



City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Kathleen A. Garcia, Planning and Community Development Director
Via Scott W. Huth, City Manager

DATE: February 2, 2015

SUBJECT: City Hall and Town Hall Schedule for Design through Construction

REQUESTED ACTION/RECOMMENDATION:

Staff requests that the City Council review and provide direction on the updated schedule for the City Hall and Town Hall Process.

DISCUSSION/ANALYSIS:

On March 3, 2014 the City Council adopted a schedule of decision-making tasks for initial planning of a new City Hall and Town Hall. On June 16, 2014, the City Council initiated the Master Planning Phase to explore various alternatives for the redevelopment of 1050 Camino del Mar. The City Council is on target to complete the Master Planning Phase on March 2, 2015, with a decision on the program direction based upon input from the upcoming community poll. This will allow initiation of the Design Phase, and subsequent entitlement and construction efforts.

Staff is proposing the attached schedule for the future steps towards project completion. This schedule is detailed in Attachment A and illustrated in a Gantt Chart in Attachment B:

Major milestones to maintain this schedule are proposed as follows:

2015

March 2: Determination of Program, Initiate Design Phase (City Council)
April 20: Select Architect/Design Team; Select EIR consultant and Initiate Environmental Review (City Council)
May 14: Community Workshop on Initial Design; Citizen's Participation Program (CPP) Initiation
July 20: City Council Schematic Design Review, Initiate Design Development
August 26: Design Review Board (DRB) Initial Review
September 8: City Council Approve Relocation Plan
September 28: Community Workshop on Design Development
October 1: Circulate Draft Environmental Impact Report (EIR) for public review
October 12: CPP Meeting

City Council Action:

November 16: City Council Design Development Review; Initiate Construction Documents
November 23: Relocation to Temporary Facilities
December 7: City Council initiates Demolition and Hazardous Material removal
December 18: Issue Final EIR for public review

2016:

January 19: City Council Final EIR Certification, Funding Availability
January 27: DRB Hearing: DRB, Land Conservation, Coastal Development Permits
February 19: California Environmental Quality Act (CEQA) Notice of Determination
April 4: Release Bid Documents for Construction
April 29: Bid Opening
May 2: Award Construction Contract/Initiate Construction

REQUEST:

Staff is requesting input and approval on the proposed process and schedule in order to implement City Council's direction.

FISCAL IMPACT:

The City Hall planning effort to date is within the adopted Capital Improvement Program budget (CIP#FA01) for Fiscal Years 2013-2014 and 2014-2015 which included \$306,883 for Public Facilities planning related services and \$431,000 approved during the Fiscal Years 2013-2014 and 2014-2015 Operating and Capital Budget Update on June 16, 2014. Further steps will be addressed in the Fiscal Years 2015-2016 and 2016-2017 Operating and Capital Budget.

ENVIRONMENTAL IMPACT:

In accordance with California Environmental Quality Act (CEQA) standards, facility planning is not defined as a project and is therefore exempt from the provisions of CEQA. A future development project would be subject to CEQA review.

PRIOR CITY COUNCIL REVIEW:

During the last twenty months, the City Council has addressed the numerous topics associated with City Hall/Town Hall planning at multiple, noticed meetings.

- January 20, 2015: Design Team Selection Committee and Review of Poll
- January 5, 2014: City Hall's DRB & CPP Process Approval
- December 15, 2014: Design RFQ and Polling Options
- December 1, 2014: Review of Options for Polling
- November 17, 2014: Review of Workshop Results and Direction for Polling Options

- October 27, 2014: City Hall/Town Hall Council Workshop #3 - Scenarios Review
- October 20, 2014: Financial Analysis of Master Planning Scenarios
- October 6, 2014: Master Planning – Mixed-Use Scenarios Review
- July 7, 2014: City Hall Mixed-Use Goals & Assessment Criteria
- June 16, 2014: Direction to prepare alternative scenarios/Master Planning Phase
- June 9, 2014: City Hall/Town Hall Council Workshop #2
- June 2, 2014: City Hall Funding Program; City Hall Sites Assessment report; Current City Hall Renovation Costs
- May 19, 2014: Highest and Best Economic Use Analysis for 1050 Camino del Mar; Public Private Partnership Overview; Opinion of Probable Construction Costs, City Financing Bond Capacity;
- May 5, 2014: City Hall Revised Schedule and Recommended Program
- April 21, 2014: City Hall Program Verification
- April 7, 2014: Community Forum
- March 17, 2014: Space Planning Verification and Cost Estimate Consultant Selection
- March 3, 2014: City Hall Planning Schedule
- February 18, 2014: Survey Results
- January 6, 2014: Draft Community Survey
- December 9, 2013: City Council Workshop Report and Next Steps
- December 2, 2013: City Council Workshop #1
- September 3, 2013: Site Selection to redevelop 1050 Camino del Mar
- July 15, 2013: Preliminary Space Needs; Priority to replace City Hall
- July 1, 2013: Goals and Criteria for Success for evaluation of Alternative Sites.
- June 17, 2013: Process for Facility Planning

ATTACHMENTS:

Attachment A – City Hall Tasks, Schedule & Timeline – Design through Construction
Attachment B – City Hall Tasks Schedule Gantt Chart

Attachment A

City Hall Schedule and Timeline Design through Construction Phases

Prepared February 2, 2015

Voice Your Choice Poll: *February 2, 2015 – February 13, 2015*

The Voice Your Choice Poll is the community's opportunity to rank three options for the development of a new City Hall and Town Hall in order of their preference. The results of the poll will be presented by Everyone Counts Inc. to the City Council at its March 3, 2015 meeting. With this input, the City Council will determine the development program, complete the Master Planning Phase of work, and initiate the next phase, Design.

Design Phase: *April 2015 – November 2015*

- a. *Pre-Design:* The pre-design phase initiated in December 2014, with the advertisement of a Request for Qualifications from design teams (due January 30, 2015) and the establishment of the Ad-Hoc Selection Committee (January 20, 2015). Following their proposals and interviews, the selection of the architectural design team and authorization of their contract is anticipated at the April 20, 2015 City Council meeting.
- b. *Schematic Design:* The Schematic Design efforts will begin following the April 20, 2015 City Council authorization and will refine the program, develop options for site plans and develop schematic solutions. These solutions will address massing, functionality and general site layout. Delivery methods for construction will also be discussed (i.e. design/bid/build or design/build). Schematic design efforts are anticipated to be reported to the City Council at their July 20, 2015 meeting.
- c. *Community Workshop (Schematic Design):* The schematic design community workshop is planned to occur May 14, 2015 (evening round-table) for the community to discuss design direction and provide feedback to the design team.
- d. *Design Development:* The Design Development efforts will begin following the July 20, 2015 City Council meeting and will refine the design, identifying materials, forms and building details, in preparation for the DRB permit. Design Development efforts are anticipated to conclude with the City Council presentation on November 16, 2015.
- e. *Community Workshop (Design Development):* The community workshop for design development will occur September 28, 2015 in order for the community to discuss design direction and provide feedback to the design team.

Permits & Entitlements: April 2015 – January 2016

- a. CPP Program: The expanded Community Participation Program will initiate with the schematic design process and community workshops (per above) per the City Council's direction on January 5, 2015. Following the community workshop but prior to the DRB hearing, a CPP meeting will be conducted on October 12, 2015 for the community to review the design direction. CPP reports will be provided at each DRB meeting.
- b. DRB Permit: The DRB Permit process will start with the schematic design process and the initial DRB review, scheduled for the August 26, 2015 DRB meeting. This initial review will provide DRB direction to the design team for further refinement during the Design Development tasks (per above).

The DRB hearing for issuance of the permit is scheduled for its January 27, 2016 meeting.

- c. Land Conservation Permit: The Land Conservation permit will initiate with the Design Development phase (per above) and be part of the DRB determination on January 27, 2016.
- d. Coastal Development Permit: The Coastal Development permit will initiate with the Design Development phase (per above) and be part of the DRB determination on January 27, 2016.
- e. Tree Removal Permit: The Tree Removal permit will initiate with the Design Development phase (per above) and be part of the DRB determination on January 27, 2016.

Note: Additional permits or variances may or may not be necessary based upon design.

California Environmental Quality Act (CEQA) Review: April 2015 – January 2016
(Assumes a Focused EIR)

- a. EIR Consultant Selection: Following their proposals and interviews, the selection of the EIR consultant from the approved On-Call Environmental Consultant List and authorization of their task order is anticipated at the April 20, 2015 City Council meeting.
- b. Initial Study: Initial Study prepared concurrent with design process initiation (April 2015 – May 2015)
- c. Notice of Preparation (NOP): Release NOP to responsible agencies (June 2015; 30 days)
- d. Draft EIR Preparation: The Draft EIR and its technical studies will be prepared concurrently with the design process so information is available to both parties. It is

anticipated that the Draft EIR will be available for public review on October 1, 2015 for a 45-day public review period (through November 16, 2015).

- e. Final EIR and Response to Comments: The Final EIR and its response to comments will be prepared (November 17, 2015 – December 18, 2015). Responses will be sent to commenting agencies in preparation for EIR certification on January 19, 2016 by the City Council.
- f. Notice of Determination: Filed after 30 days of EIR certification by the City Council (February 19, 2016).

Financing: *March 2015 – January 2016*

- a. Preliminary Financing Investigations: Review and assess various financing methods (March 2015 – August 2015)
- b. Procurement Process for Financial Advisor and Counsel: August 1, 2015 - September 1, 2015
- c. Preliminary & Final Official Statement Development: September 2, 2015 – January 15, 2016
- d. Underwriter Procurement Process: October 1, 2015 – November 13, 2015
- e. Funding Availability: January 19, 2016 onward based on draw schedule.

Relocation: *June 2015 – November 2015*

- a. Relocation Plan: Develop options for temporary facilities and cost estimates June – August 2015
- b. Entitlements for Temporary Location (if necessary): September 8, 2015 City Council meeting
- c. Procure Temporary Facilities: September – November 2015
- d. Relocation: November 23, 2015

Construction Documentation & Bidding: *November 2015 – April 2016* (assuming standard delivery method of construction)

- a. Construction Documentation: Construction Documents (detailed drawings for construction) can initiate after the design development phase and DRB preliminary review hearing. This will correspond to the close of the Draft EIR. Construction Documents will not be completed until following the certification of the environmental documentation and Filing the notification of Determination, so that any changes prompted by CEQA can be incorporated into the construction documents. (November 19, 2015 – April 1, 2016)

- b. Bidding and Bid Opening: April 4, 2016 – April 29, 2016 for selection of the contractor.
- c. Construction Contract Award: May 2, 2016 City Council meeting

Demolition and Construction: *October 2015 – April 2017*

- a. Environmental Remediation: Assessment of Environmental Remediation - October 2015 – December 2015
- b. Demolition and Hazardous Material Removal: Removal of existing facilities and remediation of site as necessary. (December 2015 – April 2016)
- c. Construction: Includes mobilization, construction, tenant improvements. May 3, 2016 – April 27, 2017
- d. Certificate of Occupancy: April 28, 2017

