



## Item No. 11 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: DECEMBER 19, 2018**

**SUBJECT: CIVIC CENTER UPDATE: RECEIVE AND FILE THE COST  
MODEL MANAGER, PROJECT SCHEDULE; AUTHORIZE THE  
CITY ATTORNEY TO REVIEW AND THE CITY MANAGER TO  
EXECUTE AN AGREEMENT AMENDMENT WITH WRNS  
STUDIOS TO PROVIDE RE-BID SERVICES; APPROVE THE  
CIVIC CENTER PLANS, SPECIFICATIONS AND ESTIMATE BID  
DOCUMENTS; AND AUTHORIZE ADVERTISEMENT FOR  
PUBLIC BIDS; AND DISCUSS PROJECT FUNDING AND CASH  
FLOW PROJECTIONS**

### **RECOMMENDATION**

- 1) Receive and file the Cost Model Manager (CMM) and Project Schedule;
- 2) Authorize the City Attorney to review and the City Manager to execute an agreement amendment with WRNS Studio to provide re-bid services;
- 3) Approve the Civic Center Plans, Specifications and Estimate (PS&E) Bid Documents; and Authorize advertisement for public bids; and
- 4) Discuss Project Funding and Cash Flow Projections

### **BACKGROUND**

#### **1. Cost Model Manager Report and Project Schedule**

The Cost Model Manager (CMM) Report (Attachment 1) provides the Council with an updated report on all project related costs including all actual expenditures and anticipated from the beginning of the project to completion. The CMM tracks all elements of the overall project and identifies costs by category. Broad categories include:

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

## Civic Center Project Monthly Status Report

December 19, 2018

Page 2 of 8

- 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)

Based on this recent Council action, the Cost Model Manager currently anticipates the total project cost (City Administration/Police building, new Library, renovated Town Hall, and site work) to be \$66,554,096, with included contingencies. This is the *total cost* of the project as noted above. Many of these costs have already been allocated and spent for the project. Much of the remaining costs rest in the Construction and Related Cost category. The specific components of the project are broken down by category:

| Summary                             | Cost         |
|-------------------------------------|--------------|
| Land Acquisition & Entitlements     | \$300,233    |
| Design, Planning and Management     | \$7,661,739  |
| Construction and Related Costs      | \$51,149,703 |
| Telephone and Data Systems          | \$461,510    |
| Furnishings, Fixtures and Equipment | \$1,218,688  |
| Audio Visual and Security           | \$77,000     |
| Owner Costs                         | \$685,223    |
| Project Contingency                 | \$5,000,000  |

While each category contains its own share of project contingency or allowances, the Cost Model Manager includes two significant project contingency areas of note. The first is within the Construction and Related Costs Category. This category carries a *\$2 million Change Order Contingency*. On top of this, the overall project contains a *\$5 million Project Contingency*.

### Project Schedule

The revised project plans, specifications and estimate (PS&E) are 100% complete and the Construction Documents (CD's) are ready to be re-issued for public bid to all qualified General Contractors. Per the updated Mack5 Project Schedule (Attachment 2), invitation for bids will be sent on January 3, 2019 and bids will be received on February 13, 2019 and the lowest responsive bidder will be recommended for award to City Council on February 20, 2019.

## **2. Additional Bid Phase Services from WRNS Studio**

WRNS Studio has submitted a proposal letter dated December 10, 2018 (Attachment 3) to provide rebid services.

It is anticipated that there will be a Public Bidding Phase of approximately six weeks maximum, with bid questions to end 10 working days prior to Bid Opening. The WRNS design team provides the primary interaction, managed through Mack5 and staff, assisting with responses to various bid questions and requests for information. It is understood that the Bidding process will be managed

## Civic Center Project Monthly Status Report

December 19, 2018

Page 3 of 8

by the Town and Mack 5, herein noted as the client. WRNS's understanding is that any questions will be provided to WRNS in PDF form and will be collected, labeled and tracked by the client. The design team will provide responses to these formalized questions to the client. Any suggested substitutions or changes will need to be provided in detail by the Bidder, as additional research is not part of this Bid effort. Responses and changes accepted through the Bid Process will not be incorporated into the. Current Drawings, Specifications and Calculations under this scope. Energy Models, Acoustical reports, and the Basis of Design documents will not be amended to reflect any responses. Disciplines engaged in this effort includes: Civil, Landscape, Structural, Police, Mechanical, Electrical, Plumbing, Daylighting, Acoustic, Energy Modeling, Interior, Architecture and Furniture.

The original bid by WRNS Studio in 2015 for a singular Bid Phase was \$65,740. This bid was for a typical bid process. However, the Town revised the bid process to involve pre-qualification of bidders. Ultimately, this made the process a bit more complicated, but limited the number of actual bidders. Nevertheless, the bid process took longer than anticipated due to complexities in the bid documents and the number of *requests for information* (RFIs) during the bidding by the final two bidders. There were approximately 227 RFIs during the bid phase. Typically, the bid phase involves approximately 50-100 RFIs on a project. WRNS Studio is now required to go through a second bid phase. The original bid funds have been paid and are exhausted. It is anticipated that there will be more bidders and an equal number of RFIs from the various bidders to which WRNS must respond.

*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 \$78,950 for rebidding services.*

### **3. Approve 100% Plans, Specifications and Estimate (PS&E) Bid Documents**

The WRNS design team has completed the 100% Civic Center project plans, specifications and estimate (PS&E). The link is: <http://ca-atherton.civicplus.com/index.aspx?NID=290>.

*Council action is required to approve these 100% plans, specifications and estimate bid documents.*

#### *Advertise for Public Bids from qualified General Contractors*

Staff is requesting authorization to advertise the Civic Center Project construction documents (Attachment 4) for public bids from all qualified General Contractors.

*Council action is required to authorize staff to advertise for public bids from all qualified General Contractors.*

### **4. Project Funding and Cash Flow Projections**

Part of the challenge for the Civic Center Project has involved securing funding for its completion. Once the Town's 2017/18 Financial Audit is complete, staff will present the Council with a more

## Civic Center Project Monthly Status Report

December 19, 2018

Page 4 of 8

exact determination of available funding for the project. The Library portion of the project is fully funded with a commitment from the County of San Mateo to advance library surplus funds in the amount required to complete the Library, as designed, based on the bids received in 2019. The below focuses only on funding for the Admin/PD/CDD portion of the project.

Through value-engineering, the City Council eliminated \$4,356,000 from the Reconciled Estimates based on the 2018 bids received. The tables below reflect estimates only – **the amounts are not exact and are subject to change based on the bids received and completion of the Town’s Annual Audit.**

|   |                      |
|---|----------------------|
| <b>Reconciled Estimate from 2018 Low Bid</b>      | <b>\$32,666,000</b>  |
| Value-Engineering Selections (shorthand)          |                      |
| • Windows, Storefront, Mock-up Precast            | (\$303,000)          |
| • Roofing Changes to Asphalt                      | (\$150,000)          |
| • Split Face CMU/Elim. Plaster Finish             | (\$82,000)           |
| • Hydroseed in-lieu                               | (\$162,000)          |
| • Removal of Site Furnishings                     | (\$18,000)           |
| • Fencing Material Changes                        | (\$12,000)           |
| • Del/Defl of Corp Yard Improvements              | (\$837,000)          |
| • Elim. Acoustic Ceiling/Railings/Gate            | (\$426,000)          |
| • Reduction of Casework                           | (\$52,000)           |
| • Selection of P-Laminate                         | (\$13,000)           |
| • Reduce to Level 3 Ballistic Sheathing           | (\$143,000)          |
| • Removal of Ceiling Fans                         | (\$64,000)           |
| • Deferral of Council Chambers                    | (\$1,655,000)        |
| • Eliminate Onsite Pad/Utilities for CDD/PD       | (\$39,000)           |
| • Site Phasing/Staging Deduct                     | (\$400,000)          |
| <b>Total Value Engineering (Estimates Only)</b>   | <b>(\$4,356,000)</b> |
| <b>Revised Estimate from 2018 Low Bid</b>         | <b>\$28,310,000</b>  |
| Redesign Work Required for VE                     | \$194,335            |
| Contingency (10%)                                 | \$2,831,000          |
| <b>Total Project Requirements (w/Contingency)</b> | <b>\$31,335,335</b>  |

*Please note: The only additive alternate for the Project is the City Council Chambers. The base bid is designed without the Council Chambers and the addition of the Chambers is an additive alternate that can be selected upon bid.*

| <b>Funding Source</b>                                | <b>Amount</b> |
|--|---------------|
| Atherton Now   | \$4,576,976   |
| Estimated Unallocated GF Balance 6/2018              | \$12,231,268  |
| CIP Funds Allocated                                  | \$4,423,138   |
| Building Facility Reserve Funds                      | \$505,000     |
| ERAF and Surplus Revenue Projections (18/19 – 21/22) | \$8,800,000   |

## Civic Center Project Monthly Status Report

December 19, 2018

Page 5 of 8

| Funding Source | Amount              |
|----------------|---------------------|
| <b>Total</b>   | <b>\$30,536,382</b> |

The Town's three (3) project estimating firms have placed the construction estimate for the Admin/PD \$28,310,000. There is a 5% project change order contingency on top of that amount bringing the total project requirement to \$30.3 million. The Town's available projected funding is \$30.5 million. This amount is also an estimate subject to modification via the Annual Audit and future projections of expenditures and ERAF revenue – but is accurate based on the preliminary audit results. While we can project known revenue and streams with reasonable accuracy (conservative growth in property tax revenues, salaries, basic operations), there are a number of large revenue streams that are subject to more significant swings based on the economy that we cannot predict. These include two significant revenue streams such as ERAF receipts from the State and building permit revenue – both of which will also have an impact on the Town's surplus revenues. Overall, revenues over estimated base cost leaves a contingency amount of \$2.2 million, about 8%.

*If all things are as projected above, the Town will have sufficient funding to complete the project; however, we will need to address the Town's cash flow needs for basic operations at some point during the 3 years of the project.*

### Cash Flow

Based on our available property tax revenues, the Town can issue a TRAN for up to 85% of our property tax revenue projections for the coming year netting about \$7.5 million. *Staff does not recommend a TRAN at the full amount as they are required to be repaid within 15 months of issue;* and, the Town will be required to set aside revenue required to repay the TRAN during the borrow period. This creates a continuing reliance on issuance of successive TRANS to fully repay and simultaneously use the funds. If the bids come in on target or only slightly higher, the TRAN for operations could be a difficult option to pursue.

Use of a TRAN to address the 2<sup>nd</sup> year and successive years of revenue requirements would work only on the following assumptions:

- The TRAN must be based on an estimated projection of General Fund monthly cash flow revenues and expenses through the next several years;
- Issuance of the TRAN would require approximately six consecutive TRANs (FY 21 through FY 26) in order to address successive flow through of repayment and set-aside. This would trigger TRANS between \$2.1 Million and \$9.1 Million over the course of the project and beyond; and
- The TRAN would assume the minimum General Fund revenue reserve balance set at \$2.1 Million (15% of current expenditures); and
- Issuance would assume all available General Fund revenues are pledged to repayment of the notes (i.e. not merely property tax revenues).

Because of the repayment requirement and set-aside requirement, the use of a TRAN and Reserves

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

**December 19, 2018**

**Page 6 of 8**

to satisfy the Town's cash flow needs for an "on target" project may not be feasible unless the Council is comfortable with the issuance of successive TRANs to allow repayment over a period of several years beyond the project's completion. Even with the influx of Library funds, the Town's General Fund operational requirements may still face a shortfall that would trigger the need for cash flow funding because the General Fund is required to provide excess revenues toward the project each year. From staff's perspective, this is a continuous postponement of debt service until revenues and expenditures equalize several years past the project's completion date.

Therefore, staff's recommendation is to return consideration to the use of a COP of a reasonable amount which allows a lesser and consistent payback structure that the Town could pay off early given available revenue projections.

For a project based on the project estimate, the issuance of a COP at \$6.8 million would come with debt service of approximately \$600-\$725k, with a 10-year funding horizon. Based on projections, this would be an amount that could easily be handled by the Town's General Fund without creating further cash flow challenges. Again, this assumes that the project is based on an "on target" estimate.

If the project requirements exceed the target estimate, the COP needs to be increased to address the difference. Based on the debt service requirements, staff does not recommend a COP beyond \$10 million, unless the Council opts to extend the funding horizon to reduce the debt service required to pay off the COP. Presently, the scenarios are set at a 10-year funding horizon.

Urban Futures will assist in the presentation of several options for examination by the Council.

Additional considerations for the Council for funding would be the timing of the sale for COP's as there is the anticipation for the interest rates to increase three more times in 2019. If it is evident that the project will be complete in FY 2022, then it would be beneficial to borrow sooner than later. We are spending General Fund money first as opposed to debt service. With some debt, the Town would spread the benefit of the project over time across citizens that benefit from it. Longer term borrowing allows for the costs of the project to be spread to those that will benefit from the project throughout the life of the facility. The Town could consider structuring the COPs with an early call. COPS can be issued in multiples of funding years such 15, 20, 25, or 30-year funding horizons.

All of the above must wait until the bids return for a clear picture of what exactly will need to be financed, if anything.

***The preceding is provided to allow the Council's continued discussion of project funding and cash flow.***

### **POLICY ISSUES**

There are no policy issues associated with this report.

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

**December 19, 2018**

**Page 7 of 8**

### **FISCAL IMPACT**

Attachment 5 is a summary of the project finances via the Monthly Budget Summary.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. The Town maintains an active and up to date Project Website at <http://ca-atherton.civicplus.com/index.aspx?NID=290>.

### **ATTACHMENTS**

Attachment 1: Cost Model Manager Report 12-10-18

Attachment 2: Project Schedule 11-8-18

Attachment 3: WRNS Studio Re-bid Services Proposal Letter 12-10-18

Attachment 4: Notice Inviting Bids for the Civic Center Project

Attachment 5: Monthly Budget Summary

**Civic Center Project Monthly Status Report**

**December 19, 2018**

**Page 8 of 8**

**Attachment 5**

**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 18-19 Budget</b>           | <b>\$8,124,830</b>  | <b>\$2,675,374</b>              | <b>\$981,500</b>    | <b>\$6,576,976</b>            | <b>\$18,358,680</b> |
| <b>Expenditures to Date</b>      |                     |                                 |                     |                               |                     |
| <b>Design</b>                    | <b>\$1,083,313</b>  | <b>\$452,452</b>                | <b>\$581,357</b>    | <b>\$2,479,255</b>            | <b>\$4,596,378</b>  |
| <b>Project Management</b>        | <b>\$574,634</b>    | <b>\$188,078</b>                | <b>\$50,138</b>     | <b>\$770,085</b>              | <b>\$1,582,935</b>  |
| <b>Geo-Tech/Environmental</b>    | <b>\$48,706</b>     | <b>\$95,442</b>                 | <b>\$59,280</b>     | <b>\$0</b>                    | <b>\$203,429</b>    |
| <b>Totals</b>                    | <b>\$1,706,654</b>  | <b>\$735,972</b>                | <b>\$690,776</b>    | <b>\$3,249,340</b>            | <b>\$6,382,741</b>  |
| <b>Remaining FY 18-19 Budget</b> | <b>\$6,418,176</b>  | <b>\$1,939,402</b>              | <b>\$290,724</b>    | <b>\$3,327,636</b>            | <b>\$11,975,939</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> |

### Civic Center Funding and Cost Analysis

#### Library Costs Summary

|  |                       | Select<br>"x" | VE Savings     |
|--|-----------------------|---------------|----------------|
| <b>Reconciled Estimate Based on Recent Bid</b>     | <b>\$ 23,267,000</b>  |               |                |
| <b>Recommended VE Deducts</b>                      |                       |               |                |
| 1 Eliminate Rammed Earth Wall                      | \$ -                  |               | \$ (766,000)   |
| 2 Metal Panels & Flashings                         | \$ (76,000)           | x             | \$ (76,000)    |
| 3 VE Curtain Walls, Windows                        | \$ (897,000)          | x             | \$ (897,000)   |
| 4 Heat Pump for Library Only/Retain Underfloor Sys | \$ -                  |               | \$ (466,000)   |
| 5 Toilet Partitions/Walls                          | \$ -                  |               | \$ (35,000)    |
| 6 VE Lights  | \$ (19,000)           | x             | \$ (19,000)    |
| 7 Delete Microgrid, Retain Infrastructure          | \$ (570,000)          | x             | \$ (570,000)   |
| 8 Delete PVs/Retain Infra/Stantions                | \$ (751,000)          | x             | \$ (751,000)   |
| 9 Eliminate Deck @ Southwest                       | \$ (69,000)           | x             | \$ (69,000)    |
| 10 Reduce Size of North Deck                       | \$ -                  |               | \$ (109,000)   |
| 11 Hydroseed & Irrigation                          | \$ -                  |               | \$ (273,000)   |
| 12 Cedar Fencing/Elim. S. Fencing/Furnishing       | \$ (59,000)           | x             | \$ (59,000)    |
| 13 Wall Panels                                     | \$ (65,000)           | x             | \$ (65,000)    |
| 14 Interior Window Systems                         | \$ (175,000)          | x             | \$ (175,000)   |
| 15 Remove Shelving and add to FFE                  | \$ (605,000)          | x             | \$ (605,000)   |
| 16 Defer Historic Renovation of Town Hall          | \$ -                  |               | \$ (1,796,000) |
| 17 Eliminate Adult Reading Room (750sf)            | \$ -                  |               | \$ (705,000)   |
| 18 Demolition of Library                           | \$ (140,000)          | x             | \$ (140,000)   |
| 19 Eliminate Small Meeting Rooms (350sf)           | \$ -                  |               | \$ (329,000)   |
| 20 Eliminate Additional SF (150sf)                 | \$ -                  |               | \$ (141,000)   |
|  | <b>\$ (3,426,000)</b> |               |                |

|                                |                      |       |        |
|--------------------------------|----------------------|-------|--------|
| <b>Estimated Cost</b>          | \$ 19,841,000        |       |        |
| <b>ReDesign Cost (% of VE)</b> | \$ 238,215           | 6.95% | 9/5/18 |
| <b>Contingency</b>             | \$ 1,984,100         | 10%   |        |
| <b>Project Requirements</b>    | <b>\$ 22,063,315</b> |       |        |

#### Library Revenue Summary

|                          |                      | Select<br>"x" | Revenues     |
|--------------------------|----------------------|---------------|--------------|
| Library Fund 6/2018      | \$ 13,136,230        |               | fund balance |
| Surplus Funds FY 2018/19 | \$ 1,450,000         | x             | \$ 1,450,000 |
| Surplus Funds FY 2019/20 | \$ 1,450,000         | x             | \$ 1,450,000 |
| Surplus Funds FY 2020/21 | \$ 1,450,000         | x             | \$ 1,450,000 |
| Surplus Funds FY 2021/22 | \$ 1,450,000         | x             | \$ 1,450,000 |
| Surplus Funds FY 2022/23 | \$ 1,450,000         | x             | \$ 1,450,000 |
| Surplus Funds FY 2023/24 | \$ 1,450,000         | x             | \$ 1,450,000 |
| Surplus Funds FY 2024/25 | \$ 1,450,000         | x             | \$ 1,450,000 |
| <b>Total</b>             | <b>\$ 23,286,230</b> |               |              |

**Add'l Funding Req. (incl. contingency) \$ (1,222,915)**

**Recommended County Funds \$ 10,150,000** FY 18/19-21/22 are project years  
FY 22/23-24/25 would be advance years

#### Admin/CDD/PD Costs Summary

|  |                       | Select<br>"x" | VE Savings     |
|--|-----------------------|---------------|----------------|
| <b>Reconciled Estimate Based on Recent Bid</b>           | <b>\$ 32,666,000</b>  |               |                |
| <b>Recommended VE Deducts</b>                            |                       |               |                |
| 1 Defer Admin/Comm. Dev.                                 | \$ -                  |               | \$ (6,092,000) |
| 2 Eliminate Lobby/Tile Roof Lv. 1/Add 2nd Flr. Cnct.     | \$ -                  |               | \$ (1,282,000) |
| 3 Windows, Storefront, Mock-up, Precast                  | \$ (303,000)          | x             | \$ (303,000)   |
| 4 Change Roofing to Asphalt/Comp - PV Areas Only         | \$ (150,000)          | x             | \$ (150,000)   |
| 5 Split face CMU/elim. plaster finish                    | \$ (82,000)           | x             | \$ (82,000)    |
| 6 VRF System w/o radiant ceiling/floor                   | \$ -                  |               | \$ (398,000)   |
| 7 VE Lighting  | \$ -                  |               | \$ (26,000)    |
| 8 Hydroseed in lieu of Plantings                         | \$ (162,000)          | x             | \$ (162,000)   |
| 9 Remove site furnishings                                | \$ (18,000)           | x             | \$ (18,000)    |
| 10 Change Fencing to Cedar @ Ashfield Road               | \$ (12,000)           | x             | \$ (12,000)    |
| 11 Delete Corp Yard Impr. (canopies, etc)                | \$ (837,000)          | x             | \$ (837,000)   |
| 12 Elim. Acoustic ceiling, simplify railings, elim. Gate | \$ (426,000)          | x             | \$ (426,000)   |
| 13 Reduce casework at CDD                                | \$ (52,000)           | x             | \$ (52,000)    |
| 14 P-Laminate  | \$ (13,000)           | x             | \$ (13,000)    |
| 15 Reduce to Level 3 Ballistic Sheathing (vs L5)         | \$ (143,000)          | x             | \$ (143,000)   |
| 16 Remove ceiling fans                                   | \$ (64,000)           | x             | \$ (64,000)    |
| 17 Defer Council Chambers                                | \$ (1,655,000)        | x             | \$ (1,655,000) |
| 18 Eliminate onsite Pad/Utilities for Admin/CDD          | \$ (39,000)           | x             | \$ (39,000)    |
| 19 Site Phasing Deduct By Rem. Admin/CDD f/site          | \$ (400,000)          | x             | \$ (400,000)   |
|  | <b>\$ (4,356,000)</b> |               |                |

|  |                      |       |         |
|--|----------------------|-------|---------|
| <b>Estimated Cost</b>                    | \$ 28,310,000        |       |         |
| <b>Estimated ReDesign Cost (% of VE)</b> | \$ 194,335           | 4.46% | 9/12/18 |
| <b>Contingency</b>                       | \$ 2,831,000         | 10%   |         |
| <b>Project Requirements</b>              | <b>\$ 31,335,335</b> |       |         |

#### Admin/CDD/PD Revenue Summary

|  |                      | Select<br>"x" | Revenues     |
|--|----------------------|---------------|--------------|
| Atherton Now   | \$ 4,576,976         |               | remaining    |
| Estimated Unallocated General Fund 6/2018                | \$ 12,231,268        |               |              |
| CIP Funds  | \$ 4,423,138         |               |              |
| Building Facility Reserve Fund                           | \$ 505,000           |               |              |
| ERAF FY 2018/19 + Rev. Surplus                           | \$ 2,200,000         | x             | \$ 2,200,000 |
| ERAF FY 2019/20 + Rev. Surplus                           | \$ 2,200,000         | x             | \$ 2,200,000 |
| ERAF FY 2020/21 + Rev. Surplus                           | \$ 2,200,000         | x             | \$ 2,200,000 |
| ERAF FY 2021/22 + Rev. Surplus (project opens Fall 2021) | \$ 2,200,000         | x             | \$ 2,200,000 |
| <b>Total</b>   | <b>\$ 30,536,382</b> |               |              |

**Add'l Funding Req. (not incl. contingency) \$ (2,226,382)**

|   |                     |                             |
|---|---------------------|-----------------------------|
| <b>Recommended Cash Flow Funding**</b>                  | <b>\$ 3,500,000</b> | TRAN Max.<br>\$ 7,465,550   |
| <b>Project Only Cash Flow</b>                           |                     |                             |
| Initial Proj. Funds Available                           |                     | \$ 21,736,382               |
| Project Year 1 - 3/2019 - 3/2020                        | 50%                 | \$ (14,155,000)             |
| Add ERAF and Surplus Funds 6/2019                       |                     | \$ 2,200,000                |
| Remaining Proj. Funds at 3/2020                         |                     | \$ 9,781,382                |
| Project Year 2 - 3/2020 - 3/2021                        | 40%                 | \$ (11,324,000)             |
| Add ERAF and Surplus Funds 6/2020                       |                     | \$ 2,200,000                |
| TRAN 6/2020 (max 85% of property tax projection)        | 40%                 | \$ 3,500,000                |
| Remaining Proj. Funds at 3/2021 (3 mos. before next \$) |                     | \$ 4,157,382 (need \$3.5m+) |
| Project Year 3 - 3/2021 - 8/2021                        | 10%                 | \$ (2,831,000)              |
| Add ERAF and Surplus Funds 6/2021                       |                     | \$ 2,200,000                |
| Remaining Proj. Funds at 8/2021                         |                     | \$ 3,526,382                |
| Added ERAF and Surplus Funds 6/2022                     |                     | \$ 2,200,000                |
| Use Funds to Pay Off TRAN                               |                     | \$ 5,726,382                |



Cost Model Manager - Project Cost Report

| <b>SUMMARY</b>                      | <b>Anticipated Cost (AC) 10-Dec-18</b> | <b>% of Anticipated Cost</b> | <b>Anticipated Cost (AC) \$ / GSF</b> | <b>Comments</b>   |
|-------------------------------------|--|------------------------------|---------------------------------------|---|
| Land Acquisition & Entitlements     | \$300,233                              | 0%                           | \$7.36                                | EIR, Hazmat study, Underground Utility Survey, Topo and Alta Survey         |
| Design, Planning and Management     | \$7,661,739                            | 12%                          | \$187.83                              | Architect, engineers, reimbursable expense, consultants                     |
| Construction and Related Costs      | \$51,149,703                           | 77%                          | \$1,253.98                            | Construction of buildings, site work, change orders, permits and fees, etc. |
| Telephone and Data Systems          | \$461,510                              | 1%                           | \$11.31                               | Allow for new phone system; new computers, server, wireless service         |
| Furnishings, Fixtures and Equipment | \$1,218,688                            | 2%                           | \$29.88                               | Furnishings for predominantly the interiors                                 |
| Audio Visual and Security           | \$77,000                               | 0%                           | \$1.89                                | Includes paging, CCTV, card key system, projection system, and LCD monitors |
| Owner Costs                         | \$685,223                              | 1%                           | \$16.80                               | Relocation, legal, etc.   |
| Project Contingency                 | \$5,000,000                            | 8%                           | \$122.58                              | Project Contingency   |
| <b>TOTAL PROJECT BUDGET</b>         | <b>\$66,554,096</b>                    | <b>100%</b>                  | <b>\$1,631.63</b>                     | Based on 40,790 Gross Square Feet of Buildings, Council approval: 12/20/17  |



Cost Model Manager - Project Cost Report

| LAND ACQUISITION & ENTITLEMENTS         | Anticipated Cost (AC)<br>10-Dec-18 | % of Anticipated Cost | Anticipated Cost (AC)<br>\$ / GSF | Comments                                   |
|---|------------------------------------|-----------------------|-----------------------------------|--|
| Land Acquisition                        | 0                                  | 0%                    |                                   |  |
| CEQA Requirements                       | 0                                  | 0%                    |                                   |  |
| Environmental Impact Report             | 146,808                            | 49%                   | 3.60                              | 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                             | 8%                    | 0.60                              | Per RGA Quote                              |
| Hazardous Abatement Plan and Compliance | 0                                  | 0%                    | -                                 | 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                             | 15%                   | 1.10                              | Legal description, topographic map         |
| Geotechnical Survey                     | 23,500                             | 8%                    | 0.58                              | Per Murray proposal 3/12/15                |
| Underground Utility Survey              | 40,750                             | 14%                   | 1.00                              | Per MH 5/11/17                             |
| Reimbursable                            | 20,000                             | 7%                    | 0.49                              | Allowance per costs above                  |
| Additional Services                     | 0                                  | 0%                    | -                                 | Allowance per costs above                  |
| <b>Total - Entitlements</b>             | <b>300,233</b>                     | <b>100%</b>           | <b>7.36</b>                       |  |

Cost Model Manager - Project Cost Report

| DESIGN, PLANNING & MANAGEMENT                    | Anticipated Cost (AC)<br>10-Dec-18 | % of Anticipated Cost | Anticipated Cost (AC)<br>\$ / GSF | Comments   |
|--|------------------------------------|-----------------------|-----------------------------------|--|
| Design Professionals                             |                                    |                       |                                   |  |
| Architect  | 5,379,260                          | 70%                   | 131.88                            | Per WRNS proposal: 3/18/15 and XS as of 11/14/18 |
| 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%                    | -                                 | Included above, Library only                     |
| LEED Commissioning                               | 0                                  | 0%                    | -                                 | Only through CD phase                            |
| Waterproofing Consultant                         | 0                                  | 0%                    | -                                 |  |
| Acoustical Engineer                              | 0                                  | 0%                    | -                                 |  |
| Community Outreach                               | 0                                  | 0%                    | -                                 |  |
| Elevator Consultant                              | 0                                  | 0%                    | -                                 |  |
| Internal Project Management                      | 757,300                            | 10%                   | 18.57                             | Per MH 2/1/18 and extension as of 10/17/18       |
| Project Management - mack5                       | 1,290,859                          | 17%                   | 31.65                             | mack5 fee, includes extra services 6/7/17        |
| Wayfinding, Graphics/Signage                     | 4,000                              | 0%                    | 0.10                              | Allowance for Donor Wall                         |
| IT / AV / Security Equipment Consultants         | 58,320                             | 1%                    | 1.43                              | Per Interwest scope                              |
| Specialty Consultants for Police & Library       | 0                                  | 0%                    | -                                 | Included in WRNS proposal above                  |
| Renderings and Models                            | 0                                  | 0%                    | -                                 | Allowance  |
| FF&E Design                                      | 0                                  | 0%                    | -                                 | Assumes covered by furniture vendor              |
| LEED Enhanced Commissioning                      | 0                                  | 0%                    | -                                 | Included in WRNS XS                              |
| Reimbursable Expense                             | 172,000                            | 2%                    | 4.22                              | 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>7,661,739</b>                   | <b>100%</b>           | <b>\$ 187.83</b>                  |  |

Cost Model Manager - Project Cost Report

| CONSTRUCTION COSTS and RELATED COSTS | Anticipated Cost (AC) 10-Dec-18 | % of Anticipated Cost | Anticipated Cost (AC) \$ / GSF | Comments   |
|--------------------------------------|---------------------------------|-----------------------|--------------------------------|--|
| Construction                         |                                 |                       | -                              | Based on Council approved VE   |
| Police/Administration Building       | 28,310,000                      | 55%                   | 694.04                         |  |
| Site Development (included above)    | 0                               | 0%                    | -                              |  |
| Subtotal - Police/Admin              | 28,310,000                      | 55%                   | 694.04                         | Based on Council approved SOW  |
| Library                              | 19,841,000                      | 39%                   | 486.42                         |  |
| Old Town Hall (included above)       | 0                               | 0%                    | -                              |  |
| Site Development (included above)    | 0                               | 0%                    | -                              | Based on Council approved SOW  |
| Subtotal - Library                   | 19,841,000                      | 39%                   | 486.42                         |  |
| Corp Yard                            | 0                               | 0%                    | -                              | Removed from scope of work   |
| Site Development                     | 0                               | 0%                    | -                              | Removed from scope of work   |
| Subtotal - Corp Yard                 | 0                               | 0%                    | -                              |  |
| <b>Total for Construction</b>        | <b>48,151,000</b>               | <b>94%</b>            | <b>1,180.46</b>                |  |
| Related Costs of Construction        |                                 |                       |                                |  |
| Library demolition                   | 276,856                         | 1%                    | 6.79                           | Completed before rebid   |
| Tree Removal                         | 5,089                           |                       |                                | Completed before rebid   |
| 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 Practitioner (QSP) covered by ToA        |
| Fees and Permits                     |                                 | 0%                    |                                |  |
| City Permit Fees                     | 138,447                         | 0%                    | 3.39                           | Allowance  |
| Encroachment Permit                  | 0                               | 0%                    | -                              | Included above   |
| Fire Department Permit               | 0                               | 0%                    | -                              | Waived by MPFPD 5/16/17  |
| Utility Fees                         |                                 | 0%                    |                                |  |
| Fire Department Connection           | 0                               | 0%                    | -                              | Included above   |
| Water                                | 250,000                         | 0%                    | 6.13                           | Allowance for 2 new Potable water meters and one new irrigation water meter. |
| PG&E                                 | 60,000                          | 0%                    | 1.47                           | Allowance for 2 new electrical service                                       |
| Cable/Telecommunications             | 10,000                          | 0%                    | 0.25                           | Allow for service to buildings   |
| Insurance - Builder's Risk           | 0                               | 0%                    | -                              | Included above   |
| Inspector of Record                  | 0                               | 0%                    | -                              | Covered by ToA   |
| Testing & Inspections                | 191,811                         | 0%                    | 4.70                           | Per mack5 Proposal for AME   |
| Geotech Inspections                  | 66,500                          | 0%                    | 1.63                           | Based on Murray Proposal approved: 1/17/18                                   |
| Change Order Contingency             | 2,000,000                       | 4%                    | 49.03                          | Allow for 5% of cost of construction   |

|                   |                       |
|-------------------|-----------------------|
| M5 14443          | Atherton Civic Center |
| December 10, 2018 |                       |



Cost Model Manager - Project Cost Report

|                                   |                   |             |                 |
|-----------------------------------|-------------------|-------------|-----------------|
| <b>Total - Construction Costs</b> | <b>51,149,703</b> | <b>100%</b> | <b>1,253.85</b> |
|-----------------------------------|-------------------|-------------|-----------------|

Cost Model Manager - Project Cost Report

| TELEPHONE and DATA SYSTEMS                | Anticipated Cost (AC) 10-Dec-18 | % of Anticipated Cost | Anticipated Cost (AC) \$ / GSF | Comments                       |
|---|---------------------------------|-----------------------|--------------------------------|--------------------------------|
| Cabling                                   | 0                               | 0%                    | -                              | Included in construction costs |
| Networks                                  | 385                             | 0%                    | 0.01                           | Per TEA estimate 11/7/18       |
| Emergency Service Connections             | 245,029                         | 53%                   | 6.01                           | Per TEA estimate 11/7/18       |
| Temporary DataCom Relocations             | 23,826                          | 5%                    | 0.58                           | Council approved 2/21/18       |
| 911/Ring Down System                      | 128,500                         | 28%                   | 3.15                           | Per TEA estimate 12/23/17      |
| Server                                    | 10,000                          | 2%                    | 0.25                           | Allowance, confirm scope       |
| Telecom, primary & ancillary systems      | 6,270                           | 1%                    | 0.15                           | Per TEA estimate 11/7/18       |
| Wireless network                          | 25,000                          | 5%                    | 0.61                           | Allow for wireless networking  |
| Allow for Additional Scope                | 22,500                          | 5%                    | 0.55                           | Allow for 10%                  |
| <b>Total - Telephone and Data Systems</b> | <b>461,510</b>                  | <b>100%</b>           | <b>11.31</b>                   |                                |

|                   |                       |
|-------------------|-----------------------|
| M5 14443          | Atherton Civic Center |
| December 10, 2018 |                       |



Cost Model Manager - Project Cost Report

| FURNISHINGS, FIXTURES & EQUIPMENT                  | Anticipated Cost (AC) 10-Dec-18 | % of Anticipated Cost | Anticipated Cost (AC) \$ / GSF | Comments                             |
|--|---------------------------------|-----------------------|--------------------------------|--------------------------------------|
| Office Furnishings                                 | 384,438                         | 32%                   | 9.42                           | Hayworth Quote 10/27/17              |
| Library Furnishings                                | 775,000                         | 64%                   | 19.00                          | Budget per furniture quotes+shelving |
| Library Sorter                                     | 59,250                          | 5%                    | 1.45                           | Budget per equipment quote           |
| Signage  | 0                               | 0%                    | -                              | Included in construction estimate    |
| Kitchen equipment                                  | 0                               | 0%                    | -                              | Included in construction estimate    |
| Workout equipment                                  | 0                               | 0%                    | -                              |                                      |
| Allow for Additional Scope                         | 0                               | 0%                    | -                              | 10% of above costs                   |
| <b>Total - Furnishings, Fixtures and Equipment</b> | <b>1,218,688</b>                | <b>100%</b>           | <b>29.88</b>                   |                                      |

Cost Model Manager - Project Cost Report

| <b>AUDIO VISUAL and SECURITY</b>         | <b>Anticipated Cost (AC)<br/>10-Dec-18</b> | <b>% of Anticipated Cost</b> | <b>Anticipated Cost (AC)<br/>\$ / GSF</b> | <b>Comments</b>                                     |
|--|--|------------------------------|---|---|
| Public announcement system               | 20,000                                     | 26%                          | 0.49                                      | Indoor and outdoor system for general announcements |
| Audio Visual Systems                     | 50,000                                     | 65%                          | 1.23                                      | 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>1.89</b>                               |   |

Cost Model Manager - Project Cost Report

| <b>OWNER COSTS</b>                              | <b>Anticipated Cost (AC)<br/>10-Dec-18</b> | <b>% of Anticipated Cost</b> | <b>Anticipated Cost (AC)<br/>\$ / GSF</b> | <b>Comments</b>   |
|---|--|------------------------------|---|---|
| Events (ground breaking, opening ceremony etc.) | 15,000                                     | 2%                           | 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                                    | 19%                          | 3.16                                      | Interwest quote 2/25/17   |
| Movers, Relocation                              | 65,540                                     | 10%                          | 1.61                                      | Council approved 2/21/18  |
| Temporary Space Rental                          | 355,797                                    | 52%                          | 8.72                                      | Council approved 2/21/18  |
| Temporary Library Site Preparation              | 120,086                                    | 18%                          | 2.94                                      | Council approved 2/21/18 and temporary power move to Town Hall  |
| Allow for Additional Scope and Services         | 0  | 0%                           | -   | Allow for 5% of above costs                                     |
| <b>Total - Owner Costs</b>                      | <b>685,223</b>                             | <b>100%</b>                  | <b>16.80</b>                              |   |

# Atherton Civic Center - Atherton

Project Schedule - November 8, 2018



| ID  | Task Name  | Duration | Start        | Finish       | November |       |       |       |
|-----|--|----------|--------------|--------------|----------|-------|-------|-------|
|     |  |          |              |              | 11/4     | 11/11 | 11/18 | 11/25 |
| 1   | <b>ACC Documentation</b>                               | 0 days   | Mon 6/30/14  | Mon 6/30/14  |          |       |       |       |
| 2   | <b>Project Setup &amp; Initiation</b>                  | 204 days | Wed 7/23/14  | Mon 5/4/15   |          |       |       |       |
| 34  |  |          |              |              |          |       |       |       |
| 35  | <b>Design Phase</b>                                    | 982 days | Tue 4/7/15   | Wed 1/9/19   |          |       |       |       |
| 36  | <b>Master Plan Review &amp; Programming</b>            | 105 days | Tue 4/7/15   | Mon 8/31/15  |          |       |       |       |
| 44  |  |          |              |              |          |       |       |       |
| 45  | <b>Conceptual Design</b>                               | 90 days  | Tue 5/5/15   | Mon 9/7/15   |          |       |       |       |
| 54  |  |          |              |              |          |       |       |       |
| 55  | <b>Schematic Design</b>                                | 155 days | Fri 10/16/15 | Fri 5/20/16  |          |       |       |       |
| 71  |  |          |              |              |          |       |       |       |
| 72  | <b>Design Development</b>                              | 176 days | Mon 6/6/16   | Tue 2/7/17   |          |       |       |       |
| 88  |  |          |              |              |          |       |       |       |
| 89  | <b>Construction Documents</b>                          | 494 days | Thu 2/16/17  | Wed 1/9/19   |          |       |       |       |
| 90  | CD Kick-Off Meeting                                    | 0 days   | Thu 2/16/17  | Thu 2/16/17  |          |       |       |       |
| 91  | CD Progress  | 3 wks    | Fri 2/17/17  | Thu 3/9/17   |          |       |       |       |
| 92  | Coordination Meeting                                   | 0 days   | Thu 3/9/17   | Thu 3/9/17   |          |       |       |       |
| 93  | Arch to issue Coordination Set                         | 1 wk     | Fri 3/10/17  | Thu 3/16/17  |          |       |       |       |
| 94  | CD Progress  | 4 wks    | Fri 3/10/17  | Thu 4/6/17   |          |       |       |       |
| 95  | Coordination Meeting 25% CD's                          | 0 days   | Thu 4/6/17   | Thu 4/6/17   |          |       |       |       |
| 96  | Arch to issue Coordination Set                         | 1 wk     | Fri 4/7/17   | Thu 4/13/17  |          |       |       |       |
| 97  | CD Progress  | 10 wks   | Fri 4/7/17   | Thu 6/15/17  |          |       |       |       |
| 98  | Coordination Meeting 50% CD's                          | 0 days   | Thu 6/15/17  | Thu 6/15/17  |          |       |       |       |
| 99  | Arch to issue Coordination Set                         | 1 wk     | Fri 6/16/17  | Thu 6/22/17  |          |       |       |       |
| 100 | CD Progress  | 66 days  | Fri 6/23/17  | Fri 9/22/17  |          |       |       |       |
| 101 | Arch issues Planning Submittal                         | 1 day    | Mon 9/25/17  | Mon 9/25/17  |          |       |       |       |
| 102 | CD Progress  | 4 wks    | Tue 9/26/17  | Mon 10/23/17 |          |       |       |       |
| 103 | Coordination Meeting 90% CD's                          | 0 days   | Mon 10/23/17 | Mon 10/23/17 |          |       |       |       |
| 104 | Arch to issue Coordination Set                         | 2 wks    | Tue 10/24/17 | Mon 11/6/17  |          |       |       |       |
| 105 | Arch to receive Consultant Team 90% CD Permit Set      | 1 wk     | Tue 11/7/17  | Mon 11/13/17 |          |       |       |       |
| 106 | Arch issues Permit Set                                 | 1 day    | Tue 11/14/17 | Tue 11/14/17 |          |       |       |       |
| 107 | CD 90% Cost Estimate                                   | 3 wks    | Wed 11/15/17 | Tue 12/5/17  |          |       |       |       |
| 108 | CD Progress  | 8 wks    | Wed 11/15/17 | Tue 1/9/18   |          |       |       |       |
| 109 | Arch receives/distributes Plan Check Comments          | 0 days   | Wed 1/10/18  | Wed 1/10/18  |          |       |       |       |
| 110 | CD Progress  | 3 wks    | Thu 1/11/18  | Wed 1/31/18  |          |       |       |       |
| 111 | VE Progress  | 26 wks   | Wed 6/6/18   | Tue 12/4/18  |          |       |       |       |
| 112 | VE Estimate & Peer Review                              | 3 wks    | Wed 12/5/18  | Tue 12/25/18 |          |       |       |       |
| 113 | Arch to receive Consultant Team 100% CD Documents      | 4 days   | Thu 1/3/19   | Tue 1/8/19   |          |       |       |       |
| 114 | Issue Conformed Construction Documents, Project Manual | 1 day    | Wed 1/9/19   | Wed 1/9/19   |          |       |       |       |
| 115 |  |          |              |              |          |       |       |       |
| 116 | <b>Town Approvals</b>                                  | 882 days | Tue 9/1/15   | Wed 1/16/19  |          |       |       |       |
| 117 | <b>Design Review</b>                                   | 882 days | Tue 9/1/15   | Wed 1/16/19  |          |       |       |       |
| 118 | <b>Programming</b>                                     | 10 days  | Tue 9/1/15   | Mon 9/14/15  |          |       |       |       |
| 121 | <b>Conceptual Design</b>                               | 22 days  | Tue 9/8/15   | Wed 10/7/15  |          |       |       |       |
| 124 | <b>Schematic Design</b>                                | 10 days  | Mon 5/23/16  | Fri 6/3/16   |          |       |       |       |
| 127 | <b>Design Development</b>                              | 21 days  | Thu 1/19/17  | Thu 2/16/17  |          |       |       |       |
| 130 | <b>Construction Documents</b>                          | 409 days | Fri 6/23/17  | Wed 1/16/19  |          |       |       |       |
| 131 | 50% CD Review  | 10 days  | Fri 6/23/17  | Thu 7/6/17   |          |       |       |       |
| 132 | Written Comments issued to Design Team                 | 0 days   | Thu 7/6/17   | Thu 7/6/17   |          |       |       |       |
| 133 | 90% CD Review  | 10 days  | Wed 12/6/17  | Tue 12/19/17 |          |       |       |       |
| 134 | Written Comments issued to Design Team                 | 0 days   | Tue 12/19/17 | Tue 12/19/17 |          |       |       |       |
| 135 | VE Review  | 10 days  | Wed 12/5/18  | Tue 12/18/18 |          |       |       |       |
| 136 | Written Comments issued to Design Team                 | 0 days   | Wed 12/19/18 | Wed 12/19/18 |          |       |       |       |
| 137 | Conformed CD Review                                    | 10 days  | Thu 1/3/19   | Wed 1/16/19  |          |       |       |       |
| 138 | Written Direction to Issue Documents for Re-Bid        | 0 days   | Wed 12/19/18 | Wed 12/19/18 |          |       |       |       |
| 139 |  |          |              |              |          |       |       |       |
| 140 | <b>Entitlements</b>                                    | 341 days | Wed 7/23/14  | Wed 11/11/15 |          |       |       |       |
| 152 |  |          |              |              |          |       |       |       |
| 153 | <b>Permitting</b>                                      | 683 days | Fri 5/20/16  | Wed 1/2/19   |          |       |       |       |
| 154 | <b>Atherton Civic Center</b>                           | 683 days | Fri 5/20/16  | Wed 1/2/19   |          |       |       |       |
| 155 | Preliminary Planning/Building Review                   | 0 days   | Fri 5/20/16  | Fri 5/20/16  |          |       |       |       |
| 156 | Preliminary Planning/Building Review                   | 0 days   | Wed 1/18/17  | Wed 1/18/17  |          |       |       |       |
| 157 | Submission to Planning                                 | 0 days   | Mon 9/25/17  | Mon 9/25/17  |          |       |       |       |

# Atherton Civic Center - Atherton

Project Schedule - November 8, 2018



| ID  | Task Name  | Duration         | Start              | Finish             | November |       |       |    |
|-----|--|------------------|--------------------|--------------------|----------|-------|-------|----|
|     |  |                  |                    |                    | 11/4     | 11/11 | 11/18 | 11 |
| 158 | Processing by Planning                               | 22 days          | Tue 9/26/17        | Wed 10/25/17       |          |       |       |    |
| 159 | Receipt of Planning Commission Approval              | 0 days           | Wed 10/25/17       | Wed 10/25/17       |          |       |       |    |
| 160 | Submission to Building Dept                          | 1 day            | Wed 11/15/17       | Wed 11/15/17       |          |       |       |    |
| 161 | Processing by Building Dept                          | 8 wks            | Thu 11/16/17       | Wed 1/10/18        |          |       |       |    |
| 162 | Receipt of Plan Check Comments                       | 0 days           | Wed 1/10/18        | Wed 1/10/18        |          |       |       |    |
| 163 | Drawing Revisions                                    | 23 wks           | Thu 1/11/18        | Wed 6/20/18        |          |       |       |    |
| 164 | Re-Submission to Building Dept                       | 0 days           | Wed 12/12/18       | Wed 12/12/18       |          |       |       |    |
| 165 | Processing by Building Dept                          | 3 wks            | Thu 12/13/18       | Wed 1/2/19         |          |       |       |    |
| 166 | Permit Issued - (*Review periods are estimates only) | 0 days           | Wed 1/2/19         | Wed 1/2/19         |          |       |       |    |
| 167 |  |                  |                    |                    |          |       |       |    |
| 168 | <b>Bidding Phase</b>                                 | <b>488 days</b>  | <b>Mon 4/24/17</b> | <b>Wed 3/6/19</b>  |          |       |       |    |
| 169 | <b>Bidding</b>                                       | <b>488 days</b>  | <b>Mon 4/24/17</b> | <b>Wed 3/6/19</b>  |          |       |       |    |
| 170 | Issue Contractor RFQ                                 | 0 days           | Mon 4/24/17        | Mon 4/24/17        |          |       |       |    |
| 171 | RFQ Q&A  | 40 days          | Mon 4/24/17        | Fri 6/16/17        |          |       |       |    |
| 172 | Contractor SOQ Due                                   | 0 days           | Thu 6/29/17        | Thu 6/29/17        |          |       |       |    |
| 173 | Issue Documents for Bidding                          | 0 days           | Thu 3/22/18        | Thu 3/22/18        |          |       |       |    |
| 174 | Pre Bid Conference                                   | 0 days           | Wed 4/4/18         | Wed 4/4/18         |          |       |       |    |
| 175 | Bidding  | 54 days          | Thu 3/22/18        | Tue 6/5/18         |          |       |       |    |
| 176 | Re-Bid   | 30 days          | Thu 1/3/19         | Wed 2/13/19        |          |       |       |    |
| 177 | Pre Bid Conference                                   | 0 days           | Thu 1/17/19        | Thu 1/17/19        |          |       |       |    |
| 178 | Final Day to Submit Questions                        | 0 days           | Wed 1/30/19        | Wed 1/30/19        |          |       |       |    |
| 179 | Final Addendum Issued                                | 0 days           | Wed 2/6/19         | Wed 2/6/19         |          |       |       |    |
| 180 | Receive Bids   | 0 days           | Wed 2/13/19        | Wed 2/13/19        |          |       |       |    |
| 181 | Evaluate Bids  | 4 days           | Thu 2/14/19        | Tue 2/19/19        |          |       |       |    |
| 182 | Town Approval  | 0 days           | Wed 2/20/19        | Wed 2/20/19        |          |       |       |    |
| 183 | Execute Construction Agreement                       | 2 wks            | Thu 2/21/19        | Wed 3/6/19         |          |       |       |    |
| 184 |  |                  |                    |                    |          |       |       |    |
| 185 | <b>Construction Phase</b>                            | <b>1027 days</b> | <b>Tue 3/28/17</b> | <b>Wed 3/3/21</b>  |          |       |       |    |
| 186 | <b>Construction</b>                                  | <b>1027 days</b> | <b>Tue 3/28/17</b> | <b>Wed 3/3/21</b>  |          |       |       |    |
| 187 | Notice to Proceed                                    | 0 days           | Wed 3/6/19         | Wed 3/6/19         |          |       |       |    |
| 188 | Kick-off Meeting                                     | 0 days           | Wed 3/6/19         | Wed 3/6/19         |          |       |       |    |
| 189 | Ground Breaking Ceremony                             | 0 days           | Wed 3/13/19        | Wed 3/13/19        |          |       |       |    |
| 190 | Construction   | 520 days         | Thu 3/7/19         | Wed 3/3/21         |          |       |       |    |
| 191 | <b>FFE Installation</b>                              | <b>120 days</b>  | <b>Thu 9/17/20</b> | <b>Wed 3/3/21</b>  |          |       |       |    |
| 192 | FFE Purchasing: Start                                | 0 days           | Thu 9/17/20        | Thu 9/17/20        |          |       |       |    |
| 193 | FFE Installation: Start                              | 0 days           | Thu 2/4/21         | Thu 2/4/21         |          |       |       |    |
| 194 | FFE Installation: End                                | 1 mon            | Thu 2/4/21         | Wed 3/3/21         |          |       |       |    |
| 195 | <b>Move Coordination</b>                             | <b>517 days</b>  | <b>Tue 3/28/17</b> | <b>Wed 3/20/19</b> |          |       |       |    |
| 196 | <b>Inventory</b>                                     | <b>69 days</b>   | <b>Tue 3/28/17</b> | <b>Fri 6/30/17</b> |          |       |       |    |
| 201 | <b>Surplus</b>                                       | <b>310 days</b>  | <b>Mon 4/10/17</b> | <b>Fri 6/15/18</b> |          |       |       |    |
| 204 | <b>Site Work</b>                                     | <b>268 days</b>  | <b>Tue 3/28/17</b> | <b>Thu 4/5/18</b>  |          |       |       |    |
| 212 | <b>Modular Buildings</b>                             | <b>308 days</b>  | <b>Tue 3/28/17</b> | <b>Thu 5/31/18</b> |          |       |       |    |
| 221 | <b>Storage Pods</b>                                  | <b>307 days</b>  | <b>Tue 3/28/17</b> | <b>Wed 5/30/18</b> |          |       |       |    |
| 228 | <b>Move</b>  | <b>404 days</b>  | <b>Fri 9/1/17</b>  | <b>Wed 3/20/19</b> |          |       |       |    |
| 229 | Mover Procurement                                    | 112 days         | Fri 9/1/17         | Mon 2/5/18         |          |       |       |    |
| 230 | Mover Bid Award                                      | 12 days          | Tue 2/6/18         | Wed 2/21/18        |          |       |       |    |
| 231 | Mover Contract                                       | 10 days          | Thu 2/22/18        | Wed 3/7/18         |          |       |       |    |
| 232 | Mover NTP  | 1 day            | Thu 3/8/18         | Thu 3/8/18         |          |       |       |    |
| 233 | Pre Move Packing                                     | 55 days          | Fri 3/9/18         | Thu 5/24/18        |          |       |       |    |
| 234 | Move Items to Storage                                | 15 days          | Fri 5/25/18        | Thu 6/14/18        |          |       |       |    |
| 235 | Move Library   | 2 days           | Mon 10/15/18       | Tue 10/16/18       |          |       |       |    |
| 236 | Move Heritage and City Council                       | 10 days          | Thu 3/7/19         | Wed 3/20/19        |          |       |       |    |
| 237 |  |                  |                    |                    |          |       |       |    |
| 238 | <b>Project Opening</b>                               | <b>20 days</b>   | <b>Thu 3/4/21</b>  | <b>Wed 3/31/21</b> |          |       |       |    |
| 239 | Staff Opening  | 1 mon            | Thu 3/4/21         | Wed 3/31/21        |          |       |       |    |
| 240 | Public Opening                                       | 0 days           | Wed 3/31/21        | Wed 3/31/21        |          |       |       |    |

December 10, 2018

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

Re: Town of Atherton Civic Center Added Project ReBid  
Scope  
Job no. 15007.108 Additional Service Request No. 36

Dear George,

Thank you for the opportunity to provide you with an Additional Service proposal for the Revised Atherton Civic Center Project Re-Bid Scope. This scope and associated fee reflects the decision to rebid the Atherton Civic Center scope through the Public Bid Process after the integration of substantial Value Engineering items. This fee proposal reflects the process change to a non-Prequalified open bid process, and a standard fee escalation percentage reflecting 3 years.

## SCOPE OF SERVICES

It is anticipated that there will be a Public Bidding Phase of approximately six weeks maximum, with bid questions to end 10 working days prior to Bid Opening. The design team will assist in responding to Bid Questions.

It is understood that the Bidding process will be managed by the Town of Atherton and Mack 5, herein noted as the client. Our understanding is that any questions will be provided to WRNS in PDF form and will be collected, labeled and tracked by the client. The design team will provide responses to these formalized questions to the client. Any suggested substitutions or changes will need to be provided in detail by the Bidder, as additional research is not part of this Bid effort. Responses and changes accepted through the Bid Process will not be incorporated into the. Current Drawings, Specifications and Calculations under this scope. Energy Models, Acoustical reports, and the Basis of Design documents will not be amended to reflect any responses

Disciplines engaged in this effort includes: Civil, Landscape, Structural, Police, Mechanical, Electrical, Plumbing, Daylighting, Acoustic, Energy Modeling, Interior, Architecture and Furniture.

### Proposed Fee:

For the Scope-of-Work described above we respectfully request an amount of \$ 78,950.00 (Seven Thousand Nine -Hundred and Fifty Thousand Dollars) for the design services noted above.

|              |                     |
|--------------|---------------------|
| Re-Bid Scope | \$ 78,950.00        |
| <hr/>        |                     |
| <b>Total</b> | <b>\$ 78,950.00</b> |

**Reimbursables:**

Per the Prime Agreement This does not include Presentation Materials or Bidding sets. All interim submission will be provided electronically.

# WRNSSTUDIO<sup>LLP</sup>

## **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 reflects effort for the Library only and the City Hall/Police Facility

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

f



## NOTICE INVITING BIDS

### TOWN OF ATHERTON, CA

The Town of Atherton will accept bids for the following Public Works Project:

#### TOWN CENTER PROJECT-- PROJECT NO. 54015

**BACKGROUND:** In March 2018 The Town of Atherton requested bids from a group of pre-qualified General Contractors (GC) for the Town Center Project. In June 2018 the Town received bids from two of the selected GC's, with the lowest being 40 percent higher than the Engineers Estimated. The City Council rejected both bids and directed the design team to value engineer (VE) the project to reduce the cost per square foot and have the revised bid documents completed by end of calendar year 2018. This project now reflects all of the City Council's approved VE changes and is now open to all qualifying General Contractors to submit bids on. The changes include: reducing the number of add alternatives from nine to one, making a number of finish and material changes, removing improvements in the Corporation Yard, simplifying site access and logistics, deleting all required tree removals, and demolishing of the Library and Public Works buildings prior to bid.

**SCOPE OF WORK:** The work to be completed includes furnish all labor, equipment and materials and perform all work necessary and incidental to construct the Atherton Town Center Project. The Town Center project generally consists of demolishing the existing Administration/Police Department (PD) buildings (fixed and modular), PD garage, renovation of the historic Town Hall building, new City Hall and Library, site improvements and removing, realigning and rebuilding sections of the existing Ashfield Road and Dinkelspiel Station Lane.

**PLANS & SPECIFICATIONS:** May be obtained at the Town of Atherton's website at: <http://www.ci.atherton.ca.us/bids.aspx> at no cost. Additional information is contained in Town of Atherton Standard Specifications, which are available at: <http://www.ci.atherton.ca.us/DocumentCenter/View/285>. Contractor shall be responsible for any addendums that may be posted on the Town's website. No Plan holders list will be made available. Drawings and Specifications can be obtained at Contractors Expense from: BPXpress Reprographics

Attn: Will Brown  
4903 Central Avenue  
Richmond, CA 94804  
Office-(510) 559-8299

**MANDATORY PRE-BID CONFERENCE:** Will be held for the project on **Wednesday, January 16, 2019, at 10:00 A.M.** at the Historic Town Hall Council Chambers at 94 Ashfield Rd, Atherton, CA.

**SEALED BIDS** will be received at the office of the City Clerk, 91 Ashfield Road, Atherton, California 94027, **until 11:00 A.M. Pacific Standard Time on Wednesday February 13, 2019**, at which time bids will be publicly opened and read aloud.