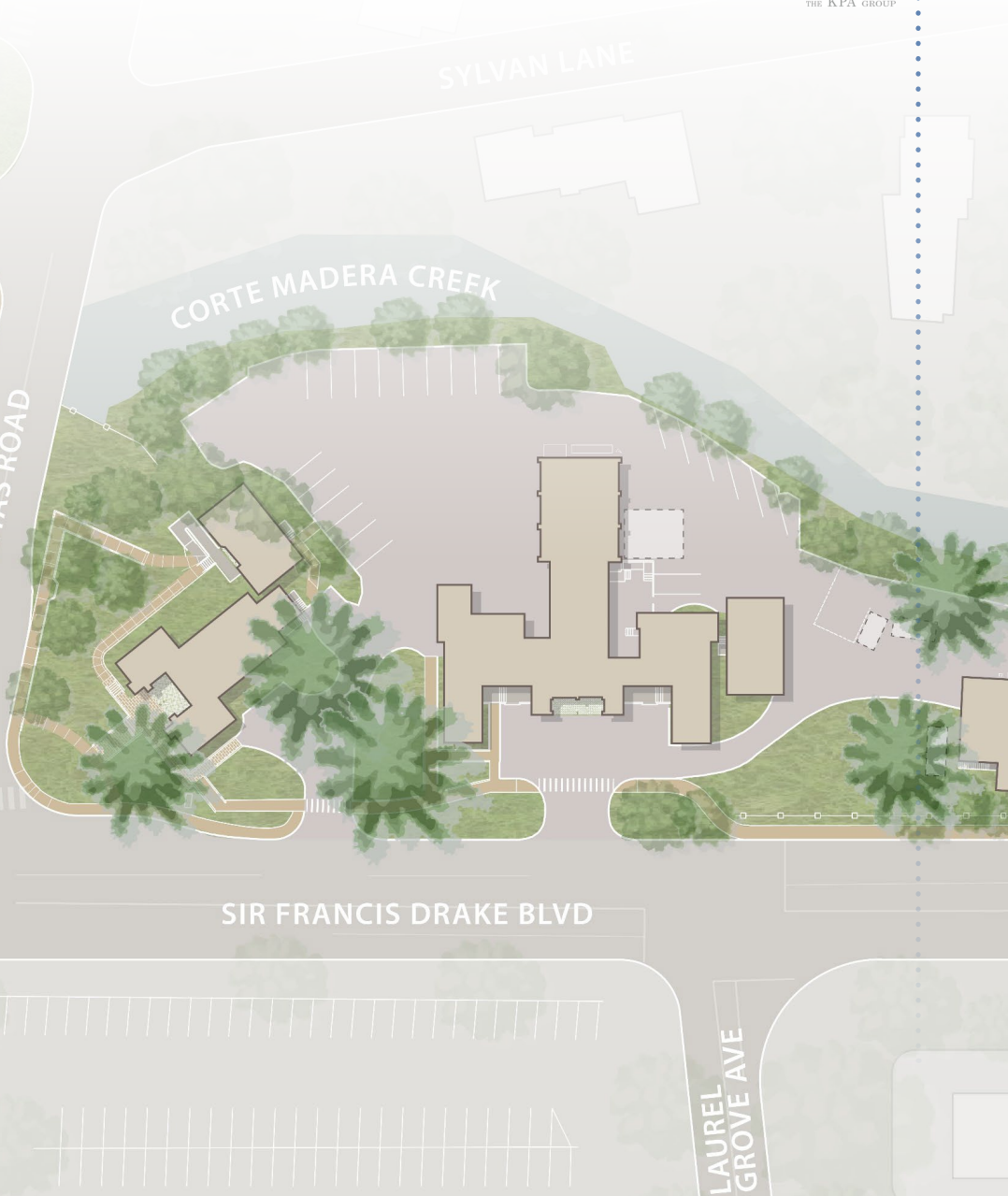




TOWN OF ROSS

FACILITIES MASTER PLAN

FINAL
June 15, 2023



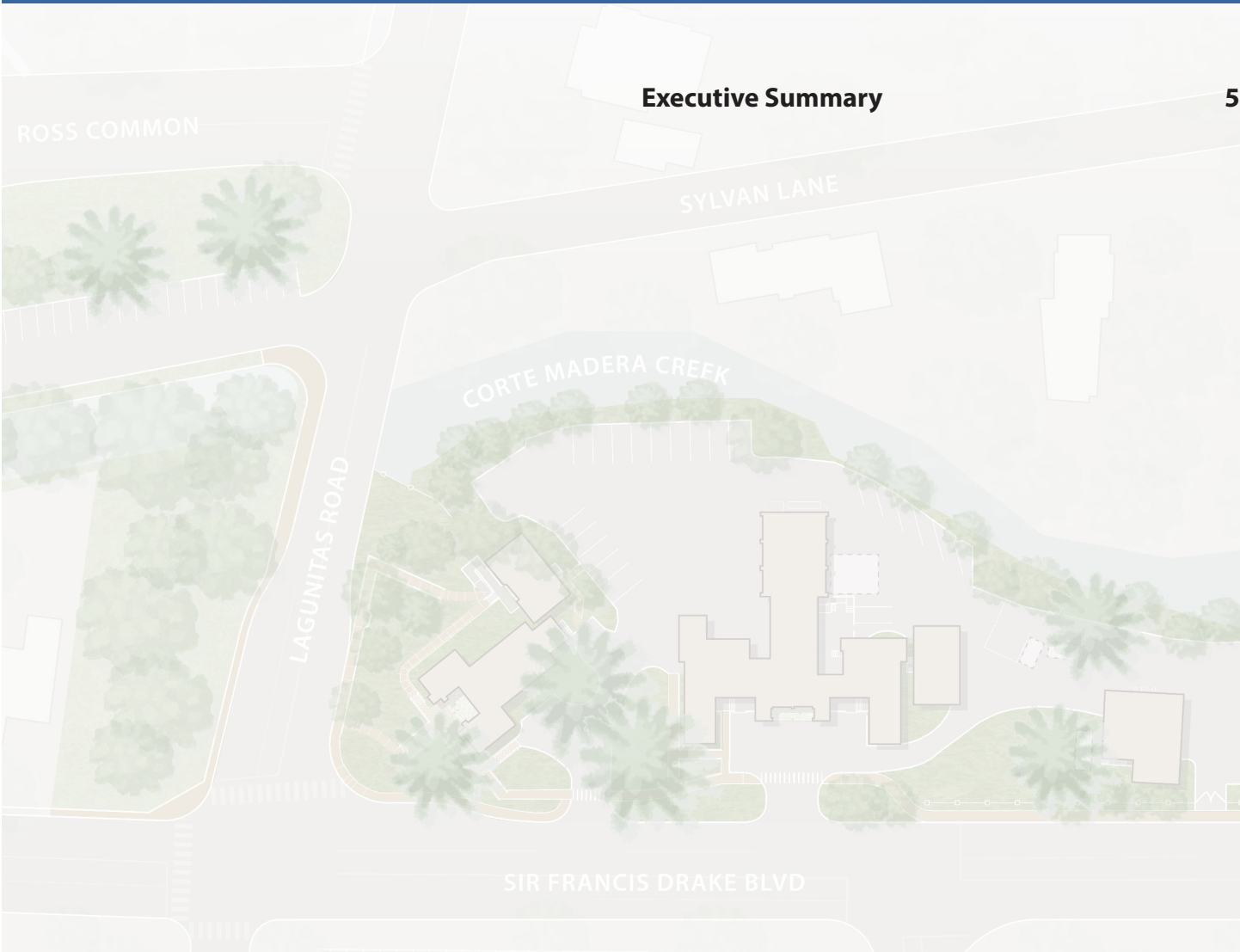
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I. EXECUTIVE SUMMARY

Executive Summary

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Executive Summary

The KPA Group was retained by the Town of Ross in October 2022 to prepare the Town's Facilities Master Plan (FMP). The Town tasked KPA to analyze the conditions of the existing Municipal and Emergency Services site and buildings, confirm program requirements for Town department needs and develop conceptual design options to address the evident aging infrastructure. Conceptual design options considered site circulation improvements and parking demands along with overall circulation deficiencies and operational inefficiencies. A portion of the site will be reserved to provide for the housing units required by the Regional Housing Needs Allocation (RHNA).

Additionally, the FMP suggests potential improvements for the Town's future consideration of Kittle Park development, a 33,397 SF parcel located at the corner of Sir Francis Drake Boulevard and Lagunitas Road across from Town Hall.

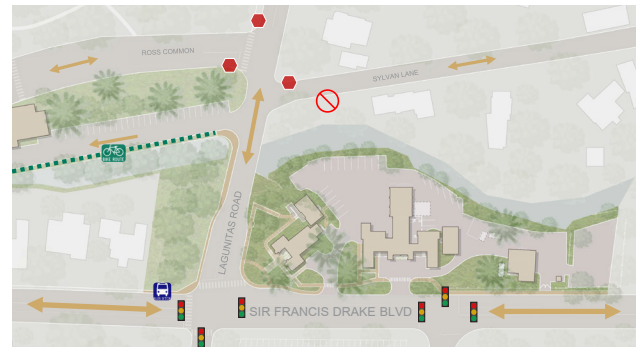
General Background

The Town of Ross is home to over 2,300 residents among 1.56 square miles. Town services and administrative functions are provided at multiple sites throughout Ross including the Ross School, Ross Common and Ross Civic Center. Planning efforts completed in the Facilities Master Plan process is focused on improvements to the Ross Civic Center site only.

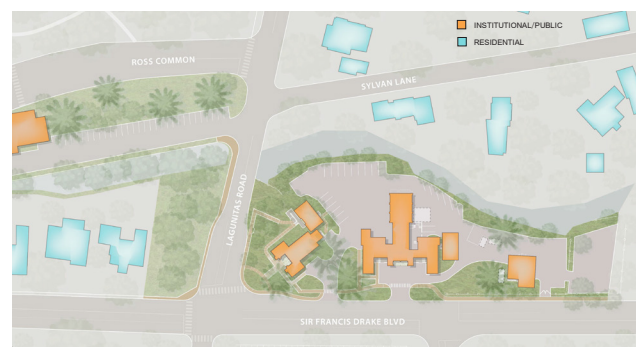
The Ross Civic Center is located at 31, 33 and 35 Sir Francis Drake Boulevard. The Civic Center includes the Town Hall Building, with council chambers and administrative offices and the Public Safety Building which houses the Ross Valley Fire Department (Fire Station 18), Paramedics and Ross Police Department in the south wing. These two original buildings were designed by architect John White in Spanish Colonial Revival style and constructed in 1927-28. The site encompasses approximately 2.33 acres of partially wooded area and is bound by Corte Madera Creek along the west, Sir Francis Drake Boulevard to the east, Lagunitas Road to the south and a residential property to the north.

Additional site elements and structures include:

- Marked parking stalls for twenty-five vehicles
- Town Administration modular building which houses the Planning & Building department with reception counter for day-to-day public interface
- Modular dormitories for Fire fighters due to dilapidated un-occupiable dormitories at the Public Safety Building's north wing
- Metal canopy to facilitate an extra fire apparatus space
- A two-story Public Works building with small offices housing the Town's documents and records storage and shop areas for equipment and material storage
- Multiple metal storage containers
- A fenced and unpaved Public Works utility yard



Existing Site - Circulation Diagram



Existing Site - Zones Diagram



Existing Site - Corte Madera Creek Diagram



Existing Site - Facilities Diagram

A significant future program change to the Civic Center site is the planned closure and relocation of Fire Station 18 operations to adjacent stations in San Anselmo by the year 2025. This future vacancy presents an opportunity for the Town of Ross to plan a more cohesive Civic Center that better facilitates Town functions while maintaining and improving the visual character and unique charm of the site and buildings.

Existing Conditions

Previous Property Condition Assessments were performed for the Town in February 2017 followed by an update in August 2020. KPA reviewed the August 2020 Condition Assessment against current conditions to prepare updated Facility Condition Assessments included in this report.

Significant deficiencies were visibly apparent throughout the Civic Center site, in buildings and building infrastructure. Site and building accessibility violations exist in vehicular circulation and ADA parking, on pedestrian paths of travel, with non-compliant signage and door maneuvering clearances among other barriers that require removal in order to meet current codes.

The current facility configuration and separation of the various Town departments in multiple buildings is not conducive to a collaborative environment. Functional relationships between the departments are negatively impacted by the inefficient work flow including the inconvenience of the Town’s records and storage located at an inaccessible second floor attic space of the Public Works Facility. The lack of signage, unclear paths of travel and uneven site pavement presents inconveniences for resident visitors to navigate to the services they seek when visiting the Civic Center.



Public Safety Building - Deteriorated Exterior Enveloped



Public Safety Building - Deteriorated Window



Police Department – Deteriorated Ceiling/Wall

Conceptual Options

The underlying goals of the Facilities Master Plan are to confirm deficiencies of the Civic Center identified in the Property Conditions Assessments, confirm Town space requirements and prepare viable conceptual design solutions to address the overall site and building concerns.

Additionally, the Town of Ross is required to meet Regional Housing Needs Allocation (RHNA) by allocating a portion of the site to accommodate nine (9) units of affordable housing.

KPA developed multiple conceptual site options and scenarios for recommended rehabilitation and new construction of the Town of Ross Civic Center. The various options developed were modified in collaboration with the Town and then presented at Town Council meetings on February 9 and April 13, 2023. During the planning process, multiple new and existing site attributes and design emerged as being important common features that were included for consideration in all options. These include:

1. Modified vehicular access to improve Civic Center site access and circulation
2. Preservation of major site trees
3. Maintain Spanish Colonial Revival style architecture in new construction
4. Retain Town Hall Building with modernization and accessibility improvements
5. Removal of the existing modular Administration building which currently houses Planning and Building upon relocation to main Civic Center building
6. Removal of existing modular Fire dormitory building and multiple temporary storage structures following Fire relocation
7. Removal of existing Public Works building and relocate cell tower to reserve site area for the housing element
8. Town allocation of nine (9) housing units and resident parking to meet RHNA requirements
9. Optimization of onsite parking for Town staff and visitors
10. Allocate secured parking area for Police vehicles



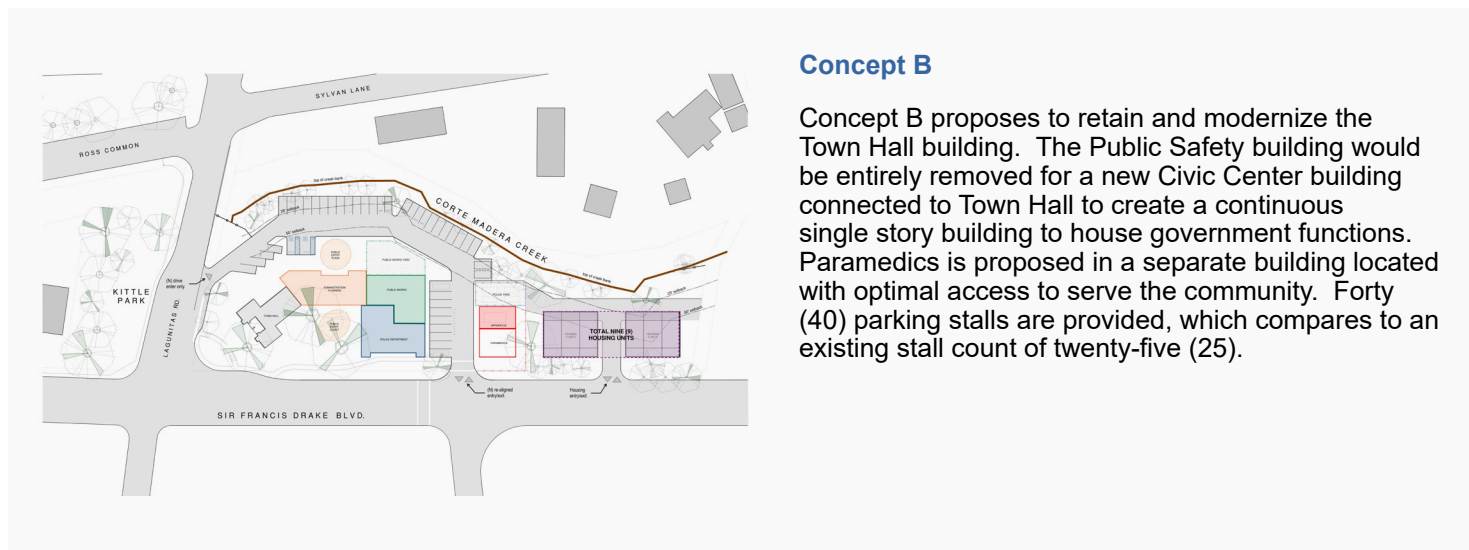
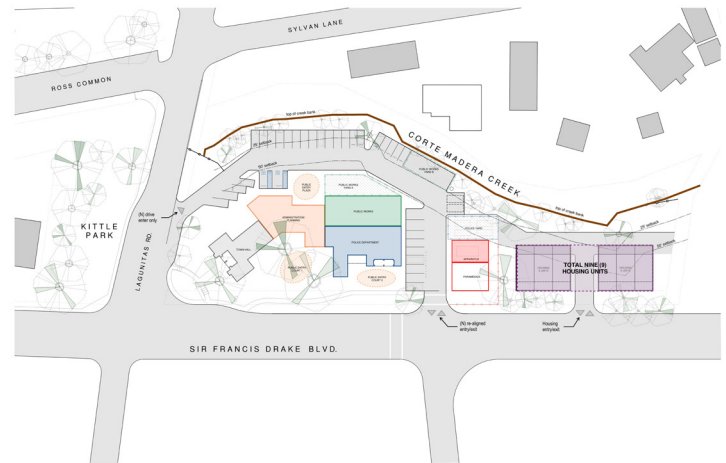
Multiple visual concepts were presented to the Town as potential improvement recommendations for Kittle Park. They include, but are not limited to, the following conceptual ideas that can be further developed when a preferred direction is decided:

1. Public Art Exhibit Park
2. Fitness Park
3. Labyrinth Park
4. Mosaic Park
5. Combination - Art, Light & Shade Park

Multiple rounds of concept options were submitted to the Town for review and comments. Refined concept options were formally presented at the February 9th and April 13th Town Council Meetings. Noted discussions, comments and input received were vetted and then incorporated into subsequent conceptual design updates.

Concept A

Concept A proposes to retain and modernize the Town Hall building and restore the majority of the Public Safety building façade. The new construction would connect the original buildings together and create a continuous single story building to house government functions. Paramedics is proposed in a separate building located with optimal access to serve the community. Forty (40) parking stalls are provided, which compares to an existing stall count of twenty-five (25).

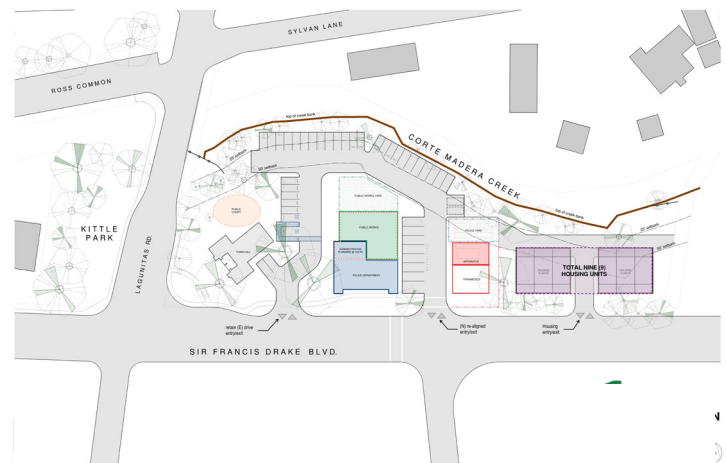


Concept B

Concept B proposes to retain and modernize the Town Hall building. The Public Safety building would be entirely removed for a new Civic Center building connected to Town Hall to create a continuous single story building to house government functions. Paramedics is proposed in a separate building located with optimal access to serve the community. Forty (40) parking stalls are provided, which compares to an existing stall count of twenty-five (25).

Concept C

Concept C retains and improves both existing driveways entering the site from Sir Francis Drake Boulevard. Town Hall building will be modernized and the Public Safety building removed for a new two-story Civic Center building to house government functions. Paramedics is proposed in a separate building located with optimal access to serve the community. Thirty-five (35) parking stalls are provided, which compares to an existing stall count of twenty-five (25).



Estimated costs of construction for each of the Concept Options are represented in Rough Order of Magnitude (ROM) cost ranges, using 2023 dollars, in the cost summary diagram below.

TOWN OF ROSS - CIVIC CENTER MASTER PLAN COST ESTIMATE OVERVIEW			
CONSTRUCTION COMPONENT	CONCEPT A	CONCEPT B	CONCEPT C
TOWN HALL MODERNIZATION	\$500,000	\$500,000	\$500,000
POLICE DEPARTMENT	\$3,430,000	\$3,430,000	\$3,430,000
ADMINISTRATION / PLANNING & BUILDING	\$1,292,600	\$1,292,600	\$1,538,600
PUBLIC WORKS	\$2,178,000	\$2,178,000	\$2,178,000
PARAMEDICS	\$1,672,000	\$1,672,000	\$1,672,000
SUPPORT SPACES	\$1,320,000	\$1,320,000	\$1,320,000
SITE & PARKING IMPROVEMENTS	\$5,590,000	\$5,590,000	\$4,690,000
ACCESSORIES & SIGNAGE	\$140,000	\$140,000	\$140,000
TWO-STORY CIRCULATION			\$1,950,000
PUBLIC SAFETY FAÇADE	\$3,000,000		
DEMOLITION & ALIGNMENT	\$645,000	\$670,000	\$505,000
SUB-TOTAL COST	\$19,767,600	\$16,792,600	\$17,923,600
DESIGN CONTINGENCY (10%)	\$1,976,760	\$1,679,260	\$1,792,360
DESIGN OVERSIGHT - CA (5%)	\$988,380	\$839,630	\$896,180
CONSTRUCTION MANAGEMENT (10%)	\$1,976,760	\$1,679,260	\$1,792,360
GRAND-TOTAL COST	\$24,709,500.00	\$20,990,750.00	\$22,404,500.00

*All costs shown are estimated utilizing 2023 construction dollars. Costs above fall within estimated cost ranges of \$21M-\$24M for Concept A, \$19-22M for Concept B, and \$21-24M for Concept C.

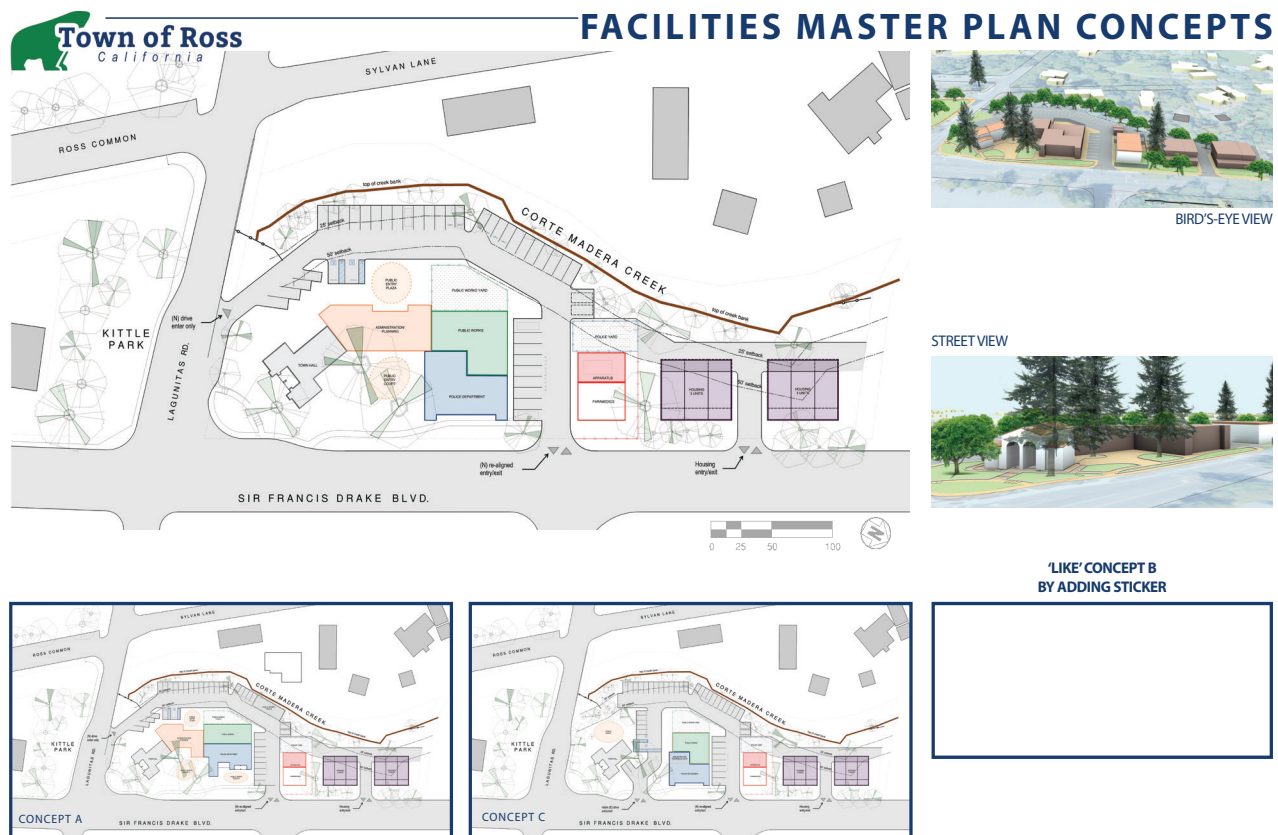
Finalized Concept Options A, B and C were displayed on May 22, 2023 at the Town of Ross Open House and Guided Tour public outreach event. Resident participants in attendance viewed the concepts, engaged in conversation to ask questions and share their thoughts amongst each other, Town staff and the design team. Interested participants attended the guided tours to see firsthand, the existing conditions of the Civic Center grounds and buildings. Further details of the public outreach process is provided on the next page.

Public Outreach

The Town of Ross and The KPA group initiated a public outreach process after the April 13th Town Council meeting. Conceptual design options presented at the April Council meeting were near completion and Town Council recommended engaging the Town of Ross through public outreach. Council was interested in receiving feedback from Ross residents including their overall opinions on the master plan concepts and considerations to keep the original façade of the historic Public Safety Facility.

At the April 13th Council meeting, KPA explained the significant additional expense (approximately \$3 million) required to retain the building’s façade. Additionally, Town Council was interested in public opinions for architectural style of the new Ross Civic Center.

Following the April Town Council meeting, The KPA Group continued discussions with Town staff to identify the optimal location to facilitate the public outreach event. Initially, Ross School was a consideration as the Town has previously held similar events at that location. After further discussions, it was agreed that an open house at Town Hall with guided tours of the Civic Center site and buildings would provide an opportunity for the public to visualize existing facility conditions firsthand.



CONCEPT B

Public Outreach Board

The methodology for the public outreach event was defined soon after. The professional opinion of The KPA Group was to solicit open conversation from the public by allowing the public to view the FMP Conceptual Design Options and to tour the Civic Center site and buildings. KPA recommended a five-minute introductory presentation at the start of every hour during the event, a continuous looping presentation video, poster boards displaying each Concept Option, and multiple ways for the public to provide their input including comment cards, sticky notes and stickers. Talking points for the site and building tour were prepared and tour path of travel defined. The tour route was planned to start at the Town Hall, continue through the Police Station, Fire Station, Public Works building, Public Works yard and end after walking through the Planning and Building modular. The tours were led by Town staff with the Police Chief positioned in the police station for each of the three scheduled tours. The tours were planned for 30 minutes long which would allow residents ample time to additionally participate in the open discussion and review concepts at Town Hall.

After defining the event itinerary, KPA worked with the Town of Ross to make the public outreach event a reality. An Eventbrite event invitation to the Town of Ross Open House and Guided Tour was generated and published to allow interested participants to register attendance and schedule a tour. It also allowed the host to communicate additional details of the event, send out reminders and give an accurate headcount of attending residents to appropriately plan for refreshments. Tour signups were limited to eight individuals per tour due to space constraints of the buildings and all three tour groups were sold out.

KPA graphically designed event postcards and email blast flyers to notify the public of date and time and to allow the public to request registration to attend. Postcards (4" x 6") were designed to include a general overview of the event, location and time along with an email contact address and QR code for the Eventbrite event registration. The Town of Ross provided a contact list of residents of approximately 810 residents for KPA's use to physically mail the postcards approximately two weeks in advance of the event.

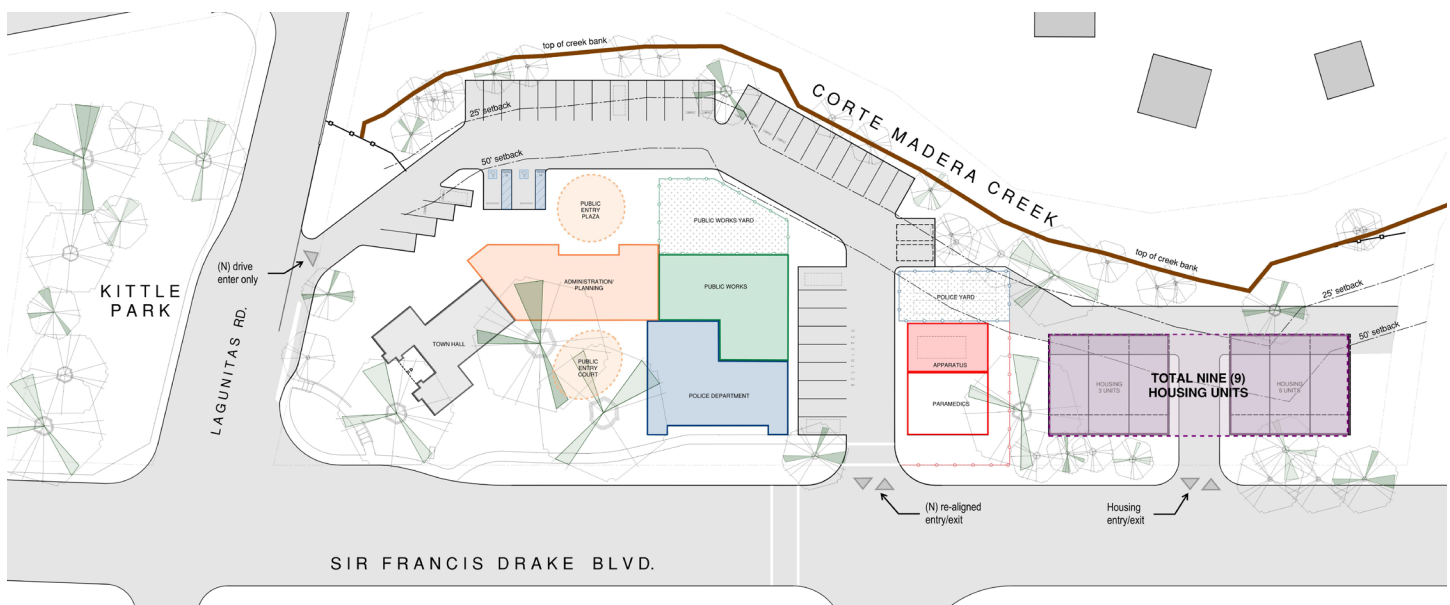
The presentation elements for the public outreach event involved the development of large poster board graphics to display for viewing in the Town Hall chambers. KPA worked with the Town to define the poster board layout and format to illustrate each Concept Option. Two sets of the Concept Option boards were printed in color and mounted on 1/2" gator board for strategic placement inside the chambers because of existing spatial constraints of fixed seating, narrow aisles and the raised dais. Color poster boards of two potential architectural styles, Spanish Colonial and Craftsman, were placed on the dais area for viewing. Other architectural styles can be considered in the Civic Center's final design.



The May 22nd event went smoothly. KPA arrived on site at 2:30 PM to complete a practice tour run with Town management and set up poster boards for the Open House. Refreshments were provided based on the number of anticipated respondents. Open conversation was solicited from Ross residents and comments were obtained including preferences on specific concepts. Public comments were largely positive and included a thorough understanding of existing conditions, strong favoring of maintaining the Spanish Colonial architectural style and arches, and concerns about site trees that may be impacted from the loop entrance off Lagunitas Drive.

Recommendation

The cumulative feedback and input received following presentations at the Town Council meetings and conducting public outreach efforts conclude with a recommended concept option for further phased development.



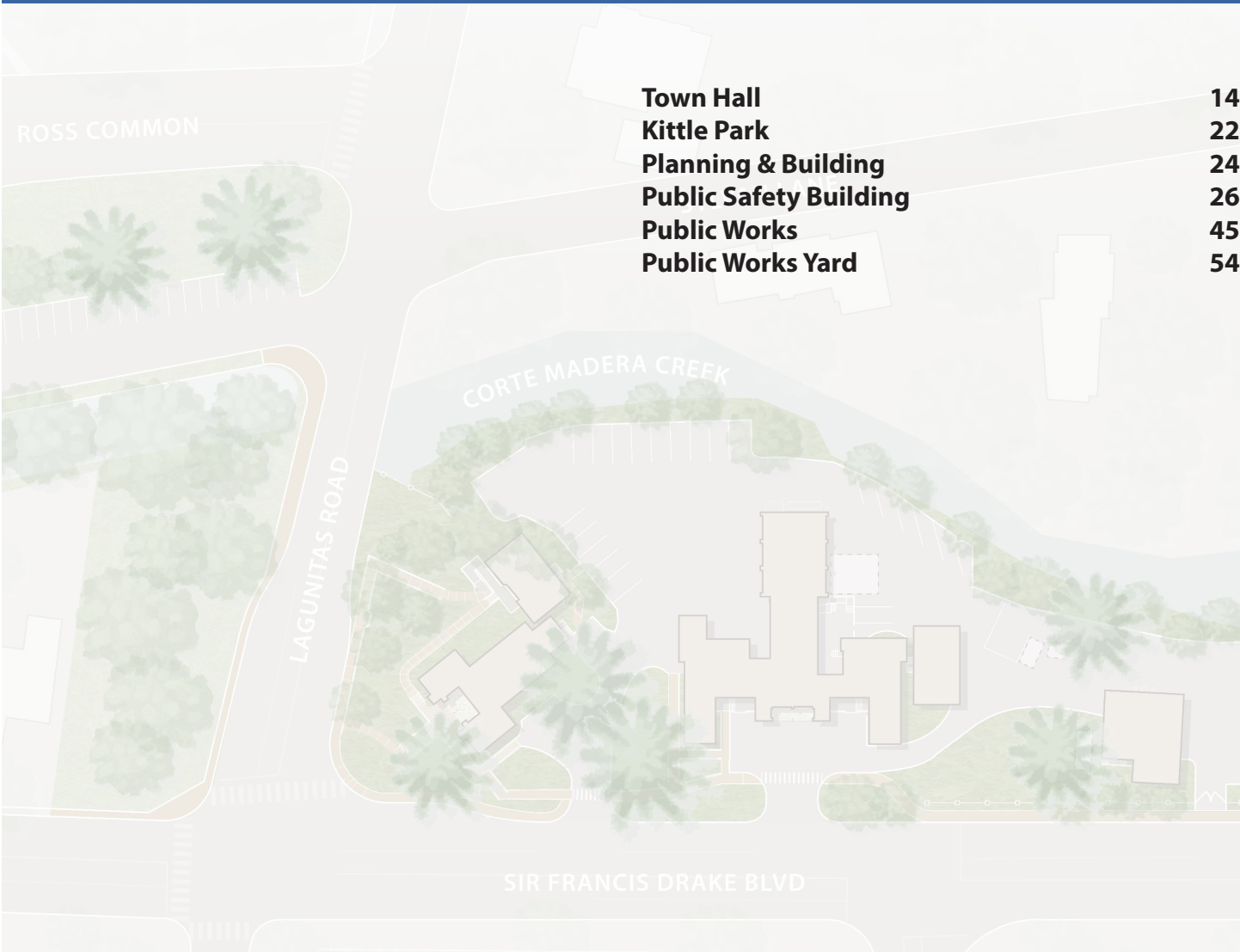
Concept B

To achieve the goals outlined above taking into consideration overall design and cost considerations, it is recommended to further develop Conceptual Option B. The qualities, attributes and considerations representing Conceptual Option B are as follows:

- Town Hall building will be maintained with modernization and accessibility improvements
- New main building moves closer to Sir Francis Drake Boulevard for improved street presence
- New construction with Spanish Colonial Revival architectural style and arched elements where appropriate
- Main site entrance shall be realigned to Laurel Grove Avenue
- A new vehicular 'entry only' access is added at Lagunitas Road
- Vehicular and pedestrian circulation will be improved
- On-site accessible parking and visitor parking provided
- All departments will be housed in a singular, single story building
- Paramedics will be located in a separate structure for convenient and quick access onto Sir Francis Drake Boulevard to serve the community
- Police Department will have public presence and convenient access from Sir Francis Drake Boulevard and secured parking for patrol vehicles will be provided
- A large public entry court provides a welcoming presence to the Civic Center

The Town of Ross Facilities Master Plan (FMP) will serve as the framework for recommended improvements to the Civic Center and Kittle Park sites. The FMP design will facilitate convenient vehicular and pedestrian access, collaborative workflow for Town staff and a civic building with community presence to allow the Town's municipal government and emergency services to continue serving its community well into future decades.

II. EXISTING CONDITIONS



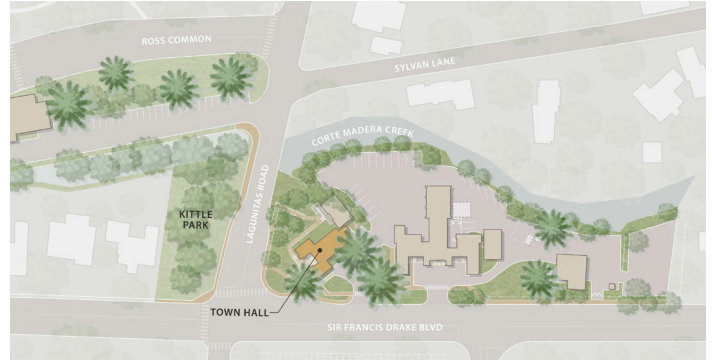
Town Hall	14
Kittle Park	22
Planning & Building	24
Public Safety Building	26
Public Works	45
Public Works Yard	54

Town Hall | Overview

The Ross Town Hall is a single story facility originally constructed in the late 1920's as part of a larger endeavor to construct the Civic Center facilities and relocate Town Staff from quarters along Lagunitas Road (at the site of the current Ross School). The facility was designed by local San Francisco architect John White, who was well-known in Ross at the time for designing the Lagunitas Country Club. The Town Hall consists of wood-frame construction with a stucco exterior and currently houses the Town's Council Chambers with separate Town administrative offices flanking the entrance at either side of the building.

Findings - Town Hall

- Fixed seating at Town Hall limits uses of Council Chambers for events other than standard Council meetings
- Audio/visual capabilities at Town Hall require upgrade to modern standards
- Building presents with aging electrical and plumbing infrastructure
- Standalone offices located at Town Hall do not allow for collaboration with other Town staff and creates operational inefficiencies



Town Hall Location Plan



Town Hall - Exterior



Town Hall - Exterior

Town Hall | Photos



Town Hall - Exterior Ramp



Town Hall - Interior



Town Hall - Interior



Town Hall - Interior



Town Hall - Interior



Town Hall - Interior



Town Hall - Interior

Town Hall | Condition Checklist

Condition Assessment Checklists

The condition assessment checklists document the physical condition of building elements including site, exterior envelope, structure, interior elements and mechanical, electrical and plumbing (MEP) systems. Town staff accompanied the assessment team during these observations and provided further information about specific building elements including those that could not be physically observed by the project team. Checklists for each permanent facility were prepared and a rating system was used to outline condition of each building element on a 5-point scale, with “1” designated to a component in critical condition and “5” designated to a component in excellent condition or newly installed. The condition checklists outlining the ratings of assessed elements is included in this section along with a selection of photos taken during the assessment process. The Condition Assessment Rating System is described below:

Condition Assessment Rating System:

- 5 - Excellent
- 4 - Good
- 3 - Fair
- 2 - Poor
- 1 - Critical

TOWN HALL 31 Sir Francis Drake Blvd		Condition					N/A	Rank
		Excellent	Good	Fair	Poor	Critical		
								2.9
Overall Rank								2.9
1	Site/ Civil/ Landscape							2.9
1.1	Fences/ Walls/ Gates							4.0
	A. Perimeter Fencing						N/A	
	B. Equipment Fencing						N/A	
	C. Landscape Walls/ Piers / Structures		4					
	D. Gates						N/A	
1.2	Paving							2.3
	A. Sidewalks/ Walkways/ Crosswalks			3				
	B. Curbing			3				
	C. Driveways/ Parking Pavement					1		
	D. Striping/ Marking/ Speed Bumps				2			
	E. Patios						N/A	
1.3	Landscape							3.7
	A. Ground Cover		4					
	B. Trees		4					
	C. Irrigation System			3				
1.4	Site Features/ Fixtures/ Furniture/ Signage							2.7
	A. Landscape Features/ Play Equipment						N/A	
	B. Exterior Lighting Fixtures				2			
	C. Water Fixtures						N/A	
	D. Exterior Site Furniture			3				
	E. Site Utility			3				
1.5	Stormwater Management							2.0

Town Hall | Condition Checklist

TOWN HALL 31 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.9
Overall Rank								
N O T E S	1.1 C - Landscaped area adjacent to Town Hall entrance contains multiple landscape walls which are in good condition overall with no significant cracking. Grout and sealants at top portion of walls is deteriorated or missing in areas.							
	1.2 A - Sidewalks surrounding Town Hall are in fair condition with some cracking present at sidewalk leading to Town Hall entrance. Some cracking exists at concrete portions of sidewalk near Ross Bear and in other locations.							
	1.2 B - Curbing is in fair condition with cracked curbing present around Town Hall including at Ross Bear. Curbing at edge of pavers sidewalk contains vegetation growth at places. Painted curbing at entrance drive to site contains scuffs from vehicle tires.							
	1.2 C - Asphalt pavement and curbing at site entrance drive between Town Hall and Public Safety is heavily deteriorated from tree root damage causing major surface cracking and warped drive surface. Accessible parking stall adjacent to Town Hall contains major cracking at asphalt surface.							
	1.2 D - Striping markings at areas of site adjacent to Town Hall are in poor condition with visible surface deterioration. Striping is still visible.							
	1.3 A - Ground cover at entrance along Sir Francis Drake Blvd is in good condition with healthy vegetation and ample plant species. Percentage of native plants was not assessed.							
	1.3 B - Trees adjacent to Town Hall vary greatly in size but are in excellent condition with ample greenery and vegetation. Large redwood trees pose risk of further deterioration of pavement and curbing surfaces at site and may pose risk to Town Hall building structure in future decades.							
	1.3 C - Irrigation system is in fair condition with no known issues reported. Some irrigation drip lines aren't properly hidden in landscaped areas.							
	1.4 B - Exterior lighting is generally lacking and currently provided by mounted light fixtures to the exterior of the building. Mounted fixtures contain grime buildup and provide only adequate illumination. A post-mounted fixture is present and extends from the rear portion of the roof area to illuminate the rear of the building.							
	1.4 D - Benches at front entry porch contain heavy surface grime but are otherwise in good condition.							
	1.4 E - Site utilities are operational and in fair condition. Some existing utilities around Town Hall and general Ross Civic Center site may be relocated underground in a future project.							
	1.5 - Stormwater management consists of sloped site towards Corte Madera Creek with three site drains connected with piping flowing to creek. Overall stormwater management is poor with site frequently flooding in the rainy season. 500-year flood level was reached in 2008 with the site flooded to Sir Francis Drake Blvd.							

Town Hall | Condition Checklist

TOWN HALL 31 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.9
Overall Rank								2.9
2	Exterior Envelope							2.8
2.1	Exterior Wall Finish							3.0
2.2	Eaves and Fascias							N/A
2.3	Doors/ Windows/ Louvers							2.7
	A.	Windows		3				
	B.	Louvers and Vents			2			
	C.	Exterior Doors & Hardware		3				
2.4	Roofing							2.8
	A.	Roof Surface			2			
	B.	Roof Opening/ Skylight/ Penetrations					N/A	
	C.	Roof Equipment Curbing					N/A	
	D.	Leakage		3				
	E.	Ponding Water		4				
	F.	Roof Drainage		3				
	G.	Gutters / Downspouts			2			
	H.	Roof Vents		3				
N O T E S	2.1 - Exterior wall finish is in fair condition but contains minimal surface cracking and grime buildup. Some sealants around building exterior are showing age.							
	2.3 A - Windows are in fair condition. No cracked glazing present but some deterioration around frames and window sills is visible.							
	2.3 B - Louvers are generally in good condition without damage visible. Vents for basement area at lower portion of exterior walls at sides of building contain damaged screening.							
	2.3 C - Exterior Doors at front of the facility are in good condition and add to building's overall presence. At rear, door hardware may be original to building construction and doesn't operate smoothly. Doors to office areas require more than 5 pounds of force to open.							
	2.4 A - Roof surface is in poor condition with roof tiles cracked and out of plumb throughout. Some sealants at roof tiles are deteriorating. Tiles contain grime buildup and tree debris.							
	2.4 D - No roof leakage has been reported or was observed.							
	2.4 E - Ponding water unlikely due to shape of roof.							
	2.4 F - Roof contains gutters and downspouts for drainage.							
2.4 G - Gutter at north side of building adjacent to entrance drive is not fully supported and is hanging lower than adjacent portion of gutter.								
2.4 H - Circular roof vents above office areas do not contain visible screens.								

Town Hall | Condition Checklist

TOWN HALL 31 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.9
Overall Rank								2.9
3	Structure							3.0
3.1	Foundation/ Footing							3.0
3.2	Columns							N/A
3.3	Framing System							N/A
3.4	Walls							3.0
3.5	Lateral Force Resistance System							N/A
3.6	Covered Walkway/Canopy							N/A
3.7	Chimney							N/A
	NOTES	3.1 - Minor cracking exists around building base and at connection to raised exterior walk but no major cracking was observed. 3.4 - Wall surfaces are visibly plumb. A large surface crack in exterior exists at rear wall which points to walls shifting over building lifetime.						

Town Hall | Condition Checklist

TOWN HALL 31 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
							2.9	
Overall Rank							2.9	
4 Interior Elements							3.0	
4.1	Ceilings						4.0	
	A.	Suspended Ceiling (ACT)					N/A	
	B.	Gypsum Board					N/A	
	C.	Plaster	4					
	D.	Wood					N/A	
	E.	Other					N/A	
	F.	Exposed					N/A	
4.2	Flooring						2.0	
	A.	Carpet			2			
	B.	Vinyl					N/A	
	C.	Tile					N/A	
	D.	Wood			2			
	E.	Concrete					N/A	
4.3	Interior Wall/Partition Finishes						3.0	
4.4	Interior Doors & Hardware						3.0	
4.5	Interior Windows & Window Covering						3.0	
4.6	Stairs Condition						N/A	
	A.	Stairs/ Landing					N/A	
	B.	Handrails					N/A	
4.7	Toilet Condition						3.7	
	A.	Toilet Accessories	4					
	B.	Toilet Partitions					N/A	
	C.	Water Closets	4					
	D.	Urinals					N/A	
	E.	Lavatories /Sinks		3				
	F.	Counter					N/A	
	G.	Shower Compartments					N/A	
4.8	Hazmat						2	
4.9	Room Capacity						3	
N O T E S	4.1 C - Plaster ceiling is in good condition overall at council chambers portion. At office areas, ceiling is in fair to good condition. Crown molding at office areas does not match molding at main portion of Town Hall and has yellowed considerably.							
	4.2 A - Carpeting at council chambers is stained and worn especially in areas of high foot traffic. Carpet at rear chambers office is similiary worn and does not match carpeting at remainder. At office areas, carpeting contains staining and visible deterioration in the weave.							
	4.2 D - Wood flooring at main seating area is considerably worn with wood finish deteriorated in many locations.							
	4.3 - Interior wall finishes at council chambers office at rear of building are in fair condition with exposed electrical wiring and no major staining. Walls at council chambers are in good condition as is wall finish at office areas.							
	4.4 - Interior doors are in fair condition with various hardware in use. Some hardware may be original to the building including at doors at interior office areas. Existing antique safe is used as storage area at offices.							
	4.5 - Interior windows are in fair condition with no major deficiencies in condition of glazing.							
	4.7 A - Toilet accessories are in good condition overall with no deficiencies noted.							
	4.7 E - Lavatories at male and female restrooms are in fair condition but do not contain insulation at exposed plumbing piping under sink bowl.							
	4.8 - There may be hazardous materials present due to construction of Town Hall in the late 1920's. No hazardous materials testing was performed.							
	4.9 - Council chambers area is undersized for some functions.							

Town Hall | Condition Checklist

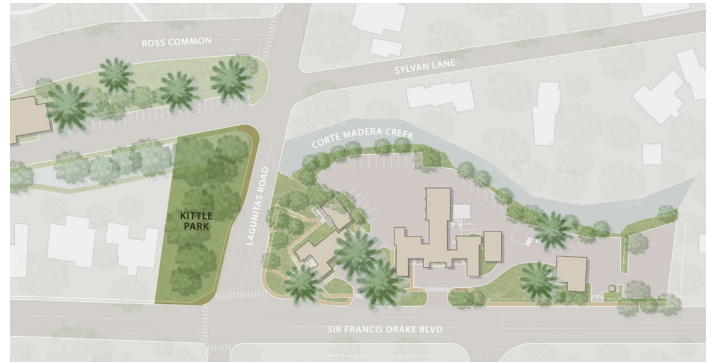
TOWN HALL 31 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.9
Overall Rank								
5 Mechanical, Electrical and Plumbing Systems								2.6
5.1	Mechanical Systems							2.8
	A.	HVAC				2		
	B.	Control System		3				
	C.	Chiller					N/A	
	D.	Cooling Towers					N/A	
	E.	Duct Work		3				
	F.	Ventilation\ Air Distribution		3				
	G.	Boilers					N/A	
5.2	Electrical Systems							2.8
	A.	Transformer		3				
	B.	Switchgear					N/A	
	C.	Panelboards (Condition & Capacity)				2		
	D.	Devices (Switches & Receptacles)		3				
	E.	Interior Lighting Fixtures		3				
	F.	Conveying Systems					N/A	
	G.	Fire Alarm System					N/A	
5.3	Voice and Data Systems							2.0
5.4	Plumbing Systems							3.0
	A.	Plumbing Fixtures		3				
	B.	Water Distribution System/ Pipes		3				
	C.	Water Heaters		3				
5.5	Gas Distribution Systems							N/A
5.6	Fire Suppression System							N/A
N O T E S	5.1 A - HVAC system contains registers at ceiling of council chambers and office areas and floor vents at base of dias. It is reported that maintaining desired interior temperature is difficult and system is not modernized.							
	5.1 B - HVAC controls are provided and are in fair condition. Controls are located at wall behind dias in council chambers.							
	5.1 E - No exposed ductwork assessed. Attic ductwork is thought to be functional.							
	5.1 F - Ventilation is ample due to operable windows. Air distribution overall is lacking and issues maintaining desired temperature at office areas has been reported.							
	5.2 A - No issues with transformer reported.							
	5.2 C - Town Hall contains outdated electrical infrastructure with minimal room for increased capacity within current system.							
	5.2 D - Switches and receptacles contain yellowed housings in certain locations but are otherwise in fair condition.							
	5.2 E - Interior lighting consists of can lights and chandelier fixtures at council chambers portion. Some shades at individual lamps at chandeliers are crooked and require cleaning. At office areas, ceiling mounted light fixtures contain multiple light bulbs in individual housings. Light fixtures are not modernized but are operational and in fair condition.							
	5.3 - Voice and data systems are present but not ideal for optimal use of technology. Projector screen is undersized and the building does not contain built-in AV equipment. Wifi is provided.							
	5.4 A&B - Plumbing fixtures are in fair condition with no reported leaks. It is likely that a significant portion of plumbing piping is original to building construction and may require update in the future.							
5.4 C - Water heater is operational and in fair condition.								

Kittle Park | Overview

The undeveloped land parcel located across Lagunitas Road from Town Hall is known colloquially in Ross as Kittle Park. Kittle Park was donated to Ross by an unknown family who was interested in preserving the natural beauty of the area. The Park was subject to various public proposals for construction throughout the years with documentation of public consideration for construction possibilities as early as 1943. Kittle Park contains a variety of plant material and trees and is located adjacent to Corte Madera Creek.

Findings - Kittle Park

- Size and location of Kittle Park do not allow for construction of vehicular parking
- Size and location of Kittle Park are too small for construction of a Town facility
- Kittle Park may be considered for installation of Public Art, Fitness Area, Picnic Area and others



Kittle Park Location Plan



Kittle Park - Exterior

ROSS DECIDES TO FINANCE KITTLE PARK PROJECT

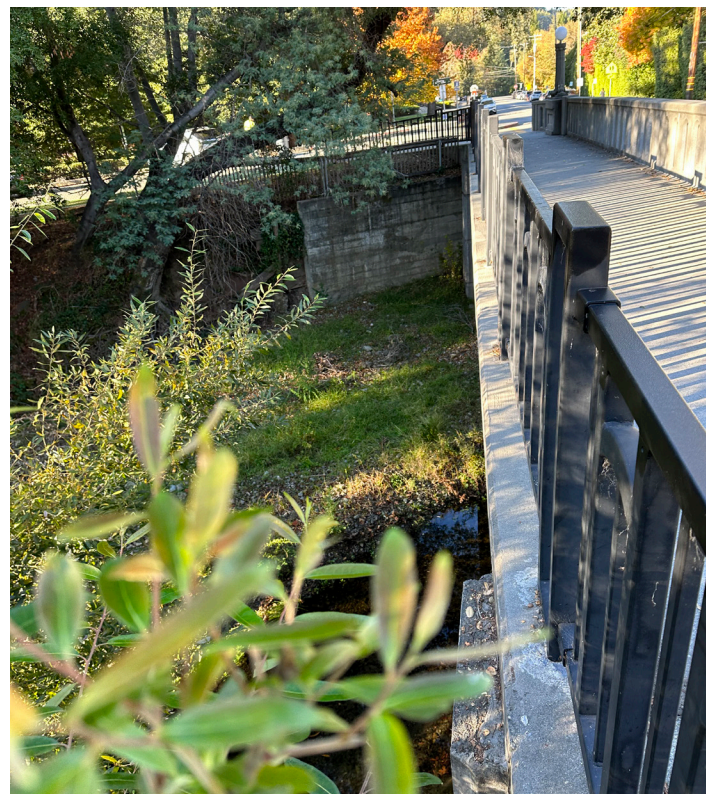
The development and maintenance of the proposed park on the Kittle property in Ross seemed this week assured. A group of enthusiastic citizens of that place met early in the week and adopted a plan whereby the town, through a general fund levy, can finance the development and maintenance of the project.

More than 200 citizens were present to hear details of the proposed project as presented by Mrs. Norman Livermore, who discussed the plan's development. Russell Smith, representative of the subcommittee formed to consider maintenance of the park, gave detailed information to the interested citizens.

The plan as adopted was one of three proposals: a county park, a park district, or the one chosen. Consensus of opinion was overwhelmingly in favor of the township proposal.

The property, which was donated to the town of Ross by unknown donors, was earmarked for a public park for the community. It is understood the persons making the gift are newcomers to Marin County who are interested in preserving the natural beauties of the area.

Kittle Park - Article from Sausalito News, August 1943

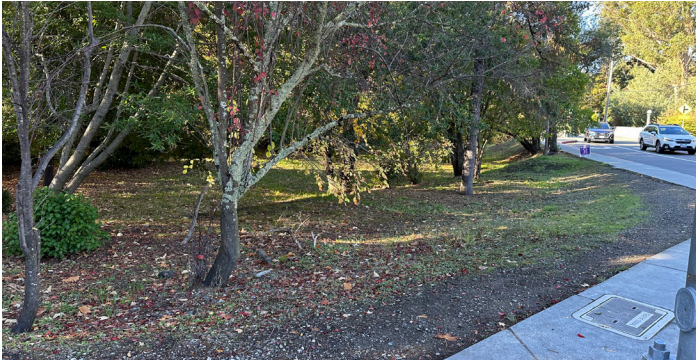


Kittle Park - Exterior

Kittle Park | Photos



Kittle Park - Exterior



Kittle Park - Exterior



Kittle Park - Exterior



Kittle Park - Exterior



Kittle Park - Exterior



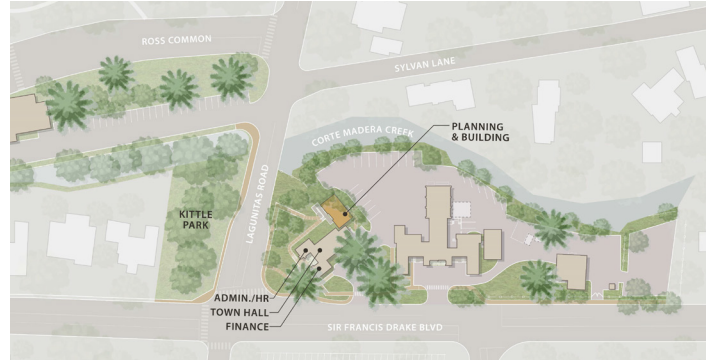
Kittle Park - Exterior

Planning & Building | Overview

The Ross Planning & Building Department is currently housed in a modular building located behind Town Hall at the southwest corner of the Civic Center site. The modular building currently provides space to house Planning & Building staff due to unavailable space at traditionally constructed Civic Center facilities. The facility contains the main public service counter for Ross residents and other individuals to interact with the Town.

Findings - Planning & Building Modular

- Modular building construction doesn't allow for longevity of this facility on site
- New Lagunitas Road entry drive requires demolition of Planning & Building modular and relocation of staff before site changes commence
- Building is not easily located by the public as it is behind other buildings and not visible from Sir Francis Drake Blvd or Lagunitas Road
- Parking for facility is not intuitive and members of the public find the lot confusing to navigate
- Building is not connected to other civic center departments
- Mechanical system has provided comfort issues to those housed in building due to not operating 100% correctly
- Front counter, while in use, creates disruptions due to open location and close proximity to staff workstations



Planning & Building Location Plan



Planning & Building - Exterior



Planning & Building - Exterior

Planning & Building | Photos



Planning & Building - Interior



Planning & Building - Interior



Planning & Building - Interior



Planning & Building - Interior

Public Safety Building | Overview

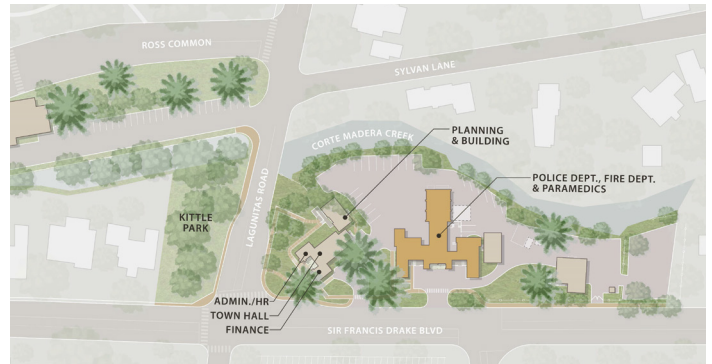
The Ross Public Safety Building was designed by architect John White as part of the Town's relocation to the current Civic Center complex. Originally designed as the Ross Fire House, the facility consisted of a firehouse with dormitories at the center, and adjacent residential wings flanking the firehouse on either side. The Ross Police Department is currently occupying the south residential wing, and the Fire Station 18 brigade previously utilized the other wing for additional dormitory space. Now, the dormitory portion is uninhabitable due to dilapidation with various construction components. A modular building has been located onsite to house the Fire Department. The facility was expanded in the late 1990s to include a new three engine apparatus bay and updated kitchen. The stairwell and general floor plan layout maintained the original to construction.

Findings - Public Safety Facility

- Facility does not allow space to house Town Staff in its current configuration and Police Station portion doesn't contain appropriate layout for modern police operation
- The facility contains significant structural damage at dilapidated portion of facility
- HVAC system doesn't contain centralized controls and individual room air conditioning units are utilized at second level
- Original Fire apparatus bay facing Sir Francis Drake Boulevard is currently used as a shared gymnasium by Police and Fire. The existing overhead doors can not accommodate modern sized fire and paramedics vehicles
- Cellular equipment housed at rear of facility will require relocation as part of future construction
- Overall presence of Police Station is reduced due to current configuration
- The Town has had to invest in temporary solutions such as an exterior vehicle awning and the modular dormitories in order to serve current needs



1927 Color Rendering - by Architect John White



Public Safety Building Location Plan



Public Safety Building - Exterior



Public Safety Building - Exterior

Public Safety Building | Photos



Police Station - Interior Behind Lobby Counter



Police Station Entrance - Exterior



Police Station - Current Locker Configuration



Switchboard Protected from Water - Police Station

Public Safety Building | Photos



Police Chief's Office - Guest Seating Area



Police Station - Public Lobby



Police Station - Skylights



Police Station - Evidence Locker

Public Safety Building | Photos



Public Safety Building - Exterior



Public Safety Building - Exterior



Public Safety Building - Exterior



Public Safety Building - Interior

Public Safety Building | Photos



Public Safety Building - Exterior



Public Safety Building - Exterior



Public Safety Building - Exterior



Public Safety Building - Exterior



Public Safety Building - Exterior



Public Safety Building - Interior

Public Safety Building | Photos



Public Safety Building - Interior



Public Safety Building - Interior



Public Safety Building - Interior



Public Safety Building - Interior

Public Safety Building | Photos



Public Safety Building - Interior



Public Safety Building - Interior



Public Safety Building - Interior

Public Safety Building | Checklist

POLICE STATION 33 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.1
Overall Rank								2.1
1	Site/ Civil/ Landscape							2.7
1.1	Fences/ Walls/ Gates							3.0
	A. Perimeter Fencing						N/A	
	B. Equipment Fencing						N/A	
	C. Landscape Walls/ Piers / Structures			3				
	D. Gates						N/A	
1.2	Paving							2.5
	A. Sidewalks/ Walkways/ Crosswalks			3				
	B. Curbing				2			
	C. Driveways/ Parking Pavement			3				
	D. Striping/ Marking/ Speed Bumps				2			
	E. Patios						N/A	
1.3	Landscape							3.3
	A. Ground Cover			3				
	B. Trees		4					
	C. Irrigation System			3				
1.4	Site Features/ Fixtures/ Furniture/ Signage							2.5
	A. Landscape Features/ Play Equipment						N/A	
	B. Exterior Lighting Fixtures				2			
	C. Water Fixtures						N/A	
	D. Exterior Site Furniture						N/A	
	E. Site Utility			3				
1.5	Stormwater Management							2.0
N O T E S	<p>1.1 C - Landscape walls around perimeter of PD facility are in fair condition with slight deterioration of concrete surfaces in areas</p> <p>1.2 A - Sidewalks along walk at front of site near police facility are generally in good condition and have been constructed relatively recently. Sidewalk and ramp system directly adjacent to entrance is in poor condition with deterioration at curbing and vegetation growth at concrete.</p> <p>1.2 B - Curbing at walks and around facility is in poor condition overall with surface deterioration. Curbing at new portion of sidewalk adjacent to truncated domes at driveway has failed. Portions of curbing have been replaced due to recent vehicular impact.</p> <p>1.2 C - Concrete driveway at front of facility is in fair condition. Concrete contains light surface cracking and staining.</p> <p>1.2 D - Parking striping is in good condition but "No Parking" striping has deteriorated and requires re-stripe.</p> <p>1.3 A - Ground covering is in fair condition directly in front of Police Station. At planted area between drive and Sir Francis Drake, plants appear healthy. Less ground covering is present closer to actual building and fallen leaves are present at many locations.</p> <p>1.3 B - Trees adjacent to Police Facility are in good condition. Japanese maple directly adjacent to facility entrance adds presence to facility.</p> <p>1.3 C - No issues with irrigation system have been reported.</p> <p>1.4 B - Exterior lighting at Police Station is lacking considerably. Perimeter of building is illuminated at certain locations only with mounted light fixtures in metal housings.</p> <p>1.4 E - No major issues with site utilities have been reported. Electrical capacity requires confirmation along with anticipated future capacity needs.</p> <p>1.5 - Stormwater management consists of sloped site towards Corte Madera Creek with three site drains connected with piping flowing to creek. Overall stormwater management is poor with site frequently flooding in the rainy season. Police portion of Public Safety facility is not within 100 year flood plain.</p>							

Public Safety Building | Checklist

POLICE STATION 33 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.1
Overall Rank								
2	Exterior Envelope							1.9
2.1	Exterior Wall Finish							1.0
2.2	Eaves and Fascias							3.0
2.3	Doors/ Windows/ Louvers							1.7
	A. Windows					1		
	B. Louvers and Vents				2			
	C. Exterior Doors & Hardware				2			
2.4	Roofing							2.0
	A. Roof Surface				2			
	B. Roof Opening/ Skylight/ Penetrations				2			
	C. Roof Equipment Curbing						N/A	
	D. Leakage					1		
	E. Ponding Water			3				
	F. Roof Drainage				2			
	G. Gutters / Downspouts				2			
	H. Roof Vents				2			
N O T E S	2.1 - Exterior wall finish is in critical condition at exterior areas of Police portion of facility. Large surface cracking exists at exterior envelope including around locations of windows. Staining is present at many locations of exterior. 2.2 - Eaves at front porch area are in fair condition with minimal surface deterioration. 2.3 A - Wood rot is present at exterior window sills. Windows appear to be original to building construction in many areas. Windows may contain leaded glass and glazing is broken in some places. 2.3 B - Vents at exterior base of building envelope are damaged and do not properly block entrances into building crawlspace. 2.3 C - Exterior doors vary in construction age and materials. Door security is lacking especially compared to modern police station. Hardware consists of pull bars, handles and knobs which may be original to building construction. 2.4 A - Roof surface is in poor condition with roof tiles cracked and out of plumb throughout. Some sealants at roof tiles are deteriorating. Tiles contain grime buildup and tree debris. Roof was not assessed at roof surface level. 2.4 B - Skylight at interior contains heavy debris buildup and requires cleaning. 2.4 D - Roof has leaked in past causing damage to framing system at interior portions including at corridor between shared gymnasium and station common area. Plastic sheets have been installed at surrounding electrical equipment at this area due to known issues with roof leakage and water intrusion. 2.3 E - Ponding water unlikely due to shape of roof surface construction at Police portion of facility. 2.4 F - Roof drainage consists of gutters and downspouts mounted at various locations. Clogging has likely been issue in past due to staining and other signs of past water damage around gutters and downspouts. 2.4 G - Some downspouts contain heavy staining and grime buildup with attachments that appear out of plumb with building exterior. 2.4 H - No issues with roof vents were reported but screens are not visible at circular roof vents extending from building exterior.							

Public Safety Building | Checklist

POLICE STATION 33 Sir Francis Drake Blvd		Condition					N/A	Rank
		Excellent	Good	Fair	Poor	Critical		
		5	4	3	2	1		2.1
Overall Rank								2.1
3	Structure							1.7
3.1	Foundation/ Footing							2.0
3.2	Columns							N/A
3.3	Framing System							1.0
3.4	Walls							2.0
3.5	Lateral Force Resistance System							N/A
3.6	Covered Walkway/Canopy							N/A
3.7	Chimney							N/A
N O T E S	3.1 - Foundation appears to be in acceptable condition visually but cracking at exterior points to shifting foundation and there is evidence of deterioration at exposed portions of foundation around building perimeter. 3.3 - Framing system at interior has damage from previous water intrusion. 3.4 - Walls have shifted and evidence of cracking at building exterior is visible. Light cracking exists at portions of interior as well.							

Public Safety Building | Checklist

POLICE STATION 33 Sir Francis Drake Blvd		Condition					N/A	Rank
		Excellent	Good	Fair	Poor	Critical		
								2.1
Overall Rank								2.1
4	Interior Elements							1.9
4.1	Ceilings							2.0
	A. Suspended Ceiling (ACT)						N/A	
	B. Gypsum Board						N/A	
	C. Plaster			3				
	D. Wood					1		
	E. Other						N/A	
	F. Exposed						N/A	
4.2	Flooring							2.5
	A. Carpet				2			
	B. Vinyl			3				
	C. Tile						N/A	
	D. Wood							
	E. Concrete							
4.3	Interior Wall/Partition Finishes							1.0
4.4	Interior Doors & Hardware							2.0
4.5	Interior Windows & Window Covering							2.0
4.6	Stairs Condition							N/A
	A. Stairs/ Landing						N/A	
	B. Handrails						N/A	
4.7	Toilet Condition							2.8
	A. Toilet Accessories				2			
	B. Toilet Partitions						N/A	
	C. Water Closets			3				
	D. Urinals						N/A	
	E. Lavatories /Sinks			3				
	F. Counter			3				
	G. Shower Compartments						N/A	
4.8	Hazmat							2
4.9	Room Capacity							1

Public Safety Building | Checklist

POLICE STATION 33 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.1
Overall Rank								
N O T E S	4.1 C - Plaster ceilings are in fair condition overall. Some light bubbling occurs in plaster ceiling surfaces throughout. Evidence of past repairs or changes with lighting is apparent in ceiling system finish.							
	4.1 D - Wood ceilings are in critical condition from past water damage.							
	4.2 A - Carpeting is in fair to poor condition and staining exists in office areas and at areas of high foot traffic through corridors.							
	4.2 B - Vinyl flooring at restroom is in fair condition. At edges where flooring meets walls, some areas of peeling are present.							
	4.3 - Interior wall finishes are stained in locations including at baseboards. Evidence locker built into wall and contains damaged wood surface and outdated finishes and is not code compliant. Damage at interior corners exists.							
	4.4 - Interior doors and hardware vary and are not sufficient for a modern police station. Hardware consists of knobs, handles, deadbolts and other hardware.							
	4.5 - Window blinds at interior are hanging haphazardly and damaged in locations.							
	4.7 B - Toilet accessories are in poor condition overall and do not match. Toilet seat cover dispenser doesn't allow for proper storage of covers. Toilet paper dispenser is residential grade and flimsy. Paper towel dispenser extends a significant distance from wall and blocks access to right side counter.							
	4.7 C - Water closet is in visibly fair condition and contains loose toilet seat. Water closet is residential grade.							
	4.7 E - Metal sink is in good condition. Sink contains residential kitchen faucet and large disposal which blocks knee space below sink.							
4.7 F - Counter surface is in fair condition and cabinetry below cabinets contains remaining service life although small.								
4.8 - There may be hazardous materials present due to construction of the Public Safety facility in the late 1920's. No hazardous materials testing was performed.								
4.9 - Common areas are greatly undersized for use as a police station. Locker space is not adequate and no showers are provided.								

Public Safety Building | Checklist

POLICE STATION 33 Sir Francis Drake Blvd		Condition						Rank							
		Excellent	Good	Fair	Poor	Critical	N/A								
							5	4	3	2	1	N/A	2.1		
Overall Rank													2.1		
5 Mechanical, Electrical and Plumbing Systems													2.3		
5.1	Mechanical Systems												2.8		
	A.	HVAC													
	B.	Control System													
	C.	Chiller													N/A
	D.	Cooling Towers													N/A
	E.	Duct Work													3
	F.	Ventilation\ Air Distribution													2
	G.	Boilers													N/A
5.2	Electrical Systems												2.6		
	A.	Transformer													3
	B.	Switchgear													2
	C.	Panelboards (Condition & Capacity)													3
	D.	Devices (Switches & Receptacles)													3
	E.	Interior Lighting Fixtures													2
	F.	Conveying Systems													N/A
	G.	Fire Alarm System													N/A
5.3	Voice and Data Systems												1.0		
5.4	Plumbing Systems												3.0		
	A.	Plumbing Fixtures													3
	B.	Water Distribution System/ Pipes													3
	C.	Water Heaters													3
5.5	Gas Distribution Systems												N/A		
5.6	Fire Suppression System												N/A		
N O T E S	5.1 A - HVAC system contains both floor and ceiling registries and is reported to be in fair condition.														
	5.1 B - Control system is residential grade with main system controls in hallway and in fair condition.														
	5.1 E - No issues with ductwork have been reported. No visible ducts observed.														
	5.1 F - Some registers throughout facility are not plumb with ceiling or floor surface. HVAC system is likely not compliant with modern building code.														
	5.2 A - No issues with transformer reported.														
	5.2 B - Switchgear for Public Safety building located at Police Station in room known to have issues with water intrusion. Switchgear is 400A Federal Pacific product and is likely approaching end of useful service life.														
	5.2 C - Some panelboards have been replaced as part of past efforts. Overall panelboards are in fair condition. Capacity unknown.														
	5.2 D - Switches and receptacles are in fair condition overall but do not match throughout facility. At areas other than main common work area behind lobby, receptacles are outdated and yellowed.														
	5.2 E - Interior lighting consists of ceiling mounted can fixtures and standard rectangular fixture housings with plastic lenses. Lighting is not modernized with some areas of the interior suffering from inadequate lighting distribution.														
	5.3 - Town servers are located at Police Station. National police server data portal is not appropriately secured according to modern police operations standards. Main server rack is housed in room known to be susceptible to water intrusion and requires relocation.														
5.4 A&B - Plumbing fixtures are in fair condition with no reported leaks. It is likely that a significant portion of plumbing piping is original to building construction and may require update in the future.															
5.4 C - Water heater is operational and in fair condition.															
5.5 - Natural gas distribution was not observed at Police Station portion of facility.															

Public Safety Building | Checklist

FIRE STATION 18 33 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.1
Overall Rank								
1	Site/ Civil/ Landscape							2.4
1.1	Fences/ Walls/ Gates							2.0
	A. Perimeter Fencing						N/A	
	B. Equipment Fencing				2			
	C. Landscape Walls/ Piers / Structures						N/A	
	D. Gates						N/A	
1.2	Paving							2.8
	A. Sidewalks/ Walkways/ Crosswalks		4					
	B. Curbing		4					
	C. Driveways/ Parking Pavement				2			
	D. Striping/ Marking/ Speed Bumps				2			
	E. Patios				2			
1.3	Landscape							3.0
	A. Ground Cover				2			
	B. Trees		4					
	C. Irrigation System			3				
1.4	Site Features/ Fixtures/ Furniture/ Signage							2.3
	A. Landscape Features/ Play Equipment						N/A	
	B. Exterior Lighting Fixtures				2			
	C. Water Fixtures						N/A	
	D. Exterior Site Furniture				2			
	E. Site Utility			3				
1.5	Stormwater Management							2.0
NOTES	<p>1.1 B - Equipment fencing housing cellular equipment at rear of the building contains cracked stucco walls and heavily rusted gates. This area is managed by AT&T.</p> <p>1.2 A - Sidewalk in front of Fire Station facility is in good condition overall with relatively new ramp structure extending sidewalk to Sir Francis Drake Blvd.</p> <p>1.2 B - Curbing at sidewalk in front of facility is in good condition.</p> <p>1.2 C - Driveway pavement at front of facility is in good condition, but asphalt drive around the facility and site is in poor condition with large surface cracks and general deterioration of asphalt surface.</p> <p>1.2 D - Striping markings are in poor condition overall. Parking striping around fire station facility is in various states of condition with much striping faded. Parking for construction equipment does not contain ample striping.</p> <p>1.2 E - Patio area at rear of facility is in fair to poor condition. Pony walls enclosing patio contain heavy grime buildup. Patio located directly adjacent to dilapidated portion of building.</p> <p>1.3 A - Ground cover at front of facility is lacking and ground cover at small landscaped areas around building perimeter do not contain maintained plant material.</p> <p>1.3 B - Trees surrounding the facility are in good condition overall with no major health deficiencies observed visually.</p> <p>1.3 C - No issues with irrigation system have been reported.</p> <p>1.4 B - Exterior lighting at Fire Station 18 is lacking considerably. Perimeter of building is illuminated at certain locations only with mounted light fixtures in metal housings.</p> <p>1.4 D - Exterior furniture at patio area is in poor condition and landscaping is lacking overall.</p> <p>1.4 E - No major issues with site utilities have been reported. Electrical capacity requires confirmation along with anticipated future capacity needs.</p> <p>1.5 - Stormwater management consists of sloped site towards Corte Madera Creek with three site drains connected with piping flowing to creek. Overall stormwater management is poor with site frequently flooding in the rainy season. Fire Station portion of Public Safety facility is within 100 year flood plain including at vehicle garage area.</p>							

Public Safety Building | Checklist

FIRE STATION 18 33 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.1
Overall Rank								2.1
2	Exterior Envelope							2.1
2.1	Exterior Wall Finish							1.0
2.2	Eaves and Fascias							3.0
2.3	Doors/ Windows/ Louvers							2.3
	A.	Windows					2	
	B.	Louvers and Vents					2	
	C.	Exterior Doors & Hardware					3	
2.4	Roofing							2.0
	A.	Roof Surface					2	
	B.	Roof Opening/ Skylight/ Penetrations						N/A
	C.	Roof Equipment Curbing					2	
	D.	Leakage						1
	E.	Ponding Water					2	
	F.	Roof Drainage					2	
	G.	Gutters / Downspouts					3	
	H.	Roof Vents					2	
N O T E S	<p>2.1 - Exterior wall finish is in critical condition at exterior areas of Police portion of facility. Large surface cracking exists in exterior envelope including at around locations of windows. Staining is present at many locations of exterior.</p> <p>2.2 - Eaves at front porch area are in fair condition with minimal surface deterioration.</p> <p>2.3 A - Some windows may be original to building construction but others have been replaced with sliding windows as opposed to windows operable by hinge. Windowsills at first and second levels of facility are heavily deteriorated with flaking paint.</p> <p>2.3 B - Louvers contain excessive grime buildup. Vents at exterior base of facility are damaged in areas.</p> <p>2.3 C - Roll up doors at front of facility leading to gymnasium area are in fair condition. Roll up doors leading to vehicle garage area are in good condition. Entrance door leading from garage area into Fire Station 18 is in good condition. Doors leading to dilapidated portion of building are in poor condition.</p> <p>2.4 A - Roof surface is in poor condition with roof tiles cracked and out of plumb throughout. Some sealants at roof tiles are deteriorating. Tiles contain grime buildup and tree debris. At rear of facility, excessive sealant has been placed at roof tiles pointing to previous leakage. Roof was not assessed at roof surface level.</p> <p>2.4 C - Rooftop mounted equipment includes ventilation and exterior cable tray located on roof near dilapidated portion of building.</p> <p>2.4 D - Leakage has been reported in the past including at dilapidated portion of facility and at areas where facility switchboard is located at Police portion of facility</p> <p>2.4 E - Evidence of ponding water is seen at flat portion of roof near rear patio and dilapidated portion near cable tray.</p> <p>2.4 F - Roof drainage system contains areas of damage and requires heavy maintenance for proper operation. Extra roof tiles are laid on flat portion of roof.</p> <p>2.4 G - Gutters and downspouts are in fair condition. Downspouts drain directly into stormwater management system flowing into creek at areas. At upper roof, downspouts drain directly onto lower roof.</p> <p>2.4 H - Roof vents are in fair to poor condition. Some sealants around vents are worn. Rusting is present at some components of ventilation. Extra vents appear to be stocked on roof surface.</p>							

Public Safety Building | Checklist

FIRE STATION 18 33 Sir Francis Drake Blvd		Condition					N/A	Rank
		Excellent	Good	Fair	Poor	Critical		
		5	4	3	2	1		2.1
Overall Rank								2.1
3	Structure							1.6
3.1	Foundation/ Footing							1.0
3.2	Columns							N/A
3.3	Framing System							2.0
3.4	Walls							2.0
3.5	Lateral Force Resistance System							1.0
3.6	Covered Walkway/Canopy							N/A
3.7	Chimney							2.0
N O T E S	3.1 - Flooring contains rot and foundation contains deterioration at dilapidated portion of building structure. 3.3 - Components of framing system including flooring are deteriorated at portions of facility. 3.4 - Most walls appear plumb. Some cracking exists at interior and exterior walls. Walls at dilapidated portion of facility are in critical condition. 3.5 - Lateral force resistance system likely upgraded at new building addition. Overall lateral force resistance hindered by dilapidated portion of building. 3.7 - Chimney is visually plumb but contains surface grime and deterioration.							

Public Safety Building | Checklist

FIRE STATION 18 33 Sir Francis Drake Blvd		Condition					N/A	Rank
		Excellent	Good	Fair	Poor	Critical		
		5	4	3	2	1		2.1
Overall Rank								2.1
4	Interior Elements							1.9
4.1	Ceilings							2.7
	A.	Suspended Ceiling (ACT)					N/A	
	B.	Gypsum Board	4					
	C.	Plaster				1		
	D.	Wood		3				
	E.	Other					N/A	
	F.	Exposed					N/A	
4.2	Flooring							2.3
	A.	Carpet			2			
	B.	Vinyl					N/A	
	C.	Tile			2			
	D.	Wood		3				
	E.	Concrete			2			
4.3	Interior Wall/Partition Finishes							1.0
4.4	Interior Doors & Hardware							2.0
4.5	Interior Windows & Window Covering							
4.6	Stairs Condition							2.0
	A.	Stairs/ Landing			2			
	B.	Handrails			2			
4.7	Toilet Condition							2.3
	A.	Toilet Accessories			2			
	B.	Toilet Partitions					N/A	
	C.	Water Closets			2			
	D.	Urinals					N/A	
	E.	Lavatories /Sinks		3				
	F.	Counter						
	G.	Shower Compartments						
4.8	Hazmat							2
4.9	Room Capacity							1

Public Safety Building | Checklist

FIRE STATION 18 33 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.1
Overall Rank								
N O T E S	4.1 A - Plaster ceiling at inhabited portion of building is in fair to poor condition with light staining and surface damage in areas. Heavy cracking exists at wall and ceiling system at gymnasium area. Plaster ceiling at dilapidated portion of the building is completely deteriorated with presence of mildew and in critical condition.							
	4.1 B - Gypsum board ceiling at vehicle garage area is in good condition overall and was part of a previous addition to the building.							
	4.1 C - Wood ceiling in storage areas are in fair condition with new tie components installed fairly recently.							
	4.2 A - Carpeting throughout the building is in poor condition. Carpeting contains excessive staining and surface wear throughout, especially in areas of heavy foot traffic. Some areas of carpeting contain deep-set dirt in weave. Stains are present in many locations.							
	4.2 C - Linoleum tile finish flooring at interior restrooms is in poor condition. Floor is deteriorating especially at edges of restroom along walls and contains surface stains and deterioration from use.							
	4.2 D - Wood finish flooring in kitchen is in fair condition overall. Some large gaps exist at planks alluding to structural shifts.							
	4.2 E - Concrete flooring at gymnasium area contains oil stains and surface cracking and is otherwise in poor condition. Concrete flooring at interior stairwell base is in similar condition and covered with red paint.							
	4.3 - Overall, interior wall finishes are in very poor to critical condition. Cracking, staining and damage exists in various capacities throughout facility.							
	4.4 - Various interior doors and door hardware exist. Door leading to vehicle garage is in good condition. Most interior doors are in fair to poor condition with surface damage and outdated hardware. Doors at dilapidated portion of facility are in critical condition.							
	4.6 A&B - Stairwell located at exterior of the building leading from second level interior to ground level patio area is in poor condition with split wood and some nails that are out of plumb. Grip devices mounted to stair treads are in fair condition.							
	4.7 A - Toilet Accessories are in poor condition. Restroom contains a mix of residential-grade and commercial-grade accessories and most are outdated.							
	4.7 C - Water closets are in poor condition and generally outdated. Water closets do not match throughout facility.							
	4.7 E - Interior sinks are in fair condition. Sink hardware does not match.							
	4.7 F - Counter at interior restroom contains cracked tile at one location and is in poor condition, and counter at other restroom is a single slab and in fair condition. Cabinetry under counters is in poor condition with water stains present.							
4.8 - There may be hazardous materials present due to construction of the Public Safety facility in the late 1920's. No hazardous materials testing was performed.								
4.9 - Areas are undersized for optimal Fire Station use. Dormitory space is provided at modular facility.								

Public Safety Building | Checklist

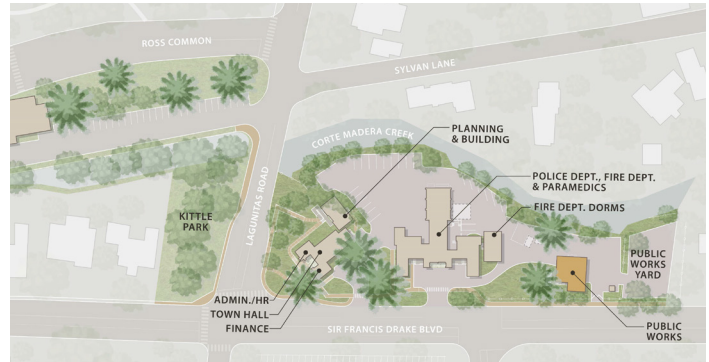
FIRE STATION 18 33 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		2.1
Overall Rank								2.1
5	Mechanical, Electrical and Plumbing Systems							2.3
5.1	Mechanical Systems							2.0
	A.	HVAC				1		
	B.	Control System			2			
	C.	Chiller					N/A	
	D.	Cooling Towers					N/A	
	E.	Duct Work		3				
	F.	Ventilation\ Air Distribution			2			
	G.	Boilers					N/A	
5.2	Electrical Systems							2.4
	A.	Transformer		3				
	B.	Switchgear			2			
	C.	Panelboards (Condition & Capacity)			2			
	D.	Devices (Switches & Receptacles)		3				
	E.	Interior Lighting Fixtures			2			
	F.	Conveying Systems					N/A	
	G.	Fire Alarm System					N/A	
5.3	Voice and Data Systems							1.0
5.4	Plumbing Systems							3.0
	A.	Plumbing Fixtures		3				
	B.	Water Distribution System/ Pipes		3				
	C.	Water Heaters		3				
5.5	Gas Distribution Systems							3
5.6	Fire Suppression System							N/A
N O T E S	5.1 A - Centralized HVAC system is not provided. Firepersons must utilize individual room air conditioners in different capacities to achieve desired interior temperature.							
	5.1 B - No overall building control system exists. Some controls provided at dedicated locations of units.							
	5.1 E - No issues with existing ductwork were observed or reported.							
	5.1 F - Some registers throughout facility are not plumb with ceiling or floor surface. HVAC system is not compliant with modern building code.							
	5.2 A - No issues with transformer reported.							
	5.2 B - Switchgear for Public Safety building located at Police Station in room known to have issues with water intrusion. Switchgear is 400A Federal Pacific product and is likely approaching end of useful service life.							
	5.2 C - Some panelboards have been replaced as part of past efforts. Overall panelboards are in fair condition. Capacity unknown. Fire station contains fair amount of aged panelboards.							
	5.2 D - Switches and receptacles are in fair condition overall but do not match throughout facility. At most areas, receptacles are outdated and yellowed.							
	5.2 E - Interior lighting consists of ceiling mounted standard rectangular fixture housings and ceiling can lighting. Lighting at kitchen is in good condition but currently has expired bulbs. Lighting at dilapidated portion is in various states of condition and some lighting is likely not functional.							
	5.3 - Town servers are located at Police Station. Main server rack is housed in room known to be susceptible to water intrusion and requires relocation.							
	5.4 A&B - Plumbing fixtures are in fair condition with no reported leaks. It is likely that a significant portion of plumbing piping is original to building construction and may require update in the future.							
5.4 C - Water heater is operational and in fair condition.								
5.5 - Natural gas service to building. No issues reported.								

Public Works | Overview

The Ross Public Works facility is a two-story wood and steel framed building located at the northern end of the Civic Center site. The facility is adjacent to the existing Public Works yard and also houses additional cellular communication equipment in a leased space inaccessible by the Town at the ground level. The Town houses a shop area and storage locations at the bottom level along with an accessible office area. The second level of the facility is accessed by a single flight of stairs to two offices, a loft work area, a restroom with shower and storage rooms that contains Town’s records for all departments.

Findings - Public Works

- Public Works Facility is not ADA compliant
- Current Public Works building constrains an area of the site that can be made available for future housing units and will require relocation
- Storage of all Town records and documents unrelated to Public Works operations imposes departmental inconveniences and inefficiencies
- Facility is residential-grade construction and expansion or code compliance improvements will be at significant expense
- Entrance drive for deliveries located adjacent to Public Works between building and yard is not usable by today’s delivery trucks due to steep slope and lack of vehicular turnaround clearance
- Town emergency siren is located in front of building and will require relocation as part of Civic Center design



Public Works Location Plan



Public Works - Exterior



Public Works - Exterior



Public Works - Additional Maintenance Vehicles

Public Works | Photos



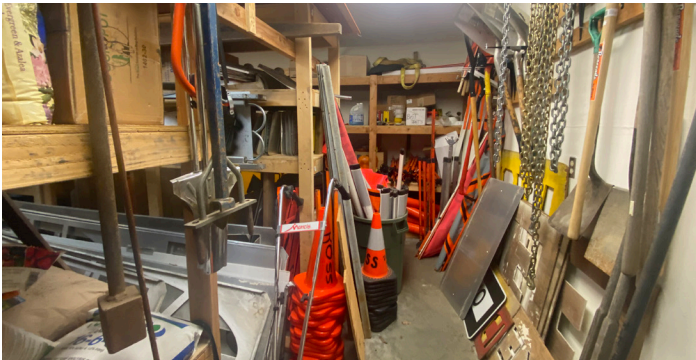
Public Works - Exterior



Public Works - Interior



Public Works - Interior



Public Works - Interior



Public Works - Interior

Public Works | Photos



Public Works - Interior



Public Works - Interior

Public Works | Condition Checklist

PUBLIC WORKS 37 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		3.1
Overall Rank								3.1
1	Site/ Civil/ Landscape							2.4
1.1	Fences/ Walls/ Gates							2.0
	A. Perimeter Fencing				2			
	B. Equipment Fencing						N/A	
	C. Landscape Walls/ Piers / Structures						N/A	
	D. Gates				2			
1.2	Paving							2.0
	A. Sidewalks/ Walkways/ Crosswalks						N/A	
	B. Curbing						N/A	
	C. Driveways/ Parking Pavement				2			
	D. Striping/ Marking/ Speed Bumps						N/A	
	E. Patios						N/A	
1.3	Landscape							3.0
	A. Ground Cover				2			
	B. Trees		4					
	C. Irrigation System			3				
1.4	Site Features/ Fixtures/ Furniture/ Signage							3.0
	A. Landscape Features/ Play Equipment						N/A	
	B. Exterior Lighting Fixtures			3				
	C. Water Fixtures			3				
	D. Exterior Site Furniture						N/A	
	E. Site Utility			3				
1.5	Stormwater Management							2.0
N O T E S	<p>1.1 A - Perimeter fencing along Sir Francis Drake Blvd is in poor condition and out of plumb in areas especially at end towards Public Safety facility. Some areas of the fence contain excessive gaps between fence boards and wood is stained. Tree debris covers fencing directly behind facility.</p> <p>1.1 D - Gate adjacent to Public Works facility is designed for service use but modern trucks cannot enter at this portion of site. Metal components of gate including hinges contain light surface deterioration.</p> <p>1.2 C - Asphalt pavement around Public Works facility is in poor condition with moderate surface cracking.</p> <p>1.3 A - Ground cover at Public Works facility consists of shrubbery and tree debris. Vegetation is generally healthy.</p> <p>1.3 B - Trees are in good condition. Large trees are present along Sir Francis Drake directly behind the facility. Facility contains much debris on roof from adjacent trees.</p> <p>1.3 C - Irrigation system at facility consists of hoses around facility and site. Hoses are operable with no issues reported.</p> <p>1.4 B - The facility contains mounted light fixtures of various type. Fixtures are in fair to good condition overall but some lenses of mounted fixtures are yellowed.</p> <p>1.4 C - Water spigots are present for use of hoses for cleaning needs. No issues with operation reported or visible.</p> <p>1.4 E - Site utilities are operational and in fair condition. Some existing utilities around facility adjacent to Laurel Grove Avenue may be relocated as part of future undergrounding of utilities project.</p> <p>1.5 - Stormwater management consists of sloped site towards Corte Madera Creek with three site drains connected with piping flowing to creek. Overall stormwater management is poor with site frequently flooding in the rainy season. Public Works building is within 100 year flood plain.</p>							

Public Works | Condition Checklist

PUBLIC WORKS 37 Sir Francis Drake Blvd		Condition						Rank
		Excellent 5	Good 4	Fair 3	Poor 2	Critical 1	N/A	
Overall Rank							3.1	
2	Exterior Envelope						3.5	
2.1	Exterior Wall Finish						3.0	
2.2	Eaves and Fascias						4.0	
2.3	Doors/ Windows/ Louvers						3.3	
	A.	Windows				3		
	B.	Louvers and Vents				3		
	C.	Exterior Doors & Hardware				4		
2.4	Roofing						3.7	
	A.	Roof Surface				4		
	B.	Roof Opening/ Skylight/ Penetrations					N/A	
	C.	Roof Equipment Curbing					N/A	
	D.	Leakage				4		
	E.	Ponding Water				4		
	F.	Roof Drainage				3		
	G.	Gutters / Downspouts				3		
	H.	Roof Vents				4		
N O T E S	<p>2.1 - Wood exterior wall finish is in fair condition with some surface staining and warped exterior siding at some locations.</p> <p>2.2 - Eaves are in good condition with minimal deterioration present. Eaves require cleaning at portions of facility.</p> <p>2.3 A - Windows are in good condition overall but are residential in construction grade. Windows are operable and open via twisted handle operation.</p> <p>2.3 B - Large vents at lower portion of facility at rear near cellular equipment metering contains heavy buildup of surface grime. Large exhaust vent exists at rear of facility and it is unclear which building system this vent is part of.</p> <p>2.3 C - Exterior garage doors are in good condition with no operational issues. Entrance door at garage is also in good condition but contains a large threshold into building interior. Door to office portion of facility contains knob hardware and lacks security. This door is in fair to poor condition overall.</p> <p>2.4 A - Roof was not assessed at roof surface level but is visibly in good condition with some useful service life remaining. No interior leaks were observed.</p> <p>2.4 D - No roof leakage was observed or reported.</p> <p>2.4 E - Ponding water has not been observed and is unlikely due to shape of roof surface.</p> <p>2.4 F - Roof drainage is hindered by tree debris and presence of gutters and downspouts at certain portions only of roof surface perimeter.</p> <p>2.4 G - Gutters and downspouts are in good condition overall but are residential grade construction. Downspout at southwest corner of facility drains directly to asphalt pavement.</p> <p>2.4 H - Roof vents are visibly in good condition.</p>							

Public Works | Condition Checklist

PUBLIC WORKS 37 Sir Francis Drake Blvd		Condition					N/A	Rank
		Excellent	Good	Fair	Poor	Critical		
		5	4	3	2	1		3.1
Overall Rank								3.1
3	Structure							3.5
3.1	Foundation/ Footing							3.0
3.2	Columns							N/A
3.3	Framing System							3.0
3.4	Walls							4.0
3.5	Lateral Force Resistance System							4.0
3.6	Covered Walkway/Canopy							N/A
3.7	Chimney							N/A
N O T E S	3.1 - Foundation is partially exposed with light deterioration at edges around perimeter of building present. 3.3 - Some minor shifting of framing system components is observed at interior exposed portion of structure at top of stairwell. Steel beam is present as part of framing and lateral force resistance system. 3.4 - Walls appear plumb. 3.5 - Steel beam appears to be assisting with lateral force resistance and no cracking is visible around adjacent drywall.							

Public Works | Condition Checklist

PUBLIC WORKS 37 Sir Francis Drake Blvd		Condition					N/A	Rank
		Excellent	Good	Fair	Poor	Critical		
								3.1
Overall Rank								3.1
4	Interior Elements							3.0
4.1	Ceilings							3.5
	A. Suspended Ceiling (ACT)						N/A	
	B. Gypsum Board			3				
	C. Plaster		4					
	D. Wood						N/A	
	E. Other						N/A	
	F. Exposed						N/A	
4.2	Flooring							2.7
	A. Carpet				2			
	B. Vinyl		4					
	C. Tile						N/A	
	D. Wood				2			
	E. Concrete						N/A	
4.3	Interior Wall/Partition Finishes							3.0
4.4	Interior Doors & Hardware							3.0
4.5	Interior Windows & Window Covering							4.0
4.6	Stairs Condition							2.0
	A. Stairs/ Landing				2			
	B. Handrails				2			
4.7	Toilet Condition							3.8
	A. Toilet Accessories		4					
	B. Toilet Partitions						N/A	
	C. Water Closets		4					
	D. Urinals						N/A	
	E. Lavatories /Sinks			3				
	F. Counter						N/A	
	G. Shower Compartments		4					
4.8	Hazmat							4
4.9	Room Capacity							2

Public Works | Condition Checklist

PUBLIC WORKS 37 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		3.1
Overall Rank								
N O T E S	4.1 B - Gypsum ceiling at garage spaces is in fair condition overall with visible surface lines at locations of different ceiling panels.							
	4.1 C - Ceiling system at interior is in good condition overall with minimal deterioration present.							
	4.2 A - Carpeting at interior of facility is in poor condition. At stairs, carpeting is extremely stained at stair treads and has ripped from base of bottom stair. Carpeting in main office areas is in better condition but still contains staining. Carpeting in common portion of upstairs area contains similar staining and carpeting at offices is in fair condition overall.							
	4.2 B - Vinyl flooring at restroom is in good condition with minimal surface deterioration visible.							
	4.2 D - Wood flooring at storage areas at perimeter spaces of upstairs portion of facility is unfinished and stained.							
	4.3 - Wall finishes are in fair condition with no major deficiencies observed.							
	4.4 - Interior doors and hardware are residential grade construction but are operable.							
	4.5 - Windows are in good condition and operable via hand crank. Interior controls for window operation are in good condition.							
	4.6 A - Stairs appear structurally sound but carpeting is heavily worn. Stairs are too narrow for use of building.							
	4.6 B - Handrails at stairs are heavily stained.							
4.7 A - Toilet accessories are not commercial grade but are functional and in good condition.								
4.7 C - Water closet is in good condition with no issues reported.								
4.7 E - Sink is in fair condition and may be undersized for optimal use.								
4.7 G - Shower has been recently remodeled and is in good condition.								
4.8 - No hazardous materials are expected due to the age of the building's construction.								
4.9 - Capacity of office areas is slightly undersized for optimal work efficiency.								

Public Works | Condition Checklist

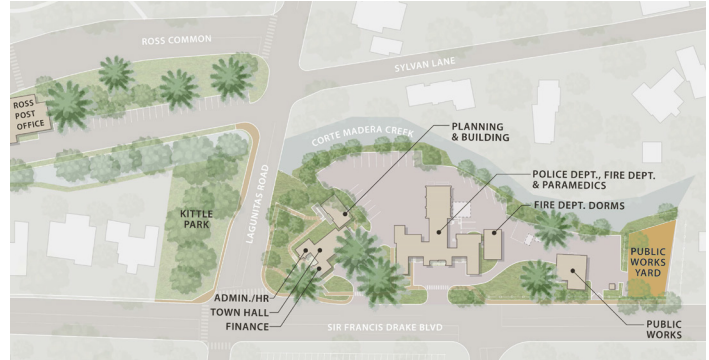
PUBLIC WORKS 37 Sir Francis Drake Blvd		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		3.1
Overall Rank								3.1
5	Mechanical, Electrical and Plumbing Systems							2.9
5.1	Mechanical Systems							3.7
	A.	HVAC		3				
	B.	Control System	4					
	C.	Chiller					N/A	
	D.	Cooling Towers					N/A	
	E.	Duct Work	4					
	F.	Ventilation\ Air Distribution						
	G.	Boilers						
5.2	Electrical Systems							3.0
	A.	Transformer		3				
	B.	Switchgear			2			
	C.	Panelboards (Condition & Capacity)	4					
	D.	Devices (Switches & Receptacles)		3				
	E.	Interior Lighting Fixtures		3				
	F.	Conveying Systems					N/A	
	G.	Fire Alarm System					N/A	
5.3	Voice and Data Systems							2.0
5.4	Plumbing Systems							3.0
	A.	Plumbing Fixtures		3				
	B.	Water Distribution System/ Pipes	4					
	C.	Water Heaters			2			
5.5	Gas Distribution Systems							3
5.6	Fire Suppression System							N/A
N O T E S	5.1 A - HVAC system is in fair condition and consists of gas furnace in attic area and outside air conditioning unit located at rear of building.							
	5.1 B - No issues with HVAC controls have been reported.							
	5.1 E - No issues with ductwork were observed and ductwork extending from attic furnace is in good visible condition.							
	5.2 A - No issues reported with building power or main power supply.							
	5.2 B - Exterior mounted main service disconnect is unsecured with broken lockable housing.							
	5.2 C - Panelboards contain additional capacity at some locations. Some panelboards do not contain labeling of operated circuits.							
	5.2 D - Lighting switches and outlet covers are yellowed at interior of building.							
	5.2 E - Interior lighting is lacking but fixtures are in good condition overall. Fixtures include can style fixtures mounted in ceiling system and wall fixture to illuminate stairwell.							
	5.3 - Only minimal data access is provided at the facility.							
	5.4 A&B - No issues with plumbing fixtures or pipes have been reported or were observed. Plumbing fixtures are residential grade and not appropriate for extended longevity or service life.							
5.4 C - Water heater is approaching end of useful service life with build date of 2007. 40 Gallon capacity natural gas unit with 40,000 BTU/Hr input rating.								
5.5 - No issues with natural gas to building have been reported.								

Public Works Yard | Overview

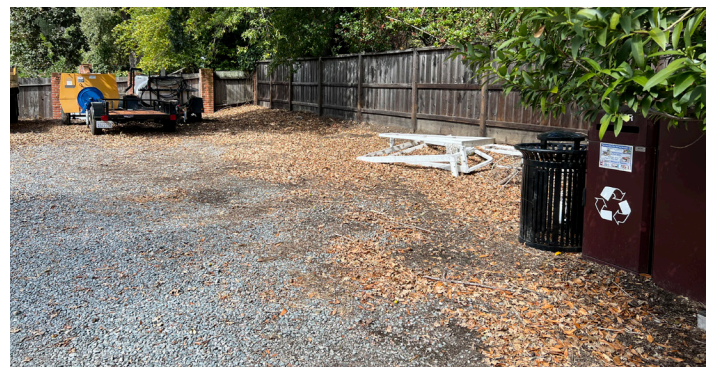
The Ross Public Works Yard is located at the northernmost portion of the Ross Civic Center site. The yard is approximately 8,000 SF in area. The yard provides space for Public Works service vehicle parking and to store materials used to maintain and repair municipal, utility and building systems within the Town of Ross.

Findings - Public Works Yard

- Yard contains ample space for laydown and staging of materials
- Yard requires relocation for future housing needs



Public Works Yard Location Plan



Public Works Yard - Exterior

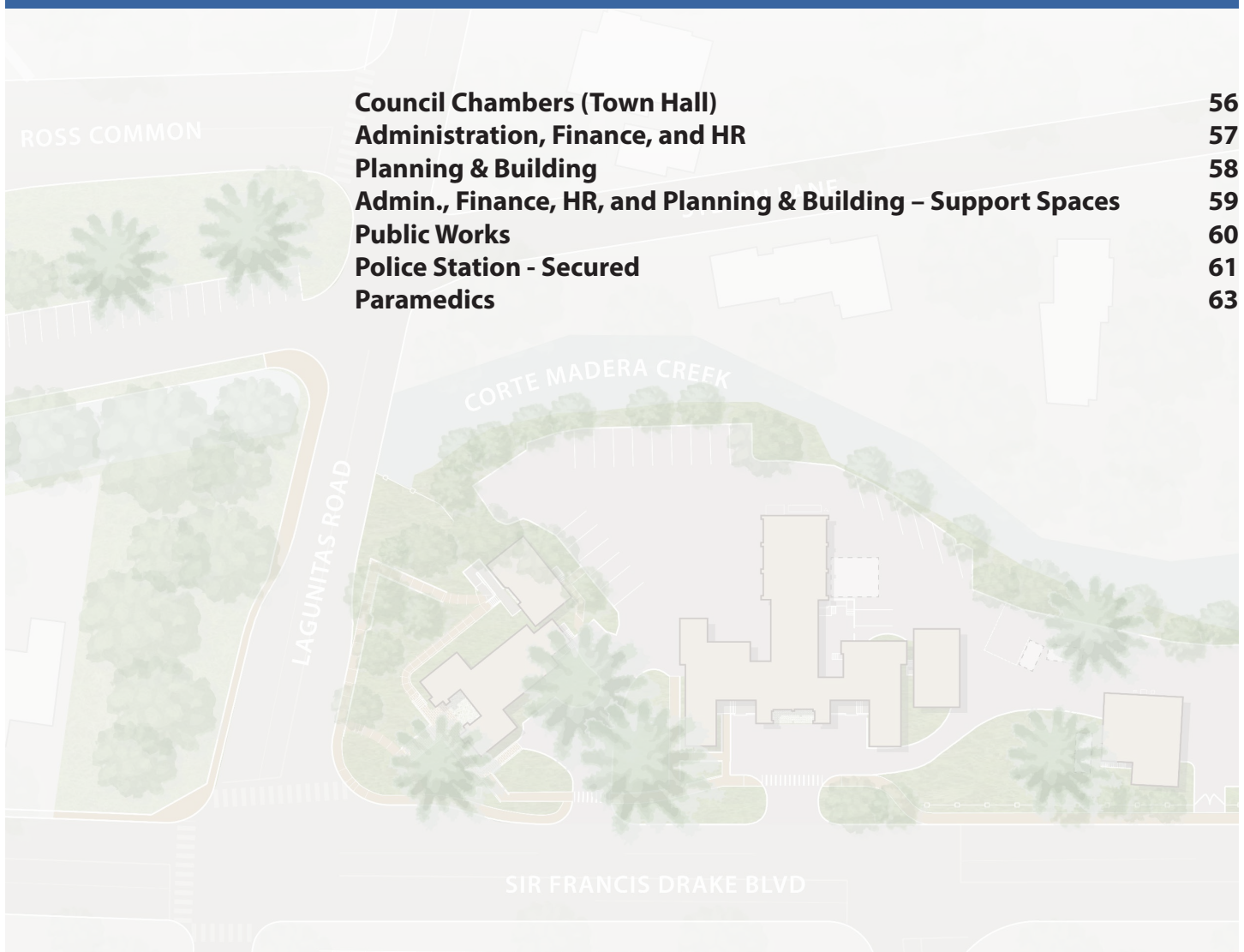


Public Works Yard - Exterior



Public Works Yard - Exterior

III. SPACE PROGRAM



Council Chambers (Town Hall)	56
Administration, Finance, and HR	57
Planning & Building	58
Admin., Finance, HR, and Planning & Building – Support Spaces	59
Public Works	60
Police Station - Secured	61
Paramedics	63

Council Chambers (Town Hall)

COUNCIL CHAMBERS (Town Hall)	FTE Staff	Space Type	Priority	2023		Space Attributes	Notes
				Qty	NSF		
Office & Conference							
Council Chambers		PO	1	1	960	Non-fixed seating, verify maximum occupant capacity	flexible use as Emergency Operations Center (EOC) or large conference space; adjacent to a Kitchenette
Undefined Space		PO	3	1	435	flexible space, multi-functional	unassigned/shared available
Subtotal	0				1395		

Lobby & Support							
Entrance Lobby		OO	1	1	175		
Public Restrooms		RR	1	1	175	All Gender, multi accommodation private stall, open lav area	Table 2902.1 - For Assembly, w/out permanent seating
Subtotal	0				350		

Support							
AV Room		UT	1	1	75	separate and adjacent to council chambers	
Storage		ST	1	1	100	Secured and adjacent to council chambers	
Coffee Bar		OO	1	3	50	Sink, microwave, refrigerator, storage	Seating TBD
Copy Area		OO	1	3	50	Includes work counter and cabinet for supplies	Additional shared copy room, see Support Program
Staff Restroom		RR	1	3		All Gender, one single accommodation	Shared, see Support Program
Janitorial		UT	1	1		Mop sink, shelving, supply storage	Shared, see Support Program
Computer Room and Networking Racks		UT	1	1	75	Telephone & network service racks, data server hub	
Electrical Room		UT	1	1	75	Main service	
Mechanical Room		UT	1	1	150	Hot water heater, mech unit	
Subtotal	0				575		

TOTAL BUILDING	0				1970		
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SPACE TYPE LEGEND:

- OO Open Area / Open Office
- PO Private Office
- RR Restroom
- ST Storage
- UT Utility

PRIORITY LEGEND:

- 1 Need
- 2 Want
- 3 Shared (potential)

Administration, Finance, and HR

ADMIN / FINANCE / HR	FTE Staff	Space Type	Priority	2023		Space Attributes	Notes
				Qty	NSF		
Office and Conference							
Town Manager's Office	1	PO	1	1	180	room for lateral files and table/seating for 4	
Town Clerk's Office	1	PO	1	1	150	room for lateral files/ seating for 2	
Town Council Member Office		PO	1	1	150	room for lateral files/ seating for 2	For periodic use by Council members for meeting preparations
Open Work Area	1	OO	1	1	250	Open office area for 1 cubicle workstation, 2 hotel/flex work spaces and lateral files	
Support							Shared, see Support Program
Subtotal	3				730		
TOTAL BUILDING	3				730		

SPACE TYPE LEGEND:

- OO Open Area / Open Office
- PO Private Office
- RR Restroom
- ST Storage
- UT Utility

PRIORITY LEGEND:

- 1 Need
- 2 Want
- 3 Shared (potential)

Planning & Building

PLANNING & BUILDING	FTE Staff	Space Type	Priority	2023		Space Attributes	Notes
				Qty	NSF		
Office and Conference							
Planning Director's Office	1	PO	1	1	150		
Public Works Director's Office	1	PO	1	1	150		
Open Work Area	3	OO	1	1	400	Open office area for 3 workstations, 1 flex hotel station, copier and plan files	
Support							Shared, see Support Program
Subtotal	5				700		
TOTAL BUILDING	5				700		

SPACE TYPE LEGEND:

- OO Open Area / Open Office
- PO Private Office
- RR Restroom
- ST Storage
- UT Utility

PRIORITY LEGEND:

- 1 Need
- 2 Want
- 3 Shared (potential)

Administration, Finance, HR, and Planning & Building – Support Spaces

ADMIN / FINANCE / HR	FTE Staff	Space Type	Priority	2023		Space Attributes	Notes
				Qty	NSF		
Office and Conference							
Town Manager's Office	1	PO	1	1	180	room for lateral files and table/seating for 4	
Town Clerk's Office	1	PO	1	1	150	room for lateral files/ seating for 2	
Town Council Member Office		PO	1	1	150	room for lateral files/ seating for 2	For periodic use by Council members for meeting preparations
Open Work Area	1	OO	1	1	250	Open office area for 1 cubicle workstation, 2 hotel/flex work spaces and lateral files	
Support							Shared, see Support Program
Subtotal	3				730		
TOTAL BUILDING	3				730		

SPACE TYPE LEGEND:

- OO Open Area / Open Office
- PO Private Office
- RR Restroom
- ST Storage
- UT Utility

PRIORITY LEGEND:

- 1 Need
- 2 Want
- 3 Shared (potential)

Public Works

PUBLIC WORKS	FTE Staff	Space Type	Priority	2023		Space Attributes	Notes
				Qty	NSF		
Workshop	0	ST	1	1	2000		
equipment storage							
material storage							
Subtotal	0				2000		
Office and Support							
Open Office	2	OO	1	1	300	2 workstations, 1 hotel station and file storage	
Staff Lounge		OO	1	1	100	sink, microwave, refrigerator, storage	
Staff Restroom		RR	1	1	75	All gender single accomodation w/urinal	
Staff Shower		RR	1	1	75	All Gender shower/dressing	
Day/Flex Room		PO	3		100	Murphy bed, table & chairs	code required space for nursing mothers
Plan Storage							Shared, see Support program
Janitorial		UT	3				Shared, see Support program
Computer Room and Networking Racks		UT	3				Shared, see Support program
Electrical Room		UT	3				Shared, see Support program
Mechanical Room		UT	3				Shared, see Support program
Fitness Room							Shared amenity, see Police Pogram
Subtotal	2				650		
TOTAL BUILDING SF	2				2650		

SPACE TYPE LEGEND:

- OO Open Area / Open Office
- PO Private Office / Secure Rm
- RR Restroom
- ST Storage
- UT Utility

PRIORITY LEGEND:

- 1 Need
- 2 Want
- 3 Shared (potential)

Police Station - Secured

POLICE STATION - SECURED	FTE Staff	Space Type	Priority	2023		Attributes	Notes
				Qty	NSF		
Office and Conference Room							
Police Chief	1	PO	1	1	150	Space for 2 file cabinets and table w/2 chairs	
Sergeants Office	2	PO	1	1	200	space for two work stations and 2 file cabinets	Shared room
Officer Open Work Area	2	O	1	1	200	Two work stations, includes supply storage, unsecured file storage, copy & mail	
Conference Room		PO	1	1	250	For 8-10 persons; video conferencing capable, private secured location	
Subtotal	5				800		

Support							
File Storage		ST	1	1	100	Secured	anticipate move to future digital storage
Patrol Equipment		ST	1	1	100	Secure space for supplies and charging work station	can be connect with duty bag room; locate adjacent & connected to Duty Bag rm, not near conf. rm.
Duty Bag Room		ST	1	1	150	16 cubbies for duty bags (two per officer)	
Locker Room		ST	1	1	300	Separate Male/Female, max. 8 locker units	include 2 add'tl reserve lockers; lockers for boot storage and power; locker rm use flexible for all gender
Work bench area		ST	1	2	50	Adjacent to lockers on hallway side	
Staff Lounge		OO	1	1	100	Sink, microwave, refrigerator, storage; table & seating for 2	
Day/Flex Room		PO	1	1	100	Multi-use room with closet and murphy bed	Code required space for nursing mothers, doubles as sleeping
Fitness Room		OO	3	1	500	standard exercise equipment, operable windows for ventilation; all gender toilet, and separate shower/dressing and lockers	Shared amenity with Town staff; centrally located w/perimeter access
Staff Restroom		RR	1	1	150	(2) All Gender, single	
Staff Shower		RR	1	1	75	All gender shower with dressing area	
Subtotal	0				1625		

Storage							
Armory		ST			100		
Ammunition			1	1		Full height shelving	
Gun Cleaning Station			1	1		Workbench with airtools. parts storage	
Gun/Shotgun Storage			1	1		Shotgun Storage Cabinet	6 qty ea
Evidence					150		
Bag and Tag Counter			1	1			locate in/out of room, TBD
Storage Shelving			1	1		Full height shelving, designate section for drugs	
Subtotal	0				250		

Police Station - Secured

POLICE STATION - SECURED	FTE Staff	Space Type	Priority	2023		Attributes	Notes
				Qty	NSF		
Lobby Area		OO	1	1	150	Provide area for drug box and lost & found, waiting seating for 2, secured w/bullet proof glass at service counter	
Interview Room		PO	1	1	100	Secured space, lockable from public side w/ private side access; video eqmt	
Secured Interview Room		PO	1	1	150	Secured space, lockable from public side w/ private side access; video eqmt	includes direct access to sgl toilet and sink
Public Restrooms		RR	1	1	75	All gender, single accommodation	
Subtotal	0				475		
Utility							
Janitorial		UT	3	1	50	mop sink, shelving, supply storage	Shared support if adjacent to other departments
Computer Room and Networking Racks		UT	1	1	75	Telephone service racks, alert response system hub, data server	
Electrical Room		UT	3	1	75	Main service	Shared utility if adjacent to other departments
Mechanical Room		UT	3	1	150	Hot water heater, mech unit	Shared utility if adjacent to other departments
Subtotal	0				350		
TOTAL BUILDING	5				3500		

SPACE TYPE LEGEND:

- OO Open Area / Open Office
- PO Private Office
- RR Restroom
- ST Storage
- UT Utility

PRIORITY LEGEND:

- 1 Need
- 2 Want
- 3 Shared (potential)

Paramedics

PARAMEDICS	FTE Staff	Space Type	Priority	2023		Space Attributes	Notes
				Qty	NSF		
Apparatus Bay	0	ST	1	1	860	Vehicle dims. 11'W x 25'L x 10'H; International Navistar chasis w/ custom box	1 bay possible for future, can reduce area TBD; drive through bay if possible, back-in acceptable
Paramedic Vehicle Parking			1	1		systems include tailpipe exhaust, power cord drops to vehicle (s); heating system, night lighting	
Turnout Gear Room			1	1	100	separate room w/ventilation, open metal storage (10 qty)	
In Bay - medical supply storage			1	1		Minor amount of medical supplies to restock ambulance	at wall of bay
Medical Clean-up			1	1		dedicated hands-free sink with drain board for backboard washing	at wall of bay
Yard Storage			1	1		Yard equipment, compressor	at wall of bay
Work Shop Alcove			1	1			at wall of bay
Janitorial			1	1		service sink, mop rack, supply	at wall of bay
Air fill			1	1			at wall of bay
Subtotal	0				960		
Office and Support							
Station Office	3	PO	1	1	120	Shared office, 2 workstations, lateral files, copier, storage, book shelving	serves as conference room
Central Medical Supply		ST	1	1	140	Secured, conditioned, shelving, oxygen system, extra backboard	
Kitchenette		OO	1	1	100	Sink, range, oven, microwave, refrigerator, food storage	
Dining/Day Room		OO	1	1	150	tables & chairs, soft seating, wall mounted TV, book shelving	open to kitchen
Bedrooms		SQ	1	3	300	each w/4 lockers, desk, chair, wall-mounted TV, 1 bed, closet	require 2 min.
Janitor/Laundry/Linens		RR	1	1	80	Washer/Dryer, service sink, supply & linen storage, mop rack	
Staff Restroom		RR	1	1	75	All gender single accomodation w/urinal	
Staff Shower		RR	1	1	75	All Gender shower/dressing	
Fitness Room							Shared amenity, see Police Program
Subtotal	3				1040		
Utility							
Computer Room and Networking Racks		UT	1	1	50	Telephone service racks, alert response system hub, data server hub, radio equipment	
Mech/Elec Room		UT	3	1	100	Main service, hot water heater, mechanical unit	
Subtotal	0				150		
TOTAL BUILDING SF	3				2150		

SPACE TYPE LEGEND:

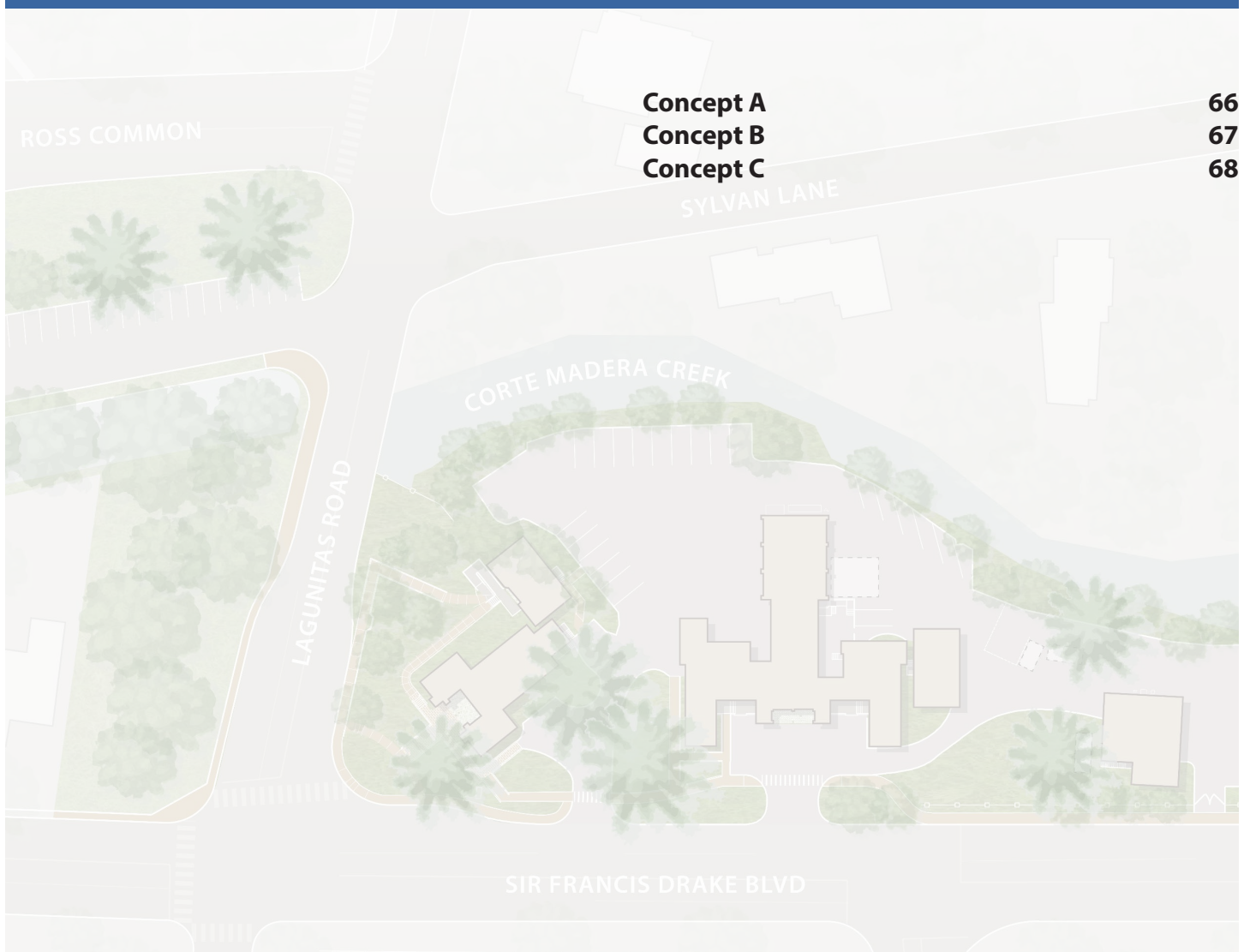
- OO Open Area / Open Office
- PO Private Office
- RR Restroom
- SQ Sleeping Quarters
- ST Storage
- UT Utility

PRIORITY LEGEND:

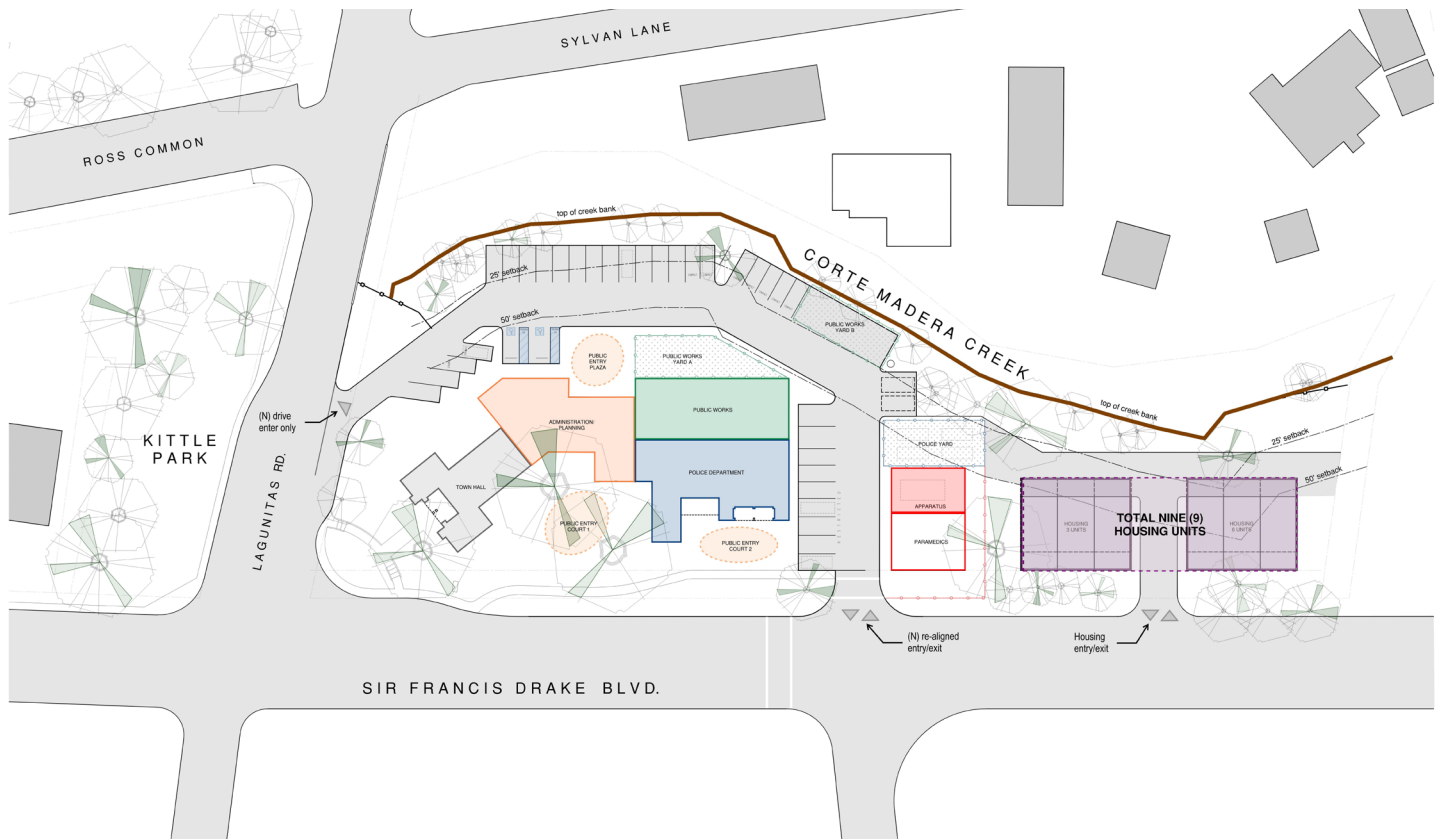
- 1 Need
- 2 Want
- 3 Shared (potential)

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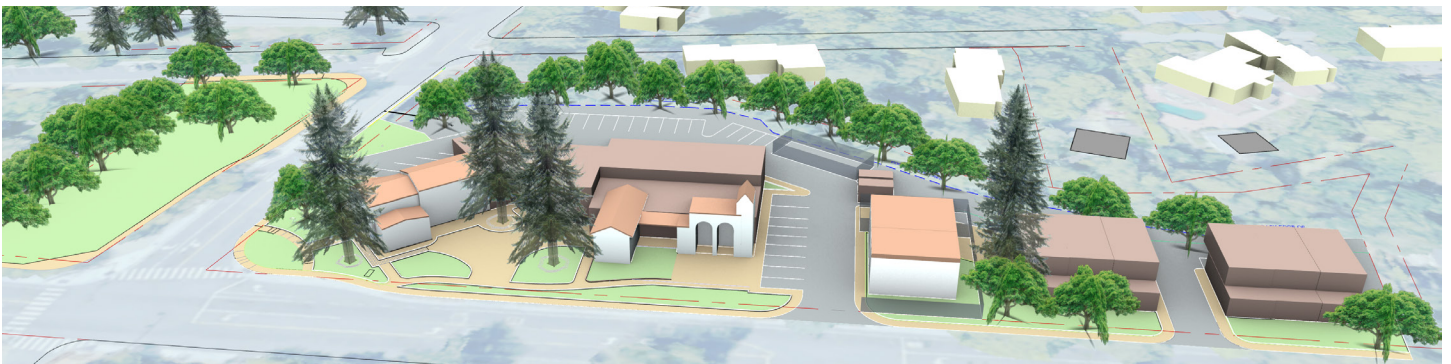
IV. FACILITIES MASTER PLAN CONCEPTUAL DESIGNS



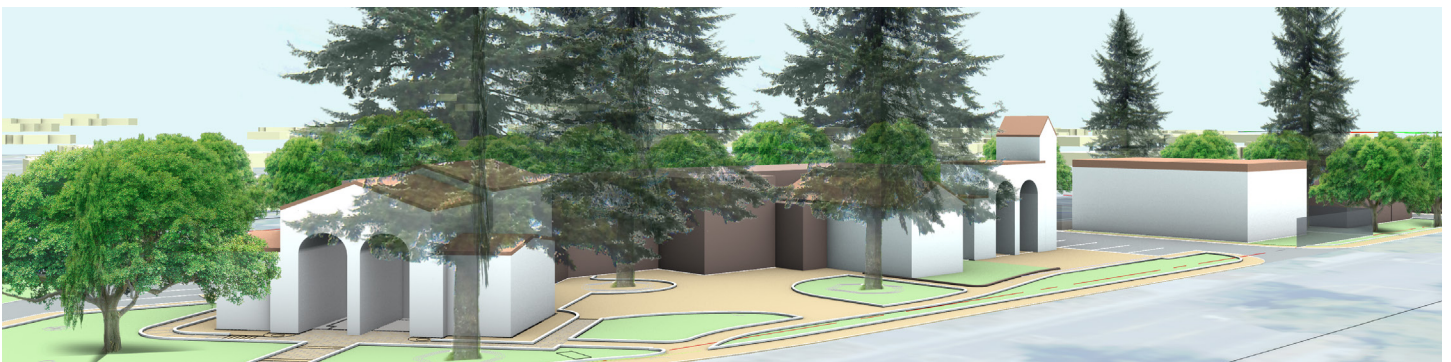
Concept A



Concept A - Floor Plan

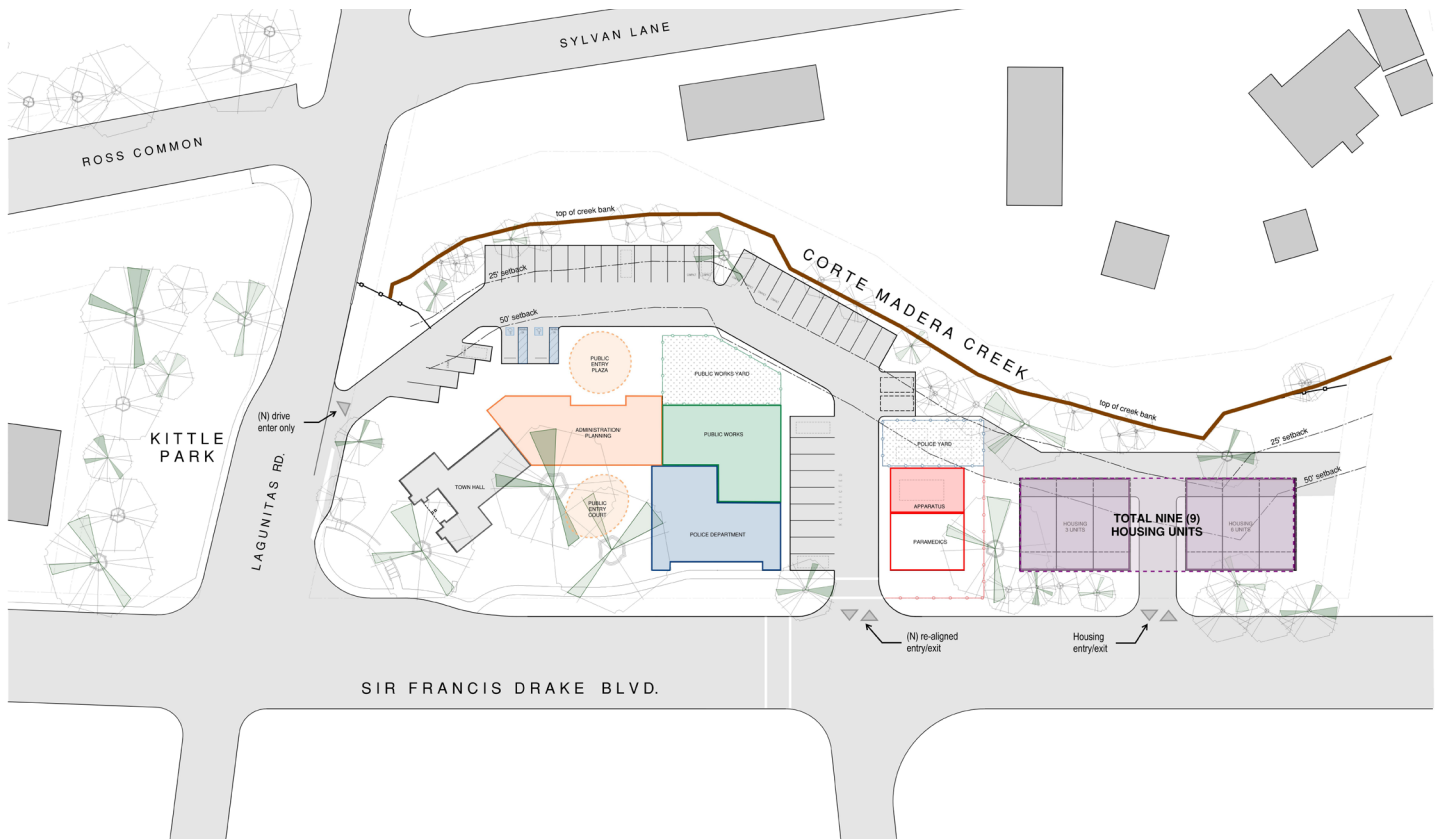


Concept A - Bird's-Eye View

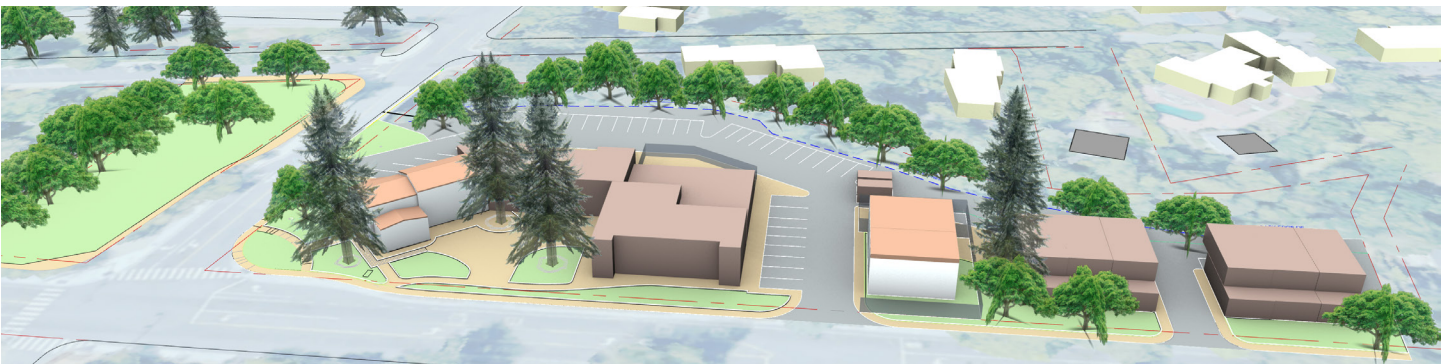


Concept A - Street View

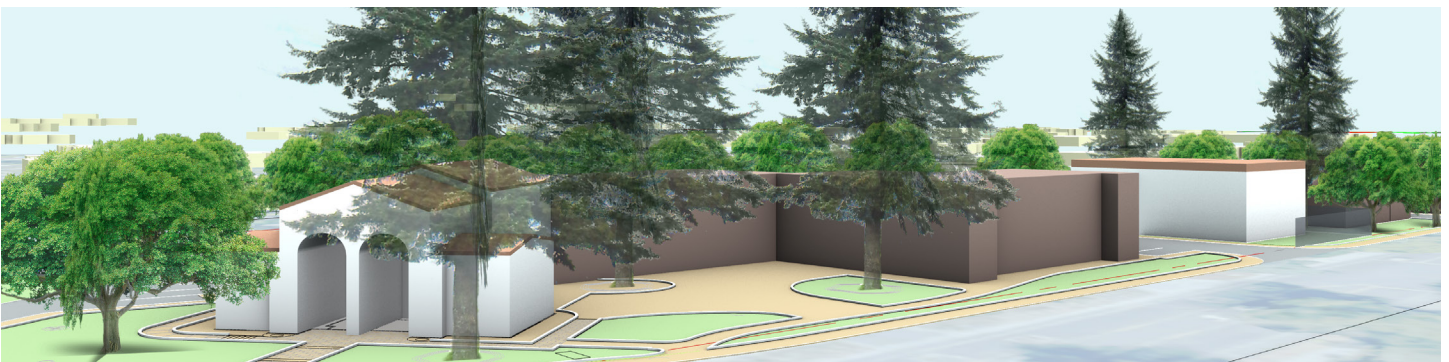
Concept B



Concept B - Floor Plan

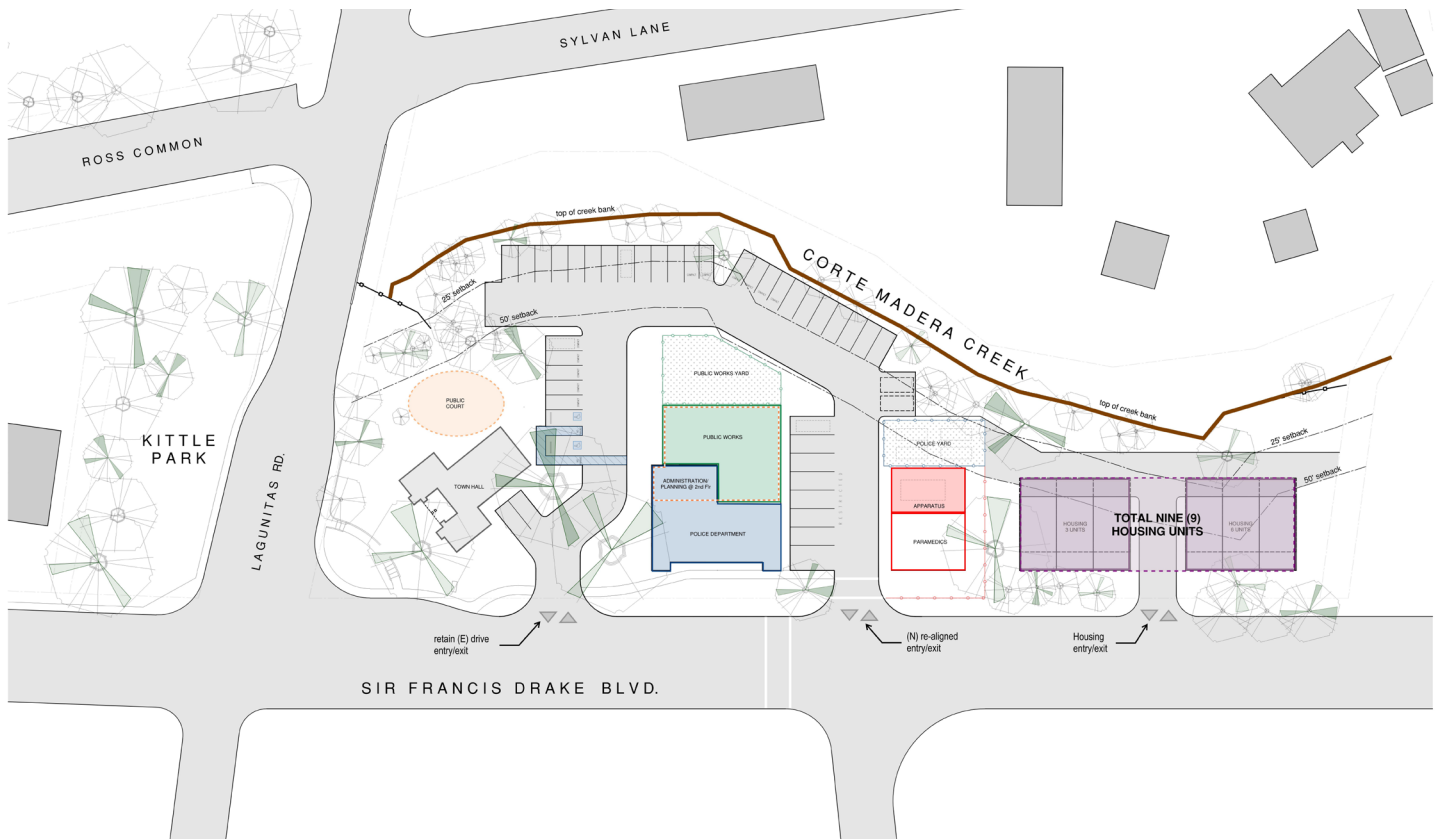


Concept B - Bird's-Eye View

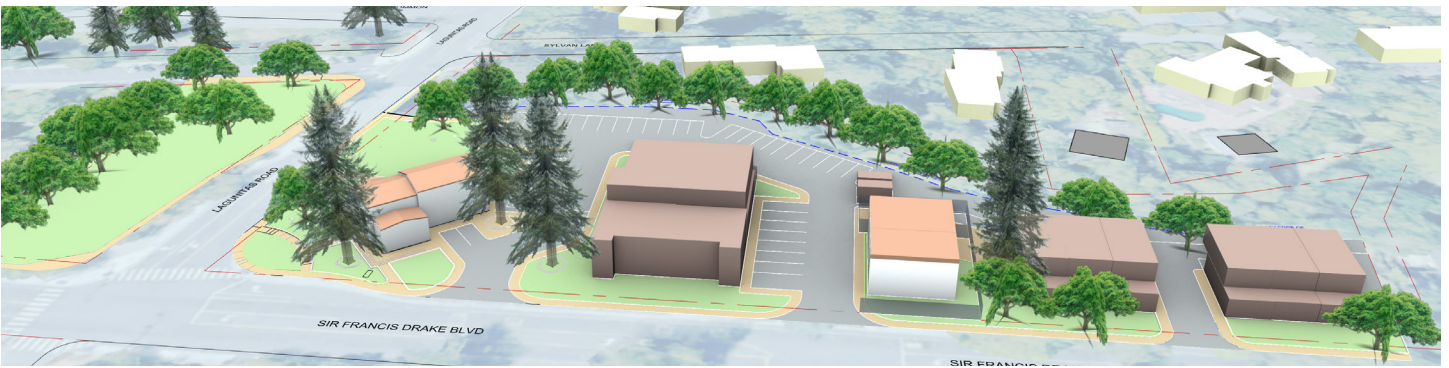


Concept B - Street View

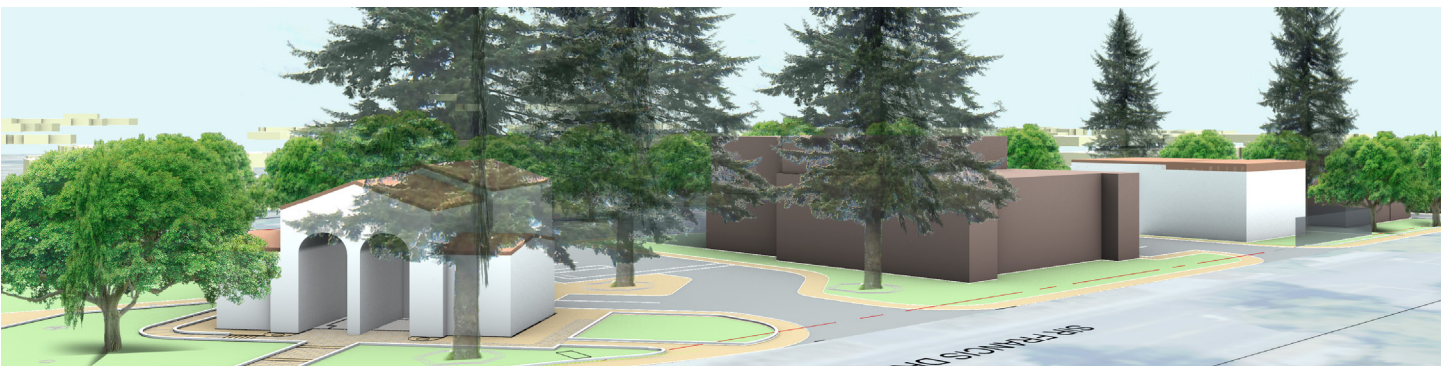
Concept C



Concept C - Floor Plan



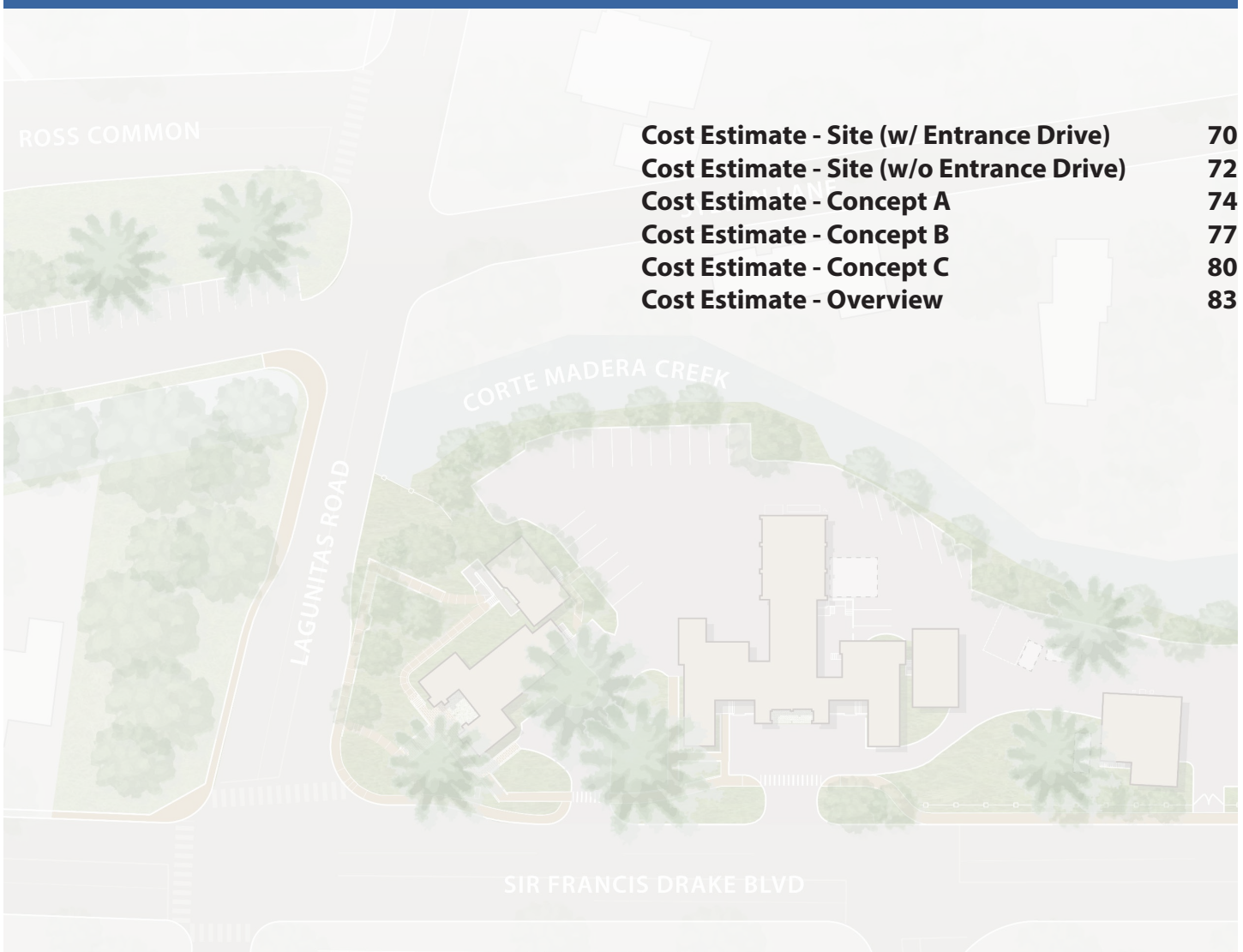
Concept C - Bird's-Eye View



Concept C - Street View

V. COST ESTIMATES

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Cost Estimate - Site (with Lagunitas Road Entrance Drive)

Description & Breakdown		QTY	Unit	Unit Price	Cost	SUBTOTAL
SITE UTILITIES						
	ELECTRICAL RACEWAY NEW	1	ls	\$ 150,000.00	\$ 150,000.00	
	SITE TRANSFORMER	1	ls	\$ 200,000.00	\$ 200,000.00	
	LAUREL GROVE DRIVE - PG&E REALIGN	1	ls	\$ 1,150,000.00	\$ 1,150,000.00	
	SITE LIGHTING - PEDESTRIAN PATHWAYS	20	ea	\$ 2,500.00	\$ 50,000.00	
	SITE LIGHTING - POLES	15	ea	\$ 15,000.00	\$ 225,000.00	
	SITE COMMUNICATIONS RACEWAY	1	ls	\$ 125,000.00	\$ 125,000.00	
	EV CHARGING INFRASTRUCTURE	1	LS	\$ 350,000.00	\$ 350,000.00	
	SITE WATER - MAIN	1	LS	\$ 80,000.00	\$ 80,000.00	
	SITE WATER - DISTRIBUTION	1	LS	\$ 100,000.00	\$ 100,000.00	
SITE UTILITIES SUBTOTAL					\$ 2,430,000	\$ 2,430,000
SITE PAVEMENTS						
	FINE GRADING - NEW CONSTRUCTION	1	ls	\$ 50,000.00	\$ 50,000.00	
	ASPHALT PAVEMENTS	30000	sf	\$ 15.00	\$ 450,000.00	
	LAGUNITAS RD ACCESS - CONCRETE WORK	1	ls	\$ 300,000.00	\$ 300,000.00	
	LAGUNITAS RD ACCESS - SITE WORK	1	ls	\$ 500,000.00	\$ 500,000.00	
	LAUREL GROVE ENTRANCE DRIVE - SITE WORK	1	ls	\$ 400,000.00	\$ 400,000.00	
	CONCRETE SIDEWALK - PEDESTRIAN	2000	sf	\$ 60.00	\$ 120,000.00	
	CONCRETE PATIO AREAS	1500	sf	\$ 60.00	\$ 90,000.00	
	SITE CURBING	600	lf	\$ 125.00	\$ 75,000.00	
	PARKING LOT STRIPING	1	ls	\$ 15,000.00	\$ 15,000.00	
SITE PAVEMENTS SUBTOTAL					\$ 2,000,000	\$ 2,000,000
SITE EARTHWORK						
	FINE GRADING - NEW CONSTRUCTION	1	ls	\$ 60,000.00	\$ 60,000.00	
SITE EARTHWORK SUBTOTAL					\$ 60,000	\$ 60,000
SITE FENCING & GATES						
	FENCING - SEPARATION OF HOUSING PORTION	200	lf	\$ 350.00	\$ 70,000.00	
	FENCING - PUBLIC WORKS YARD	600	lf	\$ 350.00	\$ 210,000.00	
	FENCING - POLICE YARD	120	lf	\$ 350.00	\$ 42,000.00	
	AUTOMATIC GATES - PUBLIC WORKS YARD	1	ls	\$ 110,000.00	\$ 110,000.00	
	AUTOMATIC GATES - POLICE YARD	1	ls	\$ 110,000.00	\$ 110,000.00	
	GATES - KNOX BOX	2	ea	\$ 1,000.00	\$ 2,000.00	
	BOLLARDS	1	ls	\$ 6,000.00	\$ 6,000.00	
SITE FENCING & GATES SUBTOTAL					\$ 550,000	\$ 550,000

*All costs shown are estimated utilizing 2023 construction dollars.

Description & Breakdown		QTY	Unit	Unit Price	Cost	SUBTOTAL
SITE STORMWATER & BIO RETENTION						
	STORM DRAIN - INLETS	1	ls	\$ 15,000.00	\$ 15,000.00	
	STORM DRAIN - LATERALS	1	ls	\$ 60,000.00	\$ 60,000.00	
	BIO RETENTION	1	ls	\$ 250,000.00	\$ 250,000.00	
SITE STORMWATER & BIO RETENTION SUBTOTAL					\$ 325,000	\$ 325,000
SITE LANDSCAPING						\$ -
	SITE IRRIGATION	1	ls	\$ 75,000.00	\$ 75,000.00	
	SITE LANDSCAPING	1	ls	\$ 150,000.00	\$ 150,000.00	
SITE LANDSCAPING SUBTOTAL					\$ 225,000	\$ 225,000
SITE UTILITIES						\$ 2,430,000
SITE PAVEMENTS						\$ 2,000,000
SITE EARTHWORK						\$ 60,000
SITE FENCING & GATES						\$ 550,000
SITE STORMWATER & BIO RETENTION						\$ 325,000
SITE LANDSCAPING						\$ 225,000
SUBTOTAL COST - SITE IMPROVEMENTS WITH LAGUNITAS ENTRANCE DRIVE						\$ 5,590,000

*All costs shown are estimated utilizing 2023 construction dollars.

Cost Estimate - Site (without Lagunitas Road Entrance Drive)

Description & Breakdown		QTY	Unit	Unit Price	Cost	SUBTOTAL
SITE UTILITIES						
	ELECTRICAL RACEWAY NEW	1	ls	\$ 150,000.00	\$ 150,000.00	
	SITE TRANSFORMER	1	ls	\$ 200,000.00	\$ 200,000.00	
	LAUREL GROVE DRIVE - PG&E REALIGN	1	ls	\$ 1,150,000.00	\$ 1,150,000.00	
	SITE LIGHTING - PEDESTRIAN PATHWAYS	20	ea	\$ 2,500.00	\$ 50,000.00	
	SITE LIGHTING - POLES	15	ea	\$ 15,000.00	\$ 225,000.00	
	SITE COMMUNICATIONS RACEWAY	1	ls	\$ 125,000.00	\$ 125,000.00	
	EV CHARGING INFRASTRUCTURE	1	LS	\$ 350,000.00	\$ 350,000.00	
	SITE WATER - MAIN	1	LS	\$ 80,000.00	\$ 80,000.00	
	SITE WATER - DISTRIBUTION	1	LS	\$ 100,000.00	\$ 100,000.00	
SITE UTILITIES SUBTOTAL					\$ 2,430,000	\$ 2,430,000
SITE PAVEMENTS						
	FINE GRADING - NEW CONSTRUCTION	1	ls	\$ 40,000.00	\$ 40,000.00	
	ASPHALT PAVEMENTS	24000	sf	\$ 15.00	\$ 360,000.00	
	LAGUNITAS RD ACCESS - CONCRETE WORK	1	ls		\$ -	
	LAGUNITAS RD ACCESS - SITE WORK	1	ls		\$ -	
	LAUREL GROVE ENTRANCE DRIVE - SITE WORK	1	ls	\$ 400,000.00	\$ 400,000.00	
	CONCRETE SIDEWALK - PEDESTRIAN	2000	sf	\$ 60.00	\$ 120,000.00	
	CONCRETE PATIO AREAS	1500	sf	\$ 60.00	\$ 90,000.00	
	SITE CURBING	600	lf	\$ 125.00	\$ 75,000.00	
	PARKING LOT STRIPING	1	ls	\$ 15,000.00	\$ 15,000.00	
SITE PAVEMENTS SUBTOTAL					\$ 1,100,000	\$ 1,100,000
SITE EARTHWORK						
	FINE GRADING - NEW CONSTRUCTION	1	ls	\$ 60,000.00	\$ 60,000.00	
SITE EARTHWORK SUBTOTAL					\$ 60,000	\$ 60,000
SITE FENCING & GATES						
	FENCING - SEPARATION OF HOUSING PORTION	200	lf	\$ 350.00	\$ 70,000.00	
	FENCING - PUBLIC WORKS YARD	600	lf	\$ 350.00	\$ 210,000.00	
	FENCING - POLICE YARD	120	lf	\$ 350.00	\$ 42,000.00	
	AUTOMATIC GATES - PUBLIC WORKS YARD	1	ls	\$ 110,000.00	\$ 110,000.00	
	AUTOMATIC GATES - POLICE YARD	1	ls	\$ 110,000.00	\$ 110,000.00	
	GATES - KNOX BOX	2	ea	\$ 1,000.00	\$ 2,000.00	
	BOLLARDS	1	ls	\$ 6,000.00	\$ 6,000.00	
SITE FENCING & GATES SUBTOTAL					\$ 550,000	\$ 550,000

*All costs shown are estimated utilizing 2023 construction dollars.

Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL
SITE STORMWATER & BIO RETENTION					
STORM DRAIN - INLETS	1	ls	\$ 15,000.00	\$ 15,000.00	
STORM DRAIN - LATERALS	1	ls	\$ 60,000.00	\$ 60,000.00	
BIO RETENTION	1	ls	\$ 250,000.00	\$ 250,000.00	
SITE STORMWATER & BIO RETENTION SUBTOTAL					\$ 325,000
SITE LANDSCAPING					\$ -
SITE IRRIGATION	1	ls	\$ 75,000.00	\$ 75,000.00	
SITE LANDSCAPING	1	ls	\$ 150,000.00	\$ 150,000.00	
LANDSCAPING SUBTOTAL					\$ 225,000
SITE UTILITIES					\$ 2,430,000
SITE PAVEMENTS					\$ 1,100,000
SITE EARTHWORK					\$ 60,000
SITE FENCING & GATES					\$ 550,000
SITE STORMWATER & BIO RETENTION					\$ 325,000
SITE LANDSCAPING					\$ 225,000
SUBTOTAL COST - SITE IMPROVEMENTS WITHOUT LAGUNITAS ENTRANCE DRIVE					\$ 4,690,000

*All costs shown are estimated utilizing 2023 construction dollars.

Cost Estimate - Concept A

CONCEPT A						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
TOWN HALL MODERNIZATION						
Utilities	1	LS	\$ 80,000.00	\$ 80,000.00		
Interior Renovation	1	LS	\$ 250,000.00	\$ 250,000.00		
Exterior Renovation	1	LS	\$ 150,000.00	\$ 150,000.00		
Accessories & Signage	1	LS	\$ 20,000.00	\$ 20,000.00		
SUBTOTAL - TOWN HALL MODERNIZATION				\$ 500,000	\$ 500,000	
POLICE DEPARTMENT						
Utilities	3,500	SF	\$ 200.00	\$ 700,000.00		
Building Envelope	3,500	SF	\$ 400.00	\$ 1,400,000.00		
Interior Buildout	3,500	SF	\$ 220.00	\$ 770,000.00		
Accessories & Signage	1	LS	\$ 60,000.00	\$ 60,000.00		
Police Yard Area	1	LS	\$ 500,000.00	\$ 500,000.00		
SUBTOTAL - POLICE DEPARTMENT				\$ 3,430,000	\$ 3,430,000	
ADMINISTRATION						
Utilities	1,430	SF	\$ 200.00	\$ 286,000.00		
Building Envelope	1,430	SF	\$ 400.00	\$ 572,000.00		
Interior Buildout	1,430	SF	\$ 220.00	\$ 314,600.00		
Accessories & Signage	1	LS	\$ 120,000.00	\$ 120,000.00		
SUBTOTAL - ADMINISTRATION				\$ 1,292,600	\$ 1,292,600	
PUBLIC WORKS						
Utilities	2,550	SF	\$ 200.00	\$ 510,000.00		
Building Envelope	2,550	SF	\$ 400.00	\$ 1,020,000.00		
Interior Buildout	2,550	SF	\$ 160.00	\$ 408,000.00		
Accessories & Signage	1	LS	\$ 40,000.00	\$ 40,000.00		
Public Works Yard Area	1	LS	\$ 200,000.00	\$ 200,000.00		
SUBTOTAL - PUBLIC WORKS				\$ 2,178,000	\$ 2,178,000	
PARAMEDICS						
Utilities - Apparatus	960	SF	\$ 200.00	\$ 192,000.00		
Utilities - Modular	1,190	SF	\$ 200.00	\$ 238,000.00		
Building Envelope - Apparatus	960	SF	\$ 400.00	\$ 384,000.00		
Building Envelope - Modular	1,190	SF	\$ 400.00	\$ 476,000.00		
Interior Buildout - Apparatus	960	SF	\$ 160.00	\$ 153,600.00		
Interior Buildout - Modular	1,190	SF	\$ 160.00	\$ 190,400.00		
Accessories & Signage	1	LS	\$ 38,000.00	\$ 38,000.00		
SUBTOTAL - PARAMEDICS				\$ 1,672,000	\$ 1,672,000	
SUPPORT SPACES						
Support Spaces - Town Shared	1,600	SF	\$ 800.00	\$ 1,280,000.00		
Accessories & Signage	1	LS	\$ 40,000.00	\$ 40,000.00		
SUBTOTAL - COUNCIL CHAMBERS & SUPPORT SPACES				\$ 1,320,000	\$ 1,320,000	

*All costs shown are estimated utilizing 2023 construction dollars.

CONCEPT A						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
SITE & PARKING IMPROVEMENTS						
Utilities - Site Distribution	1	LS	\$ 1,280,000.00	\$ 1,280,000.00		
Laurel Grove PG&E Utilities Realignment	1	LS	\$ 1,150,000.00	\$ 1,150,000.00		
Lagunitas Road Entrance Drive	1	LS	\$ 800,000.00	\$ 800,000.00		
Pavements	1	LS	\$ 1,200,000.00	\$ 1,200,000.00		
Earthwork	1	LS	\$ 60,000.00	\$ 60,000.00		
Fencing & Gates	1	LS	\$ 550,000.00	\$ 550,000.00		
Stormwater & Bio Retention	1	LS	\$ 325,000.00	\$ 325,000.00		
Landscaping	1	LS	\$ 225,000.00	\$ 225,000.00		
SUBTOTAL - SITE & PARKING IMPROVEMENTS				\$ 5,590,000	\$ 5,590,000	
ACCESSORIES and SIGNAGE						
Accessories & Signage	1	LS	\$ 140,000.00	\$ 140,000.00		
SUBTOTAL - ACCESSORIES & SIGNAGE				\$ 140,000	\$ 140,000	
DEMOLITION & ALIGNMENT						
New Construction - Align to Town Hall Rear	1	LS	\$ 100,000.00	\$ 100,000.00		
Demo - Town Hall AV Room	1	LS	\$ 65,000.00	\$ 65,000.00		
Demolition - Public Works Facility	1	LS	\$ 160,000.00	\$ 160,000.00		
Demolition - Majority of Public Safety	1	LS	\$ 275,000.00	\$ 275,000.00		
Removal - Modular Dorms	1	LS	\$ 25,000.00	\$ 25,000.00		
Removal - Modular Office	1	LS	\$ 20,000.00	\$ 20,000.00		
SUBTOTAL - DEMOLITION & ALIGNMENT				\$ 645,000	\$ 645,000	
PUBLIC SAFETY FAÇADE						
Retain - Public Safety Façade	1	LS	\$ 3,000,000.00	\$ 3,000,000.00		
SUBTOTAL - PUBLIC SAFETY FAÇADE				\$ 3,000,000	\$ 3,000,000	

*All costs shown are estimated utilizing 2023 construction dollars.

CONCEPT A					
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL
TOWN HALL MODERNIZATION					\$ 500,000
POLICE DEPARTMENT					\$ 3,430,000
ADMINISTRATION					\$ 1,292,600
PUBLIC WORKS					\$ 2,178,000
PARAMEDICS					\$ 1,672,000
SUPPORT SPACES					\$ 1,320,000
SITE & PARKING IMPROVEMENTS					\$ 5,590,000
ACCESSORIES and SIGNAGE					\$ 140,000
DEMOLITION & ALIGNMENT					\$ 645,000
PUBLIC SAFETY FAÇADE					\$ 3,000,000
SUBTOTAL COST - CONCEPT A					\$ 19,767,600
DESIGN CONTINGENCY (10%)					\$ 1,976,760
DESIGN OVERSIGHT - CA (5%)					\$ 988,380
CONSTRUCTION MANAGEMENT (10%)					\$ 1,976,760
GRAND TOTAL COST - CONCEPT A					\$ 24,709,500

*All costs shown are estimated utilizing 2023 construction dollars.

Cost Estimate - Concept B

CONCEPT B							
Description & Breakdown		QTY	Unit	Unit Price	Cost	SUBTOTAL	
TOWN HALL MODERNIZATION							
	Utilities	1	LS	\$ 80,000.00	\$ 80,000.00		
	Interior Renovation	1	LS	\$ 250,000.00	\$ 250,000.00		
	Exterior Renovation	1	LS	\$ 150,000.00	\$ 150,000.00		
	Accessories & Signage	1	LS	\$ 20,000.00	\$ 20,000.00		
SUBTOTAL - TOWN HALL MODERNIZATION					\$ 500,000	\$ 500,000	
POLICE DEPARTMENT							
	Utilities	3,500	SF	\$ 200.00	\$ 700,000.00		
	Building Envelope	3,500	SF	\$ 400.00	\$ 1,400,000.00		
	Interior Buildout	3,500	SF	\$ 220.00	\$ 770,000.00		
	Accessories & Signage	1	LS	\$ 60,000.00	\$ 60,000.00		
	Police Yard Area	1	LS	\$ 500,000.00	\$ 500,000.00		
SUBTOTAL - POLICE DEPARTMENT					\$ 3,430,000	\$ 3,430,000	
ADMINISTRATION							
	Utilities	1,430	SF	\$ 200.00	\$ 286,000.00		
	Building Envelope	1,430	SF	\$ 400.00	\$ 572,000.00		
	Interior Buildout	1,430	SF	\$ 220.00	\$ 314,600.00		
	Accessories & Signage	1	LS	\$ 120,000.00	\$ 120,000.00		
SUBTOTAL - ADMINISTRATION					\$ 1,292,600	\$ 1,292,600	
PUBLIC WORKS							
	Utilities	2,550	SF	\$ 200.00	\$ 510,000.00		
	Building Envelope	2,550	SF	\$ 400.00	\$ 1,020,000.00		
	Interior Buildout	2,550	SF	\$ 160.00	\$ 408,000.00		
	Accessories & Signage	1	LS	\$ 40,000.00	\$ 40,000.00		
	Public Works Yard Area	1	LS	\$ 200,000.00	\$ 200,000.00		
SUBTOTAL - PUBLIC WORKS					\$ 2,178,000	\$ 2,178,000	
PARAMEDICS							
	Utilities - Apparatus	960	SF	\$ 200.00	\$ 192,000.00		
	Utilities - Modular	1,190	SF	\$ 200.00	\$ 238,000.00		
	Building Envelope - Apparatus	960	SF	\$ 400.00	\$ 384,000.00		
	Building Envelope - Modular	1,190	SF	\$ 400.00	\$ 476,000.00		
	Interior Buildout - Apparatus	960	SF	\$ 160.00	\$ 153,600.00		
	Interior Buildout - Modular	1,190	SF	\$ 160.00	\$ 190,400.00		
	Accessories & Signage	1	LS	\$ 38,000.00	\$ 38,000.00		
SUBTOTAL - PARAMEDICS					\$ 1,672,000	\$ 1,672,000	
COUNCIL CHAMBERS & SUPPORT SPACES							
	Support Spaces - Town Shared	1,600	SF	\$ 800.00	\$ 1,280,000.00		
	Accessories & Signage	1	LS	\$ 40,000.00	\$ 40,000.00		
SUBTOTAL - COUNCIL CHAMBERS & SUPPORT SPACES					\$ 1,320,000	\$ 1,320,000	

*All costs shown are estimated utilizing 2023 construction dollars.

CONCEPT B						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
SITE & PARKING IMPROVEMENTS						
Utilities - Site Distribution	1	LS	\$ 1,280,000.00	\$ 1,280,000.00		
Laurel Grove PG&E Utilities Realignment	1	LS	\$ 1,150,000.00	\$ 1,150,000.00		
Lagunitas Road Entrance Drive	1	LS	\$ 800,000.00	\$ 800,000.00		
Pavements	1	LS	\$ 1,200,000.00	\$ 1,200,000.00		
Earthwork	1	LS	\$ 60,000.00	\$ 60,000.00		
Fencing & Gates	1	LS	\$ 550,000.00	\$ 550,000.00		
Stormwater & Bio Retention	1	LS	\$ 325,000.00	\$ 325,000.00		
Landscaping	1	LS	\$ 225,000.00	\$ 225,000.00		
SUBTOTAL - SITE & PARKING IMPROVEMENTS				\$ 5,590,000	\$ 5,590,000	
ACCESSORIES and SIGNAGE						
Accessories & Signage	1	LS	\$ 140,000.00	\$ 140,000.00		
SUBTOTAL - ACCESSORIES & SIGNAGE				\$ 140,000	\$ 140,000	
DEMOLITION & ALIGNMENT						
New Construction - Align to Town Hall Rear	1	LS	\$ 100,000.00	\$ 100,000.00		
Demo - Town Hall AV Room	1	LS	\$ 65,000.00	\$ 65,000.00		
Demolition - Public Works Facility	1	LS	\$ 160,000.00	\$ 160,000.00		
Demolition - Public Safety	1	LS	\$ 300,000.00	\$ 300,000.00		
Removal - Modular Dorms	1	LS	\$ 25,000.00	\$ 25,000.00		
Removal - Modular Office	1	LS	\$ 20,000.00	\$ 20,000.00		
SUBTOTAL - DEMOLITION & ALIGNMENT				\$ 670,000	\$ 670,000	

*All costs shown are estimated utilizing 2023 construction dollars.

CONCEPT B					
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL
TOWN HALL MODERNIZATION					\$ 500,000
POLICE DEPARTMENT					\$ 3,430,000
ADMINISTRATION					\$ 1,292,600
PUBLIC WORKS					\$ 2,178,000
PARAMEDICS					\$ 1,672,000
COUNCIL CHAMBERS & SUPPORT SPACES					\$ 1,320,000
SITE & PARKING IMPROVEMENTS					\$ 5,590,000
ACCESSORIES and SIGNAGE					\$ 140,000
DEMOLITION & ALIGNMENT					\$ 670,000
SUBTOTAL COST - CONCEPT B					\$ 16,792,600
DESIGN CONTINGENCY (10%)					\$ 1,679,260
DESIGN OVERSIGHT - CA (5%)					\$ 839,630
CONSTRUCTION MANAGEMENT (10%)					\$ 1,679,260
GRAND TOTAL COST - CONCEPT B					\$ 20,990,750

*All costs shown are estimated utilizing 2023 construction dollars.

Cost Estimate - Concept C

CONCEPT C						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
TOWN HALL MODERNIZATION						
Utilities	1	LS	\$ 80,000.00	\$ 80,000.00		
Interior Renovation	1	LS	\$ 250,000.00	\$ 250,000.00		
Exterior Renovation	1	LS	\$ 150,000.00	\$ 150,000.00		
Accessories & Signage	1	LS	\$ 20,000.00	\$ 20,000.00		
SUBTOTAL - TOWN HALL MODERNIZATION				\$ 500,000	\$ 500,000	
POLICE DEPARTMENT						
Utilities	3,500	SF	\$ 200.00	\$ 700,000.00		
Building Envelope	3,500	SF	\$ 400.00	\$ 1,400,000.00		
Interior Buildout	3,500	SF	\$ 220.00	\$ 770,000.00		
Accessories & Signage	1	LS	\$ 60,000.00	\$ 60,000.00		
Police Yard Area	1	LS	\$ 500,000.00	\$ 500,000.00		
SUBTOTAL - POLICE DEPARTMENT				\$ 3,430,000	\$ 3,430,000	
ADMINISTRATION						
Utilities	1,730	SF	\$ 200.00	\$ 346,000.00		
Building Envelope	1,730	SF	\$ 400.00	\$ 692,000.00		
Interior Buildout	1,730	SF	\$ 220.00	\$ 380,600.00		
Accessories & Signage	1	LS	\$ 120,000.00	\$ 120,000.00		
SUBTOTAL - ADMINISTRATION				\$ 1,538,600	\$ 1,538,600	
PUBLIC WORKS						
Utilities	2,550	SF	\$ 200.00	\$ 510,000.00		
Building Envelope	2,550	SF	\$ 400.00	\$ 1,020,000.00		
Interior Buildout	2,550	SF	\$ 160.00	\$ 408,000.00		
Accessories & Signage	1	LS	\$ 40,000.00	\$ 40,000.00		
Public Works Yard Area	1	LS	\$ 200,000.00	\$ 200,000.00		
SUBTOTAL - PUBLIC WORKS				\$ 2,178,000	\$ 2,178,000	
PARAMEDICS						
Utilities - Apparatus	960	SF	\$ 200.00	\$ 192,000.00		
Utilities - Modular	1,190	SF	\$ 200.00	\$ 238,000.00		
Building Envelope - Apparatus	960	SF	\$ 400.00	\$ 384,000.00		
Building Envelope - Modular	1,190	SF	\$ 400.00	\$ 476,000.00		
Interior Buildout - Apparatus	960	SF	\$ 160.00	\$ 153,600.00		
Interior Buildout - Modular	1,190	SF	\$ 160.00	\$ 190,400.00		
Accessories & Signage	1	LS	\$ 38,000.00	\$ 38,000.00		
SUBTOTAL - PARAMEDICS				\$ 1,672,000	\$ 1,672,000	

*All costs shown are estimated utilizing 2023 construction dollars.

CONCEPT C						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
COUNCIL CHAMBERS & SUPPORT SPACES						
Support Spaces - Town Shared	1,600	SF	\$ 800.00	\$ 1,280,000.00		
Accessories & Signage	1	LS	\$ 40,000.00	\$ 40,000.00		
SUBTOTAL - COUNCIL CHAMBERS & SUPPORT SPACES				\$ 1,320,000	\$ 1,320,000	
SITE & PARKING IMPROVEMENTS						
Utilities - Site Distribution	1	LS	\$ 1,280,000.00	\$ 1,280,000.00		
Laurel Grove PG&E Utilities Realignment	1	LS	\$ 1,150,000.00	\$ 1,150,000.00		
Pavements	1	LS	\$ 1,100,000.00	\$ 1,100,000.00		
Earthwork	1	LS	\$ 60,000.00	\$ 60,000.00		
Fencing & Gates	1	LS	\$ 550,000.00	\$ 550,000.00		
Stormwater & Bio Retention	1	LS	\$ 325,000.00	\$ 325,000.00		
Landscaping	1	LS	\$ 225,000.00	\$ 225,000.00		
SUBTOTAL - SITE & PARKING IMPROVEMENTS				\$ 4,690,000	\$ 4,690,000	
ACCESSORIES and SIGNAGE						
Accessories & Signage	1	LS	\$ 140,000.00	\$ 140,000.00		
SUBTOTAL - ACCESSORIES & SIGNAGE				\$ 140,000	\$ 140,000	
TWO-STORY CIRCULATION						
Stairwell	1	LS	\$ 300,000.00	\$ 300,000.00		
Elevator	1	LS	\$ 800,000.00	\$ 800,000.00		
Building Structure	1	LS	\$ 850,000.00	\$ 850,000.00		
SUBTOTAL - TWO STORY CIRCULATION				\$ 1,950,000	\$ 1,950,000	
DEMOLITION & ALIGNMENT						
Demolition - Public Works Facility	1	LS	\$ 160,000.00	\$ 160,000.00		
Demolition - Public Safety	1	LS	\$ 300,000.00	\$ 300,000.00		
Removal - Modular Dorms	1	LS	\$ 25,000.00	\$ 25,000.00		
Removal - Modular Office	1	LS	\$ 20,000.00	\$ 20,000.00		
SUBTOTAL - DEMOLITION & ALIGNMENT				\$ 505,000	\$ 505,000	

*All costs shown are estimated utilizing 2023 construction dollars.

CONCEPT C					
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL
TOWN HALL MODERNIZATION					\$ 500,000
POLICE DEPARTMENT					\$ 3,430,000
ADMINISTRATION					\$ 1,538,600
PUBLIC WORKS					\$ 2,178,000
PARAMEDICS					\$ 1,672,000
COUNCIL CHAMBERS & SUPPORT SPACES					\$ 1,320,000
SITE & PARKING IMPROVEMENTS					\$ 4,690,000
ACCESSORIES and SIGNAGE					\$ 140,000
TWO-STORY CIRCULATION					\$ 1,950,000
DEMOLITION & ALIGNMENT					\$ 505,000
SUBTOTAL COST - CONCEPT C					\$ 17,923,600
DESIGN CONTINGENCY (10%)					\$ 1,792,360
DESIGN OVERSIGHT - CA (5%)					\$ 896,180
CONSTRUCTION MANAGEMENT (10%)					\$ 1,792,360
GRAND TOTAL COST - CONCEPT C					\$ 22,404,500

*All costs shown are estimated utilizing 2023 construction dollars.

Cost Estimate - Overview

TOWN OF ROSS - CIVIC CENTER MASTER PLAN COST ESTIMATE OVERVIEW			
CONSTRUCTION COMPONENT	CONCEPT A	CONCEPT B	CONCEPT C
TOWN HALL MODERNIZATION	\$500,000	\$500,000	\$500,000
POLICE DEPARTMENT	\$3,430,000	\$3,430,000	\$3,430,000
ADMINISTRATION / PLANNING & BUILDING	\$1,292,600	\$1,292,600	\$1,538,600
PUBLIC WORKS	\$2,178,000	\$2,178,000	\$2,178,000
PARAMEDICS	\$1,672,000	\$1,672,000	\$1,672,000
SUPPORT SPACES	\$1,320,000	\$1,320,000	\$1,320,000
SITE & PARKING IMPROVEMENTS	\$5,590,000	\$5,590,000	\$4,690,000
ACCESSORIES & SIGNAGE	\$140,000	\$140,000	\$140,000
TWO-STORY CIRCULATION			\$1,950,000
PUBLIC SAFETY FAÇADE	\$3,000,000		
DEMOLITION & ALIGNMENT	\$645,000	\$670,000	\$505,000
SUB-TOTAL COST	\$19,767,600	\$16,792,600	\$17,923,600
DESIGN CONTINGENCY (10%)	\$1,976,760	\$1,679,260	\$1,792,360
DESIGN OVERSIGHT - CA (5%)	\$988,380	\$839,630	\$896,180
CONSTRUCTION MANAGEMENT (10%)	\$1,976,760	\$1,679,260	\$1,792,360
GRAND-TOTAL COST	\$24,709,500.00	\$20,990,750.00	\$22,404,500.00

Cost Estimate - Costs per Square Foot

PROJECT COMPONENT	CONCEPT A	SF	CONCEPT B	SF	CONCEPT C	SF
RENOVATION (TOWN HALL)	\$500,000	1,970	\$500,000	1,970	\$500,000	1,970
BUILDING CONSTRUCTION	\$13,537,600	11,230	\$10,562,600	11,230	\$12,593,600	11,530
SITE WORK	\$5,590,000	46,000	\$5,590,000	46,000	\$4,690,000	30,500
	CONCEPT A - COST/SF		CONCEPT B - COST/SF		CONCEPT C - COST/SF	
RENOVATION (TOWN HALL)	\$254		\$254		\$254	
NEW CONSTRUCTION	\$1,205		\$941		\$1,092	
SITE WORK & SITE ACCESSORIES	\$122		\$122		\$154	

*Costs per Square Foot do not take into account design and construction contingencies. All costs shown are estimated utilizing 2023 construction dollars.

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