

# San Francisco Arts Commission Civic Design Review

**REQUEST FOR REVIEW**  
*To be submitted to the Civic Design Review  
Program Manager prior to review.*

## PROJECT INFORMATION

PROJECT TITLE ESER 1 ,Fire Station #36 Renovation DATE April 8, 2013

CLIENT DEPARTMENT & DIVISION: SAN FRANCISCO FIRE DEPARTMENT

PROJECT LOCATION 109 OAK STREET, SAN FRANCISCO, CALIFORNIA 94102

NAME, TITLE AND AFFILIATION OF INDIVIDUALS PRESENTING THE PROJECT:

Eric S. Robinson, Principal, Paulett Taggart Architects

## PROJECTED SCHEDULE

Informational presentation: \_\_\_\_\_

Phase 1: October 15, 2012

Phase 2: October 15, 2012 (combined w/ Phase 1)

Phase 3: April 15, 2013

Construction Commencement: August 2013

Construction Completion: June 2014

## PROJECT DELIVERY METHOD:

Design, Bid Build (traditional)

Fast Track

Design-Build

Bridging

Other

Total Construction Cost: \$3,140,000

Approximate Structure size: 10,000 sq ft

## REVIEW

TYPE OF REVIEW REQUESTED:

- Informational presentation
- PHASE 1: Conceptual design
- PHASE 2: Design Development
- PHASE 3: Construction Documents

## DESIGN

CONCEPT: Please provide a succinct description of the design concept or philosophy and influences that inform the design.

Fire Station #36 is a two-story, concrete load-bearing wall building built in 1959. This project is a major renovation to provide accessibility and improvements to the enclosure and MEP systems.

IS THIS PROJECT PART OF A BOND OR CAPITAL IMPROVEMENT PROGRAM? **YES** NO

If yes, when was the bond overview presented to the Committee? YES ON 9.17.12

*If the bond overview has not been previously presented to the Committee, please contact the Program Manager.*

CHANGES: Please briefly list the changes to the design since the last review (if applicable).

Minor adjustment to windows; Minor adjustments to rear yard; Selection of finish colors and materials (not previously presented).

CONSTRUCTION MATERIALS: Please list the general materials proposed for construction.

Exterior: powder-coated aluminum windows & doors, painted stucco & sheet metal.

COMMUNITY OUTREACH: Has the community been invited to participate in the Civic Design Review process? **Yes** No

**It is your obligation to notify the surrounding community (by mail or email) that there is opportunity for public comment at the meeting so that the Civic Design Committee may have the benefit of their input.**

## FEES

### 2010/2011 Cost Estimates

For each Phase 1, Phase 2, and Phase 3 meeting: \$2,316

*(Informational presentations are exempt)*

Specially arranged consultations with staff and commissioners: \$848

### Journal Entry should be paid to:

Index code: 28ADM516

Project: PAR516

Detail: 60127

**Write checks to:** San Francisco Arts Commission

# San Francisco Arts Commission

## Civic Design Review

## SUBMISSION CHECKLIST

### INFORMATIONAL PRESENTATION: CONCEPTUAL DESIGN

The informational presentation allows architects to present conceptual alternatives for projects prior to Schematic Design. **An informational presentation is required for all capital bond projects** to provide an overview of the project goals, schedule, proposed construction sites, and system design concept. The conceptual basis for the design of projects within the bond should also be discussed. To encourage projects to present to the Committee as early as possible, there is no fee for Informational Presentations.

#### To submit one week prior to review:

*Submitted to the Civic Design Program Manager no later than 5:00 pm on the Monday prior to the meeting*

- Request for Review form

#### Suggested presentation materials:

- Photographs of the building site (or sites) and the immediate surrounding area
- Site plan identifying the approximate location and surrounding vicinity of the project and its relationship to the community
- Conceptual sketches and current design progression
- Sketches of conceptual landscape plans
- Images of references or inspiration for the design

### PHASE 1: SCHEMATIC DESIGN

The Phase 1 presentation is critical in defining the conceptual and schematic form of the project. The introduction should establish the history of the structure, the project sponsor's goals, programming concerns, requirements, functions and services performed within the building. Architectural criteria such as building massing, specific design goals and concerns will be reviewed. The applicant should identify any master plan considerations, environmental reviews, or comments of other reviewing agencies (e.g., Landmarks Preservation Advisory Board, Planning Department etc.) that may affect the design. The Committee may request a separate informational presentation for major projects prior to reviewing Phase 1.

#### To submit one week prior to review:

*Submitted to the Civic Design Program Manager no later than 5:00 pm on the Monday prior to the meeting*

- \$2500 deposit (due prior to Phase 1 review) or prepayment of total Civic Design Fee (projects paying total Civic Design Fees prior to Phase 1 will receive priority scheduling)
- Request for Review form including Art Enrichment Allocation Report and Collection Report
- One electronic copy (PDF) of the informational package submitted via CD, flash drive, or email to the Program Manager.
- One color copy (8 1/2" x 11" minimum to 11"x17" maximum) of the complete informational package.

*Package must include the following:*

- Photographs of the actual building site and the immediate surrounding area
- Schematic design drawings (plans, sections, elevations, perspectives)
- Site plans should include schematic landscape strategy
- Information on community participation: schedule of meetings, number of participants, etc.

#### Presentation Requirements

- Presenters may use boards (not to exceed 30" x 40") or PDF
- Photographs of the actual building site and the immediate surrounding area
- Site plan identifying the exact location and surrounding vicinity of the project and its relationship to the community
- Schematic drawings including building elevations, sections and perspectives
- Sketches of landscape or playground projects
- Sketches illustrating the design progression
- Images of references or inspiration for the design
- Three-dimensional study models for any structure over 5,000 square feet

### PHASE 2: DESIGN DEVELOPMENT

Phase 2 reviews the project in more detail prior to applicant's commencing with contract documents. This phase is intended to be a continuation of Phase 1, presenting the progress of the design. The presentation should summarize areas of concern discussed at Phase 1, and identify how the issues were addressed during design development.

## PHASE 2: DESIGN DEVELOPMENT (CONTINUED)

### To submit one week prior to review:

Submitted to the Civic Design Program Manager no later than **5:00 pm** on the **Monday** prior to the meeting

- One color copy (8 1/2" x 11" minimum to 11"x17" maximum) of the complete informational package.
- One electronic copy (PDF) of the informational package submitted via CD, flash drive, or email to the Program Manager.

Package must include the following:

- Schematic design drawings
- Site plans, building elevations, sections and perspectives
- Detailed site development description including landscape plan with plant materials, size, and species with common name
- Graphics and signage elements
- Completed Request for Review report

### Presentation Requirements

- Presenters may use boards (not to exceed 30" x 40") or PDF.
- All materials submitted in Phase 1 review with further design development
- Landscape plan with cut sheets of plant materials including size and species with common name.
- Planting elevations in color
- Examples of exterior graphics and signage
- Description and cut sheets of any site furnishings
- Three-dimensional study models for any structure over 5,000 square feet

## PHASE 3: CONSTRUCTION DOCUMENTS

Phase 3 review ensures that the completed project conforms to the previously approved Phase 2 submittal. Should any design changes (such as value engineering) occur after Phase 3 review or as a result of the bid process, it is the applicant's responsibility to inform the Arts Commission staff prior to commencement of construction. The applicant shall work with public art staff to finalize the art enrichment plan **prior to** Phase 3 review.

### Submit one week prior to review:

- PAID BY CITY**
- Payment of balance of Civic Design Fees. Please check with the Program Manager for final project total.
  - Updated budget including final construction costs and impact on Art Enrichment
  - Informational package if changes apply to the previously approved Phase 2 submittal.
    - Completed Request for Review report

### Presentation Requirements

- One half-size set of bound substantially complete project working drawings (color coding of important drawings and details will speed review)
- Updated drawings address remaining contingencies and changes since Phase 2 approval

Requests for administrative final design approval will be considered, providing that there are no changes to the previously approved Phase 2 submittal. For more information about administrative review, please contact the Civic Design Program Manager.

The Arts Commission requests documentation of structures after construction is complete so we may maintain an archive of Civic Projects. Please send images to the Program Manager.

San Francisco Arts Commission  
**Civic Design Review**

**ART ENRICHMENT  
ALLOCATION REPORT**

To be submitted to the Civic Design Review Program  
Manager prior to Phase 1 review.

**PROJECT DATA**

PROJECT TITLE ESER 1 ,Fire Station #36 Renovation  
PROJECT NUMBER \_\_\_\_\_  
CLIENT DEPARTMENT & DIVISION SF Department of Public Works Project Management  
PROJECT LOCATION 109 Oak Street, San Francisco, CA 94102  
PROJECT MANAGER Gabriella Judd Cirelli, DPW PHONE 415-557-4707  
PROJECT ARCHITECT Eric Robinson, Paulett Taggart Architects PHONE 415-956-1116  
SCOPE OF PROJECT Major renovation of existing fire station  
CATEGORY OF CONSTRUCTION: *e.g. new building, building addition, seismic upgrade, extension, renovation, below ground structure* Building addition (elevator) & renovation

PUBLIC ACCESSIBILITY & SITE CONTEXT: *i.e. is the building open to the public, adjacent to a park or school etc*  
\_\_\_\_\_ The ground floor is accesible to the public \_\_\_\_\_

**FUNDING**

*Tabulations for each funding component must be attached to this report.  
Project managers are required to provide revised tabulations and an adjusted report at Phase 2 & 3. If there are significant increases to the Phase 1 cost estimate the art enrichment allocation will be subject to adjustment.*

FUNDING SOURCE ESER 1 Bond  
FUNDING RESTRICTIONS None  
FUNDING AVAILABILITY Funding is in place  
TOTAL PROJECTED CONSTRUCTION COST \$3,140,000  
FUNDS ELIGIBLE FOR ART ENRICHMENT Yes  
ESTIMATED 2 % ART ENRICHMENT ALLOCATION TO BE PROVIDED ON A DIFFERENT ESER 1 BOND PROJECT

**PROJECTED SCHEDULE**

Phase 1 Review: Concept Design October 15, 2012  
Phase 2 Review: Design Development October 15, 2012  
Phase 3 Review: Final Design Approval April 15, 2013  
Special or Administrative Review \_\_\_\_\_  
Construction Commencement: August 2013

Completion June 2014

OTHER REGULATORY REVIEWS \_\_\_\_\_

**ART ENRICHMENT RECOMMENDATION:**

*Please note that the applicant must meet with the Commission's public art staff to discuss the art enrichment component. If public art staff recommend that the funds be redirected to another project it will be stated below.*

**SFFD is currently considering the art enrichment allocation. DPW project management is working with public art staff regarding art projects across the ESER 1 portfolio of neighborhood fire stations.**

**OTHER COMMENTS** \_\_\_\_\_

**SIGNED**

\_\_\_\_\_  
Tom DeCaigny, Director of Cultural Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan Pontious, Director, Public Art Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized signatory, Client Department

\_\_\_\_\_  
Date

San Francisco Arts Commission  
**Civic Design Review**

**CIVIC ART COLLECTION REPORT**

To be submitted to the Civic Design  
Program Manager prior to Phase 1 review.

**ALL COSTS ASSOCIATED WITH THE CARE, REMOVAL, AND PUBLIC PROCESS RELATED TO  
ARTWORK ON SITE WILL BE THE RESPONSIBILITY OF THE CLIENT AGENCY.**

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**STATUS OF EXISTING ARTWORK**

- The project site does not have existing artwork and there is no artwork on adjacent sites that will be affected by construction or demolition. This has been verified by the San Francisco Arts Commission Civic Art Collection Senior Registrar.
- The project site has existing artwork and we have developed a plan with the Arts Commission for protecting or removing the artwork during the demolition or construction process.
- The project site has existing artwork that is built into the architecture or landscape of the site and the demolition or construction process will affect the artwork. The project team has enlisted the Arts Commission to address the concerns of stakeholders and develop a plan for the artwork.
- The project site may or may not have existing artwork and the project team requests Arts Commission assistance to determine appropriate actions.\*

*\*Please contact the Senior Registrar at (415) 252-2559*

**SIGNED**

\_\_\_\_\_  
Susan Pontious, Director, Public Art Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized signatory, Client Department

\_\_\_\_\_  
Date