



## Item No. 13 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 16, 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 December 7*

- 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 install of exterior walls for Library
- Continue of mechanical systems for Library
- Continue renovations of Town Hall
- Complete install of gutters and clay tile roofing for City Hall/PD
- Continue install of chill water lines
- Begin interior wall and ceiling insulation for City Hall/PD building
- Begin install of built-up roofing for Library

#### *Week of December 14*

- Continue renovations of Town Hall
- Continue install of chill water lines into Library and City Hall
- Continue install of mechanical systems for Library
- Begin install of roof clay tile and gutters for Town Hall building
- Continue sheetrock installation City Hall/PD building
- Continue wall framing for Library

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

### Week of December 21

- Continue renovations of Town Hall
- Continue install of chill water lines into Library and City Hall
- Continue install of mechanical systems for Library
- Begin install of roof clay tile and gutters for Town Hall building
- Continue sheetrock installation City Hall/PD building
- Continue wall framing for Library
- Continue install of precast windowsills for City Hall/PD building
- Continue interior wall and ceiling insulation of City Hall/PD building

### Overall Project Activity

The contractor's primary focus is installing communications, windows, doors, insulation and roof for the Library, chill water lines between Library and City Hall, and completing the steel framing, roof, and mechanical systems 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.



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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, installing interior sheet rock and exterior wall boards for the City Hall building.

### 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.



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Historic Town Hall & New Library

Rough framing work, mechanical, electrical, and plumbing is currently going on. The new tile roof is also being installed. 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 continues installing the chilled water pipes between the Library and City Hall.

### Work Variance Authorizations

To date, the City Manager has approved 21 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

The last Work Variance request was granted for November 11, 2020.

### 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 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.

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- 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

