



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

September 22, 2015

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**SUBJECT:** Building Renovation Conceptual Design  
H&HS West Marin Service Center Building Renovation  
Project No. CAP 15-1401

Dear Board Members:

Accounting

**RECOMMENDATION:** 1) Approve conceptual design and 2) direct staff to proceed with preparation of design development plans.

Airport

Building Maintenance

**SUMMARY:** Your Board approved a contract with RossDrulisCusenbery Architecture (RDC) in March 31, 2015 to provide design services for the renovation of Health & Human Services' (H&HS) West Marin Service Center in Point Reyes Station. An initial public outreach meeting was held on June 1 to inform the community and gather their input on the proposed building addition. Preliminary design concepts were developed by RDC and presented at a subsequent community meeting on June 18. Based on community feedback, RDC developed two conceptual design options which were vetted at a third community meeting on July 30. The refined exterior design options integrated community feedback reducing the size of the addition by 800 SF and relocating the main entrance to west side of the building. Option 2, which distributes the addition to different sides of the building (to reduce bulk/mass) is preferred by H&HS staff. County planning and land development staff were also consulted to inform the design process. Staff and RDC are now ready to proceed with design development pending direction from your Board on the preferred concept design.

Capital Projects

Certified Unified Program Agency (CUPA)

Communications Maintenance

County Garage

Disability Access

Engineering & Survey

**FISCAL IMPACT:** Funding for design is provided by Capital Improvement Fund 27900, Fund Center 4100991171, Commitment Item #5210100. Staff is developing a construction funding strategy and will return to your Board with a recommendation prior to finalizing construction plans.

Flood Control & Water Resources

Land Development

Purchasing

**REVIEWED BY:** [ X ] Department of Finance [ ] N/A  
[ ] County Counsel [ X ] N/A  
[ ] Human Resources [ X ] N/A

Real Estate

Reprographic Services

Respectfully submitted,

Road Maintenance

Stormwater Program

Patrick Echols  
Principal Civil Engineer

Transportation & Traffic Operations

C: Heather Ravani & Paula Glodowski, H&HS

Waste Management