



## Item No. 13 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

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

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

**FROM: SALLY BENTZ-DALTON, PARK MANAGER**

**DATE: SEPTEMBER 18, 2019**

**SUBJECT: APPROVAL OF TENNIS SHELTER AND INSTALL IN  
HOLBROOK-PALMER PARK AND AUTHORIZATION TO USE  
ADDITIONAL TENNIS FUNDS**

#### **RECOMMENDATION**

Approve the Park Pacific structure and Playgrounds Unlimited installation quotes and authorize the use of additional funds from the Tennis Fund to fully fund the project.

#### **BACKGROUND**

In Fiscal Year 2017-18 a new Tennis Structure was proposed and a budget was approved by the City Council at \$36,000. A design was chosen by the Park & Recreation Committee and staff received quotes from installation companies.

The new structure will be a Columbia Cascade custom Timberform shelter and will include a Timberform bench. The tennis shelter was designed to complement the design of the existing Little League facility. For the installation, the existing concrete pad will need to be cut, new asphalt composite shingles will be purchased and installed, and a new ADA accessible path will be poured to accommodate the new structure.

Quotes for installing the structure, purchasing and installing the shingles and for constructing an ADA ramp are:

- Playgrounds Unlimited: \$19,291.80
- DJ Balling: \$23,628.00
- Community Playgrounds, Inc.: \$58,366.00

Staff recommends award to Playground Unlimited.

### **FISCAL IMPACT**

The FY 2017-18 Budget included \$36,000 for the completion of the project. Due to the timing of the project, the funds were carried over from FY 2017-18 into the current fiscal year. The cost of the shelter from Park Pacific including the bench is \$20,096.14. If the installation by Playgrounds Unlimited is accepted, the total project cost would be \$39,387.94. This exceeds the budget by \$3,387.94.

Staff recommends an additional allocation from the Tennis Fund to cover the full cost of the project. Allocation of the funds will not impact any other tennis improvement projects.

### **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.

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

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

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

### **ATTACHMENTS**

1. Attachment 1 - Playgrounds Unlimited installation quote
2. Attachment 2 - Park Pacific structure quote
3. Attachment 3 - Tennis shelter design

M.A.K. Associates, Inc. DBA

Estimate No. 20683

# PlayGrounds Unlimited

Ver. 1

980 Memorex Drive  
 Santa Clara, CA 95050  
 Phone: 408-244-9848  
 FAX: 408-330-9256  
 License #756794 DIR #1000008376

Estimator  
 Lionel Lopez  
 Phone: 408-244-9848  
 FAX: 408-330-9256

**Job Information**

**JOB LOCATION:**

Name Holbrook Palmer Tennis Shelter  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 City State Zip Atherton CA \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Company Information**

**ESTIMATE FOR:** Client ID 14105  
 Name Town of Atherton  
 Address 1 91 Ashfield Road  
 Address 2 sbentz@ci.atherton.ca.us  
 City State Zip Atherton CA 94027  
 Contact Sally Bentz-Dalton  
 Phone 650.752.0526 FAX 650.688.6528

Estimate No 20683 Ver 1 Date 5/6/2019 Associate LL Change Order # \_\_\_\_\_ Vendor ID PGU-  
 Job No \_\_\_\_\_ Job Name Holbrook Palmer Tennis Job Contact Name \_\_\_\_\_

**Scope of Work**

**Contract**

- |   |            |
|---|------------|
| 01 Installation only of owner provided Timberform Tennis Shelter to manufacturer recommendations thru concrete which will need to be saw cut. Footing spoils disposed off site. | \$9,791.80 |
| 02 Supply and install Asphalt Composite Roof Shingles from Landmark TL onto Timberform Tennis Shelter.  | \$3,500.00 |
| 03 Provide labor and materials to pour 60" x 60" x 4" Slope 1:12 Ramp and 72" x 60" x 4" Slope 1:50 Landing on-grade concrete pads, no other site work included.                | \$6,000.00 |

**Totals** \$19,291.80

**Other**

**Grand Total** \$19,291.80

**Special Instructions**

Prevailing wages applied

Bobcat and trucking access required

**Terms & Conditions**

By signing below you acknowledge and agree to our **Contract**; Exclusions, Conditions, & Payment Terms which are to be included in, and supersede any additional contracts or sub-contract agreements made separately based on this "Estimate". Unless otherwise specified above we **Exclude** Responsibility for: material delivery &/or off loading equipment, removal of packaging accumulated by equipment supplied by others, project security, landscape & hardscape repair based on access route to site, delays or returns due to layout conflicts, missing or damaged components & hardware, removal of spoils from job site, locating underground; utilities, pipes, obstructions in work area, conditions unforeseen and/or not disclosed at time of estimate, permits, engineering, material testing, soil samples, play equipment certifications. **Conditions:** Grades; stable, compacted, & workable, (rough grade to be taken + or - one tenth of one inch), adequate access to work site provided for workmen, materials, tools, & equipment. Estimate good for 90 Days. **Payment Terms:** Material balance due on delivery / Installation balance due upon completion of project.

Print Name:

Sign:

Date:





PO Box 4999, Walnut Creek, CA 94596  
 Phone: 888-460-7275  
 Fax: 888-461-7275  
 Email: sales@parkpacific.com  
 Web: www.parkpacific.com

# Quote

Date 8/13/2019  
 Quotation # 027160  
 PP Customer # 2835  
 Customer Ref #  
 Contact Name Sally Bentz-Dalton  
 Contact Phone # 650-752-0526

**Customer**

**Ship To Address**

Town of Atherton  
 91 Ashfield Road  
 Atherton, CA 94027

Town of Atherton  
 Public Works Department  
 93 Station Lane  
 Atherton, CA 94027

<b>Project ID #</b>	12428	<b>Project Name</b>	Holbrook-Palmer Park	<b>Project Location</b>	Atherton CA
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Item Description	Quantity	UoM	Unit Price	Total
C-2016-12-P Columbia Cascade TimberForm® Model #2016-12-P, PARKWAY Bench, BLACK CASPAX-7 Powder-Coated Steel Frames, Kiln-Dried Premium Douglas Fir Slats, Pedestal Mount	1	Each	\$1,455.00	\$1,455.00
C-PT-122 Columbia Cascade TimberForm® Custom TimberForm Shelter similar to sketch by Town of Atherton dated 7-09-18, shingles by others, Free-of-Heart-Center Premium Douglas Fir Posts	1	Each	\$15,260.00	\$15,260.00
FR020200 Shipping to Atherton, CA	1	Each	\$1,835.00	\$1,835.00

<b>Payment Terms</b>	Payment in full due upon delivery
<b>Estimated Lead Time* (See Terms and Conditions Below):</b>	60-90 Days

<b>Order Total</b>	\$16,715.00
<b>Sales Tax</b>	\$1,546.14
<b>Shipping</b>	\$1,835.00
<b>Total</b>	\$20,096.14

**ParkPacific, Inc. Terms and Conditions**

ParkPacific, Inc. terms and conditions apply, without exception. Quoted prices are net, f.o.b. factory. Written quotations are valid for acceptance within 30 days unless otherwise specifically indicated or extended in writing by ParkPacific, Inc. State and local taxes at destination, if applicable, are additional and for the Buyer's account. All orders require a deposit upon placement of order with balance due upon delivery. Payment in full is due at time of order for orders less than \$1,000. ParkPacific, Inc. can provide submittal drawings prior to fabrication for review and written approval by the owner's representative. Upon ParkPacific, Inc.'s receipt of signed approval, these drawings shall constitute the final specifications and bill of materials for the order. **ESTIMATED LEAD TIME APPLIES FROM DATE OF PARKPACIFIC, INC.'S RECEIPT OF SIGNED ORDER CONFIRMATION, APPROVED SUBMITTALS, COMPLETED INFORMATION SHEET (IF REQUIRED), AND REQUIRED PAYMENT.** Products are shipped disassembled. Shipping components are usually heavy and awkward and require mechanical handling to accomplish truck unloading (by others) at destination. The cost of unloading (or any other job site work, including installation) is the responsibility of the Buyer. **NOTE: FOR RESIDENTIAL DELIVERIES OR LIFT GATE SERVICE, ADDITIONAL CHARGES WILL APPLY.** A return of product must receive prior written authorization from ParkPacific, Inc. Returned products must be sent to and received at manufacturer's factory in same condition as originally shipped with transportation charges prepaid. A maximum 50% re-stocking charge applies on all returned and canceled orders. Manufacturer's warranty applies and ParkPacific, Inc. makes no warranties with respect to products purchased and disclaims all warranties, express or implied, including the warranties of merchantability and fitness for a particular purpose. Neither party shall be liable to the other for incidental, indirect, or consequential damages or lost profits arising out of or relating to their agreement. Suit for any dispute under this Agreement may be brought only in a court of competent jurisdiction in Contra Costa County, California.

Requirements to Process Order	
- Signed Quote or Order Confirmation	
- Contact Name and Phone #:	Sally Bentz-Dalton 650-752-0526
- Submittal Drawing(s); (Circle One)	Required Not Required
- Payment of Required Deposit	\$0.00

<b>Signature</b>	<b>Date</b>
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