

# Agenda Report

**TO:** CITY COUNCIL May 12, 2003  
**FROM:** CITY HALL RESTORATION OVERSIGHT COMMITTEE  
**THROUGH:** FINANCE COMMITTEE  
**SUBJECT:** CITY HALL SEISMIC RETROFIT PROJECT UPDATE

**RECOMMENDATION:**

The following report is for information.

**BACKGROUND**

On April 22, 2002, the City Council approved the recommendation presented by the City Hall Restoration Oversight Committee to retrofit and rehabilitate the City Hall building. The total project cost for this project is \$92.3 million (\$3.505 million in prior expenditures and \$88,795,000 for the approved plan going forward).

On June 10, 2002, the City Council approved a funding plan for this project.

On September 30, 2002, the City Council approved a project implementation plan for restoration of City Hall, which required among other things that the Committee provide quarterly project updates regarding project progress, scope, budget, and schedule issues.

On February 10, 2003, Staff presented the first progress report to the City Council. The report represented a project status update for informational purposes.

This report represents the City Council progress update for the period January 1, 2003 through March 31, 2003.

**PROJECT DESCRIPTION**

The seismic retrofit and rehabilitation of the City Hall building includes the installation of base isolation; construction of a reinforced arcade on the Euclid Street side with a subsurface basement; replacement of all substandard mechanical, electrical and plumbing systems; exterior and landscaping rehabilitation; interior rehabilitation including historical restoration of selected areas; installation of Americans with Disability Act (ADA) improvements; and additional life safety systems as required to meet current code requirements.

**CITY HALL RESTORATION OVERSIGHT COMMITTEE WORK**

The City Hall Restoration Oversight Committee is a committee of City Council appointed advisors whose purpose is to monitor the rehabilitation of Pasadena City Hall and to make recommendations to the City Council regarding the progress of the project. The Committee meets once a month. Because of the City's concerns about the architectural and engineering features of the restoration and for the historical preservation of this landmark building, the Committee will review any changes in scope, cost or project schedule. The Committee conducted the following activities during this reporting period:

1. Welcomed the recently hired City Hall Project Manager, Foster Hildreth, and full time DMJM construction Manager, Bob Troutman, to the project team.
2. Reviewed and commented on the direction of schematic design in preparation for the 100% Schematic Design submittal package.
3. Planned for its participation in budgetary reviews and "value engineering" exercises to ensure the project operates within budgetary parameters.
4. Concurred with Staff direction to design the east wing arcade area to be aesthetically similar to the existing arcade space. The east wing arcade design is to include approximately 10,000 square feet of usable subsurface basement area.
5. Concurred with Staff direction to locate the cooling tower in a subsurface well located at the north-east corner on Thurgood Marshall Street. The proposed location will be able to take advantage of existing building conditions, including adjacency to mechanical equipment room, boiler flue and offsite gas line connection. Additionally, housing the mechanical equipment in a subsurface well will serve to minimize potential aesthetic concerns.
6. Provided comments to Staff regarding the Environmental Impact Report process to ensure that environmental factors regarding traffic, cultural resource issues, and hazardous materials will be categorized in a manner consistent with the California Environmental Quality Act based on the Initial Study Document.
7. Reviewed and commented on the project schedule format and interacted with Staff and consultants on the progress of schematic drawings and schedule-tracking documents.

**PROJECT STATUS**

Various features of the project are reviewed at each meeting of the Committee. This section summarizes the present status of the project as reported to the Committee by Staff.

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A. Schematic Design

The Schematic Design work, which Architectural Resources Group commenced in December 2002, was completed on schedule and submitted to the City on April 11, 2003. With the support of the Oversight Committee, Staff is compiling and reviewing schematic design comments from the project team members for inclusion in the project designs as applicable to ensure quality and adherence to approved scope of work.

Main activities included preparation of project title and data sheets; completion of preliminary demolition plans, floor plans, building sections, and building elevations; updates of existing-condition drawings (finish schedules, door schedules, and window schedules); completion of schematic design level utility systems plans and riser diagrams (mechanical, electrical, plumbing, and fire protection); preliminary entrance design studies at east and west elevations; post-concept level evaluation of mechanical equipment types and locations, as well as site utility survey and utility reconnection options.

B. Project Budget

The adopted budget for this project going forward from June 2002, is \$88.795 million while the total project budget for life of the project is \$92.3 million. Staff is in the process of conducting a comprehensive budgetary analysis based on the 100% schematic design submittal. This budgetary exercise will take approximately four weeks to complete. At the conclusion of the budgetary review process, Staff will be updating the project team with respect to the project budget and detailing a list of "value engineering" items for cost savings consideration. The next meeting of the Committee (May 14, 2003) will be devoted to budgetary review.

C. Project Schedule

The overall project design and construction duration of five years remains unchanged from that presented to the City Council when it approved the Funding Plan in June 2002. The detailed project schedule will be updated based on the completion of the schematic design phase of the project. A summary of the project milestones are noted below:

1. Project designs and general contractor selection efforts will be ongoing through May 2004.
2. The two week relocation of Staff housed in the City Hall building is scheduled to commence on June 1, 2004.
3. The three-year construction phase is scheduled to commence on June 15, 2004 and conclude on June 14, 2007.

D. Environmental Impact Report (EIR)

The City awarded a contract in October 2002 to EIP Associates to prepare the Environmental Impact Report (EIR). EIP Associates has developed an administrative review draft and will be providing the Draft EIR for public circulation on May 16, 2003. The 45 day public review period commences on May 19, 2003. The Final EIR will be brought before the City Council for approval in August, 2003.

**E. Staff Relocation**

Staff housed in the City Hall building will be temporarily relocated from the City Hall building for a period of three years. The two week relocation period commences on June 1, 2004. Staff housed in the City Hall building will be temporarily relocated to four major facilities as follows:

1. **Municipal Services Trailer:** Staff functions requiring public interaction will be supported in temporary trailers located in the Civic Center plaza area (Garfield /Holly Street).
2. **Highland Plastics Building:** Staff will be upgrading existing facilities to allow commercial/office usage. Staff is in the initial stages of coordinating the design of "tenant improvement" work and corresponding environmental processing.
3. **Other Commercial Space:** Staff is compiling RFP documentation to solicit bids for commercial office space. Staff expects to release this RFP in June, 2003. While the preliminary direction is to pursue leased space, Staff is also evaluating other alternatives such as temporary modular trailers.
4. **Council Chambers:** City council meetings and other public forums will be conducted in the "little theatre" portion of the Pasadena Conference Center.

**F. Architectural Space Programming**

The City retained Sindik Olson Associates (SOA) in November 2002 to prepare space-planning needs for the post-retrofitted City Hall occupancy. SOA has completed the analysis of the existing City Hall office space allocations and corresponding program space needs for the retrofitted City Hall occupancy. Additionally, SOA has developed preliminary "block" diagrams which illustrate adjacency relationships for individual departments.

Staff is in the process of issuing a Furniture Inventory Analysis RFP to solicit bids to document the detailed specifications of existing furniture inventory and required furniture reuse assumptions.

**G. Urban Forestry Advisory Committee (UFAC)**

Staff reviewed the Proposed Tree Preservation and Removal plans with the UFAC committee which was held on the April 16, 2003. UFAC advised that six trees designated as "try to save" should be treated with the same level of protection and mitigation measures as the "save" designated trees. Furthermore, UFAC recommended that Staff report back to UFAC any cases where any "save" designated tree may be substantially impacted by a particular construction activity prior to the start of such construction activity. Staff agreed to update the EIR and project plans accordingly.

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H. Financial Reporting

Under the guidance of the Oversight Committee, Staff is in the initial stages of developing detailed financial reporting and tracking systems specifically for the City Hall project.

**FISCAL IMPACT:**

Funding for the project has been approved and budgeted. There are no fiscal impacts to report.

Respectfully submitted,



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PAUL C. JENNINGS, Chair  
City Hall Restoration Oversight Committee