



**Item No. 27
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: SEPTEMBER 20, 2017

**SUBJECT: CIVIC CENTER UPDATE: RECEIVE AND FILE THE COST
MODEL MANAGER AND PROJECT SCHEDULE; AUTHORIZE
THE CITY ATTORNEY TO PREPARE AND THE CITY
MANAGER TO EXECUTE AN AGREEMENT AMENDMENT
WITH WRNS STUDIOS FOR LEED CERTIFICATION, PROVIDE
DIRECTION ON: POTENTIAL SOLAR-POWER PURCHASE
AGREEMENT, CORPORATION YARD BUILDING
RENOVATION, PROPERTY LINE ISSUE ADJACENT TO
POLICE BUILDING AND FOR THE TREES BEHIND LIBRARY**

RECOMMENDATION

- 1) Receive and file the Cost Model Manager (CMM) and Project Schedule, and
- 2) Authorize the City Attorney to prepare and the City Manager to execute an amendment to the consulting services agreement with WRNS Studio to provide Leadership in Energy and Environmental Design (LEED) certification and the necessary designs and documentation for the Library for a not to exceed fee of \$19,050; and for the City Hall/Police Building for a not to exceed fee of \$74,000, and
- 3) Provide direction for a potential Solar Power Purchase Agreement (PPA); and
- 4) Provide direction on whether to remove the renovation of the Corporation Yard building from the Civic Center project; and
- 5) Provide direction for the proposed new fence along the property line with 73 Ashfield Road, and
- 6) Provide direction for the trees behind Library adjacent to the property on 81 Maple Avenue.

BACKGROUND

Cost Model Manager Report

Civic Center Project Monthly Status Report

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The Cost Model Manager (CMM) Report (Attachment 1), which has not changed since presented to City Council at the July 19, 2017 meeting, 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 includes the full cost of the corporation yard.

Project Schedule

The updated Mack5 Project Schedule has not changed since presented to City Council on July 19, 2017 (Attachment 2) and shows the project nearing 90% completion of the Construction Documents (CD's) phase and is on schedule to issue documents for bid in February 2018. Bid documents should complete at the end of 2017 and the bid package will be ready for release in February 2018.

Additional Services

WRNS Studio (WRNS) has submitted a proposal (Attachment 3) to provide Leadership in Energy and Environmental Design (LEED) certification and the necessary designs and documentation for the Library for a not to exceed fee of \$19,050; and for the City Hall/Police Building for a not to exceed fee of \$74,000.

The original WRNS proposal (dated March 18, 2015) and scope of work identified the services for LEED documentation as a potential Additional Service for a fee of \$85,000. Given that the design of the projects have been developed in a sustainable manner and evolved in terms of detail, WRNS has since worked to define what is needed for each of the buildings for certification for the Library and City Hall/Police Department. The scope of services have been identified to include:

1. Facilitate documentation associated with the client
2. Facilitate documentation required for all the identified LEED credits to meet targeted level
3. Submission of the Documentation to GBCI
4. Tracking of the documentation through the certification process
5. Updating of all checklists
6. Updating of all modeling as required during the certification process
7. Creation of sustainable narratives used during the process

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8. Creation of sustainable brochure for use during the certification process and for the Town's use

The scope and associated fees have been prepared as individual project efforts.

The City Council can select either one, none or both of these efforts.

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 \$19,050 for the Library and \$74,000 for the City Administration/Police Building for the LEED certification.

Solar – Potential Power Purchase Agreement (PPA)

Staff is requesting direction on whether to move forward with solar as an Add Alternate with/without confirmation of a PPA. At this time, the photovoltaic (PV) panels for the Civic Center (not Library) are add alternates. At the time of bid, the Council will get a cost for incorporation into the project. Staff will also need to explore the potential for a power purchase agreement (PPA). These are two related items. In short, the Town could choose to implement solar as an add alternate with the understanding that the costs therein would be borne to some degree under a PPA and that there may be future revenue generated from the use of the PV or the PV could be re-incorporated into the project as a “will do” instead of a “may do.”

Staff believes that having a consultant from Peninsula Clean Energy come to a future City Council Study Session to inform the Council on the details of a PPA may be appropriate.

City Council action is not required at this time, however, staff would like some feedback and direction from the Council on how best to proceed.

Corporation Yard Building Renovation

Staff is requesting Council direction on whether to remove the renovation of the maintenance building in the Corporation Yard, which is currently part of the Civic Center project and perform these renovations as a separate Town project to save funds. Currently, both the external improvements and internal improvements are part of the project. There may be an opportunity to complete the internal improvements i.e., renovation of the maintenance building ahead of the project itself, as a separate project. The external improvements (streets, sidewalk, fencing, etc.) would be done as part of the larger project; but, internal office, restroom, and locker renovations would be done in-house. Staff believes this an opportunity for the Town to save funds.

Based on the April 19, 2017 Mack5 estimate, it will cost the Town approximately \$1,430,000 to renovate the 2,100 SF Corporation Yard maintenance building. WRNS has currently completed about 90 per cent of the Corporation Yard maintenance building design. Staff believes that these plans can be used to develop a bid package to perform this work independent and prior to the Civic Center project to save Town funds.

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Staff is requesting Council direction on whether to remove the renovation of the Corporation Yard maintenance building from the Civic Center project and proceed as a separate Town project.

73 Ashfield Road Property Line and New Fence Location

As we know, property line fences do not always define actual property lines. It is clear from early Civic Center plans and drawings that show the parcel overlaid on an aerial photo that the existing concrete fence wall is not representative of the property line; but that fact was never clearly articulated to the adjacent property owners of 73 Ashfield Road until recently.

At the April 19, 2017 Council meeting, City Council approved staff's recommendation to have WRNS Studio via subconsultant provide an American Land Title Association (ALTA) survey to:

1. Establish the boundary lines on the ground based on found monumentation in the field
2. The improvements to the boundary lines.
3. Show easements based on a title report.
4. Show the location of those easements related to the boundary lines

It was through this ALTA survey (Attachment 4) that staff became aware of the existing fence line discrepancy issue along the property with 73 Ashfield Road.

As the Council is aware, the existing Ashfield Road will be terminated and turned north to Fair Oaks Lane. A parking area will be developed where a portion of the existing Police Station building now sits terminating at the existing cell tower. This parking lot will back up to a fence line. The current fence line is a concrete fence similar to the one in Holbrook-Palmer Park. The current fence line does NOT sit on the property line and the actual Town property line extends another 19.5 feet west of the fence line to approximately the line of redwood trees. The adjacent property owner, Ms. Michelle Green-Olsen of 73 Ashfield Road, has been advised of the property line issue and is understandably concerned given that she has been using the space as quasi-private property and maintaining the trees for the last 12 years.

Staff met with the property owner on September 6, 2017 to discuss her concerns. The property owner is desirous of continuing use of the Town's property. However, the issue is different than right-of-way as the Town is not technically the underlying owner of the right-of-way. With Town right-of-way, the adjacent property owner has underlying title and the Town has a non-revocable right of use as right-of-way. In this case, the Town is the underlying owner and assumes all of the ultimate risk therein. In other words, if the neighbor were to trip and fall on the property or one of the trees were to fall - the Town could be held ultimately liable. While the Town does not need the space at this time for anything other than fencing and landscaping, the liability remains with the Town.

Because of this, staff does not recommend that the Town allow the adjacent property owner continued use of the property. While the Council could issue the property owner a revocable

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license for use of the area or portions thereof or sell the property to them, staff does not recommend we do so. Staff recommends that the Town reclaim its property and develop it according to the approved plans.

The City Attorney advises that there are issues involved with sale of the property, these include:

- gift of public funds (must be market value),
- subdivision of land
- deeming it surplus - can't be surplus if there is a public purpose for it
- offer to other agencies first, etc.

The City Attorney can opine in further detail as desired by the Council. The property owner is expected to be present at the September 20 meeting to provide feedback to the Council.

Staff is requesting Council direction on whether to relocate the new eight high redwood fence along the actual property line or to look at other options such as: a revocable license agreement or potential sale of all or some of the property east of the existing concrete fence line.

Trees Behind Library Adjacent to 81 Maple Avenue

On August 15, 2017, WRNS provided updated three updated plan sheets (L1.00, L1.01, and L1.02) indicating which existing trees within the Civic Center project are proposed by SWA Consultants to be: left in place and protected, transplanted, removed or removed and salvaged. Since these plan sheets have so much detail, incorporating them in this report would make them difficult to see. Thus, attachment 5 shows a blowup detail of the existing redwood and coast live oak trees behind the Library along the property line with 81 Maple Avenue.

As indicated in Attachment 5, the trees along the property line with 81 Maple Avenue are numbered from H(Heritage) #3 to H#40. SWA Landscape consultants has recommended that the following nine heritage trees be removed or salvaged (cut in long lengths to sell the wood) due to poor health and/or suppressed (being too close to another tree to ultimately survive): H#5, H#11, H#12, H#15, H#16, H#27, H#28, H#29, and H#35. However, upon review by the Sally Bentz, Town Arborist and Steve Tyler, Public Works Superintendent, they have recommended only five trees be removed due to current health conditions (H#37 is almost dead) or will provide a better growing environment for the other trees: H#12, H#15, H#27, H#28, and H#37.

On August 29, 2017, staff met with the property owners of 81 Maple Avenue, Dewell and Karen Goodman to discuss the current condition of the redwood trees along the property line and which trees staff will be recommending for removal. Upon review and discussion, the Goodman's agreed and were thankful with staff's recommendation to only remove trees H#12, H#15, H#27, H#28, and H#37 and the others would stay and if needed be trimmed. If Council agrees with staff's recommendations, staff will have the Town's on-call tree cutting service company remove these trees by end of this year.

City Council action is not required at this time, however, staff would like some feedback and direction from the Council.

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Project Funding

Atherton Now's Monthly Fundraising Update is attached (Attachment 6). Atherton Now has sufficient contributions to allow the project to move through all design phases. Atherton Now maintains a public website at <http://atherton-now.org/> that provides information on the project, a project video, and information on the campaign status.

POLICY ISSUES

Staff is requesting Council direction on whether to relocate the new eight high redwood fence along the actual property line with 73 Ashfield Road or to look at other options such as: a revocable license agreement or potential sale of all or some of the property east of the existing concrete fence line.

FISCAL IMPACT

Attachment 7 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 August 30, 2017
- Attachment 4: ALTA Survey section of 73 Ashfield Road
- Attachment 5: Detail plan of trees behind Library
- Attachment 6: Atherton NOW Monthly Report-August 2017
- Attachment 7: Monthly Budget Summary

Attachment 7
 Monthly Budget Summary

Fund Allocations	Library Fund	Building Facilities Fund	General Fund	Civic Center Donations	Total
FY 17-18 Budget	\$4,568,071	\$1,573,849	\$881,500	\$4,049,218	\$11,072,638
Expenditures to Date					
Design	\$837,009	\$265,252	\$561,062	\$2,111,744	\$3,775,067
Project Management	\$177,288	\$143,837	\$35,506	\$351,993	\$708,624
Geo-Tech/Environmental	\$47,259	\$91,321	\$24,009	\$0	\$162,589
Totals	\$1,061,555	\$500,411	\$620,577	\$2,463,737	\$4,646,280
Remaining FY 17-18 Budget	\$3,506,515	\$1,073,439	\$260,923	\$1,585,481	\$6,426,358

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

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
Design Costs			
Design Costs - Admin/PD/Corp Yard	\$ 3,325,842		\$ 3,325,842
Design Costs - Library	\$ 1,190,418		\$ 1,190,418
Total Design Costs	\$ 4,516,260	\$ -	\$ 4,516,260
Construction Costs			
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
Total Construction Costs (includes contingencies)	\$ 40,143,000	\$ -	\$ 40,143,000
Total Design & Construction Cost	\$ 44,659,260	\$ -	\$ 44,659,260
Other Costs			
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
Total Other Costs	\$ 7,513,280	\$ -	\$ 7,513,280
Total Project Requirements	\$ 52,172,540	\$ -	\$ 52,172,540

Revenues

Library Revenues	
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
Allocatable Funds	\$ 18,241,699
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
Library Costs from Above (including contingencies)	\$ 18,789,569
Over/(Under)	\$ (547,870)

Admin/PD Revenues	
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
Anticipated Funds Available	\$ 31,283,066
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
Admin/PD Costs Above (including contingencies)	\$ 30,557,122
Over/(Under)	\$ 725,945

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
\$ 7,891,645	TOTAL Included Contingencies

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)
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) 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
Total - Entitlements	344,483	100%	8.38	

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)
Total - Design, Planning & Management	6,366,939	100%	\$ 154.95	

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	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) 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%
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) 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
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) 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%
Total - Audio Visual and Security	77,000	100%	1.87	

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
Total - Owner Costs	418,800	100%	10.19	

Atherton Civic Center - Atherton

Project Schedule - July 12, 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	748 days	Tue 4/7/15	Thu 2/15/18	
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	260 days	Thu 2/16/17	Thu 2/15/18	
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	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	Town Approvals	642 days	Tue 9/1/15	Wed 2/14/18	
113	Design Review	642 days	Tue 9/1/15	Wed 2/14/18	
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	169 days	Fri 6/23/17	Wed 2/14/18	
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 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	Entitlements	341 days	Wed 7/23/14	Wed 11/11/15	
146					
147	Permitting	449 days	Fri 5/20/16	Thu 2/8/18	
148	Atherton Civic Center	449 days	Fri 5/20/16	Thu 2/8/18	
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 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	Bidding Phase	259 days	Mon 4/24/17	Thu 4/19/18	
160	Bidding	259 days	Mon 4/24/17	Thu 4/19/18	
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 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	Construction Phase	877 days	Tue 3/28/17	Wed 8/5/20	
172	Construction	877 days	Tue 3/28/17	Wed 8/5/20	
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	FFE Installation	120 days	Thu 2/20/20	Wed 8/5/20	
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	Move Coordination	292 days	Tue 3/28/17	Wed 5/9/18	
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	214 days	Tue 3/28/17	Fri 1/19/18	
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	Modular Buildings	271 days	Tue 3/28/17	Tue 4/10/18	
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	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	179 days	Fri 9/1/17	Wed 5/9/18	
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	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	Project Opening	20 days	Thu 8/6/20	Wed 9/2/20	
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

August 30, 2017
~~August 29, 2017~~
~~August 28, 2017~~
~~July 10, 2017~~

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

Re: Town of Atherton Additional Services for LEED Documentation
Job no. 15007.00 Additional Service Request No. 8 R4

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal for providing LEED Documentation for the designed Atherton Civic Center Library, City Hall Offices/Police Department and Master Plan Site. It is a critical opportunity to exhibit the town's commitment and to showcase the innovative spirit that has been the foundation of the project. To date, it appears that there are only 5 city Halls in California that are certified and only 4 Civic Centers. None of these are the scope of the Atherton Civic Center and there are none in the South Bay. We believe that this is a wonderful opportunity to match the commitment Atherton has to durable, innovative, cost efficient and energy and water efficient buildings.

Developed in 2000 by the United States Building Council (USGBC), the LEED system is a market driven rating system that evaluates environmental performance from a "whole building" perspective, taking into account the life of the building from development to maintenance. There is an understanding that the cost of LEED transcends the completion of a building phase and accounts for the building's impact on the world, its inhabitants, and the cost to maintain and operate it. The LEED system is a feature oriented system of credits, where points are earned when criteria is satisfied, largely around site, water, energy and atmosphere, material and resource considerations, and indoor environmental quality. Each of the credits are built around industry recognized standards and given the markets trending toward "greenwashing" where everyone suggests they are "green", the participation in a third party rating system such as LEED gives validity and weight to our efforts.

As you recall, the original proposal and scope of work identified the services for LEED documentation as a potential Additional Service. Given that the design of the projects has been developed in a sustainable manner and evolved in terms of detail, we have worked to define what we believe is needed for each of the buildings for certification – Library and City Hall/Police Department and Site. This proposal includes the consultants, which we believe will be required for the effort.

SCOPE OF SERVICES

The Town has identified the opportunity to document Library, City Hall/Police Department and Site. This scope and associated fee has been noted below and developed as individual project efforts. Should the Town desire to do the buildings and Site at the same time, we have included an amendment to reflect this efficiency. To relay the opportunity for this project, we have attached for your reference, the LEED checklists that have been used during the design development. The following scope includes:

1. Facilitate documentation associated with the client

2. Facilitate documentation required for all the identified LEED credits to meet targeted level
3. Submission of the Documentation to GBCI
4. Tracking of the documentation through the certification process
5. Updating of all checklists
6. Updating of all modeling as required during the certification process
7. Creation of sustainable narratives used during the process
8. Creation of sustainable brochure for use during the certification process and for the Town's use

Proposed Fee:

For the Basic Scope-of-Work described above, we respectfully request the amounts as noted below. They can be taken individually or bundled.

Library For Zero Net Energy and LEED certification (at any level – assume minimum Gold)

Architectural	\$ 5,550.00
Mechanical/Energy Modeling/M and V	\$ 6,000.00
Electrical/Daylighting	\$2,000.00
Civil	\$3,000.00
Landscape \$2500	
Library LEED Subtotal	\$ 19,050.00

City Hall Police Department – LEED

Architectural	\$40,500.00
Mechanical/Energy Modeling/ M and V	\$19,500.00
Electrical/Daylighting	\$6,000.00
Civil	\$4,500.00
Landscape	\$3,500.00

City Hall Police Department LEED Subtotal **\$ 74,000.00**

Reimbursables:

For work Billed at incurred rate multiplied by 10% and is estimated to be less than \$ 11,000.00. 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. Schedule will coincide with current Civic Center work effort.
2. Based on discussions with the Town through the Fall and Winter 2017
3. No additional changes to the design of the landscape items will occur past 60% Construction Documents.
4. Application Fees and Certification Fees to USGBC/GBCI are not included
5. Fees are based on LEED Checklists created and attached

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



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

George Rodericks
City Manager
Town of Atherton

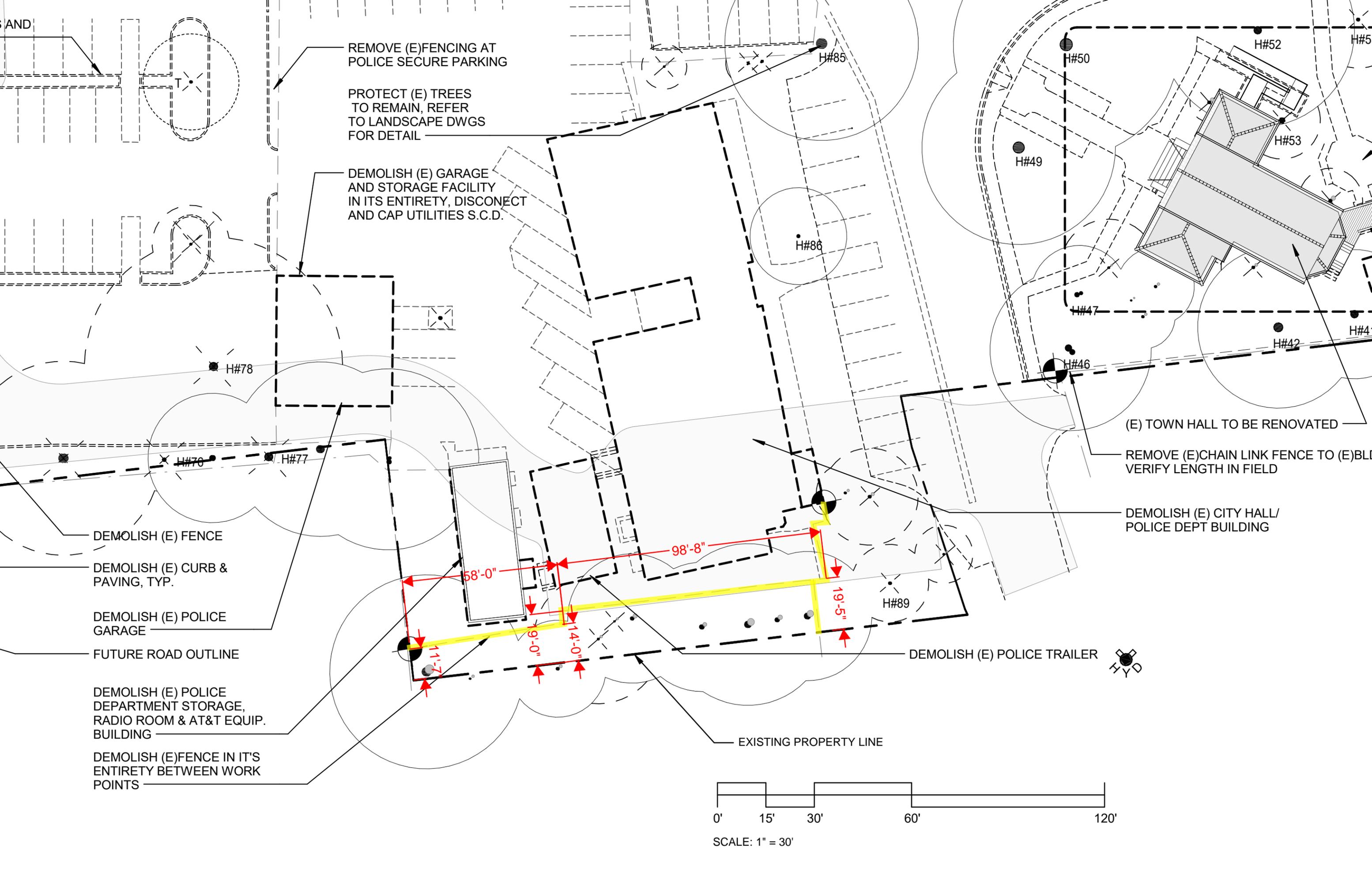
Cc: Marty Hanneman, Town of Atherton

Attachments:

Reference 150312 Atherton Civic Center Fee Proposal v9

LEED Checklist for the Library dated 08.25.16

LEED Checklist for the City Hall Police Department dated 08.25.16



REMOVE (E) FENCING AT POLICE SECURE PARKING

PROTECT (E) TREES TO REMAIN, REFER TO LANDSCAPE DWGS FOR DETAIL

DEMOLISH (E) GARAGE AND STORAGE FACILITY IN ITS ENTIRETY, DISCONNECT AND CAP UTILITIES S.C.D.

(E) TOWN HALL TO BE RENOVATED

REMOVE (E) CHAIN LINK FENCE TO (E) BL... VERIFY LENGTH IN FIELD

DEMOLISH (E) CITY HALL/ POLICE DEPT BUILDING

DEMOLISH (E) POLICE TRAILER

EXISTING PROPERTY LINE

DEMOLISH (E) FENCE

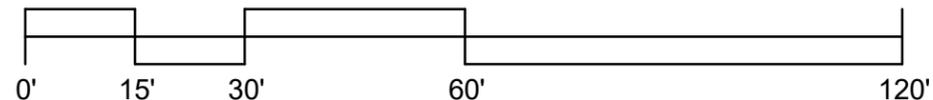
DEMOLISH (E) CURB & PAVING, TYP.

DEMOLISH (E) POLICE GARAGE

FUTURE ROAD OUTLINE

DEMOLISH (E) POLICE DEPARTMENT STORAGE, RADIO ROOM & AT&T EQUIP. BUILDING

DEMOLISH (E) FENCE IN IT'S ENTIRETY BETWEEN WORK POINTS



SCALE: 1" = 30'

H#78

H#76

H#77

H#85

H#86

H#89

H#50

H#49

H#47

H#46

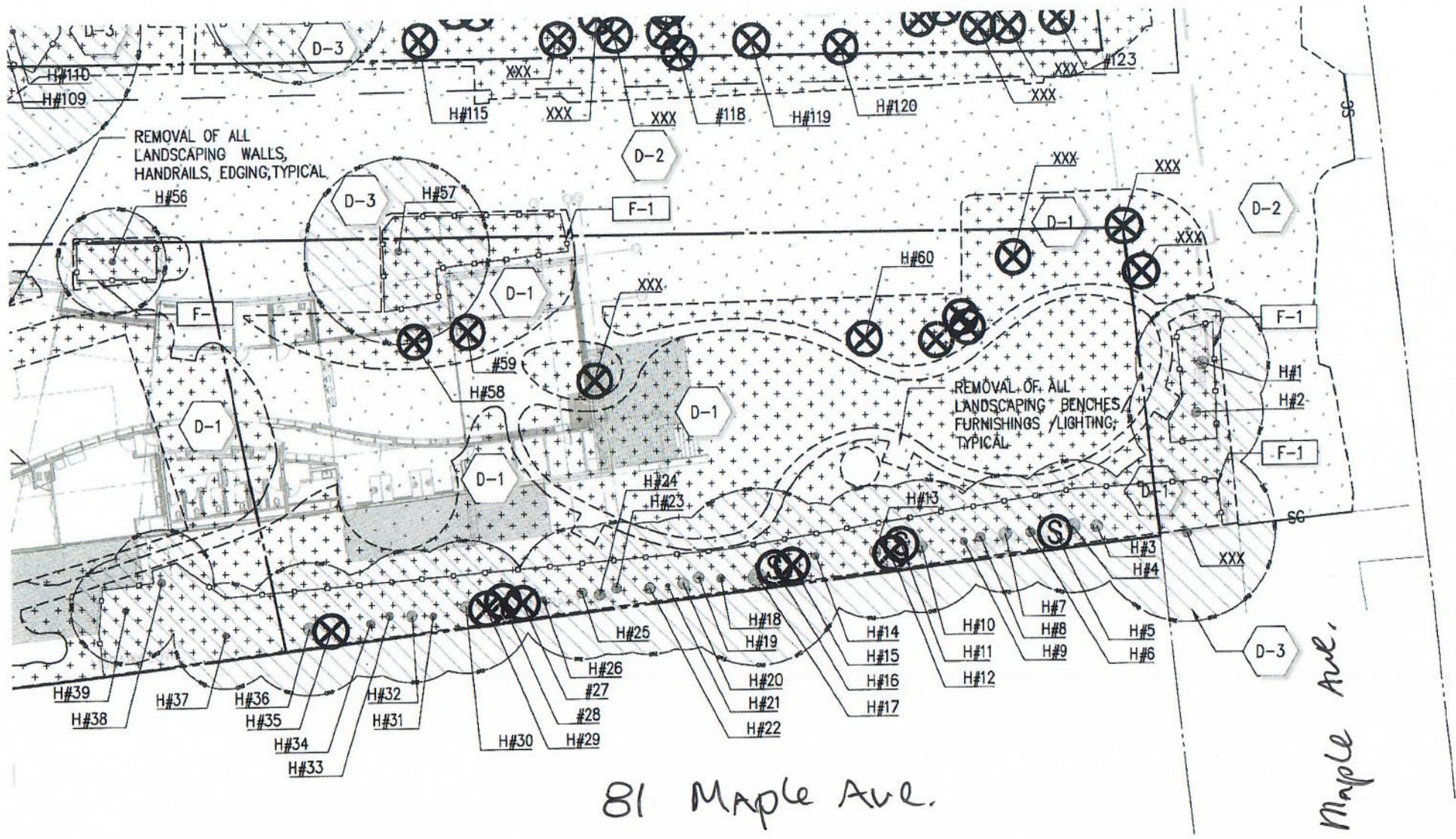
H#52

H#53

H#42

H#4







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

September 11, 2017

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

SUBJECT: Monthly Fundraising Update – August 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.