



CITY OF LARKSPUR Staff Report

April 6, 2022, City Council Meeting

DATE: March 29, 2022

TO: Honorable Mayor Hillmer and the Larkspur City Council

FROM: Dan Schwarz, City Manager

SUBJECT: UPDATE ON THE CITY'S APPLICATION FOR THE BUILDING FORWARD
INFRASTRUCTURE GRANT AND FORMAL AUTHORIZATION RESOLUTION

ACTION REQUESTED

Approve the attached resolution.

SUMMARY AND BACKGROUND

Staff prepared and submitted a proposal for the State Library's Building Forward Infrastructure Grant on March 21, 2022. A final step in the application process is the approval of the attached resolution, which authorizes the City Manager to act as the City's agent for this process. The grant application allows for approval of this resolution after submission.

The City is seeking the grant to assist with the building of a new facility to allow the Larkspur Library to relocate from its current location and conditions deemed unsustainable for continuing occupation and operation. For applications seeking funding to relocate to a new building, grant guidelines limited the scope of the project to the same square footage of the existing facility. Staff evaluated how the Library operates within City Hall and concluded that between dedicated and shared space, the Library operates in 6,845 square feet.

Consistent with presentations made at several recent City Council meetings, staff prepared an application for the State Library's Building Forward Infrastructure Grant. It is important to recognize that grant criteria can modify a project from what has been discussed previously. To assist the Council in deciding whether to approve the application resolution, staff offers this summary of the project as it is described in the grant application alongside a summary of how the project will be addressed if the City receives a partial or no grant award. Given prevailing economic trends suggest we can expect more inflation and increased materials costs, staff had its consultant, Kitchell Corporation, update its projections for the cost of construction. The grant figures also include significant contingency allowances. As a result, the final grant request translates to more than \$1,500 per square foot. Staff has previously recommended using an estimate of \$1,000 per square foot and is of the opinion that the project can be designed within a cost range of \$1,000 to \$1,300 per square foot.

Applying the revised figures, weighted with significant contingency allowances, resulted in a project budget of \$10.4 million.

SUMMARY OF LIBRARY PROJECT OPTIONS BASED ON FUNDING

	IF FULL GRANT IS AWARDED	PARTIAL OR NO GRANT AWARDED
Budget ¹	\$10.4 million \$5.2 million from grant \$5.2 million from local sources	\$5 million from the Commons Foundation Any \$\$\$ awarded through the grant.
Project Details & Scope	6,845 square-foot new construction library. Replaces in-kind the current library spaces and shared spaces in City Hall. Budget was created with updated assumptions about inflation and market conditions.	Size of new library, types of materials, construction methodology and design determined by budget and prevailing market conditions.

The grant application materials are attached. The City's application also includes a video that is available with the agenda materials.

FISCAL IMPACT

The City is making a commitment that it can provide a local match equivalent to the grant amount from the State Library. If the application is awarded in full, the local commitment is \$5.2 million. If the City's partner, the Commons Foundation, is unable to raise this amount, the City Council will need to decide whether to commit dollars from the General Fund Reserve. Commitment of General Fund Reserve dollars will reduce the amount of money available for investment in critical infrastructure improvements and the City's OPEB liability trust.

STAFF RECOMMENDATIONS

Staff recommends approval of the attached resolution.

Respectfully submitted,
Dan Schwarz

Attachment

1. Resolution
2. Grant application materials (note: the application was an online form; the attachments are a replication)

¹ The City is working to secure a separate, \$1 million grant from the State Library (appropriated for Larkspur). If awarded, the City will apply these funds to underlying infrastructure needs to facilitate construction of the new library. These infrastructure investments include street upgrades, parking lot, landscaping, foundation prep and utility connections.

**CITY OF LARKSPUR
RESOLUTION 23/22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE,
AND EXECUTION OF THE GRANT FUNDS FROM
THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129)**

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above;

WHEREAS, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures;

WHEREAS, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing board either before submission of said application(s) to the State or prior to execution of the grant agreement;

WHEREAS, the Applicant/Grantee, if selected, will enter into an agreement with the State of California to carry out the project;

WHEREAS, the City of Larkspur proposes to implement Larkspur Library at the Commons;

WHEREAS, the City of Larkspur has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, the City of Larkspur intends to apply for grant funding from the California State Library for the Larkspur Library at the Commons.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Larkspur, with acknowledgement of the Larkspur Library, as follows:

1. That pursuant and subject to all of the terms and provisions of the California Budget Act of 2021, Dan Schwarz, City Manager, or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library and take such other actions necessary or appropriate to obtain grant funding.
2. Dan Schwarz, City Manager, or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.
3. Dan Schwarz, City Manager, or designee is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding.
4. Certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access

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laws, and, that prior to commencement of the project, all applicable permits will have been obtained.

IT IS HEREBY CERTIFIED that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on April 6, 2022, by the following vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

Dan Hillmer, Mayor

ATTEST:

Alison Foulis, City Clerk

Part 1: Basic Information

Project Information

Project Title:

Larkspur Library at the Commons

Project Summary: (50 Words)

Construction of a replacement library on City-owned property at the corner of Doherty Drive and Rose Lane in the City of Larkspur. This would replace the library at 400 Magnolia Avenue, which is deficient in life safety components and has significant critical maintenance needs, the costs of which preclude renovation.

Requested Grant Amount: \$5,232,582.00

Library Information

Library Jurisdiction

Larkspur Public Library

Address 1:

400 Magnolia Ave (existing)

Address 2:

10 Rose Lane (proposed)

City:

Larkspur

State-US:

CA

Zip Code:

94939

Is the facility leased? No

Project Contact

Name

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Julian Skinner

Title

Public Works Director

Email Address

Jskinner@cityoflarkspur.org

Phone number:

415-927-5020

Part 2 Project Detail & Implementation

Detailed Project Information

Please tell us more about your project, how you plan to implement it, and the impact it will have. (350 word limit)

The project is the construction of a 6,845 square foot public building to replace the City's current library. The current library operates in or shares 6,845 square feet within Larkspur's 108-year old City Hall building. The current building is seismically unsafe, presents insurmountable accessibility challenges, lacks sufficient parking, and is experiencing rapid deterioration of its life safety and other building systems. Our project team estimates that the cost of rehabilitation of the existing facility (which requires rehabilitating all of City Hall) is \$18,465,162. Construction of a new library is \$10,465,162.

Civic leaders have discussed replacing the library for several decades. In late 2015, the City accepted a developer's dedication of a 2.43 acre parcel. Acquisition of this land stimulated greater interest among library supporters to fundraise for a new facility, while staff has been monitoring grant opportunities to advance the project.

The Larkspur Library operates within the confines and restrictions of the architecture of City Hall. The new library will include flexible spaces that mirror the library use today (no expansion in size) while allowing adaption for the ever-evolving services of modern libraries. The current library includes 3,230 square feet to serve the public and house the library's collection; a 970-square foot multipurpose room (that is often not available for programming due to use by the City Council and administrative staff); 800 square feet of office space; and 1,845 square feet of support space (bathrooms, kitchen, foyer, storage, IT, hallways etc.). The new facility will be fully compliant with the Americans with Disabilities Act (ADA) and will offer age-friendly access not possible in the current location. Additionally, the new site is across the street from a public middle school and a less than five-minute walk from three public high schools, affording the ability to serve more segments of the community.

The new building will be situated on the City's property such that future expansion of the library or the addition of other community-serving facilities is possible.

Project Status:

Planning in process

List and describe the roles of all consultants involved in this project such as planning, construction, contractors, and project management. If not yet contracted, briefly detail your plan and timeline to solicit and select consultants. * (200 word limit)

Planning/Project Management – City has retained Kitchell (<https://www.kitchell.com/>) to assist with preliminary assessment and planning. The City anticipates continuing to work with Kitchell to develop

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requests for proposals, monitor the architectural design work, help oversee the public bid process and lead various construction management tasks through completion of the project.

Architect – TBD. The City anticipates issuing a RFP for architect services for building design and production of construction documents within 90 days of grant award. Anticipate award of architect contract within 180 days of grant award. The architectural contract will include sub-consultants for engineering trades (i.e. mechanical, electrical) required to complete design and bid documents.

Contractor - TBD - the construction project will be publicly bid and a contract awarded to the responsible contractor submitting the lowest responsive bid in accordance with the California Public Contract Code. Anticipate public advertisement of bids in January 2024 and award of construction contract March 2024.

These timelines assume a design-bid-build process. The City may opt to bid a design-build contract with similar timelines.

Briefly describe past relevant capital improvements to the facility, including year completed. (200 word limit)

2016 City Hall Exterior Improvements and Painting – For the library portion of the building, replacement of all windows not replaced the year prior and dry rot repair of walls. Exterior painting.

2015 City Hall Deferred Maintenance – For the library, replacement of select windows and minor interior reconfiguration for operations.

2013 City Hall Remodel – For the library, minor interior reconfiguration for operations.

1983-1984 Library Remodel – This remodel created a second entry point to the library (through City Hall), a two-floor modular shelving for the expansion of the adult book collection and new space for the children's area, as well as the addition of City Hall's ramp for improved disabled access and the unisex restroom with features to assist disabled patrons.

How will your project address conditions that negatively impact your library's ability to deliver needed services? * (200 word limit)

The new building will feature Building Code and ADA-compliant design absent from our 108-year old City Hall, eliminating accessibility issues that prevent full enjoyment and use of the current library by all community members. Patrons will not need to worry about the exterior trip hazards around City Hall that are typical of buildings adjacent to mature trees and of questionable foundation construction.

Modern electrical wiring will allow the library to offer a full-array of technological services not possible in the current environment.

Exclusively a library, the new facility will allow the provision of community programming (preschool story time, afternoon crafts, instructional talks, etc.) without competition from other City departments for the use of the shared space at City Hall.

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The current library has inadequate heating, ventilation and air conditioning system that cannot filter air sufficiently to allow the library to operate when outdoor air quality is compromised (such as from wildfire smoke); the new facility will address this deficiency.

The new facility will be seismically sound with modern safety features (a fire detection sprinklers, security including emergency lighting, and backup power) that will allow it to serve as a community gathering space in the aftermath of a natural disaster.

Describe how your project contributes to: sustainability, inclusive access, and/or the ability of the facility to adapt to evolving needs. * (200 word limit)

Insurmountable inefficiencies in the current 108-year old facility create a significant carbon footprint for the current library. The new facility will be designed to minimize this impact and it is hoped that the library can serve as an instructional example of affordable, sustainable development. The project site is located at a nexus point in the City's bicycle-pedestrian master plan inviting residents to make use of the library without using a motor vehicle.

Unlike City Hall, the project site is within a short walk of a public middle school and three public high schools. It is also located along a bus route that affords far greater access to Larkspur families and residents of all socio-economic backgrounds.

The new building's flexible design will accommodate changes in use and function over the life of the building. The building structure will allow for reconfiguration of interior spaces to address evolving needs. The building will include features for expansion and extension of use to outside areas. The new construction will allow for future growth of the library when and if the need arises.

Project Implementation

Upload Project Implementation Form

See Appendix I

Supporting Documentation

Document 1: City of Larkspur City Hall FCA Update Draft Report-1.pdf *See Appendix II*

Document 2: Larkspur Library Grant Application.mp4 *See Appendix III*

Document 3: Commons Foundation Donation Material for Future Library.pdf *See Appendix IV*

Part 3: Budget & Funding

Total Project Budget (including grant, match, and additional funding)

\$10,465,164

Project Budget

Upload Budget Form:

See Appendix I

Describe the basic elements of the budget, how the budget was created, and the methodology for any project contingency. (200 words)

The City retained Kitchell (<https://www.kitchell.com/>), a firm well-versed in the construction of public buildings in our region, to help develop a budget for this project. The budget includes all eligible elements to complete the building from preliminary architectural work to completion and opening of the building. Based on the size and architectural style of the building, costs were developed from Kitchell's database of similar construction, including all inflationary and location adjustments. Kitchell's assessment and budget development are detailed in an attachment to this application.

Project Funding

List other project funding sources, including any sources and amounts for matching funds and any related requirements to obtaining funds. (200 Words)

The Commons Foundation, a 501(c)(3) committed to this project, has raised \$2.45 million in cash to date. The Foundation is in the midst of a dollar-for-dollar challenge grant with \$650,000 remaining. The Foundation has secured an additional \$450,000 in pledges and has set a goal of raising \$5 million by early 2023.

The City has set aside \$5 million for health and safety capital investment (primarily storm drains) and OPEB liability. These funds can be assigned to secure the local match while the Commons Foundation completes its fundraising. This grant application is for half (\$5,232,582) of the project cost; the City will use its capital fund to augment the \$5 million raised by the Commons Foundation to meet the local match requirement.

Funding Background

If applicable, describe past attempts to fund this project, including other funding sources sought and key obstacles to secure funds. * (200 words)

In 2001, the City Council formally identified replacing the library as an infrastructure goal, with the caveat that the use of City monies should be nominal until the health and safety infrastructure items on

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the City's long-range plan were fully addressed. The most significant obstacle for this project was the lack of available land.

In 2008, the City negotiated a development agreement for a residential neighborhood that required dedication of 2.43 acres to the City that could serve as a library site. This development project was not realized for several years and it was not until 2015 that the City accepted the dedication. In effort to secure future funding from private donors, the City of Larkspur helped create a 501(c)3 organization, The Commons Foundation. The Commons Foundation is composed of local community volunteers who have been working independently to raise capital for the construction of a new library. In 2020 The Commons entered into an agreement with the City to raise 5 million dollars by the end of 2022 in hope of building momentum for donations.

If grant funding is not approved, or if only a portion of the requested funding for the project is awarded, explain how the project will be completed. (200 Words)

The current library shares Larkspur's 108-year old City Hall with City administrative offices. A recent assessment of City Hall indicated the building has reached the end of its useful life, with its deficiencies in safety and accessibility requiring a full rehabilitation of the building. This assessment indicates that the cost per square foot to rehabilitate City Hall is equal to, if not more, than new construction. Even if rehabilitated, City Hall will always have accessibility and parking issues that prevent enjoyment of the library by our entire community. The library must relocate in the next few years.

Should the City not be successful in securing the required \$5,232,582 grant funding for the project the City will work with the Commons Foundation to evaluate other funding opportunities and continue to raise capital for a new building. It is likely that the library will be moved into trailers or similar accommodations. This condition may need to exist for several years and will greatly underserve the community. The alternative is to use whatever funds have been raised by the Commons Foundation and "build what we can." However, the size and scale of such a project will similarly underserve the community.

Part 4: Match Requirement

Match:

Are you able to match grant funds on a dollar-for-dollar basis?

Yes

Other state funds are not allowable match contribution.

Availability of Match Funds

Letter confirming the availability of match funds

See Appendix VI

Part 5: Certification

Certification and Signature

Name of Authorized Representative

Dan Schwarz

Title of Authorized Representative

City Manager

Signature [Electronic]

Dan Schwarz

Appendix I
Building Forward Library Infrastructure Grant Program
Project Implementation Plan

Project

Organization:	City of Larkspur
Project Title:	The Larkspur Library at the Commons
Facility:	Public Library

Project Timeline

Using the table below, detail the major project activities or key milestones and when they will occur.

Note: All grant funds must be expended by March 31, 2026.

Activity	Month/Year Started	Month/Year Completed
Amend contract with Kitchell for PM and CM	4/1/22	6/1/22
Develop RFP for architectural services for design and bid documents	5/1/22	7/1/22
Select architect	9/1/22	11/1/22
Architect – programming, design and construction documents	11/1/22	11/1/23
Public bid for construction contract	1/1/24	3/1/24
Construction of new building	5/1/24	9/1/25
Completion and opening of library	10/1/25	



City of Larkspur City Hall

Facility Condition Assessment

Updated Draft Report

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City of Larkspur

Facility Condition Assessment

Executive Summary

Background

On April 26th, 2021 Kitchell CEM conducted a Facility Condition Assessment (FCA) of the City of Larkspur's City Hall located at 400 Magnolia Ave, Larkspur California. The facility was assessed to obtain complete building deficiency evaluations, propose corrective actions and maintenance recommendations, and prepare budget estimates for these corrective actions for the facility. In addition, the Team evaluated and updated the findings and costs for City Hall from the "City of Larkspur 5-Year Public Works Facilities CIP Evaluation" by ATI Architects and Engineers dated April 16th, 2014. This draft report includes the findings, recommendations and estimates identified during the assessment.

To support a Federal grant application, the City requested the report to be updated to take into account current 2022 costs.

Assessment Methodology

In assessing the condition of the facility, Kitchell's team of FCA professionals identified those items in need of repair, retrofit or replacement necessary to preserve the existing facility, enhance the safety and longevity of the facility for the next five years, and provide a baseline for evaluating the facility total health. Budget estimates were developed for most of the observed deficiencies and were categorized with priority groups ranging from "Currently Critical" to "Informational". Deficiencies identified as "informational" do not have an associated cost and therefore were not included in the budget estimate. The methodology used in this assessment included a visual, non-destructive inspection of the facilities using ASTM standards (ASTM E2018-08), industry best-practices checklists, and input from on-site staff during the assessment walk. Observed physical deficiencies at the facility were assigned a budget-level construction correction estimate. Assessments of the facility were done in the following broad categories:

Architectural Elements

Visual examinations of roof materials, flashings, penetrations, and other appurtenances were conducted. Exterior walls, windows and doors were examined for irregularities, structural damage, and wear. Interior finishes were observed for deficiencies and wear. Although a full accessibility audit was not part of the assessment scope, obvious non-compliant items were noted in the report and labeled as "informational".

Structural Assessment

The scope of Kitchell's structural assessment was limited to the visual observation and notation of apparent structural deficiencies and did not include calculations or analysis. In addition, the City completed a seismic retrofit study of the building in 1996 and is aware of needed seismic upgrades that will be required during major reconstruction work.

Mechanical/Electrical/Plumbing/Fire Protection Systems Assessment

Visual examinations of mechanical, electrical, plumbing, and fire alarm systems were conducted to determine the current condition and remaining useful life. Electrical systems reviewed included power distribution, emergency power, lighting systems and fire alarm. Mechanical systems reviewed included HVAC, plumbing fixtures, visible waste and vent lines, and pumps and motors.

Water Intrusion Assessment

During the building assessment, signs of water intrusion and damage were noted along with any applicable deficiencies.

Evaluation and Findings

The assessment prioritized observed physical deficiencies and recommendations into six (6) categories. These priorities are a recommendation as to when the deficient condition should be addressed. This is based on the best judgment that was made at the time of inspection and only on the condition of the system or building component. The prioritization categories are defined in the Priority Glossary included at the end of this section.

The incomplete work identified in the 2014 report were updated to show priority 1.

Total Deficiency Cost

For the new deficiencies identified during the assessment, the total deficiency cost is the deficiency cost adjusted by a general construction factor, city cost index, non-construction cost and escalation. The general construction (1.4) takes includes the estimating contingency, general conditions, overhead and profit and insurance and bonds. The city cost index (1.242) is a compensation for cost variation by geographical location. The non-construction cost (1.3) includes architect/engineer fees, construction management, client administration, permits, testing, etc.

Deferred deficiency costs from the 2014 were updated to 2022 dollars using an escalation rate of 1.29 was provided by the Kitchell CEM estimating team.

The **Capital Renewal Cost** is the sum of the capital improvement costs for an assessed facility from Year 1 to Year 5. Escalation is not factored into the anticipated capital improvement costs.

Administration soft costs were applied through a 30% cost increase factor, which includes project management, design, project delivery, labor compliance, construction management and project close-out costs. This factor appears as a "Non Construction Cost" within the individual facility deficiency tables. The General Construction Factor and City Cost Index are additional factors included to adjust for the geographic location of the facility.

Summary Charts

The Capital Renewal Costs By Priority Table, included in the report, is a summary of the anticipated capital renewal, replacement cost and current facility condition for the assessed facility. The cost represents the anticipated capital improvement expenditures by individual building and priority period. All detailed information related to these costs for the building can be found within the remaining sections of this report.

Conclusion

This Facility Condition Assessment Report presents a study detailing the physical condition, identifying needed repairs and their estimated costs, and suggested improvements. The Capital Renewal Costs, sorted by priority, are summarized in the following chart. A detailed listing is included in the "Detailed Report" section for further review.

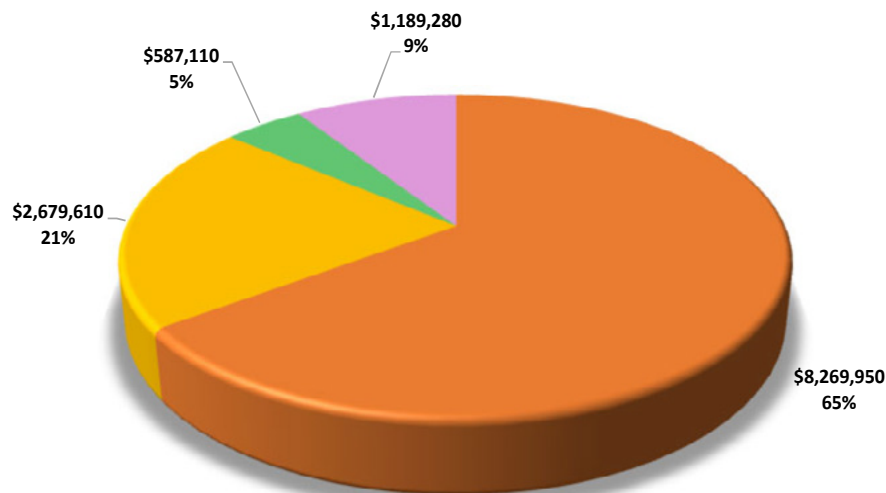
The assessment determined that the financial impact to City of Larkspur, to address the identified deficiencies for the building assessed, is **\$11,290,190** noted in current 2022 dollars.

Over the next five years, with escalation taken into account, the cost to address the deficiencies for this building are as follows:

Cost with Escalation: \$12,725,950

City of Larkspur					
Capital Renewal Costs by Priority					
Priority 1 8% Escalation	Priority 2 16% Escalation	Priority 3 24% Escalation	Priority 4 32% Escalation	Priority 5 40% Escalation	Total
\$8,269,950	\$2,679,610	\$587,110	\$0	\$1,189,280	\$12,725,950
64.98%	21.06%	4.61%	0.00%	9.35%	100.00%

CAPITAL RENEWAL COSTS BY PRIORITY CHART



Priority Glossary

Priority	Description	Explanation
1	Immediate	Conditions in this category require immediate action to: a) correct a cited safety hazard, b) stop accelerated deterioration, and/or c) return a facility to operation. The Escalation Factor in this category is 5%. Deficiencies in this category should be addressed within the next 12 months.
2	Critical	Conditions in this category, if not corrected expeditiously, will become critical within a year. Situations within this category include: a) intermittent operations, b) rapid deterioration, and c) potential life safety hazards. The Escalation Factor in this category is 10%. Deficiencies in this category should be addressed between Year 1 and Year 2.
3	Impending	Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further. The Escalation Factor in this category is 15%. Deficiencies in this category should be addressed between Year 2 and Year 3.
4	Necessary	Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility. The Escalation Factor in this category is 20%. Deficiencies in this category should be addressed between Year 4 and Year 5.
5	Recommended	Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards. The Escalation Factor in this category is 25%. Deficiencies in this category should be addressed after Year 5.
6	Informational	Conditions in this category are discretionary and for informational purposes. Deficiencies in this category may also include items or systems which have exceeded their expected industry standard useful life; however, due to proper maintenance, they remain in good operational condition and should continue to function as required well beyond their useful service life.

Appendix A

City Hall

Detailed Report

Address: 400 Magnolia Avenue, Larkspur, California 94939

Statistics

Year Built:	1914
Building Area:	9,300 SF

FCA Summary

Capital Renewal Cost:	\$11,290,190
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Assessment Descriptions

Architectural Elements

City Hall is a two-story building located at 400 Magnolia Avenue, Larkspur, California. The building was built in 1914 and is designated as a historical landmark. Most of the first-floor includes the City's public library and support offices. The second-floor includes the City's planning and administration offices and City Council chamber.

Overall, the interior and exterior of the building appear to be in good condition. Several major exterior upgrades have been completed since 2014 which include, but are not limited to, new windows, stucco repair and new paint, rain gutter downspout replacement and exterior molding and fascia replacements. Interior improvements include, but are not limited to, repair and refinishing of the first floor ceiling, full kitchen remodel and new paint throughout the facility.

The parking area pavement throughout the site is showing signs of age and wear with some areas showing significant signs of cracking and potholes. It is recommended that the City consider repaving the parking area in the near future. In addition, prior to any improvements it is recommended that the City conduct a geotechnical review of the soil and sub-grade in order to provide recommendations and compaction criteria.

The City has already completed a full accessibility evaluation and is aware of any access issues. Due to this, the assessors did not note any accessibility related concerns.

Mechanical Systems

The mechanical systems observed consist of split system air conditioning units, a ductless air conditioning unit, a portable air conditioning unit, a ceiling exhaust fan and rooftop ventilators. The conditioned air is distributed to the spaces via exposed and concealed hard duct above the ceiling and diffusers. Overall, the mechanical systems appear to be in good operational condition, however some of the split system AC units, the ductless AC unit and ceiling exhaust fan are approaching the end of its expected useful lives within the next five (5) years.

It appears that the majority of the building HVAC systems are approaching the end of its useful service life. The age of the equipment is likely the primary cause of frequent failures in the system. Additionally, we recommend as an alternative, to replace the current HVAC systems in place with a variable refrigerant flow (VRF) system, which would enable the City to avoid replacing and rerouting ductwork, improve system thermal comfort control, and address the primary cooling issues throughout the building.

Electrical Systems

The main switchboard is rated at 400 amps at 120/240V, 3 phase, 4 wire. Electrical service within the building is provided via panelboards of various ratings. The electrical equipment appears to be in operational condition, however they are approaching the end of its industry-standard useful life.

Interior lighting throughout the building consists primarily of hanging and recessed mounted fluorescent fixtures and wall mounted fluorescent fixtures. The exterior lighting consists of decorative pole lighting fixtures, ceiling mounted LED fixtures and wall mounted fluorescent fixtures. The interior and exterior lighting appears to be in operational condition, however the interior lighting is approaching the end of its expected useful life within the next three years. It is recommended that all lighting be upgraded to LEDs, but it is not mandatory unless other upgrades to the facility are done that require conforming to Title 24 standards.

Plumbing Systems

The plumbing systems at the building consist of cold and hot water piping, sanitary waste piping and vent piping. The domestic hot water is provided by small under-sink mount electric tank water heaters. Overall, the plumbing equipment and fixtures appear to be in good operational condition, however, the drinking fountain located on the second floor corridor area near the restrooms is approaching the end of its expected useful life within the next two years.

Fire Sprinkler Systems

The building is not fire sprinklered. Portable fire extinguishers were observed throughout the building.

Fire Alarm Systems

The building's fire alarm control panel appears to be in operational condition with no trouble alarms indicated on the equipment. The fire alarm control panel is not original to the building, however, it is approaching the end of its industry-standard useful life. The building contains detectors, pull stations and notification devices.

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City Hall

Capital Costs By Priority								
System Code	System	Sum of Total Current Cost (2022)	Construction Increase - Cumulative Escalation					Total Cost w/ Escalation
			Priority 1 0-12 Months	Priority 2 1-2 Years	Priority 3 2-3 Years	Priority 4 3-4 Years	Priority 5 4-5 Years	
B2020	EXTERIOR WINDOWS	\$ 3,430	\$ -	\$ -	\$ -	\$ -	\$ 4,810	\$ 4,810
B2050	EXTERIOR DOORS AND GRILLES	\$ 8,200	\$ -	\$ -	\$ -	\$ -	\$ 11,480	\$ 11,480
B3010	ROOFING	\$ 77,190	\$ 83,380	\$ -	\$ -	\$ -	\$ -	\$ 83,380
B3060	HORIZONTAL OPENINGS	\$ 26,200	\$ -	\$ 30,400	\$ -	\$ -	\$ -	\$ 30,400
C1030	INTERIOR DOORS	\$ 1,620	\$ -	\$ -	\$ -	\$ -	\$ 2,280	\$ 2,280
C1090	INTERIOR SPECIALTIES	\$ 5,960,580	\$ 6,437,430	\$ -	\$ -	\$ -	\$ -	\$ 6,437,430
C2010	WALL FINISHES	\$ 46,290	\$ -	\$ -	\$ -	\$ -	\$ 64,810	\$ 64,810
C2030	FLOORING	\$ 88,690	\$ -	\$ -	\$ -	\$ -	\$ 124,220	\$ 124,220
C2050	CEILING FINISHES	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 120
D1010	VERTICAL CONVEYING SYSTEMS	\$ 379,850	\$ -	\$ -	\$ -	\$ -	\$ 531,790	\$ 531,790
D2010	DOMESTIC WATER DISTRIBUTION	\$ 9,170	\$ -	\$ 10,640	\$ -	\$ -	\$ -	\$ 10,640
D3030	COOLING SYSTEMS	\$ 2,260,130	\$ -	\$ 2,621,760	\$ -	\$ -	\$ -	\$ 2,621,760
D3060	VENTILATION	\$ 1,850	\$ -	\$ -	\$ 2,300	\$ -	\$ -	\$ 2,300
D4010	FIRE SUPPRESSION	\$ 157,900	\$ 170,540	\$ -	\$ -	\$ -	\$ -	\$ 170,540
D5020	ELECTRICAL SERVICE AND DISTRIBUTION	\$ 52,490	\$ 1,400	\$ 16,810	\$ 45,540	\$ -	\$ -	\$ 63,750
D5030	GENERAL PURPOSE ELECTRICAL POWER	\$ 610	\$ -	\$ -	\$ 760	\$ -	\$ -	\$ 760
D5040	LIGHTING	\$ 436,150	\$ -	\$ -	\$ 538,510	\$ -	\$ 2,620	\$ 541,130
D7050	DETECTION AND ALARM	\$ 182,120	\$ 196,690	\$ -	\$ -	\$ -	\$ -	\$ 196,690
F1030	SPECIAL FUNCTION CONSTRUCTION	\$ 1,278,250	\$ 1,380,510	\$ -	\$ -	\$ -	\$ -	\$ 1,380,510
G2020	PARKING LOTS	\$ 319,090	\$ -	\$ -	\$ -	\$ -	\$ 446,730	\$ 446,730
G2030	PEDESTRIAN PLAZAS AND WALKWAYS	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ 420
TOTALS		\$ 11,290,190	\$ 8,269,950	\$ 2,679,610	\$ 587,110	\$ -	\$ 1,189,280	\$ 12,725,950

City of Larkspur
Facility Condition Assessment

8.2 ATTACHMENT 2

City Hall

DEFICIENCY TABLE

(1) Deficiency Cost = Qty x Unit Cost

(2) Total Deficiency Cost = (Deficiency Cost) x (General Construction Factor) x (City Cost Index) x (Non Construction Cost) x (Escalation)

General Construction Factor [1.4] = Estimating Contingency, General Conditions, Overhead and Profit, Insurance and Bonds

City Cost Index [1.242] = A Compensation for Cost Variation per Geographical Location

Non Construction Cost [1.3] = Includes Architect/Engineer Fees, Construction Management, Client Administration, Permits, Testing, etc.

Record ID	System	Item No.	Location	Deficiency Description	Description of Work	Qty	Unit	Deficiency Cost (1)	Total Deficiency Cost (2)	Priority
40	B3010 - ROOFING	B3010.10.001	Roof	Asphalt composition roof is in fair to poor condition with evidence of ponding, blisters & leaks.	Remove and replace asphalt composition shingle roofing.	1,400	SF	\$22,680	\$59,430	1
39	B3010 - ROOFING	B3010.50.001	Roof	Built-up roofing is beyond its expected useful service life and needs replacement.	Remove and replace built-up roofing.	400	SF	\$6,480	\$16,980	1
87	D5020 - ELECTRICAL SERVICE AND DISTRIBUTION	D5020.10.401	Back of Building	The disconnect switch is approaching the end of its expected useful life.	Replace the existing disconnect switch with a new disconnect switch.	1	EA	\$530	\$1,400	1
21	D7050 - DETECTION AND ALARM	D7050.10.022	1	The building is not equipped with a fire alarm system or the existing fire alarm system is at the end of its industry rated useful life.	Provide a fully addressable fire alarm control panel with associated initiating and signaling devices.	9,300	SF	\$75,080	\$196,690	1
16	B3060 - HORIZONTAL OPENINGS	B3060.50.002	Roof	The roof access at the towers is obstructed and unprotected.	Install a new roof hatch system.	2	EA	\$10,800	\$30,400	2
52	D2010 - DOMESTIC WATER DISTRIBUTION	D2010.60.039	Corridor Area	Electric water cooler / drinking fountain is approaching the end of its expected useful life.	Provide equipment replacement and installation.	1	EA	\$3,780	\$10,640	2
89	D3030 - COOLING SYSTEMS	D3030.10.999	Building	Enhance existing HVAC system with VRF.	Demolish and replace existing HVAC and replace with VRF system building wide.	1	LS	\$931,800	\$2,621,760	2
36	D5020 - ELECTRICAL SERVICE AND DISTRIBUTION	D5020.10.302	Electrical Room	The 400A metered main switchboard (3P, 120/240) is approaching the end of its expected useful life.	Replace the existing metered main switchboard with a new metered main switchboard.	1	EA	\$5,970	\$16,810	2
64	D3060 - VENTILATION	D3060.30.002	Restroom	Ceiling exhaust fan is approaching the end of its expected useful life.	Provide equipment replacement and installation.	1	EA	\$760	\$2,300	3
35	D5020 - ELECTRICAL SERVICE AND DISTRIBUTION	D5020.30.1002	Electrical Room	The 225A panelboard is approaching the end of its expected useful life.	Replace the existing panelboard with a new panelboard.	1	EA	\$6,150	\$18,510	3
34	D5020 - ELECTRICAL SERVICE AND DISTRIBUTION	D5020.30.1002	Electrical Room	The 225A panelboard is approaching the end of its expected useful life.	Replace the existing panelboard with a new panelboard.	1	EA	\$6,150	\$18,510	3
60	D5020 - ELECTRICAL SERVICE AND DISTRIBUTION	D5020.30.1020	Attic	The panelboard is approaching the end of its expected useful life.	Replace the existing panelboard with a new panelboard.	1	EA	\$2,830	\$8,520	3

City of Larkspur
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8.2 ATTACHMENT 2

City Hall

DEFICIENCY TABLE

(1) Deficiency Cost = Qty x Unit Cost

(2) Total Deficiency Cost = (Deficiency Cost) x (General Construction Factor) x (City Cost Index) x (Non Construction Cost) x (Escalation)

General Construction Factor [1.4] = Estimating Contingency, General Conditions, Overhead and Profit, Insurance and Bonds

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Non Construction Cost [1.3] = Includes Architect/Engine Fees, Construction Management, Client Administration, Permits, Testing, etc.

Record ID	System	Item No.	Location	Deficiency Description	Description of Work	Qty	Unit	Deficiency Cost (1)	Total Deficiency Cost (2)	Priority
44	D5030 - GENERAL PURPOSE ELECTRICAL POWER	D5030.50.040	Front of Building Along Wall	Wiring device (disconnect switch, junction box, etc.) needs to be secured to structure.	Secure the existing wiring device to the structure.	2	EA	\$250	\$760	3
73	D5040 - LIGHTING	D5040.50.411	All	Interior lighting system is at or is approaching end of its expected useful life.	Provide new interior lighting and control system throughout building per current CEC T24 code.	9,300	SF	\$179,040	\$538,510	3
26	B2020 - EXTERIOR WINDOWS	B2020.10.002	Library	Wood window is damaged.	Replace wood window.	24	SF	\$210	\$720	5
23	B2020 - EXTERIOR WINDOWS	B2020.10.002	Library Technician Room	Wood window is damaged.	Replace wood window.	8	SF	\$70	\$240	5
37	B2020 - EXTERIOR WINDOWS	B2020.10.002	Site	Wood window is damaged.	Replace wood window.	130	SF	\$1,130	\$3,860	5
2	B2050 - EXTERIOR DOORS AND GRILLES	B2050.10.007	Site	Exterior wood door is damaged or deteriorating.	Refurbish/repair wood door.	1	EA	\$1,690	\$5,740	5
30	B2050 - EXTERIOR DOORS AND GRILLES	B2050.10.007	Library	Exterior wood door is damaged or deteriorating.	Refurbish/repair wood door.	1	EA	\$1,690	\$5,740	5
17	C1030 - INTERIOR DOORS	C1030.10.008	2	Interior wood door is in visual need of refurbishment.	Refurbish and restain the wood door.	1	EA	\$330	\$1,140	5
25	C1030 - INTERIOR DOORS	C1030.10.008	Library Office	Interior wood door is in visual need of refurbishment.	Refurbish and restain the wood door.	1	EA	\$330	\$1,140	5
15	C2010 - WALL FINISHES	C2010.20.002	Council Chamber	The existing veneer plywood is damaged or worn.	Clean, prepare, and paint the plywood paneling.	25	SF	\$70	\$240	5
29	C2010 - WALL FINISHES	C2010.70.001	Library	Painted wall and ceiling finish is cracking.	Patch and paint wall and ceiling.	10	SF	\$70	\$240	5
32	C2010 - WALL FINISHES	C2010.70.001	Library	Interior stucco walls are showing age and wear.	Repaint stucco walls.	2,600	SF	\$17,560	\$59,640	5
28	C2010 - WALL FINISHES	C2010.70.001	Library	Painted stucco wall finish is cracking.	Patch and paint stucco wall finish.	200	SF	\$1,360	\$4,620	5
6	C2010 - WALL FINISHES	C2010.70.001	2	Wall under exterior decorative window shows signs of water damage.	Repair or replace damaged gypsum wall board and repaint.	2	SF	\$20	\$80	5
4	C2030 - FLOORING	C2030.20.001	Women's Restroom	Ceramic tile floor is approaching the end of its useful life.	Remove the existing ceramic tile flooring and replace.	30	SF	\$650	\$2,220	5
10	C2030 - FLOORING	C2030.20.001	Men's Restroom	Ceramic tile floor is approaching the end of its useful life.	Remove the existing ceramic tile flooring and replace.	30	SF	\$650	\$2,220	5
22	C2030 - FLOORING	C2030.50.001	Library Technician Room	Vinyl composition tile is approaching the end of its useful life.	Remove the existing vinyl composition tile and replace.	780	SF	\$6,320	\$21,470	5

City of Larkspur
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8.2 ATTACHMENT 2

City Hall

DEFICIENCY TABLE

(1) Deficiency Cost = Qty x Unit Cost

(2) Total Deficiency Cost = (Deficiency Cost) x (General Construction Factor) x (City Cost Index) x (Non Construction Cost) x (Escalation)

General Construction Factor [1.4] = Estimating Contingency, General Conditions, Overhead and Profit, Insurance and Bonds

City Cost Index [1.242] = A Compensation for Cost Variation per Geographical Location

Non Construction Cost [1.3] = Includes Architect/Engine Fees, Construction Management, Client Administration, Permits, Testing, etc.

Record ID	System	Item No.	Location	Deficiency Description	Description of Work	Qty	Unit	Deficiency Cost (1)	Total Deficiency Cost (2)	Priority
20	C2030 - FLOORING	C2030.50.001	Restroom	Vinyl composition tile is approaching the end of its useful life.	Remove the existing vinyl composition tile and replace.	120	SF	\$980	\$3,340	5
19	C2030 - FLOORING	C2030.50.001	2	Vinyl composition tile is approaching the end of its useful life.	Remove the existing vinyl composition tile and replace.	200	SF	\$1,620	\$5,510	5
18	C2030 - FLOORING	C2030.50.001	2	Vinyl composition tile is approaching the end of its useful life.	Remove the existing vinyl composition tile and replace.	25	SF	\$210	\$720	5
24	C2030 - FLOORING	C2030.50.001	Hallway	Vinyl composition tile is approaching the end of its useful life.	Remove the existing vinyl composition tile and replace.	650	SF	\$5,270	\$17,910	5
5	C2030 - FLOORING	C2030.50.002	2	Sheet vinyl is approaching the end of its useful life.	Remove the existing sheet vinyl and replace.	375	SF	\$5,130	\$17,440	5
9	C2030 - FLOORING	C2030.50.002	Men's Restroom	Sheet vinyl is approaching the end of its useful life.	Remove the existing sheet vinyl and replace.	180	SF	\$2,460	\$8,360	5
12	C2030 - FLOORING	C2030.50.002	Women's Restroom	Sheet vinyl is approaching the end of its useful life.	Remove the existing sheet vinyl and replace.	30	SF	\$410	\$1,400	5
14	C2030 - FLOORING	C2030.50.002	Council Chamber	Sheet vinyl is approaching the end of its useful life.	Remove the existing sheet vinyl and replace.	940	SF	\$12,850	\$43,640	5
13	C2050 - CEILING FINISHES	C2050.70.001	2	Paint is approaching the end of its useful life.	Paint the ceiling and/or walls (prime + 2 finish coats).	10	SF	\$30	\$120	5
75	D1010 - VERTICAL CONVEYING SYSTEMS	D1010.10.015	Elevator Machine Room	2 floor hydraulic elevator is approaching the end of its expected useful life.	Provide equipment replacement and installation.	1	EA	\$156,600	\$531,800	5
43	D5040 - LIGHTING	D5040.50.302	Site	The exterior wall mounted fixture is approaching the end of its expected useful life.	Replace the existing wall mounted lighting fixture with an LED lighting fixture.	1	EA	\$770	\$2,620	5
1	G2020 - PARKING LOTS	G2020.10.002	Site	AC paving shows evidence of potholing.	Replace AC pavement section.	14,000	SF	\$131,550	\$446,730	5
42	G2030 - PEDESTRIAN PLAZAS AND WALKWAYS	G2030.10.107	Site	Concrete paving is cracking.	Replace concrete paving.	10	SF	\$120	\$420	5

**City of Larkspur
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Record ID 1
System G2020 - PARKING LOTS
Item No. G2020.10.002
Floor/Room: Site
Priority: 5
Quantity/Unit of Measure: 14,000/SF
Total Deficiency Cost: \$446,730
Deficiency Description: AC paving shows evidence of potholing.

Description of Work: Replace AC pavement section.

Comments:



Record ID 2
System B2050 - EXTERIOR DOORS AND GRILLES
Item No. B2050.10.007
Floor/Room: Site
Priority: 5
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$5,740
Deficiency Description: Exterior wood door is damaged or deteriorating.

Description of Work: Refurbish/repair wood door.

Comments:



Record ID 4
System C2030 - FLOORING
Item No. C2030.20.001
Floor/Room: 2 / Women's Restroom
Priority: 5
Quantity/Unit of Measure: 30/SF
Total Deficiency Cost: \$2,220
Deficiency Description: Ceramic tile floor is approaching the end of its useful life.

Description of Work: Remove the existing ceramic tile flooring and replace.

Comments:



**City of Larkspur
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Record ID 5
System C2030 - FLOORING

Item No. C2030.50.002
Floor/Room: 2
Priority: 5
Quantity/Unit of Measure: 375/SF
Total Deficiency Cost: \$17,440
Deficiency Description: *Sheet vinyl is approaching the end of its useful life.*

Description of Work: *Remove the existing sheet vinyl and replace.*

Comments:



Record ID 6
System C2010 - WALL FINISHES

Item No. C2010.70.001
Floor/Room: 2
Priority: 5
Quantity/Unit of Measure: 2/SF
Total Deficiency Cost: \$80
Deficiency Description: *Wall under exterior decorative window shows signs of water damage.*

Description of Work: *Repair or replace damaged gypsum wall board and repaint.*

Comments:



Record ID 9
System C2030 - FLOORING

Item No. C2030.50.002
Floor/Room: 2 / Men's Restroom
Priority: 5
Quantity/Unit of Measure: 180/SF
Total Deficiency Cost: \$8,360
Deficiency Description: *Sheet vinyl is approaching the end of its useful life.*

Description of Work: *Remove the existing sheet vinyl and replace.*

Comments:



**City of Larkspur
Facility Condition Assessment**

City Hall

Record ID 10
System C2030 - FLOORING
Item No. C2030.20.001
Floor/Room: 2 / Men's Restroom
Priority: 5
Quantity/Unit of Measure: 30/SF
Total Deficiency Cost: \$2,220
Deficiency Description: *Ceramic tile floor is approaching the end of its useful life.*
Description of Work: *Remove the existing ceramic tile flooring and replace.*
Comments:



Record ID 12
System C2030 - FLOORING
Item No. C2030.50.002
Floor/Room: 2 / Women's Restroom
Priority: 5
Quantity/Unit of Measure: 30/SF
Total Deficiency Cost: \$1,400
Deficiency Description: *Sheet vinyl is approaching the end of its useful life.*
Description of Work: *Remove the existing sheet vinyl and replace.*
Comments:



Record ID 13
System C2050 - CEILING FINISHES
Item No. C2050.70.001
Floor/Room: 2
Priority: 5
Quantity/Unit of Measure: 10/SF
Total Deficiency Cost: \$120
Deficiency Description: *Paint is approaching the end of its useful life.*
Description of Work: *Paint the ceiling and/or walls (prime + 2 finish coats).*
Comments:



**City of Larkspur
Facility Condition Assessment**

City Hall

Record ID 14
System C2030 - FLOORING
Item No. C2030.50.002
Floor/Room: 2 / Council Chamber
Priority: 5
Quantity/Unit of Measure: 940/SF
Total Deficiency Cost: \$43,640
Deficiency Description: *Sheet vinyl is approaching the end of its useful life.*
Description of Work: *Remove the existing sheet vinyl and replace.*
Comments:



Record ID 15
System C2010 - WALL FINISHES
Item No. C2010.20.002
Floor/Room: 2 / Council Chamber
Priority: 5
Quantity/Unit of Measure: 25/SF
Total Deficiency Cost: \$240
Deficiency Description: *The existing veneer plywood is damaged or worn.*
Description of Work: *Clean, prepare, and paint the plywood paneling.*
Comments:



Record ID 16
System B3060 - HORIZONTAL OPENINGS
Item No. B3060.50.002
Floor/Room: Roof
Priority: 2
Quantity/Unit of Measure: 2/EA
Total Deficiency Cost: \$30,400
Deficiency Description: *The roof access at the towers is obstructed and unprotected.*
Description of Work: *Install a new roof hatch system.*
Comments:



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City Hall

Record ID 17
System C1030 - INTERIOR DOORS

Item No. C1030.10.008
Floor/Room: 2
Priority: 5
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$1,140
Deficiency Description: *Interior wood door is in visual need of refurbishment.*

Description of Work: *Refurbish and restain the wood door.*

Comments:



Record ID 18
System C2030 - FLOORING

Item No. C2030.50.001
Floor/Room: 2
Priority: 5
Quantity/Unit of Measure: 25/SF
Total Deficiency Cost: \$720
Deficiency Description: *Vinyl composition tile is approaching the end of its useful life.*

Description of Work: *Remove the existing vinyl composition tile and replace.*

Comments:



Record ID 19
System C2030 - FLOORING

Item No. C2030.50.001
Floor/Room: 2
Priority: 5
Quantity/Unit of Measure: 200/SF
Total Deficiency Cost: \$5,510
Deficiency Description: *Vinyl composition tile is approaching the end of its useful life.*

Description of Work: *Remove the existing vinyl composition tile and replace.*

Comments:



**City of Larkspur
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Record ID 20
System C2030 - FLOORING
Item No. C2030.50.001
Floor/Room: 1 / Restroom
Priority: 5
Quantity/Unit of Measure: 120/SF
Total Deficiency Cost: \$3,340
Deficiency Description: *Vinyl composition tile is approaching the end of its useful life.*
Description of Work: *Remove the existing vinyl composition tile and replace.*
Comments:



Record ID 21
System D7050 - DETECTION AND ALARM
Item No. D7050.10.022
Floor/Room: 1
Priority: 1
Quantity/Unit of Measure: 9,300/SF
Total Deficiency Cost: \$196,690
Deficiency Description: *The building is not equipped with a fire alarm system or the existing fire alarm system is at the end of its industry rated useful life.*
Description of Work: *Provide a fully addressable fire alarm control panel with associated initiating and signaling devices.*
Comments:



Record ID 22
System C2030 - FLOORING
Item No. C2030.50.001
Floor/Room: 1 / Library Technician Room
Priority: 5
Quantity/Unit of Measure: 780/SF
Total Deficiency Cost: \$21,470
Deficiency Description: *Vinyl composition tile is approaching the end of its useful life.*
Description of Work: *Remove the existing vinyl composition tile and replace.*
Comments:



**City of Larkspur
Facility Condition Assessment**

City Hall

Record ID 23
System B2020 - EXTERIOR WINDOWS

Item No. B2020.10.002
Floor/Room: 1 / Library Technician Room
Priority: 5
Quantity/Unit of Measure: 8/SF
Total Deficiency Cost: \$240
Deficiency Description: *Wood window is damaged.*

Description of Work: *Replace wood window.*

Comments:



Record ID 24
System C2030 - FLOORING

Item No. C2030.50.001
Floor/Room: 1 / Hallway
Priority: 5
Quantity/Unit of Measure: 650/SF
Total Deficiency Cost: \$17,910
Deficiency Description: *Vinyl composition tile is approaching the end of its useful life.*

Description of Work: *Remove the existing vinyl composition tile and replace.*

Comments:



Record ID 25
System C1030 - INTERIOR DOORS

Item No. C1030.10.008
Floor/Room: 1 / Library Office
Priority: 5
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$1,140
Deficiency Description: *Interior wood door is in visual need of refurbishment.*

Description of Work: *Refurbish and restain the wood door.*

Comments:



**City of Larkspur
Facility Condition Assessment**

City Hall

Record ID 26
System B2020 - EXTERIOR WINDOWS

Item No. B2020.10.002

Floor/Room: 1 / Library

Priority: 5

Quantity/Unit of Measure: 24/SF

Total Deficiency Cost: \$720

Deficiency Description: *Wood window is damaged.*

Description of Work: *Replace wood window.*

Comments:



Record ID 28
System C2010 - WALL FINISHES

Item No. C2010.70.001

Floor/Room: 1 / Library

Priority: 5

Quantity/Unit of Measure: 200/SF

Total Deficiency Cost: \$4,620

Deficiency Description: *Painted stucco wall finish is cracking.*

Description of Work: *Patch and paint stucco wall finish.*

Comments:



Record ID 29
System C2010 - WALL FINISHES

Item No. C2010.70.001

Floor/Room: 1 / Library

Priority: 5

Quantity/Unit of Measure: 10/SF

Total Deficiency Cost: \$240

Deficiency Description: *Painted wall and ceiling finish is cracking.*

Description of Work: *Patch and paint wall and ceiling.*

Comments:



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Record ID 30
System B2050 - EXTERIOR DOORS AND GRILLES

Item No. B2050.10.007

Floor/Room: 1 / Library

Priority: 5

Quantity/Unit of Measure: 1/EA

Total Deficiency Cost: \$5,740

Deficiency Description: *Exterior wood door is damaged or deteriorating.*

Description of Work: *Refurbish/repair wood door.*

Comments:



Record ID 32
System C2010 - WALL FINISHES

Item No. C2010.70.001

Floor/Room: 1 / Library

Priority: 5

Quantity/Unit of Measure: 2,600/SF

Total Deficiency Cost: \$59,640

Deficiency Description: *Interior stucco walls are showing age and wear.*

Description of Work: *Repaint stucco walls.*

Comments:



Record ID 34
System D5020 - ELECTRICAL SERVICE AND DISTRIBUTION

Item No. D5020.30.1002

Floor/Room: 1 / Electrical Room

Priority: 3

Quantity/Unit of Measure: 1/EA

Total Deficiency Cost: \$18,510

Deficiency Description: *The 225A panelboard is approaching the end of its expected useful life.*

Description of Work: *Replace the existing panelboard with a new panelboard.*

Comments:



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Record ID 35
System D5020 - ELECTRICAL SERVICE AND DISTRIBUTION
Item No. D5020.30.1002
Floor/Room: 1 / Electrical Room
Priority: 3
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$18,510
Deficiency Description: *The 225A panelboard is approaching the end of its expected useful life.*

Description of Work: *Replace the existing panelboard with a new panelboard.*

Comments:



Record ID 36
System D5020 - ELECTRICAL SERVICE AND DISTRIBUTION
Item No. D5020.10.302
Floor/Room: 1 / Electrical Room
Priority: 2
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$16,810
Deficiency Description: *The 400A metered main switchboard (3P, 120/240) is approaching the end of its expected useful life.*

Description of Work: *Replace the existing metered main switchboard with a new metered main switchboard.*

Comments:



Record ID 37
System B2020 - EXTERIOR WINDOWS
Item No. B2020.10.002
Floor/Room: Site
Priority: 5
Quantity/Unit of Measure: 130/SF
Total Deficiency Cost: \$3,860
Deficiency Description: *Wood window is damaged.*

Description of Work: *Replace wood window.*

Comments:



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Record ID 39
System B3010 - ROOFING
Item No. B3010.50.001
Floor/Room: Roof
Priority: 1
Quantity/Unit of Measure: 400/SF
Total Deficiency Cost: \$16,980
Deficiency Description: *Built-up roofing is beyond its expected useful service life and needs replacement.*
Description of Work: *Remove and replace built-up roofing.*

Comments:



Record ID 40
System B3010 - ROOFING
Item No. B3010.10.001
Floor/Room: Roof
Priority: 1
Quantity/Unit of Measure: 1,400/SF
Total Deficiency Cost: \$59,430
Deficiency Description: *Asphalt composition roof is in fair to poor condition with evidence of ponding, blisters & leaks.*
Description of Work: *Remove and replace asphalt composition shingle roofing.*

Comments:



Record ID 42
System G2030 - PEDESTRIAN PLAZAS AND WALKWAYS
Item No. G2030.10.107
Floor/Room: Site
Priority: 5
Quantity/Unit of Measure: 10/SF
Total Deficiency Cost: \$420
Deficiency Description: *Concrete paving is cracking.*
Description of Work: *Replace concrete paving.*

Comments:



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Record ID 43
System D5040 - LIGHTING
Item No. D5040.50.302
Floor/Room: Site
Priority: 5
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$2,620
Deficiency Description: *The exterior wall mounted fixture is approaching the end of its expected useful life.*
Description of Work: *Replace the existing wall mounted lighting fixture with an LED lighting fixture.*
Comments:



Record ID 44
System D5030 - GENERAL PURPOSE ELECTRICAL POWER
Item No. D5030.50.040
Floor/Room: Site / Front of Building Along Wall
Priority: 3
Quantity/Unit of Measure: 2/EA
Total Deficiency Cost: \$760
Deficiency Description: *Wiring device (disconnect switch, junction box, etc.) needs to be secured to structure.*
Description of Work: *Secure the existing wiring device to the structure.*
Comments: *Disconnect and electrical junction box are loose and need to be mounted securely to wall.*



Record ID 52
System D2010 - DOMESTIC WATER DISTRIBUTION
Item No. D2010.60.039
Floor/Room: 2 / Corridor Area
Priority: 2
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$10,640
Deficiency Description: *Electric water cooler / drinking fountain is approaching the end of its expected useful life.*
Description of Work: *Provide equipment replacement and installation.*
Comments:



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Record ID 60
System D5020 - ELECTRICAL SERVICE AND DISTRIBUTION
Item No. D5020.30.1020
Floor/Room: Attic
Priority: 3
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$8,520
Deficiency Description: *The panelboard is approaching the end of its expected useful life.*

Description of Work: *Replace the existing panelboard with a new panelboard.*

Comments:



Record ID 64
System D3060 - VENTILATION
Item No. D3060.30.002
Floor/Room: 1 / Restroom
Priority: 3
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$2,300
Deficiency Description: *Ceiling exhaust fan is approaching the end of its expected useful life.*

Description of Work: *Provide equipment replacement and installation.*

Comments:



Record ID 73
System D5040 - LIGHTING
Item No. D5040.50.411
Floor/Room: All / All
Priority: 3
Quantity/Unit of Measure: 9,300/SF
Total Deficiency Cost: \$538,510
Deficiency Description: *Interior lighting system is at or is approaching end of its expected useful life.*

Description of Work: *Provide new interior lighting and control system throughout building per current CEC T24 code.*

Comments:



**City of Larkspur
Facility Condition Assessment**

City Hall

Record ID 75
System D1010 - VERTICAL CONVEYING SYSTEMS
Item No. D1010.10.015
Floor/Room: Basement / Elevator Machine Room
Priority: 5
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$531,800
Deficiency Description: 2 floor hydraulic elevator is approaching the end of its expected useful life.
Description of Work: Provide equipment replacement and installation.
Comments: State Elevator ID #76227



Record ID 87
System D5020 - ELECTRICAL SERVICE AND DISTRIBUTION
Item No. D5020.10.401
Floor/Room: Site / Back of Building
Priority: 1
Quantity/Unit of Measure: 1/EA
Total Deficiency Cost: \$1,400
Deficiency Description: The disconnect switch is approaching the end of its expected useful life.
Description of Work: Replace the existing disconnect switch with a new disconnect switch.
Comments:



Record ID 89
System D3030 - COOLING SYSTEMS
Item No. D3030.10.999
Floor/Room: Site / Building
Priority: 2
Quantity/Unit of Measure: 1/LS
Total Deficiency Cost: \$2,621,760
Deficiency Description: Enhance existing HVAC system with VRF.
Description of Work: Demolish and replace existing HVAC and replace with VRF system building wide.
Comments: VRF enhancement replaces all existing HVAC systems on site.

PHOTO
NOT
APPLICABLE

8.2 ATTACHMENT 2

Combined Deficiency Table

Includes incomplete work from 2014 ATI Assessment Report

ID	System	System Code	Description of Work	Priority	Total Current Cost (2022)
1	PARKING LOTS	G2020	Replace AC pavement section.	5	\$319,090
2	EXTERIOR DOORS AND GRILLES	B2050	Refurbish/repair wood door.	5	\$4,100
4	FLOORING	C2030	Remove the existing ceramic tile flooring and replace.	5	\$1,580
5	FLOORING	C2030	Remove the existing sheet vinyl and replace.	5	\$12,450
6	WALL FINISHES	C2010	Repair or replace damaged gypsum wall board and repaint.	5	\$50
9	FLOORING	C2030	Remove the existing sheet vinyl and replace.	5	\$5,970
10	FLOORING	C2030	Remove the existing ceramic tile flooring and replace.	5	\$1,580
12	FLOORING	C2030	Remove the existing sheet vinyl and replace.	5	\$1,000
13	CEILING FINISHES	C2050	Paint the ceiling and/or walls (prime + 2 finish coats).	5	\$80
14	FLOORING	C2030	Remove the existing sheet vinyl and replace.	5	\$31,170
15	WALL FINISHES	C2010	Clean, prepare, and paint the plywood paneling.	5	\$170
16	HORIZONTAL OPENINGS	B3060	Install a new roof hatch system.	2	\$26,200
17	INTERIOR DOORS	C1030	Refurbish and restain the wood door.	5	\$810
18	FLOORING	C2030	Remove the existing vinyl composition tile and replace.	5	\$510
19	FLOORING	C2030	Remove the existing vinyl composition tile and replace.	5	\$3,930
20	FLOORING	C2030	Remove the existing vinyl composition tile and replace.	5	\$2,380
21	DETECTION AND ALARM	D7050	Provide a fully addressable fire alarm control panel with associated initiating and signaling devices.	1	\$182,120
22	FLOORING	C2030	Remove the existing vinyl composition tile and replace.	5	\$15,330
23	EXTERIOR WINDOWS	B2020	Replace wood window.	5	\$170
24	FLOORING	C2030	Remove the existing vinyl composition tile and replace.	5	\$12,790
25	INTERIOR DOORS	C1030	Refurbish and restain the wood door.	5	\$810
26	EXTERIOR WINDOWS	B2020	Replace wood window.	5	\$510
28	WALL FINISHES	C2010	Patch and paint stucco wall finish.	5	\$3,300
29	WALL FINISHES	C2010	Patch and paint wall and ceiling.	5	\$170
30	EXTERIOR DOORS AND GRILLES	B2050	Refurbish/repair wood door.	5	\$4,100
32	WALL FINISHES	C2010	Repaint stucco walls.	5	\$42,600
34	ELECTRICAL SERVICE AND DISTRIBUTION	D5020	Replace the existing panelboard with a new panelboard.	3	\$14,920
35	ELECTRICAL SERVICE AND DISTRIBUTION	D5020	Replace the existing panelboard with a new panelboard.	3	\$14,920
36	ELECTRICAL SERVICE AND DISTRIBUTION	D5020	Replace the existing metered main switchboard with a new metered main switchboard.	2	\$14,490
37	EXTERIOR WINDOWS	B2020	Replace wood window.	5	\$2,750
39	ROOFING	B3010	Remove and replace built-up roofing.	1	\$15,720
40	ROOFING	B3010	Remove and replace asphalt composition shingle roofing.	1	\$55,020
42	PEDESTRIAN PLAZAS AND WALKWAYS	G2030	Replace concrete paving.	5	\$300
43	LIGHTING	D5040	Replace the existing wall mounted lighting fixture with an LED lighting fixture.	5	\$1,870
44	GENERAL PURPOSE ELECTRICAL POWER	D5030	Secure the existing wiring device to the structure.	3	\$610
52	DOMESTIC WATER DISTRIBUTION	D2010	Provide equipment replacement and installation.	2	\$9,170
60	ELECTRICAL SERVICE AND DISTRIBUTION	D5020	Replace the existing panelboard with a new panelboard.	3	\$6,870
64	VENTILATION	D3060	Provide equipment replacement and installation.	3	\$1,850
73	LIGHTING	D5040	Provide new interior lighting and control system throughout building per current CEC T24 code.	3	\$434,280
75	VERTICAL CONVEYING SYSTEMS	D1010	Provide equipment replacement and installation.	5	\$379,850
87	ELECTRICAL SERVICE AND DISTRIBUTION	D5020	Replace the existing disconnect switch with a new disconnect switch.	1	\$1,290
89	COOLING SYSTEMS	D3030	Provide equipment replacement and installation.	2	2260130
ATI-1	ROOFING	B3010	Replace tar and gravel roof at City Manager's office	1	\$6,450
ATI-2	INTERIOR SPECIALTIES	C1090	Renovate Restrooms (2)	1	\$39,480
ATI-3	FIRE SUPPRESSION	D4010	Install sprinkler system.	1	\$157,900
ATI-4	SPECIAL FUNCTION CONSTRUCTION	F1030	Seismic retrofit of structure.	1	\$1,278,250
ATI-5	INTERIOR SPECIALTIES	C1090	Major City Hall Remodel/Reconstruction	1	\$5,921,100

Total \$11,290,190



2450 Venture Oaks Way, Suite 500
Sacramento, CA 95833
www.kitchell.com



ROM ESTIMATE WORKSHEET
8.2 ATTACHMENT 2

CITY OF LARKSPUR					
PROJECT:	CITY HALL DEFICIENCIES				
PHASE:	CONCEPTUAL				
ESTIMATE DATE:	MARCH 19, 2022	*See City of Larkspur City Hall, Facility Condition Assessment, Updated Draft Report for detailed breakdown of quantities and unit prices.			
BID DATE:	MAY 1, 2024				
PREPARED BY:	M. MALLERY				
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
	EXTERIOR WINDOWS				\$3,430
	EXTERIOR DOORS AND GRILLES				\$8,200
	ROOFING				\$77,190
	HORIZONTAL OPENINGS				\$26,200
	INTERIOR DOORS				\$1,620
	INTERIOR SPECIALTIES				\$5,960,580
	WALL FINISHES				\$46,290
	FLOORING				\$88,690
	CEILING FINISHES				\$80
	VERTICAL CONVEYING SYSTEMS				\$379,850
	DOMESTIC WATER DISTRIBUTION				\$9,170
	COOLING SYSTEMS				\$2,260,130
	VENTILATION				\$1,850
	FIRE SUPPRESSION				\$157,900
	ELECTRICAL SERVICE AND DISTRIBUTION				\$52,490
	GENERAL PURPOSE ELECTRICAL POWER				\$610
	LIGHTING				\$436,150
	DETECTION AND ALARM				\$182,120
	SPECIAL FUNCTION CONSTRUCTION				\$1,278,250
	PARKING LOTS				\$319,090
	PEDESTRIAN PLAZAS AND WALKWAYS				\$300
SUBTOTAL HARD COSTS					\$11,290,190

CITY OF LARKSPUR					
PROJECT:	CITY HALL DEFICIENCIES				
PHASE:	CONCEPTUAL				
ESTIMATE DATE:	MARCH 19, 2022	*See City of Larkspur City Hall, Facility Condition Assessment, Updated Draft Report for detailed breakdown of quantities and unit prices.			
BID DATE:	MAY 1, 2024				
PREPARED BY:	M. MALLERY				
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
CONTINGENCY					
	ESTIMATING CONTINGENCY	0.0000%			\$0
SUBTOTAL CONSTRUCTION COSTS					\$11,290,190
ESCALATION					
	ESCALATION TO MO (12/31/24)	16.1700%			\$1,825,624
SUBTOTAL CONSTRUCTION COSTS & MARK-UPS					\$13,115,814
MANAGEMENT					
	CONSTRUCTION MANAGEMENT	10.0000%			\$1,311,581
TOTAL CONSTRUCTION COSTS					\$14,427,395
CONSTRUCTION CONTINGENCY					\$1,442,740
NON CONSTRUCTION COSTS					\$2,623,160
TOTAL PROJECT COSTS:					\$18,493,295



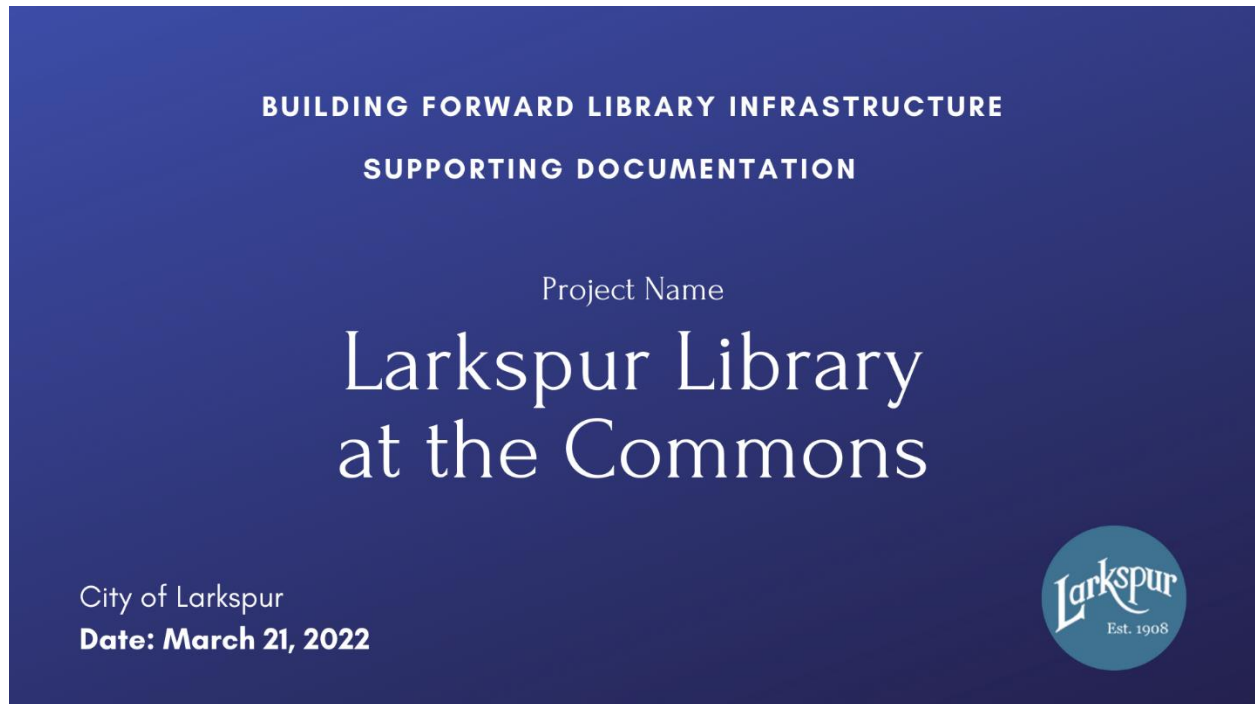
PROJECT:	LIBRARY	6,485 GSF
PHASE:	CONCEPTUAL	
ESTIMATE DATE:	MARCH 19, 2022	
BID DATE:	MAY 1, 2024	
PREPARED BY:	M. MALLERY	

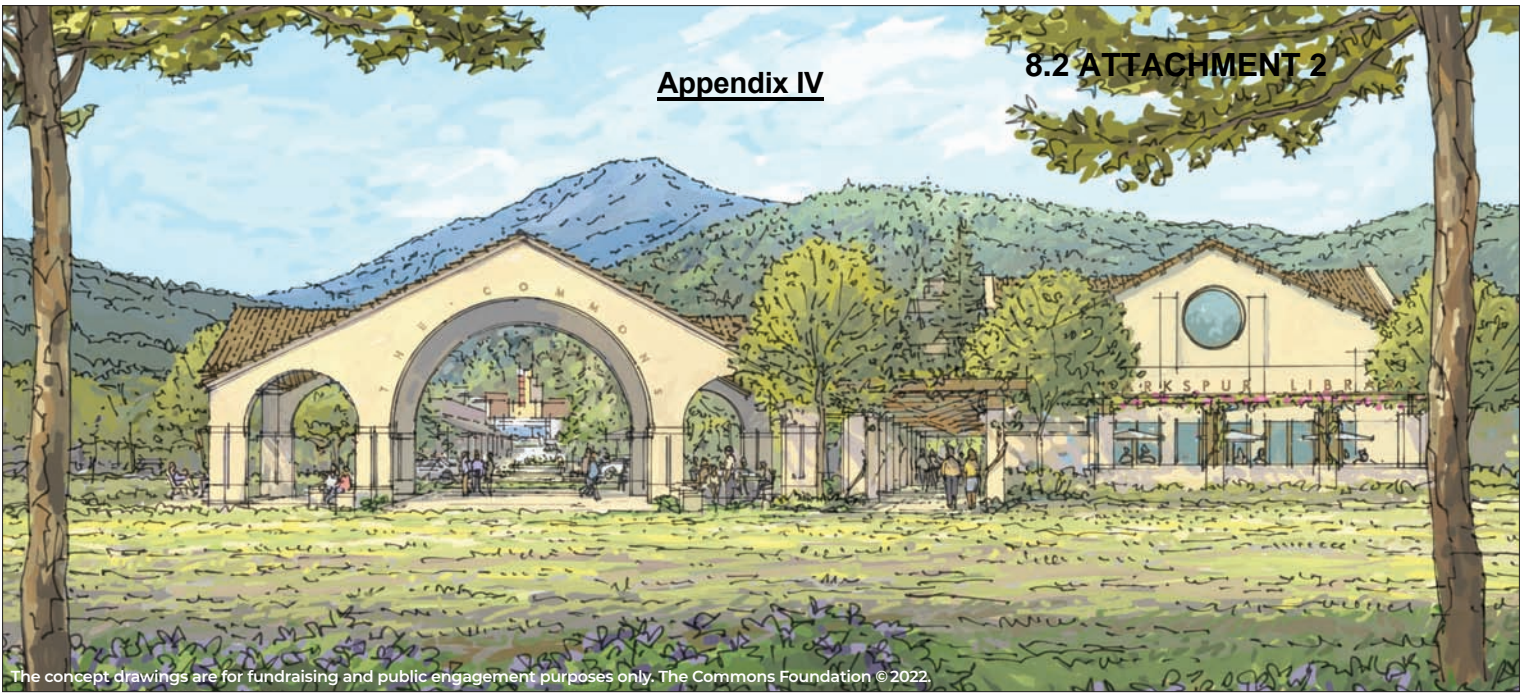
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
	BACKUP GENERATOR	115	KW	\$575.0000	\$66,125
	GENERAL SITEWORK (NO PARKING)	6,485	SF	\$50.0001	\$324,251
	BUILDING	6,485	SF	\$925.0000	\$5,998,625
SUBTOTAL HARD COSTS					\$6,389,001
CONTINGENCY					
ESTIMATING CONTINGENCY		0.0000%			\$0
SUBTOTAL CONSTRUCTION COSTS					\$6,389,001
ESCALATION					
ESCALATION TO MO (12/31/24)		16.1700%			\$1,033,101
SUBTOTAL CONSTRUCTION COSTS & MARK-UPS					\$7,422,102
MANAGEMENT					
CONSTRUCTION MANAGEMENT		10.0000%			\$742,210
TOTAL CONSTRUCTION COSTS				\$1,258.95	\$8,164,312
CONSTRUCTION CONTINGENCY		10.0000%			\$816,431
NON CONSTRUCTION COSTS		18.1818%			\$1,484,419
TOTAL PROJECT COSTS:				\$1,613.75	\$10,465,162

Appendix III

Supporting Documentation for Larkspur Library at the Commons Grant.

[Larkspur Library at the Commons Supplementary Documentation Video](#)





The concept drawings are for fundraising and public engagement purposes only. The Commons Foundation © 2022.

A New Modern Library for Larkspur and Neighboring Communities

Imagine a place where...

- A parent parks close to the library and has easy stroller access to attend story time with their toddler.
- A teen is tutored and does homework after school, or attends after-school programming.
- An entrepreneur works, potentially creating companies and jobs for Marin residents.
- An older adult attends a variety of stimulating classes and community gatherings.
- People of all ages with mobility challenges have easy ADA-compliant access to a vibrant community center filled with engaging programming.

Introducing The Commons

The Commons is the 2.4-acre Larkspur city-owned property at Doherty Drive and Rose Lane that will include a new modern library, public square and community center, to be built in three phases. Located on beautiful land with iconic views of Mt. Tam, the new library, together with the Lark Theater, will create a cultural hub for Larkspur.



The concept drawings are for fundraising and public engagement purposes only. The Commons Foundation © 2022.

Features of our new modern library

Phase 1: \$5 million

- 5,000 sq. ft. modern library
- Parking for 15 cars and screening hedge
- Bicycle parking
- Ramada (2,000 sq. ft.) providing shaded seating
- Fenced children's patio (1,250 sq. ft.)
- Views of Mt. Tam
- Sustainable design and green infrastructure
- Fully accessible ADA facility
- Required safety features for seismic and fire
- Moveable book stacks for flexible configurations



The Commons Foundation
Fund, Build and Sustain A New Larkspur Library

Post Office Box 846 | Larkspur CA 94977
EIN#: 47-4561272 | thecommonsatlarkspur.org



The concept drawings are for fundraising and public engagement purposes only. The Commons Foundation © 2022.

Our New Modern Library

The library will have indoor and outdoor spaces with flexible configurations and moveable bookstacks so it can adapt to the demand at different times of day and provide space for a variety of programs. There will be space and resources for all age groups to enjoy throughout the day and evening.

Phasing Strategy

Today's plan enables future growth. Construction of a core 5,000 sq. ft. library facility could begin as early as 2023. With additional funds, Phase 2 will expand the library and programming space. Phase 3 adds a 10,000 sq. ft. community center. This project will be constructed by the City of Larkspur using a bid-build basis to control costs. For details, visit thecommonsatlarkspur.org.



Phases 1-3: A 20,000 sq. ft. Library and Community Center

The Modern Library Program & Facility Potential

Permanent Collection
MarinNet Access to Additional Collections
Multi-Language Materials
Multicultural Programs
Professional Librarian Assistance

Toddler Story Time
Children's Library and Story Time
Teen Center
After School Study Hall and Tutoring
Quiet Space for Reading

Senior Programs
Materials and Devices for Hearing and Eyesight Impaired
Historical Society and Displays
Art and Culture Lectures and Displays
Small Group Activities

Indoor and Outdoor Meeting Spaces
Digital Access: Laptops, Hotspots, and Free WiFi
Tech Center and Classes
Cooling Station for Summer Heat Waves
Entrepreneur Workspaces

HOW YOU CAN HELP!

We have raised just over half of our \$5 million goal for Phase 1 and we need your help to get us to the finish line so we can build a new 5,000 sq. ft. library. The city will build what it can afford so let's all come together now to ensure we build the library our community deserves.

To donate, please visit
thecommonsatlarkspur.org
or email: admin@thecommonsatlarkspur.org

THANK YOU!

All donations are tax-deductible to the fullest extent permitted by law.

The Commons Foundation is a citizen-led 501(c)(3) not-for-profit organization that is leading this fundraising initiative. Our charter is to fund, build with the city and sustain the new library. The Commons Foundation is endorsed by the Larkspur City Council, The Library Board of Trustees, Larkspur Parks and Recreation Commission, Friends of the Larkspur Library, Larkspur Library Foundation, and Larkspur Community Foundation.



The Commons Foundation
Fund, Build and Sustain A New Larkspur Library

Post Office Box 846 | Larkspur CA 94977
EIN#: 47-4561272 | thecommonsatlarkspur.org

☐ **YES!** I want to join the community of supporters.
Gifts are eligible for tax deductibility as permitted by law.
TCF EIN# 47-4561272

Acknowledgement in campaign materials and naming opportunities in the new facility are available at appropriate levels.

- **Gifts of \$50,000+ are being matched up to \$1 million by The Lerner-Berkemeier Challenge**
- **Gifts of \$1,000-\$49,999 are being matched up to \$126,000 including \$100,000 from the Larkspur Library Foundation**

Please Complete the Following Easy Steps:

STEP ONE: GIFT INFORMATION

Donor(s) names _____

☐ I would like my gift to be anonymous.

☐ I would like to pay my gift over two years (2022 & 2023).

☐ I/we would like to offer a major gift to this campaign (\$50,000+). Please contact me.

☐ I would like my gift to be in honor/memory of: _____

☐ Please contact me about making my gift.
(Please provide contact info)

My/our gift amount \$ _____

STEP TWO: PROVIDE YOUR PAYMENT DETAILS

Name _____

Address _____

Phone Number _____

Email _____

Payment Method Options

☐ Check payable to The Commons Foundation is enclosed

☐ Credit Card ☐ Visa ☐ MC

Credit Card # _____

Exp. Date ____/____/____ Code: _____

Signature _____ Date ____/____/____


☐ Gift is from a Donor Advised Fund
Name of Institution _____

☐ I need TCF banking details for a stock transfer

☐ I need TCF wire details for a bank transfer

☐ I would like to make my gift in cryptocurrency

 We accept **PayPal** donations on our website. Please visit:
thecommonsatlarkspur.org/donate

 You can also scan this QR code with your phone and make your donation online.

☐ I would like information to include The Commons Foundation in my will/trust to help support ongoing programs in the new library.

Please include any details/messages in this envelope.

Thank You FOR YOUR SUPPORT!

 **The Commons Foundation**
Fund, Build and Sustain A New Larkspur Library

P.O. Box 846
Larkspur, CA 94977

Join Us!
In funding the building of the new Larkspur library at The Commons — **the Heart of our Community.**



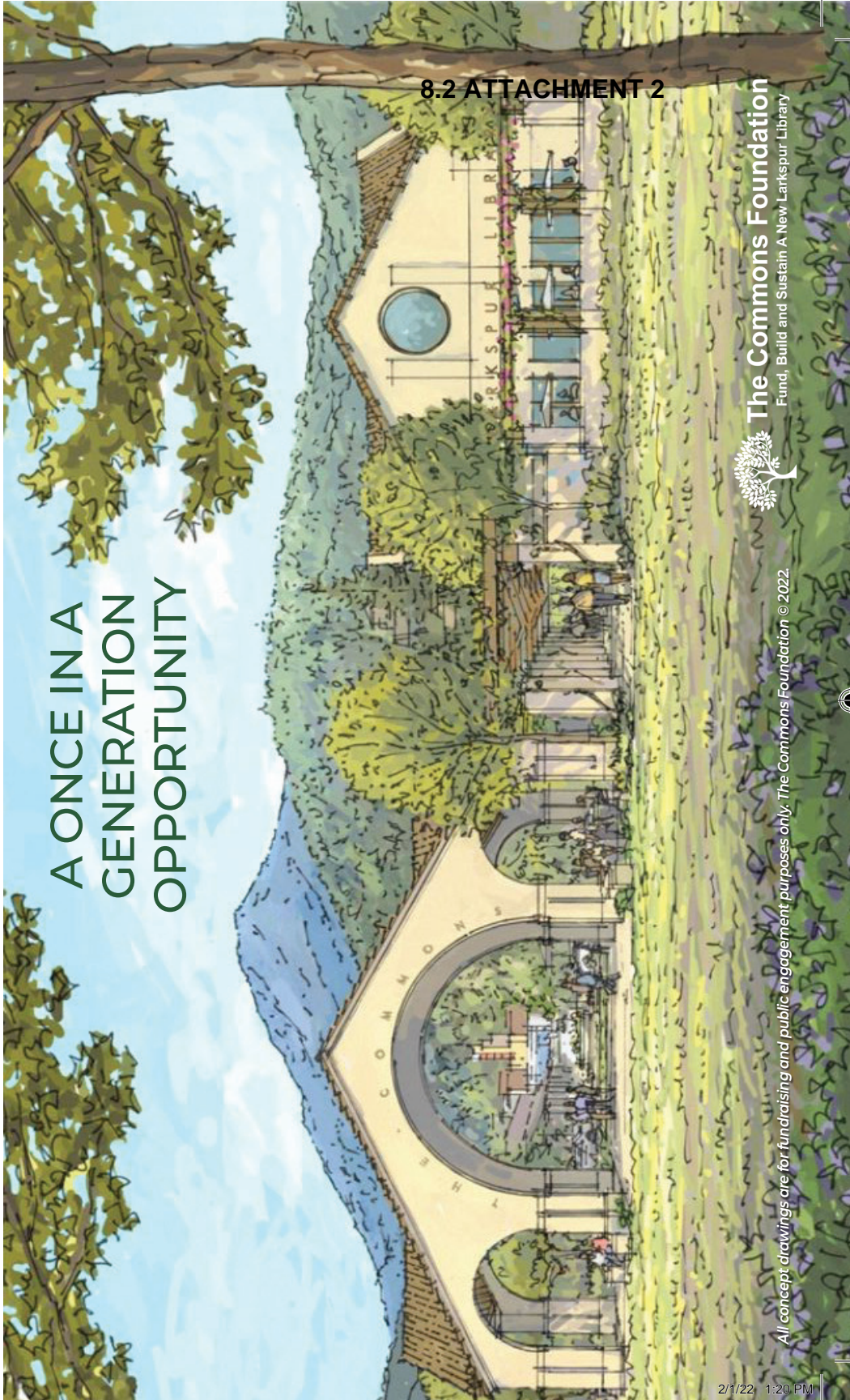
 **The Commons Foundation**
Fund, Build and Sustain A New Larkspur Library

P.O. Box 846
Larkspur, CA 94977

Join Us!

We are a community committed to funding the building of a new modern library at The Commons in Larkspur.

PERMIT



8.2 ATTACHMENT 2

 **The Commons Foundation**
Fund, Build and Sustain A New Larkspur Library

All concept drawings are for fundraising and public engagement purposes only. The Commons Foundation © 2022.



Dear Neighbor,

Libraries have always been central to community life, and a modern library continues to evolve to meet the needs of its communities. The modern library is enabled with technology, programs and professional staff that create excitement about learning, connection and engagement for residents of all ages. It serves as a hub of information and a gathering place and central community resource.

That’s why the mission of The Commons Foundation (TCF) is to raise money to build a new modern Larkspur Library at The Commons at Rose Lane and Doherty Drive. Our goal is raise \$5M by December 31, 2022, for the first of three phases of the project, and to date we have raised \$2.6M. We want to ensure that you have a modern library with the best services you deserve.
But we need your help to get to the finish line.

We invite you to take advantage of two unique opportunities:

- First, cash gifts or pledges of over \$1,000 are being matched by generous donors up to \$1,126,000
- Second, all gifts may be matched again by a state grant if received before mid-March 2022

Ultimately **your gift could be increased fourfold** with our local donor match and the state grant!

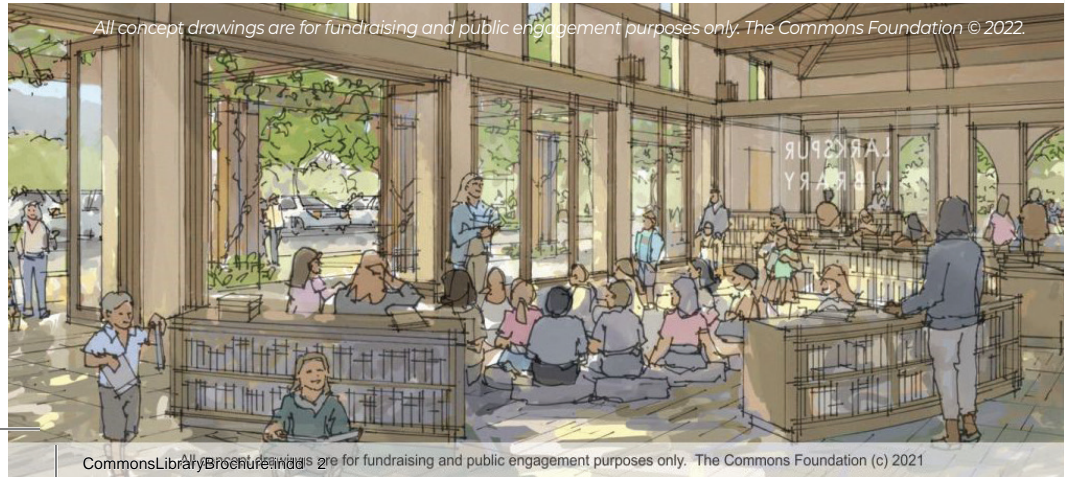
If we reach our fundraising goal, the building process could start as early as 2023. And, if we surpass our \$5M goal, we could build a larger library with more program and community space, additional parking, and a public square.

I hope you will join us today in making this transformational project possible. Let’s build a new modern library, one our community needs and deserves!

Warm regards,


Joe Jennings
President, The Commons Foundation

P.S. Donate now to double – or potentially quadruple – your generous gift!



A new library for the community, located at Rose Lane and Doherty Drive and close to six schools, the Lark Theater and historic downtown Larkspur.

A COMMUNITY GATHERING PLACE AND CULTURAL RESOURCE

The library will integrate indoor and outside spaces with flexible configurations to support a variety of programs. The open floor plan, with large doors and windows for fresh air flow, will accommodate study groups, reading programs, story time for kids and technology workshops for older adults. It will offer improved in-person service and expanded digital access to the permanent collection and online resources.

“This is a once in a lifetime opportunity to create a new library and community center that will be a vibrant gathering place and cultural hub for generations to come.”

– Catherine Way, Larkspur City councilmember and former mayor

PROJECT OVERVIEW

- 5,000 sq ft building
- Modern California Mission style
- Parking for 15 cars and bicycles
- 2.4 acres with views of Mt. Tam
- Sustainable design and green infrastructure
- Fully accessible ADA facility

A ONCE IN A GENERATION OPPORTUNITY

- The city owns the land
- The state is making matching grants for libraries
- TCF has matching donors
- TCF has fundraising momentum

Visit us at thecommonsatlarkspur.com | TCF EIN# 47-4561272



WITH YOUR SUPPORT WE CAN REACH OUR GOAL

MAKE YOUR GIFT COUNT, 4 TIMES!

Thanks to generous donors, every gift of \$1,000 and above will be matched. Gifts received prior to the city’s state matching grant application in mid-March, 2022, could be doubled again if the state grant for libraries is awarded to the city.

COMMUNITY SUPPORT

TCF and the Library at The Commons are endorsed by: Larkspur City Council, The Library Board of Trustees, Larkspur Parks and Recreation Commission, Friends of the Larkspur Library, Larkspur Library Foundation, and Larkspur Community Foundation.

“We have supported the library for 45 years and are excited to assist The Commons Foundation and the City of Larkspur achieve their funding goal for the library.”

–Larry Lanctot, President of the Larkspur Library Foundation



Make your gift now and make a difference

Building Forward Library Infrastructure Grant Program Budget Plan

Project

Organization:	City of Larkspur
Project Title:	The Larkspur Library at the Commons
Facility:	Public Library

Project Budget

Detail the planned project expenditures within the categories below. For costs not falling within the categories below, describe costs in the blank cells below. If requesting a match reduction, create your budget based upon your request.

Match requests are not guaranteed. You may be asked to revise your budget accordingly.

Budget Category	Building Forward Funds	Applicant Funds (Including Match)	Other Funding Source	Total
Project Administration <i>Cannot exceed 10% of total grant request</i>				
Contracted Project Administration	\$123,702	\$123,702		\$247,404
Salaries/Wages/Benefits	\$61,851	\$61,851		\$123,702
Travel				\$0
Administrative Supplies				\$0
				\$0
				\$0
Subtotal:	\$185,553	\$185,553	\$0	\$371,106
Planning, Design, Other Pre-Construction/Implementation <i>(Engineering, Environmental Review, etc.)</i>				
Consultant Fees	\$556,657	\$556,657		\$1,113,314
				\$0
				\$0
				\$0
Subtotal:	\$556,657	\$556,657	\$0	\$1,113,314
Construction/Implementation				
Construction Management	\$371,105	\$371,105		\$742,210
Equipment				\$0
Materials and Supplies				\$0
Permits and Inspection Fees				\$0
Construction Cost	\$3,711,051	\$3,711,051		\$7,422,102
				\$0
				\$0
Subtotal:	\$4,082,156	\$4,082,156	\$0	\$8,164,312
Project Contingency (10% max)	\$408,216	\$408,216		\$816,432
Total	\$5,232,582	\$5,232,582	\$0	\$10,465,164



City of Larkspur

400 Magnolia Avenue, Larkspur, California 94939

Telephone: (415) 927-5110 Fax: (415) 927-5022

Website: www.cityoflarkspur.org

March 20, 2022

RE: City of Larkspur Application for Building Forward Infrastructure Grant

TO WHOM IT MAY CONCERN:

With this letter, I attest that the City of Larkspur has sufficient funds in its capital reserve to provide a local dollar-for-dollar match should the City be awarded the \$5.232,566 that it is seeking with its application to the Building Forward Infrastructure Grant.

Additionally, I note that the City's fundraising partner, The Commons Foundation, a 501(c)(3) committed to this project, has raised \$2.45 million in cash to date. The Foundation is in the midst of a dollar-for-dollar challenge grant with \$650,000 remaining. The Foundation has secured an additional \$450,000 in pledges and has set a goal of raising \$5 million by early 2023.

Sincerely,

DocuSigned by:

Cathy Orme

648D121436934AC...

Cathy Orme

Administrative Services Director

City Treasurer