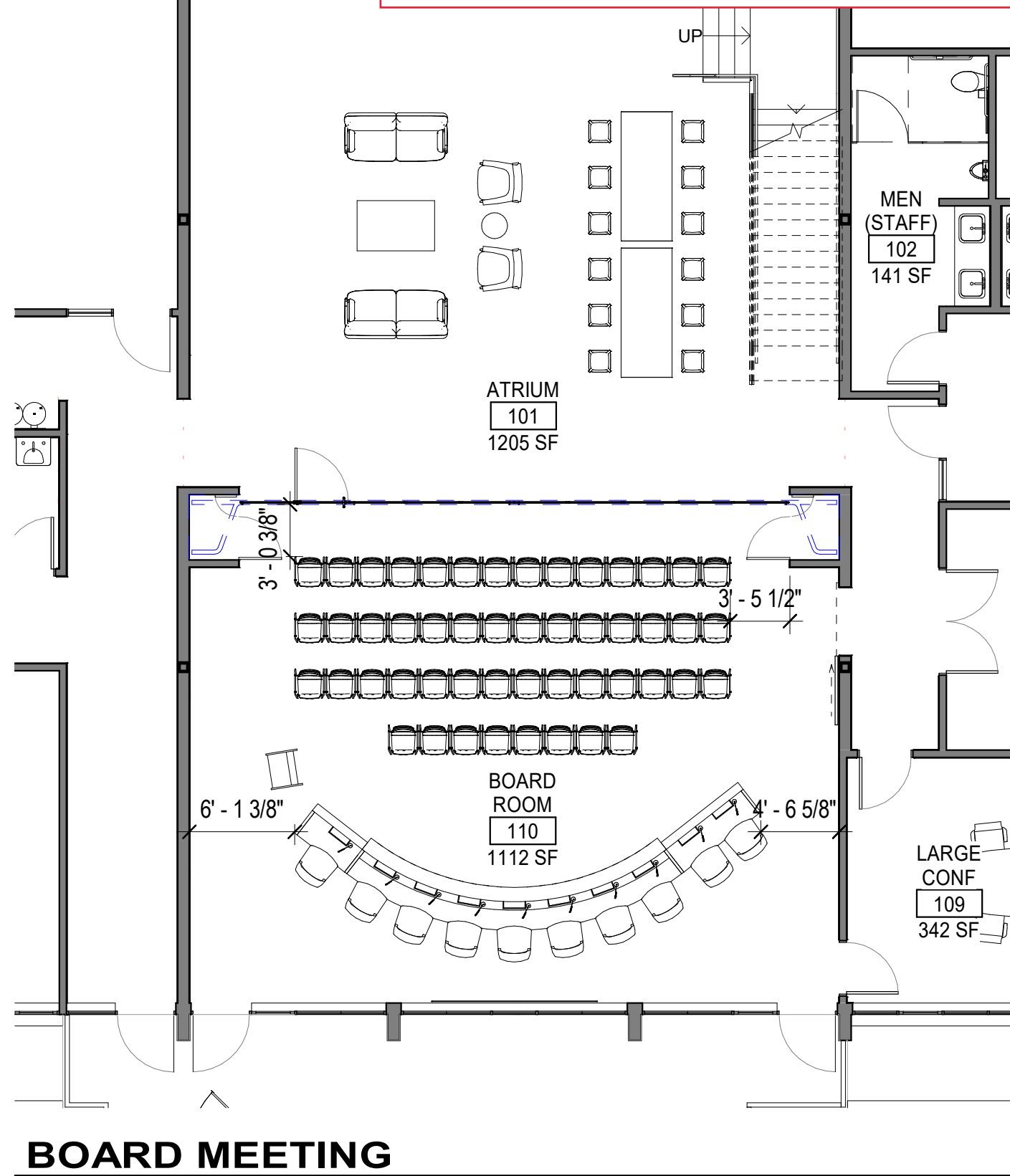
COAL CREEK



*Come to the woods, for here is rest. There is no
repose like that of the green deep woods. Sleep
in the forgetfulness of it all. Of all the upness
accessible to mortals, there is no upness comparable
to the mountains.*

-John Muir

ATTACHMENT 4 - BOARDROOM LAYOUT



PARALLEL ROWS OF CHAIRS, STAFF AT SEATS FLANKING BOARD DAIS, PRESENTER TO LEFT OF BOARD

SEATS: 50 (NOT INCLUDING BOARD/STAFF)

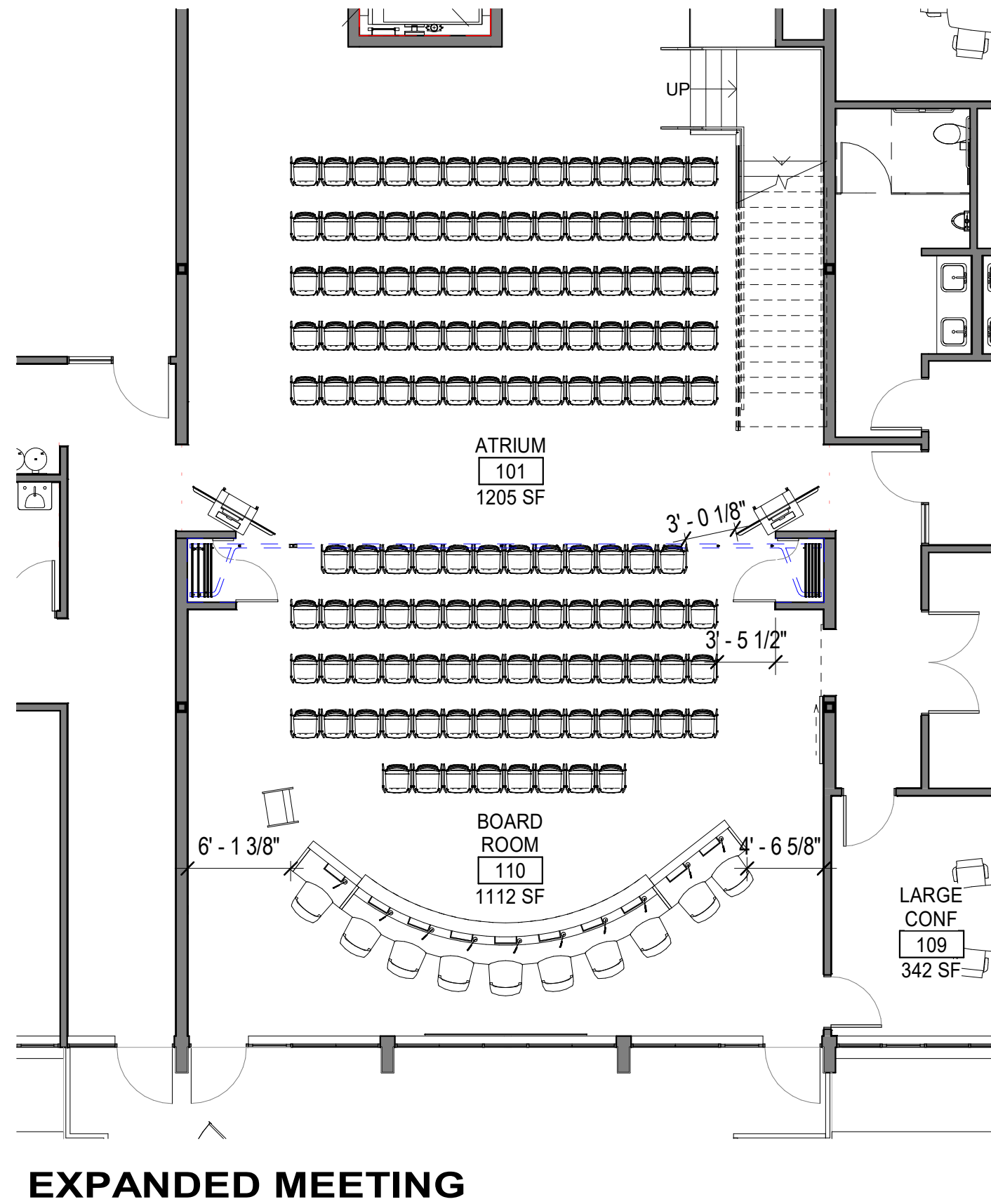
BOARD ROOM OPTION 1

07/26/19

ADMINISTRATIVE OFFICE RENOVATION

MROSD

NOLL & TAM
ARCHITECTS



EXPANDED MEETING

1/8" = 1'-0"

PARALLEL ROWS OF CHAIRS, ATRIUM LOUNGE REPLACED WITH CHAIRS, STAFF SEATS FLANKING BOARD DAIS, PRESENTER TO LEFT OF BOARD, MOBILE MONITORS FLANKING NANAWALL

SEATS: 130 (NOT INCLUDING BOARD/STAFF)



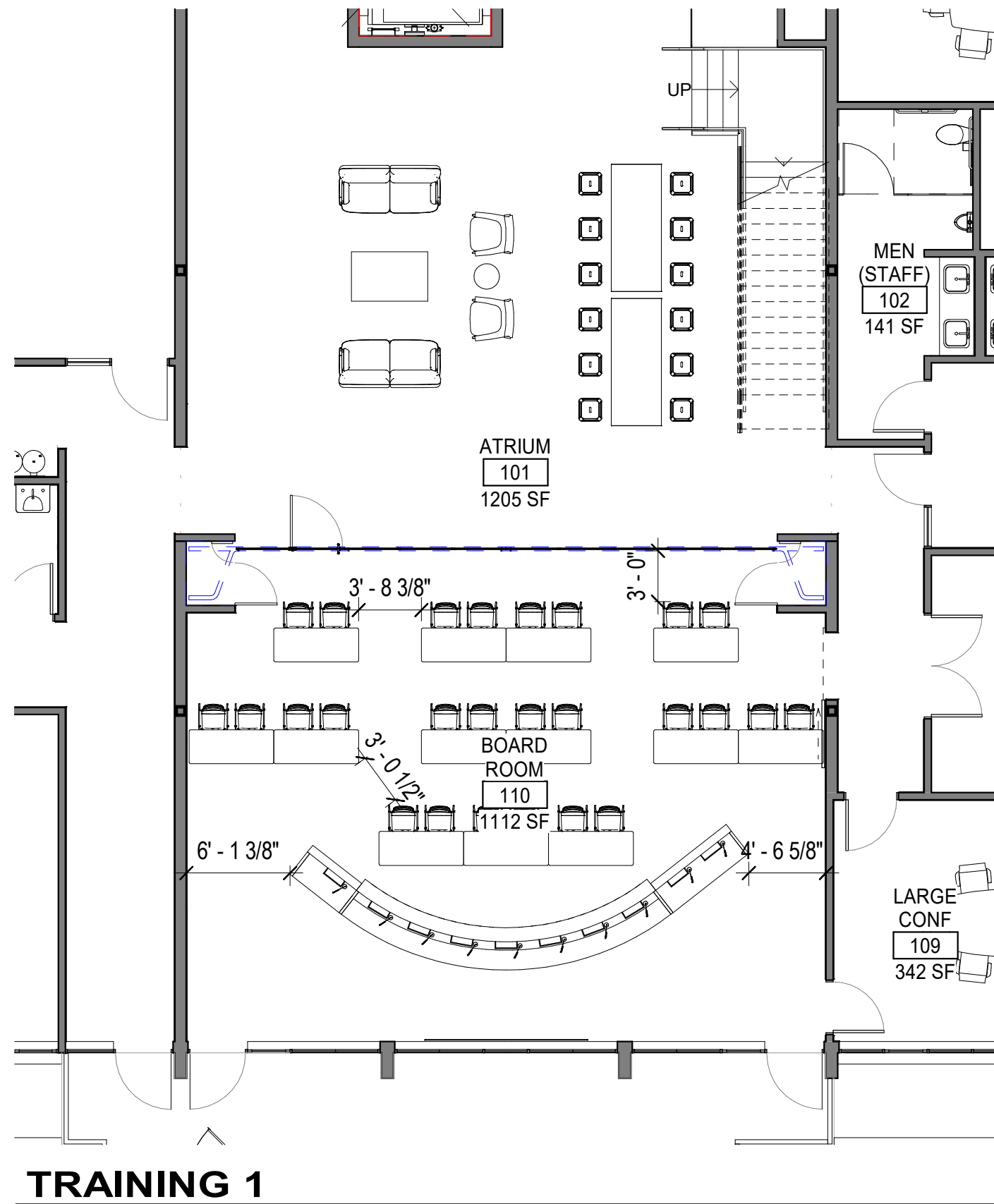
BOARD ROOM OPTION 2

07/26/19

ADMINISTRATIVE OFFICE RENOVATION

MROSD

NOLL & TAM
ARCHITECTS



PARALLEL ROWS OF TRAINING TABLES

SEATS: 26
TABLES: 13

TRAINING 1

1/8" = 1'-0"

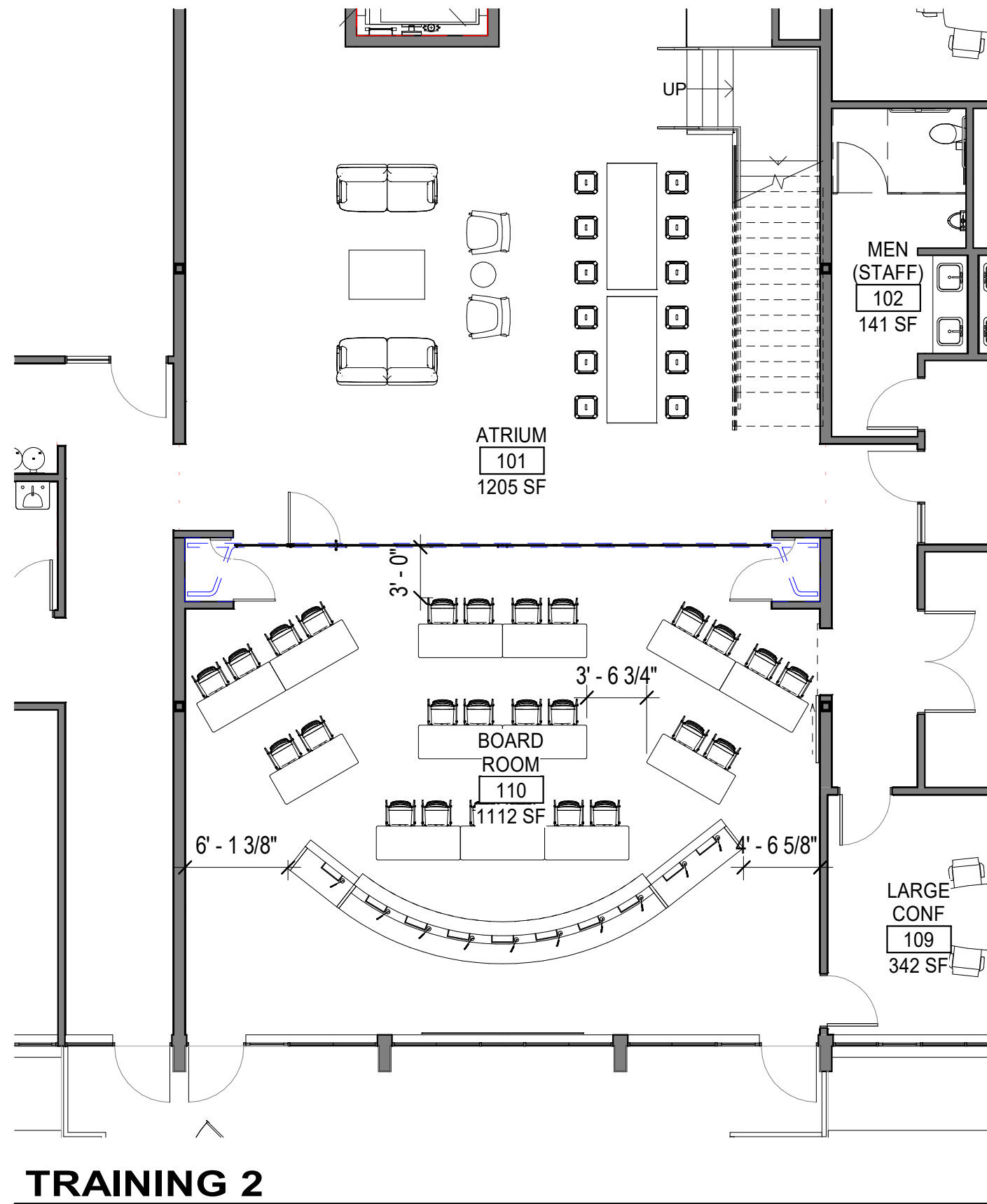
BOARD ROOM OPTION 3

01/22/19

ADMINISTRATIVE OFFICE RENOVATION

MROSD

NOLL & TAM
ARCHITECTS



ANGLED ROWS OF TRAINING TABLES

SEATS: 26
TABLES: 13

TRAINING 2

1/8" = 1'-0"

BOARD ROOM OPTION 4

07/26/19

"To acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education."



"To acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education."

MROSD





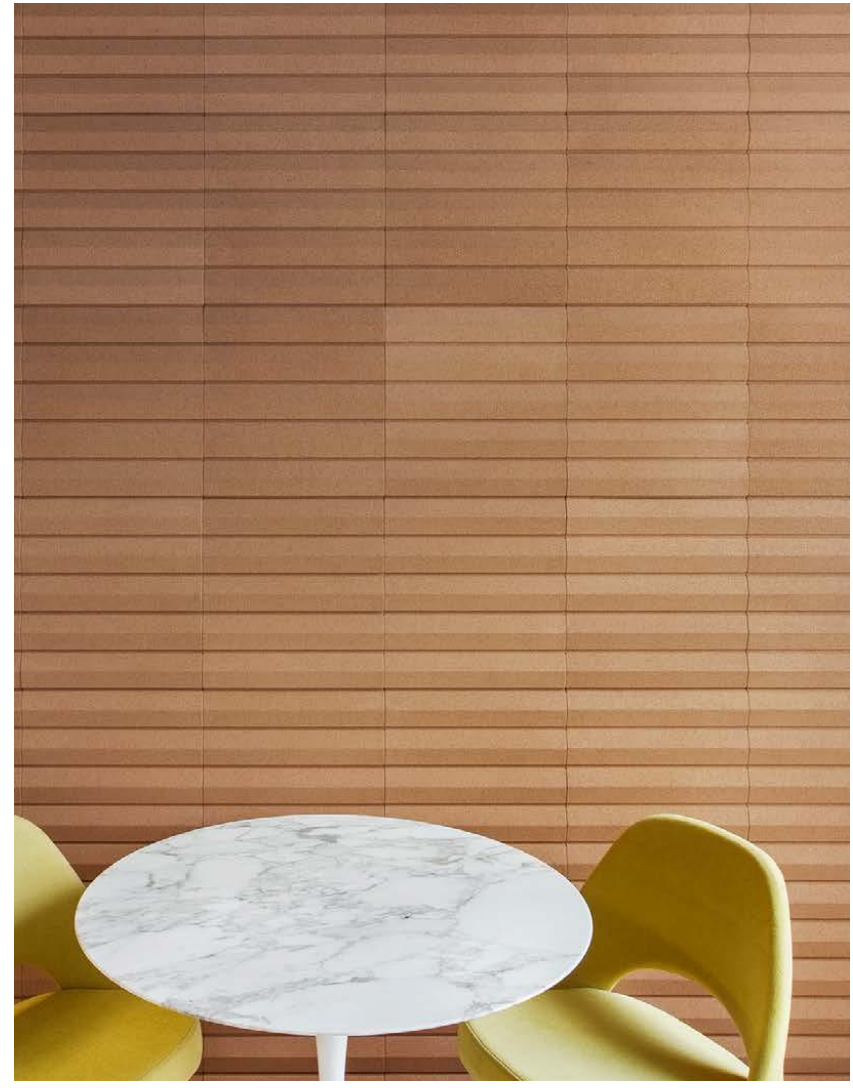
BOARDROOM CEILING OPTION 2 - NAIL LAMINATED TIMBER

MATERIALS BOARD

08/22/2019

ADMINISTRATIVE OFFICE RENOVATION
MROSD

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ARCHITECTS



BOARDROOM DESIGN ELEMENTS

MATERIALS BOARD

08/22/2019

ADMINISTRATIVE OFFICE RENOVATION
MROSD

NOLL & TAM
ARCHITECTS