



Item No. 11 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: DECEMBER 19, 2018

**SUBJECT: CIVIC CENTER UPDATE: RECEIVE AND FILE THE COST
MODEL MANAGER, PROJECT SCHEDULE; AUTHORIZE THE
CITY ATTORNEY TO REVIEW AND THE CITY MANAGER TO
EXECUTE AN AGREEMENT AMENDMENT WITH WRNS
STUDIOS TO PROVIDE RE-BID SERVICES; APPROVE THE
CIVIC CENTER PLANS, SPECIFICATIONS AND ESTIMATE BID
DOCUMENTS; AND AUTHORIZE ADVERTISEMENT FOR
PUBLIC BIDS; AND DISCUSS PROJECT FUNDING AND CASH
FLOW PROJECTIONS**

RECOMMENDATION

- 1) Receive and file the Cost Model Manager (CMM) and Project Schedule;
- 2) Authorize the City Attorney to review and the City Manager to execute an agreement amendment with WRNS Studio to provide re-bid services;
- 3) Approve the Civic Center Plans, Specifications and Estimate (PS&E) Bid Documents; and Authorize advertisement for public bids; and
- 4) Discuss Project Funding and Cash Flow Projections

BACKGROUND

1. Cost Model Manager Report and Project Schedule

The Cost Model Manager (CMM) Report (Attachment 1) provides the Council with an updated report on all project related costs including all actual expenditures and anticipated from the beginning of the project to completion. The CMM tracks all elements of the overall project and identifies costs by category. Broad categories include:

- Land Acquisition & Entitlements (Leases, purchase, easements, surveys, etc.)

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- Design, Planning and Management (Mack5, Interwest, WRNS, AV/IT, etc.)
- Construction and Related Costs (General Contractor, Permits, Fees, Insurance, etc.)
- Telephone/Data (Cabling, Networks, Telecom, Datacom, etc.)
- Furniture, Fixtures and Equipment (FF&E)

Based on this recent Council action, the Cost Model Manager currently anticipates the total project cost (City Administration/Police building, new Library, renovated Town Hall, and site work) to be \$66,554,096, with included contingencies. This is the *total cost* of the project as noted above. Many of these costs have already been allocated and spent for the project. Much of the remaining costs rest in the Construction and Related Cost category. The specific components of the project are broken down by category:

Summary	Cost
Land Acquisition & Entitlements	\$300,233
Design, Planning and Management	\$7,661,739
Construction and Related Costs	\$51,149,703
Telephone and Data Systems	\$461,510
Furnishings, Fixtures and Equipment	\$1,218,688
Audio Visual and Security	\$77,000
Owner Costs	\$685,223
Project Contingency	\$5,000,000

While each category contains its own share of project contingency or allowances, the Cost Model Manager includes two significant project contingency areas of note. The first is within the Construction and Related Costs Category. This category carries a *\$2 million Change Order Contingency*. On top of this, the overall project contains a *\$5 million Project Contingency*.

Project Schedule

The revised project plans, specifications and estimate (PS&E) are 100% complete and the Construction Documents (CD's) are ready to be re-issued for public bid to all qualified General Contractors. Per the updated Mack5 Project Schedule (Attachment 2), invitation for bids will be sent on January 3, 2019 and bids will be received on February 13, 2019 and the lowest responsive bidder will be recommended for award to City Council on February 20, 2019.

2. Additional Bid Phase Services from WRNS Studio

WRNS Studio has submitted a proposal letter dated December 10, 2018 (Attachment 3) to provide rebid services.

It is anticipated that there will be a Public Bidding Phase of approximately six weeks maximum, with bid questions to end 10 working days prior to Bid Opening. The WRNS design team provides the primary interaction, managed through Mack5 and staff, assisting with responses to various bid questions and requests for information. It is understood that the Bidding process will be managed

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by the Town and Mack 5, herein noted as the client. WRNS's understanding is that any questions will be provided to WRNS in PDF form and will be collected, labeled and tracked by the client. The design team will provide responses to these formalized questions to the client. Any suggested substitutions or changes will need to be provided in detail by the Bidder, as additional research is not part of this Bid effort. Responses and changes accepted through the Bid Process will not be incorporated into the. Current Drawings, Specifications and Calculations under this scope. Energy Models, Acoustical reports, and the Basis of Design documents will not be amended to reflect any responses. Disciplines engaged in this effort includes: Civil, Landscape, Structural, Police, Mechanical, Electrical, Plumbing, Daylighting, Acoustic, Energy Modeling, Interior, Architecture and Furniture.

The original bid by WRNS Studio in 2015 for a singular Bid Phase was \$65,740. This bid was for a typical bid process. However, the Town revised the bid process to involve pre-qualification of bidders. Ultimately, this made the process a bit more complicated, but limited the number of actual bidders. Nevertheless, the bid process took longer than anticipated due to complexities in the bid documents and the number of *requests for information* (RFIs) during the bidding by the final two bidders. There were approximately 227 RFIs during the bid phase. Typically, the bid phase involves approximately 50-100 RFIs on a project. WRNS Studio is now required to go through a second bid phase. The original bid funds have been paid and are exhausted. It is anticipated that there will be more bidders and an equal number of RFIs from the various bidders to which WRNS must respond.

Council action is required to authorize the City Attorney to draft and the City Manager to execute a consulting services agreement amendment with WRNS Studio for a fee not to exceed \$78,950 for rebidding services.

3. Approve 100% Plans, Specifications and Estimate (PS&E) Bid Documents

The WRNS design team has completed the 100% Civic Center project plans, specifications and estimate (PS&E). The link is: <http://ca-atherton.civicplus.com/index.aspx?NID=290>.

Council action is required to approve these 100% plans, specifications and estimate bid documents.

Advertise for Public Bids from qualified General Contractors

Staff is requesting authorization to advertise the Civic Center Project construction documents (Attachment 4) for public bids from all qualified General Contractors.

Council action is required to authorize staff to advertise for public bids from all qualified General Contractors.

4. Project Funding and Cash Flow Projections

Part of the challenge for the Civic Center Project has involved securing funding for its completion. Once the Town's 2017/18 Financial Audit is complete, staff will present the Council with a more

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exact determination of available funding for the project. The Library portion of the project is fully funded with a commitment from the County of San Mateo to advance library surplus funds in the amount required to complete the Library, as designed, based on the bids received in 2019. The below focuses only on funding for the Admin/PD/CDD portion of the project.

Through value-engineering, the City Council eliminated \$4,356,000 from the Reconciled Estimates based on the 2018 bids received. The tables below reflect estimates only – **the amounts are not exact and are subject to change based on the bids received and completion of the Town’s Annual Audit.**

Reconciled Estimate from 2018 Low Bid	\$32,666,000
Value-Engineering Selections (shorthand)	
• Windows, Storefront, Mock-up Precast	(\$303,000)
• Roofing Changes to Asphalt	(\$150,000)
• Split Face CMU/Elim. Plaster Finish	(\$82,000)
• Hydroseed in-lieu	(\$162,000)
• Removal of Site Furnishings	(\$18,000)
• Fencing Material Changes	(\$12,000)
• Del/Defl of Corp Yard Improvements	(\$837,000)
• Elim. Acoustic Ceiling/Railings/Gate	(\$426,000)
• Reduction of Casework	(\$52,000)
• Selection of P-Laminate	(\$13,000)
• Reduce to Level 3 Ballistic Sheathing	(\$143,000)
• Removal of Ceiling Fans	(\$64,000)
• Deferral of Council Chambers	(\$1,655,000)
• Eliminate Onsite Pad/Utilities for CDD/PD	(\$39,000)
• Site Phasing/Staging Deduct	(\$400,000)
Total Value Engineering (Estimates Only)	(\$4,356,000)
Revised Estimate from 2018 Low Bid	\$28,310,000
Redesign Work Required for VE	\$194,335
Contingency (10%)	\$2,831,000
Total Project Requirements (w/Contingency)	\$31,335,335

Please note: The only additive alternate for the Project is the City Council Chambers. The base bid is designed without the Council Chambers and the addition of the Chambers is an additive alternate that can be selected upon bid.

Funding Source	Amount
Atherton Now	\$4,576,976
Estimated Unallocated GF Balance 6/2018	\$12,231,268
CIP Funds Allocated	\$4,423,138
Building Facility Reserve Funds	\$505,000
ERAF and Surplus Revenue Projections (18/19 – 21/22)	\$8,800,000

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Funding Source	Amount
Total	\$30,536,382

The Town's three (3) project estimating firms have placed the construction estimate for the Admin/PD \$28,310,000. There is a 5% project change order contingency on top of that amount bringing the total project requirement to \$30.3 million. The Town's available projected funding is \$30.5 million. This amount is also an estimate subject to modification via the Annual Audit and future projections of expenditures and ERAF revenue – but is accurate based on the preliminary audit results. While we can project known revenue and streams with reasonable accuracy (conservative growth in property tax revenues, salaries, basic operations), there are a number of large revenue streams that are subject to more significant swings based on the economy that we cannot predict. These include two significant revenue streams such as ERAF receipts from the State and building permit revenue – both of which will also have an impact on the Town's surplus revenues. Overall, revenues over estimated base cost leaves a contingency amount of \$2.2 million, about 8%.

If all things are as projected above, the Town will have sufficient funding to complete the project; however, we will need to address the Town's cash flow needs for basic operations at some point during the 3 years of the project.

Cash Flow

Based on our available property tax revenues, the Town can issue a TRAN for up to 85% of our property tax revenue projections for the coming year netting about \$7.5 million. *Staff does not recommend a TRAN at the full amount as they are required to be repaid within 15 months of issue;* and, the Town will be required to set aside revenue required to repay the TRAN during the borrow period. This creates a continuing reliance on issuance of successive TRANS to fully repay and simultaneously use the funds. If the bids come in on target or only slightly higher, the TRAN for operations could be a difficult option to pursue.

Use of a TRAN to address the 2nd year and successive years of revenue requirements would work only on the following assumptions:

- The TRAN must be based on an estimated projection of General Fund monthly cash flow revenues and expenses through the next several years;
- Issuance of the TRAN would require approximately six consecutive TRANs (FY 21 through FY 26) in order to address successive flow through of repayment and set-aside. This would trigger TRANS between \$2.1 Million and \$9.1 Million over the course of the project and beyond; and
- The TRAN would assume the minimum General Fund revenue reserve balance set at \$2.1 Million (15% of current expenditures); and
- Issuance would assume all available General Fund revenues are pledged to repayment of the notes (i.e. not merely property tax revenues).

Because of the repayment requirement and set-aside requirement, the use of a TRAN and Reserves

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to satisfy the Town's cash flow needs for an "on target" project may not be feasible unless the Council is comfortable with the issuance of successive TRANs to allow repayment over a period of several years beyond the project's completion. Even with the influx of Library funds, the Town's General Fund operational requirements may still face a shortfall that would trigger the need for cash flow funding because the General Fund is required to provide excess revenues toward the project each year. From staff's perspective, this is a continuous postponement of debt service until revenues and expenditures equalize several years past the project's completion date.

Therefore, staff's recommendation is to return consideration to the use of a COP of a reasonable amount which allows a lesser and consistent payback structure that the Town could pay off early given available revenue projections.

For a project based on the project estimate, the issuance of a COP at \$6.8 million would come with debt service of approximately \$600-\$725k, with a 10-year funding horizon. Based on projections, this would be an amount that could easily be handled by the Town's General Fund without creating further cash flow challenges. Again, this assumes that the project is based on an "on target" estimate.

If the project requirements exceed the target estimate, the COP needs to be increased to address the difference. Based on the debt service requirements, staff does not recommend a COP beyond \$10 million, unless the Council opts to extend the funding horizon to reduce the debt service required to pay off the COP. Presently, the scenarios are set at a 10-year funding horizon.

Urban Futures will assist in the presentation of several options for examination by the Council.

Additional considerations for the Council for funding would be the timing of the sale for COP's as there is the anticipation for the interest rates to increase three more times in 2019. If it is evident that the project will be complete in FY 2022, then it would be beneficial to borrow sooner than later. We are spending General Fund money first as opposed to debt service. With some debt, the Town would spread the benefit of the project over time across citizens that benefit from it. Longer term borrowing allows for the costs of the project to be spread to those that will benefit from the project throughout the life of the facility. The Town could consider structuring the COPs with an early call. COPS can be issued in multiples of funding years such 15, 20, 25, or 30-year funding horizons.

All of the above must wait until the bids return for a clear picture of what exactly will need to be financed, if anything.

The preceding is provided to allow the Council's continued discussion of project funding and cash flow.

POLICY ISSUES

There are no policy issues associated with this report.

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FISCAL IMPACT

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: Cost Model Manager Report 12-10-18

Attachment 2: Project Schedule 11-8-18

Attachment 3: WRNS Studio Re-bid Services Proposal Letter 12-10-18

Attachment 4: Notice Inviting Bids for the Civic Center Project

Attachment 5: Monthly Budget Summary

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Attachment 5

Monthly Budget Summary

Fund Allocations	Library Fund	Building Facilities Fund	General Fund	Civic Center Donations	Total
FY 18-19 Budget	\$8,124,830	\$2,675,374	\$981,500	\$6,576,976	\$18,358,680
Expenditures to Date					
Design	\$1,083,313	\$452,452	\$581,357	\$2,479,255	\$4,596,378
Project Management	\$574,634	\$188,078	\$50,138	\$770,085	\$1,582,935
Geo-Tech/Environmental	\$48,706	\$95,442	\$59,280	\$0	\$203,429
Totals	\$1,706,654	\$735,972	\$690,776	\$3,249,340	\$6,382,741
Remaining FY 18-19 Budget	\$6,418,176	\$1,939,402	\$290,724	\$3,327,636	\$11,975,939

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

Civic Center Funding and Cost Analysis

Library Costs Summary

		Select "x"	VE Savings
Reconciled Estimate Based on Recent Bid	\$ 23,267,000		
Recommended VE Deducts			
1 Eliminate Rammed Earth Wall	\$ -		\$ (766,000)
2 Metal Panels & Flashings	\$ (76,000)	x	\$ (76,000)
3 VE Curtain Walls, Windows	\$ (897,000)	x	\$ (897,000)
4 Heat Pump for Library Only/Retain Underfloor Sys	\$ -		\$ (466,000)
5 Toilet Partitions/Walls	\$ -		\$ (35,000)
6 VE Lights	\$ (19,000)	x	\$ (19,000)
7 Delete Microgrid, Retain Infrastructure	\$ (570,000)	x	\$ (570,000)
8 Delete PVs/Retain Infra/Stantions	\$ (751,000)	x	\$ (751,000)
9 Eliminate Deck @ Southwest	\$ (69,000)	x	\$ (69,000)
10 Reduce Size of North Deck	\$ -		\$ (109,000)
11 Hydroseed & Irrigation	\$ -		\$ (273,000)
12 Cedar Fencing/Elim. S. Fencing/Furnishing	\$ (59,000)	x	\$ (59,000)
13 Wall Panels	\$ (65,000)	x	\$ (65,000)
14 Interior Window Systems	\$ (175,000)	x	\$ (175,000)
15 Remove Shelving and add to FFE	\$ (605,000)	x	\$ (605,000)
16 Defer Historic Renovation of Town Hall	\$ -		\$ (1,796,000)
17 Eliminate Adult Reading Room (750sf)	\$ -		\$ (705,000)
18 Demolition of Library	\$ (140,000)	x	\$ (140,000)
19 Eliminate Small Meeting Rooms (350sf)	\$ -		\$ (329,000)
20 Eliminate Additional SF (150sf)	\$ -		\$ (141,000)
	\$ (3,426,000)		

Estimated Cost	\$ 19,841,000		
ReDesign Cost (% of VE)	\$ 238,215	6.95%	9/5/18
Contingency	\$ 1,984,100	10%	
Project Requirements	\$ 22,063,315		

Library Revenue Summary

		Select "x"	Revenues
Library Fund 6/2018	\$ 13,136,230		fund balance
Surplus Funds FY 2018/19	\$ 1,450,000	x	\$ 1,450,000
Surplus Funds FY 2019/20	\$ 1,450,000	x	\$ 1,450,000
Surplus Funds FY 2020/21	\$ 1,450,000	x	\$ 1,450,000
Surplus Funds FY 2021/22	\$ 1,450,000	x	\$ 1,450,000
Surplus Funds FY 2022/23	\$ 1,450,000	x	\$ 1,450,000
Surplus Funds FY 2023/24	\$ 1,450,000	x	\$ 1,450,000
Surplus Funds FY 2024/25	\$ 1,450,000	x	\$ 1,450,000
Total	\$ 23,286,230		

Add'l Funding Req. (incl. contingency) \$ (1,222,915)

Recommended County Funds \$ 10,150,000 FY 18/19-21/22 are project years
FY 22/23-24/25 would be advance years

Admin/CDD/PD Costs Summary

		Select "x"	VE Savings
Reconciled Estimate Based on Recent Bid	\$ 32,666,000		
Recommended VE Deducts			
1 Defer Admin/Comm. Dev.	\$ -		\$ (6,092,000)
2 Eliminate Lobby/Tile Roof Lv. 1/Add 2nd Flr. Cnct.	\$ -		\$ (1,282,000)
3 Windows, Storefront, Mock-up, Precast	\$ (303,000)	x	\$ (303,000)
4 Change Roofing to Asphalt/Comp - PV Areas Only	\$ (150,000)	x	\$ (150,000)
5 Split face CMU/elim. plaster finish	\$ (82,000)	x	\$ (82,000)
6 VRF System w/o radiant ceiling/floor	\$ -		\$ (398,000)
7 VE Lighting	\$ -		\$ (26,000)
8 Hydroseed in lieu of Plantings	\$ (162,000)	x	\$ (162,000)
9 Remove site furnishings	\$ (18,000)	x	\$ (18,000)
10 Change Fencing to Cedar @ Ashfield Road	\$ (12,000)	x	\$ (12,000)
11 Delete Corp Yard Impr. (canopies, etc)	\$ (837,000)	x	\$ (837,000)
12 Elim. Acoustic ceiling, simplify railings, elim. Gate	\$ (426,000)	x	\$ (426,000)
13 Reduce casework at CDD	\$ (52,000)	x	\$ (52,000)
14 P-Laminate	\$ (13,000)	x	\$ (13,000)
15 Reduce to Level 3 Ballistic Sheathing (vs L5)	\$ (143,000)	x	\$ (143,000)
16 Remove ceiling fans	\$ (64,000)	x	\$ (64,000)
17 Defer Council Chambers	\$ (1,655,000)	x	\$ (1,655,000)
18 Eliminate onsite Pad/Utilities for Admin/CDD	\$ (39,000)	x	\$ (39,000)
19 Site Phasing Deduct By Rem. Admin/CDD f/site	\$ (400,000)	x	\$ (400,000)
	\$ (4,356,000)		

Estimated Cost	\$ 28,310,000		
Estimated ReDesign Cost (% of VE)	\$ 194,335	4.46%	9/12/18
Contingency	\$ 2,831,000	10%	
Project Requirements	\$ 31,335,335		

Admin/CDD/PD Revenue Summary

		Select "x"	Revenues
Atherton Now	\$ 4,576,976		remaining
Estimated Unallocated General Fund 6/2018	\$ 12,231,268		
CIP Funds	\$ 4,423,138		
Building Facility Reserve Fund	\$ 505,000		
ERAF FY 2018/19 + Rev. Surplus	\$ 2,200,000	x	\$ 2,200,000
ERAF FY 2019/20 + Rev. Surplus	\$ 2,200,000	x	\$ 2,200,000
ERAF FY 2020/21 + Rev. Surplus	\$ 2,200,000	x	\$ 2,200,000
ERAF FY 2021/22 + Rev. Surplus (project opens Fall 2021)	\$ 2,200,000	x	\$ 2,200,000
Total	\$ 30,536,382		

Add'l Funding Req. (not incl. contingency) \$ (2,226,382)

Recommended Cash Flow Funding**	\$ 3,500,000	TRAN Max. \$ 7,465,550
Project Only Cash Flow		
Initial Proj. Funds Available		\$ 21,736,382
Project Year 1 - 3/2019 - 3/2020	50%	\$ (14,155,000)
Add ERAF and Surplus Funds 6/2019		\$ 2,200,000
Remaining Proj. Funds at 3/2020		\$ 9,781,382
Project Year 2 - 3/2020 - 3/2021	40%	\$ (11,324,000)
Add ERAF and Surplus Funds 6/2020		\$ 2,200,000
TRAN 6/2020 (max 85% of property tax projection)	40%	\$ 3,500,000
Remaining Proj. Funds at 3/2021 (3 mos. before next \$)		\$ 4,157,382 (need \$3.5m+)
Project Year 3 - 3/2021 - 8/2021	10%	\$ (2,831,000)
Add ERAF and Surplus Funds 6/2021		\$ 2,200,000
Remaining Proj. Funds at 8/2021		\$ 3,526,382
Added ERAF and Surplus Funds 6/2022		\$ 2,200,000
Use Funds to Pay Off TRAN		\$ 5,726,382



Cost Model Manager - Project Cost Report

SUMMARY	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Land Acquisition & Entitlements	\$300,233	0%	\$7.36	EIR, Hazmat study, Underground Utility Survey, Topo and Alta Survey
Design, Planning and Management	\$7,661,739	12%	\$187.83	Architect, engineers, reimbursable expense, consultants
Construction and Related Costs	\$51,149,703	77%	\$1,253.98	Construction of buildings, site work, change orders, permits and fees, etc.
Telephone and Data Systems	\$461,510	1%	\$11.31	Allow for new phone system; new computers, server, wireless service
Furnishings, Fixtures and Equipment	\$1,218,688	2%	\$29.88	Furnishings for predominantly the interiors
Audio Visual and Security	\$77,000	0%	\$1.89	Includes paging, CCTV, card key system, projection system, and LCD monitors
Owner Costs	\$685,223	1%	\$16.80	Relocation, legal, etc.
Project Contingency	\$5,000,000	8%	\$122.58	Project Contingency
TOTAL PROJECT BUDGET	\$66,554,096	100%	\$1,631.63	Based on 40,790 Gross Square Feet of Buildings, Council approval: 12/20/17

Cost Model Manager - Project Cost Report

LAND ACQUISITION & ENTITLEMENTS	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Land Acquisition	0	0%		
CEQA Requirements	0	0%		
Environmental Impact Report	146,808	49%	3.60	Per Place Works proposal, 7/12/14
Planning Department Review	0	0%	-	Allowance per masterplan budget
Off site improvements for CEQA	0	0%	-	Assumed not required.
Hazardous Materials Study	24,275	8%	0.60	Per RGA Quote
Hazardous Abatement Plan and Compliance	0	0%	-	Allowance
Noise Study	0	0%	-	Included in EIR costs
Transportation/Traffic Study	0	0%	-	Included in EIR costs
Historical Consultant	0	0%	-	Assumed none required
Arborist	0	0%	-	Study tree conditions, (E) report complete
Archeological Resource Study	0	0%	-	Included in EIR costs
Topo and Alta surveys	44,900	15%	1.10	Legal description, topographic map
Geotechnical Survey	23,500	8%	0.58	Per Murray proposal 3/12/15
Underground Utility Survey	40,750	14%	1.00	Per MH 5/11/17
Reimbursable	20,000	7%	0.49	Allowance per costs above
Additional Services	0	0%	-	Allowance per costs above
Total - Entitlements	300,233	100%	7.36	

M5 14443	Atherton Civic Center
December 10, 2018	



Cost Model Manager - Project Cost Report

DESIGN, PLANNING & MANAGEMENT	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Design Professionals				
Architect	5,379,260	70%	131.88	Per WRNS proposal: 3/18/15 and XS as of 11/14/18
Structural engineer	0	0%	-	
Mechanical Engineer	0	0%	-	
Electrical Engineer	0	0%	-	
Civil Engineer/Survey	0	0%	-	
Landscape Architect	0	0%	-	
Cost Planning and Estimating	0	0%	-	NIC, provided by mack5
Specifications Writer	0	0%	-	
LEED Design	0	0%	-	Included above, Library only
LEED Commissioning	0	0%	-	Only through CD phase
Waterproofing Consultant	0	0%	-	
Acoustical Engineer	0	0%	-	
Community Outreach	0	0%	-	
Elevator Consultant	0	0%	-	
Internal Project Management	757,300	10%	18.57	Per MH 2/1/18 and extension as of 10/17/18
Project Management - mack5	1,290,859	17%	31.65	mack5 fee, includes extra services 6/7/17
Wayfinding, Graphics/Signage	4,000	0%	0.10	Allowance for Donor Wall
IT / AV / Security Equipment Consultants	58,320	1%	1.43	Per Interwest scope
Specialty Consultants for Police & Library	0	0%	-	Included in WRNS proposal above
Renderings and Models	0	0%	-	Allowance
FF&E Design	0	0%	-	Assumes covered by furniture vendor
LEED Enhanced Commissioning	0	0%	-	Included in WRNS XS
Reimbursable Expense	172,000	2%	4.22	Allowance at 3% of above costs
Allow for Additional Services	0	0%	-	Allow for 10% of all costs (fixed as of 5/19/17)
Total - Design, Planning & Management	7,661,739	100%	\$ 187.83	

Cost Model Manager - Project Cost Report

CONSTRUCTION COSTS and RELATED COSTS	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Construction			-	Based on Council approved VE
Police/Administration Building	28,310,000	55%	694.04	
Site Development (included above)	0	0%	-	
Subtotal - Police/Admin	28,310,000	55%	694.04	Based on Council approved SOW
Library	19,841,000	39%	486.42	
Old Town Hall (included above)	0	0%	-	
Site Development (included above)	0	0%	-	Based on Council approved SOW
Subtotal - Library	19,841,000	39%	486.42	
Corp Yard	0	0%	-	Removed from scope of work
Site Development	0	0%	-	Removed from scope of work
Subtotal - Corp Yard	0	0%	-	
Total for Construction	48,151,000	94%	1,180.46	
Related Costs of Construction				
Library demolition	276,856	1%	6.79	Completed before rebid
Tree Removal	5,089			Completed before rebid
Allowance for Hazardous Remediation	0	0%	-	Included in construction cost
Contractor Labor & Performance Bond	0	0%	-	Included in construction cost
SWPPP	0	0%	-	Qualified SWPPP Developer (QSD) and Practitioner (QSP) covered by ToA
Fees and Permits		0%	-	
City Permit Fees	138,447	0%	3.39	Allowance
Encroachment Permit	0	0%	-	Included above
Fire Department Permit	0	0%	-	Waived by MPFPD 5/16/17
Utility Fees		0%	-	Existing meters could be reused if the City relocates, new meters will be required in case the City offices do not relocate with credit for terminating existing services
Fire Department Connection	0	0%	-	Included above
Water	250,000	0%	6.13	Allowance for 2 new Potable water meters and one new irrigation water meter.
PG&E	60,000	0%	1.47	Allowance for 2 new electrical service
Cable/Telecommunications	10,000	0%	0.25	Allow for service to buildings
Insurance - Builder's Risk	0	0%	-	Included above
Inspector of Record	0	0%	-	Covered by ToA
Testing & Inspections	191,811	0%	4.70	Per mack5 Proposal for AME
Geotech Inspections	66,500	0%	1.63	Based on Murray Proposal approved: 1/17/18
Change Order Contingency	2,000,000	4%	49.03	Allow for 5% of cost of construction

M5 14443	Atherton Civic Center
December 10, 2018	



Cost Model Manager - Project Cost Report

Total - Construction Costs	51,149,703	100%	1,253.85
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M5 14443	Atherton Civic Center
December 10, 2018	



Cost Model Manager - Project Cost Report

TELEPHONE and DATA SYSTEMS	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Cabling	0	0%	-	Included in construction costs
Networks	385	0%	0.01	Per TEA estimate 11/7/18
Emergency Service Connections	245,029	53%	6.01	Per TEA estimate 11/7/18
Temporary DataCom Relocations	23,826	5%	0.58	Council approved 2/21/18
911/Ring Down System	128,500	28%	3.15	Per TEA estimate 12/23/17
Server	10,000	2%	0.25	Allowance, confirm scope
Telecom, primary & ancillary systems	6,270	1%	0.15	Per TEA estimate 11/7/18
Wireless network	25,000	5%	0.61	Allow for wireless networking
Allow for Additional Scope	22,500	5%	0.55	Allow for 10%
Total - Telephone and Data Systems	461,510	100%	11.31	

M5 14443	Atherton Civic Center
December 10, 2018	



Cost Model Manager - Project Cost Report

FURNISHINGS, FIXTURES & EQUIPMENT	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Office Furnishings	384,438	32%	9.42	Hayworth Quote 10/27/17
Library Furnishings	775,000	64%	19.00	Budget per furniture quotes+shelving
Library Sorter	59,250	5%	1.45	Budget per equipment quote
Signage	0	0%	-	Included in construction estimate
Kitchen equipment	0	0%	-	Included in construction estimate
Workout equipment	0	0%	-	
Allow for Additional Scope	0	0%	-	10% of above costs
Total - Furnishings, Fixtures and Equipment	1,218,688	100%	29.88	

Cost Model Manager - Project Cost Report

AUDIO VISUAL and SECURITY	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Public announcement system	20,000	26%	0.49	Indoor and outdoor system for general announcements
Audio Visual Systems	50,000	65%	1.23	Projectors, Screens, Speakers, Monitors
Security System - CCTV, Card Keys etc.	0	0%	-	Included in construction estimate
Library Book Check Out and Security	0	0%	-	Included in construction estimate
Allow for Additional Scope	7,000	9%	0.17	Allow for 10%
Total - Audio Visual and Security	77,000	100%	1.89	



Cost Model Manager - Project Cost Report

OWNER COSTS	Anticipated Cost (AC) 10-Dec-18	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Events (ground breaking, opening ceremony etc.)	15,000	2%	0.37	Allow for Town portion of events, brochures, community outreach
Public Art	0	0%	-	Not In Contract
Legal (Project-related)	0	0%	-	Allowance
Financing Fees, Bond Fees	0	0%	-	Assumed no construction loan, bonds etc
Move Coordinator	128,800	19%	3.16	Interwest quote 2/25/17
Movers, Relocation	65,540	10%	1.61	Council approved 2/21/18
Temporary Space Rental	355,797	52%	8.72	Council approved 2/21/18
Temporary Library Site Preparation	120,086	18%	2.94	Council approved 2/21/18 and temporary power move to Town Hall
Allow for Additional Scope and Services	0	0%	-	Allow for 5% of above costs
Total - Owner Costs	685,223	100%	16.80	

Atherton Civic Center - Atherton

Project Schedule - November 8, 2018



ID	Task Name	Duration	Start	Finish	November			
					11/4	11/11	11/18	11/25
1	ACC Documentation	0 days	Mon 6/30/14	Mon 6/30/14				
2	Project Setup & Initiation	204 days	Wed 7/23/14	Mon 5/4/15				
34								
35	Design Phase	982 days	Tue 4/7/15	Wed 1/9/19				
36	Master Plan Review & Programming	105 days	Tue 4/7/15	Mon 8/31/15				
44								
45	Conceptual Design	90 days	Tue 5/5/15	Mon 9/7/15				
54								
55	Schematic Design	155 days	Fri 10/16/15	Fri 5/20/16				
71								
72	Design Development	176 days	Mon 6/6/16	Tue 2/7/17				
88								
89	Construction Documents	494 days	Thu 2/16/17	Wed 1/9/19				
90	CD Kick-Off Meeting	0 days	Thu 2/16/17	Thu 2/16/17				
91	CD Progress	3 wks	Fri 2/17/17	Thu 3/9/17				
92	Coordination Meeting	0 days	Thu 3/9/17	Thu 3/9/17				
93	Arch to issue Coordination Set	1 wk	Fri 3/10/17	Thu 3/16/17				
94	CD Progress	4 wks	Fri 3/10/17	Thu 4/6/17				
95	Coordination Meeting 25% CD's	0 days	Thu 4/6/17	Thu 4/6/17				
96	Arch to issue Coordination Set	1 wk	Fri 4/7/17	Thu 4/13/17				
97	CD Progress	10 wks	Fri 4/7/17	Thu 6/15/17				
98	Coordination Meeting 50% CD's	0 days	Thu 6/15/17	Thu 6/15/17				
99	Arch to issue Coordination Set	1 wk	Fri 6/16/17	Thu 6/22/17				
100	CD Progress	66 days	Fri 6/23/17	Fri 9/22/17				
101	Arch issues Planning Submittal	1 day	Mon 9/25/17	Mon 9/25/17				
102	CD Progress	4 wks	Tue 9/26/17	Mon 10/23/17				
103	Coordination Meeting 90% CD's	0 days	Mon 10/23/17	Mon 10/23/17				
104	Arch to issue Coordination Set	2 wks	Tue 10/24/17	Mon 11/6/17				
105	Arch to receive Consultant Team 90% CD Permit Set	1 wk	Tue 11/7/17	Mon 11/13/17				
106	Arch issues Permit Set	1 day	Tue 11/14/17	Tue 11/14/17				
107	CD 90% Cost Estimate	3 wks	Wed 11/15/17	Tue 12/5/17				
108	CD Progress	8 wks	Wed 11/15/17	Tue 1/9/18				
109	Arch receives/distributes Plan Check Comments	0 days	Wed 1/10/18	Wed 1/10/18				
110	CD Progress	3 wks	Thu 1/11/18	Wed 1/31/18				
111	VE Progress	26 wks	Wed 6/6/18	Tue 12/4/18				
112	VE Estimate & Peer Review	3 wks	Wed 12/5/18	Tue 12/25/18				
113	Arch to receive Consultant Team 100% CD Documents	4 days	Thu 1/3/19	Tue 1/8/19				
114	Issue Conformed Construction Documents, Project Manual	1 day	Wed 1/9/19	Wed 1/9/19				
115								
116	Town Approvals	882 days	Tue 9/1/15	Wed 1/16/19				
117	Design Review	882 days	Tue 9/1/15	Wed 1/16/19				
118	Programming	10 days	Tue 9/1/15	Mon 9/14/15				
121	Conceptual Design	22 days	Tue 9/8/15	Wed 10/7/15				
124	Schematic Design	10 days	Mon 5/23/16	Fri 6/3/16				
127	Design Development	21 days	Thu 1/19/17	Thu 2/16/17				
130	Construction Documents	409 days	Fri 6/23/17	Wed 1/16/19				
131	50% CD Review	10 days	Fri 6/23/17	Thu 7/6/17				
132	Written Comments issued to Design Team	0 days	Thu 7/6/17	Thu 7/6/17				
133	90% CD Review	10 days	Wed 12/6/17	Tue 12/19/17				
134	Written Comments issued to Design Team	0 days	Tue 12/19/17	Tue 12/19/17				
135	VE Review	10 days	Wed 12/5/18	Tue 12/18/18				
136	Written Comments issued to Design Team	0 days	Wed 12/19/18	Wed 12/19/18				
137	Conformed CD Review	10 days	Thu 1/3/19	Wed 1/16/19				
138	Written Direction to Issue Documents for Re-Bid	0 days	Wed 12/19/18	Wed 12/19/18				
139								
140	Entitlements	341 days	Wed 7/23/14	Wed 11/11/15				
152								
153	Permitting	683 days	Fri 5/20/16	Wed 1/2/19				
154	Atherton Civic Center	683 days	Fri 5/20/16	Wed 1/2/19				
155	Preliminary Planning/Building Review	0 days	Fri 5/20/16	Fri 5/20/16				
156	Preliminary Planning/Building Review	0 days	Wed 1/18/17	Wed 1/18/17				
157	Submission to Planning	0 days	Mon 9/25/17	Mon 9/25/17				

Atherton Civic Center - Atherton

Project Schedule - November 8, 2018



ID	Task Name	Duration	Start	Finish	November			
					11/4	11/11	11/18	11
158	Processing by Planning	22 days	Tue 9/26/17	Wed 10/25/17				
159	Receipt of Planning Commission Approval	0 days	Wed 10/25/17	Wed 10/25/17				
160	Submission to Building Dept	1 day	Wed 11/15/17	Wed 11/15/17				
161	Processing by Building Dept	8 wks	Thu 11/16/17	Wed 1/10/18				
162	Receipt of Plan Check Comments	0 days	Wed 1/10/18	Wed 1/10/18				
163	Drawing Revisions	23 wks	Thu 1/11/18	Wed 6/20/18				
164	Re-Submission to Building Dept	0 days	Wed 12/12/18	Wed 12/12/18				
165	Processing by Building Dept	3 wks	Thu 12/13/18	Wed 1/2/19				
166	Permit Issued - (*Review periods are estimates only)	0 days	Wed 1/2/19	Wed 1/2/19				
167								
168	Bidding Phase	488 days	Mon 4/24/17	Wed 3/6/19				
169	Bidding	488 days	Mon 4/24/17	Wed 3/6/19				
170	Issue Contractor RFQ	0 days	Mon 4/24/17	Mon 4/24/17				
171	RFQ Q&A	40 days	Mon 4/24/17	Fri 6/16/17				
172	Contractor SOQ Due	0 days	Thu 6/29/17	Thu 6/29/17				
173	Issue Documents for Bidding	0 days	Thu 3/22/18	Thu 3/22/18				
174	Pre Bid Conference	0 days	Wed 4/4/18	Wed 4/4/18				
175	Bidding	54 days	Thu 3/22/18	Tue 6/5/18				
176	Re-Bid	30 days	Thu 1/3/19	Wed 2/13/19				
177	Pre Bid Conference	0 days	Thu 1/17/19	Thu 1/17/19				
178	Final Day to Submit Questions	0 days	Wed 1/30/19	Wed 1/30/19				
179	Final Addendum Issued	0 days	Wed 2/6/19	Wed 2/6/19				
180	Receive Bids	0 days	Wed 2/13/19	Wed 2/13/19				
181	Evaluate Bids	4 days	Thu 2/14/19	Tue 2/19/19				
182	Town Approval	0 days	Wed 2/20/19	Wed 2/20/19				
183	Execute Construction Agreement	2 wks	Thu 2/21/19	Wed 3/6/19				
184								
185	Construction Phase	1027 days	Tue 3/28/17	Wed 3/3/21				
186	Construction	1027 days	Tue 3/28/17	Wed 3/3/21				
187	Notice to Proceed	0 days	Wed 3/6/19	Wed 3/6/19				
188	Kick-off Meeting	0 days	Wed 3/6/19	Wed 3/6/19				
189	Ground Breaking Ceremony	0 days	Wed 3/13/19	Wed 3/13/19				
190	Construction	520 days	Thu 3/7/19	Wed 3/3/21				
191	FFE Installation	120 days	Thu 9/17/20	Wed 3/3/21				
192	FFE Purchasing: Start	0 days	Thu 9/17/20	Thu 9/17/20				
193	FFE Installation: Start	0 days	Thu 2/4/21	Thu 2/4/21				
194	FFE Installation: End	1 mon	Thu 2/4/21	Wed 3/3/21				
195	Move Coordination	517 days	Tue 3/28/17	Wed 3/20/19				
196	Inventory	69 days	Tue 3/28/17	Fri 6/30/17				
201	Surplus	310 days	Mon 4/10/17	Fri 6/15/18				
204	Site Work	268 days	Tue 3/28/17	Thu 4/5/18				
212	Modular Buildings	308 days	Tue 3/28/17	Thu 5/31/18				
221	Storage Pods	307 days	Tue 3/28/17	Wed 5/30/18				
228	Move	404 days	Fri 9/1/17	Wed 3/20/19				
229	Mover Procurement	112 days	Fri 9/1/17	Mon 2/5/18				
230	Mover Bid Award	12 days	Tue 2/6/18	Wed 2/21/18				
231	Mover Contract	10 days	Thu 2/22/18	Wed 3/7/18				
232	Mover NTP	1 day	Thu 3/8/18	Thu 3/8/18				
233	Pre Move Packing	55 days	Fri 3/9/18	Thu 5/24/18				
234	Move Items to Storage	15 days	Fri 5/25/18	Thu 6/14/18				
235	Move Library	2 days	Mon 10/15/18	Tue 10/16/18				
236	Move Heritage and City Council	10 days	Thu 3/7/19	Wed 3/20/19				
237								
238	Project Opening	20 days	Thu 3/4/21	Wed 3/31/21				
239	Staff Opening	1 mon	Thu 3/4/21	Wed 3/31/21				
240	Public Opening	0 days	Wed 3/31/21	Wed 3/31/21				

December 10, 2018

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

Re: Town of Atherton Civic Center Added Project ReBid
Scope
Job no. 15007.108 Additional Service Request No. 36

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal for the Revised Atherton Civic Center Project Re-Bid Scope. This scope and associated fee reflects the decision to rebid the Atherton Civic Center scope through the Public Bid Process after the integration of substantial Value Engineering items. This fee proposal reflects the process change to a non-Prequalified open bid process, and a standard fee escalation percentage reflecting 3 years.

SCOPE OF SERVICES

It is anticipated that there will be a Public 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.

It is understood that the Bidding process will be managed by the Town of Atherton and Mack 5, herein noted as the client. Our understanding is that any questions will be provided to WRNS in PDF form and will be collected, labeled and tracked by the client. The design team will provide responses to these formalized questions to the client. Any suggested substitutions or changes will need to be provided in detail by the Bidder, as additional research is not part of this Bid effort. Responses and changes accepted through the Bid Process will not be incorporated into the. Current Drawings, Specifications and Calculations under this scope. Energy Models, Acoustical reports, and the Basis of Design documents will not be amended to reflect any responses

Disciplines engaged in this effort includes: Civil, Landscape, Structural, Police, Mechanical, Electrical, Plumbing, Daylighting, Acoustic, Energy Modeling, Interior, Architecture and Furniture.

Proposed Fee:

For the Scope-of-Work described above we respectfully request an amount of \$ 78,950.00 (Seven Thousand Nine -Hundred and Fifty Thousand Dollars) for the design services noted above.

Re-Bid Scope	\$ 78,950.00
<hr/>	
Total	\$ 78,950.00

Reimbursables:

Per the Prime Agreement This does not include Presentation Materials or Bidding sets. All interim submission will be provided electronically.

WRNSSTUDIO^{LLP}

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 Library only and the City Hall/Police Facility

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

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NOTICE INVITING BIDS

TOWN OF ATHERTON, CA

The Town of Atherton will accept bids for the following Public Works Project:

TOWN CENTER PROJECT-- PROJECT NO. 54015

BACKGROUND: In March 2018 The Town of Atherton requested bids from a group of pre-qualified General Contractors (GC) for the Town Center Project. In June 2018 the Town received bids from two of the selected GC's, with the lowest being 40 percent higher than the Engineers Estimated. The City Council rejected both bids and directed the design team to value engineer (VE) the project to reduce the cost per square foot and have the revised bid documents completed by end of calendar year 2018. This project now reflects all of the City Council's approved VE changes and is now open to all qualifying General Contractors to submit bids on. The changes include: reducing the number of add alternatives from nine to one, making a number of finish and material changes, removing improvements in the Corporation Yard, simplifying site access and logistics, deleting all required tree removals, and demolishing of the Library and Public Works buildings prior to bid.

SCOPE OF WORK: The work to be completed includes furnish all labor, equipment and materials and perform all work necessary and incidental to construct the Atherton Town Center Project. The Town Center project generally consists of demolishing the existing Administration/Police Department (PD) buildings (fixed and modular), PD garage, renovation of the historic Town Hall building, new City Hall and Library, site improvements and removing, realigning and rebuilding sections of the existing Ashfield Road and Dinkelspiel Station Lane.

PLANS & SPECIFICATIONS: May be obtained at the Town of Atherton's website at: <http://www.ci.atherton.ca.us/bids.aspx> at no cost. Additional information is contained in Town of Atherton Standard Specifications, which are available at: <http://www.ci.atherton.ca.us/DocumentCenter/View/285>. Contractor shall be responsible for any addendums that may be posted on the Town's website. No Plan holders list will be made available. Drawings and Specifications can be obtained at Contractors Expense from: BPXpress Reprographics

Attn: Will Brown
4903 Central Avenue
Richmond, CA 94804
Office-(510) 559-8299

MANDATORY PRE-BID CONFERENCE: Will be held for the project on **Wednesday, January 16, 2019, at 10:00 A.M.** at the Historic Town Hall Council Chambers at 94 Ashfield Rd, Atherton, CA.

SEALED BIDS will be received at the office of the City Clerk, 91 Ashfield Road, Atherton, California 94027, **until 11:00 A.M. Pacific Standard Time on Wednesday February 13, 2019**, at which time bids will be publicly opened and read aloud.