



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
March 9, 2011
Agenda Item:

CC-1

STAFF REPORT

To: Mayor & Members of the Town Council

From: Director of Public Works/Town Engineer

Subject: Recommendation to Accept the Blackie's Pasture Restroom Facility Installation Project and Authorize the Filing of the Notice of Completion for the Project

Reviewed By: _____

BACKGROUND

On November 17, 2010, the Town Council approved the plans and specifications for the Blackie's Pasture Restroom Project and authorized staff to negotiate and execute the necessary contracts with Romtec, Inc. to construct the project.

The project consisted of installing a pre-engineered 4-stall restroom facility adjacent to the smaller existing public restroom facility near Blackie's Pasture Park. Work was substantially completed, and the building permit finalized on February 28, 2011. Based on the work performed, material installed and change orders, the Romtec construction project cost is \$164,818. Additional appurtenant contract services, in the amount of \$23,424, resulted in a contracted construction cost of \$188,242, delivering the project under the allocated budget. The Public Works department invested its own labor, material, and equipment resources to complete the project, totaling \$18,552.

The 2002 Resources Bond Act - Per Capita Grant Program will reimburse the Town up to roughly \$203,000 toward this project.

RECOMMENDATION

Staff recommends that the Town Council:

Move to adopt the Resolution (**Exhibit 1**) accepting this project as complete and authorizing the Director of Public Works/Town Engineer to execute the Notice of Completion on behalf of the Town Council, and upon completion of any retention period, release the retention to the contractor pending release of any stop notices or Town claims.

EXHIBIT

1. Draft Resolution.

Prepared by: Nicholas Nguyen, Director of Public Works/Town Engineer

RESOLUTION NO. ___-2011

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TIBURON
ACCEPTING THE 2010-11 BLACKIE'S PASTURE RESTROOM FACILITY
INSTALLATION PROJECT AND AUTHORIZING THE FILING OF THE
NOTICE OF COMPLETION FOR THE WORK**

WHEREAS, the Town Council budgeted funds in Fiscal Year 2010-2011 to complete the Blackie's Pasture Restroom Facility project;

WHEREAS, Romtec, Inc. was awarded the contract on November 30, 2010 to perform the work;

WHEREAS, construction of the project was substantially completed on February 28, 2011; and

WHEREAS, the final construction cost with Romtec, Inc., including payment of total quantities installed was \$164,818.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Tiburon as follows:

Section 1. The Town Council does hereby accept the construction of the Blackie's Pasture Restroom Facility Project as complete by Romtec, Inc.

Section 2. The Town Council authorizes the Director of Public Works / Town Engineer to execute the Notice of Completion and the Town Clerk to record the Notice of Completion.

Section 3. The Town Council authorizes the Director of Public Works / Town Engineer to release any retention payment 35 days after the recordation date of the Notice of Completion, pending release of any stop notices or Town claims.

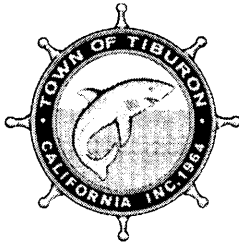
PASSED AND ADOPTED at a regular meeting of the Town Council on the 9th day of March, 2011, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JEFF SLAVITZ, MAYOR
TOWN OF TIBURON

ATTEST:

DIANE CRANE IACOPI, TOWN CLERK



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Special Town Council Meeting
March 9, 2011
Agenda Item:


AI-1

STAFF REPORT

To: Mayor and Members of the Town Council

From: Office of the Town Manager
Department of Public Works

Subject: Discussion of Proposed Town Facility at 600 Ned's Way for Belvedere Tiburon Joint Recreation Programs and Offices and Consideration to Authorize Staff to Bid Project

Reviewed By: 

BACKGROUND

The Belvedere Tiburon Joint Recreation Committee (BTJR) was formed by the Town of Tiburon and City of Belvedere in 1975 through a Joint Powers Agreement (JPA). This collaboration for the benefit of the peninsula has by all accounts has been a productive one. The Committee oversees a staff which conducts programming at several locations in Belvedere and Tiburon.

One of the services provided by BTJR is the after-school enrichment program, which has been housed for many years at the Reed Elementary School and from which nearly all of the program's children are drawn. Due to increasing enrollment at the school, the BTJR after-school program is being displaced from the Reed Elementary School grounds at the end of this school year. Since receiving word of the pending displacement last year, BTJR, the Town of Tiburon and City of Belvedere have searched for suitable replacement locations. The two-acre Town-owned Ned's Way site, located upslope from the Chandlers Gate senior housing project and across Ned's Way from the Hilarita Apartments, was identified as the most promising site for a facility to house the after-school program. Its proximity to Reed Elementary School makes it a uniquely attractive choice.

The Town Council gave an initial go-ahead to Town staff to develop the idea, and appointed Councilmembers Fraser and O'Donnell to an ad hoc Ned's Way Committee. Preliminary investigation work began in spring 2010, including the development of a proposed site plan by former Councilmember Miles Berger, working on a *pro-bono* basis. Neighborhood meetings were held to review concepts and get feedback on potential problems and issues. They included parking, noise and traffic, and have been addressed through the design process. The building as proposed is set back and down, largely below the grade of the street, with parking for 22 cars. The proposed play area is located behind the building under a canopy of trees.

The 600 Ned's Way facility was brought back to Town Council on May 19, 2010, where direction was to move forward with the project and to employ streamlined development review procedures. On July 21, 2010, Council adopted an ordinance establishing a Streamlined Development Review Procedure for the Ned's Way Project and exempting it from certain Town regulations.

On February 16, 2011, Council held a public hearing, reviewed the draft environmental negative declaration and project merits, and adopted a resolution adopting the mitigated negative declaration, approving the site plan and architectural drawings for the project, and adopting a Mitigation Monitoring Program.

DISCUSSION

This project has shifted and evolved several times over its short life. The project vision itself has grown, starting out as a classroom replacement, possibly in a mobile building, to a more substantial facility of 4,800 square feet with space for the BTJR offices, up to three "classrooms" and parking for 22 cars. An optional pedestrian pathway that connects the project site to Kleinert Way near the Reed Elementary School is also included.

As the project vision has grown since the initial concept, the cost has grown. Early estimates for a smaller project were in the \$250,000-\$300,000 range, but were found to be unrealistic. The greatest increase in cost is a consequence of the challenges of the site itself due to its slope, soils and lack of utilities.

With project engineering and architectural design nearing completion, the more refined estimate for the project is now \$1,675,000. This sum includes all known and anticipated expenses including soft costs (e.g. survey, environmental, engineering, inspection), construction (e.g. site work and modular building), utility service (e.g. utility engineering and new service construction) and contingency. Projects costs are attached (Exhibit A).

The expansion of the project and budget beg the question: is this a good use of Town resources?

The higher price tag makes this a more difficult question to answer, and abandoning the project is a reasonable option to entertain, but there remain solid reasons to proceed with the project. While it would require a substantial sum, it can be accommodated within the Town's discretionary reserves and does not necessitate any borrowing to accomplish. BTJR has been providing excellent services to the community for some 35 years on a largely cost-covering basis. The Town and City provide substantial in-kind support, but even with those contributions, the net benefit to the two communities from BTJR programs is a very cost effective return on investment. This facility is consistent with that framework of cost-effectiveness (a modest outlay if viewed over the long-term) and will lay the foundation for expanded programming, adding long-term added value for all sectors of the community.

Moving BTJR offices to Ned's Way will allow them to operate in the same location as their new, primary program space (which is helpful for staffing efficiency) and simultaneously free up space in Town Hall, effectively expanding it and creating a solution for the long-standing space shortage in this building. The Town will be able to rid itself of the storage container that now occupies three parking spaces behind Town Hall, providing a modest cost savings (currently

\$2,580/year for the container) and more parking for Town Hall and Library users. The Town also contributes \$1,080 annually for the purchase of parking passes for Joint Recreation staff for the private lot next to Town Hall.

BELVEDERE CONTRIBUTION

A cost-sharing agreement with Belvedere was approved in October of 2010. It provides that Tiburon will absorb the expense of the 1,150 square foot office space. The classrooms and related public spaces will be cost-shared by Belvedere through a contribution of \$30,000 per year, which will escalate annually by a capped CPI adjustment.

PROJECT COSTS AND FUNDING

The 2010-2011 fiscal year budget contains a \$250,000 appropriation for this project, although the two sources of funding it identified are no longer available: a Per Capita Grant Program, and an up-front capital contribution from the City of Belvedere. The grant was time-limited and has been used for new restrooms at Blackie's Pasture, and the Belvedere contribution was shifted to an annual payment. Costs incurred to date for environmental, engineering and other preparatory work, along with a small amount of remaining bid development work, is expected to be \$128,000 at the time of bid. If Council chooses to award a bid at its June 1 meeting, a budget amendment will be required to fund the project. The Town will need to take all the required funds from its discretionary reserves.

Project Costs: The project cost has risen for many reasons, most notably: (1) the initial estimate was simply inaccurate, (2) the site has proven to be far more challenging than anticipated, (3), the size of the building has grown, and (4) utilities do not abut the property as originally believed.

The site at Ned's Way is large (approximately two acres), but sloping, comprised of un-compacted soils and lacking in utility connections. Making the site work for this or any building requires a significant amount of earth movement and compaction, which in turn increased the challenge of the environmental work. Utilities must be brought up under Ned's Way to the site. Any use of this Town-owned site for a building, not just this proposed project, will require substantial site work. Shrinking the building does little to alter this fact, and any shrinkage of the building would serve to drive up the relative price of the site work as a portion of the ultimate result.

Maximizing programmable space was always seen as desirable, but the building grew somewhat when it became evident that the incremental cost of increasing the building size was modest. This economy of scale is due to the fact that fixed costs for site improvements and the bathrooms and kitchen do not materially change with the size of the building. Said another way, if the Town is to put so much into making a difficult site useable, it should consider using it to its fullest advantage.

Staff believes its current estimate, developed through specific engineering, specification development and cost estimation, is realistic, but we will not know actual costs until the project is bid out. Until that time, staff's best estimate for total project costs, including expenditures to date, is \$1,675,000.

Maintenance Costs: As facility owner, major capital expenditures for building maintenance will be the responsibility of the Town. However, the intent is to transfer all regular maintenance responsibilities to BTJR. It is anticipated that the ability to schedule new revenue-producing programs in the space at the Ned's Way project will allow them to absorb this additional cost.

Annual Income: Belvedere has contractually agreed to provide \$30,000 annually, increased by the CPI each year, once the BTJR establishes its tenancy. Additionally, the Town will save \$2,580 each year by eliminating the storage container at Town Hall and \$1,080 for parking passes, for a starting annual net benefit of \$33,660.

NEXT STEPS

Assuming Council directs staff to continue with the project, staff will complete development of the bid package and proceed to bid. Council will then have one more opportunity to determine if it wishes to proceed when staff returns for award of bid at the June 1 Town Council meeting. At that time, Council may choose to abandon or modify the project. Modification could include shrinking the project by one or two modules (these will be bid alternates, so their value will be known), or possibly eliminating or deferring some of project elements. Staff recommends considering these options after receipt of the bid when actual projects costs become known.

The schedule for the project is as follows:

- Finalize the construction plans and specifications - March, 2011
- Project out to bid - April 6, 2011
- Bid opening - May 9, 2011
- Council award of contract (or project cancellation) and budget amendment to fund project - June 1, 2011
- Begin construction - Mid July, 2011
- End construction - Nov - Dec, 2011

RECOMMENDATION

Staff recommends the Town Council:

1. Review the project information developed to date;
2. Determine if it is appropriate to continue to pursue of this project; and, if so,
3. Authorize staff to conclude development the bid package and bid the project.

EXHIBITS

- A. Estimated Project Costs
- B. Site Plan
- C. Architectural schematics

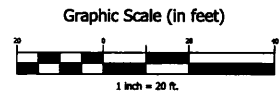
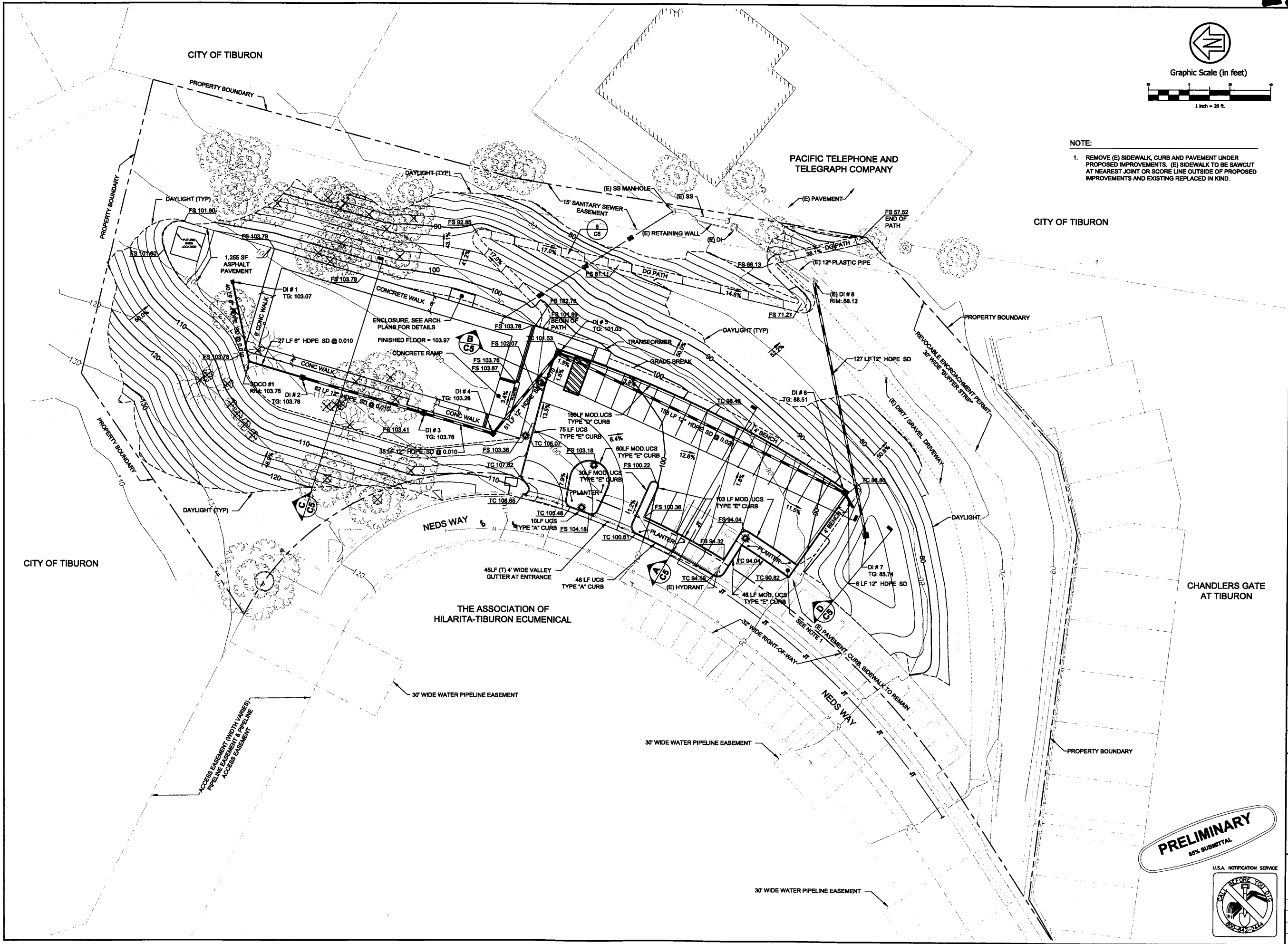
Prepared by: Nick Nguyen, Director of Public Works/Town Engineer
Peggy Curran, Town Manager

EXH A

3/3/2011

CONSTRUCTION COST ESTIMATE
Belvedere Tiburon Joint Recreation
600 Ned's Way

	<u>1-Mar-11</u>
Preliminary Design & Engineering	
Sub-Total	\$ 8,250
Initial Study (CEQA)	
Sub-Total	\$ 19,555
Engineering & Architectural Fees	
Sub-Total	\$ 153,371
Building Permit Fees/Utilities	
Sub-Total	\$ 25,000
Preliminary Construction costs	
<i>BUILDING</i>	
—————→	\$ 688,275
<i>SITWORK</i>	
—————→	\$ 779,697
Sub-Total	<u>\$ 1,467,972</u>
PROJECT TOTAL	<u><u>\$ 1,674,148</u></u>



NOTE:
 1. REMOVE (E) SIDEWALK, CURBS AND PAVEMENT UNDER PROPOSED IMPROVEMENTS. (E) SIDEWALK TO BE SAWCUT AT NEAREST JOINT OR SCORE LINE OUTSIDE OF PROPOSED IMPROVEMENTS AND EXISTING REPLACED IN KIND.

CSW ST 2
 CSW/Stuber-Stroch
 Engineering Group, Inc.
 45 Leeward Court, Suite 415, Tiburon, CA 94965
 Tel: 415.283.0993
 Fax: 415.283.0535
 Civil & Structural Engineers
 Surveying & Mapping
 Environmental Planning
 Land Planning
 Construction Management

Rev	Date	Description	Drawn	Checked
02/07/11		85% PROGRESS SUBMITTAL FOR REVIEW	JWP	KJP
01/27/11		80% PROGRESS SUBMITTAL FOR REVIEW	JWP	JAH
12/23/10		35% PROGRESS SUBMITTAL FOR REVIEW	JWP	JAH

JOINT RECREATION CLASSROOM & OFFICES
GRADING & DRAINAGE PLAN
 TOWN OF TIBURON

Town Of Tiburon
 County Of Marin
 State Of California

Prepared Under the Direction of:

 KRISTINE N. PILLSBURY
 No. 61685
 Exp. 6/30/2011
 CIVIL
 STATE OF CALIFORNIA

Sheet **C3**
 Scale: 1" = 20'
 Date: 02/07/11
 Project Number: 4.1145.01
 Plan File: D-4989-3

PRELIMINARY
 85% SUBMITTAL



EX C

JOINT REC.
CLASSROOM & OFFICES

N E E D S W A Y
TIBURON, CALIFORNIA, 94920

MS. CATHEEN ANDREUCCI
EXECUTIVE DIRECTOR

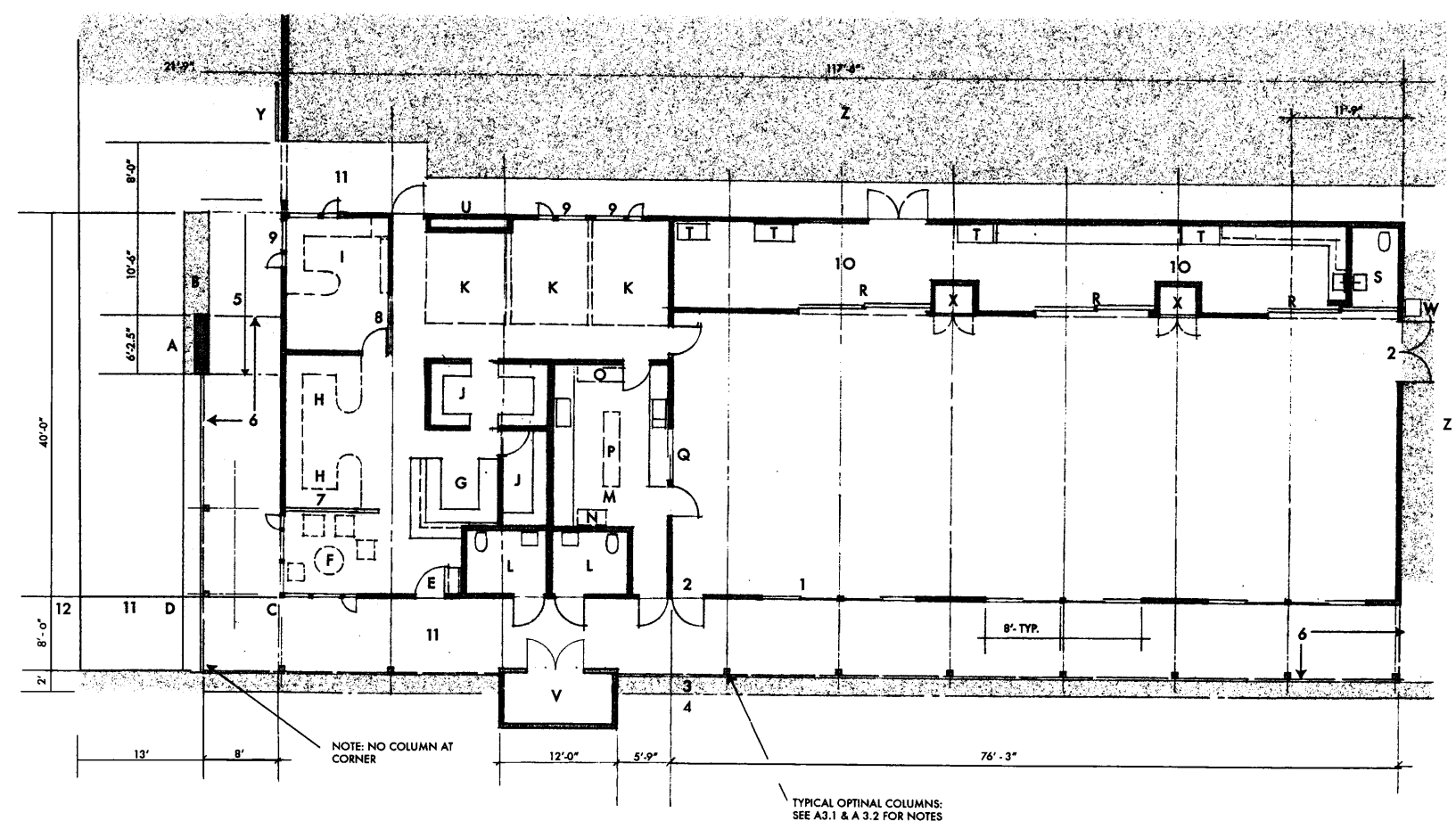
MR. JEFF SLAVITZ
MAYOR - TOWN OF TIBURON, CA

MS. PEGGY CURRAN
TIBURON TOWN MANAGER

MS. BARBARA MORRISON
MAYOR - CITY OF BELVEDERE, CA

MR. GEORGE RODERICKS
BELVEDERE CITY MANAGER

- A ENTRY PIER, SIGNAGE, STAINLESS STEEL RAISED LETTERS, FONT- FUTURA CAPS
 - B PLANTER
 - C FULL HEIGHT GLASS TO 8' ENTRY CORNER
 - D TWO 6" ± STEPS UP (SEE CSW DWGS TO CONFIRM OR REMOVE)
 - E OFFICES ENTRY
 - F RECEPTION, PROGRAM DISPLAY ETC.
 - G RECEPTION STATION
 - H 8' X 8' WORK STATIONS
 - I DIRECTOR'S OFFICE 10' X 14'
 - J WORK ROOM, COPY, MAIL
 - K 8' X 11'. CUBICLE
 - L ACCESSIBLE BATH RM.
 - M KITCHEN 12' X 19'
 - N OVENS
 - O REFER.
 - P WORK/DINING TABLE
 - Q OPERABLE OPENING/PASS THROUGH @ 42"
 - R DOUBLE SET (FOUR PANELS IN 2 SETS) OF SLIDING PANELS
 - S CHILD WC - NO DOOR, OPEN WHEN PANEL IS SLID BACK.
 - T HEATER, OUTSIDE AIR INTAKE, INTERIOR LOCATION
 - U PLENUM LOCATION
 - V STORAGE FOR TRASH AND/OR GARDENING
 - W DRINKING FOUNTAIN - ACCESSIBLE
 - X FOLDING PARTITION STORAGE W/ CLOSING DOORS
 - Y ROLLING DOOR OVER GATE TO PLAY AREA
 - Z PLAY AREA, SURFACE TBD
 - 1 8' X 8' TEMPERED SLIDING DOORS, TYP.
 - 2 ENTRY / EXIT DOOR W/ PANIC HDWR. 3' x 8' or 6' x 8'
 - 3 FLAT AREA, 2' WIDE AT TOP OF SLOPE, HEDGE
 - 4 SLOPE
 - 5 SLOPE UP LESS THAN 1:12 SLOPE (SEE CSW DWGS TO CONFIRM OR REMOVE)
 - 6 EDGE OF PROJECTING CANOPY ABOVE - 8' PROJECTION
 - 7 HALF WALL
 - 8 GLASS ENCLOSURE WALL - 6' WIDE TO CEILING
 - 9 WINDOWS FROM 30" ABOVE FLOOR TO 8' HEIGHT
 - 10 STORAGE AREA
 - 11 WALKWAY - SCORED COLORED CONCRETE
 - 12 CURB AND PARKING LOT
- MEETING/ACTIVITY SPACES - 76' X 29.9" DIVISIBLE INTO THREE SPACES.
CARPET FLOOR, VINYL SURFACES ON WALLS.



NOTE: DIMENSIONS ARE APPROXIMATE - TO BE CONFIRMED BY THE BUILDING PROVIDER.

MILES BERGER, A.I.A.
14 RACCOON LANE
TIBURON, CALIFORNIA 94920
415-435-4663

MILES@MBAIA.COM
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SHEET TITLE: FLOOR PLAN

SCALE: 1" = 8'-0"

DRAWN BY: MB, AIA

PROJECT No.: 1002

DATE: 2.19.2011

A2.1

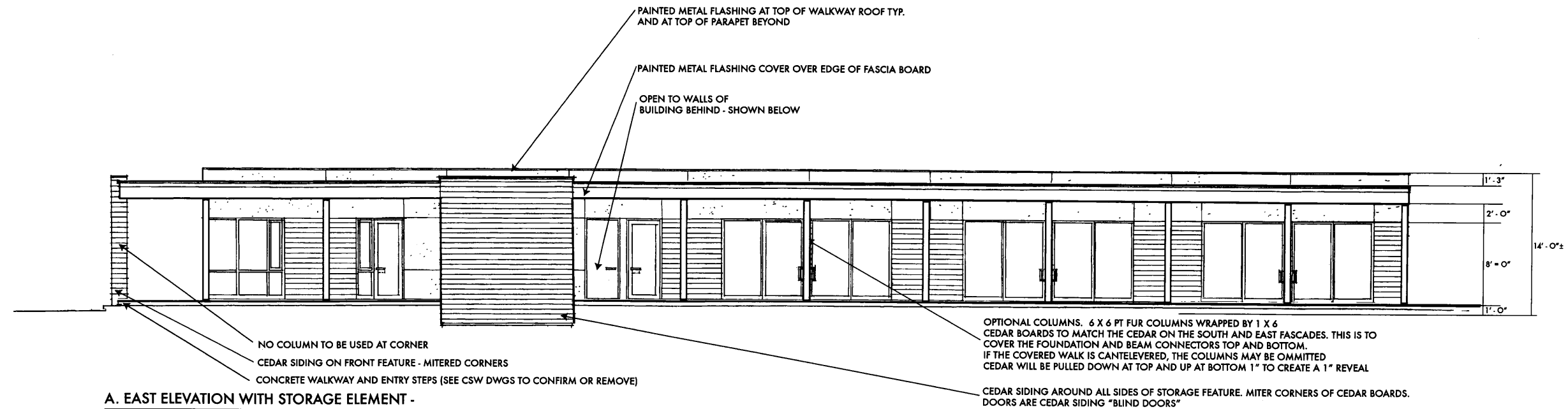
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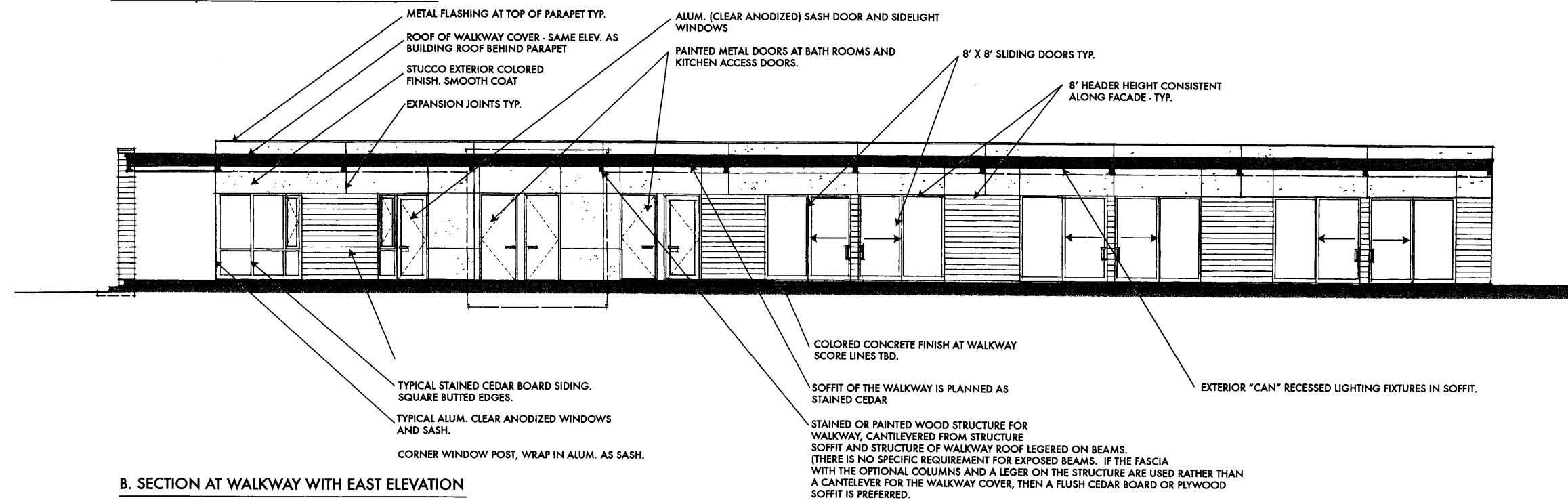
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A. EAST ELEVATION WITH STORAGE ELEMENT -



B. SECTION AT WALKWAY WITH EAST ELEVATION

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EAST ELEVATION
SHEET TITLE: & SECTION AT WALKWAY

SCALE: 3/16" = 1'-0"

DRAWN BY: MB/AIA

PROJECT No.: 1002

DATE: 2.16.2011

A3.1

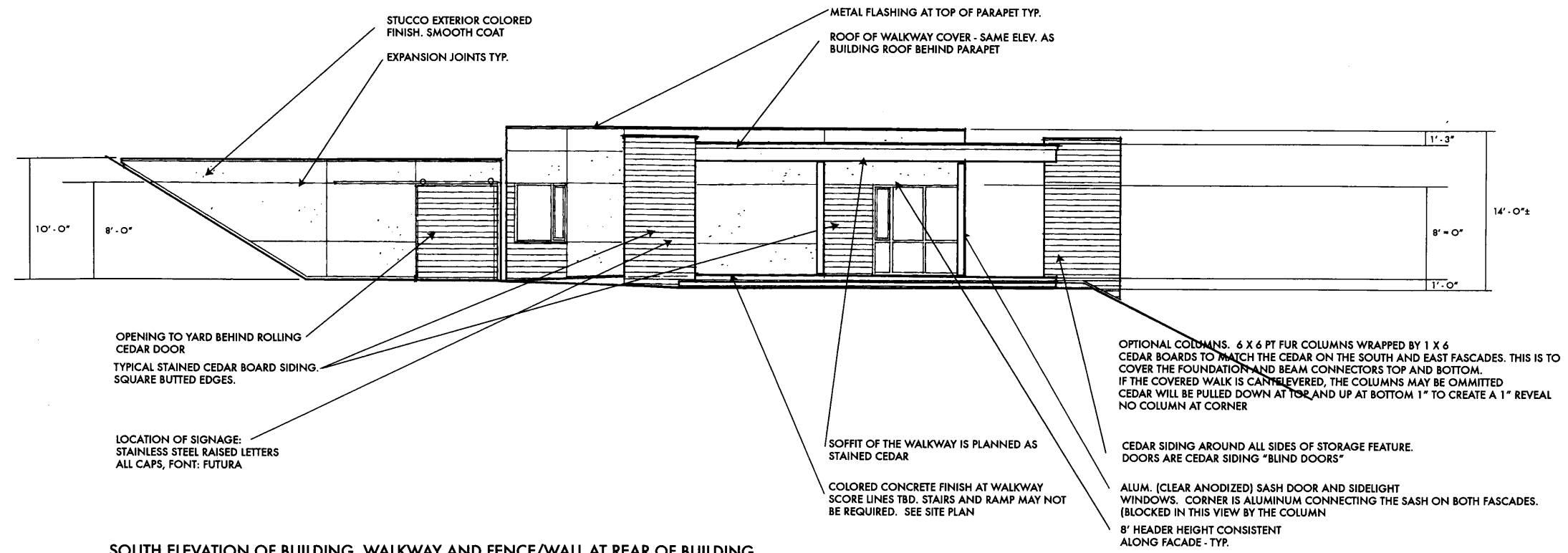
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BELVEDERE CITY MANAGER



SOUTH ELEVATION OF BUILDING, WALKWAY AND FENCE/WALL AT REAR OF BUILDING

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SOUTH ELEVATION FROM PARKING LOT
SHEET TITLE:
SCALE: 3/16" = 1'-0"
DRAWN BY: MB, AIA
PROJECT No.: 1002
DATE: 2.19.2011 **A3.2**