



**Item No. 18**  
**Town of Atherton**

**CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR**

**FROM: MARTY HANNEMAN, INTERWEST CONSULTING GROUP  
PROJECT MANAGER**

**DATE: OCTOBER 17, 2018**

**SUBJECT: AWARD A CONTRACT TO CENTRAL VALLEY ENVIRONMENTAL TO PROVIDE DEMOLITION AND ABATEMENT SERVICES FOR THE LIBRARY BUILDING; AUTHORIZE THE CITY ATTORNEY TO PREPARE AND CITY MANAGER TO EXECUTE A CONTRACT WITH CENTRAL VALLEY ENVIRONMENTAL TO PROVIDE DEMOLITION AND ABATEMENT SERVICES FOR THE LIBRARY BUILDING; APPROVE A TASK ORDER AMENDMENT WITH INTERWEST CONSULTING GROUP FOR CONTINUED CIVIC CENTER PROJECT MANAGEMENT SERVICES AND AUTHORIZE THE CITY MANAGER TO EXECUTE A TASK ORDER AMENDMENT WITH INTERWEST CONSULTING GROUP FOR CONTINUED CIVIC CENTER PROJECT MANAGEMENT SERVICES**

**RECOMMENDATION**

1. Award a contract for demolition and abatement services for the Library building, Project Number 56087 to the lowest responsive bidder, Central Valley Environmental (CVE) of Fresno, CA for \$276,856 and authorize change orders up to \$50,000 for a total project cost not to exceed \$326,786; direct the City Attorney to prepare the contract; and authorize the City Manager to execute the contract on behalf of the Town.
2. Approve Task Order Amendment No. 2 with Interwest Consulting Group (ICG) for continued Civic Center project management services for \$76,800 and authorize the City Manager to execute this Task Order Amendment No. 2.

# Civic Center Project Monthly Status Report

October 17, 2018

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## BACKGROUND

### Library Demolition and Abatement Project - Project No. 56087

Per Council's direction at the August 17<sup>th</sup> meeting, staff prepared a bid package to demolish and abate the library building prior to contracting with a General Contractor to perform the remainder of the Civic Center project work. At the September 5<sup>th</sup> Council meeting, Council authorized staff to advertise for public bids to provide demolition and abatement services for the library building.

On October 3, 2018 staff received the following three bids (attachment 1) and held a public bid opening:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BID</u>
Central Valley Environmental	Fresno, CA	\$276,856
Silicon Valley Demolition	San Jose, CA	\$293,646
Bowen Engineering & Environmental	Fresno, CA	\$333,000

Per review of the three bids received, Central Valley Environmental was deemed the lowest responsive bidder. The Engineers Estimate was \$440,000.

***Council direction is required to authorize the City Attorney to prepare and City Manager to execute a Contract with Central Valley Environmental to provide demolition and abatement services of the Library building for a fee of \$276,856 and authorize change orders up to \$50,000 for a total project cost not to exceed of \$326,786.***

### Continued Project Management Services

On June 5, 2018, the Town received two bids that came in much higher than expected, and City Council rejected both bids and directed staff to rework the project with the project management committee (PMC) and design team to reduce the overall costs per square foot through value engineering (VE) and return to City Council by end of calendar year 2018 with a revised bid doc package for Council consideration to release for bid in January 2019.

Thus, Interwest will continue to provide Project Management services through the new bid award expected in March 2019 for a not to exceed cost of \$76,800. All work and invoices will be reviewed and approved by the City Manager.

***Council action is required to authorize the City Manager to execute a Task Order amendment (Attachment 2) with Interwest Consulting Group to continue to provide Project Management services for the Civic Center project to March 2019 for a not to exceed fee of \$76,800.***

## POLICY ISSUES

There are no policy issues associated with this report.

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

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### **FISCAL IMPACT**

Noted above for the two scopes of work.

Attachment 3 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>.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item   X   has or        has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- X   PMC - Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

### **ATTACHMENTS**

Attachment 1: Library Demolition and Abatement Project Bid Results

Attachment 2: ACC Interwest PM Task Order Amendment No. 2

Attachment 3: Monthly Budget Summary

Attachment 3

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 17-18 Budget</b>	<b>\$4,568,071</b>	<b>\$1,573,849</b>	<b>\$881,500</b>	<b>\$4,049,218</b>	<b>\$11,072,638</b>
<b>Expenditures to Date</b>					
<b>Design</b>	<b>\$993,216</b>	<b>\$433,724</b>	<b>\$581,357</b>	<b>\$2,479,255</b>	<b>\$4,487,553</b>
<b>Project Management</b>	<b>\$567,200</b>	<b>\$182,200</b>	<b>\$44,383</b>	<b>\$671,253</b>	<b>\$1,465,036</b>
<b>Geo-Tech/Environmental</b>	<b>\$48,706</b>	<b>\$95,442</b>	<b>\$53,222</b>	<b>\$0</b>	<b>\$197,371</b>
<b>Totals</b>	<b>\$1,609,122</b>	<b>\$711,366</b>	<b>\$678,963</b>	<b>\$3,150,508</b>	<b>\$6,149,960</b>
<b>Remaining FY 17-18 Budget</b>	<b>\$2,958,947</b>	<b>\$862,483</b>	<b>\$202,537</b>	<b>\$898,710</b>	<b>\$4,922,678</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>

**DEMOLITION AND ABATEMENT OF LIBRARY BUILDING PROJECT (PROJECT NO. 56087)**

				ENGINEER'S ESTIMATE	Central Valley Environmental Fresno	Silicon Valley Demolition San Jose	Bowen Engineering and Environmental Fresno
					Y	Y	Y
	Bid Bond? (Y/N)				Y	Y	Y
	Sub-Contractor List? (Y/N)				Y	Y	Y
	Non-Collusion Affidavit? (Y/N)				Y	Y	Y
	Public Contract Code Questionnaire (Y/N)				Y	Y	Y
	Addenda (Y/N)			Y	Y	Y	

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT COST	TOTAL						
1	Furnish all labor, equipment and materials and perform all work necessary and incidental to demolish the library building at 2 Dinkelspiel Station Lane, Atherton, CA 94027; mobilize equipment and personnel, clear and grub all rubbish and debris in the work area, remove and dispose of any lead and asbestos containing material from the existing structure, transport and legally dispose of all rubbish and debris to an appropriate dump site, demolish of existing structure and foundations, excavate and remove of abandoned utility lines, protect all nearby trees, protect Historic Town Hall, protect nearby residential homes, coordinate with all affected utility companies to cap abandoned utility lines, fill all ground surface voids and grade site to produce smooth and uniform surface, provide positive drainage.	1	LS	\$440,000.00	\$440,000.00	\$276,856.00	\$276,856.00	\$293,646.00	\$293,646.00	\$333,000.00	\$333,000.00
<b>TOTAL</b>					<b>\$440,000.00</b>		<b>\$276,856.00</b>		<b>\$293,646.00</b>		<b>\$333,000.00</b>

## **Town of Atherton Task Order – Amendment No.2**

### **CIVIC CENTER CONSTRUCTION DOCUMENTS & BIDDING PHASE**

#### **PROJECT MANAGEMENT**

Interwest proposes to continue providing Project Management (PM) services for the Atherton Civic Center project. The original PM Task Order (TO) was for \$82,000 and amended on November 2, 2016 for \$39,600 for a total fee of \$121,600 to complete the DD phase through the end of January 2017. Since the DD phase was not completed until February 15, 2017, this Task Order was amended on February 2, 2017 for \$8,400 for a total of \$130,000 to complete the DD phase. To continue providing PM services for the Construction Documents (CD) and bidding phases, which per the February 3, 2017 revised Mack5 schedule, will take from February 2017 to December 2017. There were many unforeseen meetings and changes required to address impacts to heritage trees, utilities, and other design changes, the construction documents and bidding phase were delayed by approximately six months. To accommodate the work during this period to bid award, this TO was amended (Amendment No.1) for a fee of \$45,000 and a total not to exceed fee of \$350,000.

O June 5, 2018, the Town received two bids that came in much higher than expected, and City Council rejected both bids and directed staff to rework the project with the project management committee (PMC) and design team to reduce the overall costs per square foot through value engineering (VE) and return to City Council by end of calendar year 2018 with a revised bid doc package for Council consideration to release for bid in January 2019.

Thus, Interwest will continue to perform the following tasks through the new bid award expected in March 2019:

#### ***Manage Project Rework and Construction Documents***

- Schedule meetings with Design Team and PMC to develop VE recommendations for Library and Admin/PD building
- Prepare and present staff reports to Council with recommended PMC VE items and Library demolition for direction
- Coordinate with San Mateo County Library (SMCL) for move from existing Library to temporary Library buildings
- Work with Consultant team to prepare bid docs for Council approval and oversee demolition of Library building.
- Send out invitation for bids (IFB), hold pre-bid meeting and bid opening, prepare staff report with recommendation to City Council for demolition of Library building
- Oversee all utility and contractor related work needed for demolition of Library building
- Prepare agendas and lead meetings with the Project Management Committee and consultant design team as needed to provide updates and receive direction
- Recommend changes to scopes of work with WRNS Studio and Mack5 due to project scope changes approved by Council as needed.

- Revise Division 00 & 01 specifications (i.e., Procurement and Contracting Requirements and General Requirements) as needed based on Council approved VE changes.
- Coordinate with City Attorney to prepare revised bid documents, as needed.
- Oversee consultant teams revision of plans and specifications based on Council approved changes.
- Prepare staff report for City Councils approval to release revised bid docs for public bid.
- Prepare and send out notices for IFB.
- Schedule, notify and hold pre-bid meeting with potential General Contractors.
- Prepare updates to Town Website for the Civic Center Project, as needed
- Prepare and present monthly updates for City Council agendas for the Civic Center Project.
- Manage work performed by WRNS Studio in accordance with their approved agreement and amendments.
- Manage work performed by Mack5 in accordance with their approved agreement and amendments.
- Review and authorize invoices from project consultants
- Coordinate with PG&E and other utilities involved with project.
- Oversee review of design documents for compliance with Town direction and building codes
- Other tasks as needed

Staffing will be provided by Marty Hanneman, P. Project Manager

Proposed Fee

Interwest proposes to continue performing this PM task order through the next bid award, which based on the September 2018 Mack5 project schedule is expected to be in March 2019. Our Amendment 2 fee is \$76,800 at an hourly rate of \$160 for a total to date not to exceed fee of \$426,800.

**Approved:**

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**George Rodericks**  
City Manager

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**Date**