



Item No. 17 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: FEBRUARY 20, 2019

**SUBJECT: CIVIC CENTER UPDATE: AUTHORIZE THE CITY ATTORNEY
TO PREPARE AND THE CITY MANAGER TO EXECUTE A
LEASE AGREEMENT WITH MOBILE MODULAR
MANAGEMENT CORPORATION FOR THE RELOCATION OF
ADMINISTRATION/FINANCE AND BUILDING/PLANNING
STAFF DURING CONSTRUCTION OF THE CIVIC CENTER
PROJECT**

RECOMMENDATION

Authorize the City Attorney to prepare and the City Manager to execute a Lease Agreement with Mobile Modular Management Corporation in the amount not to exceed \$271,238 for two – 36’x60’ trailer setups (six total trailers) for Admin/Finance and Building/Planning for a period of 20 months and authorize a 20% contingency in the amount of \$55,000 for the City Manager to execute as needed changes to the lease or required unforeseen work, moving expenses, utility connections and other equipment required to install the trailers.

BACKGROUND

As was discussed at the January 16 Council Meeting, the current phasing plan for the Civic Center Project involves the relocation of Administrative/Finance and Building/Planning staff from the construction site so that the contractor has as much control of the site as possible. However, staff is seeking to limit the negative impact and cost related to relocating all of the facilities to the Park. Because we are required to leave open two-way access to Caltrain parking from Fair Oaks Lane, staff will discuss with the contractor the possibility of leaving the building permit trailer on-site. This would be a change order to the plans as the current bid set provides that all facilities, except the Library and PD, be relocated off site.

To accommodate all uses off site, except the Library and PD, the most viable option for

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Administrative/Finance and Building/Planning staff relocation is to Holbrook-Palmer Park.

One option at the Park would be to relocate the Administrative staff into the Main House and Building/Planning into temporary trailers in the North Meadow Parking Lot. However, after review, staff has determined that the modifications necessary to renovate major areas and access points of the Main House are too significant and costly for a temporary relocation. Relocation of staff into trailers is more efficient and less costly overall.

As Council is aware, the temporary relocation of staff to the Park will have an impact on rental revenue in the Park during the next three years. While staff does not expect this revenue loss to be too significant, it is worth noting not only the potential revenue loss but also the loss of parking and visual aesthetic of temporary facilities.

If there are temporary trailer buildings placed (Attachment 1) in the North Meadow Parking Lot (which at a minimum would be required for Building/Planning), it is anticipated that this would impact the parking availability at the Park and the current corporate events that take place largely during the day in the North Meadow (and use parking). We already require shuttle service when their guests exceed 150. Constraining this even further will have an impact and limit the number of possible events that will choose to rent the facilities. There are 25 such events (North Meadow) booked for 2019 already.

Staff received the attached (Attachment 2) price quote of onetime costs of \$82,539.01 and monthly lease charges of \$2,654 from Mobile Modular (MM), the same company that the Town is leasing the temporary buildings for the Library, for a 36'x60' (3-12'x60' trailers). Based on the required space needs for Admin/Finance and Building/Planning (Attachments 3 & 4) and to meet the current code requirements for public access, ADA, restrooms, etc. Admin/Finance will require 36'x60' (3 - 12'x60' trailers) of modular units and Building/Planning will require the same. The total estimated cost for two – 36'x60' trailer setups would be: \$165,078 in onetime costs and \$5,308 monthly fees. Assuming 20 months of lease of these buildings, the total estimated cost is: \$271,238 (\$165,078 + \$5,308 x 20). MM has stated they will need a minimum of 60 calendar days to prepare and deliver the temporary trailers. There would also be additional costs with relocating Admin/Finance and Building/Planning staff to the park such as moving expenses, temporary utility connections, and internet connections.

As noted above, as part of staff's review of options for temporary staging of Admin/Finance and Building/Planning, staff has evaluated the use of the Main House for Admin/Finance. While the Main House, built in the 1950's, is not listed as a historic structure, the Town has attempted over the years to maintain its look and feel. The Town's Building Official has reviewed the Main House and made some initial determinations for occupancy requirements as the home will be converted to B Occupancy under the Building Code. The required improvements will change the character of the house, inside and out; and maybe too costly and risky when dealing with older structures. Based on this staff, is recommending that temporary facilities for staff in the Park be placed in trailers in the North Meadow parking lot.

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Based on the recently revised project schedule (Attachment 5), staff will need to execute a lease agreement with MM as soon as possible to meet these timelines.

- Bids are now due February 27, 2019
- Staff recommends contract award to City Council on March 6, 2019
- Staff issues notice to proceed on April 24, 2019

City Council action is necessary to authorize the City Attorney to prepare and the City Manager to execute a Lease Agreement with Mobile Modular Management Corporation in the amount not to exceed \$271,238 for two – 36'x60' trailer setups (six total trailers) for Admin/Finance and Building/Planning for a period of 20 months and authorize a 20% contingency in the amount of \$55,000 for the City Manager to execute as needed changes to the lease or required unforeseen work, moving expenses, utility connections and other equipment required to install the trailers.

POLICY ISSUES

There are no policy issues associated with this report.

FISCAL IMPACT

Attachment 6 is a summary of the project finances via the Monthly Budget Summary. Funding for this effort is included in the Cost Model Manager projections for the project.

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 ___ has or X has not been before a Town Committee or Commission.

- ___ Audit/Finance Committee (meets every other month)
- ___ Bicycle/Pedestrian Committee (meets as needed)
- ___ 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)

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____ Transportation Committee (meets every other month)

ATTACHMENTS

Attachment 1: H-P Park Temp Trailers Layout

Attachment 2: Mobile Modular Price Quote Temp Trailers dated 1-23-19

Attachment 3: H-P Park Temporary Admin Buildings Layout

Attachment 4: H-P Park Temp Permit Center Buildings Layout

Attachment 5: ACC Project Schedule dated 2-1-19

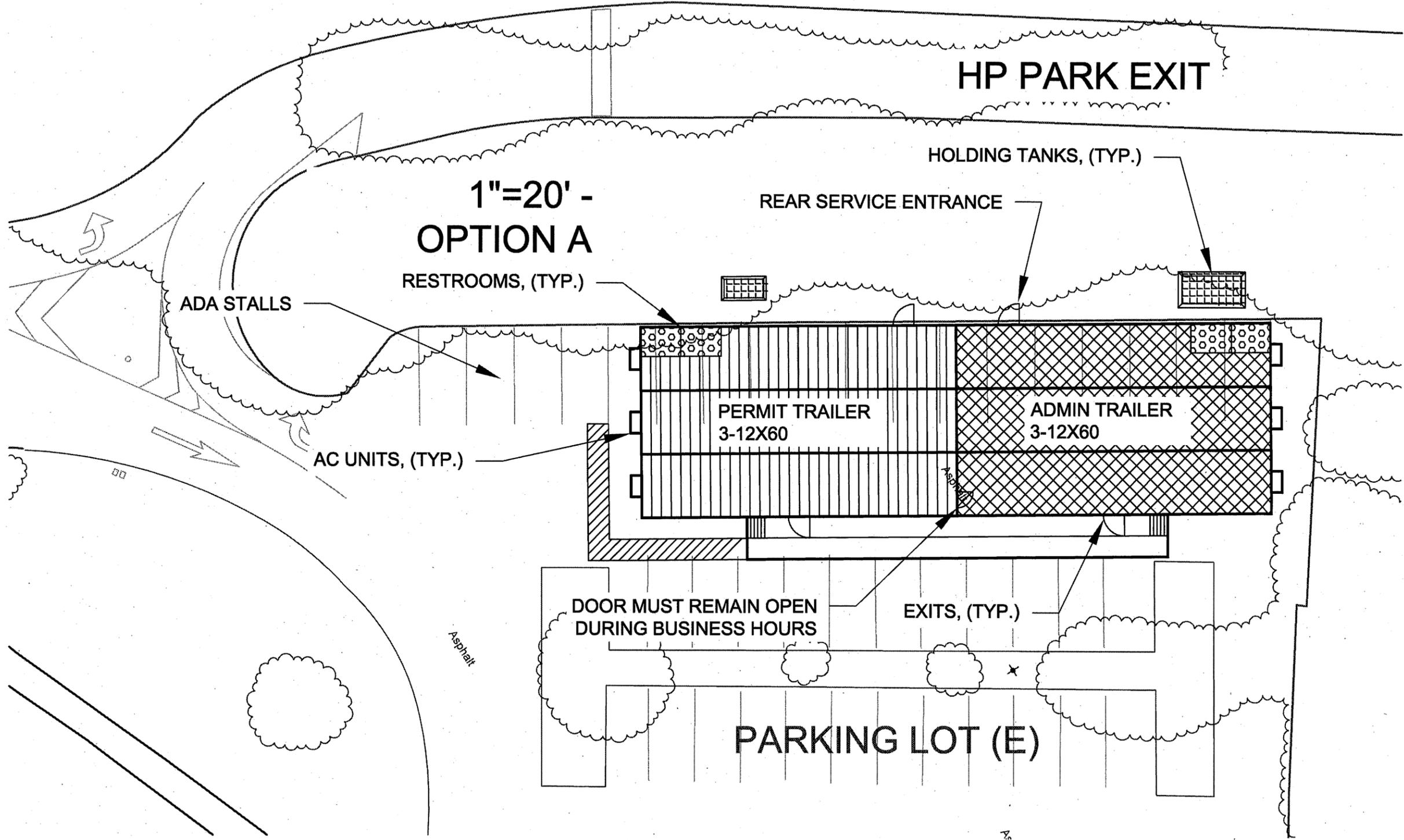
Attachment 6: Monthly Budget Summary

Attachment 6

Monthly Budget Summary

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

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



HP PARK EXIT

1"=20' -
OPTION A

HOLDING TANKS, (TYP.)

REAR SERVICE ENTRANCE

RESTROOMS, (TYP.)

ADA STALLS

PERMIT TRAILER
3-12X60

ADMIN TRAILER
3-12X60

AC UNITS, (TYP.)

DOOR MUST REMAIN OPEN
DURING BUSINESS HOURS

EXITS, (TYP.)

PARKING LOT (E)

Asphalt



Mobile Modular Management Corporation
 5700 Las Positas Road
 Livermore, CA 94551
 Phone: (925) 606-9000
 Fax: (925) 453-3201
 www.mobilemodular.com

Lease Quotation and Agreement

Quotation Number: 231101
 Customer PO/Ref:
 Date of Quote: 01/23/2019
Term: 24 Months

Sign up for the Easy Lease Option (see end of document for details)

Customer Information	Site Information	Mobile Modular Contact
Town of Atherton 91 Ashfield Rd. Atherton, CA 94027 Marty Hanneman mhanneman@ci.atherton.ca.us	Town of Atherton 91 Ashfield Road Atherton, CA 94027	Questions? Contact: Matt Benas Matt.Benas@mobilemodular.com Direct Phone: (925) 453-3122 Fax: (925) 453-3201

Product Information	Qty	Monthly Rent	Extended Monthly Rent	Taxable
Office, 36x60 HCD (NonStd)MPlex <i>Flexible Configuration Multiplex. Size excludes 3' towbar.</i>	1	\$1,717.00	\$1,717.00	Y
Ramp, Custom Plan <i>plus a 5x5 landing and code compliant step attachment for the back door</i>	1	\$537.00	\$537.00	Y
RNT, Holding Tank (Waste) <i>250 gallon, once weekly service</i>	1	\$400.00	\$400.00	Y
Charges Upon Delivery	Qty	Charge Each	Total One Time	Taxable
Office, 36x60 HCD (NonStd)MPlex				
Block and Level Building (A7) (PW) <i>Prevailing WageCert. Payroll</i>	1	\$6,729.00	\$6,729.00	N
Delivery Haulage 12 wide	3	\$544.00	\$1,632.00	N
Delivery Haulage Permit 12 wide	3	\$92.00	\$276.00	N
Delivery Haulage Pilot 12 wide	3	\$270.00	\$810.00	N
Drawings, Wet Stamped, Building, Custom	1	\$938.00	\$938.00	N
Drawings, Wet Stamped, Foundation, Standard <i>Wet Stamped Engineered</i>	1	\$560.00	\$560.00	N
Drawings, Wet Stamped, Ramp, Standard	1	\$651.00	\$651.00	N
Install Foundation, Tiedown (Blvl) (PW) <i>Prevailing WageCert. Payroll</i>	24	\$149.00	\$3,576.00	Y
Installation, Ramp Custom Plan (PW) <i>Prevailing WageCert. Payroll</i>	1	\$6,226.00	\$6,226.00	N
Installation, Skirting, Wood (PW) <i>Prevailing WageCert. Payroll</i>	192	\$21.75	\$4,176.00	Y
Mini Blinds	9	\$75.00	\$675.00	Y
Modifications	1	\$36,944.00	\$36,944.00	Y
Waste Holding Tank Install	1	\$270.00	\$270.00	N
			\$63,463.00	
			Total	\$ 63,463.00
Charges Upon Return	Qty	Charge Each	Total One Time	Taxable
Office, 36x60 HCD (NonStd)MPlex				
Cleaning Fee	3	\$125.00	\$375.00	N
Prepare Equipment For Removal (A7) (PW) <i>Prevailing WageCert. Payroll</i>	1	\$4,487.00	\$4,487.00	N
Removal, Ramp Custom Plan (PW) <i>Prevailing WageCert. Payroll</i>	1	\$4,930.00	\$4,930.00	N
Removal, Skirting, Wood (Dispose) (PW)	192	\$8.00	\$1,536.00	N

Lease Quotation and Agreement

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Date of Quote: 01/23/2019

Term: 24 Months



<i>Prevailing WageCert. Payroll</i>				
Removal, Tiedown (PW)	24	\$54.00	\$1,296.00	N
<i>Prevailing WageCert. Payroll</i>				
Return Haulage 12 wide	3	\$544.00	\$1,632.00	N
Return Haulage Permit 12 wide	3	\$92.00	\$276.00	N
Return Haulage Pilot 12 wide	3	\$270.00	\$810.00	N
			<u>\$15,342.00</u>	
			Total	\$15,342.00

Total Estimated Charges

Subtotal of Monthly Rent	\$2,654.00
Personal Property Expense	\$51.50
Taxes on Monthly Charges	\$236.73
Total Monthly Charges (including tax)	\$2,942.23
Charges Upon Delivery (including tax)	\$67,196.01
Charges Upon Return (including tax)	\$15,342.00
Total One Time Charges (including tax)	\$82,538.01

Special Notes

36x60 modular building with carpet tile flooring (vct in restrooms, breakroom). "Modifications" includes the cost to remove 96' of existing interior wall, add two windows, add two restrooms, add an 8' base cabinet with sink, add 204' of new insulated interior wall with corresponding light switches, doors and receps plus state inspections and approvals. ^ Tie-downs: Quantity and price may vary based on seismic source factor and site conditions. Patch and repair of site after removal is not included and is the responsibility of the Customer. Alternative non-penetrating seismic system is available for an additional charge.

Site Installation Requirements: Prior to delivery, Customer shall mark the four corners where the building is to be placed on the site/pad location, and shall also mark the locations of door(s) and ramp(s). Should special handling be required to position, install, or remove the building on Customer's site due to site conditions/constraints and/or obstructions, Customer will be responsible for additional charges. Additional rolling charges may be applicable as site conditions necessitate.

Yes - Prevailing Wage: Pricing includes prevailing wage and certified payroll for installation and dismantle work performed on site.

Fire Related Items: Unless noted, fire related items (alarms, sprinklers, smoke & heat detectors, and fire-rated walls, etc.) are not included.

General: Customer's site must be dry, compacted, level and accessible by normal truck delivery. Pricing does not include any clearing or grading of sites, obstruction removal, site or final building clean up, any asphalt transitions, dolly, crane, forklift, electrical or plumbing connections, furniture, casework, appliances, doorstops, phone or data lines, gutters, downspouts or tie-in, temporary power, temporary fencing, traffic control, flagmen, soil and/or pull test, custom engineering, fees associated with inspections, city or county submittals and/or use permits, door security bars, window security screens and any item not specifically listed as being included.

Buildings containing a restroom(s): Restrooms are not self-contained. Where applicable, manifolds are shipped loose and assembled and connected by others. Water & sewer stub-out locations may vary. Paper & soap dispensers, sanitary and trash receptacles are not provided.

Pilot Cars: Pricing includes anticipated transportation pilot cars. Occasionally additional charges occur due to city re-routing or city/county requirements. However, we would not charge for these if not requested by the city/county at time of haul.

Flooring (Carpet): This building ships standard with used carpet tile in good condition. New carpet is available for an additional charge. If provided, new carpeting should receive a minimum of 72 hours of airing-out time, under well-ventilated conditions, prior to occupancy.

Floor Plans

Thank you for contacting Mobile Modular.

Mobile Modular is a division of McGrath RentCorp.

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Lease Quotation and Agreement

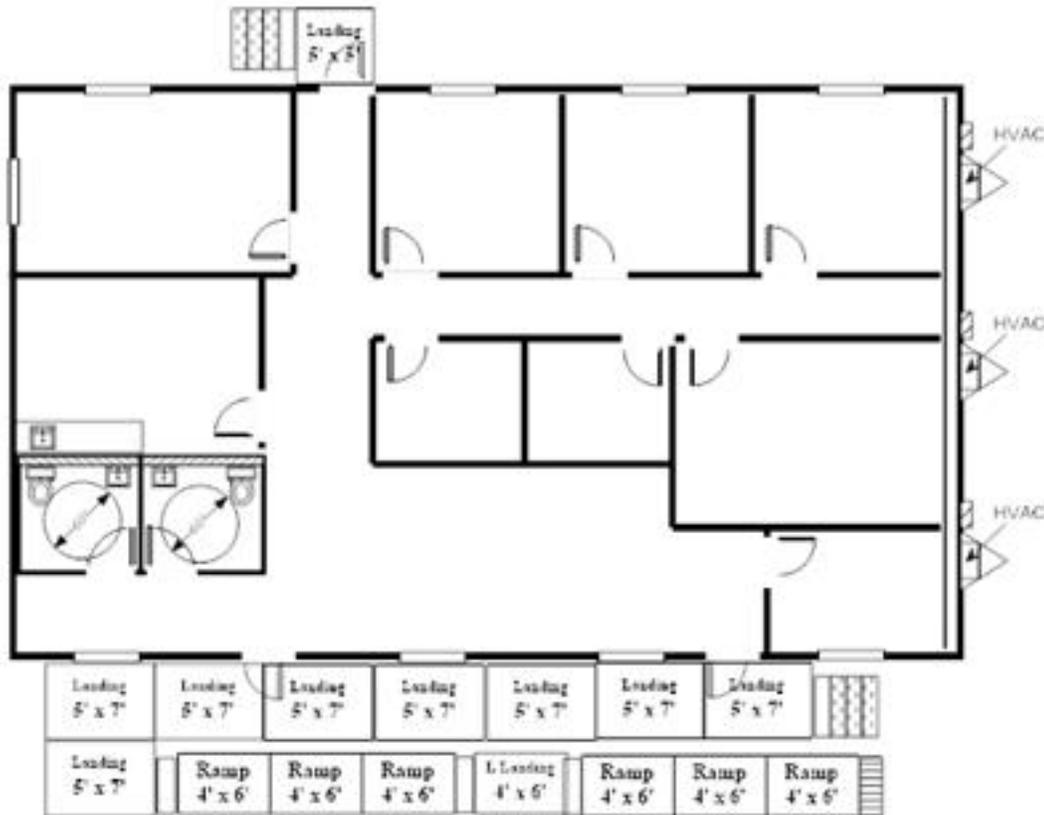
Quotation Number: 231101

Customer PO/Ref:

Date of Quote: 01/23/2019

Term: 24 Months

Office, 36x60 HCD (NonStd)MPlex



All drawings and specifications are nominal.

Additional Information

- Quote is valid for 30 days.
- A minimum cleaning charge per floor will apply for modular buildings.
- Customer's site must be dry, compacted, level and accessible by normal truck delivery. Costs to dolly, crane, forklift, etc. will be paid by customer. Unless noted, prices do not include permits, ramp removal, stairs, foundation systems, foundation system removal, temporary power, skirting, skirting removal, engineering, taxes or utility hookups.
- Subject to equipment availability. Unless noted, equipment and related furnishings, finishes, accessories and appliances provided are previously leased and materials, dimensions, and specifications vary. Detailed specifications may be available upon request. For lease transactions, Mobile Modular reserves the right to substitute equal or better equipment prior to delivery without notice.
- This transaction is subject to prior credit approval and all terms, conditions, and attachments of MMMC's standard contract.
- Security deposit and payment in advance may be required.
- Rent will be billed in advance every 30 calendar days.
- **Sales Tax will be calculated based on the tax rate at the time of invoicing.**
- **Unless otherwise noted, prices do not include prevailing wages, Davis-Bacon wages, or other special or certified wages.**

Thank you for contacting Mobile Modular.

Mobile Modular is a division of McGrath RentCorp.

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Lease Quotation and Agreement

Quotation Number: 231101

Customer PO/Ref:

Date of Quote: 01/23/2019

Term: 24 Months



Mobile Modular Easy Lease. Sign Me Up!

Getting your modular building on its way has never been easier... and faster. With Mobile Modular Easy Lease you can convert your Lease Quotation directly into a Lease Agreement by signing below. **It's as easy as 1, 2, 3, 4.** Once we receive your signed Easy Lease option, we'll finalize your building details and get your project on its way.

1. Review and acknowledge agreement.

This Quotation is subject to Mobile Modular Management Corporation, a California corporation, herein known as lessor (the "Lessor") credit approval of Customer, herein known as lessee (the "Lessee"). Lessor does not warrant that the equipment meets any local or state code not specifically listed herein. Equipment is subject to availability. By signing below, customer accepts the terms of this quotation including prices and specifications, and instructs Lessor to make appropriate arrangements for the preparation and delivery of the Equipment identified herein, and agrees that such signature constitutes customer's acceptance of and agreement to the Lessor's Lease. Such lease, and customer's agreement thereto, is subject to Lessor's standard terms and conditions located on the Lessor's web site at (www.mobilemodular.com/contractterms) which are incorporated by reference herein. Customer may request a copy of the terms and conditions from Lessor. If customer has previously executed a master agreement with Lessor, those terms and conditions shall govern the transaction. Such terms and conditions are incorporated as if fully set forth herein. No alterations, additions, exceptions, or changes to any Quotation or Agreement made by Lessee shall be effective against Lessor, whether made hereon, contained in any printed form of Lease or elsewhere, unless accepted in writing by Lessor. Any customer purchase order or other customer-provided document purporting to replace, supersede or supplement the terms and conditions of the Lessor's Lease shall carry no force or effect except as an instrument of billing.

Lessor:

Mobile Modular Management Corporation

By: _____

Name: _____

Title: _____

Date: _____

Lessee:

Town of Atherton

Signature: _____

Print Name: _____

Title: _____

Date: _____

2. Request your delivery date.

Requested delivery date: _____

Please note: For modular buildings, as a "rule of thumb" allow one day per module to accommodate for set up after delivery. We will attempt to meet your desired date. However, the date is subject to change based on equipment availability and readiness and must be confirmed by a Mobile Modular representative.

3. Insurance value.

Prior to the scheduled delivery, please send, or have your insurance company send, a certificate of insurance referencing the Quotation number shown above. We require General Liability coverage in the amount of 1,000,000.00 per occurrence listing Mobile Modular Management Corporation as an additional insured and Property coverage for the value of the leased unit(s) listing Mobile Modular Management Corporation as loss payee.

Item & Description	Qty	Item Code	Insurance Value
Office, 36x60 HCD (NonStd)MPIlex	1	1775	\$129,300.00

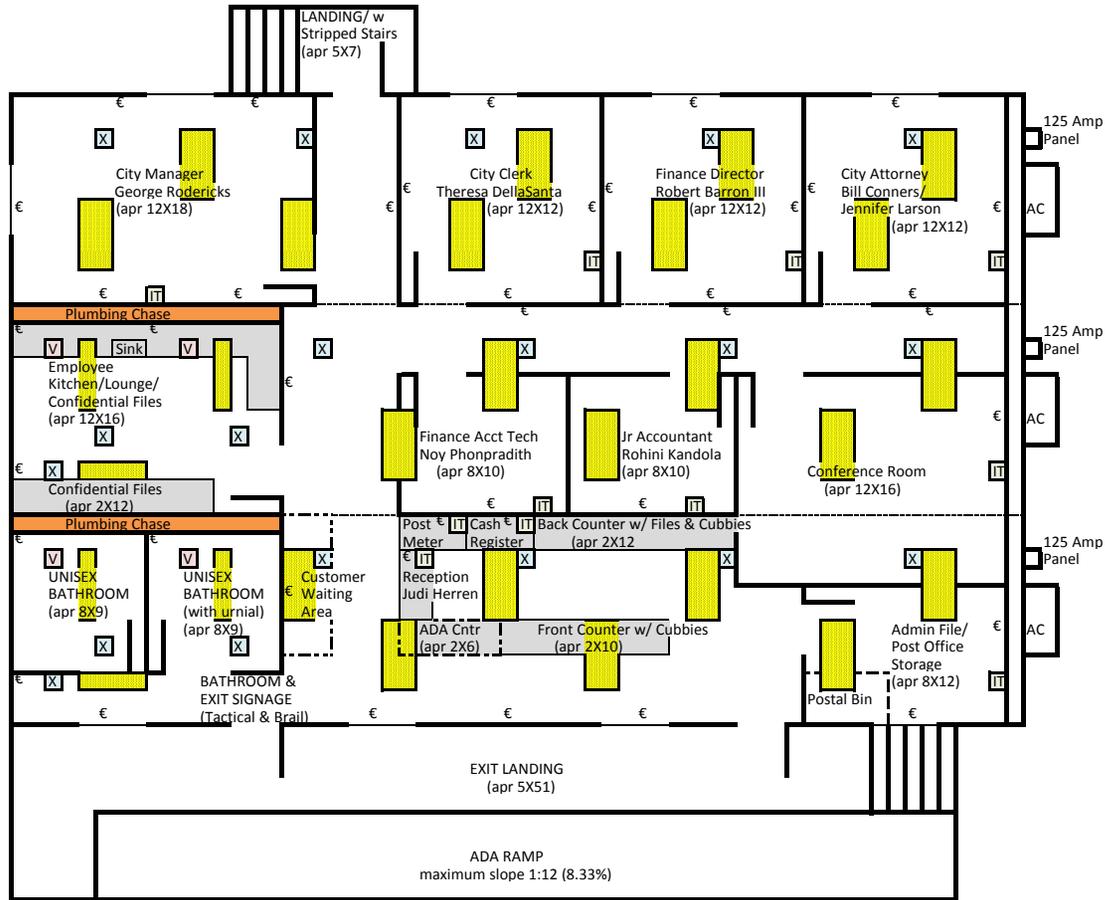
4. Tell us how you would like to pay.

- Bill me on approved credit (you will be sent an invoice for payment as charges are incurred)
- Credit card payment (a representative will contact you to obtain the credit card information for billing)

Thank you for contacting Mobile Modular.

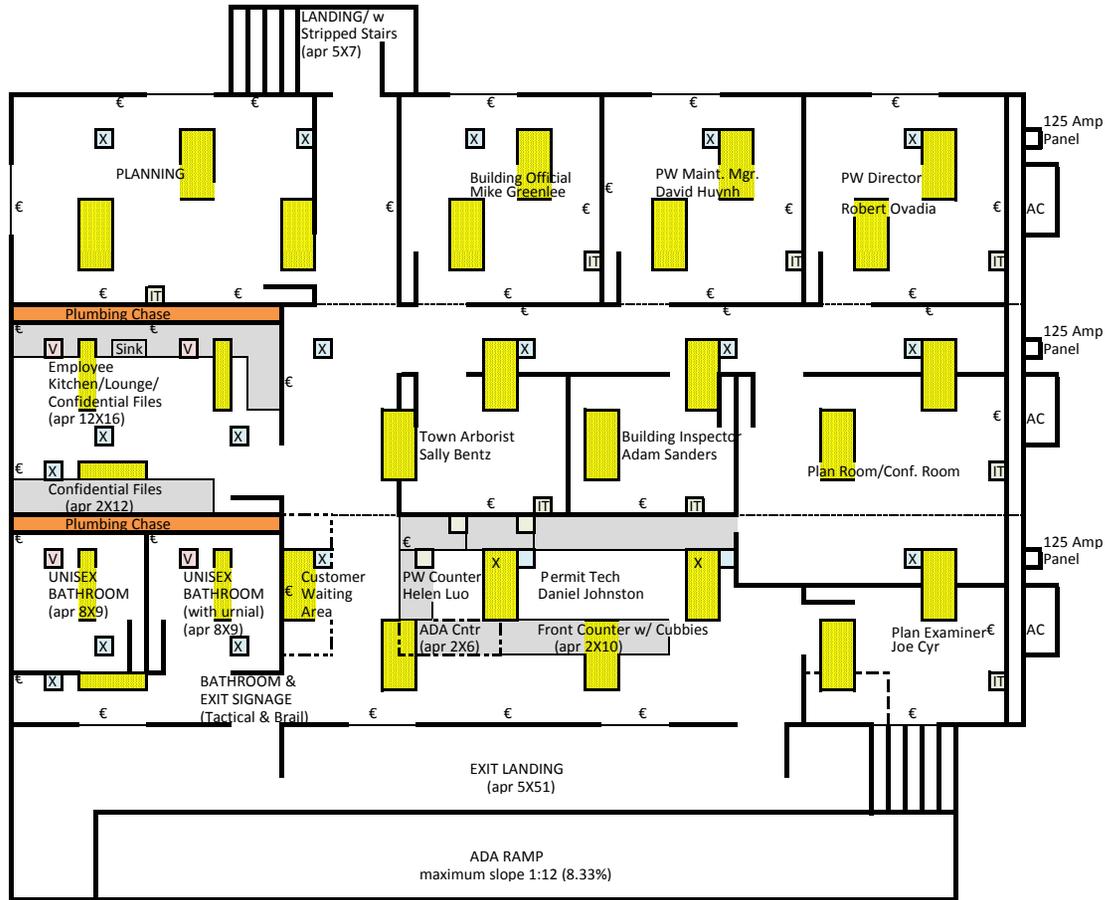
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Temporary Administration Building



- LEGEND:
-  Lighting Fixture
 -  AC Duct
 -  Electrical Outlet
 -  Vent
 -  Telephone/Internet Connection

Temporary Permit Center Building



- LEGEND:
-  Lighting Fixture
 -  AC Duct
 -  Electrical Outlet
 -  Vent
 -  Telephone/Internet Connection

Atherton Civic Center - Atherton

Project Schedule - February 1, 2019



ID	Task Name	Duration	Start	Finish	February			
					1/27	2/3	2/10	2/17
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	1017 days	Tue 4/7/15	Wed 2/27/19				
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	529 days	Thu 2/16/17	Wed 2/27/19				
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 2/14/19	Tue 2/19/19				
114	Issue Conformed Construction Documents, Project Manual	0 days	Wed 2/27/19	Wed 2/27/19				
115								
116	Town Approvals	912 days	Tue 9/1/15	Wed 2/27/19				
117	Design Review	912 days	Tue 9/1/15	Wed 2/27/19				
118	Programming	10 days	Tue 9/1/15	Mon 9/14/15				
121	Conceptual Design	22 days	Tue 9/8/15	Wed 10/7/15				
124	Schematic Design	10 days	Mon 5/23/16	Fri 6/3/16				
127	Design Development	21 days	Thu 1/19/17	Thu 2/16/17				
130	Construction Documents	439 days	Fri 6/23/17	Wed 2/27/19				
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 2/14/19	Wed 2/27/19				
138	Written Direction to Issue Documents for Re-Bid	0 days	Wed 12/19/18	Wed 12/19/18				
139								
140	Entitlements	341 days	Wed 7/23/14	Wed 11/11/15				
152								
153	Permitting	713 days	Fri 5/20/16	Wed 2/13/19				
154	Atherton Civic Center	713 days	Fri 5/20/16	Wed 2/13/19				
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 - February 1, 2019



ID	Task Name	Duration	Start	Finish	February			
					1/27	2/3	2/10	2/17
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	9 wks	Thu 12/13/18	Wed 2/13/19				
166	Permit Issued - (*Review periods are estimates only)	0 days	Wed 2/13/19	Wed 2/13/19				◆ 2/13
167								
168	Bidding Phase	523 days	Mon 4/24/17	Wed 4/24/19				
169	Bidding	523 days	Mon 4/24/17	Wed 4/24/19				
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	40 days	Thu 1/3/19	Wed 2/27/19				
177	Pre Bid Conference	0 days	Wed 1/16/19	Wed 1/16/19				
178	Final Day to Submit Questions	0 days	Wed 2/13/19	Wed 2/13/19				◆ 2/13
179	Final Addendum Issued	0 days	Wed 2/20/19	Wed 2/20/19				
180	Receive Bids	0 days	Wed 2/27/19	Wed 2/27/19				
181	Evaluate Bids	4 days	Thu 2/28/19	Tue 3/5/19				
182	Town Approval	0 days	Wed 3/6/19	Wed 3/6/19				
183	Execute Construction Agreement	7 wks	Thu 3/7/19	Wed 4/24/19				
184								
185	Construction Phase	1062 days	Tue 3/28/17	Wed 4/21/21				
186	Construction	1062 days	Tue 3/28/17	Wed 4/21/21				
187	Notice to Proceed	0 days	Wed 4/24/19	Wed 4/24/19				
188	Kick-off Meeting	0 days	Wed 5/1/19	Wed 5/1/19				
189	Ground Breaking Ceremony	0 days	Wed 5/8/19	Wed 5/8/19				
190	Construction	520 days	Thu 4/25/19	Wed 4/21/21				
191	FFE Installation	120 days	Thu 11/5/20	Wed 4/21/21				
192	FFE Purchasing: Start	0 days	Thu 11/5/20	Thu 11/5/20				
193	FFE Installation: Start	0 days	Thu 3/25/21	Thu 3/25/21				
194	FFE Installation: End	1 mon	Thu 3/25/21	Wed 4/21/21				
195	Move Coordination	552 days	Tue 3/28/17	Wed 5/8/19				
196	Inventory	69 days	Tue 3/28/17	Fri 6/30/17				
201	Surplus	310 days	Mon 4/10/17	Fri 6/15/18				
204	Site Work	268 days	Tue 3/28/17	Thu 4/5/18				
212	Modular Buildings	308 days	Tue 3/28/17	Thu 5/31/18				
221	Storage Pods	307 days	Tue 3/28/17	Wed 5/30/18				
228	Move	439 days	Fri 9/1/17	Wed 5/8/19				
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 4/25/19	Wed 5/8/19				
237								
238	Project Opening	20 days	Thu 4/22/21	Wed 5/19/21				
239	Staff Opening	1 mon	Thu 4/22/21	Wed 5/19/21				
240	Public Opening	0 days	Wed 5/19/21	Wed 5/19/21				