



G R O U P 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE

SO. SAN FRANCISCO

CA 94080 USA

T: 650-871-0709

F: 650-871-7911

www.g4arch.com

2 October 2017

MEMORANDUM

Marin City Community Services District
630 Drake Ave.
Marin City, CA 94965
Attn: CSD Board of Directors, Monique Brown, Joshua Barrow

PROJECT

Marin City Center for Community Life

SENT VIA

Hand Delivered

TOPIC

CFCL NEXT STEPS

Dear Members of the Board,

Based on MCCSD Board input and guidance from the Project Management Team this memo outlines two recommended groups of Board actions to advance the CFCL project.

I. Next Steps Early Implementation Project:

1. Purpose
 - A benefit of an early implementation project is to show progress and capability to both the community and CFCL funders/donors.
 - Implementing part of the overall CFCL project early will reduce escalation costs, and will provide the benefits of the selected project sooner.
 - Implementing part of the overall CFCL project early may increase project management costs and / or slow implementation of the overall project due to community, staff, and BOD capacity.
2. Opportunity
 - The MCJ Senior Center has been suggested as an early implementation project that can be advanced independently of the rest of the overall CFCL project.
 - Senior Center Early Implementation Scope Options include – kitchen upgrades and expansion, HVAC repairs or replacements, new finishes.
 - Other scope options such as reconfiguring other interior rooms, restroom upgrades, exterior upgrades, and site work can be added later as part of the overall CFCL project.
 - The Early Senior Center scope described above can move forward without impacting the County Master Use Permit or Design review process.
3. Early Implementation Project Costs and Funding
 - Senior Center project cost estimates range from \$400K for just the kitchen to \$2.3M for the full Schematic Design scope.
 - The project management team has identified available funding of \$400K-\$600K that could be applied to an early implementation project.
4. Senior Center Early Implementation Project Proposed Delivery Method

JONATHAN HARTMAN
ARCHITECT

DAWN E. MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

ANDREA GIFFORD
ARCHITECT

CAROLYN CARLBERG
ARCHITECT

GARY CHING
ARCHITECT

JILL EYRES
ARCHITECT

DANIEL LAROSSA
ARCHITECT

WILLIAM LIM
ARCHITECT

TERESA ROM
ARCHITECT



- The kitchen, HVAC, and interior finish upgrades can be done design-build (DB) where an experienced contractor will work with the CSD to confirm project requirements, complete the design, obtain any necessary permits, and build the project.
 - A Construction Manager Advisor (CMA) is recommended to assist the CSD and serve as owner's representative in confirming project delivery method and owner's general conditions, soliciting construction contracts, providing contracts oversight, construction inspections, and other project related services.
 - The Project Management Team recommends hiring the CMA through an RFQ/RFP process similar to that underway for the fundraising consultant.
5. Community Input
- The Community Advisory Committee (CAC) can be called upon again to give input on the Senior Center Early Implementation Project.
 - While services related to an Early Implementation Project is not in their current scope of work, Group 4 is willing to donate the facilitation of the CAC.
6. BOARD ACTIONS – SENIOR CENTER EARLY IMPLEMENTATION PROJECT
- Recommend the Senior Center move forward as an early implementation project.
 - Direct staff to budget for this project and make hard and soft costs available.
 - Direct staff to convene a CAC to give input on all of the above and bring this information back to the BOD.
 - Direct staff to implement an RFQ/RFP process for a CMA and bring a CMA recommendation back to the BOD.



II. Next Steps for the Overall CFCL Project:

1. CFCL Design Status
 - Schematic Design was completed in the summer of 2017.
2. CFCL Funding Status
 - The CSD is in the process of selecting and contracting with a fundraising consultant who will facilitate a process to update and validate a funding target and then will lead the implementation of the fundraising strategy.
3. CFCL Cost Estimates
 - Full Phase 1 Schematic Design (SD) scope is estimated to cost over \$35M. and the comprehensive CFCL Vision Plan scope, including a swimming pool and replacement of the Manzanita building is estimated to cost almost \$60M.
4. Health and Wellness Center (HWC) Update
 - The Marin City Health and Wellness Center (HWC) has just purchased the Marin Learning Center from the Marin City Community Development Corporation and intends to move the various clinic facilities presently on CSD property.
 - Therefore, the expanded HWC will no longer be a part of the CFCL project.
 - Options for the CFCL project include
 - Eliminate the HWC part of the design
 - Redesign the project to provide additional recreation or early childhood spaces instead of the HWC building.
5. Community Input
 - After the total funding target and timing of funds is determined G4 will facilitate a CAC meeting and BOD discussion to determine what scope is most desired that can fit within the project budget.
6. BOARD ACTIONS – CFCL NEXT STEPS
 - Direct Staff to work with the future fundraising consultant to determine new fundraising target and timing.
 - Direct staff to convene the CAC to give input on new post-HWC priorities that fit within the updated funding raising target.
 - Direct staff to return to the BOD with proposals for updated CEQA, design and CMA services to complete the design, approvals and to bid the CFCL project.

Thanks,

David Schnee, AIA, LEED BD+C
Principal