



Item No. 23 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

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

THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

**FROM: MARTY HANNEMAN, INTERWEST CONSULTING GROUP
PROJECT MANAGER**

DATE: SEPTEMBER 19, 2018

**SUBJECT: REVIEW AND DISCUSS THE CIVIC CENTER PROJECT UPDATE
TO INCLUDE A CONTINUED DISCUSSION OF PROJECT
FUNDING; AUTHORIZE THE CITY ATTORNEY TO PREPARE
AND CITY MANAGER TO EXECUTE AN AGREEMENT
AMENDMENT WITH WRNS STUDIOS TO PERFORM RE-
DESIGN WORK FOR THE ADMINISTRATIVE/POLICE
BUILDING**

RECOMMENDATION

1. Review and Discuss the Civic Center Project Update to include a continued discussion of project funding; and
2. Authorize the City Attorney to prepare and City Manager to execute an agreement amendment with WRNS Studios to perform re-design work for the Administrative/Police building.

BACKGROUND

At the September 5th City Council meeting, staff presented value engineering (VE) options and estimated net cost savings for the Admin/PD building recommended by the PMC, design team for review, discussion and Council direction. Staff also requested City Council approval to request a re-design proposal from WRNS Studios for Council approved VE options for the Administrative/Police building; and authorize the City Attorney to prepare and City Manager to execute an agreement amendment with WRNS Studios to perform re-design work for the library; and authorize advertisement for public bids to provide demolition and abatement services for the library building. The following is a summary of the Council action taken:

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- Authorized the City Attorney to prepare and City Manager to execute an agreement amendment with WRNS Studios to perform re-design work for the library; and
- Directed staff to request a re-design proposal from WRNS Studios for Council approved VE options for the Administrative/Police building that includes the following items with estimated savings:
 - * Windows/Storefront/Etc. - \$303,000
 - * Change Roofing to Asphalt - TBD - discuss change at Sept 19 - scope should be quoted with and w/o. - One option may be listed as add alt
 - * Split-face CMU/Plaster Finish - \$82,000
 - * Hydroseed in-lieu of landscaping - \$162,000
 - * Remove Site Furnishings - \$18,000
 - * Change Fencing to Cedar @ Ashfield - \$12,000
 - * Delete Corp Yard Improvements. - \$837,000
 - * Eliminate Acoustic Ceiling/Simplify Railings/Eliminate Gate - \$426,000
 - * Reduce Casework at CDD - \$52,000
 - * Incorporate P-Laminate - \$13,000
 - * Reduce Ballistic Sheathing to level 3 - \$143,000
 - * Remove Ceiling Fans - \$64,000
 - * Eliminate Onsite pad/Admin/CDD - \$39,000
 - * Site Phasing - \$400,000
- Add alts/deducts - leave Council Chambers as a deductive alternate, to be determined on the photovoltaic (PV) as an add alternative - depends on discussion of the roofing material, may do partial clay tile and asphalt shingle; and
- Authorized advertisement for public bids to provide demolition and abatement services for the library building.

Additional Services

Per Council's direction on September 5th, staff requested WRNS Studios to provide a proposal for the Council approved Administrative/Police building VE re-design services. Attachment 1 is the WRNS proposal letter dated September 11, 2018 for Council consideration. This proposal includes; the scope of work for the Administrative/Police building re-design for a not to exceed fee of \$194,335.

Council direction is required to authorize the City Attorney to prepare and City Manager to execute an agreement amendment with WRNS Studios to perform re-design work for the Administrative/Police building and re-work performed to date for a not to exceed fee of \$194,335.

The Council may discuss issues related to the Scope of Work, the selected VE options, and which to include or not include in the project and to what extent. This may include, for example,

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discussion related to the clay tile roof versus asphalt shingle roofing and the areas of the roof that this should be done – such as the entirety of the roof and/or only those areas where there may be future solar panels. The Council may also discuss whether to include the Council Chambers as part of the base bid or include it as an additive alternate.

Project Funding

As the Council is aware, part of the challenge for the Civic Center Project has involved securing funding for its completion. The original premise of the City Hall and Police building, to include site work, was that the design and construction of the project would be funded primarily from donations or grants. However, over time and via clarification by an Advisory Measure, the funding premise for the building has changed. Currently, the identified funding for the Project is a combination of saved General Funds, donations/grants, and building funds to meet the full project estimate. However, it was noted that the use of saved Town General Funds will result in a cash flow issue which the Town will have to remedy through either construction timing or short-term gap funding (private placement funding or certificates of participation).

At the September 5th meeting, the Council heard a presentation from Urban Futures regarding the potential of Certificates of Participation, Private Placement Funding, and/or Revenue Anticipation Notes. Staff suggests that the Council continue to have a discussion around possible funding options for the Project and, provide staff with feedback related to funding alternatives.

POLICY ISSUES

There are no policy issues associated with this report.

FISCAL IMPACT

Attachment 2 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>.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item X has or has not been before a Town Committee or Commission.

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- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- PMC - Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

ATTACHMENTS

Attachment 1: WRNS Administrative/Police building Redesign Proposal Letter dated 9-11-18

Attachment 2: Monthly Budget Summary

Attachment 2

Monthly Budget Summary

Fund Allocations	Library Fund	Building Facilities Fund	General Fund	Civic Center Donations	Total
FY 17-18 Budget	\$4,568,071	\$1,573,849	\$881,500	\$4,049,218	\$11,072,638
Expenditures to Date					
Design	\$993,216	\$433,724	\$581,357	\$2,479,255	\$4,487,553
Project Management	\$567,200	\$182,200	\$44,383	\$671,253	\$1,465,036
Geo-Tech/Environmental	\$48,706	\$95,442	\$53,222	\$0	\$197,371
Totals	\$1,609,122	\$711,366	\$678,963	\$3,150,508	\$6,149,960
Remaining FY 17-18 Budget	\$2,958,947	\$862,483	\$202,537	\$898,710	\$4,922,678

Atherton Now Cash Donations (Received)	Amount
Master Plan & Conceptual Design Phases 1 & 2	\$250,457
Schematic Design Phase 3	\$200,838
Design Development	\$506,870
Construction Documents Phase	\$783,026
Total Contributions to Date	\$1,741,191

September 11, 2018

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

Re: Town of Atherton Civic Center City Hall / Police Facilities Rebid Scope
Job no. 15007.108 Additional Service Request No. 37

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal for the Revised Atherton Civic Center City Hall and Police Facilities Scope. This scope reflects the decisions made at the City Council on September 5, 2018. This decisions made at this meeting are memorialized below and include items that require redesign and updated documentation. Below is our understanding of the decisions:

- 1.) Building has revised systems (itemized below)
 - a. Aluminum storefront windows in lieu of steel
 - b. Change of Exterior glazing to Solarban 70XL
 - c. Reduce Security Glazing to Level 3
 - d. Eliminate Exterior Mock-up from Specifications
 - e. Reduce exterior precast elements – change details and specifications
 - f. Change in roofing: Asphalt Shingle Roof in lieu of Clay Tile (This item is to be confirmed at the 9/19 council meeting.
 - 2.) Revise landscape walls that hide parking – design concrete masonry walls at Ancillary & Secure Parking, plus add vertical planting in front of wall. Eliminate plaster finish & precast cap. (Secure Parking wall extends along Fair Oaks to Ancillary Building).
 - 3.) HVAC & Lighting monitored and controlled thru single program, per original scope all other systems to be monitored & controlled thru individual programs.
 - 4.) Revise designed planting to be Hydroseed on all campus areas (not including Library scope)
 - 5.) Remove Site Furnishings (moves out of project cost and into FF&E soft cost)
 - 6.) Change Wood Fencing to Cedar at Ashfield Road relocation. Redesign and new specifications
 - 7.) Delete Corp Yard canopies, fencing & paving.
 - a. This defers the demolition of the Public Works building which will need to be accounted for prior to project completion. Requires review
 - 8.) Interior Lobby Design Reductions
 - a. Eliminate Acoustic Fabric Ceiling, acoustic wood panel ceiling, veneer plaster & wood cladding & wood beams. Redesign and detail
 - b. Simplify railing and replace teak with alternate wood. Redesign and detail
 - c. Eliminate Sliding wood gate at Community Development Reception
 - 9.) Reduce casework at Community Development Office. Finish to be plastic laminate in lieu of wood veneer(provide as FF&E)
 - 10.) Interior secure wall partitions to be security level 3 in lieu of level 5.
 - 11.) Remove ceiling fans, provide jbox and wiring for future addition of fans
 - 12.) Eliminate Temporary Admin Trailer Pad and Utility Connections
- Other decisions with no change to design:
- 13.) Reductions to Phasing (no action for Design team)
 - 14.) Maintain Campus Heat pump Design with site infrastructure – no change to design

Alternates List amended

- 1.) Deduct Alt. – Remove Council Chamber (no change) from current design docs. This direction will be confirmed on 9/19
- 2.) PD/Admin Roof + PV to be confirmed

This effort will require redesign studies, modified landscape and site work, revised energy, mechanical and acoustical calculations, modified floor plans, updated utility and grading plans, reflected ceiling plans, details, line diagrams, and specifications to extension of the project schedule by approximately 1-1/2 to 2 months for design and documentation and 1-1/2 months for Permit from the approval of this proposal excluding holidays. This schedule assumes no formal or committee presentations or design reviews by the town.

SCOPE OF SERVICES

Design team to research systems and materials required to meet identified changes above. Current Permit Drawings, Specifications and Calculations will be updated to reflect the necessary changes. Energy Models, Acoustical reports, and the Basis of Design documents will be amended to reflect the updated scope and requirements.

Updated documentation will be submitted to the Town of Atherton for revised permitting through the Building Department and San Mateo Fire Department. It is anticipated that the documents will be reviewed as a Revision to the original Permit and not a new submission. It is assumed that there will not be additional submission for Planning, Site Permit or Design Review, No additional Estimating or Value Engineering is anticipated. It is anticipated that there will be a Bidding Phase of approximately six weeks maximum, with bid questions to end 10 working days prior to Bid Opening. The design team will assist in responding to Bid Questions. The fees do not reflect Construction Administration nor Close Out. Should these phases be engaged, it is anticipated that an updated proposal to reflect the extension of the project will be required.

Proposed Fee:

For the Scope-of-Work described above we respectfully request an amount of \$ 194,335.00 (One Hundred Ninety-Four Thousand, Three Hundred and Thirty-Five Dollars) for the design services noted above.

Architectural Services	128,000.00
Civil	6,900.00
Landscape	10,500.00
Structural	6,000.00
Mechanical/Energy Modeling	7,800.00
Electrical/Lighting	6,950.00
Plumbing	3,000.00
Police	8,685.00
IT/AV	4,500.00
Acoustics	5,500.00
Graphics	2,000.00

Specifications	4,500.00
Total	\$194,335.00

Reimbursables:

Per the Prime Agreement This does not include 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 reflects effort for the City Hall and Police Facility only.

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,



Pauline Souza, AIA, LEED AP
Project Manager, Partner

Accepted

George Rodericks
City Manager

WRNSSTUDIO^{LLP}

WRNS STUDIO

Town of Atherton

Cc:

Marty Hanneman, Town of Atherton

Attachment: