



## Item No. 21 Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**THROUGH: MICHAEL KASHIWAGI  
COMMUNITY SERVICES DIRECTOR**

**FROM: MARTY HANNEMAN, CITY ENGINEER**

**DATE: MARCH 15, 2017**

**SUBJECT: APPROVE A TASK ORDER FOR INTERWEST CONSULTING  
GROUP FOR PHASING SERVICES; AUTHORIZE THE CITY  
ATTORNEY TO PREPARE AND THE CITY MANAGER TO  
EXECUTE THE TASK ORDER; AND RECEIVE THE CIVIC  
CENTER PROJECT CONSTRUCTION PHASING PLANS**

### **RECOMMENDATION**

1. Approve a Task Order for Interwest Consulting Group for Phasing Services at a fee not to exceed \$128,800;
2. Authorize the City Attorney to prepare and the City Manager to execute any necessary amendments thereto; and
3. Receive the phasing plans for construction of Civic Center Project and provide feedback.

### **BACKGROUND**

At the February 15, 2017 Council meeting, Council received and accepted the 100% Design Development Plans, Cost Estimate and Project Schedule and authorized staff to begin construction documents (CDs). As the Civic Center Project moves forward staff has identified the need for mission critical pre-construction move management services. Tasks under this work includes: procuring the required temporary facilities, equipment, furniture, utilities, IT, phone, parking, movers, and storage to move Admin, Council meetings and library services for the duration of the 24-month construction period.

To maintain the current project schedule, this work will need to begin as soon as possible. This required scope of work is currently not in any of the consultant team agreements and is separate and apart from overall Project Management tasks currently handled by Marty Hanneman, City Engineer. Thus, staff solicited proposals for this work from the two primary consultants currently involved and familiar with the project: Interwest Consulting Group (Attachment 1) and WRNS

## **Civic Center Project Monthly Status Report**

**March 15, 2017**

**Page 2 of 5**

Studios (Attachment 2). The Interwest proposal is for \$128,800 and the WRNS proposal is for \$231,500. Based on the proposed costs received, staff is recommending City Council approve a Task Order for Interwest Consulting Group to provide these services. All work and invoices will be reviewed and approved by the City Manager.

*Council action is required to authorize the City Attorney to draft and the City Manager to execute any amendments necessary at a fee not to exceed \$128,800.*

### **Project Phasing for Construction**

On January 18, 2017, the City Council approved an amendment to the WRNS agreement to provide project transition and phasing design services for a not to exceed fee of \$104,000. These services were to plan and design phasing for the overall project; not to manage the actual work required. As part of these services the WRNS team met with City staff and San Mateo County Library (SMCL) staff to discuss the proposed construction phasing that would have the least amount of operational impacts. Based on feedback received, WRNS is proposing the following construction phases (Attachment 3):

#### **Phase 1.1 – Estimated 4 months**

- Renovate Public Works (PW) storage building
- Relocate emergency PW generator
- Construct portion of relocated Ashfield Road.
- Move PW office to renovated storage building
- Move Community Development (CD) storage and emergency storage

#### **Phase 1.2 – Estimated 2 months**

- Demolish (e)PW Office building
- Demolish (e) Emergency & CD Storage
- Move EOC Storage (location TBD)
- Construct temporary roadway connecting (e)Ashfield and Station Lane
- Construct temporary parking
- Install temporary Library and Admin portables.
- Move Admin and Library to temporary portables
- Move PD facilities (Fitness, Evidence Lab & Motorcycle Parking) located in garage to be Demolished
- Move Heritage & City Council

#### **Phase 1.3 – Estimated 1 month**

- Demolish (e)Admin
- Demolish (e)PD Garage (Fitness, Evidence Lab & Motorcycle Parking)
- Demolish (e)Library
- Construct temporary Police Department secure parking & access

#### **Phase 2 – Estimated 18 months**

## **Civic Center Project Monthly Status Report**

**March 15, 2017**

**Page 3 of 5**

- Construct new Library
- Renovate Historic Town Hall
- Construct new City Hall & PD Secure parking
- Construct Fair Oaks Court
- Construct new Station Lane south side of site
- Move Library to new Library
- Move City Hall (Admin Staff) to new City Hall
- Move CD to new City Hall
- Move Heritage to renovated Historic Town Hall
- Move PD to new City Hall
- Move City Council to new Council Chambers (optional after phase 3)

### **Phase 3 – Estimated 2 months**

- Remove temporary structures (Library, Admin, Community Development Trailer)
- Demolish existing Police Department building
- Remove storage building at existing Police Department
- Partial demo & renovate communications building at existing radio tower
- Demolish temporary roadway between existing Ashfield and new Station Lane
- Complete new Ashfield Road
- Complete new Station Lane
- Complete Civic Court & Site Work
- Complete Kiss & Ride & Caltrain Parking

*It would be appropriate for the Council to provide feedback on the phasing options plans. In particular, staff is looking for feedback on continuity of services. Staff and consultants have spent considerable time vetting various different options and ultimately settled on the options presented this evening. The site has a number of inherent complexities that restrict access and functionality for a project of this size. Further feedback will come from the potential General Contractors during a RFQ process to be discussed with the Council in April.*

### **Project Funding**

Atherton Now's Monthly Fundraising Update is attached (Attachment 4). Atherton Now has sufficient contributions to allow the project to move through all design phases. Their contribution towards Design Development has been received by the Town. Atherton Now maintains a public website at <http://atherton-now.org/> that provides information on the project, a project video, and information on the campaign status.

### **POLICY ISSUES**

Staff requires Council approval for the Interwest Consulting Group Task Order to provide pre-construction move services.

### **FISCAL IMPACT**

## **Civic Center Project Monthly Status Report**

**March 15, 2017**

**Page 4 of 5**

Attachment 5 is a summary of the project finances via the Monthly Budget Summary.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. The Town maintains an active and up to date Project Website at <http://ca-atherton.civicplus.com/index.aspx?NID=290>

### **ATTACHMENTS**

Attachment 1: Interwest Move Proposal Letter 3-7-17

Attachment 2: WRNS Move Proposal Letter 2-28-17

Attachment 3: WRNS Construction Phasing Plans

Attachment 4: Atherton NOW Monthly Report

Attachment 5: Monthly Budget Summary

**Civic Center Project Monthly Status Report**

**March 15, 2017**

**Page 5 of 5**

**Attachment 5**

**Monthly Budget Summary**

<b>Fund Allocations</b>	<b>Library Fund</b>	<b>Building Facilities Fund</b>	<b>General Fund</b>	<b>Civic Center Donations</b>	<b>Total</b>
<b>FY 16-17 Budget</b>	<b>\$946,500</b>	<b>\$594,000</b>	<b>\$354,000</b>	<b>\$1,535,000</b>	<b>\$3,429,500</b>
<b>Expenditures to Date</b>					
<b>Design</b>	<b>\$380,330</b>	<b>\$125,425</b>	<b>\$0</b>	<b>\$957,053</b>	<b>\$1,462,808</b>
<b>Project Management</b>	<b>\$112,934</b>	<b>\$128,750</b>	<b>\$6,851</b>	<b>\$196,260</b>	<b>\$444,795</b>
<b>Geo-Tech/Environmental</b>	<b>\$47,259</b>	<b>\$91,321</b>	<b>\$24,009</b>	<b>\$0</b>	<b>\$162,589</b>
<b>Totals</b>	<b>\$540,523</b>	<b>\$345,496</b>	<b>\$30,860</b>	<b>\$1,153,313</b>	<b>\$2,070,192</b>
<b>Remaining FY 17-16 Budget</b>	<b>\$405,977</b>	<b>\$248,504</b>	<b>\$323,140</b>	<b>\$381,687</b>	<b>\$1,359,308</b>

<b>Atherton Now Cash Donations (Received)</b>	<b>Amount</b>
<b>Master Plan &amp; Conceptual Design Phases 1 &amp; 2</b>	<b>\$250,457</b>
<b>Schematic Design Phase 3</b>	<b>\$200,838</b>
<b>Design Development</b>	<b>\$506,870</b>
<b>Total Contributions to Date</b>	<b>\$958,165</b>



March 7, 2017

George Rodericks  
City Manager  
Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027

**Re: CIVIC CENTER PRE-CONSTRUCTION MOVE MANAGEMENT**

Dear Mr. Rodericks,

Interwest is pleased to have the opportunity to provide pre-construction management services for the moves and relocations required for the Atherton Civic Center project. This includes: procuring the required temporary facilities, equipment, furniture, utilities, IT, phone, parking, movers, and storage to move Admin, Council Meetings and Library services for the duration of the 24 month construction period. In order to meet the Mack5 project schedule this work will need to begin immediately and should be completed by the end of December 2017. Interwest will perform the following:

- Meet with all parties affected by the move to discuss details of the move including best time to perform the move for minimal disruption to employees and City operations.
- Inventory of all items to be moved, placed into temporary storage, auctioned or disposed of.
- Coordinate with staff on requirements for temporary power and communication needs.
- Coordinate with WRNS Studio, city staff and the San Mateo County Library (SMCL) staff to provide adequate temporary building/office space, parking, loading dock and all required ADA access for the temporary Admin and SMCL buildings during construction.
- Coordinate with WRNS Studio, City staff and the SMCL staff to provide all required utilities including all in wall and floor electrical, and communication needs as well as any special connections for any new public or staff computers at the temporary building sites.
- Follow the City's procurement process to procure the modular buildings for Admin and the SMCL and any related construction contracts needed to provide all needed improvements.
- Coordinate with utility companies (i.e., electric and water) for required temporary facility connections.
- Coordinate with WRNS Studio, City staff, and the SMCL staff to provide all interior lighting and climate control (HVAC) requirements at the temporary building sites.
- Coordinate with WRNS Studio and the SMCL staff and provide any special requirements for books, including automated book retrieval and/or any self-check systems as well as shelving systems and flooring materials at the temporary SMCL building.
- Coordinate with the Town's Chief Building Official and Menlo Park's Fire Marshall to ensure all building codes are met with the temporary facilities.

- Provide for any required special inspections related to the installation of the temporary SMCL building and/or any related systems noted above.
- Coordinate with WRNS Studio, City staff and SMCL staff to provide all required temporary storage including library book storage.
- Coordinate with the SMCL staff and provide relocation sites for SMCL programs such As “Story Time” that will not be able to continue at the temporary library location.
- Assist with the development of any communications and public outreach materials such as fliers or news releases that could be posted to the City and SMCL websites and/or given to the public informing the public about the Admin, City Council and SMCL moves.
- Coordinate with SMCL moving company to ensure they will have adequate parking and easy access to the temporary building during the move.
- Prior to the moves, meet with the City staff and SMCL staff as needed to ensure there will be no impact on staff when moving and address any concerns the staff may have about the move.
- Prior to the moves, ensure all SMCL building safety systems are fully operational, along with all building security systems to meet City and SMCL insurance requirements and other building systems such as the SMCL communication systems, automated book retrieval and/or any self-check units and installation of any new public or staff computers.
- After the move into the temporary facilities, meet with City staff and the SMCL staff to ensure staff is comfortable, understands how to operate all building functions and work to resolve any miscellaneous issues.
- Assist with preparations for any “Special Opening” of the temporary Admin or SMCL.
- Ensure everything is in working order prior to opening the temporary SMCL to the general public.
- If necessary, prepare all required staff reports to City Council.
- Other tasks as needed
- This Task Order does not include the Police Department since it has been determined they will stay in their current location during construction.

Staffing will be provided by Richard Smelser, P.E., Interwest Municipal Engineer and coordinated with Marty Hanneman, City Engineer/Project Manager.

Proposed Fee

Interwest proposes performing this task order for a not-to-exceed total fee of \$128,800 on an hourly fee basis at agreed upon rates.

Please let me know if you have any questions.

Sincerely,

Michael Kashiwagi, PE  
 Chief Operations Officers  
 Interwest Consulting Group

February 28, 2017

George Rodericks  
City Manager  
Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027

Re: Town of Atherton Civic Center Pre-Construction Move Management  
Job no. 15007.00 Additional Service Request No. 14

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal Move Management services to assist the town in preparation for the Atherton Civic Center. Our understanding is that this service will assist the town in establishing where the various services and occupants will need to be moved for interim establishment. This work will need to align with the overall permitting and construction schedule and Phasing effort.

## **SCOPE OF SERVICES**

WRNS proposes to provide this service for all moves and relocations required for functions of the Atherton Civic Center project. This scope includes the identification and the procurement of the required temporary facilities, equipment, furniture, utilities, IT, phone, parking, movers, and storage to allow for the Town's functions to relocate prior to and during the construction period. We will work with Mack5 to develop this work within the defined schedule. It is anticipated that this will be complete by December 2017.

The scope of work includes:

- Meetings and coordination of staff requirements with all parties affected by the move (limited to 4)
- Identification and Inventory of all items to be moved, placed into temporary storage, auctioned or disposed of.
- Coordinate with city staff and the San Mateo County Library (SMCL) staff to provide adequate temporary building/office space, parking, loading dock and all required ADA access for the temporary Admin and SMCL buildings during construction.
- Follow the City's procurement process to procure the modular buildings for Admin and the SMCL and any related construction contracts needed to provide all needed improvements.
- Coordinate with utility companies (i.e., electric and water) for required temporary facility connections.
- Coordinate with City staff, and the SMCL staff to provide adequate interior environmental requirements at the temporary building sites.
- Provide for any required special inspections related to the installation of the temporary SMCL building and/or any related systems noted above.
- Coordinate to provide all required temporary storage including library book storage.



- Assist with the development of any communications and public outreach materials such as fliers or news releases that could be posted to the City and SMCL websites and/or given to the public informing the public about the Admin, City Council and SMCL moves.
- Prior to the moves, ensure all SMCL building safety systems are fully operational, along with all building security systems to meet City and SMCL insurance requirements and other building systems such as the SMCL communication systems, automated book retrieval and/or any self-check units and installation of any new public or staff computers.

WRNS team and Design consultants required to meet the above program include:

Architectural  
Electrical  
Mechanical

**Proposed Fee:**

For the Basic Scope-of-Work described above, we respectfully request an amount of \$231,500.00 (Two Hundred Thirty-one Thousand and Five Hundred dollars) for the design services noted above.

**Reimbursables:**

For work Billed at incurred rate multiplied by 10% and is estimated to be less than \$ 6,500.00. This estimate does not included Presentation Materials or Bidding sets. All interim submission will be provided electronically.

**Additional Services:**

When approved in writing by the Owner, effort expended for additional services will be billed on an hourly basis and charged against the project at the hourly or, for a mutually agreed-upon lump-sum fee.

**Reimbursable Expenses:**

Reimbursable expenses are billed in addition to the not-to-exceed fee proposed, and include only actual expenditures made in the interest of the project. Allowable reimbursable costs include, but are not limited to the following: cost of plotting/reproduction, photography and express delivery as specifically requested by the Owner, travel outside the 50-mile radius of the project site as specifically requested by the Owner, and will be billed at 1.10 times our direct cost.

**Assumptions/Exclusions:**

The assumptions and/or exclusions outlined below represent our initial understanding of the project, as well as your expectations of products WRNS will be developing in support of this project. If these

are not correct, the scope-of-work as described in the above tasks may require review and modification.

**ASSUMPTIONS**

1. Schedule will coincide with current Civic Center work effort and be complete by March 1, 2017

We hope this proposal meets with your approval and reflects the effort and intentions as described in our discussion. Please let us know if you should need additional information.

Sincerely,

Accepted



---

Pauline Souza, AIA, LEED AP  
Project Manager, Partner  
WRNS STUDIO

---

George Rodericks  
City Manager  
Town of Atherton

Cc: Marty Hanneman, Town of Atherton



March 1, 2017

TO: Town Council of Atherton  
FROM: Atherton Now Campaign Committee  
SUBJECT: Monthly Fundraising Update – February 2017

---

Greetings Council Members & Town Staff:

February continued to show positive donations and interest toward our campaign goal of \$10 million. The beginning of March is showing some positive interest for continued support.

The Atherton Now Committee continues to work on the next stage of their Fundraising process and Marketing Plan.

Thank you for the City Council's continued help and commitment.

Here is an updated confidential financial summary as of 2/28/2017:

Outstanding commitments/pledges	\$2,558,262
Cash Donations	\$3,887,465
Cash Grants to the Town	\$958,165
Next Payment Due March 1, 2017	\$780,526
Total Cash & Pledges to date	\$6,445,727
Million Dollar Donors	4
Total # of Donors to date	137

Respectfully submitted.

*Campaign Committee*  
*Didi Fisher, Co-Chair*  
*Sandy Levison, Co-Chair*  
*Kay Clarke*  
*Brendan Cullen*  
*Christine David*  
*Rick Degolia*  
*Herb Lechner*  
*Beverly Lenihan*  
*Elizabeth Lewis*  
*Kimberly Young*