



Item No. 23 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: STEVE TYLER – PUBLIC WORKS SUPERINTENDENT

DATE: APRIL 19, 2017

**SUBJECT: PARK CIRCULATION PLAN – APPROVE AN INCREASE IN THE
SCOPE OF WORK FOR VERDE DESIGN RELATED TO THE
PARK CIRCULATION PROJECT AND AUTHORIZE THE CITY
MANAGER TO EXECUTE AN AMENDMENT TO THE
AGREEMENT**

RECOMMENDATION

Approve an increase in the Scope of Work for Verde Design related to the Park Circulation Plan Design from \$64,870 to a not to exceed price of \$85,870 (a \$21,000 increase) and authorize the City Manager to execute an amendment to the Agreement.

ANALYSIS

On March 1, 2017, a joint study session was held between the City Council and the Park and Recreation Committee. The meeting began with a brief walk through the west end of the Park and time was spent examining the area to be addressed with the implementation of the Park Circulation Project.

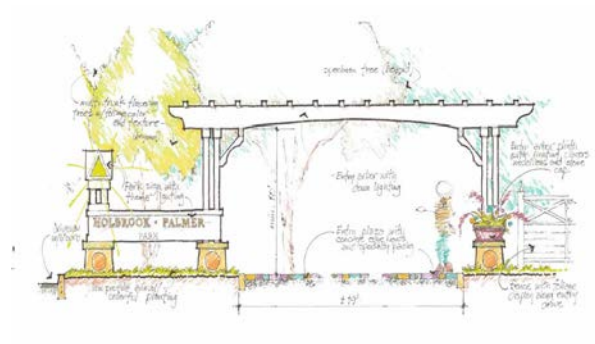
Following the meeting in the field, the members met in the Park Pavilion and were given a presentation by Verde Design regarding the “to date” progress of the Project and preliminary designs. The designs were broken down into five (5) segments:

1. The Park entrance including the driveway, pedestrian entry, Main House loop, Main Lawn, DG pathway, road standardization and park entry statement.
2. Focal points, plaza spaces and crosswalks.
3. Exit road pathway and road repairs (widening).
4. Picnic and Event Garden path connections.
5. Main House parking lot.

The preceding items were discussed and direction was provided to modify the project scope based on the input. The feedback from the meeting was further vetted by the Park and Recreation Committee at their April 5 meeting.

Direction provided as follows:

- The NW path replacement should be removed from the scope of Item #1 and the work associated with it should be performed using general maintenance funds. The rest of Item #1, including the Park entry statement, should be included in the plan.
- Although the pathway focal points were not entirely agreed to in placement during the meeting, the budget numbers to accomplish Item #2 seemed appropriate for funding.
- The entry into the park from the vehicle exit was a task that needed to be accomplished.
- The picnic area path connections were low priority and really didn't fit with this project.
- The parking lot improvements were lower priority and didn't really fit with this project.



Verde Design's budget for much of the work connected to Item #1 was \$64,870. During the initial meeting and the stakeholder meeting Verde's Scope of Work for the project, including Item #1, was made more robust. These changes, which account for the Scope of Work and associated design changes, result in the following:

- Survey: An expanded field survey of the Park beyond the entry gate and driveway loop needs to be completed. The survey information is essential to the project; and, will be an important addition to the archive of the Park. There is no historic archived survey work for that section of the Park.
- Electrical Engineering: Electrical engineering will be required for the "park entry statement."
- Structural Engineering: Structural engineering may be required for the park entry statement.
- Other: This work encompasses detailed design additions to the overall plan (pedestrian entry from the exit gate, park entry statement, path focal points, etc.). There will be a need for additional meetings by the consultant with the Park and Recreation Committee and City Council.

POLICY FOCUS

Should this design increase be approved, Verde design will begin design work on the Items #1, #2, & #3 and produce biddable construction drawings for the Project. The construction estimate for these three tasks as previewed at the joint City Council and Park and Recreation Meeting on March 1 is \$573,581. The estimated total including design and construction for this project will be \$666,691.



The Council can approve this Project as suggested by the Park and Recreation Committee (Items #1, #2, and #3), or add/subtract any items they deem prudent from the list of 5 items above. Removal/addition of any of these tasks will directly influence the cost of both design and construction of the project. Funding design of the project does not necessarily commit the Town to funding construction.

FISCAL IMPACT

The FY 2016/17 CIP budget included \$235,000 for the Park Circulation Plan improvements. The contract with Verde Design began with a smaller project in mind; but, as the discussions with stakeholders evolved, a larger project scope was supported.

The Verde Design budget, for the smaller, preliminary Item #1 was \$64,870. The negotiated price for the design changes for Items #2 and #3 will require an amendment to the contract of \$21,000.

PARK CIRCULATION PROJECT FUNDING (ESTIMATES)		
Construction	\$573,581	
Design	\$85,870	\$64,870 + \$21,000 = \$85870 (14.9%)
Total	\$659,451	
FY 2016/17	\$235,000	balance moving forward to FY 2017/18
FY 2017/18	\$424,451	Additional funds necessary as part of CIP

The above design scope change will be undertaken immediately; however, construction will not proceed without adequate funding within the Town’s Capital Improvement Budget. This item will be included for discussion by the Council at the May 3 Budget Study Session on the Capital Improvement Budget.

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.

ATTACHMENTS

Letter from Verde Design

April 11, 2017

Steve Tyler, Public Works Superintendent
Town of Atherton
91 Ashfield Road
Atherton, CA 94207



Subject: Holbrook Palmer Park Landscape Architecture Services
Additional Service Request
Verde Design Project No.: 16125001292

Based on the outcome of the schematic design phase, the scope of the project has increased. We are requesting additional services to cover the additional scope adjustment. Scope increased to cover additional areas of work toward the main entry and exit areas and the drive or vehicular area. In addition more improvements will be along the perimeter of the entry lawn.

Additional services are requested for the following:

- For the proposed entry trellis structure, fencing and columns, we will need electrical and structural engineering to complete these features. We received proposals from ACEE for electrical engineering and AKH for structural engineering. We had not included services in our agreement for them. Proposal fees are \$5,500 for ACEE and \$9,570 for AKH.
- We had talked about the surveyor scope and fee before. The area of the survey grew and there was an additional \$4,170 cost we would like to cover.
- For our services, we are looking to provide more content in the plans than we had originally thought. We would like to request an additional \$1,760 to cover this.

Total change request would be \$21,000 for the items listed mentioned above.

Steve, if this proposal meets with the approval of the Town of Atherton, please sign the proposal below. Thank you again for the opportunity to work with your Town and Community on the Holbrook Palmer Park improvements.

Respectfully Submitted,

Verde Design, Inc.

Derek McKee, RLA

Principal

Approved:

Name:

Date:

cc: Nance Cronin, Verde Design