



## Item No. 19 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:** NOVEMBER 18, 2020

**SUBJECT:** TOWN CENTER PROJECT UPDATE

### **RECOMMENDATION**

None. This report is informational only.

### **BACKGROUND**

Below is a summary of major items and work-in-progress over the next few weeks.

#### *Week of November 9*

- Continue window water proofing City Hall/PD building
- continue window installs of City Hall/PD Building
- Continue install of rough framing for ceilings for City Hall/PD building
- Continue sheetrock installation City Hall/PD building
- Begin grout and seal of rammed earth walls for Library
- Begin install of exterior walls for Library
- Continue renovations of Town Hall
- Begin install of gutters and clay tile roofing for City Hall/PD
- Begin install of chill water lines
- Install high voltage power by PG&E
- Begin interior wall and ceiling insulation for City Hall/PD building

#### *Week of November 16*

- Continue renovations of Town Hall
- Continue install of windows for City Hall/PD building
- Continue install of roof clay tile and gutters for City Hall/PD building
- Continue sheetrock installation City Hall/PD building
- Continue wall framing for Library
- Continue install of gutters and clay tile roofing for City Hall/PD building

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- Continue install of chill water lines
- Begin install of precast windowsills for City Hall/PD building
- Continue interior wall and ceiling insulation of City Hall/PD building

### Week of November 23

- Continue renovations of Town Hall
- Continue install of chill water lines
- Continue install of windows for City Hall/PD building
- Continue sheetrock installation City Hall/PD building
- Continue framing for Library
- Continue install of gutters and clay tile roofing for City Hall/PD building

### Overall Project Activity

The contractor's primary focus is installing the communications, windows, doors, insulation and roof for the City Hall/Police building, chill water lines between Library and City Hall, and completing the steel framing, roof, rammed earth walls for the Library, and continue renovations on the historic Town Hall.

Live [webcams](#) for Library site work and the City Hall/PD site work are active on the Town's website. There is also a project progress [photo gallery](#).



### City Hall/Police Building/Council Chambers

The contractor continues installing all the interior doors, windows, electrical and communication lines, water proofing and flashing for the windows, and gutters, and clay tiles for the roof, installing interior sheet rock and exterior wall boards for the City Hall building.



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### Ancillary Building

Adjacent to the main City Hall/Police Building is the new secure Police parking lot and Ancillary building. The contractor continues the installation of electrical, plumbing, and setting the door frames.



### Historic Town Hall & New Library

Removal of the old windows, exterior stucco walls and clay tile roof has been completed on the Town Hall building. Rough framing work, mechanical, electrical, and plumbing is currently going on. This building will ultimately become a part of the new Library connected via a deck and patio doors that spill out from the side of the building onto the new deck. The front doors of the entry way area are being saved and refinished for reinstallation at the end of the remodel.



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## Site Work

Much of the underground site work for utilities has been completed. The contractor has begun installing the chilled water pipes between the Library and City Hall.

## Work Variance Authorizations

To date, the City Manager has approved the following contractor work variance requests with the following conditions of approval noted below:

- Saturday hours of work: 9 AM to 5 PM
- No work allowed on Sunday or Holidays
- Other days hours of work as stated.
- Ingress/Egress limited to Fair Oaks Lane
- Police and Code Department notification
- Neighbor notifications required for immediate area
- Work limited to what was requested
- All current job safety and COVID-19 site requirements remain in force

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- ✓ Request #01 - Saturday, February 29 - Structural Steel Installation for City Hall Building
- ✓ Request #02 - Saturday, March 7 - Structural Steel Installation/Delivery for City Hall Building
- ✓ Request #03 - Saturday, March 21 - To make the project site safe and secure in response to the work suspension due to COVID-19.
- ✓ Request #04 – Tuesday May 5, begin setting up concrete pump truck at 6:30 AM and work until 9 PM for a very large concrete pour for the City Hall/PD building.
- ✓ Request #05 – Tuesday May 12, begin setting up concrete pump truck at 6:30 AM and work until 7 PM for a very large concrete pour for the City Hall/PD building.
- ✓ Request #06 – Thursday May 14, begin setting up concrete pump truck at 6:30 AM and work until 7 PM for a very large concrete pour for the City Hall/PD building.
- ✓ Request #07 - Saturday, May 30 - Rammed Earth Wall
- ✓ Request #08 - Saturday, June 6 - Rammed Earth Wall
- ✓ Request #9 (Revised) - Thursday, June 25 - Friday, July 10 - Extended Hours/Rammed Earth
- ✓ Request #10 - Monday, June 22 - Friday, July 10 - Extended Hours/Rammed Earth
- ✓ Request #11 - Saturday, June 27 - Rammed Earth Formwork
- ✓ Request #012 - Monday, July 13 - Thursday, July 30 - Rammed Earth Formwork
- ✓ Request #013 - Saturday, July 11, Saturday, July 18, & Saturday, July 25 - Rammed Earth Wall Construction
- ✓ Request #014 - Saturday, August 1, Saturday, August 8 - Rammed Earth Wall Construction
- ✓ Request #015 - Monday - Friday, August 3 through August 21 - Rammed Earth Wall Extended Hours
- ✓ Request #016 - Thursday, August 6 - Air Handling Units Install
- ✓ Request #017 - Saturday, August 15 - Rammed Earth Wall Construction
- ✓ Request #018 - Monday - Friday, August 31 to September 11 - 7 am Start - Roof Eaves/Corbels @ City Hall
- ✓ Request #019 – Saturday 12, 7 am Start - Roof Eaves/Corbels @ City Hall
- ✓ Request #020 – Saturday 19, 7 am Start - Roof Eaves/Corbels @ City Hall
- ✓ Request #021 – November 11, Office work in trailer only. No construction.

### Project Change Orders & Payment Requests

Please see Attachment 1 for a summary of the currently approved project change orders and payment requests.

### POLICY ISSUES

There are no significant policy issues associated with this staff report.

### FISCAL IMPACT

There is no fiscal impact associated with this staff report.

### 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

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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)

**ATTACHMENT**

Attachment 1: Summary of Town Center Payment Requests and Change Orders

Town Center - Payment Progress & Change Orders (Construction Only)

Total Net Change Orders To Date	\$ 535,563	
Percentage of Change Orders (Town Original Contract)	0.77%	
Percentage of Change Orders (Library Original Contract)	1.72%	
Total Contingency	Total Remaining	
Town 10% Project Contingency	\$2,870,103	\$2,649,813
Library 10% Project Contingency	\$1,837,597	\$1,522,324
	Town Share	Library Share
Roll-up of Approved Change Orders	\$ 220,290	\$ 315,273
CO#1 – DG Pathway	\$ -	\$ 16,334
CO#1.5 – VE/Partnering Meeting	\$ -	\$ -
CO#2 – Webcam #2	\$ -	\$ 26,513
CO#3 – PD Automatic Gate/Secure Parking	\$ 27,021	\$ -
CO#4 – CalWater Required Survey	\$ -	\$ 4,272
CO#4 – CalWater Required Survey	\$ 12,159	\$ -
CO#5 - Demo/Plaster Walls (Library)	\$ -	\$ 5,332
CO#6 - Storm Drain Realignment (Corp Yard)	\$ -	\$ 5,687
CO#7 - Credit for Hand Digging v. Boring	\$ -	\$ (7,754)
CO#8 - Library Pile Work Redesign	\$ -	\$ 22,199
CO#9 - CalWater Required Survey	\$ 2,352	\$ 827
CO#10 - Epoxy Grout	\$ 1,119	\$ 393
CO#11 - CMU Wall, Split Face	\$ 1,335	\$ -
CO#12 - Stanchions @ Ancillary Building	\$ 33,459	\$ -
CO#13 - Fire Service Line to Ancillary Building	\$ 9,553	\$ -
CO#14 - VE Elevator	\$ (67,250)	\$ -
CO#15 - Grading/Paving Main & Ancillary	\$ 21,420	\$ -
CO#16 - Door Hardware Group	\$ (12,459)	\$ -
CO#17 - Dry Rot/Historic Town Hall	\$ -	\$ 3,079
CO#19 - Lighting Fixtures	\$ 13,045	\$ 4,584
CO#20 - Glazing	\$ -	\$ 6,628
CO#18 - Window Modification	\$ 4,514	\$ 1,586
CO#21 - Concrete Credit/Library/Hardware/Elec	\$ 8,120	\$ (1,396)
CO#22 - CPE#13 & CPE#51	\$ 147,000	\$ 210,000
CO#23 - CPE#29.1 - Library/Storm Drain	\$ -	\$ 10,869
CO#34 - CPE#39.1 - Anchor Hold Down Pl.	\$ 5,998	\$ 1,949
CO#35 - CPE#41.1 - Baseplate Revise	\$ 4,148	\$ 1,457
CO#36 - CPE#85 - City Hall Roof Returns	\$ 8,756	\$ -
CO#37 - CPE#36 - Fan Coil Units/Beams - TH	\$ -	\$ 2,714
	\$ 220,290	\$ 315,273

General Share Division		
Library	26%	
Town	74%	

City Manager Single-Change Order Approval Authority \$ 250,000  
 Maximum Total Allowed Change Orders \$ 2,000,000

Payment Request	Work Period	Town Share	Library Share	Total Project	Retention (5%)	AN Funds Paid	AN Funds Remaining
Payment Request #1	Jun-19	\$ 983,533	\$ 538,622	\$ 1,522,156	\$ 76,108	\$ 649,132	\$ 2,676,981
Payment Request #2	Jul-19	\$ 540,673	\$ 587,037	\$ 1,127,711	\$ 56,386	\$ 356,844	\$ 2,320,137
Payment Request #3	Aug-19	\$ 605,478	\$ 972,754	\$ 1,578,232	\$ 78,912	\$ 399,616	\$ 1,920,521
Payment Request #4	Sep-19	\$ 997,235	\$ 638,317	\$ 1,635,551	\$ 81,778	\$ 658,175	\$ 1,262,346
Payment Request #5	Oct-19	\$ 969,456	\$ 252,633	\$ 1,222,089	\$ 61,104	\$ 639,841	\$ 621,604
Payment Request #6	Nov-19	\$ 1,318,002	\$ 341,692	\$ 1,659,694	\$ 82,985	\$ 371,604	\$ 250,000
Payment Request #7	Dec-19	\$ 1,346,738	\$ 555,978	\$ 1,902,716	\$ 95,136	\$ -	\$ -
Payment Request #8	Jan-20	\$ 1,289,498	\$ 480,925	\$ 1,770,423	\$ 88,521	\$ -	\$ -
Payment Request #9	Feb-20	\$ 1,042,792	\$ 342,867	\$ 1,385,659	\$ 69,283	\$ -	\$ -
Payment Request #10	Mar-20	\$ 1,242,721	\$ 440,645	\$ 1,683,366	\$ 84,168	\$ -	\$ -
Payment Request #11	Apr-20	\$ 309,282	\$ 248,412	\$ 557,694	\$ 27,885	\$ -	\$ -
Payment Request #12	May-20	\$ 1,391,401	\$ 713,524	\$ 2,104,924	\$ 105,246	\$ -	\$ -
Payment Request #13	Jun-20	\$ 1,190,085	\$ 553,300	\$ 1,743,386	\$ 87,169	\$ -	\$ -
Payment Request #14	Jul-20	\$ 1,668,570	\$ 499,340	\$ 2,167,910	\$ 108,396	\$ -	\$ -
Payment Request #15	Aug-20	\$ 1,587,199	\$ 541,236	\$ 2,128,435	\$ 106,422	\$ -	\$ -
Payment Request #16	Sep-20	\$ 1,694,475	\$ 555,997	\$ 2,250,471	\$ 112,524	\$ -	\$ -
Payment Request #17	Oct-20	\$ 1,248,364	\$ 556,930	\$ 1,805,294	\$ 90,265	\$ -	\$ -
Payment Request #18	Nov-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #19	Dec-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #20	Jan-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #21	Feb-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #22	Mar-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #23	Apr-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #24	May-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #25	Jun-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #26	Jul-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #27	Aug-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #28	Sep-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment Request #29	Oct-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Nov-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>		<b>\$ 19,425,502</b>	<b>\$ 8,820,208</b>	<b>\$ 28,245,710</b>	<b>\$ 1,412,286</b>	<b>\$ 3,075,212</b>	
<b>Initial Project Bid</b>		<b>\$ 28,701,034</b>	<b>\$ 18,375,966</b>	<b>\$ 47,077,000</b>			
Net Change Orders		\$ 220,290	\$ 315,273	\$ 535,563			
<b>Updated Project Cost</b>		<b>\$ 28,921,324</b>	<b>\$ 18,691,239</b>	<b>\$ 47,612,563</b>			
Percent Complete (based on \$)		67%	47%	59%			
Target % Complete (29/m Sch)				59%			
Each Month Represents				3%			

Donation Contributions

	Design	Percent	Construction	Percent
<b>Project Cost (Town Only)</b>	<b>\$ 3,980,652</b>	<b>74%</b>	<b>\$ 28,921,324</b>	<b>61%</b>
Atherton Now	\$ 2,125,203	53%	\$ 3,075,212	10.63%
Other (Lurie)			\$ 500,000	1.73%
Other (Various)			\$ 48,884	0.17%
Other (Orchard)			\$ 50,000	0.17%
Other (Goldman Foundation)			\$ 225,000	0.78%
	<b>\$ 2,125,203</b>	<b>53%</b>	<b>\$ 3,899,096</b>	<b>13.48%</b>