



# PUBLIC WORKS DEPARTMENT

Council Meeting Date: December 11, 2007  
Staff Report # 07-203

Agenda Item # F2

**REGULAR BUSINESS:** Approval of an Agreement, in the Amount of \$155,000 with Field Paoli Architects to Perform a Programming Study and to Develop a Conceptual Design for the Burgess Gymnasium Renovation and Expansion Project and Authorization of a Contingency up to \$10,000 for Additional Services if Determined to be Necessary.

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## RECOMMENDATION

Staff recommends that the City Council approve an Agreement in the amount of \$155,000 with Field Paoli Architects to perform a programming study and to develop a conceptual design for the Burgess Gymnasium Renovation and Expansion Project and authorize a contingency of up to \$10,000 for additional services if determined to be necessary.

## BACKGROUND

The Burgess Gymnasium Renovation and Expansion Project is a capital improvement project intended to increase the functionality, utilization, and safety of the community gym and gymnastics center at Burgess Park. It is one of the priority projects approved by the City Council for Fiscal Year 2007-08.

Burgess Gymnasium is a City facility used extensively by the community. The gym and its associated programs are very popular and there is great community interest in an expansion of services. Unfortunately, the size, layout, and equipment of the aging facility cannot adequately accommodate an expansion of services without some expansion and modernization of the structure itself.

In January 2007, the Parks and Recreation Commission conducted a public process for consideration of projects for funding from a second Measure T bond sale. After three public meetings the general consensus of the community was that modernizing and expanding the Burgess Gymnasium/Gymnastics Center should be the next major project to be undertaken using Measure T funds.

In March 2007, Staff presented to the Parks and Recreation Commission a Measure T update which included a review of priorities, funding, and previous studies. This prompted a discussion about potentially performing an additional study of the overall Burgess Park complex, including future improvements to the Burgess Recreation Center. Staff, however, recommended proceeding with only the programming and

conceptual design phase of the Burgess Gymnasium. The Commission voted unanimously to support this recommendation. On April 3, 2007, the City Council voted unanimously to proceed with the Burgess Gymnasium Renovation and Expansion Project as the next major project to be undertaken using Measure T funds.

This project proposes to either renovate and expand the existing space or, if it is determined to be more feasible, to demolish and replace the existing facility with an entirely new structure. To determine the best option, a programming study is needed. This study will assess the facility's existing use and condition. It will identify and prioritize the desires and future needs of the community. The programming study will identify construction costs as well as project future operating cost and revenues for the various alternatives being studied.

Based on the outcome of the study, several conceptual designs will be developed. If one of these conceptual designs is identified and approved by the Council as the preferred option, the final design can commence.

To begin the process, staff sought out qualified architects to perform the programming study and conceptual design. This was accomplished by issuing a request for qualifications on August 1, 2007. In response to this request, eleven architectural firms submitted their qualifications. Of these, three were selected for further consideration, including: Field Paoli Architects of San Francisco, Noll & Tam Architects of Berkeley, and Ratcliff of Emeryville. These firms were selected for interview because of their demonstrated past performance with conducting programming studies and developing conceptual and final designs similar to that required by this project. They each demonstrated the success of such work by providing examples of locally completed projects and references that were affirmed as positive.

On October 11, 2007 the three short-listed firms were interviewed by a selection committee comprised of City Council Member Richard Cline, Parks and Recreation Commissioner Kelly Blythe, and four members of City staff. After the final presentation, each member of the selection committee ranked the individual firms. The firm that was ranked the highest by every committee member was Field Paoli Architects of San Francisco.

## **ANALYSIS**

Field Paoli Architects was chosen based on its experience with gym and recreational facilities and the strength of the design team proposed for this project. The primary design team is composed of architectural professionals who have worked successfully on other City of Menlo Park projects. The design team also includes The Sports Management Group, which will provide expertise for the sports programming component of the study.

## **Scope of Services**

The scope of services for the programming study and conceptual design consists of:

***Task 1: Assess Existing Use and Building Condition***

***Task 2: Prepare Updated Building Program***

***Task 3: Prepare Concept Design Alternatives***

***Task 4: Provide Community Outreach***

***Task 5: Refine Concept Design Alternatives***

***Task 6: Prepare Conceptual Cost Estimates***

***Task 7: Prepare Draft Concept Design***

***Task 8: Prepare Final Concept Design***

A steering committee will be formed consisting of user groups, key staff and representatives of the Linfield Oaks neighborhood, which is adjacent to Burgess Gym, to provide guidance during the programming phase. Five meetings of the committee will be scheduled. In addition, two public workshop/presentations will be conducted at successive Parks and Recreation Commission meetings for public input. From these meetings three conceptual design alternatives will be developed. A third and final meeting will be scheduled with the Commission for the purpose of seeking the Commissioners' preferred conceptual design and recommendation.

Following the Parks and Recreation Commission recommendation, all of the conceptual designs will be presented to the City Council. At that time, staff will seek the Council's approval to select one of the alternatives that will move forward to the design and construction phases. It is anticipated that the conceptual gymnasium design will be presented to Council in the Spring of 2008.

## **IMPACT ON CITY RESOURCES**

The proposed cost of services to perform the scope of work is not to exceed \$155,000, including reimbursable expenses. The total cost of the programming study and conceptual design will be funded by Measure "T" Bond proceeds. A total of \$1,250,000 has been included in the Fiscal Year 2007-08 budget for this project. This amount is considered sufficient to cover architectural and engineering fees through the design and construction phases of the project, but does not include construction costs.

## **POLICY ISSUES**

This recommendation does not represent any change to existing City policy.

## **ENVIRONMENTAL REVIEW**

In July of 2003, the City adopted a Mitigated Negative Declaration for Burgess Park Recreational Facility Improvements. This environmental document covered a number of planned improvements to the Burgess Campus, including the future expansion of the Burgess Gymnasium and Gymnastics Center. The environmental analysis was based on the gymnasium expansion concept at that time, which may change as a result of the programming study. Environmental review is not required at this stage of the project.

Preparation of an updated environmental document, if necessary, will be considered when Council evaluates conceptual designs.



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**ATTACHMENTS:** A. Scope of Work

## 1 - SCOPE OF WORK - PROGRAMMING STUDY FOR BURGESS PARK GYMNASIUM

**OVERALL PROJECT APPROACH:** We have outlined below a straightforward and efficient programming study with clear tasks and timelines. In our experience, the most important aspect of concept design is open communication with the Client team and members of the community. While not every need and desire can be met, all can be heard and discussed to achieve broad consensus and move forward. We will use a variety of tools including visual images, study models, hand and computer sketches to make sure that the project scope was both well understood and supported.

Our concept designs will follow sustainable site guidelines and maximize natural light and ventilation where possible. We will also recommend energy and water efficient building systems, and environmentally sensitive materials and resources. And we will work closely with the Client Steering Committee to weigh the benefits of alternative design components and configurations.

### 1. Assess Existing Use and Building Condition – Architect and Technical Team (Two Weeks):

1. *Meeting 1:* Walk the site with the client team and receive initial debriefing.
2. Review available past documents and studies, including known regulatory restrictions, easements, and utility locations which will be used to prepare the concept alternatives. Considerations will include relationships to adjacent/attached structures; any required setbacks; easements; parking and landscape requirements; and height restrictions.
3. Complete a site survey to document existing building conditions.

### 2. Prepare Updated Building Program – Architect and Sports Management Group (Four Weeks):

1. With Sports Management Group, lead four focus groups for neighbors, staff, gymnasium users and gymnastics users. Document findings on existing physical conditions, programs, space needs and operations.
2. Prepare preliminary building program listing existing uses and assigned square footages, and desired new program mix with square footages.
3. Sports Management Group to conduct Operational Analysis for future facilities.
4. *Meeting 2:* Meet with the Client Steering Committee to confirm program, building condition and site information and share findings from operational analysis.

*Deliverables:* Preliminary building programs and identified Site Opportunities and Constraints. Operational Analysis Report.



### **3. Prepare Concept Design Alternatives –Architect and Technical Team (Three Weeks):**

1. Meet with technical team members to summarize program objectives, discuss site opportunities and constraints, and identify efficient building structure and systems options.
2. Prepare several concept designs exploring ways to renovate and add to the existing facility, and to raze the existing facility and construct a new one.
3. *Meeting 3:* Meet with Client Steering Committee to discuss alternative configurations and select three or four for public agency and community input.

*Deliverables:* Updated building programs. Preliminary concept designs.

### **4. Provide Community Outreach – Architect, with Sports Management and Landscape Architect as needed (Three Weeks)**

1. Prepare preview package for Parks and Recreation Commission.
2. Prepare presentation materials for the Commission meeting. These may include visual images of similar facilities, study models, early sketches, and comparative site plans for existing and proposed building footprints.
3. *Meeting 4:* Lead a public presentation to the Parks and Recreation Commission to identify and prioritize the community's desires and needs using materials listed above. Order of magnitude pricing will be available. We recommend that the meeting be held at the existing gymnasium to receive on-site input from residents, users, and advocates and city staff involved or interested in program and space improvements.

*Deliverables:* Presentation materials for Parks and Recreation Commission meeting.

### **5. Refine Concept Design Alternatives – Architect and Technical Team (Four Weeks)**

1. *Meeting 5:* Meet with Client Steering Committee to confirm directions from Parks and Recreation Commission meeting.
2. Refine three preferred alternatives and update the program summary for each.
3. Outline preliminary technical information including proposed building systems.
4. *Meeting 6:* Meet with the Client Steering Committee to review concept designs to be taken forward for cost estimating.
5. Prepare preview package for Parks and Recreation Commission.

6. *Meeting 7:* Lead a community meeting convened by the Parks and Recreation Commission to update the community on design progress.

*Deliverables:* Refined concept designs for pricing.

#### **6. Prepare Conceptual Cost Estimates – Architect and Cost Estimator (Three Weeks)**

1. Work with the Cost Estimator to provide preliminary pricing for three schemes.
2. *Meeting 8:* Review the Draft Cost Estimate with the Client Steering Committee, identifying alternate materials, methods, and scope that impact the final cost of each scheme. Select the preferred concept scheme to take forward. This scheme may include Add Alternates to allow for expanded scope depending on available funding.

*Deliverables:* Conceptual cost estimate for three schemes.

#### **7. Prepare Draft Concept Design -- Architect and Technical Team (Four Weeks)**

1. Prepare preview package for Parks and Recreation Commission and City Council.
2. *Meeting 9:* Meet with Parks and Recreation Commission to present the cost estimates and recommend the preferred scheme for approval.
3. *Meeting 10:* Meet with the City Council to present all 3 schemes with cost estimates and recommend the preferred scheme for approval.
4. Prepare final exhibits and outline technical summaries for the selected concept design. These will include program summary, conceptual cost estimate, and operational analysis. Preliminary equipment inventories and a preliminary LEED spreadsheet will be included if requested.

*Deliverable:* Draft Concept Design Report

#### **8. Prepare Final Concept Design -- Architect (Two Weeks)**

1. *Meeting 11:* Meet with Client Steering Committee to review comments to draft report.
2. Incorporate revisions as directed.
3. Issue Final Report.

*Deliverable:* Final Concept Design



## 2 – SCHEDULE

Field Paoli understands your objective of having funding for this project approved as part of next year's fiscal budget.

Our proposed schedule reflects your request for frequent meetings with the Client Steering Committee. We have planned for meetings approximately every two weeks (including Park and Recreation Commission meetings) to keep the study focused and on track.

In our experience, calendared meetings help all strategic decision makers know what the milestones are for a public study, and ensure that a quorum can be assembled to make key decisions and move your project forward.

We are very experienced with leading, facilitating, and supporting public meetings to achieve consensus. Our proposed scope of work includes two meetings with the Park and Recreation Commission. Often, we will lead or assist with an evening site meeting with refreshments available, to provide a comfortable setting where staff, users, neighbors, and children are always welcome.