



**City Council Agenda Report**  
**Meeting Date:** April 18, 2017  
**Department:** City Manager

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**SUBJECT:**

CIVIC CENTER PROJECT UPDATE

**RECOMMENDED ACTION(S):**

Receive and file the project update.

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**EXECUTIVE SUMMARY:**



Figure 1 – EarthCam image of project site

The Lake Forest Civic Center Groundbreaking Ceremony, scheduled on May 12, 2017, is a major project milestone for the future civic hub of the community. The first phase of construction will include rough grading of the project site and is anticipated to be completed in August. Once the site is graded, contractors will install utilities followed by construction of the single level parking deck. Utilities are projected to be finished by the end of 2017 with the parking garage completed in early 2018. Construction on the four campus buildings (Community Center, Senior Center, Council Chamber/Performing Arts Venue, and City Hall/Community Policing) will begin after utility work is completed. The estimated move-in date for the Civic Center is late spring or early summer 2019.

To share the Civic Center story with the community, the Public Information Office (“PIO”) has created a marketing campaign which includes a dedicated City webpage including a live camera feed to watch real time progress of the construction, regular articles in the Leaflet and e-Newsletters, and targeted mailings to nearby businesses and residents to share the on-going progress of the project. The PIO will also use the City’s social media channels to engage and inform the public, offering opportunities for the community to comment on the project’s progress.

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## **BACKGROUND:**

At its meeting of December 6, 2016, the City Council entered into a contract with ICF Jones & Stokes (“ICF”) for Resource Agency Permitting Implementation Services, providing environmental, archeological, and paleontological consulting services. At its meeting of March 21, 2017, the City Council approved the Civic Center Design Development Phase and authorized progression to the Construction Drawing Phase. Design Development defines the concepts presented during Schematic Design, including designing details and selecting materials. The primary purpose was to define and describe all important aspects of the project so all that remains is the formal documentation step of construction contract documents. The Design Development Phase focused more on the technical aspects of materials and building systems. Although this phase allowed the architect to finalize space and function to a great degree, the primary achievement was to enable the City Council to understand how the project will function as well as give more detail about what it will look like.

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## **DISCUSSION:**

With authorization to the Construction Drawing Phase, the project moves from a conceptual idea to the physical reality of moving earth and building the buildings. This report highlights the construction process, the various phases of construction and the anticipated completion schedule. The report also reviews the environmental regulatory processes underway as well as outlines the detailed public information strategy planned for the duration of the project beginning with the scheduled groundbreaking on May 12, 2017.

Construction of the Lake Forest Civic Center will occur over five phases. Initially, the project site will be rough graded and a construction pad suitable for building the four campus buildings and parking garage will be formed. Next, the installation of both wet and dry utilities will occur, along with the finished construction of the extension of Indian Ocean Drive which will be renamed Civic

Center Drive in 2018. Concurrently, the construction of the single deck parking garage will commence. Near the completion of the parking garage, the multi-prime contractors building the individual campus buildings will mobilize and begin construction of the Civic Center itself. Finally, the habitat restoration area in the adjacent streambed will occur simultaneously with the installation of wet and dry utilities and continue in a monitored state throughout construction of the entire project and for up to five years post-construction.

Table 1 provides a detailed timeline of each phase. It should be noted the construction schedule is approximate as all activities are subject to weather, environmental or archeological discoveries, or other unforeseen issues. All construction activities will be overseen by Bernards Bros., serving as the City’s construction manager under a separate contract approved by the City Council in December 2015. Final project completion and building move-in is anticipated for May 2019, with project Close Out scheduled for July 2019.

Table 1 – Construction Timeline

Phase	Schedule
Phase 1 – Rough Grading	May 2017 – August 2017
Phase 2 – Utilities and Civic Center Drive Street Improvements	August 2017 – December 2017
Phase 3 – Parking Garage	August 2017 – February 2018
Phase 4 – Campus Buildings	December 2017 – May 2019
Phase 5 – Habitat Restoration	October 2017 – December 2017

### **Environmental Regulatory Permit Requirements**

Construction of the Civic Center is subject to environmental regulatory permits issued by the U.S. Army Corps of Engineers and the California Department of Fish and Wildlife. These permits address endangered animal and plant habitat issues and require the City to take proactive steps to protect sensitive or endangered species. In compliance with the regulatory permits, the City has completed clearing of Coastal Sage Scrub (“CSS”) from the project site, a natural habitat for several species of bird. Removing the CSS prior to the start of nesting bird season reduces the chance these birds will nest on the Civic Center property. In addition, the City’s environmental consultant, ICF, will conduct three weekly focused surveys for nesting birds. The final nesting bird survey will occur three days prior to the first construction activity, anticipated for mid-May followed by rough grading activities.

Prior to construction, the City is required to ensure any environmentally sensitive areas are clearly identified - a process known as construction demarcation. This will assist the contractor and project managers in understanding the construction

limits of the project and avoiding any critical habitat areas. Finally, the City's environmental consultant will conduct pre-grading education programs onsite with the contractor and ensure that the required copies of the regulatory permits are posted at the project location throughout the construction period.

Post-construction, the City is required to monitor the restoration area for up to five years to ensure plants are re-blooming and creating the habitat necessary for the return of the native species. This process is similar to the habitat mitigation efforts in conjunction with the development of the Lake Forest Sports Park.

### **Civic Center Public Outreach**

The PIO has initiated a Civic Center campaign to build awareness and generate excitement for the City's next landmark project. With the groundbreaking ceremony scheduled for May 12, 2017, the PIO intends to market the project using creative strategies through various channels that will promote community engagement and interest. Community members can visit the City's dedicated Civic Center webpage for project information. The PIO has also created a Civic Center email list in which subscribers can sign up to receive the latest project news and updates. This next section provides an overview of these efforts to date. As the project progresses, additional outreach efforts will follow.

#### *Print Communications*

- **Leaflet Advertisement:** The upcoming May/June Leaflet cover will feature a rendering of the new Civic Center along with a full-page ad inside the newsletter. Future Leaflets will continue to share information about the project as appropriate.
- **Civic Center Fact Sheet:** A two-sided Fact Sheet will be available for distribution at the groundbreaking ceremony and at City facilities.
- **Civic Center Targeted Mailing:** An informational postcard will be mailed to approximately 600 homes and businesses surrounding the future Civic Center site highlighting the key points and important dates surrounding the project.

## Digital Communications

**Your City. Your Civic Center. Your Voice.**

**Building Community, Building Opportunity.**  
The Lake Forest Civic Center Project is a multi-year effort focused on the design and construction of the new Civic Center. The future Lake Forest Civic Center will be located in the center of the community, south of Commerce Drive at the end of Indian Ocean Drive, which will be officially renamed "Civic Center Drive" next year. This page will keep you updated on all the latest project news. We hope you find the resources on this page useful, and if you're ever unable to find what you're looking for, please send us an email or give us a call. We look forward to working with you!

**Civic Center Groundbreaking Ceremony**  
The new Civic Center is expected to break ground in mid-May, officially marking the beginning of construction. Community members are invited to a Civic Center groundbreaking ceremony on Friday, May 12. No RSVP required. The ceremony will begin at 10:00 a.m. and be held at the future Civic Center site near the intersection of Commerce Drive and Indian Ocean Drive.

**Time lapse video coming soon!**  
A Civic Center construction camera was recently installed overlooking the Civic Center campus site, which will live stream the grading and construction of the future campus. The image to the right shows a still image of the project site from the camera, taken on March 24 at 11:18 a.m. Once the public video stream is available, it will replace the still image.

**Civic Center Planning Principles**

- Retain Lake Forest. Emphasize the pastoral landscape, natural topography, and unique history that set Lake Forest apart from its neighbors.
- Be a destination. Develop the Civic Center complex as a destination through site location, architecture, and landscaping.
- Provide new amenities. Prioritize services at the Civic Center currently unavailable to the community.
- Accommodate multiple uses. Design the Civic Center buildings and amenities to accommodate multiple uses whenever possible.

**Project Updates**  
The City opened bids for rough grading for the Civic Center Project earlier this month. After reviewing the bids, the City intends to recommend a construction contract award at the April 18 City Council meeting. Upon approval of the contract, we anticipate that grading will begin in May, with completion in August.

**BUDGET**

**COMMUNITY OUTREACH**

**FAQS**

**PICTURES**

**PROJECT DOCUMENTS**

**NEWSLETTER SUBSCRIPTION**

**TIMELINE**

**CONTACT US**

Figure 2 – Civic Center webpage

- **Civic Center Webpage:** Staff created a dedicated webpage for the project. (Figure 2). The webpage also features live footage from a construction camera installed on the Dynacast building rooftop overlooking the Civic Center campus. The video will be activated in early May, at which time the public will be able to watch the construction progress in real time (Figure 1) through the City's website. Civic Center information can be found online at <http://lakeforestca.gov/798/Civic-Center-Project>.
- **Electronic Newsletters:** Upcoming eNewsletters will contain information about the future Civic Center as appropriate.
- **Social Media:** The City's Facebook page is currently advertising the groundbreaking event. Leading up to the groundbreaking ceremony, staff intends to publish at least two Civic Center-related posts on Facebook with hashtag "BuildMyCivicCenter."
- **Videos and Slideshows:** A 1:30 minute animated video was published on

the Civic Center webpage and on social media to showcase the project. In addition, slideshows of the Civic Center project will be displayed on the monitors at the Sports Park and Recreation Center.

Working in collaboration with the Public Works Department and the City's consultant project team, the PIO will actively promote the ongoing development at the project site. These efforts strive to not only inform the community, but excite the residents about the construction of their new Civic Center.

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**FISCAL IMPACT:**

There is minimal fiscal impact associated with the recommended action.

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**ATTACHMENTS:**

None.

Initiated By: Stephanie D. Smith, City Clerk  
Submitted By: Keith D. Neves, Deputy City Manager/Director of Finance  
Stephanie D. Smith, City Clerk  
Approved By: Debra Rose, Interim City Manager