



STAFF REPORT

AGENDA NO: 9I

MEETING DATE: August 17, 2026

To: Honorable Mayor and City Council

Date: August 17, 2026

From: Margaret Glomstad, Parks and Recreation Director – (650) 558-7307

Subject: Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Group 4 Architecture to Provide Architectural and Related Services for the Design Development and Construction Document Plans for Phase 1 Improvements for the Parks Division Corporation Yard for \$683,385, City Project No. 87470

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute a Professional Services Agreement with Group 4 Architecture (Group 4) to provide architectural and related services for the design development and construction document plans for Phase 1 improvements for the Parks Division Corporation Yard in the amount of \$683,385, City Project No. 87470.

BACKGROUND

The Parks Division Corporation Yard (Parks Yard) is an old facility that has been expanded over the years. The original structure may have been built as early as the 1950s. Due to the Yard's age and piecemeal additions over the years, it is deficient in many areas, including:

- The Americans with Disabilities Act requirements cannot be accommodated, limiting access to most buildings.
- The locker room/restroom facilities are not gender neutral and are insufficient to accommodate the number of staff required to maintain the parks system. Some of the lockers are in the garage or in the baseball grandstands outside of the yard.
- Bulk materials are stored outside and are subject to exposure even though the current stormwater requirements for these materials are to be under cover in order to reduce the likelihood of stormwater pollution.
- Chemical storage is also located very near storm drain inlets, and there are no proper wash facilities for equipment. The chemicals are also housed in a historic building that is shared with the Burlingame Historical Society (Carriage House).
- The Supervisors' offices are small and inadequate, requiring an area to be shared with general staff. This can lead to privacy issues as Supervisors address sensitive issues such as personnel matters.

- The electrical capacity is insufficient to allow for charging additional electric equipment (leaf blowers, trimmers, mowers, etc.), and there are no Level 2 EV charging stations.
- The IT equipment/routers are located in a non-conditioned space, on top of the loft above the men's locker room.
- The breakroom lacks sufficient space for staff.
- There are no security cameras, fire alarms, or an automatic gate on the park side exit of the Parks Yard.
- There is insufficient lighting at night in the yard.
- The sewer line behind the offices backs up every few months.
- Overhead communication lines are located between the shop building and the breakroom building, which is problematic with vehicle clearance for the debris box and material deliveries. In addition, the overhead lines cause electromagnetic interference with the Parks Yard alarm system communications.

Group 4 has completed a needs assessment that included three phases of improvements, as well as the conceptual design and schematic design for Phase 1. Phase 1 focuses on the most critical improvements, including the single-gender locker room facilities, Americans with Disabilities Act improvements, electric fleet charging, and sewer and stormwater improvements.

The phasing strategy also accounted for site and building improvements with the goal of continuous operation of the Parks Yard during improvements. The work completed to date included cost estimates for the construction of the improvements in Phase 1.

DISCUSSION

Phase 1 includes construction of a 9,500-square-foot two-story building with vehicle parking on the ground floor and offices, locker rooms, a break room, and restrooms. In addition, trash/recycle/materials bins would be relocated, and an electric vehicle charging station and new generator would be included.

Group 4 has completed high-quality work on the new Community Center and has been assisting staff with the needs assessment and preliminary design options for the Parks Yard. Therefore, staff recommends retaining Group 4 to complete the next steps in planning for a new Parks Yard. While the agreement includes construction documents, only design development will be completed until funds have been identified for the construction of the project.

Staff plans to return to Council in the fall of 2026 for a thorough presentation of the project, including Phase 1 improvements and the components in future phases.

FISCAL IMPACT

The funds available in the FY 2026-2027 Capital Improvement Program are adequate for this planning phase of the project. The current cost estimate for Phase 1 construction based on the schematic design documents and including a construction manager and contingencies is estimated at \$15,000,000, if construction were to start in October 2027.

Exhibits:

- Resolution
- Draft Agreement with Group 4 Architecture