



Item No. 14 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: MAY 15, 2019

SUBJECT: CIVIC CENTER UPDATE: AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH WONG ELECTRIC INC. TO PROVIDE ELECTRICAL SERVICES FOR THE TEMPORARY TRAILERS AND REVIEW AND PROVIDE FEEDBACK REGARDING COST PROPOSAL ESTIMATE NO. 001 WITH S.J. AMOROSO CONSTRUCTION FOR A TEMPORARY PEDESTRIAN PATHWAY DURING CONSTRUCTION OF THE CIVIC CENTER PROJECT

RECOMMENDATION

Authorize the City Manager to execute an agreement with Wong Electric Inc. to provide electrical services for the temporary trailers in Holbrook-Palmer Park for a not to exceed fee of \$76,000; and, review and provide feedback regarding Cost Proposal Estimate (CPE) No. 001 with S.J. Amoroso Construction for a temporary pedestrian pathway during construction of the Civic Center project for a not to exceed fee of \$18,000.

BACKGROUND

Upcoming Key Dates:

- Permit Trailer delivery and setup in Holbrook-Palmer Park: May 15 - 20
- Admin Trailer delivery and setup in Holbrook-Palmer Park: May 22 – 24
- Town Center neighborhood meeting is set for May 21 at 5:30 pm in the Council Chambers
- Complete Prep for Move-in Holbrook-Palmer Park: May 25 - 30
- Move-In Days - May 31 - June 3 (Offices Closed Friday, May 31 and Monday, June 3)
- Staff issues full Notice to Proceed: June 3rd,
- S.J. Amoroso will begin fencing off the construction site: week of June 3rd.

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Additional Pre-Construction Electrical Services

Wong Electric, Inc. has submitted a proposal #15849 (Attachment 1) to provide electrical services and equipment required to provide electricity to the temporary trailers for Administration, Finance and Permit Center staff in Holbrook-Palmer park during construction of the Town Center project for a not to exceed fee of \$69,285. The cost is planned as part of the Cost Model Manager.

For comparison purposes, the final cost for the same services to the Temporary Atherton Library was approximately \$34,175. The site work and installation at the Park for the Temporary Administration and Building Departments is double the requirements and slightly more complicated given the location.

City Council action is necessary to authorize the City Manager to execute an agreement with Wong Electric, Inc. to perform required electrical services for the temporary trailers in Holbrook-Palmer park for a fee not to exceed \$69,285 and authorize a 10 percent contingency of \$7,000 for total not to exceed cost of \$76,000.

S.J. Amoroso Contract Change Order

Staff received Cost Proposal Estimate (CPE-#001) (Attachment 2) S.J. Amoroso for a 6' wide decomposed granite (DG) pedestrian pathway from Ashfield Rd to Maple Ave. The work consists of the creation of a pedestrian pathway along the fence line from Ashfield Road to the Temporary Library Courtyard. There will be a minimum 4-6" DG compacted along existing grades. Edges will be sloped for drainage. The path will be noticed and signed as an unimproved temporary pathway. Preliminary clearing and grubbing will be done by the Town and the Town will be responsible for on-going general path maintenance. Amoroso will also install green fabric screening over the shared fence with the adjacent resident.

Although the amount is well within the City Manager's authority for Project Change Orders, staff is requesting City Council review due to the sensitivity of this issue and the neighbor concerns.

If the Council supports implementation of the pathway, the City Manager will execute CPE-#001 in an amount not to exceed \$16,394 with a 10 percent contingency for a total amount not to exceed \$18,000. CPE #001 will be converted into contract change order (CCO) #001.

POLICY ISSUES

There are no policy issues associated with this report.

FISCAL IMPACT

Attachment 3 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.

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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)
- ___ Transportation Committee (meets every other month)

ATTACHMENTS

- Attachment 1: Wong Electric, Inc. Proposal No. 15849, dated 5-2-19
- Attachment 2: SJ Amoroso Cost Proposal Estimate #001 dated: 5-8-19
- Attachment 3: Monthly Budget Summary

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Attachment 3

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



Celebrating Our 41st Anniversary 1978-2019

License #C-10 362410
 4067 Transport Street
 Palo Alto, CA 94303
 Phone: (650) 813-9999
 Fax: (650) 813-9664

OLD PROPOSAL No.

REVISION DATE:

PROPOSAL # 15849

Page:

TO: Town of Atherton
 91 Ashfield Road
 Atherton, Ca 94027-3896
ATTN.: Mr. Marty Hanneman

PHONE
 916/804-0336

FAX

DATE
 5/2/2019

JOB NAME: Temp Power for the office Trailers
 150 Watkins Ave
 Atherton, Ca 94027-3896

WE ARE PLEASED TO SUBMIT OUR PROPOSAL FOR THE ABOVE-MENTIONED PROJECT AS FOLLOWS:

INCLUSIONS: Per electrical drawings.

1. Provide and install 600 amp outdoor "MSB" main switchboard, 120/240 volt single phase
2. Install Owner furnished outdoor (ATS) Automatic Transfer Switch.
3. Provide and install 600 amp outdoor "DP" distribution panel.
4. Provide power for owner furnished Generator,
5. Provide, install and terminate copper wires, for generator, ATS, Distribution Panel, MSB, and six (6) 100 amp trailer sub-panels.
6. Provide and install concrete pads for equipment.
7. Trenching, back-fill, and compact.
8. Coordination, and inspection standby

Exclusions:

- PG&E fees.
- Permits and permit cost
- Prevailing wage and Overtime
- Protection bollards for the switchgear if any.
- Power poles and power pole cables. (furnished by others)
- Generator and ATS (furnished by others).
- Work of other trades and all work not specifically listed above.
- Disassemble switchgear and wires in the future.

WE PROPOSE; HEREBY, TO FURNISH LABOR & MATERIALS (COMPLETE) IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF:
Sixty Nine Thousand Two Hundred Eighty Five Dollars and 00/100 (\$ **69,285.00**)

PAYMENT IS TO BE MADE AS FOLLOWS: Progress billing

PAYMENT IS DUE UPON RECEIPT OF INVOICES. THERE IS A SERVICE CHARGE OF 1-1/2% MONTHLY ON PAST DUE ACCOUNTS.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

NOTE: DUE TO PRICE FLUCTUATION OF MATERIAL, THIS PROPOSAL IS VALID FOR A PERIOD OF TEN (10) DAYS FROM THE PROPOSAL DATE.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

We agree to make payment as outlined above. **20% DEPOSIT REQUIRED PRIOR TO START OF WORK**

Wong Electric, Inc.
 Signature:

Sam Peppas, Project Manager

Signature & Date: _____

Print Name: _____

May 8, 2019

Mr. Marty Hanneman
Town of Atherton

Project Manager
91 Ashfield Road
Atherton, CA 94027

RE: Town of Atherton Civic Center
Atherton Project No. 15007.00 / SJA Job No. 775
CPE # 001 - Cost Proposal Estimate

Dear Mr. Hanneman,

Attached, please find our Cost Proposal Estimate, in the amount of..... **\$16,394**
for the extra work associated with:

Per direction from the Atherton PM, create a pedestrian pathway along fence line from Ashfield Road to the temporary library courtyard. The scope of work for the pathway includes:

- **Minimum 2" DG for compaction on existing grade**
- **Minimum 4" Class II Recycled Base Rock**
- **Geogrid Fabric**
- **Edges will be sloped**
- **Elevation will vary**
- **Non-ADA**
- **Full length from Ashfield along fence line to existing library trailer**
- **Excludes maintenance**
- **Clearing and grubbing to be performed by others**
- **Width will vary but approximately 6 feet**
- **Provide green fabric screen over shared fence with adjacent resident**

CPE # 001
As per Atherton PM

Amoroso has not received direction to proceed with this modification. Please issue a Change Order in the amount noted above by..... **May 16, 2019**

Should you have any questions, please contact the undersigned.

Sincerely,

Oscar Gee

Oscar Gee
Senior Project Manager

cc. Andrew Momb - SJA Operations Manager
CPE 001

CHANGE PROPOSAL ESTIMATE

TO: Town of Atherton
Project Manager
91 Ashfield Road
Atherton, CA 94027
Attn: Marty Hanneman

CPE # 001
DATE: 8-May-19
PROJECT: Atherton Civic Center
JOB # 775

We submit for your approval the following cost estimate of changes in work as follows:

Per direction from the Atherton PM, create a pedestrian pathway along fence line from Ashfield Road to the temporary library courtyard. The scope of work for the pathway includes:

- Minimum 2" DG for compaction on existing grade
- Minimum 4" Class II Recycled Base Rock
- Geogrid Fabric
- Edges will be sloped
- Elevation will vary
- Non-ADA
- Fill length from Ashfield along fence line to existing library trailer
- Excludes maintenance
- Clearing and grubbing to be performed by others
- Width will vary but approximately 6 feet

This Change Was Requested By: **Atherton PM**

ANY WORK NOT INCLUDED IN THIS QUOTATION IS SPECIFICALLY EXCLUDED.

DESCRIPTION	LABOR (A)	MATERIAL (B)	EQUIPMENT (C)	SUBCONTRACTORS (D)	TOTAL
SJA LABOR/MISC (Page 2)	\$8,254	\$4,190	\$1,096		\$13,540
SJA MISC. EXPENSES (Page 3)	\$0	\$0	\$0		\$0
SJA MATERIAL SALES TAX		\$388	\$101		\$489
					\$0
					\$0
					\$0
					\$0
					\$0
	\$8,254	\$4,578	\$1,197	\$0	\$14,029
OVERHEAD & PROFIT ON LABOR FOR SJA WORK @ 15% of Column A					\$1,238
OVERHEAD & PROFIT ON MATERIAL FOR SJA WORK @ 15% of Column B					\$687
OVERHEAD & PROFIT ON EQUIPMENT RENTAL FOR SJA WORK @ 10% of Column C					\$120
				SUBTOTAL	\$16,073
CONTRACTORS FEE @ 5% of Column D					\$0
				SUBTOTAL	\$16,073
BOND & INSURANCE					\$321
TOTAL AMOUNT OF CHANGE PROPOSAL:					\$16,394

Anticipated extension of time necessary for this change:

0 days

We have proceeded with this change as per verbal instruction and work orders have been sent to the subcontractors in order to minimize impact to the project schedule.

We will not proceed with this change order until receipt of a signed copy of this proposal. This proposal must be accepted by 5/16/2019 in order to avoid additional time extension and/or expense.

APPROVED BY: _____

S.J. AMOROSO CONSTRUCTION CO., INC.

TITLE: _____

Oscar Gee

DATE: _____

Oscar Gee, Senior Project Manager

CPE No. 001

LABOR, MATERIAL & EQUIPMENT ESTIMATE SHEET

DESCRIPTION	QUANTITY	TRADE	UNIT	LABOR TOTAL		MATERIAL TOTAL		EQUIPMENT / SPECIALIST TOTAL	
				UNIT PRICE	LABOR COST	UNIT PRICE	MATERIAL COST	UNIT COST	EQUIPMENT COST
Visqueen	2	Mat	EA		0	80.00	160		0
Base Rock (4") 39 Tons	1	Mat	LS		0	390.00	390		0
Decomposed Granite Path (2" thick), approx 28 tons	1	Mat	LS		0	2,010.00	2,010		0
Green Fabric to cover residents fence	1	Mat	LS			400.00	400		
Trucking	6	Mat			0	105.00	630		0
GeoGrid Fabric	1	Mat	LS		0	600.00	600		
Clear Pathway (2 Laborers, 1.5 day)	24	Lab	Hours	68.78	1,651		0		0
Lay Pathway with DG (3 Guys, 4 Days)	96	Lab	Hours	68.78	6,603		0		0
Bobcat (skid steer)	1	Equip	week		0		0	690	690
Vibratory Plate Compactor 18" wide	1	Equip	week		0		0	406	406
					0		0		0
					0		0		0
					0		0		0
					0		0		0
					0		0		0
					0		0		0

TOTALS **8,254** **4,190** **1,096**

TMT Enterprises, Inc.

Material Quote

Buyer Name: <u>S. J. Amoroso</u>	Quote Date: <u>05/02/19</u>	Contact Name: <u>Oscar</u>
Project Name: <u>Atherton Town Center</u>	Quote Expires: <u>06/02/19</u>	Contact Phone: <u>650-654-1900</u>
Location: <u>80 Fair Oaks Lane</u>	Bid Date: _____	Contact Fax: _____
<u>Atherton</u>	Delivery Date: <u>06/01/19</u>	Contact Email: <u>ogee@sjamoroso.com</u>

Item #	Description	Quantity	Units	Unit Price	Sales Tax 8.750%	Total
1	Stabilized CA Gold Pathway Fines (full loads)	50.00	Tons	\$88.50	\$387.19	\$4,812.19
2	Stabilized CA Gold Pathway Fines (partial load)	9.00	Tons	\$108.00	\$85.05	\$1,057.05
3	Environmental Fee	3.00	EA	\$5.00	\$1.31	\$16.31
4	TOTAL					\$5,885.55
5						
6	CA Gold Path Fines w/o Binder (full loads)	50.00	Tons	\$65.50	\$286.56	\$3,561.56
7	CA Gold Path Fines w/o Binder (partial load)	9.00	Tons	\$91.50	\$72.06	\$895.56
8	Environmental Fee	3.00	EA	\$5.00	\$1.31	\$16.31
9	TOTAL					\$4,473.43
10						

Quoted By: Matt Moore

Credit card payments are subject to a 3% service charge.

NOTES: A \$5.00/load environmental fee will be applied to every load regardless of load size.

> Pricing is in current dollars. Estimated escalator for 2020 delivery is 10%, but will have to be verified before ordering.

> No Specs with RFQ.

See terms and conditions on page 2 of this quote.

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TMT Enterprises, Inc.

Material Quote

The following terms and conditions apply:

1. Prices are quoted including delivery unless otherwise noted.
2. Sales tax on the full, delivered price will be based on city, county and state of destination.
3. Prices may fluctuate as fuel and energy costs dictate.
4. Unless otherwise noted, pricing is based on full truckload quantities. Partial loads will be adjusted accordingly.
5. All samples for testing, approval & quality control to be taken from stockpiles at the plant.
6. Any testing will be at the Buyer's expense.
7. Written approval is required prior to shipment unless waived by TMT Enterprises, Inc. ("Seller")
8. Material is considered accepted upon delivery and is no longer the responsibility of TMT Enterprises, Inc. ("Seller")
9. Some materials subject to limited availability.
10. TMT Enterprises, Inc. ("Seller") is not responsible for delays due to material, fuel or trucking shortages, supplier's inability to produce, road closures, inclement weather or other unforeseen circumstances beyond our control.
11. Stand-by time will be billed at \$110.00/hr rounding up to the nearest 1/4 hr, for any delivery requiring more than twenty minutes on site.
12. These prices are based on normal weekday hours of service (Mon-Fri, 6AM-5PM). Weekend and evenings available at additional cost.
13. It is the responsibility of the Buyer to confirm their company has a current and approved credit application on file, as well as sufficient credit available, with TMT Enterprises, Inc. ("Seller") for all orders placed. If Buyer does not have a current, approved credit application and/or sufficient credit available, Buyer agrees to prepay by check, certified check or credit card with written authorization as required by Seller.
14. This quote must be signed by a person authorized to enter into legal contracts on the Buyer's behalf and returned to TMT Enterprises, Inc. ("Seller") prior to placement of any orders for these materials.
15. Unless otherwise stated, all prices are based on current material costs. Any increase in material cost between the time of quote and order will be added to the quoted price. It is the responsibility of the Buyer to revise their purchase orders and other relevant documents.
16. IT IS AGREED THAT THE INTENT OF THE PARTIES IS TO DISCLAIM ANY WARRANTY OR MERCHANTABILITY WITH RESPECT TO THE SUBJECT MATERIALS, AND THE BUYER AGREES THAT BUYER WILL ACCEPT THE MATERIALS WITHOUT ANY WARRANTY OF MERCHANTABILITY.
17. Buyer affirms that Buyer has not relied on the skill or judgment of TMT Enterprises, Inc. ("Seller") to select or furnish materials for any particular purpose, and this sale is made WITHOUT ANY WARRANTY BY SELLER THAT THE GOODS ARE SUITABLE FOR ANY PARTICULAR PURPOSE.
18. The materials sold pursuant to this Quote, and under the contract entered into pursuant thereto, are purchased by Buyer "AS IS." THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE MATERIALS IS WITH THE BUYER.

Accepted By: _____

Print Name: _____

Buyer Name: _____