



## Item No. 22 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: JULY 19, 2017**

**SUBJECT: CIVIC CENTER UPDATE: RECEIVE AND FILE THE COST MODEL MANAGER AND UPDATED PROJECT SCHEDULE; AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE CITY MANAGER TO EXECUTE AGREEMENT AMENDMENTS WITH WRNS STUDIOS, AS APPROPRIATE; APPROVE THE PRE-QUALIFIED LIST OF FIVE GENERAL CONTRACTORS; AUTHORIZE THE CITY ATTORNEY TO REVIEW AND THE CITY MANAGER TO SIGN A LETTER OF INTENT WITH THE SFPUC**

### **RECOMMENDATION**

- 1) Receive and file the Cost Model Manager (CMM) and Updated Project Schedule.
- 2) Authorize the City Attorney to prepare and the City Manager to execute an amendment to the consulting services agreement with WRNS Studio to prepare site plans for temporary trailers for a not to exceed fee of \$19,500; and
- 3) Authorize the City Attorney to prepare and the City Manager to execute an amendment to the consulting services agreement with WRNS Studio to provide the necessary designs and documentation for five additional deduct alternates for a not to exceed fee of \$130,250; and
- 4) Approve the pre-qualified list of five General Contractors; and
- 5) Authorize the City Attorney to review and the City Manager sign a Letter of Intent with the SFPUC for the existing 36-inch water line.

### **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

## **Civic Center Project Monthly Status Report**

**July 19, 2017**

**Page 2 of 7**

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 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 and includes a roll-up summary. The project is in the Construction Documents Phase. 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.

### **Project Schedule**

The updated Mack5 Project Schedule (Attachment 2) indicates that the project is currently in the Construction Documents (CD's) phase and is on schedule to issue documents for bid in February 2018.

### **Additional Services**

On January 18, 2017, the City Council approved an amendment to the WRNS agreement to provide project transition and phasing design services. These services were to plan and design phasing for the overall project. As part of these services the WRNS team met with City staff and San Mateo County Library (SMCL) staff to discuss the proposed construction phasing that would have the least amount of operational impacts. On March 15, 2017 City Council was presented the proposed phasing plans and provided feedback.

As part of the Phase I plan for the Library part of the project, temporary trailers are to be located at the corner of Maple Avenue and Dinkelspiel Lane to accommodate Library staff. Since this area currently has trees and other vegetation an engineered site plan is required. WRNS (via sub-

## Civic Center Project Monthly Status Report

July 19, 2017

Page 3 of 7

consultant) is proposing (Attachment 3) to provide these additional services to produce design documents for the temporary functioning of the library in a prefabricated trailer for a not to exceed fee of \$19,500. The Civil Storm Water Management Report for \$16,000 and SWPPP Development and Support \$12,500 noted in the proposal letter are not required for these temporary trailers.

*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 \$19,500.*

### **Value Engineering (VE) – Additional Deducts**

At the June 21, 2017 Council meeting, the Project Management Committee, a subcommittee of the CCAC, recommended the City Council approve a list of potential “deducts” that can be included in the bid that would reduce the project cost. These potential bid alternates will result in a design changes that will need to be made prior to the bid process so that the bidders can bid on the alternates. These were:

- Defer Corp Yard with a potential savings of \$1.4M
- Defer Council Chambers with a potential savings of \$1M
- Replace wood windows with aluminum with a potential savings of \$241K
- Hydro-seed in-lieu of planting with a potential savings of \$366K.

The City Council also discussed whether to defer the Town Hall Renovation, which could potentially reduce costs by \$1.1 million. Prior to making the decision on this alternate deduct, the Council requested staff to analyze the Library funds for the coming years. The roll-up summary on the Cost Model Manager provides a summary of funds available.

Library Funds (Town & JPA) – 6/30/16 (audited)	\$10,816,699
Library Surplus for FYs 2016/17 – 2020/21 (5 years @ \$1,485,000)	\$7,425,000
<b>Funds Available</b>	<b>\$18,241,699</b>
Library Design	\$1,190,418
Library Construction	\$13,589,000
Indirect Costs	\$1,224,925
Indirect Cost Contingencies	\$704,723
Construction Contingencies	\$2,080,503
<b>Total Library Cost</b>	<b>\$18,789,569</b>
<b>Over/(Under)</b>	<b>(\$547,870)</b>

It is anticipated that based on available funding, the Library will have to “borrow ahead” into funding post-project – FY 2021/22. It would be appropriate for the Council to consider adding the deductive alternate for the Town Hall Renovation into the project should the bids come in significantly higher than the built-in contingencies allow.

To address these five additional deduct alternates, WRNS has submitted a proposal letter (Attachment 4) that outlines the services to be provided via sub-consultants for a fee not to exceed of \$130,250. If approved, the design of these deduct alternates will add approximately one month

## **Civic Center Project Monthly Status Report**

**July 19, 2017**

**Page 4 of 7**

to the project schedule.

*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 subconsultants) to perform additional design and documentation for the five Deduct Alternates identified for the Town Center Project for a not to exceed fee of \$130,250.*

### **General Contractor Pre-Qualifications**

At the April 19, 2017 meeting, City Council authorized staff to issue a request for qualifications (RFQ) to prequalify General Contractors for construction of the Town Center Project.

On May 1, 2017, an RFQ was posted on the Town web site. The link to the RFP is available here: <http://www.ci.atherton.ca.us/bids.aspx?bidID=48>. The RFQ process would 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 Town Center Project.

On June 29, 2017, staff received eight (8) statements of qualifications (SOQ's) from the following General Contractors:

1. BHM Construction
2. Midstate Construction
3. XL Construction
4. Swinerton Builders
5. Lathrop Construction
6. Hensel Phelps
7. C. Overaa & Co.
8. Amoroso Construction

These eight SOQ's were provided to members of the Review Committee, which consisted of the Project Management Committee (PMC), George Rodericks, City Manager, Paul Beamer, Mack5, and Marty Hanneman, Project Manager to review and rank based on the evaluation criteria outlined in the RFQ. During review of the eight SOQ's submitted, it was determined by staff that three of the SOQ's were deemed non-responsive to the requirements of the RFQ. These were: BHM, Midstate and Amoroso Construction. These proposals failed to follow the RFQ's required format and information requested; did not address how they would meet the minimum qualifications; and Amoroso and BHM did not provide cover letters signed by an individual authorized to legally bind the proposer contractually.

On July 7, a conference call meeting with the Review Committee was held to discuss and rank the remaining five (5) XL Construction, Swinerton Builders, Lathrop Construction, Hensel Phelps, and C. Overaa & Co. SOQ's submitted. Upon review and discussion the Review Committee determined that the General Contractors were well qualified and recommend to the City Council that all five of the following General Contractors be pre-qualified:

## **Civic Center Project Monthly Status Report**

**July 19, 2017**

**Page 5 of 7**

- XL Construction
- Swinerton Builders
- Lathrop Construction
- Hensel Phelps
- C. Overaa & Co.

Staff contacted references the proposers submitted and found all five General Contractors overall were rated very highly. No negative feedback was received.

### **SFPUC Water Line**

The design for the Civic Center project realigns the public right-of-way. The location of the existing SFPUC 36-inch water line is within the current right-of-way. Because the project, as designed, does not interfere with the water line, the Town debated leaving the water line in place or participating with the SFPUC to realign the water line with the new proposed right-of-way.

Per a November 2, 2016 letter from Michael Carlin, San Francisco Public Utilities Commission (SFPUC) Deputy General Manager, SFPUC advised the Town that based on additional analysis they are not in favor of relocating the 36-inch water line; but would be willing to work with the Town to amend the existing 40 ft. easement.

On November 16, 2016 staff provided an update to Council on the SFPUC 36-inch water line that runs through the proposed Civic Center project. Based on Council direction at this meeting to negotiate an agreement with SFPUC that keeps the 36-inch water line in its current location, staff held a conference call meeting on December 14, 2016 with SFPUC staff to discuss the most feasible options available for Council's consideration.

At the January 9, 2017 meeting, City Council directed staff to continue negotiating with SFPUC to keep the existing 36-inch water line in its current location and revise the easements to accommodate the Town Center Project.

On May 22, 2017 a meeting was held with SFPUC staff to discuss the remaining issues that were not agreed upon. Subsequent to this meeting, staff sent a (Attachment 5) May 26, 2017 letter to SFPUC in response to this meeting. On July 11, 2017 staff received (Attachment 6) a Letter of Intent (LOI) from SFPUC which staff believes addresses all Town concerns and issues. Staff is recommending that City Council authorize the City Attorney to review and the City Manager to sign this LOI.

*Council action is required to authorize the City Attorney to review and the City Manager to sign the LOI with SFPUC.*

## **Civic Center Project Monthly Status Report**

**July 19, 2017**

**Page 6 of 7**

### **Project Funding**

Atherton Now's Monthly Fundraising Update is attached (Attachment 7). 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 8 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 dated July 12, 2017

Attachment 2: Project Schedule dated July 12, 2017

Attachment 3: WRNS Proposal Letter dated July 11, 2017

Attachment 4: WRNS Proposal Letter dated July 12, 2017

Attachment 5: Town of Atherton Letter dated May 26, 2017

Attachment 6: SFPUC Letter of Intent dated July 11, 2017

Attachment 7: Atherton NOW Monthly Report-April 2017

Attachment 8: Monthly Budget Summary

Attachment 8

Monthly Budget Summary

<b>Fund Allocations</b>	<b>Library Fund</b>	<b>Building Facilities Fund</b>	<b>General Fund</b>	<b>Civic Center Donations</b>	<b>Total</b>
<b>FY 16-17 Budget</b>	<b>\$946,500</b>	<b>\$594,000</b>	<b>\$354,000</b>	<b>\$1,535,000</b>	<b>\$3,429,500</b>
<b>Design Amendments</b>	<b>\$293,922</b>	<b>\$90,437</b>	<b>\$527,500</b>	<b>\$746,108</b>	<b>\$1,130,467</b>
	<b>\$1,240,422</b>	<b>\$684,437</b>	<b>\$881,500</b>	<b>\$2,281,108</b>	<b>\$5,087,467</b>
<b>Expenditures to Date</b>					
<b>Design</b>	<b>\$708,122</b>	<b>\$224,980</b>	<b>\$492,297</b>	<b>\$1,779,493</b>	<b>\$3,204,892</b>
<b>Project Management</b>	<b>\$159,181</b>	<b>\$138,266</b>	<b>\$34,382</b>	<b>\$305,593</b>	<b>\$637,422</b>
<b>Geo-Tech/Environmental</b>	<b>\$47,259</b>	<b>\$91,321</b>	<b>\$24,009</b>	<b>\$0</b>	<b>\$162,589</b>
<b>Totals</b>	<b>\$914,562</b>	<b>\$454,567</b>	<b>\$550,688</b>	<b>\$2,085,086</b>	<b>\$4,004,903</b>
<b>Remaining FY 17-16 Budget</b>	<b>\$325,860</b>	<b>\$229,870</b>	<b>\$330,812</b>	<b>\$196,022</b>	<b>\$1,082,564</b>

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

**Town Center Project Funding Plan**  
**All Inclusive - Project Years FY 2015/16 through FY 2020/21**  
 Design Phase - FY 2016/17 - FY 2017/18 ||| Construction Phase - FY 2017/18 - FY 2020/21

Item/Fund	Estimates	Expended	Remaining
<b>Design Costs</b>			
Design Costs - Admin/PD/Corp Yard	\$ 3,325,842		\$ 3,325,842
Design Costs - Library	\$ 1,190,418		\$ 1,190,418
<b>Total Design Costs</b>	<b>\$ 4,516,260</b>	<b>\$ -</b>	<b>\$ 4,516,260</b>
<b>Construction Costs</b>			
Construction Cost Estimate Admin/PD (As of 5/2017)	\$ 22,343,000	\$ -	\$ 22,343,000
Construction Cost Estimate Corp Yard (As of 5/2017)	\$ 2,833,000	\$ -	\$ 2,833,000
Construction Cost Estimate Library (As of 5/2017)	\$ 14,967,000	\$ -	\$ 14,967,000
<b>Total Construction Costs (includes contingencies)</b>	<b>\$ 40,143,000</b>	<b>\$ -</b>	<b>\$ 40,143,000</b>
<b>Total Design &amp; Construction Cost</b>	<b>\$ 44,659,260</b>	<b>\$ -</b>	<b>\$ 44,659,260</b>
<b>Other Costs</b>			
CEQA/Hazmat/ALTA Surveys/GeoTech	\$ 305,233	\$ -	\$ 305,233
- Contingencies & Allowances	\$ 39,250	\$ -	\$ 39,250
Project Management/IT/Signage/Models	\$ 1,317,893	\$ -	\$ 1,317,893
- Contingencies & Allowances	\$ 172,000	\$ -	\$ 172,000
Construction Other/Utilities/Testing/Inspections/Fees	\$ 779,305	\$ -	\$ 779,305
- Contingencies & Allowances	\$ 2,000,000	\$ -	\$ 2,000,000
Telephone and Data Systems	\$ 225,000	\$ -	\$ 225,000
- Contingencies & Allowances	\$ 22,500	\$ -	\$ 22,500
Furniture, Fixtures & Equipment	\$ 403,554	\$ -	\$ 403,554
- Contingencies & Allowances	\$ 40,000	\$ -	\$ 40,000
Audio Visual & Security	\$ 70,000	\$ -	\$ 70,000
- Contingencies & Allowances	\$ 7,000	\$ -	\$ 7,000
Owner Costs/Events/Move/Staging	\$ 398,800	\$ -	\$ 398,800
- Contingencies & Allowances	\$ 20,000	\$ -	\$ 20,000
Overall Project Contingency (5%)	\$ 1,712,745	\$ -	\$ 1,712,745
<b>Total Other Costs</b>	<b>\$ 7,513,280</b>	<b>\$ -</b>	<b>\$ 7,513,280</b>
<b>Total Project Requirements</b>	<b>\$ 52,172,540</b>	<b>\$ -</b>	<b>\$ 52,172,540</b>

**Revenues**

<b>Library Revenues</b>	
Library Funds (Town & JPA) - 6/30/16 (audited)	\$ 10,816,699
- Estimated Surplus Per Year \$1,485,000	
Library Surplus FY's 2016/17 - 2020/21 (5 years)	\$ 7,425,000
<b>Allocatable Funds</b>	<b>\$ 18,241,699</b>
Library Design	\$ 1,190,418
Library Construction	\$ 13,589,000
Indirect Costs	\$ 1,224,925
Indirect Cost Contingencies ~10%	\$ 704,723
Construction Contingencies ~15%	\$ 2,080,503
<b>Library Costs from Above (including contingencies)</b>	<b>\$ 18,789,569</b>
<b>Over/(Under)</b>	<b>\$ (547,870)</b>

<b>Admin/PD Revenues</b>	
Atherton Now	\$ 7,000,000
Building Fees	\$ 2,935,000
General Fund Expenditures	\$ 1,003,863
General Funds Available as of FY 2017/18	\$ 8,104,107
Capital Improvement Funds	\$ 4,423,138
Anticipated ERAF - FY 2017/18 - FY 2020/21	\$ 4,066,958
Anticipated GF Surplus - FY 2018/19 - FY 2020/21	\$ 3,750,000
<b>Anticipated Funds Available</b>	<b>\$ 31,283,066</b>
Admin/PD/PW Design	\$ 3,325,842
Admin/PD/PW Construction	\$ 19,850,000
Indirect Costs	\$ 2,274,860
Indirect Cost Contingencies ~10%	\$ 1,308,772
Construction Contingencies ~15%	\$ 3,797,648
<b>Admin/PD Costs Above (including contingencies)</b>	<b>\$ 30,557,122</b>
<b>Over/(Under)</b>	<b>\$ 725,945</b>

**Specific Incl. Contingencies**

\$ 39,250	Land Acq./Entitlement Allowances
\$ 172,000	Project Mgmt/Design Contingencies
\$ 2,007,150	Construction C/Order Contingencies
\$ 22,500	Telcom/Data Contingencies
\$ 40,000	Furniture/Fixtures Contingencies
\$ 7,000	AV Contingencies
\$ 20,000	Staging Contingency
\$ 1,712,745	Overall Project Contingency
\$ 2,069,000	Admin/PD DD/Cost Escalation Contingency
\$ 1,378,000	Library DD/Cost Escalation Contingency
\$ 424,000	Corp Yard DD/Cost Escalation Contingency
<b>\$ 7,891,645</b>	<b>TOTAL Included Contingencies</b>

17.82% of total design, construction, other w/o cont

Update Date  
7/12/17

Cost Model Manager - Project Cost Report - with Corp Yard

SUMMARY	Anticipated Cost (AC) 12-Jul-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	\$6,366,939	12%	\$154.95	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	\$1,351,959	3%	\$32.90	Allow for a 5% Project Contingency (fixed as of 5/19/17)
<b>TOTAL PROJECT BUDGET</b>	<b>\$52,172,540</b>	<b>100%</b>	<b>\$1,269.74</b>	Based on 41,089 Gross Square Feet of Buildings

Cost Model Manager - Project Cost Report - with Corp Yard

LAND ACQUISITION & ENTITLEMENTS	Anticipated Cost (AC) 12-Jul-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
<b>Total - Entitlements</b>	<b>344,483</b>	<b>100%</b>	<b>8.38</b>	

Cost Model Manager - Project Cost Report - with Corp Yard

DESIGN, PLANNING & MANAGEMENT	Anticipated Cost (AC) 12-Jul-17	% of Anticipated Cost	Anticipated Cost (AC) \$ / GSF	Comments
Design Professionals				
Architect	4,516,260	71%	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	1,290,859	20%	31.42	mack5 fee, includes extra services 6/7/17
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)
<b>Total - Design, Planning &amp; Management</b>	<b>6,366,939</b>	<b>100%</b>	<b>\$ 154.95</b>	

Cost Model Manager - Project Cost Report - with Corp Yard

CONSTRUCTION COSTS and RELATED COSTS	Anticipated Cost (AC) 12-Jul-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	Allowance per Marty 2/23/17
Change Order Contingency	2,000,000	5%	48.67	Allow for 5% of cost of construction
<b>Total - Construction Costs</b>	<b>42,922,305</b>	<b>100%</b>	<b>1,044.62</b>	

Cost Model Manager - Project Cost Report - with Corp Yard

TELEPHONE and DATA SYSTEMS	Anticipated Cost (AC) 12-Jul-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%
<b>Total - Telephone and Data Systems</b>	<b>247,500</b>	<b>100%</b>	<b>6.02</b>	

Cost Model Manager - Project Cost Report - with Corp Yard

FURNISHINGS, FIXTURES & EQUIPMENT	Anticipated Cost (AC) 12-Jul-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
<b>Total - Furnishings, Fixtures and Equipment</b>	<b>443,554</b>	<b>100%</b>	<b>10.79</b>	

Cost Model Manager - Project Cost Report - with Corp Yard

AUDIO VISUAL and SECURITY	Anticipated Cost (AC) 12-Jul-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%
<b>Total - Audio Visual and Security</b>	<b>77,000</b>	<b>100%</b>	<b>1.87</b>	

Cost Model Manager - Project Cost Report - with Corp Yard

OWNER COSTS	Anticipated Cost (AC) 12-Jul-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
<b>Total - Owner Costs</b>	<b>418,800</b>	<b>100%</b>	<b>10.19</b>	

## Atherton Civic Center - Atherton

Project Schedule - July 12, 2017



ID	Task Name	Duration	Start	Finish	P
1	<b>ACC Documentation</b>	0 days	Mon 6/30/14	Mon 6/30/14	
2	<b>Project Setup &amp; Initiation</b>	<b>204 days</b>	<b>Wed 7/23/14</b>	<b>Mon 5/4/15</b>	
34					
35	<b>Design Phase</b>	<b>748 days</b>	<b>Tue 4/7/15</b>	<b>Thu 2/15/18</b>	
36	<b>Master Plan Review &amp; Programming</b>	<b>105 days</b>	<b>Tue 4/7/15</b>	<b>Mon 8/31/15</b>	
44					
45	<b>Conceptual Design</b>	<b>90 days</b>	<b>Tue 5/5/15</b>	<b>Mon 9/7/15</b>	
54					
55	<b>Schematic Design</b>	<b>155 days</b>	<b>Fri 10/16/15</b>	<b>Fri 5/20/16</b>	
71					
72	<b>Design Development</b>	<b>176 days</b>	<b>Mon 6/6/16</b>	<b>Tue 2/7/17</b>	
88					
89	<b>Construction Documents</b>	<b>260 days</b>	<b>Thu 2/16/17</b>	<b>Thu 2/15/18</b>	
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	14 wks	Fri 6/23/17	Thu 9/28/17 99	
101	Coordination Meeting 90% CD's	0 days	Thu 9/28/17	Thu 9/28/17 100	
102	Arch to issue Coordination Set	1 wk	Fri 9/29/17	Thu 10/5/17 101	
103	Arch to receive Consultant Team 90% CD Permit Set	1 wk	Fri 10/6/17	Thu 10/12/17 102	
104	Arch issues Permit Set	2 days	Fri 10/13/17	Mon 10/16/17 103	
105	CD 90% Cost Estimate	3 wks	Tue 10/17/17	Mon 11/6/17 104	
106	CD Progress	8 wks	Tue 10/17/17	Mon 12/11/17 104	
107	Arch receives/distributes Plan Check Comments	0 days	Thu 12/14/17	Thu 12/14/17 153	
108	CD Progress	3 wks	Fri 12/15/17	Thu 1/4/18 107	
109	Arch to receive Consultant Team 100% CD Documents	4 days	Fri 2/9/18	Wed 2/14/18 108,157	
110	Issue Conformed Construction Documents, Project Manual	1 day	Thu 2/15/18	Thu 2/15/18 109	
111					
112	<b>Town Approvals</b>	<b>642 days</b>	<b>Tue 9/1/15</b>	<b>Wed 2/14/18</b>	
113	<b>Design Review</b>	<b>642 days</b>	<b>Tue 9/1/15</b>	<b>Wed 2/14/18</b>	
114	<b>Programming</b>	<b>10 days</b>	<b>Tue 9/1/15</b>	<b>Mon 9/14/15</b>	
117	<b>Conceptual Design</b>	<b>22 days</b>	<b>Tue 9/8/15</b>	<b>Wed 10/7/15</b>	
120	<b>Schematic Design</b>	<b>10 days</b>	<b>Mon 5/23/16</b>	<b>Fri 6/3/16</b>	
123	<b>Design Development</b>	<b>21 days</b>	<b>Thu 1/19/17</b>	<b>Thu 2/16/17</b>	
126	<b>Construction Documents</b>	<b>169 days</b>	<b>Fri 6/23/17</b>	<b>Wed 2/14/18</b>	
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 11/7/17	Mon 11/20/17 105	
130	Written Comments issued to Design Team	0 days	Mon 11/20/17	Mon 11/20/17 129	
131	Conformed CD Review	4 days	Fri 2/9/18	Wed 2/14/18 157	
132	Written Direction to Issue Documents for Bidding	0 days	Wed 2/14/18	Wed 2/14/18 131	
133					
134	<b>Entitlements</b>	<b>341 days</b>	<b>Wed 7/23/14</b>	<b>Wed 11/11/15</b>	
146					
147	<b>Permitting</b>	<b>449 days</b>	<b>Fri 5/20/16</b>	<b>Thu 2/8/18</b>	
148	<b>Atherton Civic Center</b>	<b>449 days</b>	<b>Fri 5/20/16</b>	<b>Thu 2/8/18</b>	
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 10/17/17	Thu 10/19/17 104	
152	Processing by Planning/Building	8 wks	Fri 10/20/17	Thu 12/14/17 151,143	
153	Receipt of Plan Check Comments	0 days	Thu 12/14/17	Thu 12/14/17 152	
154	Drawing Revisions	2 wks	Fri 12/15/17	Thu 12/28/17 153	
155	Re-Submission to Planning/Building	0 days	Thu 12/28/17	Thu 12/28/17 154	
156	Processing by Planning/Building	6 wks	Fri 12/29/17	Thu 2/8/18 155	
157	Permit Issued - (*Review periods are estimates only)	0 days	Thu 2/8/18	Thu 2/8/18 156	

# Atherton Civic Center - Atherton

Project Schedule - July 12, 2017



ID	Task Name	Duration	Start	Finish	P
158					
159	<b>Bidding Phase</b>	<b>259 days</b>	<b>Mon 4/24/17</b>	<b>Thu 4/19/18</b>	
160	<b>Bidding</b>	<b>259 days</b>	<b>Mon 4/24/17</b>	<b>Thu 4/19/18</b>	
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 2/15/18	Thu 2/15/18 132FS+1 day	
165	Bidding	8 wks	Fri 2/16/18	Thu 4/12/18 164	
166	Receive Bids	0 days	Thu 4/12/18	Thu 4/12/18 165	
167	Evaluate Bids	5 days	Fri 4/13/18	Thu 4/19/18 166	
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	<b>Construction Phase</b>	<b>877 days</b>	<b>Tue 3/28/17</b>	<b>Wed 8/5/20</b>	
172	<b>Construction</b>	<b>877 days</b>	<b>Tue 3/28/17</b>	<b>Wed 8/5/20</b>	
173	Notice to Proceed	0 days	Wed 5/9/18	Wed 5/9/18 169,218,219,220,15	
174	Kick-off Meeting	0 days	Wed 5/9/18	Wed 5/9/18 173	
175	Construction	117 wks	Thu 5/10/18	Wed 8/5/20 174	
176	<b>FFE Installation</b>	<b>120 days</b>	<b>Thu 2/20/20</b>	<b>Wed 8/5/20</b>	
177	FFE Purchasing: Start	0 days	Thu 2/20/20	Thu 2/20/20 175FS-6 mons,132	
178	FFE Installation: Start	0 days	Thu 7/9/20	Thu 7/9/20 175FS-1 mon	
179	FFE Installation: End	1 mon	Thu 7/9/20	Wed 8/5/20 178	
180	<b>Move Coordination</b>	<b>292 days</b>	<b>Tue 3/28/17</b>	<b>Wed 5/9/18</b>	
181	<b>Inventory</b>	<b>69 days</b>	<b>Tue 3/28/17</b>	<b>Fri 6/30/17</b>	
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	<b>Surplus</b>	<b>180 days</b>	<b>Mon 4/10/17</b>	<b>Fri 12/15/17</b>	
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	<b>Site Work</b>	<b>214 days</b>	<b>Tue 3/28/17</b>	<b>Fri 1/19/18</b>	
190	Develop Site Work Design Contract	113 days	Tue 3/28/17	Thu 8/31/17	
191	Design Site Work	30 days	Fri 9/1/17	Thu 10/12/17 190	
192	Bid Site Work	20 days	Fri 10/13/17	Thu 11/9/17 191	
193	Award Site Work	10 days	Fri 11/10/17	Thu 11/23/17 192	
194	Site Work Contract	10 days	Fri 11/24/17	Thu 12/7/17 193	
195	Site Work NTP	1 day	Fri 12/8/17	Fri 12/8/17 194	
196	Perform Site Work for Modular Buildings	30 days	Mon 12/11/17	Fri 1/19/18 195	
197	<b>Modular Buildings</b>	<b>271 days</b>	<b>Tue 3/28/17</b>	<b>Tue 4/10/18</b>	
198	Determine Temp Office Needs	120 days	Tue 3/28/17	Mon 9/11/17	
199	Modular Buildings Design/Building Dept	30 days	Tue 9/12/17	Mon 10/23/17 198	
200	Modular Buildings Permits	30 days	Tue 10/24/17	Mon 12/4/17 199	
201	State Piggy Back Procurement	30 days	Tue 12/5/17	Mon 1/15/18 200	
202	Award Modular Buildings	20 days	Tue 1/16/18	Mon 2/12/18 201	
203	Modular Buildings Contract	10 days	Tue 2/13/18	Mon 2/26/18 202	
204	Modular Buildings NTP	1 day	Tue 2/27/18	Tue 2/27/18 203,157	
205	Install Modular Buildings (Including Interior Improvements)	30 days	Wed 2/28/18	Tue 4/10/18 196,204	
206	<b>Storage Pods</b>	<b>169 days</b>	<b>Tue 3/28/17</b>	<b>Fri 11/17/17</b>	
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	<b>Move</b>	<b>179 days</b>	<b>Fri 9/1/17</b>	<b>Wed 5/9/18</b>	
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	Wed 4/11/18	Wed 4/11/18 205,212,216	

# Atherton Civic Center - Atherton

Project Schedule - July 12, 2017



ID	Task Name	Duration	Start	Finish	P
218	Move Admin/Heritage Items into Storage (Library has their own storage)	20 days	Thu 4/12/18	Wed 5/9/18	187,217,212
219	Move Library to Modular Buildings	20 days	Thu 4/12/18	Wed 5/9/18	187,217
220	Move Heritage and City Council	20 days	Thu 4/12/18	Wed 5/9/18	187,217
221					
222	<b>Project Opening</b>	<b>20 days</b>	<b>Thu 8/6/20</b>	<b>Wed 9/2/20</b>	
223	Staff Opening	1 mon	Thu 8/6/20	Wed 9/2/20	179
224	Public Opening	0 days	Wed 9/2/20	Wed 9/2/20	223



July 11, 2017

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

Re: Town of Atherton Civic Center Temporary Phasing Proposal  
Job no. 15007.89 Additional Service Request No. 16

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal for additional civil coordination to support the Town with the development of Civic Center of the phasing of the library. This proposal is built off the Sherwood Proposal services provided to us dated May 11, 2017.

We understand that this effort will be in support of the current design for the Atherton Civic Center and is focused on the need to keep the library functional during the construction. This work will not include the area identified in the exhibit below.

### **SCOPE OF SERVICES**

Additional services will be required by the Civil Engineer to produce design and documents for the temporary functioning of the library in a prefabricated trailer within the limits of the Atherton Civic Center project site. It is assumed that the Town will work to procure and secure the selection, permitting and delivery of this prefabricated trailer. No electrical or structural work is included in this proposal

The work will be divided into phases as follows:

#### **Task 1.1 Site Preparation Construction Documents [4 weeks]**

1. Coordination with Client / Owner to refine site plan for temporary trailer and coordinate with phasing plans.
2. Limits of work shall be per attached "Exhibit A Limits of Work".
3. Development of basic civil engineering plans to prepare the site for a temporary prefabricated trailer to be used as temporary library facility in anticipation of site construction:
  - a. Site Demolition and building pad preparation plan
  - b. Site improvements Plan:
    - i. Temporary/phased drainage piping
    - ii. Temporary utility connections to temporary building including domestic water, sanitary, sewer, and roof drainage.
    - iii. Paving and grading improvements to provide ADA compliant pedestrian access and surface drainage to stormwater management facilities
    - iv. Construction details
  - c. Erosion Control Plan to provide SWPPP-required protection for each phase of construction.
4. Development of project specifications as required
5. Site visit to coordinate final site layout with trailer manufacturer.

## **Task 1.2 Storm Water Management Report [6 weeks] *If Required***

Due to a projected creation of between 2,500 and 10,000 square feet of impervious surface, the project may require compliance with the Town of Atherton's Grading and Drainage Permit. Per Atherton code, the required plans and associated tasks include:

1. Development of Stormwater Management Plan (SWMP) and accompanying exhibits showing all impervious and pervious areas delineated within project limits, pre-existing and post-development watersheds and proposed drainage paths, including 100-yr flow paths.
2. Calculations of impervious surfaces, water quality treatment measures per C.3 guidelines, and detention / conveyance features per Atherton Drainage Criteria standards.
3. Development of a Stormwater Management Report to include all items above.

## **Task 1.3 Storm Water Pollution Prevention Plan (SWPPP) [6 months]**

Since this temporary project is part of a bigger project, a standard SWPPP will be required to be developed, approved and in place before construction. The scope of work for this phase will include all documentation required to acquire a Notice of Intent and to comply with NPDES through the construction of the temporary library building only. The SWPPP can then be maintained for the life of the project's construction, and will need to be amended accordingly as new phases of construction begin. Per the requirements of the National Pollutant Discharge Elimination System (NPDES) and California General Permit (the Permit), construction projects within the State of California that disturb one or more acres are required to prepare and implement a Stormwater Pollution Prevention Plan (SWPPP). The Permit requires that the property owner prepare and submit a site specific SWPPP document, which provides relevant site information and strategies for control of erosion and sedimentation resulting from construction activities, to the State Water Resources Control Board prior to the commencement of ground disturbance. SWPPP documents must be prepared by a Qualified SWPPP Developer (QSD) who has been certified by the State. Additionally, the Permit requires that a State certified Qualified SWPPP Practitioner (QSP) provide compliance oversight during construction to verify that Best Management Practices (BMPs) as well as appropriate testing and reporting procedures identified in the SWPPP are properly implemented.

To assist the Owner in the expedition and management of the above stated SWPPP process, the Civil Engineer may provide the following services assuming the role of **QSD & SWPPP Support**

### **Deliverables: SWPP Plan**

### **SWPPP Development:**

The Civil Engineer will develop a Stormwater Pollution Prevention Plan (SWPPP), file for the Notice of Intent (NOI), and setup the SMARTS Website with the State Water Resources Board (fee covered by client). This document (NPDES permit) is mandated by the State of California for any development greater than one acre of disturbance and enforced by the local municipality and the State Water Resources Control Board (SWRCB). The Civil Engineer will conduct a limited amount of site visits and observations to determine that the Contractor is in general conformance of the SWPPP and corresponding permit. However, the Civil Engineer understands that it is the full responsibility of the Contractor to implement the SWPPP and Erosion Control Plan during the length of construction.

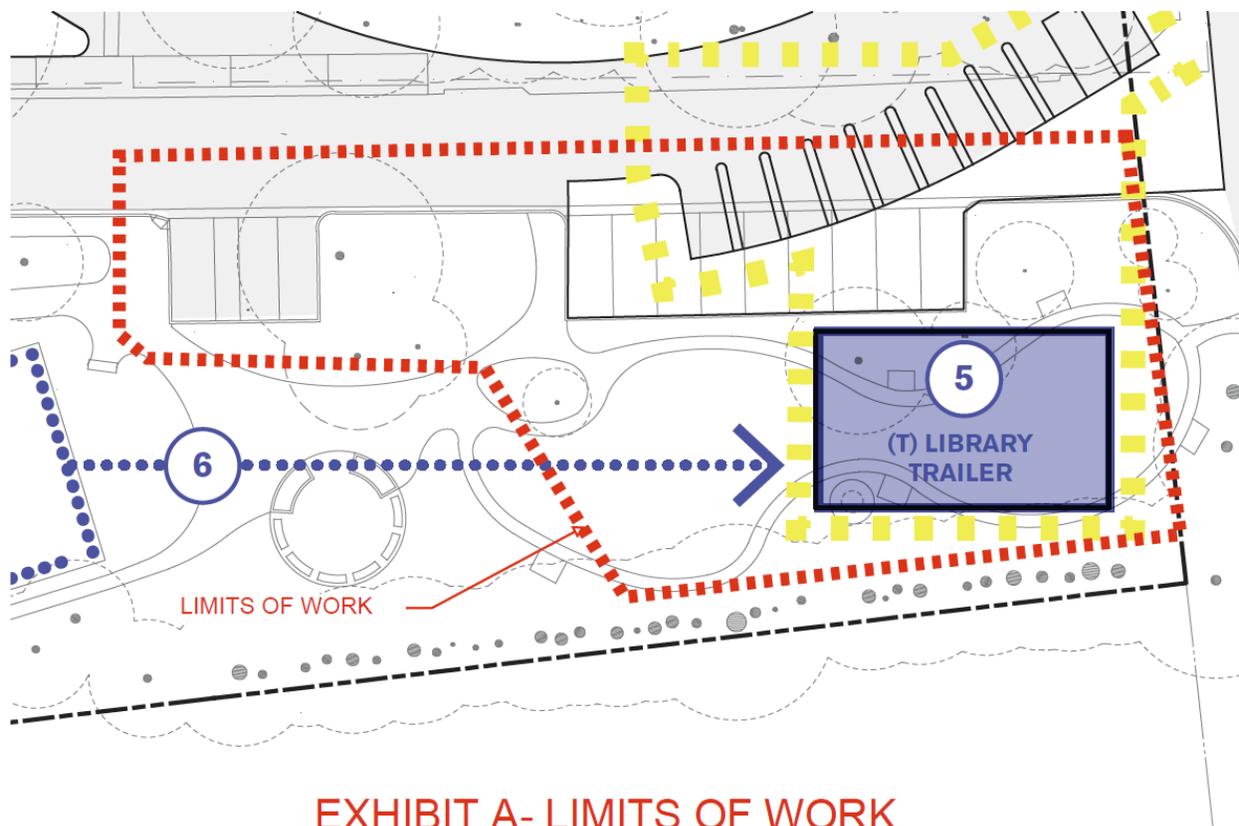
## SWPPP Support:

- i. SMARTS Site Setup and Coordination with Owner.
- ii. One (1) Submittal of the SWPPP document and NOI.
- iii. Two (2) hardcopies of the SWPPP document (1 for owner, 1 for contractor to maintain on project site) and an electronic copy of the SWPPP.
- iv. Up to two (2) Site Visits and Site Observation Reports.
- v. Issue Erosion Control Plan updates to SWPPP as required per observation.
- vi. Correspondence with the SWRCB regarding site specific conditions as necessary.
- vii. Prepare and submit one (1) Annual Report (due September 1<sup>st</sup> of every year) to SMARTS Site
- viii. Develop and prepare up to three (3) updates to the Master Erosion Control Plan for the SWPPP per construction document set issued for each milestone as shown in Exhibit A.

## Task 1.4 Additional Construction Administration (1 month)

The Civil Engineer will perform Construction Administration (CA) services during this phase of the project related to the phased implementation of the project beyond the basic construction administration process. Anticipated scope of services to provide general support to the Client during the scheduled construction schedule include:

1. RFI responses as related to the general contractor's proposed project phasing. Design work and drawings modifications are not anticipated.
2. Design clarifications
3. Site visit and meeting with contractor and owner.



**EXHIBIT A- LIMITS OF WORK**

## Proposed Fee:

For the Scope-of-Work described above, we respectfully request an amount of \$ 48,000.00 (Forty-eight Thousand Dollars) for the design services noted above.

Civil Site Prep Construction Documents	\$ 14,500.00
Civil Storm Water Management Report	\$ 16,000.00
Civil SWPPP Development and Support	\$ 12,500.00
Civil Additional Construction Administration	\$ 3,000.00
Architectural Administration and Coordination	\$ 2,000.00
<b>Total</b>	<b>\$48, 000.00</b>

## Reimbursables:

For work Billed at incurred rate multiplied by 10% and is estimated to be less than \$4,800.00. This estimate does not included Presentation Materials or Bidding sets. All interim submission will be provided electronically.

## Additional Services:

When approved in writing by the Owner, effort expended for additional services will be billed on an hourly basis and charged against the project at the hourly or, for a mutually agreed-upon lump-sum fee.

## Reimbursable Expenses:

Reimbursable expenses are billed in addition to the not-to-exceed fee proposed, and include only actual expenditures made in the interest of the project. Allowable reimbursable costs include, but are not limited to the following: cost of plotting/reproduction, photography and express delivery as specifically requested by the Owner, travel outside the 50-mile radius of the project site as specifically requested by the Owner, and will be billed at 1.10 times our direct cost.

## Assumptions/Exclusions:

The assumptions and/or exclusions outlined below represent our initial understanding of the project, as well as your expectations of products WRNS will be developing in support of this project. If these are not correct, the scope-of-work as described in the above tasks may require review and modification.

## ASSUMPTIONS

1. 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 July 2017 and will be completed within the first six months

**EXCLUSIONS**

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:

- Electrical Engineering
- Structural Engineering
- Permitting through the Town of Atherton
- Mechanical, Plumbing or Fire Protection

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



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Pauline Souza, AIA, LEED AP  
Project Manager, Partner  
WRNS STUDIO

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George Rodericks,  
City Manager  
Town of Atherton

Cc: Marty Hanneman, Town of Atherton



July 12, 2017

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

Re: Town of Atherton Deduct Alternate Design Services v6  
Job no. 15007.00 Additional Service Request No. 17

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal for designing and documenting the five Deduct Alternates identified for the Atherton Civic Center by the City Council and memorialized by the attached PMC report dated May 22, 2017. Per our discussions and meetings with you and Mack5, we respectfully request that we have authorization for this increased scope and associated compensation as noted in this proposal.

### **SCOPE OF SERVICES**

The Town has identified the need to design and document five areas of work so that Construction Documents, Bidding and Permitting can plan the develop Deductive Alternates for the Civic Center. Two main explanations lead to the redesign work and associated fee. The first one is that the campus is designed as a whole, and there are efficiencies tied to particular building and site systems – to the central plant, emergency power, and controls. While the title of the Deduct Alternate is to “*Delete items in Total*”, we understand that the intent is to plan for the inclusion of the item (Corporation Yard, Council Chamber, updated Town Hall, Designed Landscape) for incorporation at a future date. This approach takes us into designing for the future versus documenting for one approach. This is akin to designing a phased approach to the work. This approach results in revisions to existing sheets, inclusion of new sheets, updates of existing specifications, inclusion of new specifications, and in the case of some items like the Council Chamber, a development of a new design feature ( the temporary wall). The second reason there is a certain amount of fee and associated hours tied to the proposal is that the design team is in the last documentation phase, Construction Documents – a very advanced, highly detailed and highly coordinated phase. The number of sheets and number of specifications that are affected by the five potential Deductive Alternates result in drafting and coordination time for almost every discipline. This is why most disciplines have documentation fees associated with each item. If the Town chose to not document in Plans and Specifications, the expectations of the Deduct Alternates and the interpretation of what would be done in its place would be left to the Bidder. We believe that is one approach, but the open ended nature of that approach is usually not wise in a public bid process. In order to describe and relay the intent of the deduct alternates, you must describe it in drawing and in specifications. The listed areas of work are below:

1. Defer Corporation Yard Building in total
2. Defer Council Chambers building in total
3. Defer renovation of Town Hall
4. Replace Wood Windows with Aluminum Windows
5. Change current Design of Landscape to Hydro-Seed

The work for the deferred items assume that utilities will be capped and extended to the appropriate area so that work may be done to prepare for a future construction approach for the Corporation Yard and the Council Chambers. The Town Hall renovation we will provide assumed utility points of connection where

feasible. The landscape will assume the size of the irrigation main will remain, but there will be no installation of irrigation lines.

The work entailed in the changes due to the Construction Document phase affects calculations, and a large amount of sheets for many sub consultants. Please fine the proposed approach and associated fee.

1. Defer Corporation Yard Building in total; Utilities capped; no pad preparation; revision to PV plans

Site work will still need to be designed and documented for overall Stormwater requirements. Temporary utility stub outs and phased connections while maintaining existing ones will need to be detailed. Redesign/remove additional load from switchboard. Energy Model updates for Cal Green submission and any associated PV layout/redesign for load changes. Redesign the wood deck to be supported on existing foundation only. Design removable deck for future renovation of the Town Hall

2. Defer Council Chambers building in total; Utilities capped; no pad preparation

Site work will still need to be designed and documented for overall Stormwater requirements. Temporary utility stub outs and phased connections while maintaining existing ones will need to be detailed. The rooftop area to the left of the Council Chambers houses mechanical louvers and equipment for the police station. Based on the architectural changes, this equipment would need to be relocated. The reduction in overall building load may reduce the size of the heat pump selected and all equipment downstream, including the pumps, thermal energy storage tanks, and other systems. Planning for future implementation would have to be designed. Plumbing impact would be minor and limited to revised points of connection to Civil. Redesign/remove additional load from switchboard. Redesign/move EOC. Energy Model updates for Cal Green submission and any associated PV layout/redesign for load changes. Remove structure for council chamber from structural plans. Verify the removal of the council chamber does not negatively impact the seismic design for the city hall and redesign lateral system for city hall if necessary. Detail connections for future addition of the council chamber

3. Defer Town Hall Renovation

Site work will still need to be designed and documented for overall Stormwater requirements. Temporary utility stub outs and phased connections while maintaining existing ones will need to be detailed. Redesign/remove additional load from switchboard. Energy Model updates for Cal Green submission and any associated PV layout/redesign for load changes. Redesign the wood deck to be supported on existing foundation only. Design removable deck for future renovation of the Town Hall

4. Replace Wood Windows with Aluminum Windows

This item ranges from no impact to a very large impact based on the proposed aluminum windows. If the aluminum window frames are a high enough performance, there could be no impact on the mechanical system. However, if the aluminum frames are worse performing by 20%, load calculations would need to be redone and all equipment sizing would be revisited. More design and analysis is required to fully answer this question. Energy Model updates for Cal Green submission and any associated PV layout/redesign for load changes

5. Change current Design of Landscape to Hydro-Seed

This item requires review of the landscape and modification to the stormwater approach and overall systems. Identification of new civil and landscape sheets in order to clarify details and expectations is required.

## Proposed Fee:

For the Basic Scope-of-Work described above, we respectfully request an amount of \$130,250.00 (One Hundred Thirty Thousand Two Hundred Fifty dollars) for the design services noted above.

### 1. Defer Corporation Yard Building (no construction)

	Civil	\$1,500.00
	Landscape	\$1,000.00
	Architectural/Specifications	\$6,000.00
	Structural	\$3,000.00
	Mechanical/Plumbing/Fire Protection/Energy Modeling	\$1,500.00
	Electrical	\$14,000.00
<hr/>		
Total Item 1		\$27,000.00

### 2. Defer Council Chambers Building (no construction)

	Civil	\$3,000.00
	Landscape	\$5,000.00
	Architectural/Specifications	\$10,000.00
	Structural	\$8,000.00
	Mechanical/Plumbing/Fire Protection/Energy Modeling	\$5,000.00
	Electrical/Daylighting	\$8,750.00
<hr/>		
Total Item 2		\$39,750.00

### 3. Defer Town Hall Renovation

	Civil	\$1,500.00
	Landscape	\$1,000.00
	Architectural/Specifications	\$6,000.00
	Structural	\$4,000.00
	Mechanical/Plumbing/Fire Protection/Energy Modeling	\$2,000.00
	Electrical	\$4,000.00
<hr/>		
Total Item 3		\$18,500.00

### 4. Replace Wood Windows with Aluminum Windows

	Architectural/Specifications	\$15,000.00
	Mechanical/Plumbing/Fire Protection/Energy Modeling	\$13,000.00
<hr/>		
Total Item 4		\$28,000.00

### 5. Hydro-seed in lieu of planting design approach

	Civil	\$7,000.00
	Landscape	\$7,000.00
	Architectural/Specifications	\$3,000.00

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Total Item 5	\$17,000.00
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**Reimbursables:**

For work Billed at incurred rate multiplied by 10% and is estimated to be less than \$13,025.00. This estimate does not include Presentation Materials or Bidding sets. All interim submission will be provided electronically.

**Additional Services:**

When approved in writing by the Owner, effort expended for additional services will be billed on an hourly basis and charged against the project at the hourly or, for a mutually agreed-upon lump-sum fee.

**Reimbursable Expenses:**

Reimbursable expenses are billed in addition to the not-to-exceed fee proposed, and include only actual expenditures made in the interest of the project. Allowable reimbursable costs include, but are not limited to the following: cost of plotting/reproduction, photography and express delivery as specifically requested by the Owner, travel outside the 50-mile radius of the project site as specifically requested by the Owner, and will be billed at 1.10 times our direct cost.

**Assumptions/Exclusions:**

The assumptions and/or exclusions outlined below represent our initial understanding of the project, as well as your expectations of products WRNS will be developing in support of this project. If these are not correct, the scope-of-work as described in the above tasks may require review and modification.

**ASSUMPTIONS**

1. Schedule will coincide with current Civic Center work effort and be complete by October 1, 2017

**EXCLUSIONS**

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:

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,




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Pauline Souza, AIA, LEED AP  
Project Manager, Partner  
WRNS STUDIO

---

George Rodericks  
City Manager  
Town of Atherton

Cc: Marty Hanneman, Town of Atherton

Attachments:

ACC PMC Recommendations Council Approval May 22, 2017



May 26, 2017

**Via Email to Michael Carlin, Deputy General Manager, SFPUC**

Michael Carlin  
Deputy General Manager  
San Francisco Public Utilities Commission (SFPUC)  
525 Golden Gate Avenue, 10<sup>th</sup> Floor  
San Francisco, CA 94102

**Re:** Town of Atherton ("**Town**") Civic Center Project and Potential Modification to SFPUC Palo Alto Pipeline

Dear Mr. Carlin,

On behalf of the Town of Atherton, I would like to thank Martin Gran, Rosanna Russell, Dina Brasil, and Richard Handel from your staff for meeting with me and Mike Hastings, Sherwood Design Engineers on May 22, 2017 at your offices to discuss SFPUC's recommendations, general terms and conditions to accommodate Civic Center Project (Project) regarding the existing 36-inch SFPUC water pipeline. I believe we had a very productive meeting and are nearing conceptual agreement on all the issues and subject to final approval by the SFPUC Board and Atherton City Council.

In response to the SFPUC letters dated April 25, 2017 and May 17, 2017, the May 22, 2017 meeting and prior direction received from City Council on January 18, 2017, the Town proposes the following:

1. Both parties agree that all proposed easements, whether exclusive or non-exclusive will be recorded, since not recording publicly can cause issues in the future with record-keeping and staff turnover; and
2. The Town agrees to utilize historic leak data and ultrasonic thickness testing to be performed by SFPUC. The proposed "Smartball" technology to identify leaks is not cost-effective (approx. \$110k) and will not provide sufficient data to assess life span of project; and
3. SFPUC will vacate both existing easements north of Ashfield Road (exclusive 20 ft. pipeline easement and 20 ft. construction/maintenance easement) to accommodate the Police Department ancillary building and surface programming per the attached Exhibit;
4. Town will provide the SFPUC with an exclusive 15 ft. easement for all portions of the 36-inch water line within the project area (i.e., Fair Oaks Ln to Maple Ave.). This 15 ft. easement is intended to accommodate the existing 36-inch pipeline in addition to any future 36-inch pipeline directly adjacent and the easement shall be positioned over the existing pipeline's alignment as illustrated in the attached Exhibit. Sub-surface utilities

## Civic Center Project SFPUC Letter May 26, 2017

- (newly constructed) will be allowed, however must adhere to the required clearances per SFPUC guidelines. Utilities which require relocation if another SFPUC future water pipeline is built within this easement will be done at the cost of the SFPUC; and
5. Town will provide SFPUC with an adjacent 10 ft. wide above-ground non-exclusive construction and maintenance easement strip adjacent to the recorded 15 ft. easement within the project area. Town will also grant shared underground utility access within this 10 ft. width as required so long as all standard clearances are provided from existing and future SFPUC pipeline; and
  6. Per SFPUC's requirement, the Town has identified an area of approximately 10,000 square ft. (proposed City Administration Parking lot on Ashfield Rd. per attached Exhibit) for construction staging for future use by the SFPUC when needed for rehabilitation of the existing 36-inch or new pipeline. This area, or an area of equal size as agreed upon by both parties at time of future pipeline construction, will be an above-ground only easement. SFPUC will provide a minimum of six month notice if it should require use of this area. The location of this area may change in the future subject to both parties agreement; and
  7. Town will provide SFPUC with a 15 ft. non-exclusive easement for areas outside the project limits and within the Town of Atherton boundary; and
  8. SFPUC will assist Town with "protecting the line in place" during the construction project by providing inspectors onsite.
  9. Town and SFPUC shall split the costs evenly of any required surveying, potholing, pits for testing of pipe, trenching, excavation, backfill, pavement patching and SFPUC inspection costs, preliminary title reports, plats and legal descriptions within the project's boundary area. To date, the City Council on May 17, 2017 approved 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. All costs that are outside the project area shall be paid 100% by SFPUC.

Also, per your April 25, 2017 letter, the Town is in agreement with the following: Section: 5. Easement Restrictions, Access, and As-Built Drawings:

- (a) Atherton Surface Improvements
- (b) Future Utility Installations
- (c) Blank
- (d) Access
- (e) As-Built Drawings

We look forward to working cooperatively with SFPUC on this important Project related issues.

Sincerely,



Marty Hanneman, P.E.  
City Engineer

Cc: George Rodericks, City Manager, Town of Atherton

**Civic Center Project SFPUC Letter May 26, 2017**

Bill Conners, City Attorney, Town of Atherton  
Martin Gran, Special Projects Advisor, SFPUC  
Rosanna Russell, Real Estate Director, SFPUC  
Dina Brasil, Real Estate Services, SFPUC

Attachment: SFPUC Easements Exhibit



July 11, 2017

Marty Hanneman, P.E.  
 Project Manager  
 Town of Atherton  
 91 Ashfield Road  
 Atherton, California 94027

**Re: Letter of Intent for Town of Atherton (“Atherton”) Civic Center Project (“Project”) Proposed Modification to SFPUC Palo Alto Pipeline Permit and Easements**

Dear Marty:

Thank you for your May 26, 2017 letter. We appear to be close to reaching an agreement relating to Atherton’s Project and the consequent proposed modifications to, and creation of easements for, the above-referenced San Francisco Public Utilities Commission (“SFPUC”) 36-inch water transmission pipeline (“Pipeline”). The area in which the Project will be constructed (the “Project Area”) is located as shown on the attached **Exhibit A**.

We are prepared to recommend that the City and County of San Francisco (“City”), acting through the SFPUC, accommodate the Project subject to the following terms and conditions:

1. Within the Project Area, City will vacate its existing combined 40-foot wide pipeline easement and, in exchange, Atherton will convey to City **(a)** a 15-foot wide exclusive subterranean pipeline easement (with customary restrictions on incompatible surface uses – see paragraph 6 below);<sup>1</sup> and **(b)** an additional 10-foot wide nonexclusive construction easement. The nonexclusive construction easement will be a surface easement, adjacent to the 15-foot wide pipeline easement, and will be subject to certain restrictions discussed below. The 15-foot wide exclusive pipeline easement and the 10-foot wide nonexclusive construction easement both will be referred to as the “**Project Area Easement**.”
2. Outside of the Project Area and within Atherton’s boundaries, Atherton will grant City a new 15-foot wide nonexclusive subterranean easement (with customary restrictions on incompatible surface uses – see paragraph 6 below) (“**Nonexclusive Pipeline Easement**”) covering Pipeline segments that are currently subject to the 1937 Permit from Atherton or otherwise not within the Project Area.

Edwin M. Lee  
 Mayor

Anson Moran  
 President

Ike Kwon  
 Vice President

Ann Moller Caen  
 Commissioner

Francesca Viotor  
 Commissioner

Vince Courtney  
 Commissioner

Harlan L. Kelly, Jr.  
 General Manager

<sup>1</sup> As stated in your letter of May 26<sup>th</sup>, the term “easement,” refers to a recorded instrument granting an easement.



3. Atherton shall provide City with approximately 10,000 square feet of usable "laydown" area ("**Laydown Area Easement**") in the location identified in the exhibit to Atherton's May 26, 2017 letter (a copy of which accompanies this letter for your convenience). At a future date, the parties may choose to use a different location, provided that both parties agree upon the alternate site.

Atherton shall provide adequate and convenient routes for the SFPUC's construction and repair crews and their trucks and equipment in order to access the Project Area Easement from the Laydown Area Easement, or the mutually agreed alternate site.

Except in the case of an emergency or an urgent need to repair the Pipeline, City shall give Atherton 180 days' advance notice of City's intent to utilize the Laydown Area Easement.

4. With regard to the Project Area Easement and the Laydown Area Easement, Atherton and the SFPUC shall split evenly any Project construction costs relating to the modification and creation of easements contemplated by this letter, including, but not limited to, surveying, potholing, excavating pits to allow pipeline testing, trenching, excavation, backfill, pavement patching, SFPUC inspection costs, preliminary title reports, plat map preparation, and legal description preparation. As one such shared cost, Atherton has engaged a third party to conduct potholing and surveying services with respect to the Pipeline for a fee not to exceed \$40,750. Outside of the Project Area Easement and Laydown Area Easement, City shall pay 100% of all costs relating to the Nonexclusive Pipeline Easement for any third-party inspections, preliminary title reports, plat maps, and legal description preparation.
5. If Atherton so requests, the SFPUC shall provide Atherton with historical Pipeline leak data and the results of ultrasonic thickness testing performed by the SFPUC.
6. Within the Project Area, the SFPUC has no record of Pipeline leaks. Without conducting further testing and based on its historical experience with similar pipelines, the SFPUC estimates, but does not warrant or guarantee, that the remaining useful life of the Pipeline is 15-20 years.
7. Subject to customary restrictions regarding utilities, trees and landscaping, and non-structural surface installations over the Project Area Easement, Laydown Area Easement, and Nonexclusive Pipeline Easement (collectively, "**City's Easement Areas**"), Atherton will have the right to construct, maintain, and use future utility installations and limited surface improvements (e.g., pavements, curbs, and signs) on City's Easement

Areas, provided that the SFPUC first reviews and approves the location and design of such improvements pursuant to the SFPUC Project Review process.

8. With prior SFPUC written approval and so long as such installations do not interfere with City's exercise of its easement rights, future Atherton or third-party utility installations may be placed perpendicularly across the Project Area Easement and the Nonexclusive Pipeline Easement, but not longitudinally along the direction of the Pipeline. Such installations are subject to the State of California Department of Health Services' criteria for the separation of water mains and non-potable pipelines.
9. To the extent City's installation of a second water transmission pipeline within the Project Area Easement or the Nonexclusive Pipeline Easement requires the relocation of existing utilities owned by Atherton and located within those easements, the SFPUC will relocate such existing utilities at City's cost.
10. City shall have the rights of ingress and egress to and from City's Easement Areas over and across adjacent Atherton lands by means of existing roads and lanes, if possible, but otherwise by mutually agreed routes that will minimize any disruption to Atherton resulting from City's use of such access rights.
11. Within 30 days of Project completion, Atherton will furnish the SFPUC, at Atherton's cost, with final as-built drawings for all utilities, related facilities, and surface improvements on and within City's Easement Areas. The drawings must include sufficient detail to allow City to locate all the facilities and improvements.
12. The SFPUC will assist Atherton with "protecting the line in place" during Project construction by providing on-site inspectors.

Please note that this Letter of Intent is not an offer. Notwithstanding either party's execution hereof, nothing in this Letter of Intent will create a legally enforceable contract and no party will be bound to anything unless and until a memorandum of agreement or other binding contractual instrument has been fully negotiated, drafted, and executed by both parties. This Letter of Intent is therefore for discussion purposes only and no party will have any obligation to continue negotiations.

If the terms above are acceptable to Atherton, please sign two copies of this letter and return one copy to:

Attn: Dina Brasil  
SFPUC Real Estate Services Division  
525 Golden Gate Avenue, 10<sup>th</sup> Floor  
San Francisco, CA 94102

Once the terms of this letter are approved by both parties, our next steps will include drafting a Memorandum of Agreement between the City and Atherton to formalize the proposals in this letter, including cost allocation obligations and easement terms and conditions.

Now that Dina Brasil has returned from leave, she will be your point-of- contact for the SFPUC. You can reach her by phone at (415) 934-3914 or by email at [dbrasil@sewater.org](mailto:dbrasil@sewater.org).

Sincerely,



Michael P. Carlin  
Deputy General Manager  
SFPUC

Agreed and Accepted:

Town of Atherton

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2017

Attachments: Exhibit A (Project Area)  
Exhibit to Atherton's May 26, 2017 Letter

- cc. George Rodericks, City Manager, Town of Atherton
- Dave Briggs, Local and Regional Water System Manager, SFPUC
- Rosanna Russell, Real Estate Director, SFPUC
- Richard Handel, Deputy City Attorney
- Chris Nelson, Water Supply and Treatment Division Manager, SFPUC
- Jon Chow, Land Engineering, SFPUC
- Nicole Sandkulla, CEO, BAWSCA
- Dina Brasil, Real Estate Services, SFPUC

**EXHIBIT A**

**Project Area**

*[attached]*

# Exhibit A - Project Area



**Legend**

- Valves
- Service Connections
- Misc Features

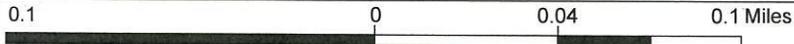
**Transmission Lines**

- Penstock
- Pipeline
- Siphon
- Tunnel

Assessor Parcels

**Notes**

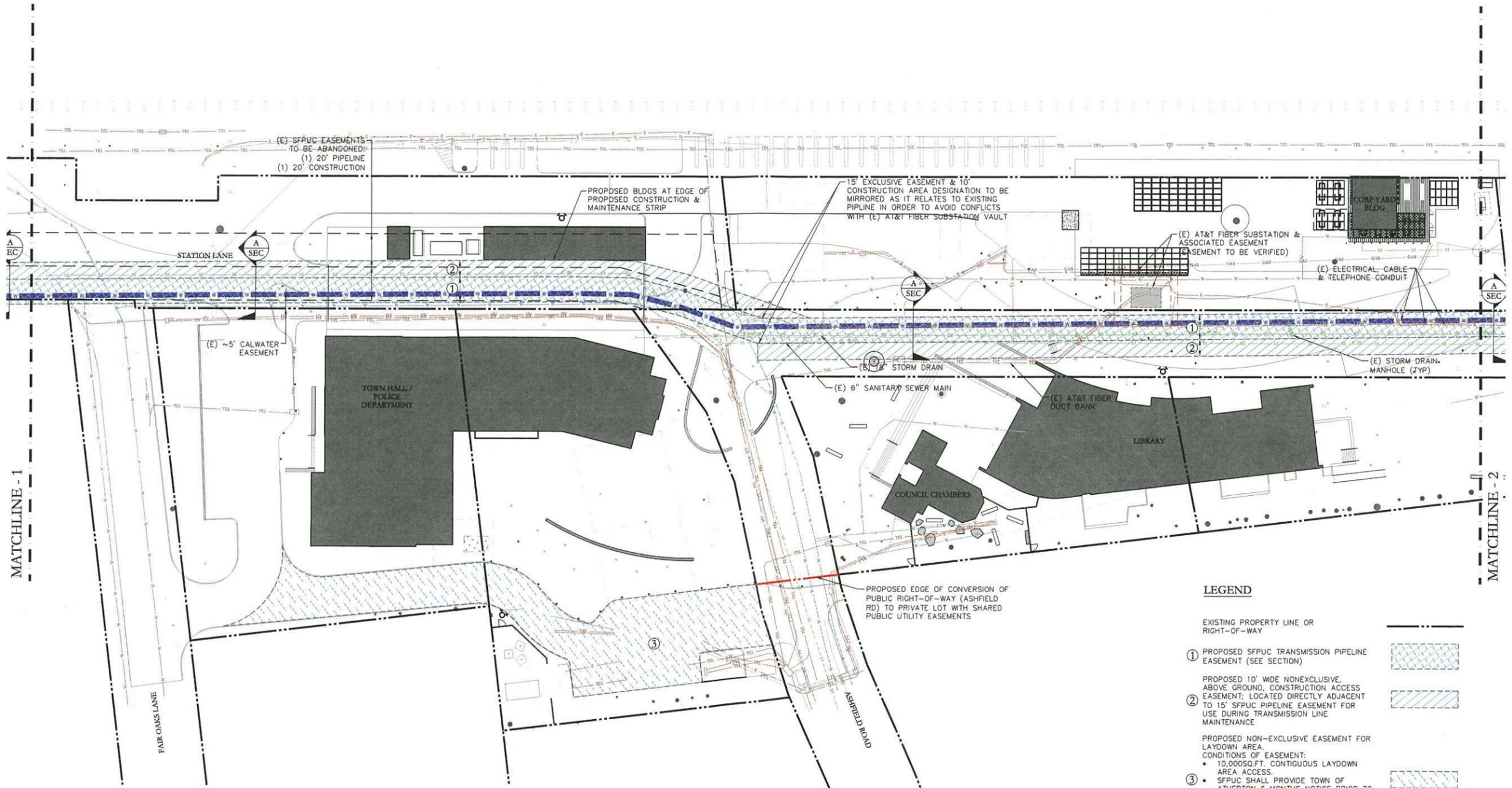
Red Area = Approximate Location of Project Area



The City does not guarantee that the information on this site is accurate or complete. The City is not responsible for any damages arising from the use of information on this site. Users should verify the information before making project commitments.

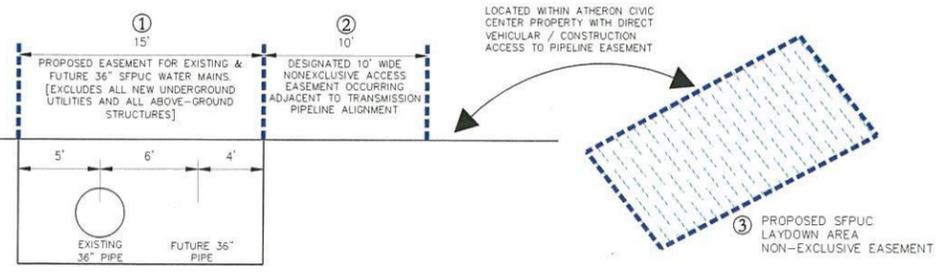
**Exhibit to Atherton's May 26, 2017 Letter**

*[attached]*



**LEGEND**

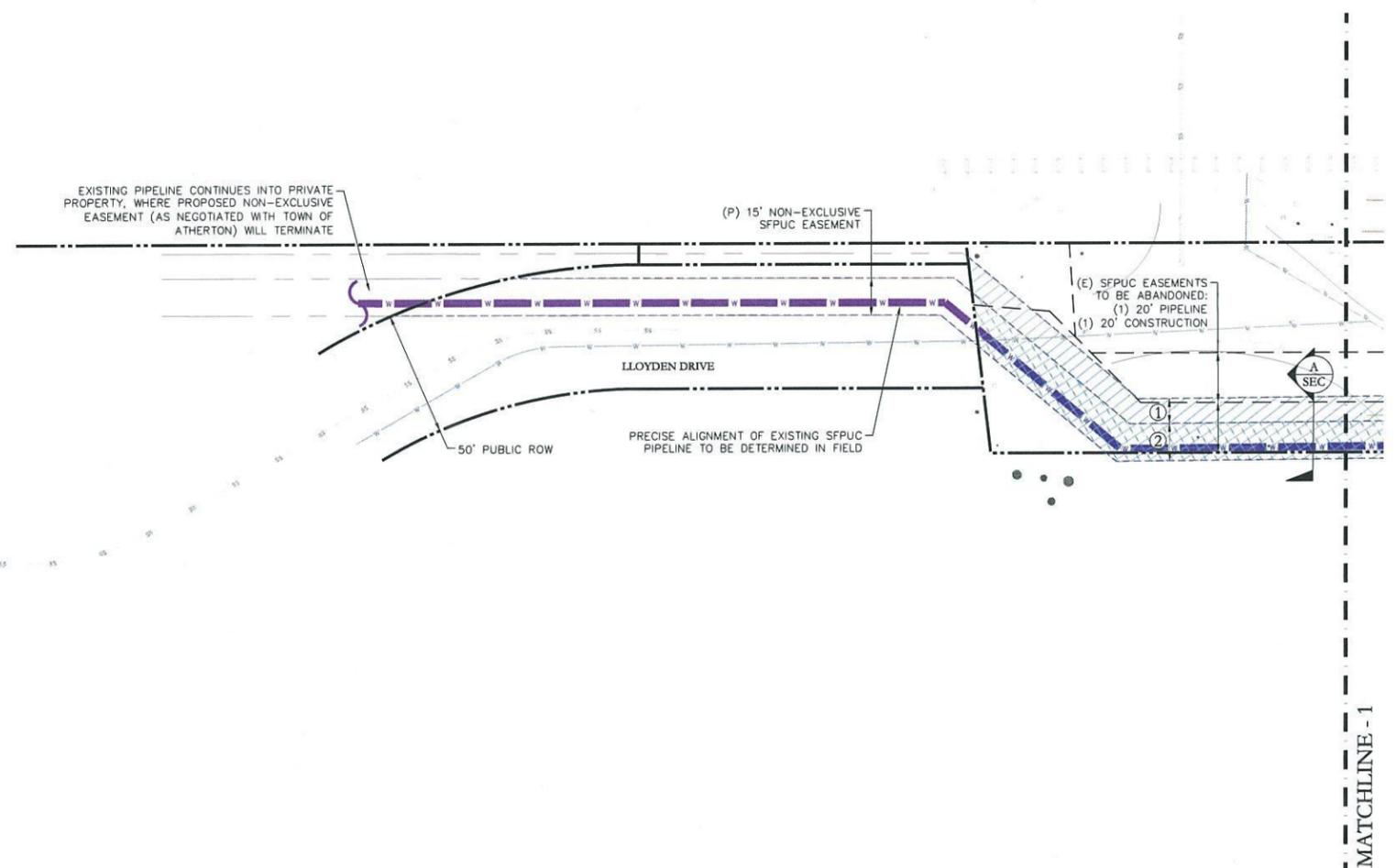
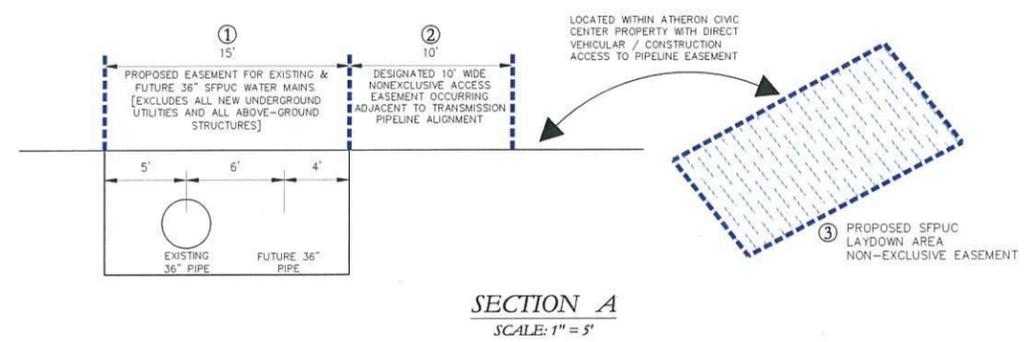
EXISTING PROPERTY LINE OR RIGHT-OF-WAY	
① PROPOSED SFPUC TRANSMISSION PIPELINE EASEMENT (SEE SECTION)	
PROPOSED 10' WIDE NONEXCLUSIVE ABOVE GROUND CONSTRUCTION ACCESS EASEMENT; LOCATED DIRECTLY ADJACENT TO 15' SFPUC PIPELINE EASEMENT FOR USE DURING TRANSMISSION LINE MAINTENANCE	
PROPOSED NON-EXCLUSIVE EASEMENT FOR LAYDOWN AREA. CONDITIONS OF EASEMENT: • 10,000SQ.FT. CONTIGUOUS LAYDOWN AREA ACCESS. ③ SFPUC SHALL PROVIDE TOWN OF ATHERTON 6 MONTHS NOTICE PRIOR TO PLANNED CONSTRUCTION ACTIVITY. • PRIOR TO USE, CONSTRUCTION STAGING AREA LOCATION SHALL BE AGREED, IN WRITING, BY BOTH PARTIES.	
EXISTING SFPUC EASEMENT TO BE ABANDONED	
PROPOSED BUILDING / BUILDING TO BE RENOVATED	
EXISTING BUILDING (TO BE REMOVED)	



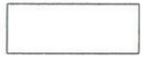
**SECTION A**  
SCALE: 1" = 5'

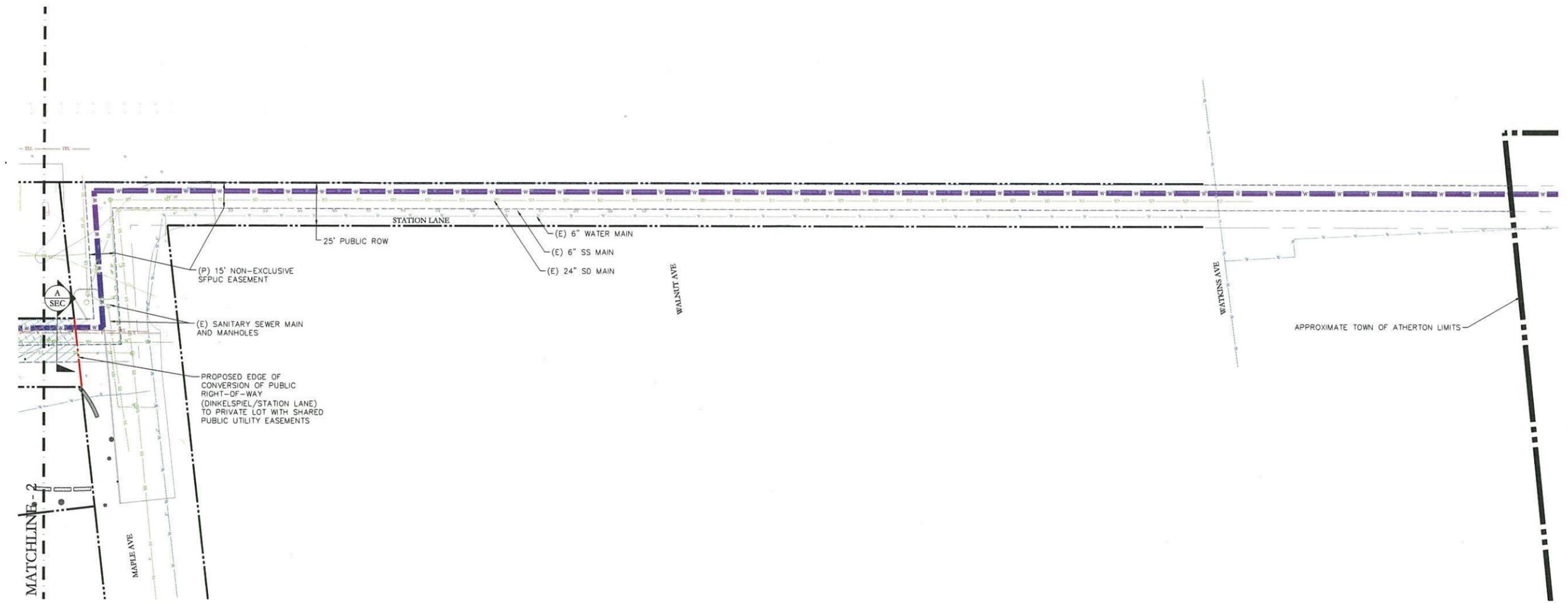
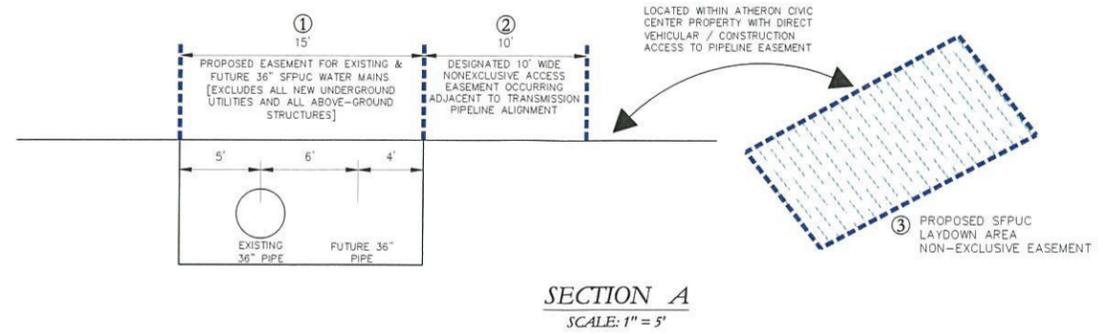
**LEGEND**

- EXISTING PROPERTY LINE OR RIGHT-OF-WAY
- ① PROPOSED SFPUC TRANSMISSION PIPELINE EASEMENT (SEE SECTION)
- ② PROPOSED 10' WIDE NONEXCLUSIVE, ABOVE GROUND, CONSTRUCTION ACCESS EASEMENT; LOCATED DIRECTLY ADJACENT TO 15' SFPUC PIPELINE EASEMENT FOR USE DURING TRANSMISSION LINE MAINTENANCE
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  - SFPUC SHALL PROVIDE TOWN OF ATHERTON 6 MONTHS NOTICE PRIOR TO PLANNED CONSTRUCTION ACTIVITY.
  - PRIOR TO USE, CONSTRUCTION STAGING AREA LOCATION SHALL BE AGREED, IN WRITING, BY BOTH PARTIES.
- EXISTING SFPUC EASEMENT TO BE ABANDONDED
- PROPOSED BUILDING / BUILDING TO BE RENOVATED
- EXISTING BUILDING (TO BE REMOVED)



**LEGEND**

- EXISTING PROPERTY LINE OR RIGHT-OF-WAY 
- ① PROPOSED SFPUC TRANSMISSION PIPELINE EASEMENT (SEE SECTION) 
- ② PROPOSED 10' WIDE NONEXCLUSIVE, ABOVE GROUND, CONSTRUCTION ACCESS EASEMENT; LOCATED DIRECTLY ADJACENT TO 15' SFPUC PIPELINE EASEMENT FOR USE DURING TRANSMISSION LINE MAINTENANCE 
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  - 10,000SQ.FT. CONTIGUOUS LAYDOWN AREA ACCESS.
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- EXISTING SFPUC EASEMENT TO BE ABANDONED 
- PROPOSED BUILDING / BUILDING TO BE RENOVATED 
- EXISTING BUILDING (TO BE REMOVED) 





**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

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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.