Item No. 15
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: **MAY 17, 2017**

SUBJECT: **CIVIC CENTER UPDATE: APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WRNS STUDIO (SUBCONSULTANT) FOR SURVEYING POTHOLING SERVICES AND AUTHORIZE THE CITY ATTORNEY TO PREPARE AND CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONSULTING SERVICES AGREEMENT; RECEIVE AND FILE THE COST MODEL MANAGER AND UPDATED PROJECT SCHEDULE**

RECOMMENDATION

1. Authorize the City Attorney to prepare and the City Manager to execute an amendment to the consulting services agreement with WRNS Studio (via a subconsultant) to perform surveying potholing services for 36-inch SFPUC water line for a fee not to exceed $40,750; and
2. Receive and file the Cost Model Manager (CMM) and Updated Project Schedule.

BACKGROUND

Additional Services

On January 18, 2017, Council approved an amendment to the WRNS Studio (WRNS) agreement to provide survey services for lot line mergers, utility location services, SFPUC water main easement support and additional topographic surveying. On April 19, 2017, Council approved an amendment to the WRNS agreement to provide an American Land Title Association (ALTA) survey.

As these areas of the project move forward, survey/potholing services are required to identify the exact field location and condition of the San Francisco Public Utility Commission (SFPUC) 36-inch water line that runs through the Civic Center project. The WRNS proposal letter (Attachment 1) outlines the services to be provided by sub-consultants for a fee not to exceed of $40,750. The

need for this work was contemplated by Mack5 within the Cost Model Manager – Underground Utility Survey.

Council action is required to authorize the City Attorney to prepare and the City Manager to execute an amendment to the consulting services agreement with WRNS Studio (via a subconsultant) to perform surveying potholing services for a fee not to exceed $40,750.

Cost Model Manager Report

The Cost Model Manager (CMM) Report (Attachment 2) 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. The broad categories include:

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

The Cost Model Manager currently anticipates the total project cost (City Administration/Police building, new Library, renovated Town Hall, Corporation Yard and campus site work) to be $53,564,636. The CMM now includes the full cost of the corporation yard.

The Council-directed add alternates are not included in the CMM but will be incorporated as the project moves forward and add alternates are selected. The CMM provides an "all in" view of the project. Staff is developing a cover document to the CMM that provides a summary of estimated project costs, funds committed to date, and costs/funds remaining for the project. Prior to this point, the Council has been discussing the design and construction costs of the Admin/PD building and site work only. This is because the cost conversation related directly to the requirements of Measure L. Other costs related to the project could be funded via Building Fees, the Library Fund, and the General Fund (for those expenses *not related to* design or construction). Now that the project is in the Construction Documents Phase, the Cost Model Manager is the more appropriate report for inclusion in the Civic Center Project Update Reports. At this phase, the project remains in line with the requirements of Measure L. Funding from Atherton Now and other authorized project funding sources are sufficient to complete the current Construction Documents Phase.

It is important to note that the CMM total project cost includes numerous built-in project contingency amounts to address future potential project change orders, design changes, costs escalation and other issues that might arise. Some of these contingencies will be used and some will be reduced or eliminated based on project need and work. The total cost within the CMM includes $9.35 million in project contingencies (21%). Major categories of contingencies are potential construction change orders, overall project contingency, design contingency, and potential cost escalation. These four areas total $8.4 million.

Project Schedule

The updated Mack5 Project Schedule (Attachment 3) indicates that the project is nearing 50% completion with Construction Documents (CD's) and the project is on schedule to issue documents for bid in December 2017.

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. 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 WRNS agreement amendment for the surveying potholing services.

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 provides (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: WRNS Survey Potholing Proposal Letter 5-10-17
Attachment 2: Cost Model Manager 5-11-17 Report
Attachment 3: Project Schedule 5-2-17
Attachment 4: Atherton NOW Monthly Report – April 2017
Attachment 5: Monthly Budget Summary

Attachment 5

Monthly Budget Summary

Fund Allocations	Library Fund	Building Facilities Fund	General Fund	Civic Center Donations	Total
FY 16-17 Budget	**$946,500**	**$594,000**	**$354,000**	**$1,535,000**	**$3,429,500**
Expenditures to Date					
Design	**$462,900**	**$150,831**	**$0**	**$1,166,653**	**$1,780,383**
Project Management	**$134,515**	**$136,730**	**$6,851**	**$249,703**	**$527,799**
Geo-Tech/Environmental	**$47,259**	**$91,321**	**$24,009**	**$0**	**$162,589**
Totals	**$644,673**	**$378,882**	**$30,860**	**$1,416,356**	**$2,470,771**
Remaining FY 17-16 Budget	**$301,827**	**$215,118**	**$323,140**	**$118,644**	**$958,729**

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**

WRNS STUDIO LLP

May 10, 2017

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

Re: Town of Atherton Civic Center Selected Survey Potholing for SFPUC
Job no. 15007 Additional Service Request No. 14

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal for surveying potholing services to support the Town with the development of Civic Center effort. This proposal is built off the Sherwood Proposal provided to us dated May 10, 2017, and attached as a reference.

We understand that this effort will be in support of the current design for the Atherton Civic Center and include both the City Hall/Police Department and the Library and the Corporation Yard. It is desired to provide more detailed information to the Town in order to assist in clarifying of the SFPUC line and location. Based on the discussion we have had with you, our work will include the scope of work as defined below, broken down by task.

S O E O SER ES

Additional services will be required by the Civil Engineer in conjunction with the selected Potholing Contractor (Exaro Technologies Corporation) to preform potholes along SFPUC's 36" water main as well as pipe condition inspection pits for the property within the limits and extending approximately 150ft north west of the Atherton Civic Center project site. Upon approval from the Client, the Civil Engineer, as the prime consultant on this scope of work with the Potholing Contractor as their subconsultant, will provide these services identified below.

1. Phases of work to be included in approved scope of "Description Process":

   A. Refer to "Exhibit A – Potholing Locations" and "Exhibit B Exaro Proposal" for extent of additional effort.

   B. Phases of work which are **not incl e** in this proposal however may be required by the Town of Atherton include the following

      a. Traffic flagmen during potholing construction. The necessity of traffic flagmen are not anticipated for the scope of work; however, the Town of Atherton may evaluate the need during construction. If traffic flagmen are deemed necessary by the Town of Atherton, the resultant fees associated will be billed directly to the Town by Exaro at a rate of $1,223/flagmen/day (see Exhibit B_Exaro Proposal_SFPUC Potholing).

Upon approval of the Client, the Civil Engineer will perform the required contractual, scoping and financial administration services for management of the Potholing Contractor's scope included in Section 1.1A only.

These services also include the required coordination and oversight to ensure the least possible disruption to the Town, protection in place of existing underground utilities in potholing proximity, and the disrupted area is adequately restored to acceptable conditions that meet the Town of Atherton's protocol. The Civil Engineer will also provide all project files necessary to the Potholing Contractor as necessary to complete the scope of all proposed potholing along the SFPUC pipeline.

WRNS STUDIO LLP

ro ose ee

For the Scope-of-Work described above, we respectfully request an amount of $ (Forty Thousand Seven Hundred and Fifty dollars) for the design services noted above.

Mapping	$34,250.00
Civil Engineering	$3,500.00
Architectural Administration and Coordination	$3,000.00

otal

Rei rsa les

For work Billed at incurred rate multiplied by 10% and is estimated to be less than $1,500.00. This estimate does not included Presentation Materials or Bidding sets. All interim submission will be provided electronically.

A itional 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.

Rei rsa le Ex enses

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.

Ass tions Excl sions

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.

ASSU O S

1. The Client will provide WRNS Studio with necessary parameters and deliverables for this effort.
2. Formal report is not required.
3. Schedule will commence in January 2017 and will be completed within the first six months

EX US O S

The following items/services are not part of Basic Services, but may be provided as an Additional Service if requested and authorized by the Client:

- as noted in Sherwood proposal

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	George Rodericks
Project Manager, Partner	City Manager
WRNS Studio	Town of Atherton

Cc: Marty Hanneman, Town of Atherton

Attachments:
Exhibit A: Sherwood Proposal ASP 04 and referenced exhibits dated December 13, 2016

SHERWOOD
DESIGN ENGINEERS

58 MAIDEN LANE, 3RD FLOOR, SAN FRANCISCO, CA 94108
(415) 677-7300 WWW.SHERWOODENGINEERS.COM

Atherton Civic Center
Additional Services Proposal 12 – SFPUC Potholing (DRAFT)

WRNS Studio
Pauline Souza
501 2nd St
San Francisco, CA 94107

May 10, 2017

Dear Pauline, p

Sherwood Design Engineers (hereinafter the "Civil Engineer") is requesting approval of the following Additional Services (ASP No. 12) as an amendment to the original contract (Original Service Agreement for Civil Engineering services for the Atherton Civic Center between WRNS Studio and Sherwood Design Engineers) with WRNS Studio (hereinafter the "Client"). Clients and Owner, the Town of Atherton, are in a binding agreement known as the Prime Agreement.

1.0 SCOPE OF SERVICES

Additional services will be required by the Civil Engineer in conjunction with the selected Potholing Contractor (Exaro Technologies Corporation) to preform potholes along SFPUC's 36" water main as well as pipe condition inspection pits for the property within the limits and extending approximately 150ft north west of the Atherton Civic Center project site. Upon approval from the Client, the Civil Engineer, as the prime consultant on this scope of work with the Potholing Contractor as their subconsultant, will provide these services identified below. These Additional Services will be billed on a fixed fee basis as outlined per Section 3.0.

1.1 SFPUC Potholing

Upon approval of the Client, the Civil Engineer will initiate the Potholing Contractor to perform the following services as outlined and detailed in the attached "Exhibit B_Exaro Proposal_SFPUC Potholing".

A. Phases of work to be included in approved scope
    a. Phase 1 SFPUC Potholing
B. Phases of work which are **not included** in this proposal however may be required by the Town of Atherton include the following
    a. Traffic flagmen during potholing construction. The necessity of traffic flagmen are not anticipated for the scope of work; however, the Town of Atherton may evaluate the need during construction. If traffic flagmen are deemed necessary by the Town of Atherton, the resultant fees associated will be billed directly to the Town by Exaro at a rate of $1,223/flagmen/day (see Exhibit B_Exaro Proposal_SFPUC Potholing).

1.2 Civil Engineering Services

Upon approval of the Client, the Civil Engineer will perform the required contractual, scoping and financial administration services for management of the Potholing Contractor's scope included in Section 1.1A only. These services also include the required coordination and oversight to ensure the least possible disruption to the Town, protection in place of existing underground utilities in potholing

DRAFT

proximity, and the disrupted area is adequately restored to acceptable conditions that meet the Town of Atherton's protocol. The Civil Engineer will also provide all project files necessary to the Potholing Contractor as necessary to complete the scope of all proposed potholing along the SFPUC pipeline.

1.3 Exclusions: Consultant shall not be required to provide the following services.

- Services outlined in Section 1.1B
- Exclusions listed in the Original Services Agreement

2.0 SCHEDULE

The additional civil engineering services included in ASP No. 12 will commence upon authorization by the Client with an anticipated two-week schedule. If the project schedule is extended, or additional phasing is requested by the Client, resulting in an additional scope of work beyond the Original Service Agreement and ASP No. 12, the Civil Engineer can accommodate the additional services under a separate Additional Services Proposal.

3.0 ADDITIONAL SERVICES FEE SUMMARY TABLE

Additional fees will be billed on a Time and Materials basis in accordance with Civil Engineer's Standard Hourly rates identified in the Original Services Agreement. Reimbursable expenses will be billed in addition to the hourly labor cost.

ADDITIONAL SERVICES	Schedule (Completion Date and/or Duration*)	Fee Estimate	Estimated Reimbursable Expenses
1.0 Scope and Fee Included:			
1.1A- SFPUC Potholing (Description Process Option)	2 Weeks	$34,250	Included
1.2- Civil Engineering Services	2 Weeks	$3,500	Included
TOTALS	**2 Weeks**	**$37,750**	**Included**

**Duration is defined as elapsed time from initiation of phase or scope of work upon our receipt of your written authorization to proceed.*

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Acknowledgement:
The respective obligations of the parties are set forth in the Proposal, including any schedules or exhibits referred to therein, and in the ATTACHMENT I - STANDARD TERMS AND CONDITIONS which is attached to the Proposal and made a part thereof. If both the Client and Owner have signed this Acknowledgement, both shall be responsible jointly and severally to pay amounts invoiced and due to Sherwood Design Engineers.

Proposal: Letter dated _____for the _____
_____Project.

Billing: Preferred Billing Method: US Mail Email Both

Billing contact name: _____

Billing contact email: _____

Special Instructions: _____

_____

Client:
Full Legal Name _____
Attention: _____
Address _____
_____
_____
Federal Tax ID _____

x_____
Agreed Title Date

Owner
Full Legal Name _____
Attention: _____
Address _____
_____
_____
Federal Tax ID _____

x_____
Agreed Title Date

Sherwood Design Engineers:
This agreement is with only the following identified entity which is solely responsible to provide the Service:
Sherwood Design Engineers – 58 Maiden Lane, 3rd Floor, San Francisco, CA 94118, USA
Sherwood Design Engineers - 39th Floor, 10 East 40th Street, New York, NY 10016, USA
Sherwood Design Engineers – 611 Kirby Drive, Houston, TX 77005, USA

x_____
Agreed Title Date

S. Bry Sarté
Principal Engineer
California Certificate No. 60244
Renewal Date: 6/30/18

John Leys
Principal Engineer
California Certificate No. 72828
Renewal Date: 6/30/18

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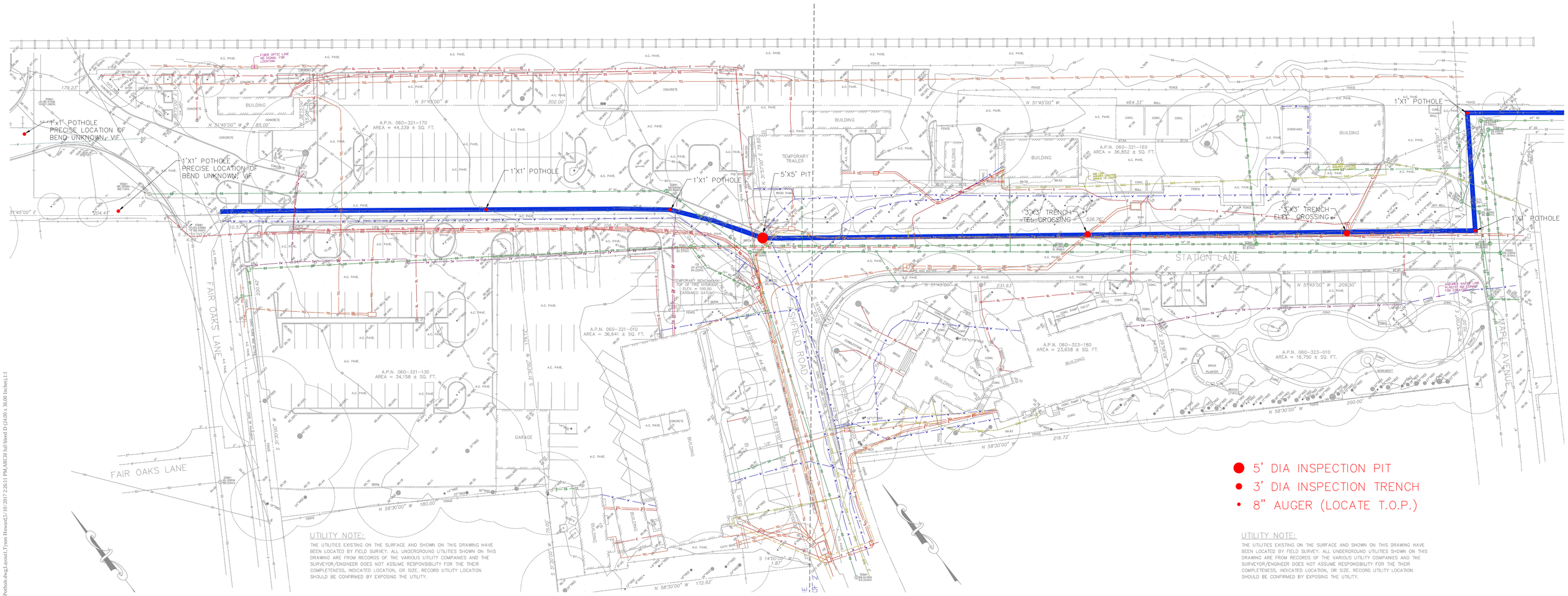

SHERWOOD
DESIGN ENGINEERS
58 Maiden Lane, Third Floor
San Francisco, CA
94108
www.sherwoodengineers.com

SFPUC POTHOLE AND INSPECTION LOCATIONS

ATHERTON CIVIC CENTER
ATHERTON, CA

North
0 15' 30' 60'

5/09/2017

P:\2014\14-301_Atherton\CD14_Design\Exhibits\SFPUC\SFPUC Pothole\SFPUC Pothole.dwg\Layout\Tyson Howard\5/10/2017 2:26:11 PM\ARCH full bleed D (24.00 x 36.00 Inches)\.1:1

EXARO Technologies Corporation
1831 Bayshore Highway* Burlingame, CA 94010
[Tel] (650) 777-4324 [Fax] (650) 777-4326
General Engineering Contractor # 860376

May 8, 2017

Mike Hastings [Tel] 415-813-1211
Sherwood Design Engineers
58 Maiden Lane
San Francisco, CA 94108

RE: R1 - EXARO is pleased to provide this proposal for Vacuum Excavation (potholing) on SFPUC Inspection Project in the City of Atherton, CA.

Scope
1. Mark out boundaries, notify USA and coordinate with utilities
2. Obtain Permits (excludes permit fees and bonds) unless otherwise notified
3. Implement Traffic Control
4. Vacuum excavate 6 potholes (standard 1'x1'), 2 trenches (3' long x 3' deep), 1 inspection pit (5'x5', 6' deep) to confirm underground utilities per furnished drawings
5. Backfill with Class II, native material and CDF/slurry in inspection pit
6. Repair asphalt with hot asphalt mix paving
7. Provide vertical and horizontal location of utilities referenced to existing infrastructure

Proposal Fee (Does **NOT** include permit and bond fees)
- **$ 8,018 – 6 potholes (2 days)**
- **$ 6,744 – 2 trenches (1.5 days)**
- **$19,488 – 1 inspection hole (2 man crew - 4 days)**
- Add $1,223 for each traffic control flag person each day required

Assumptions
1. General Conditions apply
2. No concrete work will be required, not included.
3. A pothole plan identifying pothole locations will be provided prior to fully executed agreement
4. Any private property access/permission needed will be provided by Client at no cost to EXARO
5. A designated area to dump spoils will be provided on site by Client at no cost to EXARO
6. If underground water is encountered, excavation will not continue

Schedule - Project is estimated to take 7.5 working days. This proposal is valid for 90 days.

Payment - Terms for payment are 5 days net or Contract Terms.

Thank you for the opportunity to provide this proposal Mr. Hastings. Please call me if you have any questions.

Kindest Regards,

Arthur Servin

Arthur Servin
Estimator
EXARO Technologies Corporation
www.exarotec.com

Signature _____
Print Name _____
Title _____
Sherwood Design Engineers
Date _____

CC: Jose Dominguez

Utility Locating by Electronic Detection, GPR, Vacuum Excavation, Rebar Scanning, Cathodic Protection

~ Delivering Excellence with a Sense of Urgency ~ ™

EXARO Technologies Corporation
1831 Bayshore Highway* Burlingame, CA 94010
[Tel] (650) 777-4324 [Fax] (650) 777-4326
General Engineering Contractor # 860376

Attachment G – General Conditions (apply unless specified otherwise)

1.0 Client is to provide: (client refers to authorizing signature and agency and or owner it represents)
- 1.1 All necessary permits required to complete this project at no cost to EXARO unless specified otherwise
- 1.2 Any special conditions and or work restrictions on project and or project area
- 1.3 Cancellations less than 24 hours prior to scheduled start of work will be billed at $800.00
- 1.4 Coordinate access to restricted areas when necessary
- 1.5 Escalation – All costs are firm until end of June 2017. Any work done beyond the said date is subject to cost escalation.
- 1.6 Name and address where to submit invoicing
- 1.7 Payment 60 days net or within 10 days of receipt of payment.
- 1.8 Preliminary Lien information including owner name and address
- 1.9 Provide a single point of contact for project
- 1.10 Reasonable advance notice of any potential project delays
- 1.11 Retention – Any retention shall not exceed 60 days after EXARO's portion of work is complete and invoiced. Retention exceeding 60 days from last invoice will be re-invoiced at retention plus 10%.
- 1.12 Soils reports if available
- 1.13 Three hard copy sets of scaled drawings (two full size and one 11x17)
- 1.14 USA – If EXARO's scope <u>excludes</u> performing USA then:
  - 1.14.1 PRIME is to provide EXARO a copy of USA ticket for all the work locations.
  - 1.14.2 EXARO assumes no responsibility or liability for any damage to unknown underground utilities. PRIME to pothole any utilities within the excavation area and provide pothole data to EXARO

2.0 EXARO Technologies Corporation is to provide
- 2.1 Backfill with native material (unless otherwise specified) compacted to 95% or greater
- 2.2 Bagged patch paving (unless otherwise specified) warranted for 1 yr, hot mix for 5 yrs
- 2.3 Highly skilled foreman and technicians as needed to deliver excellence
- 2.4 Proposal based on pothole depths not to exceed 5 feet unless specified otherwise. Excess footage will be billed accordingly
- 2.5 Traffic control consisting of construction signs and delineation (if included). Unique local agency requirements requiring additional resources subject to additional fees
- 2.6 Vacuum excavation truck and other standard equipment required to perform work
- 2.7 Work priced during normal business days/hours with an 8 hour working window unless specified otherwise

3.0 Exclusions/Other [* Can be provided for an additional fee]
- 3.1 *As built drawings not included
- 3.2 *Bonds, Permits, Deposits, Railroad Flagman are pass through costs billed at 15% of amount rendered
- 3.3 *Dewatering/Hazardous material encountered not included in above fees.
- 3.4 *Paint removal, Striping restoration & Survey of results not included
- 3.5 Insurance or other in excess of Auto 1M, GL 8M, Poll 1M, Prof 1M, WC 1M billed at cost +15%
- 3.6 Potholing price based on normal moderate soil conditions unless specified otherwise. Where pavement thickness exceeds 6" and or extreme soil conditions such as hard pan, dense clay, rocky and or water table exists additional fees will be applied due to increased time to vacuum excavate.
- 3.7 Schedule of work is subject to change due to inclement weather
- 3.8 Stand-by time, or delays caused by others will be billed at prorated 8 hour day.
- 3.9 Training or requested meetings not specifically identified in proposal will be additional fees
- 3.10 Work hours – proposal based on 8 hour workdays or call out minimum unless specified otherwise

M5 14443	Atherton Civic Center
May 11, 2017	

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Cost Model Manager - Project Cost Report - with Corp Yard

SUMMARY	Anticipated Cost (AC) 11-May-17	% of Anticipated Cost	Anticipated Cost (AC) $ / GSF	Comments
Land Acqusition & Entitlements	$385,380	1%	$9.38	EIR, Hazmat study, Underground Utility Survey, Topo and Alta Survey
Design, Planning and Management	$6,511,955	12%	$158.48	Architect, engineers, reimbursable expense, consultants
Construction and Related Costs	$42,929,455	80%	$1,044.79	Construction of buildings, site work, change orders, permits and fees, etc.
Telephone and Data Systems	$247,500	0%	$6.02	Allow for new phone system; new computers, server, wireless service
Furnishings, Fixtures and Equipment	$443,909	1%	$10.80	Furnishings for predominantly the interiors
Audio Visual and Security	$77,000	0%	$1.87	Includes paging, CCTV, card key system, projection system, and LCD monitors
Owner Costs	$418,740	1%	$10.19	Relocation, legal, etc.
Project Contingency	$2,550,697	5%	$62.08	Allow for a 5% Project Contingency
TOTAL PROJECT BUDGET	**$53,564,636**	**100%**	**$1,303.62**	Based on 41,089 Gross Square Feet of Buildings

mack5

Cost Model Manager - Project Cost Report - with Corp Yard

LAND ACQUISITION & ENTITLEMENTS	Anticipated Cost (AC) 11-May-17	% of Anticipated Cost	Anticipated Cost (AC) $ / GSF	Comments
Land Acquisition	0	0%		
CEQA Requirements	0	0%		
Environmental Impact Report	146,808	38%	3.57	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	6%	0.59	Per RGA Quote
Hazardous Abatement Plan and Compliance	25,000	6%	0.61	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	12%	1.09	Legal description, topographic map
Geotechnical Survey	30,000	8%	0.73	Allowance
Underground Utility Survey	40,750	11%	0.99	Per MH 5/11/17
Reimbursable	23,380	6%	0.57	Allowance per costs above
Additional Services	50,267	13%	1.22	Allowance per costs above
Total - Entitlements	**385,380**	**100%**	**9.38**	

M5 14443 May 11, 2017	Atherton Civic Center

mack5

Cost Model Manager - Project Cost Report - with Corp Yard

DESIGN, PLANNING & MANAGEMENT	Anticipated Cost (AC) 11-May-17	% of Anticipated Cost	Anticipated Cost (AC) $ / GSF	Comments
Design Professionals				
Architect	4,488,440	69%	109.24	Per WRNS proposal: 3/18/15 and XS as of 2/15/17
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%	-	Confirm project scope regarding LEED
LEED Commissioning	0	0%	-	Confirm project scope regarding LEED
Waterproofing Consultant	0	0%	-	
Acoustical Engineer	0	0%	-	
Community Outreach	0	0%	-	
Elevator Consultant	0	0%	-	
		0%	-	
Internal Project Management	230,745	4%	5.62	Allowance
Project Management - mack5	954,348	15%	23.23	mack5 fee, includes extra services 2/15/17
Wayfinding, Graphics/Signage	4,000	0%	0.10	Allowance
IT / AV / Security Equipment Consultants	50,000	1%	1.22	Allowance, verify Interwest scope
Specialty Consultants for Police & Library	0	0%	-	Included in WRNS proposal above
Renderings and Models	20,000	0%	0.49	Allowance
FF&E Design	0	0%	-	Assumes covered by furniture vendor
LEED Enhanced Commissioning	0	0%	-	NIC, confirm scope
Reimbursable Expense	172,426	3%	4.20	Allowance at 3% of above costs
Allow for Additional Services	591,996	9%	14.41	Allow for 10% of all costs
Total - Design, Planning & Management	**6,511,955**	**100%**	**$ 158.48**	

mack5

Cost Model Manager - Project Cost Report - with Corp Yard

CONSTRUCTION COSTS and RELATED COSTS	Anticipated Cost (AC) 11-May-17	% of Anticipated Cost	Anticipated Cost (AC) $ / GSF	Comments
Construction			-	Based on mack5 estimate 2/10/17
Police/Administration Building	17,956,000	42%	437.00	
Site Development	4,387,000	10%	106.77	Includes Bid Alternate #2 ($223,000)
Subtotal - Police/Admin	*22,343,000*	52%	543.77	
Library	9,528,000	22%	231.89	
Old Town Hall	1,156,000	3%	28.13	
Site Development	4,283,000	10%	104.24	
Subtotal - Library	*14,967,000*	35%	364.26	
Corp Yard	1,430,000	3%	34.80	Based on mack5 estimate 4/19/17
Site Development	1,403,000	3%	34.15	Based on mack5 estimate 4/19/17
Subtotal - Corp Yard	*2,833,000*	7%	68.95	
Total for Construction	*40,143,000*	*94%*	*976.98*	
Related Costs of Construction				
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 Practioner (QSP) covered by ToA
Fees and Permits		0%	-	
City Permit Fees	138,447	0%	*3.37*	Allowance
Encroachment Permit	0	0%	-	Included above
Fire Department Permit	0	0%	-	Included above
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	70,000	0%	*1.70*	Allowance for 2 new fire water service
Water	250,000	1%	*6.08*	Allowance for 2 new Potable water meters and one new irrigation water meter.
PG&E	60,000	0%	*1.46*	Allowance for 2 new electrical service
Cable/Telecommunications	10,000	0%	*0.24*	Allow for service to buildings
Insurance - Builder's Risk	0	0%	-	Included above
Inspector of Record	0	0%	-	Covered by ToA
Testing & Inspections	240,858	1%	*5.86*	Allowance at 0.06% of cost of construction
Geotech Inspections	10,000	0%	*0.24*	Allownance per Marty 2/23/17
Change Order Contingency	2,007,150	5%	*48.85*	Allow for 5% of cost of construction
Total - Construction Costs	**42,929,455**	**100%**	**1,044.79**	

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Cost Model Manager - Project Cost Report - with Corp Yard

TELEPHONE and DATA SYSTEMS	Anticipated Cost (AC) 11-May-17	% of Anticipated Cost	Anticipated Cost (AC) $ / GSF	Comments
Cabling	0	0%	-	Included in construction costs
Networks	35,000	14%	*0.85*	Allowance, networks including routers, switches, waps & patch panels
Emergency Service Connections	10,000	4%	*0.24*	Allowance, confirm scope
Temporary DataCom Relocations	20,000	8%	*0.49*	Allowance, confirm scope
911/Ring Down System	75,000	30%	*1.83*	Allowance, confirm scope
Server	10,000	4%	*0.24*	Allowance, confirm scope
Telecom, primary & ancillary systems	50,000	20%	*1.22*	Allowance, service provider to assist with relocation, system needs expansion
Wireless network	25,000	10%	*0.61*	Allow for wireless networking
Allow for Additional Scope	22,500	9%	*0.55*	Allow for 10%
			-	
Total - Telephone and Data Systems	**247,500**	**100%**	**6.02**	

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Cost Model Manager - Project Cost Report - with Corp Yard

FURNISHINGS, FIXTURES & EQUIPMENT	Anticipated Cost (AC) 11-May-17	% of Anticipated Cost	Anticipated Cost (AC) $ / GSF	Comments
Office Furnishings	300,864	68%	*7.32*	Hayworth Quote 11/28/16
Library Furnishings	102,690	23%	*2.50*	Assumes $10 per square foot
Signage	0	0%	-	Included in construction estimate
Kitchen equipment	0	0%	-	Included in construction estimate
Workout equipment	0	0%	-	
Allow for Additional Scope	40,355	9%	*0.98*	10% of above costs
Total - Furnishings, Fixtures and Equipment	**443,909**	**100%**	**10.80**	

Cost Model Manager - Project Cost Report - with Corp Yard

AUDIO VISUAL and SECURITY	Anticipated Cost (AC) 11-May-17	% 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%	*1.22*	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%**	**1.87**	

Cost Model Manager - Project Cost Report - with Corp Yard

OWNER COSTS	Anticipated Cost (AC) 11-May-17	% of Anticipated Cost	Anticipated Cost (AC) $ / GSF	Comments
Events (ground breaking, opening ceremony etc.)	15,000	4%	*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	31%	*3.13*	Interwest quote 2/25/17
Movers, Relocation	135,000	32%	*3.29*	Allowance, increased per RS 4/24/17
Temporary Space Rental	120,000	29%	*2.92*	Modular Buildings (2) 36'x 60', 24 months @ $2500/month
Allow for Additional Scope and Services	19,940	5%	*0.49*	Allow for 5% of above costs
Total - Owner Costs	**418,740**	**100%**	**10.19**	

Atherton Civic Center - Atherton

Project Schedule - May 2, 2017

ID	Task Name	Duration	Start	Finish	P
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**	**708 days**	**Tue 4/7/15**	**Thu 12/21/17**	
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**	**220 days**	**Thu 2/16/17**	**Thu 12/21/17**	
90	CD Kick-Off Meeting	0 days	Thu 2/16/17	Thu 2/16/17	87,125
91	CD Progress	3 wks	Fri 2/17/17	Thu 3/9/17	90
92	Coordination Meeting	0 days	Thu 3/9/17	Thu 3/9/17	91
93	Arch to issue Coordination Set	1 wk	Fri 3/10/17	Thu 3/16/17	92
94	CD Progress	4 wks	Fri 3/10/17	Thu 4/6/17	92
95	Coordination Meeting 25% CD's	0 days	Thu 4/6/17	Thu 4/6/17	94
96	Arch to issue Coordination Set	1 wk	Fri 4/7/17	Thu 4/13/17	95
97	CD Progress	8 wks	Fri 4/7/17	Thu 6/1/17	95
98	Coordination Meeting 50% CD's	0 days	Thu 6/1/17	Thu 6/1/17	97
99	Arch to issue Coordination Set	1 wk	Fri 6/2/17	Thu 6/8/17	98
100	CD Progress	8 wks	Fri 6/9/17	Thu 8/3/17	99
101	Coordination Meeting 90% CD's	0 days	Thu 8/3/17	Thu 8/3/17	100
102	Arch to issue Coordination Set	1 wk	Fri 8/4/17	Thu 8/10/17	101
103	Arch to receive Consultant Team 90% CD Permit Set	1 wk	Fri 8/11/17	Thu 8/17/17	102
104	Arch issues Permit Set	2 days	Fri 8/18/17	Mon 8/21/17	103
105	CD 90% Cost Estimate	3 wks	Tue 8/22/17	Mon 9/11/17	104
106	CD Progress	8 wks	Tue 8/22/17	Mon 10/16/17	104
107	Arch receives/distributes Plan Check Comments	0 days	Thu 10/19/17	Thu 10/19/17	153
108	CD Progress	8 wks	Fri 10/20/17	Thu 12/14/17	107
109	Arch to receive Consultant Team 100% CD Documents	4 days	Fri 12/15/17	Wed 12/20/17	108,157
110	Issue Conformed Construction Documents, Project Manual	1 day	Thu 12/21/17	Thu 12/21/17	109
111					
112	**Town Approvals**	**602 days**	**Tue 9/1/15**	**Wed 12/20/17**	
113	**Design Review**	**602 days**	**Tue 9/1/15**	**Wed 12/20/17**	
114	**Programming**	**10 days**	**Tue 9/1/15**	**Mon 9/14/15**	
117	**Conceptual Design**	**22 days**	**Tue 9/8/15**	**Wed 10/7/15**	
120	**Schematic Design**	**10 days**	**Mon 5/23/16**	**Fri 6/3/16**	
123	**Design Development**	**21 days**	**Thu 1/19/17**	**Thu 2/16/17**	
126	**Construction Documents**	**139 days**	**Fri 6/9/17**	**Wed 12/20/17**	
127	50% CD Review	10 days	Fri 6/9/17	Thu 6/22/17	99
128	Written Comments issued to Design Team	0 days	Thu 6/22/17	Thu 6/22/17	127
129	90% CD Review	10 days	Tue 9/12/17	Mon 9/25/17	105
130	Written Comments issued to Design Team	0 days	Mon 9/25/17	Mon 9/25/17	129
131	Conformed CD Review	4 days	Fri 12/15/17	Wed 12/20/17	157
132	Written Direction to Issue Documents for Bidding	0 days	Wed 12/20/17	Wed 12/20/17	131
133					
134	**Entitlements**	**341 days**	**Wed 7/23/14**	**Wed 11/11/15**	
146					
147	**Permitting**	**409 days**	**Fri 5/20/16**	**Thu 12/14/17**	
148	**Atherton Civic Center**	**409 days**	**Fri 5/20/16**	**Thu 12/14/17**	
149	Preliminary Planning/Building Review	0 days	Fri 5/20/16	Fri 5/20/16	70
150	Preliminary Planning/Building Review	0 days	Wed 1/18/17	Wed 1/18/17	87
151	Submission to Planning/Building	3 days	Tue 8/22/17	Thu 8/24/17	104
152	Processing by Planning/Building	8 wks	Fri 8/25/17	Thu 10/19/17	151,143
153	Receipt of Plan Check Comments	0 days	Thu 10/19/17	Thu 10/19/17	152
154	Drawing Revisions	2 wks	Fri 10/20/17	Thu 11/2/17	153
155	Re-Submission to Planning/Building	0 days	Thu 11/2/17	Thu 11/2/17	154
156	Processing by Planning/Building	6 wks	Fri 11/3/17	Thu 12/14/17	155
157	Permit Issued - (*Review periods are estimates only)	0 days	Thu 12/14/17	Thu 12/14/17	156

Atherton Civic Center - Atherton

Project Schedule - May 2, 2017

ID	Task Name	Duration	Start	Finish	P
158					
159	Bidding Phase	**238 days**	**Mon 4/24/17**	**Wed 3/21/18**	
160	**Bidding**	**238 days**	**Mon 4/24/17**	**Wed 3/21/18**	
161	Issue Contractor RFQ	0 days	Mon 4/24/17	Mon 4/24/17	
162	RFQ Q&A	40 days	Mon 4/24/17	Fri 6/16/17	161
163	Contractor SOQ Due	0 days	Thu 6/29/17	Thu 6/29/17	
164	Issue Documents for Bidding	0 days	Thu 12/21/17	Thu 12/21/17	132FS+1 day
165	Bidding	8 wks	Fri 12/22/17	Thu 2/15/18	164
166	Receive Bids	0 days	Thu 2/15/18	Thu 2/15/18	165
167	Evaluate Bids	5 days	Fri 2/16/18	Thu 2/22/18	166
168	Town Approval	0 wks	Wed 3/7/18	Wed 3/7/18	
169	Execute Construction Agreement	2 wks	Thu 3/8/18	Wed 3/21/18	168
170					
171	Construction Phase	**797 days**	**Tue 3/28/17**	**Wed 4/15/20**	
172	**Construction**	**797 days**	**Tue 3/28/17**	**Wed 4/15/20**	
173	Notice to Proceed	0 days	Wed 3/21/18	Wed 3/21/18	169,218,219,220,15
174	Kick-off Meeting	0 days	Wed 3/21/18	Wed 3/21/18	173
175	Construction	27 mons	Thu 3/22/18	Wed 4/15/20	174
176	**FFE Installation**	**120 days**	**Thu 10/31/19**	**Wed 4/15/20**	
180	**Move Coordination**	**240 days**	**Tue 3/28/17**	**Mon 2/26/18**	
181	**Inventory**	**69 days**	**Tue 3/28/17**	**Fri 6/30/17**	
186	**Surplus**	**180 days**	**Mon 4/10/17**	**Fri 12/15/17**	
189	**Site Work**	**140 days**	**Tue 3/28/17**	**Mon 10/9/17**	
197	**Modular Buildings**	**219 days**	**Tue 3/28/17**	**Fri 1/26/18**	
206	**Storage Pods**	**156 days**	**Tue 3/28/17**	**Tue 10/31/17**	
213	**Move**	**171 days**	**Mon 7/3/17**	**Mon 2/26/18**	
221					
222	Project Opening	**20 days**	**Thu 4/16/20**	**Wed 5/13/20**	
223	Staff Opening	1 mon	Thu 4/16/20	Wed 5/13/20	179
224	Public Opening	0 days	Wed 5/13/20	Wed 5/13/20	223

ATHERTON NOW
BUILDING COMMUNITY

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

May 12, 2017

TO: Town Council of Atherton
FROM: Atherton Now Campaign Committee

SUBJECT: Monthly Fundraising Update – April 30, 2017

Outstanding commitments/pledges	$2,545,762
Cash Donations	$3,960,965
Cash Grants to the Town	$1,738,691
Next Payment Due x?/x?/17	$
Cash on Hand	$2,143,002
Cash & Outstanding Pledges to date	$6,506,727
Total # of Donors to date	140

Respectfully submitted.