



City of Palo Alto

Policy and Services Committee Staff Report

(ID # 3812)

Report Type:

Meeting Date: 5/14/2013

Summary Title: Update on City Hall First Floor Renovations

Title: Update on the Proposed Remodeling of the First Floor of City Hall (CIP PE-12017)

From: City Manager

Lead Department: Public Works

Recommendation

Staff recommends that the Policy and Services Committee accept this report on the status of the project to reconfigure and renovate the first floor of City Hall funded under Capital Improvement Program (CIP) Project PE-12017.

Background

On March 5, 2012, Council approved a Budget Amendment Ordinance (BAO) to create the new first floor renovation project (PE-12017) and eliminate the existing project that was limited to renovating the Council Conference Room (CIP PE-12005). At that time, a contract was awarded to WMB Architects (WBM) for the design of the project that included the upgrades to the Council Conference Room, lobby area, and elevator cabs. It also included design of wayfinding improvements for the entire Civic Center to help visitors navigate to their desired destinations. See [Staff Report ID #2457](#) for additional details on the background of the project.

Discussion

During the initial project meetings with WMB, it became apparent that the first floor renovation would need to be even broader in scope to achieve a more open government atmosphere to encourage public participation and convey

transparency. The plan evolved around ideas to relocate Human Resources (HR) and transform that portion of the first floor into a new Council Conference room capable of accommodating the public effectively. It also envisions moving the Utility Department's customer service staff down to the first floor next to Revenue Collections. The HR conference room would then become a new larger conference room that could also be used for Council and staff sessions and the current (very poor) Council Conference Room would be transformed into a staff training room.

To relocate HR, a domino effect of other staff reconfigurations and relocations is necessary. HR would be consolidated on the mezzanine level by displacing the Information Technology (IT) department staff using the space. IT would be consolidated on the second floor using more densely configured desks in an open floor plan similar to what many high tech firms use. IT would also expand into the portion of the second floor where the Utilities Department's customer service staff vacated by moving to the first floor.

The plan accomplishes the goal of consolidating customer service functions on the first floor and providing improved public spaces to promote public involvement. In addition, HR and Information Technology Department staff, are currently split between different floors, will be located together on the same floor, improving employee interaction and increasing efficiency. The latest concept plan for the first floor and mezzanine is shown in Attachment A.

The expanded scope onto the mezzanine required additional design fees and increased the estimated construction costs. It was not feasible to accomplish any portion of the project construction during the Council break in August 2012. Preliminary discussions to develop the new plan involved a series of meetings with staff from multiple departments to determine the impacts of the staff moves and the space allocations that result from those moves. The design effort is proceeding and additional funding is being proposed in the FY 2014 budget document to accommodate the broader scope. Following adoption of the new budget, staff will return to Council with a formal amendment to the WMB contract to cover the additional design services needed to complete construction documents.

Design Elements

The current design concept includes a glass window wall separating the lobby from the new public meeting space. Additional public art display walls are proposed in the lobby. Another potential concept is to create windows from the mezzanine offices looking down into the lobby.

Wayfinding Elements

Some of the concepts developed to date will be discussed at the meeting. The Wayfinding elements will be further refined after the other first floor elements are fully conceptualized.

Council Chamber Carpeting

Since the project will include new carpeting on much of the first floor, WMB has also assisted with the selection of new carpeting for the Council Chambers. This carpet will likely be added to the construction scope to obtain better prices due to the combined large amounts. Council Chamber carpeting is funded in CIP PF-11001.

Timeline

The project is currently developing the design to suit the needs of the public spaces and staff affected by the relocations. Design development is expected to complete by mid June 2013. Final construction documents will then be prepared and finalized through stages of 60%, 90% and 100% per the original WMB contract scope. Staff expects to submit plans for building permit by the end of October 2013. The project will then be issued for bids and construction could begin shortly after Council adjourns the final meeting of 2013.

Resource Impact

Funding for the expanded scope is included in the proposed FY 2014 capital budget that will be reviewed by Finance Committee prior to its adoption by Council. If the final project includes the installation of new carpet in the Council

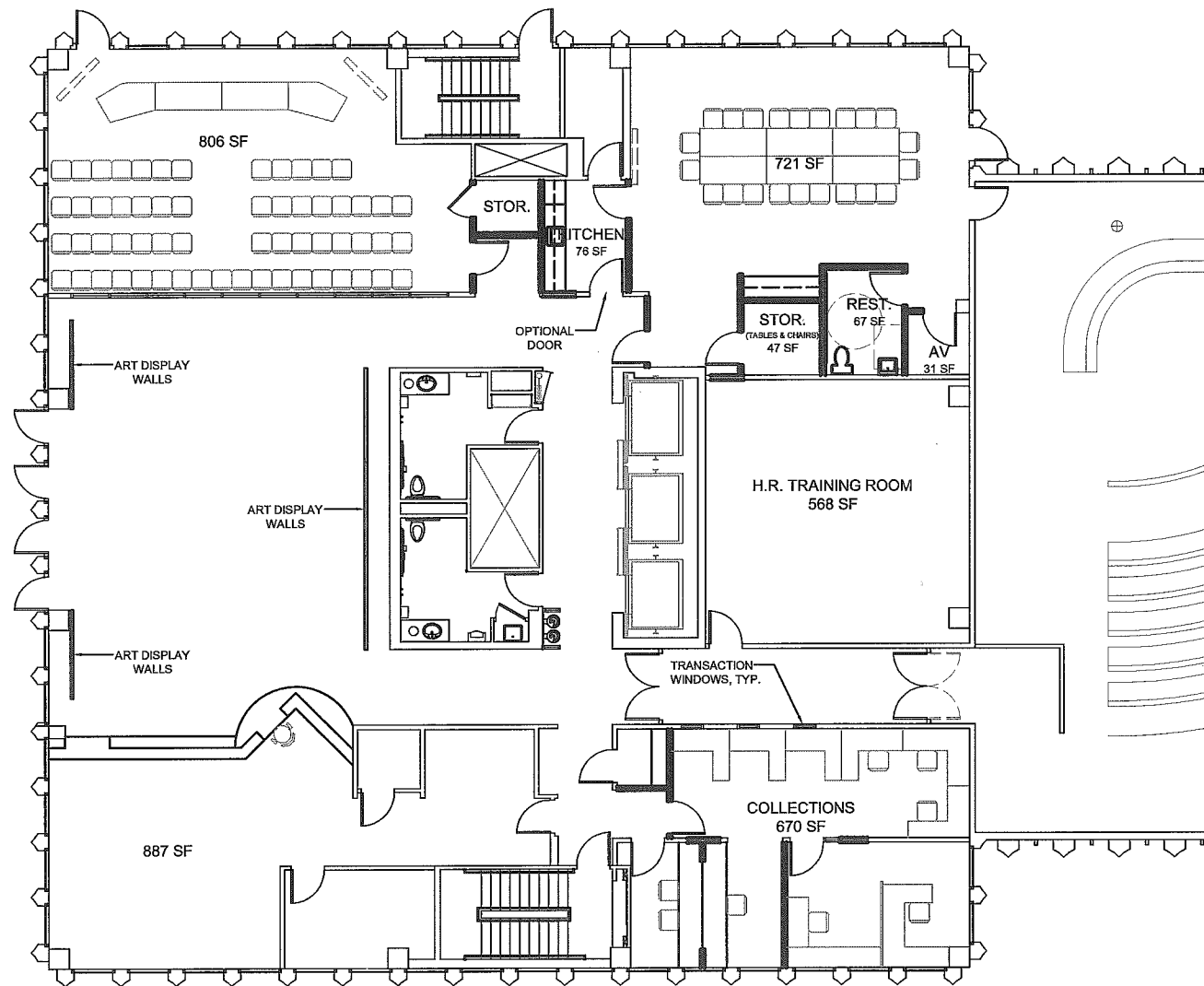
Chambers, funds will also be available from CIP PF-11001.

Policy Implications

The project is in conformance with current Council policies encouraging public participation, open government, and transparency.

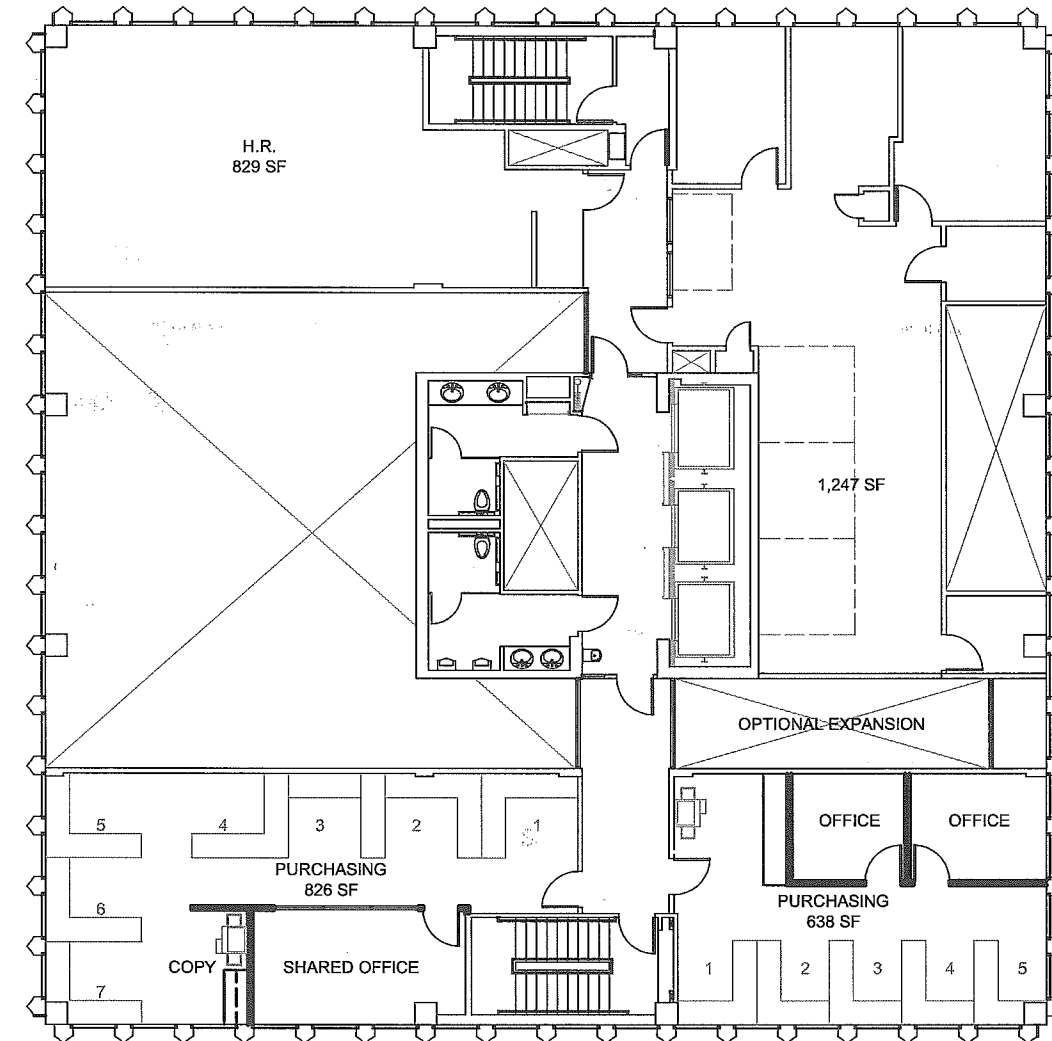
Attachments:

- A - Current First Floor and Mezzanine Concept Plans (PDF)



GROUND FLOOR PLAN

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



MEZZANINE FLOOR PLAN

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



CITY OF
PALO ALTO City Hall Remodel

Proposed Floor Plan - Option H



WMB ARCHITECTS