



Item No. Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

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

**THROUGH: MICHAEL KASHIWAGI
COMMUNITY SERVICES DIRECTOR**

FROM: GORDON SIEBERT, CITY ENGINEER

DATE: JUNE 17, 2015

**SUBJECT: AWARD OF CIVIC CENTER PROJECT PHASE 3 SCHEMATIC
DESIGN PROFESSIONAL SERVICES AGREEMENT**

RECOMMENDATION

That the City Council:

1. Request and Accept contributions from Atherton Now in the amount of \$200,838 for the unfunded costs of Phase 3 (Schematic Design) for the Civic Center project. This is the share of the cost not covered by available Library and Building Department funding;
2. Amend the contract to add Phase 3 (Schematic Design) with WRNS Studio LLP for design services for the Civic Center;
3. Direct the City Attorney to prepare and authorize the City Manager to execute an amendment to the agreement for Phase 3, in an amount not to exceed \$304,300, upon receipt of the funding noted above from Atherton Now.

BACKGROUND

On March 18, 2015, City Council awarded a contract to WRNS Studio LLP (WRNS) for design services for the Civic Center. WRNS proposed a fee for their services, by phase, totaling \$3,220,080 for basic services. Because the majority of funding is coming from private donations through Atherton Now, Council directed the City Manager to return to City Council for authorization of each subsequent phase of the project.

ANALYSIS

WRNS proposed a fee for Schematic Design of \$304,300. In the RFP for architect services, Schematic Design is the refinement of earlier planning and design work, including analysis of project delivery methods, budget review, preliminary analysis of Building code requirements,

more detailed plans and building elevations, exteriors, site improvements, preliminary structural, mechanical, electrical and lighting design, Green Building and LEED compliance. Once these plans have been developed to the appropriate level of detail, they will be reviewed by the CCAC and presented to the public in a meeting to solicit comments. Following public input, WRNS will make a presentation to City Council of plans, including color graphics, budget and schedule for Council review and approval.

Based on current estimates, the proportionate sharing of costs allocates: 26% of the cost to the Library; 8% to the Community Services Department; and the remaining 66% share to be paid from donations. In order to enter into a contract, the Town must have sufficient funds to encumber the contract. The Town has sufficient funds in the Library Trust Fund as well as the Community Services Department Facilities Fund to fund all phases of the contract for architectural services. The Town has provided Atherton Now with a copy of this Staff Report and a request for funding for Phase 3 Schematic Design Services. Atherton Now is aware of the funding requirements for these and future phases of the project. It is anticipated that work through the Schematic Design Phase will end in October 2015. Prior to the expiration of this work timeline, staff will connect again with Atherton Now for funding of future phases. Atherton Now previously provided the requested \$250,457 for current design work. The allocated costs by phase and by funding source are as follows:

COST ALLOCATION BY PHASE AND FUNDING SOURCE

Phase	%	Cost	Library	Building	Contributions
			26%	8%	66%
1.MP Confirm	3.79%	\$122,060	\$31,735.60	\$9,764.80	\$80,559.60
2.Conceptual Design	7.99%	\$257,420	\$66,929.20	\$20,593.60	\$169,897.20
3.Schematic Design	9.45%	\$304,300	\$79,118.00	\$24,344.00	\$200,838.00
4.Design Dev	23.85%	\$767,985	\$199,676.10	\$61,438.80	\$506,870.10
5.Construction Docs	36.73%	\$1,182,615	\$307,479.90	\$94,609.20	\$780,525.90
6.Bidding	2.04%	\$65,740	\$17,092.40	\$5,259.20	\$43,388.40
7.Construction Admin	16.15%	\$519,960	\$135,189.60	\$41,596.80	\$343,173.60
	100%	\$3, 220,080	\$837,220.80	\$257,606.40	\$2,125,252.80

The cost for architectural services for Schematic design is \$304,300. Therefore, there needs to be sufficient donated funds of \$200,838 to pay for the third phase of design services. As before, subsequent phases of work for design development through construction administration will be presented to City Council for authorization as the phases are scheduled and as funds are available.

POLICY ISSUES

The Civic Center Project is by far the largest capital project undertaking the City has embarked on in many years. Project work through the Schematic Design Phase further develops site and building diagrams, presents them in a public meeting and culminates in a Final Schematic Design to be presented to City Council. Approval of the contract amendment for schematic design signifies the Council's approval of the design process to date, of the public participation efforts led by the CCAC and of the expenditure of the Town's portion of funds.

FISCAL IMPACT

The Civic Center project budget, including the Atherton Library, upon receipt of sufficient funds from Atherton Now, will have sufficient funding from Contributions, Building Capital and the Library to pay for the proposed agreement, through Schematic Design.

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.