



## CITY OF BEVERLY HILLS STAFF REPORT

**Meeting Date:** October 2, 2012

**To:** Honorable Mayor & City Council

**From:**  Donielle Kahikina, Associate Project Manager  
Alan Schneider, Director of Project Administration

**Subject:** Update on Roxbury Park and Request for Direction from City Council on Elements Relating to the Park and Community Center

**Attachments:**

1. Special Meeting Agenda
2. Liaison Meeting Minutes
3. Handouts
4. Memo
5. Project Budget

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### **INTRODUCTION**

Conceptual site schemes (A, B, C & D) were developed for the Roxbury Park Community Center and presented to the City Council at the July 24, 2012, Study Session. The City Council provided direction to study an additional site design option (E), which sites the proposed building program on the footprint of the existing building, and was presented to the City Council at the August 7<sup>th</sup> meeting. The City Council unanimously supported Option E.

### **DISCUSSION**

RTK Architects has continued to develop Option E, including the massing of the building and exterior elevations. On September 14, 2012, this design progress was presented to the Architectural Commission liaison committee, comprised of Mayor Brien, Councilmember Bosse, along with Commission Chair Rubins, and Vice Chair Blakeley, for their input and recommendations on the design of the exterior of the building as it's progressed to date. One of the issues raised by the committee included the suggestion for additional glazing along the Roxbury street elevation in order to reduce the buildings

massing while balancing the need for privacy at the library and staff areas. Another area of emphasis was the recommendation that the materials and colors selected for the building exterior blend into the natural environment of the park.

At the October 2, 2012 City Council Study Session, the design progress, which will address the issues from the Architectural Commission liaison committee, will be presented to the full City Council. Should the City Council agree with the design approach, staff is recommending that Amendment No. 1 to the agreement with RTK Architects to prepare plans and specifications suitable for bidding be approved at the October 2<sup>nd</sup> City Council formal meeting.

The October 2<sup>nd</sup> presentation will also include discussion of the preliminary project budget (attached) which reflects the FY 12-13 Capital Improvement Program (CIP) budgeted funds for the Roxbury Park Facilities Renovation. As a part of the cost modeling process, staff is recommending the services of Matt Construction for construction management services and an agreement for the pre-construction services to be executed under the authority of the City Manager. In conjunction with professional cost estimating services, Matt will perform independent cost estimates at various milestones. They will also assist with systems recommendations and selection, and provide value engineering analysis. Should the City Council agree to continue with the construction manager multi-prime delivery method, staff recommends the approval of an agreement with Matt Construction for construction delivery related services, which will be brought before the City Council at a meeting in December.

In addition, at the August 7<sup>th</sup> Study Session several questions were raised by the City Council relating to the project and those were addressed in a memo (attached) sent to the City Council on September 20<sup>th</sup>.

**FISCAL IMPACT**

None at this time.

**RECOMMENDATION**

Staff seeks general direction on the project aspects outlined above to help guide the decision making process and approval of the RTK Amendment at the formal meeting.

  
\_\_\_\_\_  
David D. Gustavson  
Approved By

# **Attachment 1**



**Beverly Hills City Council/Architectural Commission Liaison Committee will conduct a Special Meeting, at the following time and place, and will address the agenda listed below:**

**CITY HALL  
455 N. Rexford Drive  
2<sup>nd</sup> Floor Conference Room 280B  
Beverly Hills, CA 90210**

**Friday, September 14, 2012  
1:00 P.M.**

**SPECIAL MEETING AGENDA**

**1. Public Comment**

- a. Members of the public will be given the opportunity to directly address the Committee on any item listed on the agenda.

**2. Review of design progress for Roxbury Community Center**

**3. Adjournment**

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**Byron Pope, City Clerk**

**Posted: September 11, 2012**



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Manager's Office at (310) 285-1014. Please notify the City Manager's Office at least twenty-four hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility.

# **Attachment 2**

# ***Beverly Hills City Council/Architectural Commission Liaison Meeting***

**9/14/12**

Called to order at 1:05 p.m.

*City Council Liaisons Present –*

Mayor Brien & Councilmember Bosse

*Commissioners Present -*

Architectural Commissioners Rubens & Blakeley

*City Staff Present –*

City Manager Jeff Kolin, Director of Community Services Steve Zoet; Assistant Director of Community Services Nancy Hunt-Coffey; Director of Community Development Susan Healy-Keane; Principal Planner Michele McGrath; Assistant City Manager Mahdi Aluzri; Director of Project Administration Alan Schneider; Associate Project Manager Donielle Kahikina; Recreation Services Manager Teri Angel

## 1) Public comment

Mayor Brien stated that although there were no public comments at this time, the comment period would remain open for the duration of the meeting as occurred at all other public meetings concerning the Roxbury Park Renovation.

## **Topic**

### 2) Review of Plans for Roxbury Park

Associate Project Manager Donielle Kahikina explained the goals of the project and reviewed the design process.

Principal Architect Mandana Motahari reviewed the current design including specifics regarding elevation, square footage, roof lines, entry views, interior courtyard and meeting rooms. Lighting, colors and textures of the building were also discussed.

The size of the multi-purpose room was discussed. It is designed to be approximately 4,800 square feet, exclusive of storage. It is not designed to accommodate basketball. A portable stage is proposed for the room. A retractable, drop-down partition system will be installed to allow the room to be divided into two usable spaces.

The designated drop off area in the parking lot is designed for a small shuttle bus but can be utilized by two cars simultaneously. There will be 51 parking spaces available within the parking lot. Two spaces will be removed on Roxbury Drive due to Fire Lane access requirements.

Discussion occurred regarding the exterior height of the structure as well as interior ceiling heights. Use of varied building heights (modulation) will perceptively reduce the mass of the building. Solar panels will be placed on the roof but will not add to the height of the building beyond what has been publicly stated.

Discussion occurred regarding how much programmable space will be included in the new Community Center.

The cost of the project, which is still being evaluated, will be presented to City Council at a later date. Staff anticipates that there will be some increases in costs to maintain the building though use of newer products and materials will help mitigate increases. A comment was made that use of additional windows will increase utility costs.

Restroom facilities will provide additional stalls for the disabled and a family restroom will be made available.

Improved use of space will occur by incorporating narrower corridors and utilizing a more efficient layout of spaces.

Discussion occurred regarding the placement of some mechanical systems in a basement area or on the roof of the building. The latter option is being studied due to space and cost savings.

Discussion also occurred regarding outdoor seating, umbrellas and other specifics which will be determined as the design progresses.

Comments were made regarding entrances to the building and the sense of space and entry they create. The facility's color palate was also discussed. The recommendation is to focus on colors that blend into the natural environment of the park.

The overall consensus was that the design represents what the community supports.

3) Meeting was adjourned at 2:26 p.m.

# **ATTACHMENT 3**



City Council / Architectural Commission  
Liaison Committee

September 14, 2012



# Today's Presentation

- Review of the Design Process
- Goals of the Architectural Commission Liaison Committee Meeting
- Presentation of Building Massing and Preliminary Exterior Design



# Design Process

- May 15<sup>th</sup> City Council Study Session
  - Received direction to examine opportunities for a new facility
  - Guiding principles
    - Green space preservation
    - Tranquility of the park
    - Blending passive and active parts of the park
  - Recommended that RTK Architects be engaged for schematic design services



# Design Process

- June 29<sup>th</sup> & July 23<sup>rd</sup> Rec & Park Liaison Mtgs
  - Building program and components were developed and confirmed through the committee process
- July 24<sup>th</sup> City Council Study Session
  - Presented design studies (A, B, C, & D)
  - Received direction to study additional option with proposed program over existing footprint (E)



# Design Process

- August 7<sup>th</sup> City Council Study Session
  - Presentation of design Option E
  - Received direction from City Council to pursue further development of the preferred design Option E



## A.C. Liaison Meeting Goal

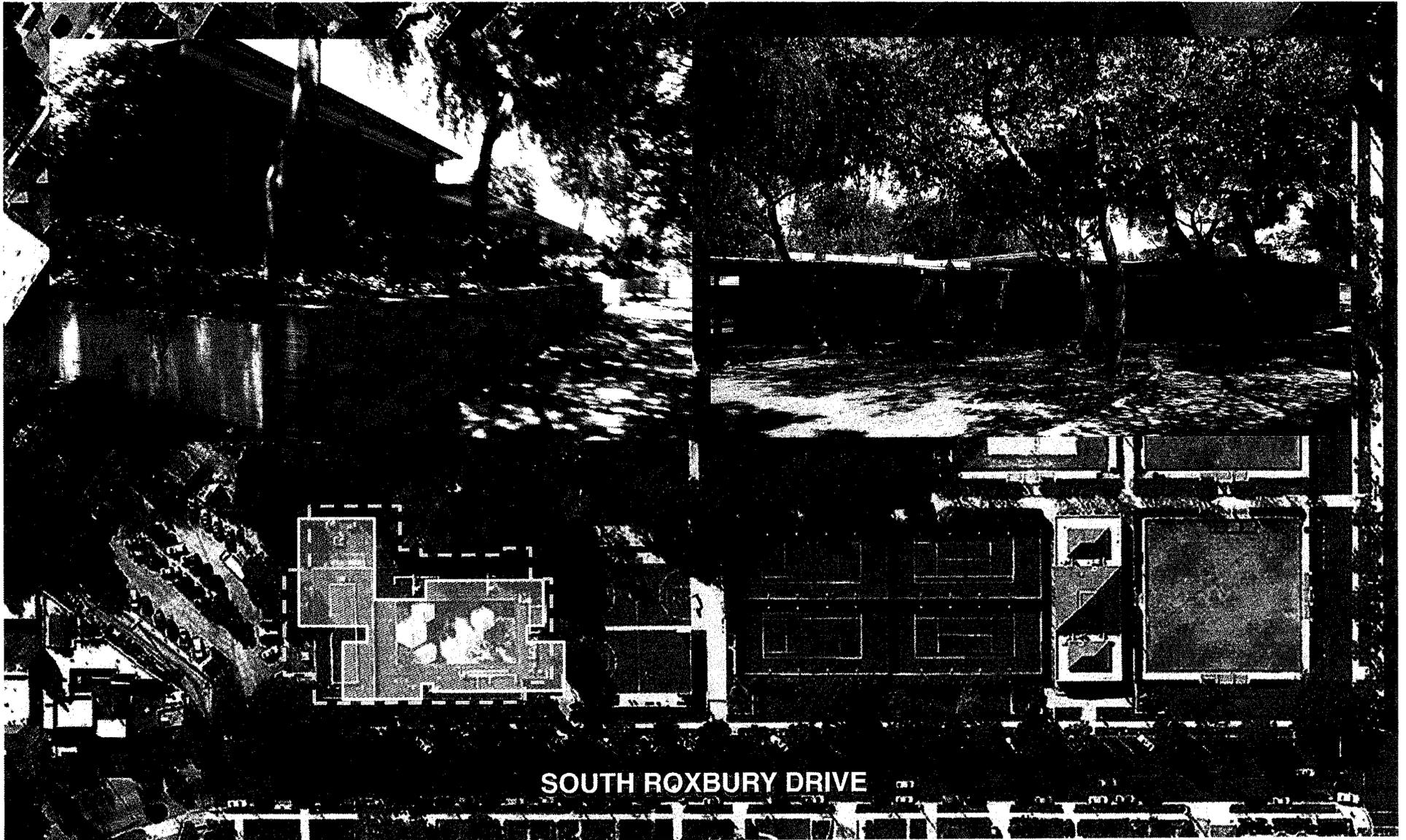
- Architectural Commission Liaison Committee
  - Staff seeks input and recommendations from the liaison on the design of the buildings exterior as it's been designed to date



Mandana Motahari,  
RTK Architects



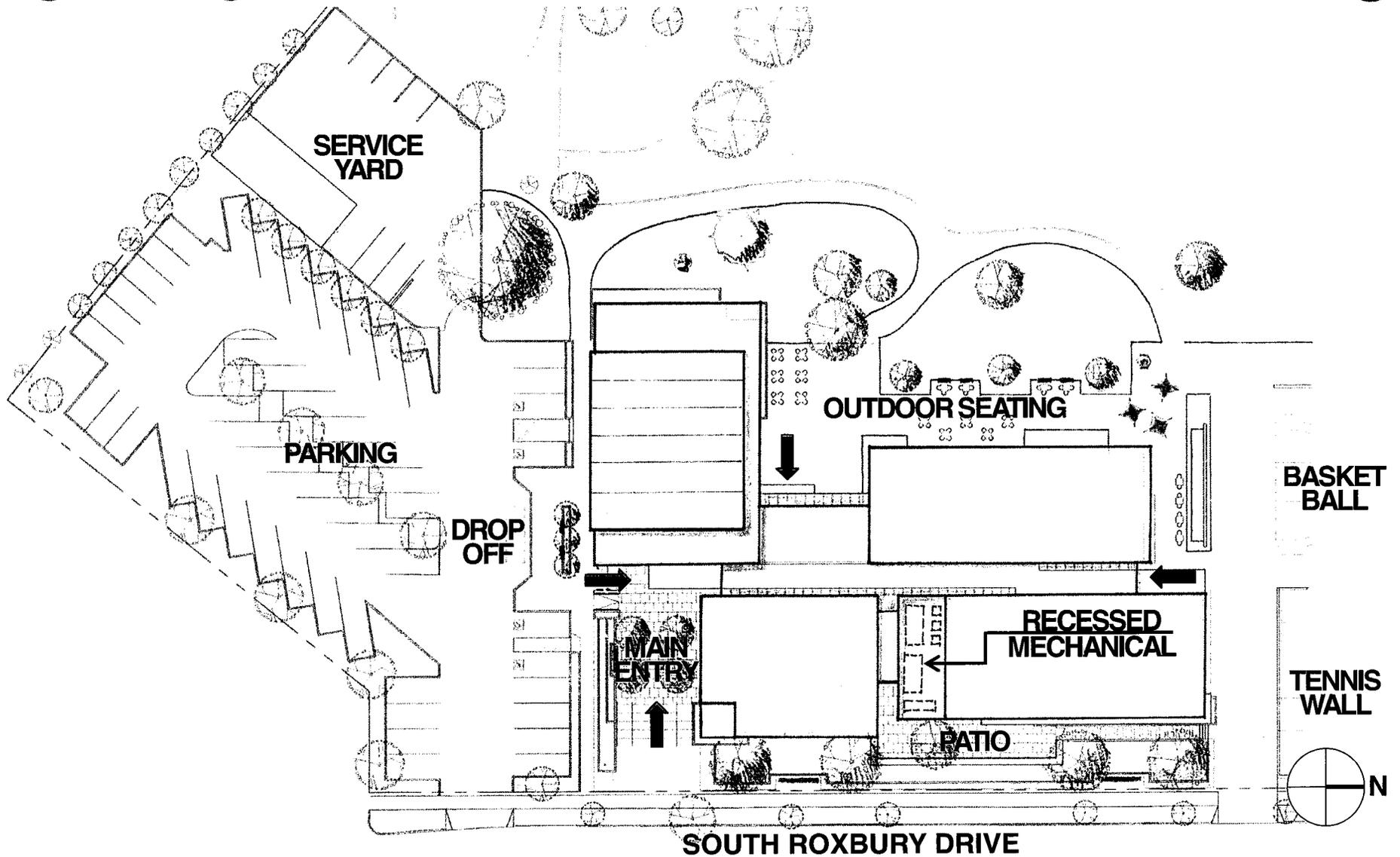
# Roxbury Park Community Center



SOUTH ROXBURY DRIVE

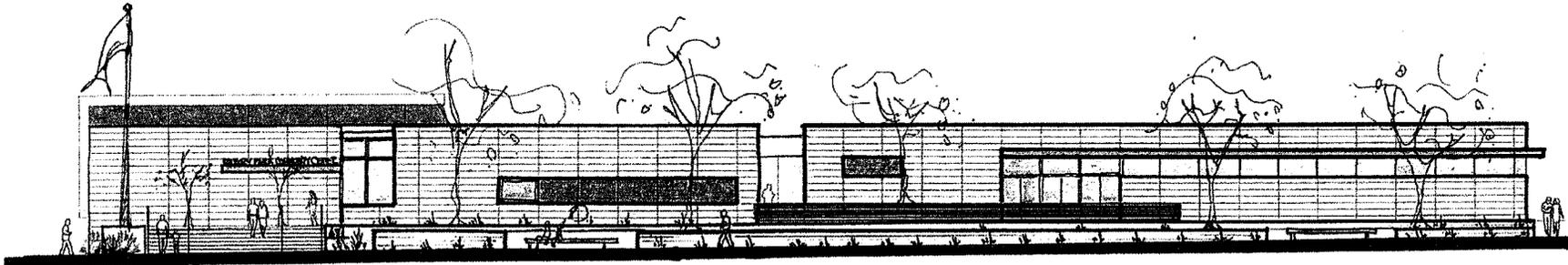


# SITE PLAN

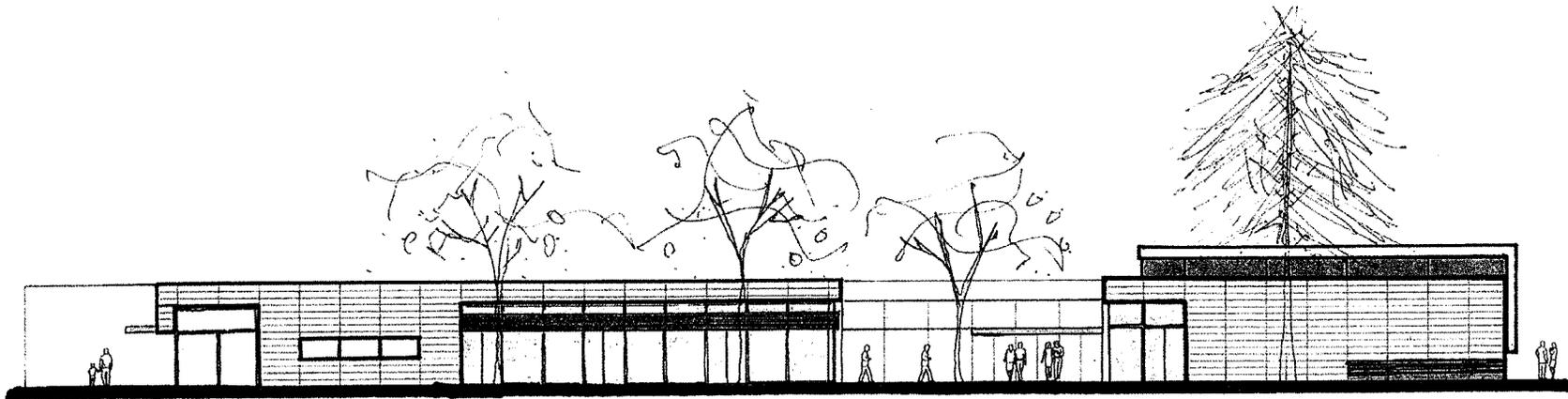




# ELEVATIONS



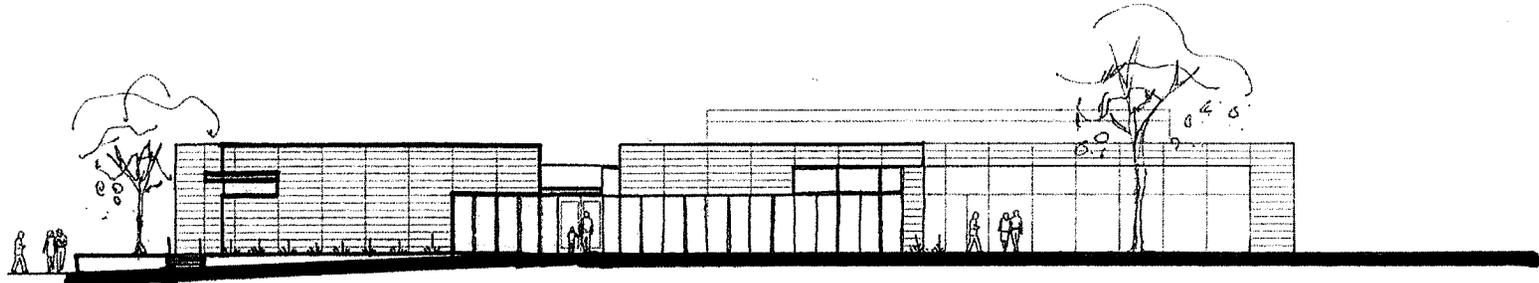
**EAST ELEVATION (STREET VIEW)**



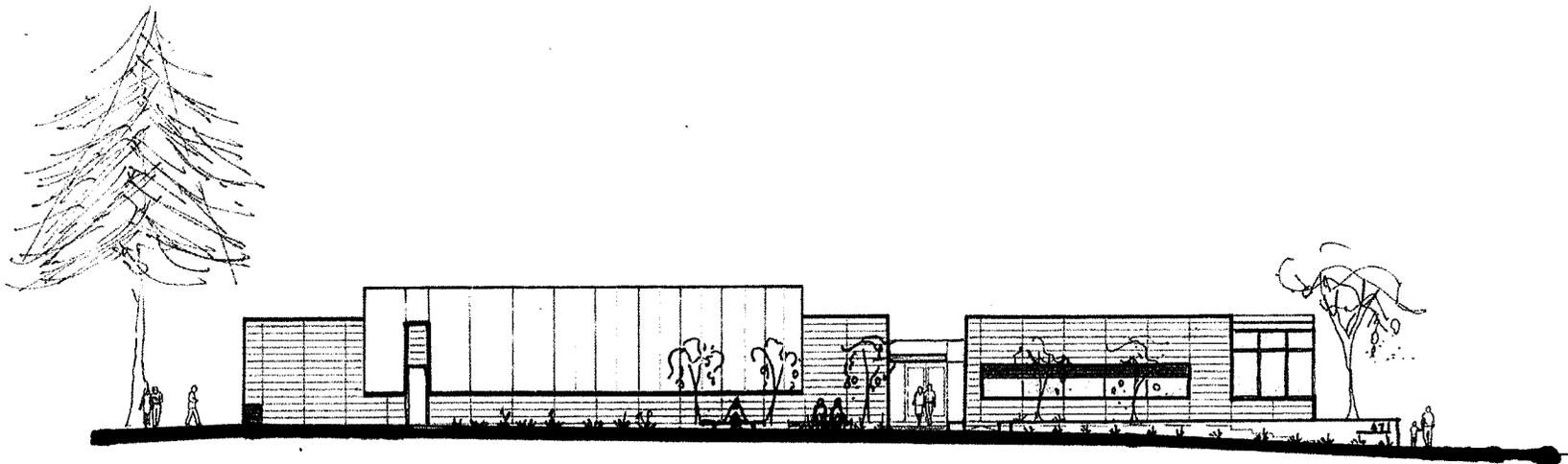
**WEST ELEVATION (PARK VIEW)**



# ELEVATIONS



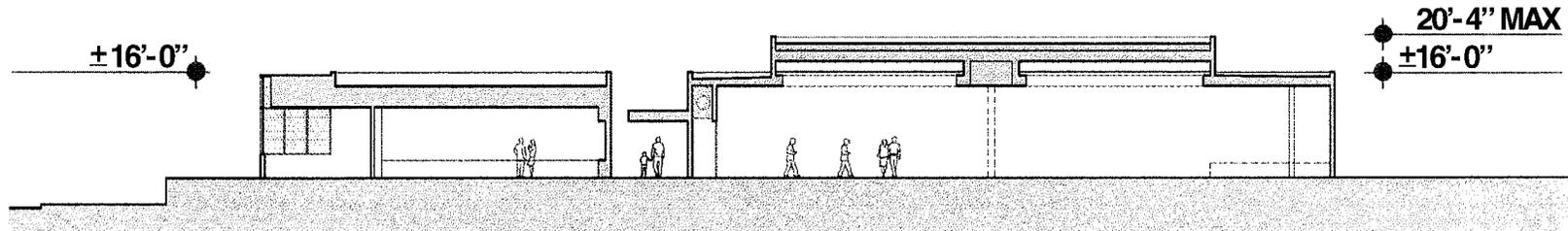
**NORTH ELEVATION (COURT VIEW)**



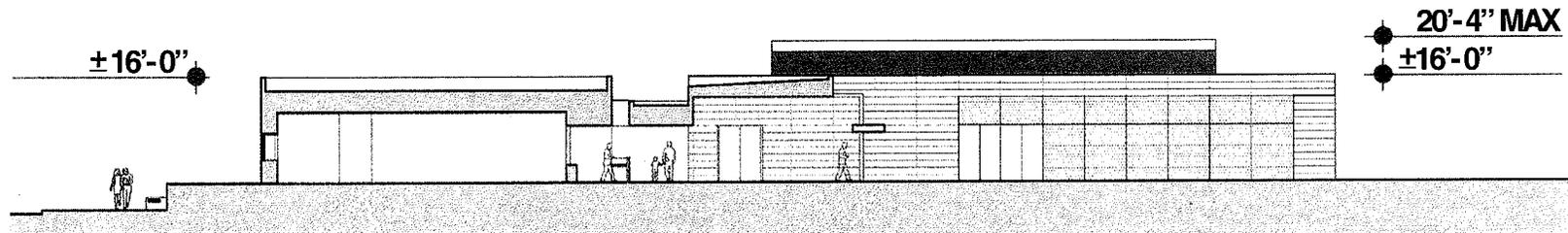
**SOUTH ELEVATION (PARKING VIEW)**



# SECTIONS



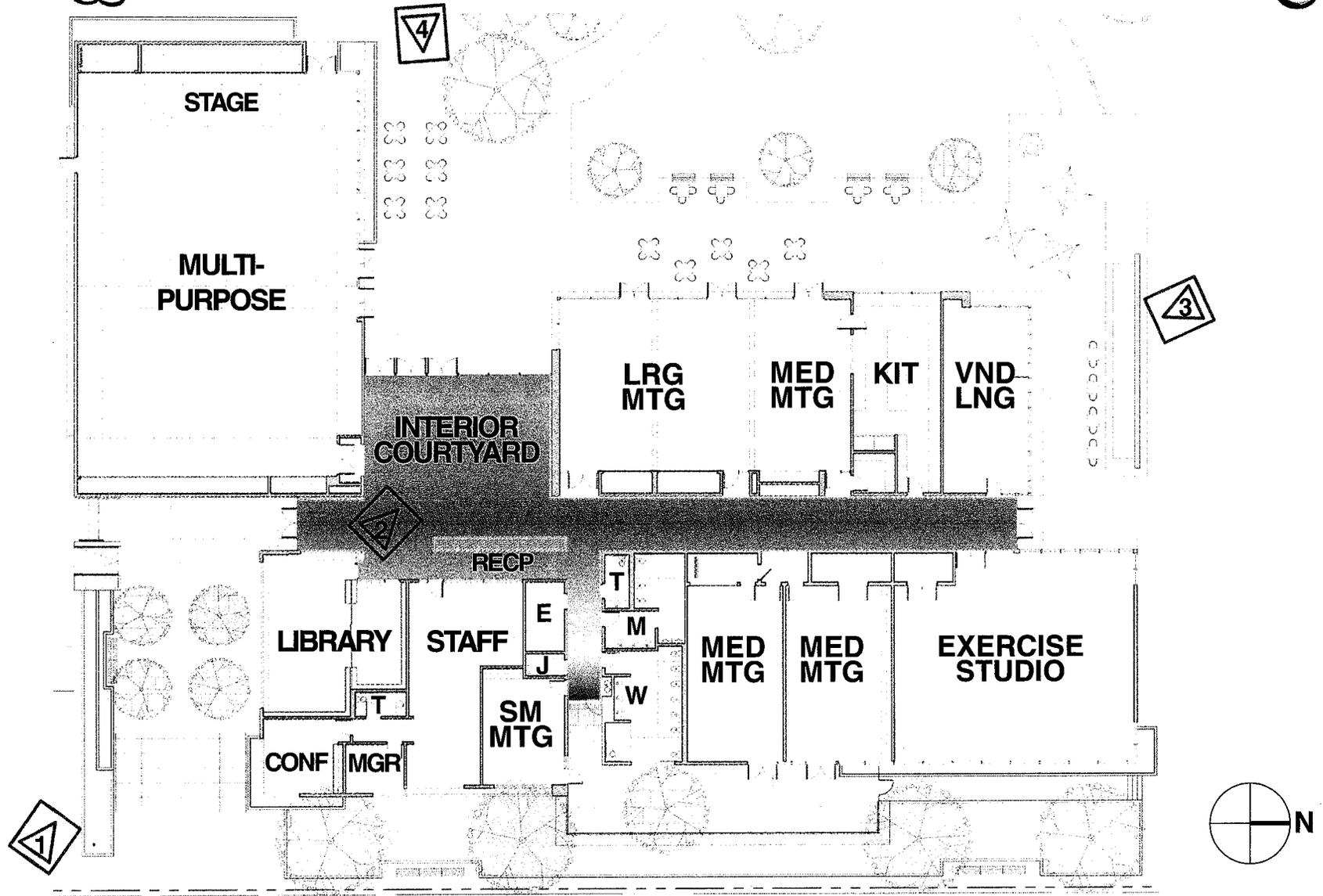
**SECTION AT MPR & LIBRARY**



**SECTION AT INTERIOR COURT & OFFICE**

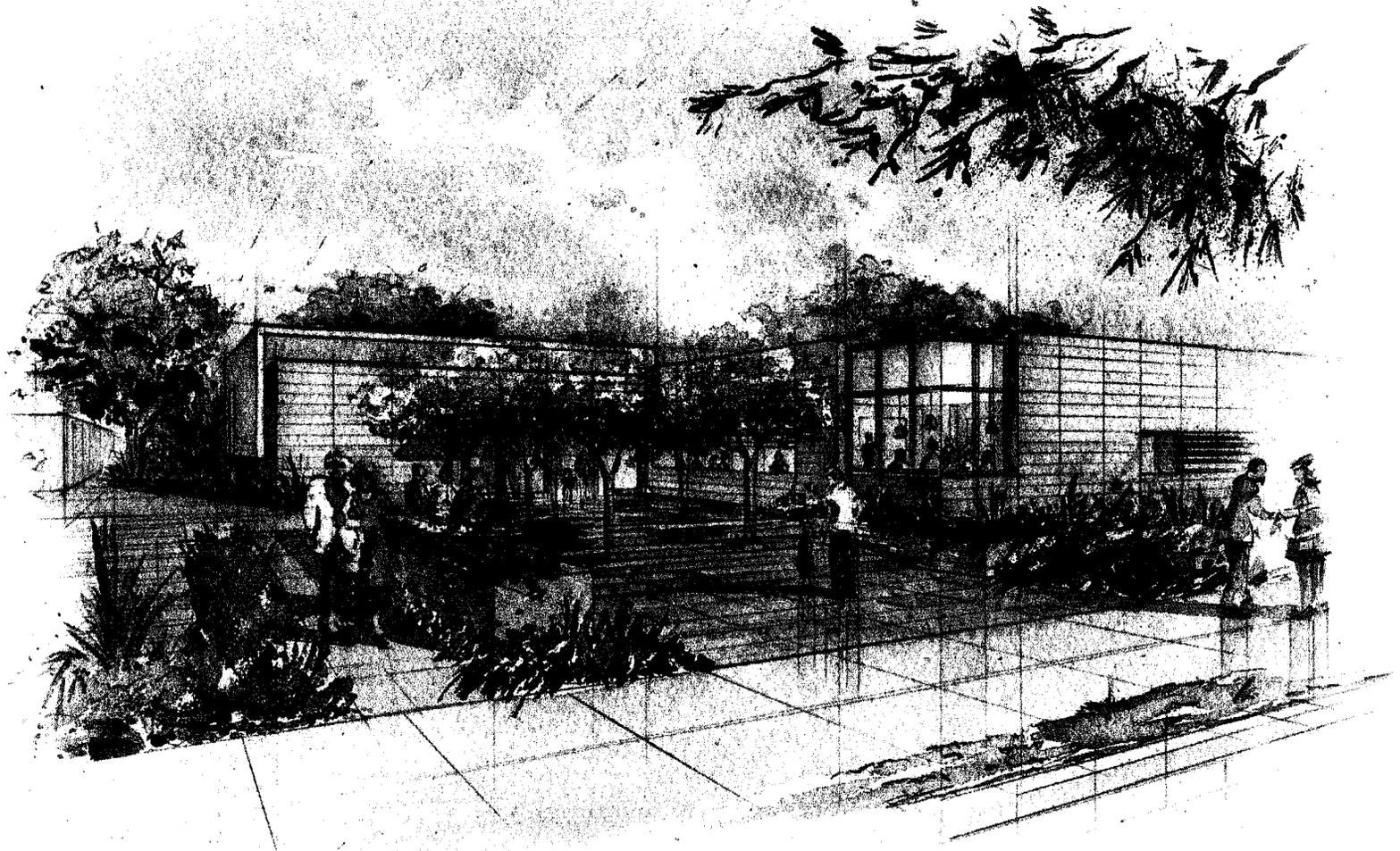


# FLOOR PLAN



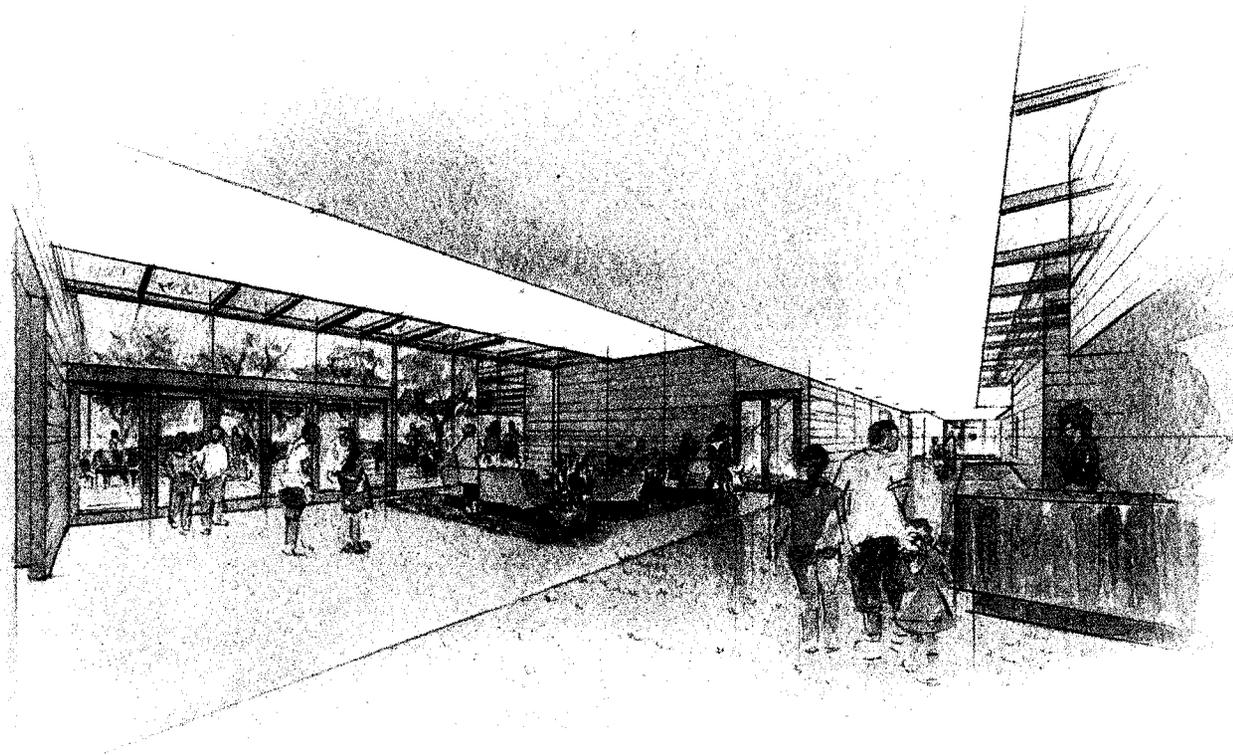


# ROXBURY DRIVE ENTRY - VIEW 1



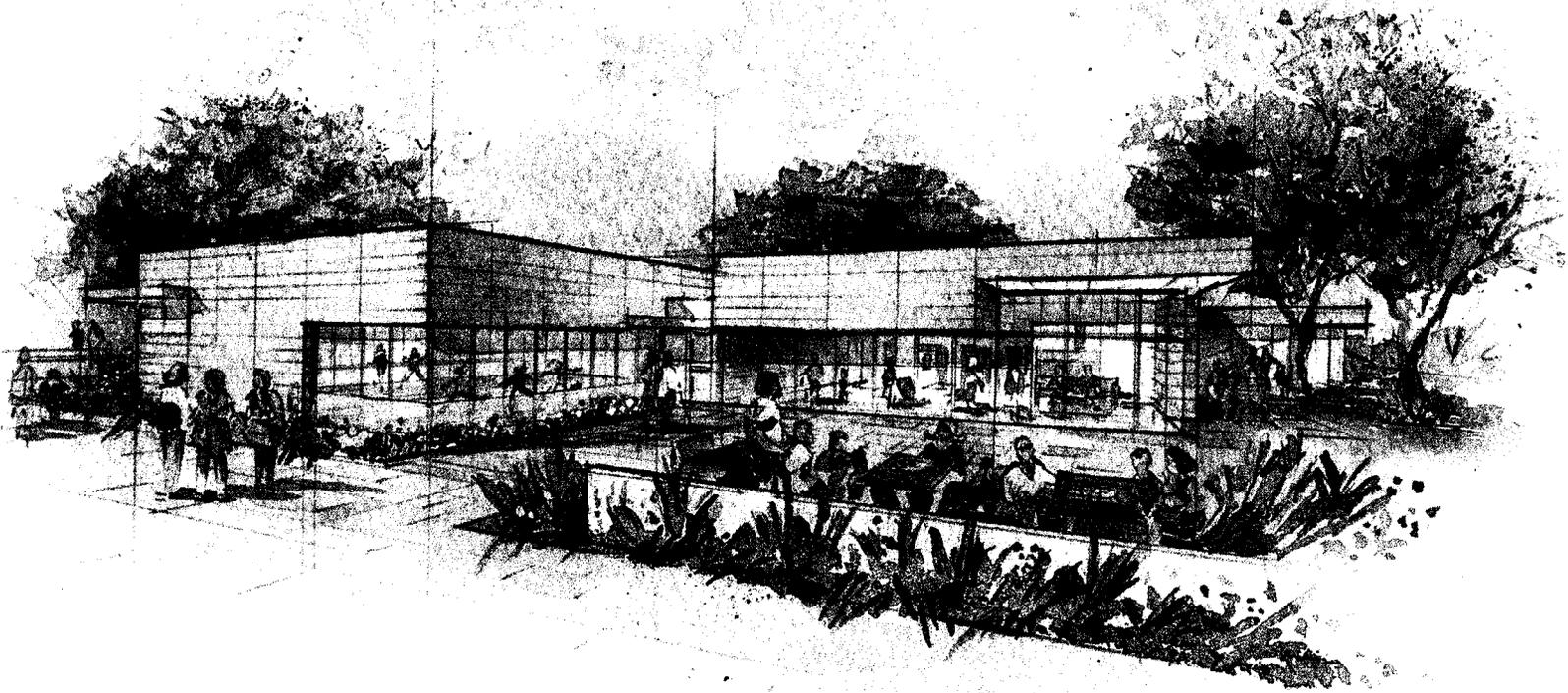


# INTERIOR COURTYARD – VIEW 2



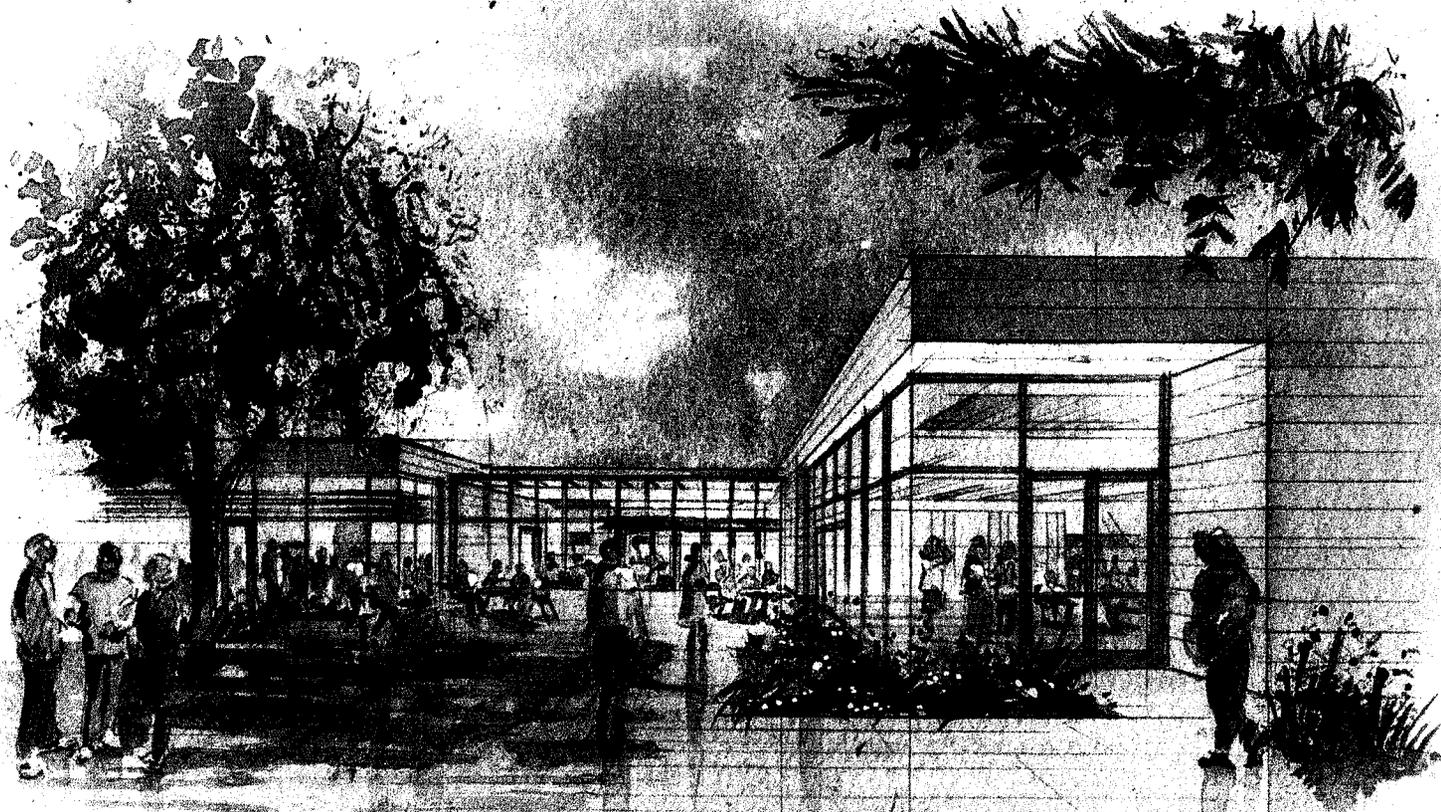


# FROM BALL COURTS – VIEW 3





# PARK ENTRY – VIEW 4





# PRECEDENTS – PARK VIEWS



**CAPTURE LARGE SCALE VIEWS OF THE TREES**



**IN-BETWEEN SPACES CAPTURE VIEWS**



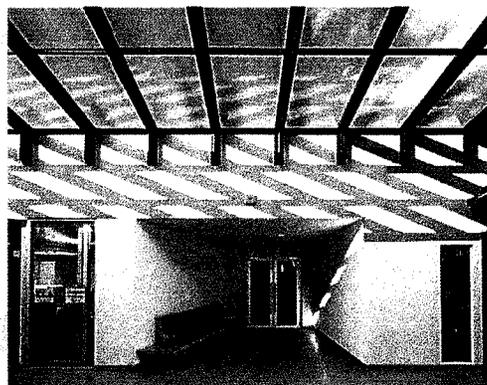
**LARGE OPENINGS BRING OUTSIDE IN**



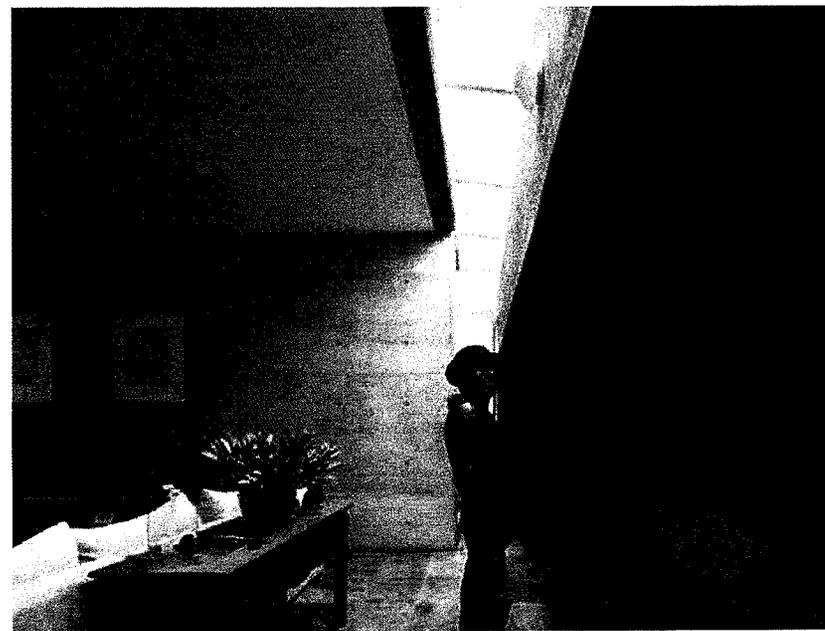
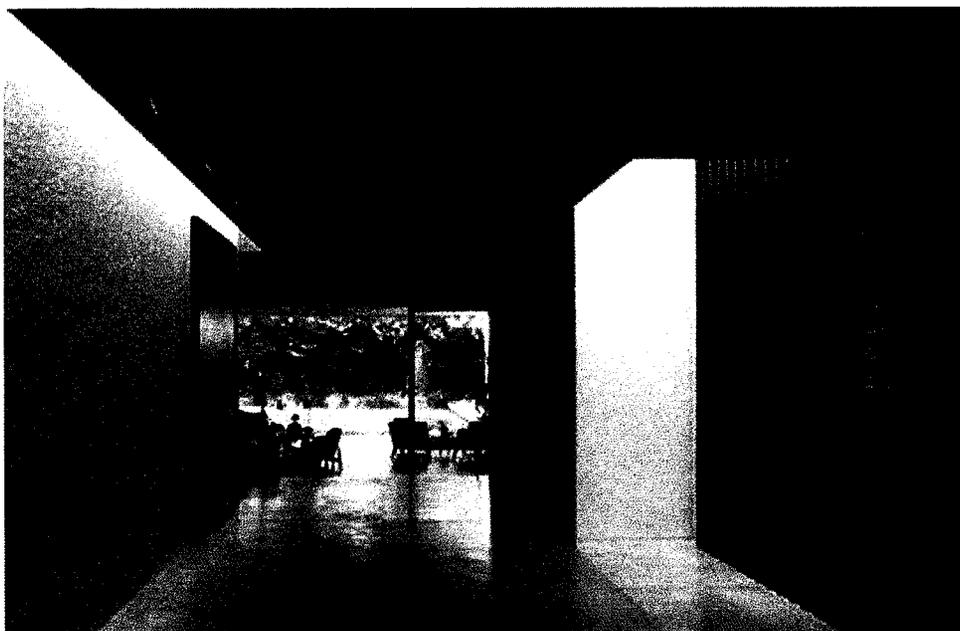
# PRECEDENTS – DAY LIGHTING



**INDIRECT LIGHT**



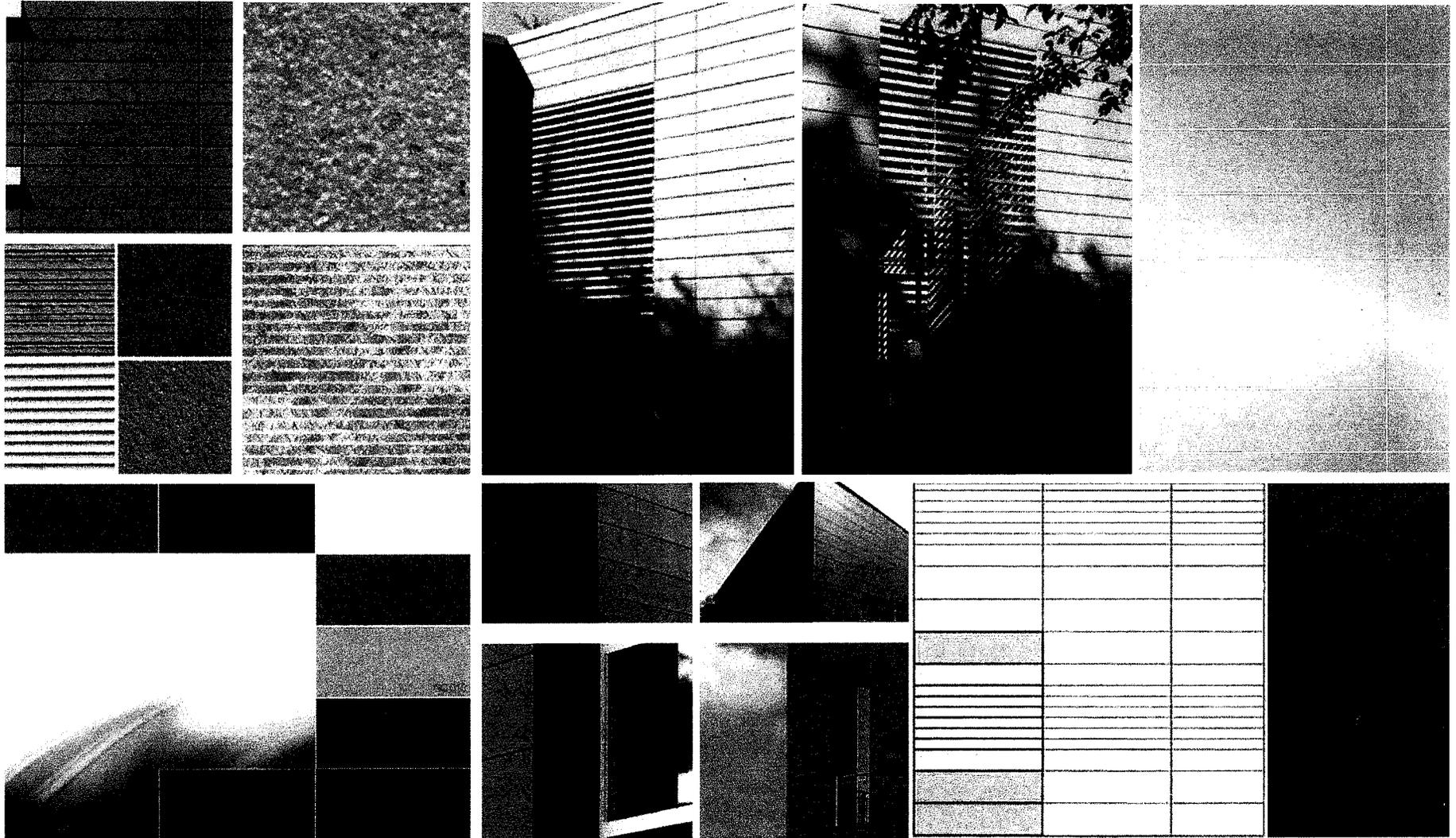
**DIRECT LIGHT**



**LINEAR WALL WASHING SKYLIGHTS BLUR THE LINE BETWEEN INTERIOR AND EXTERIOR DEEPER WITHIN THE BUILDING**



# PRECEDENTS – EXTERIOR MATERIAL



COLOR

TEXTURE

SIZE

MODULE

VARIATION



Questions?

# **ATTACHMENT 4**



**CITY OF BEVERLY HILLS**  
**COMMUNITY SERVICES DEPARTMENT**  
**BEVERLY HILLS PUBLIC LIBRARY**

**MEMORANDUM**

**TO:** Jeff Kolin, City Manager

**FROM:** Nancy Hunt-Coffey, Assistant Director of Community Services  
Donielle Kahikina, Associate Project Manager

**DATE:** September 20, 2012

**SUBJECT:** Council questions regarding Roxbury

At the City Council study session on August 7, Councilmembers Bosse and Mirisch asked for clarification on several issues related to the proposed community center project at Roxbury Park. The issues are listed below along with a discussion addressing related questions.

Staffing for existing programs/required resources for a new project based on Plan E.  
The following staff are currently assigned to the community Center:

.5	FT	Recreation Services Manager
1	FT	Senior Recreation Supervisor
1	FT	Recreation Supervisor
1	FT	Administrative Clerk II
1	PTRegular	Recreation Leader III *
2	PTHourly	Recreation Specialists *

Plan E was designed to accommodate the number and level of staff listed above. No additional staff members will be required to provide proper functioning of a new building. It should be noted that over the course of time, existing staff members could be reassigned to or away from the center based on programming needs; however, there are no plans to shift staff at this time.

\* Building coverage during evenings and weekends.

Current center operational costs and anticipated budget for the proposed Plan E building.

The current budget for the positions listed above (including salary and benefits) as well as the cost of the community center janitorial service is \$503,272. It is estimated that this figure would increase by approximately \$5,000 per month with Plan E due to increased janitorial costs. However, it should be noted that this figure does not include field maintenance costs, non routine building maintenance costs such as repairs of broken windows/hardware, etc., building and park utility costs, preschool staffing, the cost of supplies and materials for programs, etc. It is particularly difficult to cost out some of these ancillary expenses since they vary over the course of time. For example, field maintenance could be more costly in some months than in others depending on the season, use of the field, etc. Should Council want further details on any of these ancillary expenses, staff can develop estimates based on resources assigned over the last few years. The budget figure also does not reflect revenues generated by programs offered or developed by the staff listed above.

Costs to renovate the existing building.

The initial evaluation by construction management company C.W. Driver to bring the existing building up to code was done purely by visual inspection at a cost of approximately \$20,000. They estimated that it would cost approximately \$6.1 million to bring the existing building up to code. This figure did not include upgrading of the facility beyond code requirements. For example, it did not include a full repainting of the facility. We would estimate a similar cost of \$20,000 to engage another construction manager for a second opinion to visually inspect and estimate the cost of renovation. Alternatively, staff could ask C.W. Driver to provide cost estimates for a destructive inspection of the building by selectively going into the walls and ceiling to get a better idea of issues that may be encountered. Ultimately the best means of getting accurate figures to renovate the existing building would be to issue a request for proposal to engage the services of an architectural firm to assist with developing a full set of plans and specifications which could be bid out to construction companies.

The occupancy load of the current building versus the occupancy load of the building proposed in Plan E.

An evaluation of occupancy based on a classroom/training (most intensive) configuration of the programmable area was done for the meeting rooms and multi-purpose rooms of the existing building and Plan E. The existing and proposed lobby spaces were evaluated on less intensive use given the way the spaces would typically function.

The overall results are listed below:

Existing number of occupants:	634
Proposed number of occupants:	681
Difference:	47

These occupancy numbers reflect a fully occupied building and assume every room is used to its maximum capacity, all at the same time. Staff foresees no situations where

we would ever see the facility occupied at these levels. As is the case now and will be in the future, occupancy is a controllable number based on programming and the management of rental permits issued.

The process for placing the Community Center Project on the March 5<sup>th</sup>, 2013 election ballot.

There are two means by which an item can be placed on the ballot. The first is by referendum where a certain number of signatures would need to be collected to qualify an item to be placed on the ballot. The deadline for the complete package of signatures to be submitted was September 14, 2012, so this is not an option for the March election. The second approach is for the Council to adopt a resolution to place the item on the ballot. Such a resolution would need to be adopted by the Council at a special or regularly scheduled meeting before December 7, 2012.

Please let us know if you or the Councilmembers have further questions.

CC: Mahdi Aluzri, Steve Zoet, Donielle Kahikina, Alan Schneider  
Bcc: City Council

## Preliminary Roxbury Project Budget

	Construction Costs	Cost/SF	Fees
<b>Building Construction</b>			
Community Center	\$ 7,447,783	\$ 376	
Site Work	\$ 2,128,168	\$ 29	
sub-total	\$ 9,575,951		
Design & Construction Contingency	\$ 2,012,666		
<b>Site Improvements</b>			
Sports Field	\$ 430,000		
Field Restroom	\$ 354,000		
Playground Renovation	\$ 425,000		
sub-total	\$ 1,209,000		
Construction Contingency	\$ 96,720		
<b>Construction Management</b>			
General Conditions	\$ 780,257		
Overhead & Profit	\$ 323,000		
<b>Site Utilities</b>			
Sewer	(in bldg cost)		
Water (domestic & fire)	(in bldg cost)		
Gas	(in bldg cost)		
Electric	(in bldg cost)		
Communications	(in bldg cost)		
<b>Construction Total</b>	<b>\$ 13,997,594</b>		

<b>Additional Project Costs</b>			
Pre-construction Fee			\$ 49,000
Architctural Fees (RTK), incls contingency			\$ 636,056
Landscape Architect - Site Improvements			\$ 100,000
Health Dept. Permit Fees			\$ 3,000
<b>Allowances</b>			
Phone and Data Cabling *	\$ 65,000		
Fire Alarm *	(in bldg cost)		
Card Access *	\$ 60,000		
HVAC Controls*	(in bldg cost)		
Haz Mat Abatement	(in bldg cost)		

# Preliminary Roxbury Project Budget

	Construction Costs	Cost/SF	Fees
<b>Vendors</b>			
Furniture *	\$ 200,000		
Computers & Equipment OFOI *	\$ 20,000		
Kitchen Equipment *	\$ 10,000		
<b>Consultants/Contractors</b>			
Cost Estimating - O'Halloran			\$ 36,000
Surveying			\$ 4,000
Strom Drain Investigation			\$ 10,000
Geotechnical Investigation*			\$ 25,000
Waterproofing consultant *	\$ 30,000		\$ 10,000
Commissioning *	\$ 25,000		\$ 10,000
Solar *			\$ 10,000
Testing/Inspection *			\$ 75,000
<b>Additional Costs Total</b>	<b>\$ 410,000</b>		<b>\$ 968,056</b>

<b>TOTAL PROJECT COST</b>	<b>\$ 14,407,594</b>		<b>\$ 968,056</b>
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**Project Budget**

CIP Fund 06 - Infrastructure	\$ 1,500,000		
CIP Fund 08 - Capital Assets	\$ 6,263,788		
CIP Fund 16 - Parks and Recreation	\$ 6,787,019		\$ 1,000,000
Fund Balance	\$ 14,550,807		\$ 1,000,000

Difference	\$ 143,213		\$ 31,944
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**\* Estimated**