

**Kensington Police Protection and Community Services District
Park Buildings Committee**

Tuesday, May 31, 2016
7 pm
Room 3, Kensington Community Center

Agenda

Roll Call

Public Comment

Old Business

1. Status of WW Grant application.

New Business

1. Information on California Senate Bill 885. Fact sheet prepared by California Special District Association. Discussion of impact upon Park Buildings Committee.
2. Information on California Assembly Bills 2444, 1732 and California Senate Bill 977. Fact sheets prepared by California Association of Recreation and Park Districts. Discussion of impact upon Park Buildings Committee.
3. Information on relationship between KPPCSD and KCC. Fact sheet prepared by KCC (Kensington Community Council).
4. Discussion of possible repairs/ improvements to Community Center during the summer of 2016.
5. Discussion of possible repairs/improvements to the Annex. Review possible renovations to the Public Safety Building.
6. Review and discuss the RFP for architectural and construction drawings for renovations to the Community Center. Discuss necessary improvements to the facilities. Vote on recommendations to be made to the KPPCSD Board.



FACT SHEET

Senate Bill 885: Public Works Restrictions

CSDA Position: OPPOSE
Author: Senator Lois Wolk (D-Davis)
Location: Senate Floor

California is in dire need of hundreds of billions of dollars in infrastructure investment. Special districts deliver an exceptionally diverse array of essential local services, each with their own unique infrastructure needs. Due to the variety in scope, size, and function of projects, a one-size-fits-all public works process will impede progress and increase costs to local communities.

The significant need for infrastructure investment further necessitates a fair public works process that does not place an undue burden on special districts. Avoiding restrictive mandates and maximizing flexibility for special districts is critical to local agencies' ability to meet California's infrastructure needs. Ensuring a fair and flexible public works process for local agencies will help special districts meet these community needs, while safeguarding public dollars.

Major Provisions:

SB 885 eliminates the right of a public agency to contractually require design professionals, such as engineers and architects, to defend against and pay for up-front legal defense costs for claims related to the design professionals' work. As a result, public agencies must wait to seek reimbursement for these costs until after the design professional is found to be liable for damages. Specifically, this bill:

1. Prohibits public agencies from requiring the design professional to defend the agency in court when the claim or lawsuit is directly related to the work of the design professional.
2. Requires that the public agency seek reimbursement to recoup legal fees when the design professional is found liable, and only a "reasonable allocated share" of the defense costs.

Talking Points:

- In 2010, public agencies and design professionals negotiated a compromise, which was placed into law by SB 972 (Wolk, 2010), to limit when a design professional is required to defend their own work. SB 885 will not only undo a compromise that all parties agreed to, the bill makes this process worse and will have dire consequences for a public agency's ability to deliver infrastructure projects.
- SB 885 puts scarce public resources at great risk by requiring the public to defend the private sector, even when design professionals are 100% liable. Every dollar spent on litigation spawned by SB 885 will be one less dollar to support vital public services and infrastructure.
- SB 885 restricts public agencies from crafting a contract that best fits the public works project.
- The current process encourages public agencies and design professionals to work together against a claim, resulting in most lawsuits being settled outside of court. Working together saves taxpayer dollars and ensures funds are not tied-up in the legal system for prolonged periods of time.
- SB 885 picks winners and losers by reversing long-standing indemnity law and walks away from recent compromise to create an exception for one industry—design professionals.
- Design professionals sponsoring SB 885 argue they should not have to pay for legal costs until they have been proven to be at fault; however this bill would shift costs to the agencies who have also not been proven to be at fault, burdening taxpayers. A public agency would be forced to defend claims related to a design professional's work even if the agency has no fault.

Assembly Bill 2444—Resources(Park)Bond:

CARPD current position: **Support**

This bill would enact the California Parks, Water, Climate, and Coastal Protection and Outdoor Access For All Act of 2016, which, if approved by the voters, would authorize the issuance of bonds in an unspecified the amount of \$2,985,000,000 pursuant to the State General Obligation Bond Law to finance a parks, water, climate, and coastal protection and outdoor access for all program.

Article 2.

Investments in Environmental and Social Equity, Enhancing California’s Disadvantaged Communities

(a) The Pursuant to Section 5880.08, the sum of **nine hundred ninety-five million dollars** (\$995,000,000) shall be available to the department, upon appropriation by the Legislature, for the creation and expansion of safe neighborhood parks in park-poor neighborhoods in accordance with the Statewide Park Development and Community Revitalization Act of 2008’s competitive grant program described in Chapter 3.3 (commencing with Section 5640).

(b) When developing or revising criteria or guidelines for the grant program, the department may consider the population densities of an applicant in relation to countywide populations, comparative income levels, and other poverty-related factors that are relative to region wide statistics.

$995,000,000 \div 38,800,000(\text{number of Californians}) = \26.10 per person

$\$26.10 \times 125,000(\text{persons district serve}) = \$3,262,500$

$\$26.10 \times 100,000(\text{persons district serve}) = \$2,610,000$

$\$26.10 \times 75,000(\text{persons district serve}) = \$1,957,500$

(These figures are speculative as the actual amounts have not been finalized)

Current proposal is to author a letter from each district explaining the need for this bill to pass. Also explaining what the funds would be used for, listing there top 3 programs or projects this money would go to finance.

*Assembly Bill 1732—Single Use Restrooms

CARPD current position: **Support**

Existing law requires a public agency, as defined, that serves the public or is open to the public and maintains toilet facilities to make those facilities available to the public free of charge. Existing law requires publicly and privately owned facilities where the public congregates, as defined, to maintain a sufficient number of temporary or permanent toilet facilities to meet the needs of the public at peak hours. Existing law also requires each business establishment to provide, within reasonable access, a sufficient number of toilet facilities for the use of the employees. This bill would, commencing March 1, 2017, require all single-user toilet facilities in any business establishment, place of public accommodation, or government agency to be identified as all-gender toilet facilities, as specified.

118600.

(a) All single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency shall be identified as all-gender toilet facilities, and designated for use by no more than one occupant at a time or for family or assisted use.

(b) During any inspection of a business or a place of public accommodation by a health officer or inspector, the inspector may inspect for compliance with this section.

(c) For the purposes of this section, "single-user toilet facility" means a toilet facility with no more than one water closet and one urinal with a locking mechanism controlled by the user.

AB 1732 would enact the nation's most progressive restroom access policy among the states, requiring all single-occupancy restrooms in businesses, government buildings and places of public accommodation to be available to everyone. Compliance with the bill is a matter of changing a sign on a restroom door. Many of our older buildings were designed and built with inadequate restroom facilities for women. Newer buildings often do not have the capacity they need to accommodate women efficiently either. This results in women being forced to wait or postpone having their needs met while a men's single-occupancy restroom is available.

Senate Bill 977 – Tobacco use at youth sports events.

CARPD current position: **Support**

Existing law prohibits the smoking of a cigarette, cigar, or other tobacco-related product, and the disposal of tobacco-related waste, within **25 feet** of any playground or tot lot sandbox area, as defined. Existing law prohibits a person from intimidating or retaliating against another person seeking compliance with these prohibitions. A violation of these prohibitions is an infraction, punishable by a fine of \$250 for each violation. Existing law expressly does not preempt the authority of any county, city, or city and county to regulate smoking around playgrounds or tot lot sandbox areas.

This bill would prohibit the use of a tobacco product, as defined, within **250 feet** of a youth sports event, *as defined*, and make a violation an infraction punishable by a fine of \$250 for each violation. The bill would state that its provisions do not preempt the authority of any county, city, or city and county to regulate the use of tobacco products around a youth sports event. By establishing a new crime, this bill would create a state-mandated local program.

(1) **“Playground”** means any park or recreational area specifically designed to be used by children that has play equipment installed or any similar facility located on public or private school grounds, or on city, county, or state park grounds.

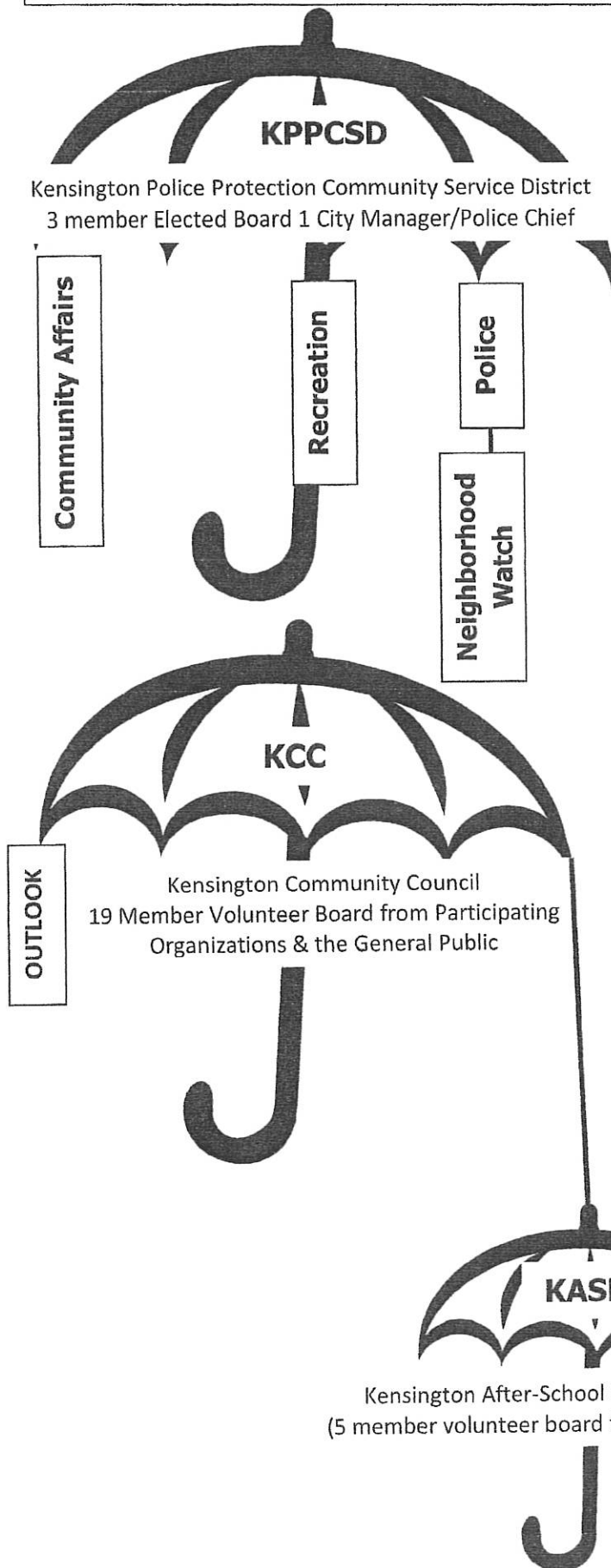
(2) **“Tot lot sandbox area”** means a designated play area within a public park for the use by children less than five years of age. Where the area is not contained by a fence, the boundary of a tot lot sandbox area shall be defined by the edge of the resilient surface of safety material, such as concrete or wood, or any other material surrounding the tot lot sandbox area.

(3) **“Public park”** includes a park operated by a public agency.

(4) **“Youth sports event”** means any practice, game, or related activity organized by a nonprofit youth sports organization *any entity* at which athletes up to 18 years of age are present.

(5) **“Smoke or smoking”** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoking” includes the use of an **electronic smoking device that creates an aerosol or vapor**, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

THE RELATIONSHIP BETWEEN K.P.P.C.S.D., K.C.C., AND K.A.S.E.P.



KPPCSD carries the insurance for KCC and KASEP. It is also the final decision making body for the three organizations.

KCC's general mandate is to coordinate recreation in Kensington. KCC also becomes involved in general community issues.

KCC Participating Organizations:

- Troop 100
- Pack 82
- Girl Scouts
- Kensington Improvement Club
- Kensington Property Owners
- Kensington Symphony
- Arlington Woman's Club
- Kensington PTA
- Kensington Dad's Club
- Kensington Nursery School
- Skytown Nursery School
- First Unitarian Church
- Arlington Community Church
- Friends of Kensington Library

Annex

History and Current Conditions

The date of original construction of the Annex building is unknown, although an educated guess would put the construction in the late 1940's or early 1950's. The building was presumably constructed to house two classrooms for use by Kensington School, before the entire school moved up the hill to its current site in the 1950's. The school district leased the property to KCS D in 1963, along with the land now occupied by the tennis courts and play area. It was purchased by KCS D, along with a cluster of ten other small buildings (buildings A through K), in 1995.

KCS D leased the building to a day care provider (the Neighborhood School) from 1985-2006. The KCC offices were also in the building until the renovation of Building E was completed in 1999. The building has been vacant since 2006.

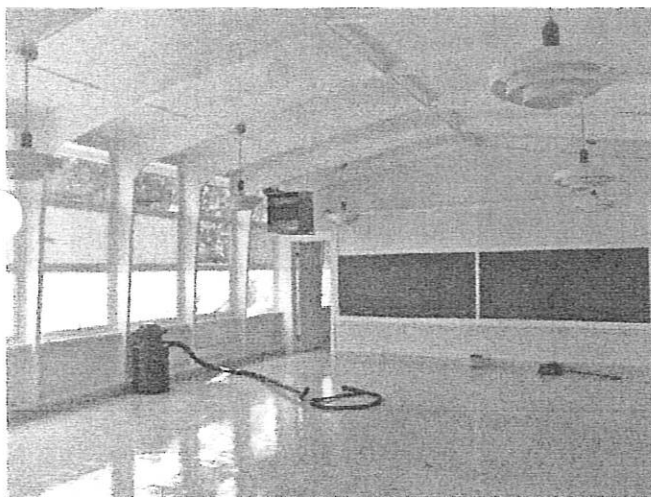
The Annex can be described as a "modular" building, but because it is slab on grade it is not a "portable".

The building is currently divided into two classrooms, with an office and entrance in the center. Bathrooms at the north end of the building appear to have been added after the original construction. The office in the center was also partitioned off from the south classroom, perhaps at the same time.

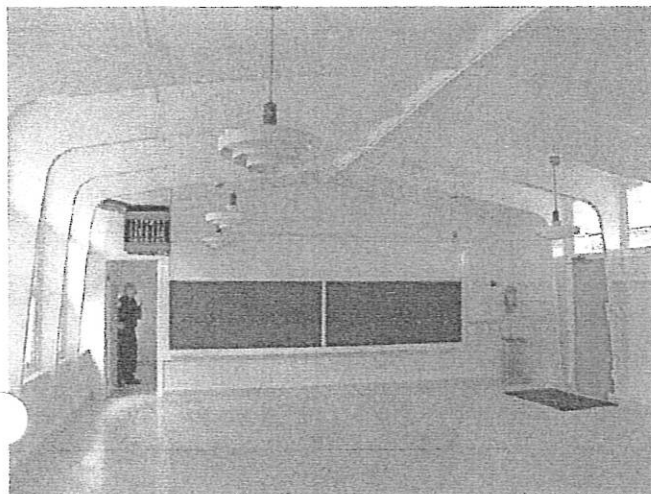
No original drawings of the building or of the bathroom addition are available.



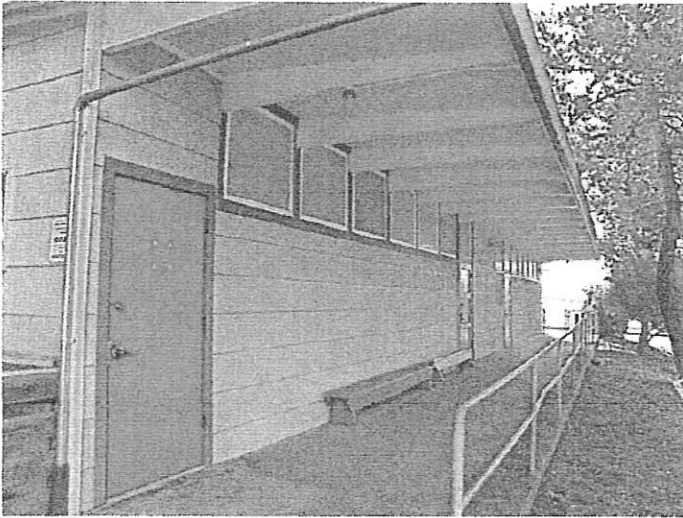
Front of Annex with covered porch, as seen from parking lot.



Annex interior, with painted wood arches. Large windows face east; high windows face the covered walkway.

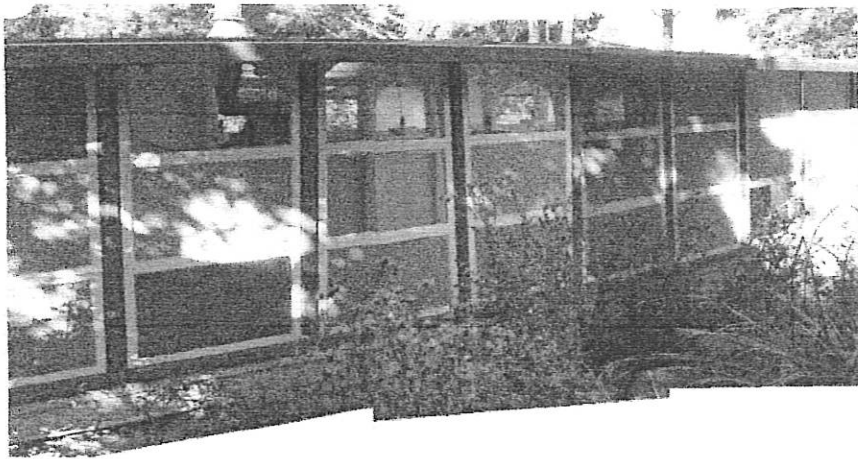


Construction date	Unknown. Educated guess: 1945-1955. Date of bathroom addition is unknown.
Architect	Unknown original architect. Jason Kaldis, proposed 2008 remodel Jack Griffith, 2008 plans for site improvements (not built)
Building size	1772 sq. ft., one-story
Meeting/ activity rooms	660 sq. ft. north classroom (22.5' x 29') 500 sq. ft. south classroom South classroom could be 750 sq. ft. if partition removed.
Occupancy	E (education) Proposal to convert the building to A-3
Floor structure	Slab on grade.
Floor finishes	Vinyl tile typical. Tile and mastic contain asbestos..
Walls	End walls: stud construction. Side walls: post and beam single-wall



Above: The front porch. The closest door gives direct access to a bathroom.

Below: View from the back yard, showing variety of types of glazing.



Wall finishes	<p>construction, with plywood sheathing spanning between structural arches. No studs.</p> <p>Exterior is wood shingles with 12" to the weather, except south wall has standard replacement shingles.</p> <p>Interior: Painted plywood or tack board.</p>
Roof	Unknown. Assume composition roof.
Roof structure	Three-hinged shaped arches spaced 4' apart. 2-3/4" thick, glu-laminated wood. No joists between arches.
Ceiling	Structure unknown, but must be thick enough to span 4' between arches. 2x roof sheathing? 1-1/8" plywood?
Heating	Suspended gas space heaters.
Insulation	No insulation?
Ventilation	Operable windows No mechanical ventilation.
Windows	Wood frame, some fiberglass replacement windows. Glazing is a random combination of clear glass, acrylic, and fiberglass.
Exterior doors	Solid, no vision panels

Issues:

Aesthetics: Although the interior spaces are attractive, with the exposed arches and large window areas, the exterior of the building as seen from the parking area is not appealing. The solid doors and high windows preclude any views into the building and make the building look forbidding; the overall form is so simple as to be uninteresting; the painted shingle siding looks dated; the overall composition of doors, windows, and siding is not pleasing. Lack of "curb appeal" has probably reduced demand for potential rentals of the building. If the building is to be remodeled, these aesthetics issues should be addressed.

The existing window glazing is a seemingly random combination of clear glass and patterned glazing. Aesthetics will be improved by replacing all the glass with clear glazing.

Function: The bathrooms are at the north end of the building, entered from inside the north classroom. This configuration makes it difficult to use the building for two independent activities at the same time, since students from one classroom would need to disrupt activities in the other classroom in order to get to the bathroom. Consideration should be given to moving the bathrooms to a more central location, especially since they will need to be reconfigured in any case to satisfy the need for accessibility.

Potential users of the building have noted that the building has no kitchen or kitchenette, which also limits some potential uses.

Change of Occupancy: The building was built as classrooms, and presumably still keeps this "E" occupancy in the eyes of the building department, with a calculated occupant load of 70 occupants. Continued use for a day care facility or for KCC classes would not constitute a change of use. Use of the building primarily for community events would constitute a change of occupancy to "A-3", or assembly occupancy. The building occupant load would increase to 94 to 104 occupants if seated at tables as many as 200 occupants if seated theater style in chairs. Since this is a higher number of occupants than the current 70, the building would need to be brought up to code as applicable for the higher occupancy.

Change of occupancy will trigger code requirements for a number of upgrades to the building, from seismic to mechanical, electrical, and energy efficiency. Additional toilet facilities would be needed for the higher number of occupants. Three toilets for women are required by the 2010 California Building Code; one toilet plus a urinal is required for the men.

Accessibility: The existing bathrooms are not accessible. See the list of other accessibility issues in the Appendix.

Seismic: It is not known if it was built in compliance with the Field Act, which requires schools to resist earthquakes. The Field Act requiring seismically safe schools was passed in 1933. However, its application to temporary portable/ modular classrooms evolved over the years and may not have applied to this structure.

At first glance, this building appears to have little or no seismic resistance. If it was built to Field Act standards, it might be better than it seems. In any case, previous shear walls may have been compromised by later additions, such as the exterior bathroom door to the front porch in what was formerly a shear wall.

Foundations and Settlement: No original plans of the building have been located, and the dimensions of existing foundations are not known. Investigation will be needed to determine the capacity to resist seismic loads.

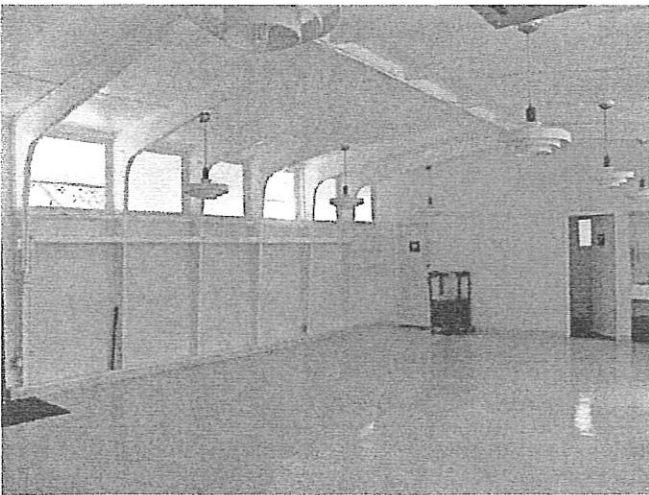
The slab on grade interior floor is not noticeably cracked or out of level. The porch slab (under the overhang), however, is tilted, cracked, and pulling away from the building. This causes a problem for wheelchair access to the main entrances to the building. Since the slab has settled, it could be repaired by pouring a new topping slab to make it match the level of the slab inside, with a 1% slope away from the building for drainage.

Drainage: Various problems have been noted with the drainage on the uphill side of the building. Water comes down the hillside and must be led away by the underground drains around the building foundation that were installed (?) about 10 years ago. These drains, assuming they exist, are apparently clogged or overloaded, since water was noted seeping through the floor slab after a rainstorm in September 2011. A retaining wall at the existing back yard fence line, with drainage above it, could help to divert the hillside water before it gets to the building drain.



Above: Aftermath of water intrusion, winter 2011.

Below: Single-wall construction. Insulated stud walls could be added between the existing arches.



There is also a downspout at the NE corner of the building that is not connected to the building drain that could contribute to the problem.

Entry Stairs: The parking lot is about 8' lower than the building porch at the north end, sloping up to match the porch grade to the south of the building. Original stairs leading to the center of the porch were recently removed because they were unsafe. New stairs should be provided as part of any remodel of the building.

The design of the new stairs and associated landings and railings can be treated as an opportunity to improve the appearance of the front of the building.

Remodel or tear-down? If the building is to have a major remodel, the value of the current building is that it provides a foundation, floor slab, and structural shell that could be used as a framework for new construction. Studs, insulation, electrical wiring, etc. can be added between the existing wood arches to make a more permanent and energy-efficient building.

If the building is to remain in use as classrooms or day care, then a limited remodel such as the one described below may be sufficient. In either case, the cost of a remodel should be compared to the cost of new construction, since the existing building may not provide much value and remodel costs are typically higher than new construction costs.

Annex Plans 2008

Plans were drawn by Jason Kaldis for limited repairs necessary to re-occupy the building as a child care center, including expanding the bathrooms to meet accessibility requirements and electrical upgrades to meet code. The cost estimate was about \$140,000 (or about \$80 per square foot). This cost estimate did not include the necessary site work, nor did it include the additional costs, such as prevailing wages, required for a publicly bid project.

Additional insulation and other energy conservation measures will be required in addition to work shown in these plans to comply with the new California Energy Code, which went into effect in 2010.

- The Community Center has opportunities for circulation and aesthetic improvements that will enhance user experience, increase program potential for celebrations and family events, and improve overall utility and enjoyment of the building.
- It would cost nearly as much to improve the Annex for community use (rather than a classroom) as it would to demolish and build a new building up to the current codes.

The Recommendations

Community Center

What: We recommend improving the Community Center according to Option 2, which includes aesthetic and functional upgrades to the building as well as code required improvements.

See description and conceptual images beginning on page 22.

Why: Option 2 will address building code, safety, and maintenance issues, as well as provide better program and event support, improved aesthetics, comfort and energy efficiency and general community utility and enjoyment.

How: Develop the Community Center as one project if the funding can be secured. This will be the most efficient, cost effective, and least disruptive option. However, phasing is also an option.

Various options for phasing are described on page 34.

Cost: Estimated total project cost is \$1,405,050. If the project must be phased, the recommended first phase could be the main room and bathrooms, for \$750,000 or the combined meeting rooms and bathrooms, for \$547,000.

Annex

What: We recommend using the annex as a temporary structure during construction of the Community Center, followed by its demolition and construction of a new structure when program demand and funding are more clearly defined.

Why: There are currently no specific plans for programs to go into the building; demolition will reduce the ongoing expense and liability of a vacant building; a new building will cost little more than the defined renovation; a new structure can be more program-specific and better seismically.

How: Use the Annex as a temporary structure during construction of the Community Center, and possibly also as a temporary library during library renovation. Demolish after the temporary uses are complete.

Cost:

- Accessibility code compliance for temporary use: allow \$35,000 for site improvements. Monthly portable toilet rentals: \$600, including servicing.
- Demolition: \$14,000 to \$40,000
- Eventual replacement: \$1,135,000

Event Rentals

What: Improve the Community Center to better accommodate use for special events. Raise rental rates, hire part-time staff, and institute recommended policies after the improvements are completed.

Why:

- Residents have expressed a desire to have a facility that they could reserve for special functions such as weddings or family celebrations.
- Once building improvements are made, rental rates and the number of rental events can be increased, and the additional income would decrease the current operating deficit.
- Increased rental income will pay for the additional staff hours, even though it will not totally eliminate the current operating deficit.

BAE Urban Economics findings are included in Section 7: Operating Costs and Revenues (page 36).

Request for Proposal

Dated ????????

DRAFT

From: Kensington Police Protection Community Service District

Project Objective

The Kensington Police Protection Community Service District (KPPCSD or District) is seeking proposals for completion of architectural drawings and construction documents for the Kensington Community Center located at 59 Arlington Avenue in connection with the following work. The work expected from this proposal is twofold; 1) to provide construction drawings sufficient to complete the required seismic and ADA work identified by previous consultants, which studies are included herein as attachments; and 2) to provide recommendations for (a) improving the façade along the west wall of the building, (b) the work necessary to bring the existing kitchen up to commercial standards, (c) further upgrades to the restrooms, and (d) aesthetic and functional improvements to the interior of the main room, with these costs not to exceed estimated costs of \$75,000. It is the goal of the District to keep the total costs (both hard and soft costs) for the entire project to under \$1.0 million.

Background and Use of Building

A complete description with photos of the Community Center/Youth Hut building and the adjacent Annex Building are contained in the attachments as part of an analysis prepared by Muller & Caulfield Architects (MCA) and dated March 8, 2012. The MCA analysis was done in conjunction with a proposed major renovation of the Community Center, which renovation was rejected by the Kensington voters, as it required the approval of a \$2.0 million bond measure. The following is a summary description of the Community Center building (CC building) and its primary uses.

The CC building was built in 1956 and remodeled and expanded in 1988. The building totals 4,430 square feet, with the main assembly room totaling 1,815 square feet. There are 3 other meeting rooms, toilet rooms, a kitchen that does not meet commercial standards and a small storage area. The building is very utilitarian, consisting of reinforced concrete block walls, slab on grade floor with a resilient tile surface, exposed ceiling structure with some skylights and ten exposed metal trusses. There is no insulation in the main room and heating is provided by space heaters with ventilation provided by operable windows and doors.

The building was initially constructed to serve the needs of Kensington's youth, hence its original name as the "Youth Hut". Over the years the building's purpose evolved to include more adult uses such as yoga or painting classes, and also it also serves as a venue for some private parties. However, the majority of the uses continue to have a youth focus (scouts/gymnastics/after school programs). Given the continued youth focus of the building, aesthetic upgrades need to recognize the importance of durability - such as impact resistant glazing on any windows/doors and surfaces that are scuff resistant and designed for easy cleanup. The buildings western exposure creates heat gain issues during the afternoon which should be considered.

Required Upgrades

Following the 2014 defeat of the bond measure that would have fully upgraded the CC building, it was decided to evaluate how much work was required to bring the CC building into code compliance. Two consultants, a seismic engineer and an ADA specialist, were hired to complete this analysis. These reports from Gregory Paul Wallace, a structural engineer, and Gilda Puente-Peters, and ADA specialist are included in the attachments. The seismic report indicates steel columns will be required along the west and south walls of the assembly room to provide vertical support to the roof structure. Steel ties and plywood shear walls are proposed for the roof to tie the main roof to the other building components. The Wallace analysis assumes the roof will be replaced, however the roof appears to be in good condition. The ADA analysis is very detailed in terms of the work required both inside and outside the facility, however some of the exterior ADA work could change if there are modifications to the west wall.

Since it is anticipated that the reconstruction may require up to a year to complete, it would be beneficial if temporary quarters could be found for most of the activities that occur in the CC building. Such a possibility could exist by doing some temporary upgrades to the nearby vacant 1,772 square foot Annex building. This building suffered some water damage, and the repairs necessary to bring it into permanent useable condition were not deemed cost efficient. Nevertheless, it was recommended at the time of the MCA study that the Annex could be brought into useable temporary condition for a cost of \$35,000, to include the use of portable toilets.

Scope of Work

The Architect shall provide the District with a complete set of plans and specifications (P&S) to complete the upgrade of the CC building to describe any work that is required to meet all seismic and ADA requirements, including site work. These P&S do not have to fully agree with the attached seismic and ADA reports so long as the objective of bringing the CC building and site work up to seismic and ADA compliance is achieved.

The Architect shall provide the District with separate P&S for the following:

- A new west wall for the CC building that provides a more aesthetically pleasing façade to include more use of glass and a possible new central entrance. The details of this plan shall be worked out separately with the District's Building Committee.
- An upgraded kitchen that meets commercial standards.
- Enhancements to the boys and girls restrooms, interior main room wall covering, floor finishes, interior and exterior painting, and possible lighting and hearing upgrades. These modifications shall be reviewed with the District, with cost containment of \$75,000 or less a principal objective.

The purpose of having these separate plans is to be able to pull out one or more of these items in the event that costs exceed out budget.

Scope of Services

- Meetings – The Architect shall meet with the District three times (for a duration of not

- more than 2 hours each) to discuss and evaluate the scope of work.
- Preliminary drawings – At the second meeting identified above, the architect shall present several alternative renderings for the west-facing wall for District review, together with a rough estimate of the cost for each.
- Upon agreement of the work to be performed in items (a) and (c) above the Architect shall prepare the final P&S identified above under Scope of Work.
- The Architect shall obtain all Necessary County and other governmental approvals for the completion of the work identified in the P&S and make any changes as may be required.
- The Architect shall work with the District to identify and work with at least 3 contractors for the purpose of bidding the work. At this point it is anticipated the work will have to be bid at prevailing wage.
- Upon selection of a contractor, the Architect shall visit the construction site as often as necessary to make sure the building is being completed in accordance with the approved P&S.
- The architect shall work with the District to make certain that all forms required by the East Bay Regional Park as part of a WW Grant are completed.
- The Architect shall complete any necessary drawings to bring the Annex building up to a temporary useable condition.

Exclusions from Scope of Services

- As-built surveys, meets and bounds surveys.
- Soils testing and any geotechnical surveys
- Utility upgrade designs
- Materials testing
- Plan check and building fees.
- List any other exceptions on a separate sheet if your company requires them.

Bid Process

Bids shall be submitted no later than June 30, 2016, and the District shall make a decision on whether or not to award a contract by July 31, 2016. For those who would like to tour the facility prior to making a proposal, a walk through can be arranged by contacting

**Rachelle-Sherris-Watt at: rsherriswatt@keningtoncalifornia.org, or
Jim Watt at: jandiwatt@sbcglobal.net**

All submittals shall include:

- A summary of the firm's qualifications, history and related project experience
- The identify of the persons who will be working on the project and their qualifications and experience
- An outline of the proposed approach to the project including the work and schedule to complete it. Please specify the start date to complete the P&S and the estimated completion date.

- Cost estimate for scope of work: Provide a fixed fee to perform the services identified above, plus a separate cost for any additional services not specified above. Provide a rate schedule or hourly fees by individual, should additional work be required on a time and materials basis
- List three references for projects that required similar services.
- Submit all of the above to Rachelle Sherris-Watt at:
rsherriswatt@kensingtoncalifornia.org

Compensation

District shall make an initial mutually agreeable deposit with the Architect, and shall thereafter make monthly payments on a progress basis with a mutually agreeable retention once the P&S are finalized to cover the on-going costs of monitoring the project through to completion.

Miscellaneous Provisions

The District reserves the right to reject any and all proposals.

The District may award an agreement for services on the basis of the proposals submitted or the District may negotiate further with some or all of the proposers.

No proposal shall be approved until the District's Board of Directors has accepted it.

The District is not liable for any costs incurred by the applicants responding to the Request for Proposal.

Proposals and pricing information submitted as part of this proposal will not be returned.

The successful Proposer will be required to sign a standard KPPCSD service agreement, including insurance requirement.

The proposals may include proprietary information or confidential information. KPPCSD will take every reasonable precaution in protecting such confidential information provided that it is clearly identified as proprietary or confidential on the pages on which it appears. However, KPPCSD is subject to California Public Records Act and must disclose records as required by the Act,



is a current proposal to install new subterranean drainage on the north side of the building, which may solve the ongoing problem.

Soil on the north side of the building is approximately 6" higher than the interior floor slab, causing bubbling in the interior paint at the base of the wall. Allowance will be made in the cost estimate to lower the exterior grade to repair this condition.

Acoustics: The main room has acoustical tiles glued to the ceiling. The rest of the finishes of all rooms in the building are hard, reflective surfaces with little ability to absorb sounds. Groups that use meeting room #3 mention being disturbed by the sounds of balls hitting the bare concrete block walls of the main room.

Users of the main room report being occasionally disturbed by noise in the hallway outside the bathrooms. The addition of a sound-reducing door in the open doorway between the main room and this hallway would mitigate this problem.

Kitchen: The current kitchen is built to residential standards, and does not comply with the 2011 California Retail Food Code (CRFC) as enforced by Contra Costa County Environmental Health Services. Compliance will require upgrades to sinks, cabinets, countertops, and exhaust fan, although the plan could stay much the same as it is now.

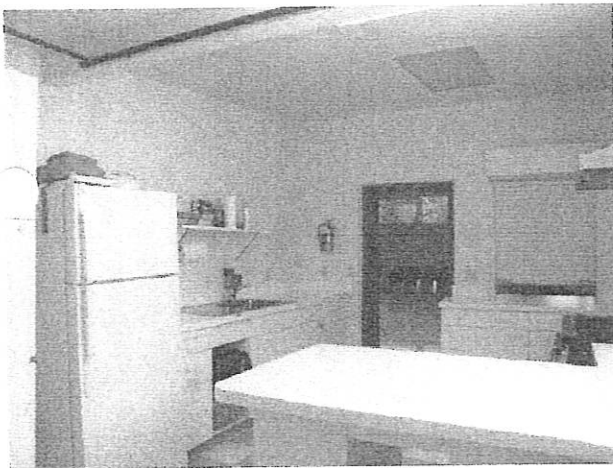
It is possible that upgrading will be required regardless of whether or not a remodel is planned, to meet requirements of the CRFC. Some of the groups that currently use the kitchen may eventually be required to get permits for food service, and that could trigger the need to remodel the kitchen.

Required improvements to the kitchen may include some or all of the following:

1. The kitchen floor should have a seamless surface rather than the current vinyl tiles (which are cracked and broken).
2. Countertops should be stainless steel. The hood fan needs a fire extinguishing system.
3. More sanitary dish and pot washing facilities may be needed.
4. Grease traps may be required.
5. Sinks must meet the NSF sanitation standards.
6. A hand-washing sink may need to be added.
7. Since the kitchen is also used for cooking classes, some accessible features may also need to be provided.

Note that the resolution of many of these issues will depend on the exact use of the kitchen, which will need to be discussed with an experienced commercial kitchen designer and possibly with the county health department as well. The cost estimate will include an allowance for a full replacement of the kitchen to commercial kitchen standards.

Roof: The built-up roof is now 23 years old, and will soon need re-coating or replacing. Reports indicate that the roofing is in good condition, so re-coating will be assumed for the cost estimate.



Kitchen is used for cooking classes.