



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: JUNE 21, 2017

**SUBJECT: CIVIC CENTER UPDATE: RECEIVE AND FILE THE COST
MODEL MANAGER AND UPDATED PROJECT SCHEDULE;
PROVIDE DIRECTION WITH RESPECT TO DESIGN AND
DEVELOPMENT OF PROJECT DEDUCTIVE ALTERNATES**

RECOMMENDATION

- 1) Receive and file the Cost Model Manager (CMM) and Updated Project Schedule.
- 2) Provide direction with respect to design and development of Project Deductive Alternates.

BACKGROUND

Cost Model Manager Report

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. 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 \$52,172,540. The CMM now includes the full cost of the corporation yard.

Civic Center Project Monthly Status Report

June 21, 2017

Page 2 of 4

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. The project is in the Construction Documents. 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 contingencies in the project Cost Model Manager are percentage based and change as the model is adjusted; however, as the project moves forward and the numbers in the model become more defined, Mack5 will reduce the contingency amounts. The total cost within the CMM includes \$3.82 million in project contingencies (7%).

Value Engineering

There are still project unknowns and we are currently working through a preliminary value engineering process that may recommend bid alternates that can reduce costs to the project, if needed. These potential bid alternates will result in a design change that will need to be made prior to the bid process so that the bidders can bid on the alternate. The Project Management Committee, a subcommittee of the CCAC, has come up with a preliminary list of potential “deducts” that can be included in the bid that would reduce the project cost (Attachment 2).

Direction is needed from the City Council on these items.

Request for Qualifications

Staff is currently in the process of prequalifying all General Contractors for the Town Center Project. On May 1, 2017 a Request for Qualifications (RFQ) was posted on the town web site at <http://www.ci.atherton.ca.us/bids.aspx?bidID=48> and over the past several weeks staff has been soliciting numerous contractors to submit a proposal. The RFQ process will create a pool of pre-qualified General Contractors from which to solicit bids for the construction of the Town Center project. Only firms selected for pre-qualification will be given the opportunity to submit bids for the construction of the project. A panel will review statements of qualifications (SOQ's) submitted from all interested contractors, which are due on June 29, 2017 and based on evaluation criteria contained in the RFQ provide recommendations to the City Council on July 19, 2017. A non-mandatory pre-bid meeting was held on Wednesday May 31, 2017, at the Town Hall Chambers. Six contractors attended the meeting.

Project Schedule

The updated Mack5 Project Schedule (Attachment 3) indicates that the project is currently in the Construction Documents (CD's) phase and is on schedule to issue documents for bid in January 2018.

Civic Center Project Monthly Status Report

June 21, 2017

Page 3 of 4

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

There are no policy issues associated with this report.

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 5-25-17 Report

Attachment 2: PMC Recommendations 5-31-17

Attachment 3: Project Schedule 6-5-17

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
Design Amendments	\$293,922	\$90,437	\$527,500	\$746,108	\$1,130,467
	\$1,240,422	\$684,437	\$881,500	\$2,281,108	\$5,087,467
Expenditures to Date					
Design	\$660,400	\$142,674	\$556,789	\$1,668,000	\$2,471,074
Project Management	\$152,251	\$142,188	\$7,201	\$269,685	\$527,799
Geo-Tech/Environmental	\$47,259	\$91,321	\$24,009	\$0	\$162,589
Totals	\$859,910	\$376,183	\$587,996	\$1,937,685	\$3,761,775
Remaining FY 17-16 Budget	\$380,511	\$308,254	\$293,504	\$343,423	\$1,325,692

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

Cost Model Manager - Project Cost Report - with Corp Yard

SUMMARY	Anticipated Cost (AC) 25-May-17	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Land Acquisition & Entitlements	\$344,483	1%	\$8.38	EIR, Hazmat study, Underground Utility Survey, Topo and Alta Survey
Design, Planning and Management	\$6,006,153	12%	\$146.17	Architect, engineers, reimbursable expense, consultants
Construction and Related Costs	\$42,922,305	82%	\$1,044.62	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	\$443,554	1%	\$10.79	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	\$418,800	1%	\$10.19	Relocation, legal, etc.
Project Contingency	\$1,712,745	3%	\$41.68	Allow for a 5% Project Contingency (fixed as of 5/19/17)
TOTAL PROJECT BUDGET	\$52,172,540	100%	\$1,269.74	Based on 41,089 Gross Square Feet of Buildings

Cost Model Manager - Project Cost Report - with Corp Yard

LAND ACQUISITION & ENTITLEMENTS	Anticipated Cost (AC) 25-May-17	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Land Acquisition	0	0%		
CEQA Requirements	0	0%		
Environmental Impact Report	146,808	43%	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	7%	0.59	Per RGA Quote
Hazardous Abatement Plan and Compliance	25,000	7%	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	13%	1.09	Legal description, topographic map
Geotechnical Survey	23,500	7%	0.57	Per Murray proposal 3/12/15
Underground Utility Survey	40,750	12%	0.99	Per MH 5/11/17
Reimbursable	20,000	6%	0.49	Allowance per costs above
Additional Services	19,250	6%	0.47	Allowance per costs above
Total - Entitlements	344,483	100%	8.38	

Cost Model Manager - Project Cost Report - with Corp Yard

DESIGN, PLANNING & MANAGEMENT	Anticipated Cost (AC) 25-May-17	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Design Professionals				
Architect	4,516,260	75%	109.91	Per WRNS proposal: 3/18/15 and XS as of 5/17/17
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%	-	
Internal Project Management	305,500	5%	7.44	Allowance
Project Management - mack5	930,073	15%	22.64	mack5 fee, includes extra services 2/15/17
Wayfinding, Graphics/Signage	4,000	0%	0.10	Allowance
IT / AV / Security Equipment Consultants	58,320	1%	1.42	Per 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	172,000	3%	4.19	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	6,006,153	100%	\$ 146.17	

Cost Model Manager - Project Cost Report - with Corp Yard

CONSTRUCTION COSTS and RELATED COSTS	Anticipated Cost (AC) 25-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	<u>4,387,000</u>	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	<u>4,283,000</u>	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	<u>1,403,000</u>	3%	34.15	Based on mack5 estimate 4/19/17
Subtotal - Corp Yard	2,833,000	7%	68.95	
<i>Total for Construction</i>	<i>40,143,000</i>	<i>94%</i>	<i>976.98</i>	
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	Allownace per Marty 2/23/17
Change Order Contingency	2,000,000	5%	48.67	Allow for 5% of cost of construction
Total - Construction Costs	42,922,305	100%	1,044.62	

Cost Model Manager - Project Cost Report - with Corp Yard

TELEPHONE and DATA SYSTEMS	Anticipated Cost (AC) 25-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	



Cost Model Manager - Project Cost Report - with Corp Yard

FURNISHINGS, FIXTURES & EQUIPMENT	Anticipated Cost (AC) 25-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	40,000	9%	0.97	10% of above costs
Total - Furnishings, Fixtures and Equipment	443,554	100%	10.79	

Cost Model Manager - Project Cost Report - with Corp Yard

AUDIO VISUAL and SECURITY	Anticipated Cost (AC) 25-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) 25-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	20,000	5%	0.49	Allow for 5% of above costs
Total - Owner Costs	418,800	100%	10.19	



PMC Recommendations

Background

At the April 19 Council meeting, staff provided the Council with a Value Engineering (VE) white paper for the Civic Center Project. The VE Paper framed the issue of value engineering to help the Town manage and/or reduce construction costs, improve operating efficiency, maintain aesthetics, and decrease both initial and long-term operating and replacement costs. Value engineering is a systematic, organized approach to obtaining optimum value for each dollar spent throughout every phase of project development. Clive Merredew, Project Management Committee (PMC), Paul Beamer, Mack5 and Pauline Sousa, WRNS, provided input to the VE white paper. At the April 19 Council meeting, the City Manager mentioned that Interwest Consulting Group offered to provide a high-level VE review of the project's plans and specifications at no cost to the Town. The Council agreed to accept this effort, with direct involvement by the PMC to review the product.

On May 4, Interwest Consulting Group provided the Town with a 7-page memo highlighting more than fifty (50) VE Architectural, Mechanical, Plumbing, Electrical, Energy Compliance, and Structural comments and recommendations. Some of the items were high-level design-related suggestions and others were detailed specification changes. Based on current construction activity in our area, Mack 5's Cost Estimator believes the Town would be prudent to prepare for bids that reflect a potential 10% cost increase over the last Design Development (DD) Cost Estimate. A cost increase will impact both portions of the Project equally. This translates into an additional \$1.5 M for Library and renovation of the Town Hall Chambers; and \$2.3 M for City Admin, Police and Corp Yard.

Value engineering solutions can be in the form of design deducts at bid and negotiated changes mid-project. Both will incur design costs based on their scope. However, only the "deduct alternates" can be built into the project at the time of award of bid. Negotiated changes post project award would be in the form of a change order mid-project. The current design has only one deduct alternate for the City Admin, Police and Corp Yard portion of the project - hydro seed vs landscaping for \$223,000.

On May 9, the PMC (Clive Merredew, Rose Hau, and Steve Dostart), Council Members Lewis and DeGolia, George Rodericks, Paul Beamer, and Marty Hanneman met to discuss providing Council with some additional deduct alternates that could be included in the bid package targeting a 10% cost deduct. On May 17, the sub-group of Clive Merredew, Rose Hau, George Rodericks, Pauline Souza, Paul Beamer, and Marty Hanneman met to review in detail the May 4 Interwest Consulting Group analysis and a separate list of potential VE items provided by WRNS and Mack5.

On May 22 this sub-group reported out to the larger PMC group with its findings and recommendations. After an exhaustive review, the PMC came up with the following specific items

for Council's consideration to be included in the bid package as additional deduct alternatives, together with a list of possible deduct alternates that were reviewed, but not recommended:

Admin/Police/Public Works

Admin/Police/Public Works	Potential Savings	Add'l Design \$	Rec'd By PMC
Defer Corp Yard	\$1,430,000	\$14,000-\$20,000	YES
Defer Council Chambers	\$1,014,000	\$55,000-\$88,000	YES
	\$2,444,000	\$69,000-\$108,000	

Admin/Police/Public Works	Potential Savings	Add'l Design \$	Rec'd By PMC
Replace Clay Tile Roof with Asphalt Shingle	\$211,000	\$20,000	NO
Replace CMU Fencing with Chain Link	\$23,000	\$18,000	NO
Simplify/Reduce Interior Finishes	\$80,000	\$20,000-\$50,000	NO
Change Traction Elevator to Slower Hydraulic Elevator	\$41,000	\$10,000-\$15,000	NO
	\$355,000	\$68,000-\$103,000	

The PMC felt that the second list of deduct alternates did not present sufficient cost savings considering the significant design and/or aesthetic impact of the change.

Library

While the PMC reviewed and considered deduct alternates for the Library to reach the \$1,500,000 target, the PMC defers to the Council given the funding options available to the Library. If there are adequate sources of funding, then the PMC recommends that the wood windows and hydro-seed options be included, for a total potential savings of approximately \$607,000. If there is inadequate funding available, then it would be appropriate to also include deferring the Town Hall Renovation to achieve total projected savings of \$1,756,000, which is in excess of the target of \$1,500,000.

Library	Potential Savings	Add'l Design \$	Rec'd By PMC
Defer Town Hall Renovation	\$1,149,000	\$25,000-\$85,000	DEFER TO CC
Remove Custom Built Furnishings	\$113,000	\$15,000	DEFER TO CC
Replace Rammed Earth Exterior Walls	\$223,000	\$50,000-\$80,000	DEFER TO CC
Simplify/Reduce Interior Finishes	\$39,000	\$20,000-\$50,000	DEFER TO CC
Replace Wood Windows with Aluminum	\$241,000	\$15,000	YES
Hydro-seed in-lieu of planting	\$366,000	\$8,000	YES
	\$2,131,000	\$133,000-\$253,000	

Staff has reviewed and supports these PMC recommendations. The PMC is not recommending that the project be altered to incorporate these changes; rather, that it is worth investing the extra design fees so that these alternatives can be designed and included as deductive alternates in the bid package to allow the Town to make choices should the bid cost for the project exceed available funding projections.

The PMC believes that the current design is reflective of the years of work by the community, Civic Center Advisory Committee, Council and staff to design a functional and attractive Town Center that provides space for the Town's needs while simultaneously providing a welcoming environment for residents to conduct Town business. Again, for the significant options, such as the Council Chambers or Historic Town Hall Renovations, the PMC is not recommending that the project be altered by deleting the options but rather by deferring them to a later date when additional funding may be available – if necessary.

Atherton Civic Center - Atherton

Project Schedule - June 5, 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	728 days	Tue 4/7/15	Thu 1/18/18	
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	240 days	Thu 2/16/17	Thu 1/18/18	
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	10 wks	Fri 4/7/17	Thu 6/15/17 95	
98	Coordination Meeting 50% CD's	0 days	Thu 6/15/17	Thu 6/15/17 97	
99	Arch to issue Coordination Set	1 wk	Fri 6/16/17	Thu 6/22/17 98	
100	CD Progress	10 wks	Fri 6/23/17	Thu 8/31/17 99	
101	Coordination Meeting 90% CD's	0 days	Thu 8/31/17	Thu 8/31/17 100	
102	Arch to issue Coordination Set	1 wk	Fri 9/1/17	Thu 9/7/17 101	
103	Arch to receive Consultant Team 90% CD Permit Set	1 wk	Fri 9/8/17	Thu 9/14/17 102	
104	Arch issues Permit Set	2 days	Fri 9/15/17	Mon 9/18/17 103	
105	CD 90% Cost Estimate	3 wks	Tue 9/19/17	Mon 10/9/17 104	
106	CD Progress	8 wks	Tue 9/19/17	Mon 11/13/17 104	
107	Arch receives/distributes Plan Check Comments	0 days	Thu 11/16/17	Thu 11/16/17 153	
108	CD Progress	3 wks	Fri 11/17/17	Thu 12/7/17 107	
109	Arch to receive Consultant Team 100% CD Documents	4 days	Fri 1/12/18	Wed 1/17/18 108,157	
110	Issue Conformed Construction Documents, Project Manual	1 day	Thu 1/18/18	Thu 1/18/18 109	
111					
112	Town Approvals	622 days	Tue 9/1/15	Wed 1/17/18	
113	Design Review	622 days	Tue 9/1/15	Wed 1/17/18	
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	149 days	Fri 6/23/17	Wed 1/17/18	
127	50% CD Review	10 days	Fri 6/23/17	Thu 7/6/17 99	
128	Written Comments issued to Design Team	0 days	Thu 7/6/17	Thu 7/6/17 127	
129	90% CD Review	10 days	Tue 10/10/17	Mon 10/23/17 105	
130	Written Comments issued to Design Team	0 days	Mon 10/23/17	Mon 10/23/17 129	
131	Conformed CD Review	4 days	Fri 1/12/18	Wed 1/17/18 157	
132	Written Direction to Issue Documents for Bidding	0 days	Wed 1/17/18	Wed 1/17/18 131	
133					
134	Entitlements	341 days	Wed 7/23/14	Wed 11/11/15	
146					
147	Permitting	429 days	Fri 5/20/16	Thu 1/11/18	
148	Atherton Civic Center	429 days	Fri 5/20/16	Thu 1/11/18	
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 9/19/17	Thu 9/21/17 104	
152	Processing by Planning/Building	8 wks	Fri 9/22/17	Thu 11/16/17 151,143	
153	Receipt of Plan Check Comments	0 days	Thu 11/16/17	Thu 11/16/17 152	
154	Drawing Revisions	2 wks	Fri 11/17/17	Thu 11/30/17 153	
155	Re-Submission to Planning/Building	0 days	Thu 11/30/17	Thu 11/30/17 154	
156	Processing by Planning/Building	6 wks	Fri 12/1/17	Thu 1/11/18 155	
157	Permit Issued - (*Review periods are estimates only)	0 days	Thu 1/11/18	Thu 1/11/18 156	

Atherton Civic Center - Atherton

Project Schedule - June 5, 2017



ID	Task Name	Duration	Start	Finish	P
158					
159	Bidding Phase	239 days	Mon 4/24/17	Thu 3/22/18	
160	Bidding	239 days	Mon 4/24/17	Thu 3/22/18	
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 1/18/18	Thu 1/18/18 132FS+1 day	
165	Bidding	8 wks	Fri 1/19/18	Thu 3/15/18 164	
166	Receive Bids	0 days	Thu 3/15/18	Thu 3/15/18 165	
167	Evaluate Bids	5 days	Fri 3/16/18	Thu 3/22/18 166	
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	800 days	Tue 3/28/17	Mon 4/20/20	
172	Construction	800 days	Tue 3/28/17	Mon 4/20/20	
173	Notice to Proceed	0 days	Mon 3/26/18	Mon 3/26/18 169,218,219,220,15	
174	Kick-off Meeting	0 days	Mon 3/26/18	Mon 3/26/18 173	
175	Construction	27 mons	Tue 3/27/18	Mon 4/20/20 174	
176	FFE Installation	120 days	Tue 11/5/19	Mon 4/20/20	
177	FFE Purchasing: Start	0 days	Tue 11/5/19	Tue 11/5/19 175FS-6 mons,132	
178	FFE Installation: Start	0 days	Tue 3/24/20	Tue 3/24/20 175FS-1 mon	
179	FFE Installation: End	1 mon	Tue 3/24/20	Mon 4/20/20 178	
180	Move Coordination	260 days	Tue 3/28/17	Mon 3/26/18	
181	Inventory	69 days	Tue 3/28/17	Fri 6/30/17	
182	Administration Inventory	69 days	Tue 3/28/17	Fri 6/30/17	
183	Library Inventory	69 days	Tue 3/28/17	Fri 6/30/17	
184	Heritage/Council Inventory	69 days	Tue 3/28/17	Fri 6/30/17	
185	Public Works Inventory	69 days	Tue 3/28/17	Fri 6/30/17	
186	Surplus	180 days	Mon 4/10/17	Fri 12/15/17	
187	Surplus Items	120 days	Mon 7/3/17	Fri 12/15/17 182,183,184,185	
188	Trash Items (Non Surplus or Storage)	180 days	Mon 4/10/17	Fri 12/15/17	
189	Site Work	191 days	Tue 3/28/17	Tue 12/19/17	
190	Develop Site Work Design Contract	60 days	Tue 3/28/17	Mon 6/19/17	
191	Design Site Work	60 days	Tue 6/20/17	Mon 9/11/17 190	
192	Bid Site Work	20 days	Tue 9/12/17	Mon 10/9/17 191	
193	Award Site Work	10 days	Tue 10/10/17	Mon 10/23/17 192	
194	Site Work Contract	10 days	Tue 10/24/17	Mon 11/6/17 193	
195	Site Work NTP	1 day	Tue 11/7/17	Tue 11/7/17 194	
196	Perform Site Work for Modular Buildings	30 days	Wed 11/8/17	Tue 12/19/17 195	
197	Modular Buildings	239 days	Tue 3/28/17	Fri 2/23/18	
198	Determine Temp Office Needs	90 days	Tue 3/28/17	Mon 7/31/17	
199	Modular Buildings Design/Building Dept	20 days	Tue 8/1/17	Mon 8/28/17 198	
200	Modular Buildings Permits	15 days	Tue 8/29/17	Mon 9/18/17 199	
201	State Piggy Back Procurement	15 days	Tue 9/19/17	Mon 10/9/17 200	
202	Award Modular Buildings	10 days	Tue 10/10/17	Mon 10/23/17 201	
203	Modular Buildings Contract	10 days	Tue 10/24/17	Mon 11/6/17 202	
204	Modular Buildings NTP	1 day	Fri 1/12/18	Fri 1/12/18 203,157	
205	Install Modular Buildings (Including Interior Improvements)	30 days	Mon 1/15/18	Fri 2/23/18 196,204	
206	Storage Pods	169 days	Tue 3/28/17	Fri 11/17/17	
207	Aquire permission from Caltrans to locate PODS in front of bike lockers	60 days	Tue 3/28/17	Mon 6/19/17	
208	PODS Procurement	30 days	Fri 9/1/17	Thu 10/12/17 182,183,184,185,20	
209	PODS Agreement	10 days	Fri 10/13/17	Thu 10/26/17 208	
210	PODS Coordination	10 days	Fri 10/27/17	Thu 11/9/17 209	
211	PODS NTP	1 day	Fri 11/10/17	Fri 11/10/17 210	
212	Install PODS	5 days	Mon 11/13/17	Fri 11/17/17 211	
213	Move	147 days	Fri 9/1/17	Mon 3/26/18	
214	Mover Procurement	30 days	Fri 9/1/17	Thu 10/12/17 182,183,184,185	
215	Mover Agreement	10 days	Fri 10/13/17	Thu 10/26/17 214	
216	Mover Coordination	10 days	Fri 10/27/17	Thu 11/9/17 215	
217	Mover NTP	1 day	Mon 2/26/18	Mon 2/26/18 205,212,216	

Atherton Civic Center - Atherton

Project Schedule - June 5, 2017



ID	Task Name	Duration	Start	Finish	P
218	Move Admin/Heritage Items into Storage (Library has their own storage)	20 days	Tue 2/27/18	Mon 3/26/18	187,217,212
219	Move Library to Modular Buildings	20 days	Tue 2/27/18	Mon 3/26/18	187,217
220	Move Heritage and City Council	20 days	Tue 2/27/18	Mon 3/26/18	187,217
221					
222	Project Opening	20 days	Tue 4/21/20	Mon 5/18/20	
223	Staff Opening	1 mon	Tue 4/21/20	Mon 5/18/20	179
224	Public Opening	0 days	Mon 5/18/20	Mon 5/18/20	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

April 10, 2017

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

SUBJECT: Monthly Fundraising Update – March 31, 2017

Outstanding commitments/pledges	\$2,545,762
Cash Donations	\$3,960,965
Cash Grants to the Town	\$1,738,691
Next Payment Due 6/17/17	\$65,470
Total Cash & Pledges to date	\$6,506,727
Million Dollar Donors	4
Total # of Donors to date	140

Respectfully submitted.