



CITY *of* BRISBANE

Infrastructure, Franchise, Utilities Subcommittee Agenda

Tuesday, March 21st, 2023 at 2:30PM • Hybrid Meeting
Brisbane City Hall 50 Park Place, Brisbane, CA

The public may observe/participate in the Subcommittee meetings by using remote public comment options or attending in person. Subcommittee members shall attend in person unless remote participation is permitted by law. The Subcommittee may take action on any item listed in the agenda.

JOIN IN PERSON

Location: 50 Park Place, Brisbane, CA 94005 - [Large Conference Room](#)

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

JOIN VIRTUALLY

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<https://us06web.zoom.us/j/83302876747?pwd=RldBOUNwMnhFU3d4ZGpRSVR2YWJSdz09>

Meeting ID: 833 0287 6747

Passcode: 123456

Call In Number: 1 (669) 900-9128

Note: Callers dial *9 to "raise hand" and dial *6 to mute/unmute.

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TO ADDRESS THE SUBCOMMITTEE

IN PERSON PARTICIPATION

To address the Subcommittee on any item on or not on the posted agenda, please wait until Public Comments are being accepted.

REMOTE PARTICIPATION

Members of the public may observe/participate in the Committee meeting by logging into the Zoom Webinar. Aside from commenting while in the Zoom meeting, the following email line will be monitored during the meeting, and public comments received will be noted for the record during Public Comment or during an Item.

Email: aibarra@brisbaneca.org

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact Angel Ibarra at (415) 508-2109. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

SUBCOMMITTEE MEMBERS:

Councilmember Lentz, Councilmember Mackin

ROLL CALL

- A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

PRESENTATIONS AND DISCUSSION ITEMS

- B. Consider Consultant Proposals for Park and Recreation Facility Assessments

PUBLIC COMMENT**ADJOURNMENT**

File Attachments for Item:

B. Consider Consultant Proposals for Park and Recreation Facility Assessments



INFRASTRUCTURE SUBCOMMITTEE AGENDA REPORT

Meeting Date: March 21, 2023

To: Infrastructure Subcommittee

From: Noreen Leek, Parks & Recreation Director

Subject: Consider consultant proposals for P&R facility assessments

Community Goal/Result

Community Building, Safe Community

Purpose

Maintain high-quality recreation facilities for community interaction.

Recommendation

Review the two preliminary proposals from Siegel & Strain Architects for the Community Center/Old Library and Mission Blue Center and provide direction to staff.

Background

As part of the CIP review by Council in 2021, staff proposed two projects related to maintenance and improvements of recreational facilities. Community members, Commissioners, and Councilmembers have been outspoken regarding infrastructure upgrades at both the Community Center/Old Library and Mission Blue Center.

Discussion

In order to have a comprehensive understanding of future facility maintenance and improvement needs, an existing conditions analysis is necessary. Siegel & Strain (S&S) has provided preliminary proposal for conducting this scope of work.

- For the Community Center/Old Library, S&S would establish an existing conditions assessment of the building, it's operating systems and utilities, necessary ADA compliance upgrades, and vital infrastructure maintenance (i.e. roof repairs). Their analysis could also address how to reconfigure the former library space to maximize community benefit and upgrades necessary for the Community Center to support ongoing operations.
- For Mission Blue, S&S would analyze upgrades needed and provide a preliminary design and cost estimate to the City for the scope of work desired. Renovations may include remodeling of the kitchen, replacement of the restroom sinks, replacement of rotten exterior beams, repairs to exterior doors, and outdoor landscaping improvements.

Fiscal Impact

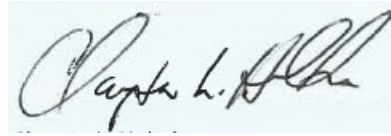
The proposal for the Community Center/Old Library is \$39,843. The proposal for the Mission Blue Center is \$32,888.

Attachments

1. Proposal for Community Center/Old Library
2. Proposal for Mission Blue Center



Noreen Leek, Parks & Recreation Director



Clay Holstine, City Manager

Project Description

The Brisbane Community Center at 250 Visitacion Avenue is a two story, 5,600 square foot building constructed in 1979. Now that the library has moved out of the second floor, the City would like to repurpose the space for possible programs like teens, preschoolers, afterschool, and/or fitness station. The renovation would also add two to three satellite offices for Parks and Recreation staff and include accessibility upgrades. The first floor will continue to be home to the Brisbane Dance Workshop, senior bingo, meetings and events.

The Scope of Services outlined below was developed based on the following sources:

- Phone call with Noreen Leek, Parks & Recreation Director, 1/27/22
- Record drawings provided by City of Brisbane, 2/3/22
- ADA reports provided by City of Brisbane, 2/7/22



Task 1: Data Collection and Analysis

Purpose: Kick-off project and understand current conditions of the Brisbane Community Center by developing existing conditions base plan and performing a preliminary building code analysis.

Scope:

1. Coordinate with City Project Manager to finalize Scope of Services and to initiate project
2. Develop AutoCAD floor plan based on pdf existing conditions files provided by the City Project Manager.
3. Site walk to confirm critical dimensions and understand scope of ADA upgrades, repairs, and existing kitchen layout and needs. Attendance by City Project Team, Siegel & Strain, and Bluestone Engineering.
4. Review and document applicable building codes

Deliverables:

- Existing floor plan in Autocad of building to be used as project Base Map.

- Existing Conditions Assessment mark-up including photo documentation from site walk and building code summary

Meetings:

- Project kick-off meeting with City Project Team
- Site walk with City Project Team and Design Team

Client:

- Identification of the City Project Team, currently assumed to be the P&R Director, City Manager, and Assistant City Manager

Task 2: Planning and Conceptual Design, Cost Estimates

Purpose: Determine functional and spatial requirements for the programs currently and envisioned to be provided at the building; develop overall project goals; prepare alternative conceptual floor/site approaches and analyze them against project goals and program needs.

Scope:

A. Space Needs Assessment and Programming

1. Conduct programming meetings the City Project Team.
2. Develop an architectural program of all functional areas that defines area needs, spatial qualities, adjacencies, security requirements and any special utility or equipment requirements
3. Develop project statement and overall project goals, which may include universal access and sustainable design responsibilities.

B. Concept Plans

1. Develop two preliminary alternative conceptual site plans and floor plans based on input from Space Needs Assessment and Programming phase and in collaboration with the City Project Team.
2. Develop preliminary cost estimates for each of the two alternatives
3. Update single preferred plan and cost estimate based on feedback from the City.

Deliverables:

- Functional program including areas, uses, and characteristics
- Project goals and key project messages
- Two preliminary conceptual site plans and floor plans; Structural engineer to provide pdf mark-ups of floor plans for preliminary systems estimating.
- Revisions to single preferred plan
- Preliminary and Preferred Cost estimates

Meetings:

- Programming meeting with the City
- (2) Meetings with the City to review Preliminary and Preferred Conceptual Plan options.

Client:

- Venue for and organization of meetings with City

General List Of Scope Assumptions, Exclusions & Additional Services

Assumptions

1. The Scope of Services applies to the area described in the Project Description.
2. Building drawings will be produced in AutoCAD based on existing drawings. Full measured drawings with elevations, sections, and MEP devices will need to be performed before the project can proceed into construction documents. Electronic media are furnished without guarantee of compatibility with the owner's software or hardware.
3. Schedule is to be developed with the City after project initiation.
4. Estimating services defined in this proposal are understood to represent an opinion of cost based on RBC's professional experience and best understanding of present industry standard practices, labor & material costs, site conditioning factors, and industry market conditions. It is not a guarantee of low bid or final project cost and cannot anticipate dramatic or unusual changes in market and environmental factors which may impact the construction industry.

Exclusions

1. Professional evaluations, environmental information or correspondence including Environmental Impact Report, CEQA project description, Initial Study, Mitigated Negative Declaration, and related effort or documentation.
2. Mechanical, Electrical, Plumbing, and Structural engineering services.
3. Civil and landscape services.
4. Permit fees
5. PG&E coordination.
6. Geotechnical Engineering.
7. Underground utility surveying and potholing
8. Pest and Termite inspection and report.
9. Forensic testing.
10. Hazardous materials investigation and report.
11. Destructive testing.
12. Grant applications.
13. Daylighting Studies.
14. Telephone, Internet Systems, Public Address, or Intercom System design.
15. Arborist services.
16. Excluded from cost estimates and scope of services: owners contingency; furniture, fittings and equipment (beyond the scope of service described above); hazardous material abatement; and owner supplied equipment.
17. The Architect and the Architect's sub-consultants are not responsible for delays outside our control.

Additional Services

1. Meetings (including site visits), presentations, community outreach, process, and workshops in addition to those listed in Scope of Services
2. Submittals to the City of Brisbane Planning Department
3. Services resulting from changes in scope or magnitude of the project as described and agreed to under this Agreement.
4. Value Engineering - Redesign to reduce construction cost where the reason for the excessive cost is outside the control of the design team.

5. LEED certification and Life Cycle Analysis
6. Photovoltaic system design or microgrid battery systems
7. Water pressure testing for domestic or fire water systems, pump designs.
8. Professional (photorealistic) renderings, presentation models, and mock-ups.
9. Additional documentation required for phasing of the project.

END OF SCOPE

Brisbane Parks & Recreation Projects

Fee Summary for Architectural, Engineering and other Consultant Services

8/2/2022

Pre-Design & Conceptual Design for Brisbane Community Center

SIEGEL & STRAIN ARCHITECTS

Discipline	Firm	Task 1:		Task 2:			Totals
		Base Drawing	Assessment Site Visit & Documentation	Space Needs Assessment & Programming	Concept Plan Alts & Cost Ests	Refined Concept Plans & Cost Est	
DESIGN TEAM FEES							
Architectural	S&S	\$6,260	\$6,470	\$2,730	\$9,460	\$4,460	\$29,380
Design Consultants							
Structural	Bluestone Engineers		\$2,100		\$2,100	\$500	\$4,700
Cost	R. Borinstein Co		\$945		\$2,520	\$1,800	\$5,265
Subtotal for Design Consultants		\$0	\$3,045	\$0	\$4,620	\$2,300	\$9,965
Mark-up on Consultants (5%)		\$0	\$152	\$0	\$231	\$115	\$498
Total Fees		\$6,260	\$9,667	\$2,730	\$14,311	\$6,875	\$39,843
REIMBURSABLES							
Allowance for Expenses (Direct cost + 5%)							\$4,000

Notes on reimbursable expenses:

- > The proposed allowance for reimbursable expenses are additional to the total proposed fee.
- > Reimbursable expenses include plotting and printing of documents and other direct job-related expenses.

Project Description

The Mission Blue Center at 475 Mission Blue Drive is a single story, 5,200 square foot building constructed in 1998. The City of Brisbane would like to renovate the existing residential kitchen into a commercial kitchen able to serve events of up to 250 people. The renovation will also include general interior renovation and accessibility upgrades including replacing restroom sinks, rotten exterior beams, and repair of exterior doors.



The Scope of Services outlined below was developed based on the following sources:

- Phone call with Noreen Leek, Parks & Recreation Director, 1/27/22
- Record drawings provided by City of Brisbane, 2/3/22
- ADA reports provided by City of Brisbane, 2/7/22

Task 1: Data Collection and Analysis

Purpose: Kick-off project and understand current conditions of the Mission Blue Center by developing existing conditions base plan and performing a preliminary building code analysis.

Scope:

1. Coordinate with City Project Manager to finalize Scope of Services and to initiate project
2. Develop AutoCAD floor plan based on pdf existing conditions files provided by the City Project Manager.
3. Site walk to confirm critical dimensions and understand scope of ADA upgrades, repairs, and existing kitchen layout and needs. Attendance by City Project Team, Siegel & Strain, and Myers Food Service.
4. Review and document applicable building codes

Deliverables:

- Existing floor plan in Autocad of building to be used as project Base Map.
- Existing Conditions Assessment mark-up including photo documentation from site walk and building code summary

Meetings:

- Project kick-off meeting with City Project Team

- Site walk with City Project Team and Design Team

Client:

- Identification of the City Project Team, currently assumed to be the P&R Director, City Manager, and Assistant City Manager

Task 2: Planning and Conceptual Design, Cost Estimates

Purpose: Determine functional and spatial requirements for the programs currently and envisioned to be provided at the building; develop overall project goals; prepare alternative conceptual floor/site approaches and analyze them against project goals and program needs.

Scope:

A. Space Needs Assessment and Programming

1. Conduct programming meetings the City Project Team.
2. Develop an architectural program of all functional areas that defines area needs, spatial qualities, adjacencies, security requirements and any special utility or equipment requirements
3. Develop project statement and overall project goals, which may include universal access and sustainable design responsibilities.

B. Concept Plans

1. Develop up to two preliminary alternative conceptual site plans and floor plans based on input from Space Needs Assessment and Programming phase and in collaboration with the City Project Team.
2. Develop preliminary cost estimates for each of the two alternatives
3. Update single preferred plan and cost estimate based on feedback from the City.

Deliverables:

- Functional program including areas, uses, and characteristics
- Project goals and key project messages
- Two preliminary conceptual site plans and floor plans.
- Revisions to single preferred plan
- Preliminary and Preferred Cost estimates

Meetings:

- Programming meeting with the City
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Client:

- Venue for and organization of meetings with City

General List Of Scope Assumptions, Exclusions & Additional Services

Assumptions

1. The Scope of Services applies to the area described in the Project Description.
2. Building drawings will be produced in AutoCAD based on existing drawings. Full measured drawings with elevations, sections, and MEP devices will need to be performed before the project can proceed

into construction documents. Electronic media are furnished without guarantee of compatibility with the owner's software or hardware.

3. Schedule is to be developed with the City after project initiation.
4. Estimating services defined in this proposal are understood to represent an opinion of cost based on RBC's professional experience and best understanding of present industry standard practices, labor & material costs, site conditioning factors, and industry market conditions. It is not a guarantee of low bid or final project cost and cannot anticipate dramatic or unusual changes in market and environmental factors which may impact the construction industry.

Exclusions

1. Professional evaluations, environmental information or correspondence including Environmental Impact Report, CEQA project description, Initial Study, Mitigated Negative Declaration, and related effort or documentation.
2. Mechanical, Electrical, Plumbing, and Structural engineering services.
3. Civil and landscape services.
4. Permit fees
5. PG&E coordination.
6. Geotechnical Engineering.
7. Underground utility surveying and potholing
8. Pest and Termite inspection and report.
9. Forensic testing.
10. Hazardous materials investigation and report.
11. Destructive testing.
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6. Photovoltaic system design or microgrid battery systems
7. Water pressure testing for domestic or fire water systems, pump designs.
8. Professional (photorealistic) renderings, presentation models, and mock-ups.
9. Additional documentation required for phasing of the project.

END OF SCOPE

Brisbane Parks & Recreation Projects

Fee Summary for Architectural, Engineering and other Consultant Services

8/2/2022

Pre-Design & Conceptual Design for Mission Blue Community Center

SIEGEL & STRAIN ARCHITECTS

Discipline	Firm	Task 1:		Task 2:			Totals
		Base Drawing	Assessment Site Visit & Documentation	Space Needs Assessment & Programming	Concept Plan Alts & Cost Ests	Refined Concept Plans & Cost Est	
DESIGN TEAM FEES							
Architectural	S&S	\$4,100	\$5,030	\$2,730	\$7,300	\$4,210	\$23,370
Design Consultants							
Food Service	Myer Food Service		\$1,200		\$1,300	\$1,300	\$3,800
Cost	R. Borinstein Co		\$945		\$2,520	\$1,800	\$5,265
Subtotal for Design Consultants		\$0	\$2,145	\$0	\$3,820	\$3,100	\$9,065
Mark-up on Consultants (5%)		\$0	\$107	\$0	\$191	\$155	\$453
Total Fees		\$4,100	\$7,282	\$2,730	\$11,311	\$7,465	\$32,888
REIMBURSABLES							
Allowance for Expenses (Direct cost + 5%)							\$3,000

Notes on reimbursable expenses:

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- > Reimbursable expenses include plotting and printing of documents and other direct job-related expenses.