



**Item No. 12
Town of Atherton**

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

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

FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

DATE: FEBRUARY 17, 2021

SUBJECT: APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH VERDE DESIGN FOR DESIGN SERVICES FOR THE HOLBROOK-PALMER PARK ACCESS AND CIRCULATION IMPROVEMENTS PROJECT AND APPROVAL OF A TASK ORDER WITH INTERWEST CONSULTING FOR PROJECT MANAGEMENT SERVICES FOR THE PROJECT

RECOMMENDATION

Authorize the City Attorney to prepare and City Manager to execute a professional services agreement with Verde Design, Inc. (Verde) of Santa Clara California for the preparation of plans, specifications and cost estimates for the Holbrook-Palmer Park Access and Circulation Project, in the total amount of \$120,000, including contingency; and authorize the City Manager to execute a task order with Interwest Consulting Group (Interwest) for project management services in the amount of \$29,515.

BACKGROUND

The Town adopted the Holbrook-Palmer Master Plan in May 2015. Improving pedestrian and vehicle circulation at the Park was deemed as a priority in the Master Plan and by the City Council. In October 2016, the City Council approved a professional services agreement with Verde Design, Inc. to develop design and construction bid documents for the park pedestrian and vehicle circulation improvements.

However, in 2017 in order to reserve funds for the Town Center Project, the project progress was halted at the Conceptual Design phase. The City Council indicated that improvements at the Park, particularly related to the pedestrian and vehicle circulation improvements, remained a priority and would be reengaged after the completion of the Town Center project. This intent was outlined in the Capital Improvement Program Budgets, including most recently in the FY 2020-21 Capital Improvement Budget Forecast which outlined funding for the project in FY 2021-22.

In June 2020, with the assistance of San Mateo County, staff was able to secure a grant from the County of Santa Clara in an amount up to \$300,000 from the Stanford Mitigation Fund towards the construction of the proposed park circulation improvements. The implementation of the project will need to comply with the various grant funding requirements including indemnity, insurance, signage, maintenance, and acknowledgement credit regarding funding assistance from Santa Clara County.

With Town offices scheduled to relocate out of the Park and into the new Town Center, and in consideration of the grant funding authorized for the project, it is time to reengage the design consultant to finalize the design of the pedestrian and circulation improvements and to prepare the construction bid documents.

ANALYSIS

Staff solicited a proposal from Verde Design, Inc. to finalize the design and prepare construction bid documents for the access and circulation improvements. The proposal includes review of existing conditions and the previous conceptual layout plans, and grant related documents to refine the project scope, development of 50% and 95% drawings and specifications, material cut sheets, meetings to review plans and receive comments, and preparation of the final bid package. Also included in the scope are support services during bidding and construction, and allowances for additional surveys and engineering support if needed to support the project.

Staff also requested a Task Order proposal from Interwest Consulting Group to provide project management and coordination support for the project. The task order scope includes providing general project management support, including review and coordination of the various submittals by Verde, seeking feedback from project stakeholders, review of the project for conformance with the grant funding requirements and assistance in project bidding and solicitation of a construction Management firm for oversight during construction.

Staff is planning to reinitiate engagement with the Park and Recreation Committee on this project at their upcoming meeting on March 3, 2021 with an overview of the conceptual layout previously developed and grant scope approved by Santa Clara County. Staff will seek feedback from the Committee on the scope of the project and the Committee will have the opportunity to discuss the potential assignment of a limited subcommittee to represent the Committee through the development of the project design. Staff will also make presentations and seek feedback from the full Committee regarding the 50% and 95% design submittals as well as review of the material proposed material selection cut sheets. It is also anticipated that coordination with the Event Management Services provider for Holbrook-Palmer Park, particularly related to anticipated construction schedules and access impacts will also be required.

POLICY FOCUS

The Town has adopted a Master Plan outlining desired improvements to Holbrook-Palmer Park. The proposed project is intended to implement priority improvements outlined in the Master Plan and forecasted improvements to the Holbrook-Palmer Park outlined in the Town's Capital Improvement Program.

FISCAL IMPACT

Funds for the proposed improvements were forecasted in the Town's Capital Improvement Program for FY 2021-22. Advancement of these funds for the project design services contract in the amount of \$120,000 is requested. Funds for project management support are available in the Public Works Department operating budget in the current fiscal year. A funding agreement with the County of Santa Clara will be required to secure the Stanford Mitigation Grant funds 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.

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)

ATTACHMENTS

1. Verde Design Proposal
2. Interwest Proposal
3. Conceptual layout plans



VERDE DESIGN

2455 The Alameda, Suite 200
Santa Clara, CA 95050
t 408.985.7200 f 408.985.7260
www.verdedesigninc.com

February 2, 2021

Robert Ovadia, P.E.
Director of Public Works
Town of Atherton
150 Watkins Avenue
Atherton, CA 94207

Subject: Response to Proposal – Holbrook Palmer Park Landscape Architecture Services
Landscape and Pedestrian Circulation Improvements
Verde Design Project No.: 16125001292M

In response to your request, Verde Design, Inc. is pleased to submit the following proposal to provide the identified design services on the above mentioned project. This proposal shall remain valid for a period of sixty (60) days.

PROJECT UNDERSTANDING/HISTORY:

The Town of Atherton (Town) is requesting a proposal for design services for improvements which include paving and landscape renovations to the park. Verde Design proposes a design process to include start-up, 50% design development submittal, 95% submittal and 100% construction documents. This proposal includes bidding and construction support. Plans will be developed as a single bid package.

Starting with a review of the master plan and previous finite design plans Verde Design developed, we will evaluate the existing paving, landscape, irrigation and utility system. A site walk and meeting with the Town staff will occur to review input and program needs. We can review conditions and proposed needs for the paving and circulation.

We will utilize the previously prepared site survey and can utilize any as-built plans the Town has for the base information. We have included an optional service for additional survey work if necessary.

Previously, we setup a finite design package that was approximately completed to a 20% level. We will utilize these plans as a point of beginning to develop the design development package. We plan to meet with staff halfway through this process to review the progress and verify questions on the design and engineering.

Following the approval of the design development package, we will move forward with 95% construction documents. We will review the package with staff and coordinate comments. The next submittal will be the final bid submittal for a final review and design coordination. Town specifications, bidding documents and standards will be incorporated. A bid set of plans will be prepared for bidding.

Included in our services are C.3 storm water quality alignment for the impervious surfacing being added. We may need to add or modify the drainage system for the proposed improvements and C.3 requirements. Storm water calculations and coordination with the Town engineers will occur to align the plans with the Town's C.3 requirements.

An erosion control plan and SWPP are included by our QSD to setup the RWQCB permit. Inspection services or QSP services will be provided by the contractor.

The Town has received a grant for this project. We will work with staff and the grant requirements for necessary submittals and information.

We have included optional services for our electrical and structural engineering consultants. On the previous project, they were submitted as an additional service based on the scope of work.

Included are several meetings with the Town staff during design development and construction documents phases. Our timeline is proposed below.

Based on the previous designs, the estimated cost was approximately \$800K in 2017. With the current market and escalation, this project would be around \$1 million in construction costs. The Town does not have a budget that aligns with this amount, but we may proceed with full development with bid alternates or areas of work to be removed to align with the budget. We anticipate the need to coordinate the scope, plan development and available budget.

SCOPE OF SERVICES

Verde Design proposes to provide the following services based on the above stated project understanding.

I. Start-Up Phase

- A. Review all data pertinent to the project as provided by the Town, including the park master plan, as-built drawings and existing site plans of the project site.
- B. Update a base plan utilizing previously prepared site survey.
- C. Review any available geotech report for the project site for paving and subgrade construction recommendations.
- D. Visit the project site to complete a visual inventory of the existing conditions and review circulation, paving conditions and park elements with Town staff.
- E. Kick-Off Meeting
 1. Staff meeting to review schedule, deliverables, budget, and project process.
 2. Review any relevant Town Standards and any other related projects or future work anticipated in the park.
 3. Review previous finite design plans for direction related to this project scope.

II. Design Development Phase - The following outlines the work to be completed to prepare plans and specifications for construction.

- A. 50% Submittal Package
 1. The submittal includes plans and draft technical specifications. The plans show overall site design including:
 - a. Cover Sheet
 - b. Existing Conditions Plan
 - c. Erosion and Sediment Control Plan
 - d. Demolition Plan
 - e. Grading Plan
 - f. Drainage and C.3 Plan
 - g. Layout Plan Material and Detail Reference Plan
 - h. Irrigation Plan
 - i. Planting Plan
 - j. Construction Details
 2. The technical specifications show representative specifications for the project. Specifications will be provided in six-digit CSI format.

3. The submittal book supplements the plans and specifications showing:
 - a. Progress Report
 - b. Statement of Probable Construction Costs
 - c. Material cut sheets
 4. Redline and review, Internal Quality Control (QC).
 5. Submittal Preparation and coordination of plans and specifications will be provided for review.
- D. Specification setup to edit Town standard specifications and front-end documents.
- F. Two review meetings with Town staff to review plans and receive comments.
- II. Construction Document Phase -** The following outlines the work to be completed to prepare plans and specifications for construction.
- A. 95% Submittal Package
1. The submittal includes plans and draft technical specifications. The plans show overall site design including:
 - k. Cover Sheet
 - l. Existing Conditions Plan
 - m. Erosion and Sediment Control Plan
 - n. Demolition Plan
 - o. Grading Plan
 - p. Drainage and C.3 Plan
 - q. Layout Plan Material and Detail Reference Plan
 - r. Irrigation Plan
 - s. Planting Plan
 - t. Construction Details
 2. The technical specifications show representative specifications for the project. Specifications will be provided in six digit CSI format.
 3. The submittal book supplements the plans and specifications showing:
 - a. Progress Report
 - b. Statement of Probable Construction Costs
 4. Redline and review, Internal Quality Control (QC).
 5. Submittal Preparation and coordination of plans and specifications will be provided for review.
- C. QSD services for SWPP permit for a level 1 or 2 SWPP.
- D. Specification setup to edit Town standard specifications and front end documents.
- E. Bid Submittal – Coordinate, update and provide final bid package.
- F. One review meeting with Town staff to review plans and receive comments.

III. Bid and Construction Support

The consultant agrees to provide the following services to the Town on an on-call basis following submittal of the bid submittal.

- A. Answer questions during bidding.
- B. Assist in preparing addenda
- C. Assist in bid evaluation.
- D. Respond to questions, request for information and provide clarifications.
- E. Review submittals.
- F. Five site visits are included to observe construction status.

PRODUCTS

Verde Design will provide the following products as outlined in the above Scope of Services:

- 1. 50% submittal – one electronic and two hardcopy sets of plans, costs and specifications
- 2. 95% submittal – one electronic and two hardcopy sets of plans, costs and specifications
- 3. Bid submittal – one set of stamped plans / costs and specifications.

PROJECT TIMELINE

Verde Design proposes the following general timeline:

Start-Up:	2 Weeks
Construction Documentation:	
50% Submittal:	4 Weeks
95% Submittal:	4 Weeks
Bid Submittal:	2 Weeks

Note: the above timelines does not include any required review time by Town staff.

CLIENT'S RESPONSIBILITIES

In order to complete the items described in Scope of Services above, we respectfully request that the Town provide the following information:

- 1. Any available construction, utility or record drawings of the project area.
- 2. Master plan and cad files.
- 3. Program use criteria by the user groups.
- 4. Previous park geotech reports.
- 5. Bid set copies.

SPECIAL PROVISIONS

- A. Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services:
 - 1. Meetings other than those listed
 - 2. Renderings and presentations to public bodies other than those listed

3. Architecture design
 4. Mechanical engineering services
 5. SWPP inspection services or QSP during construction. Services to be provided by contractor.
 6. Underground utility surveys
 7. Utility runs off-site
 8. Permit fees associated with the project
 9. Access plans
 10. Pump design
 11. 3D graphics
 12. Arborist report
 13. CEQA process
- B. This fee will be valid for 60 days, should the Town choose to extend or add to the contract, the unbilled portion of this agreement will be subject to an increase in January of 2017 to cover annual wage adjustments for office personnel.
- C. Services will be diligently pursued and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of Town, their consultants, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

PROFESSIONAL COMPENSATION

For the scope of services and products identified in this proposal, Verde Design respectfully requests the following time and materials not to exceed fee including all reasonable reimbursable expenses that are outlined to be included in the project.

▪ Phase 1: Start-Up	\$8,438
▪ Phase 2: 50% Submittal	\$34,835
▪ Phase 3: 95% & Bid Submittal	\$48,755
▪ Phase 4: Bid & Construction Support	\$15,995
Total	\$108,023

Optional Services

▪ Additional Survey Services	\$5,500
▪ Electrical Engineering	\$8,250
▪ Structural Engineering	\$10,450

Additional services will be charged on a time and material basis. Charges for additional services will be billed separately.

CHANGE IN SERVICES

Client may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

TERMINATION OF AGREEMENT

In the event the project is terminated or indefinitely suspended in the manner herein provided, Verde Design shall turn over copies of any and all documents completed to that date. Verde Design shall be entitled to compensation up to and including said termination date. Original work shall remain the property of Verde Design.

Robert, if this proposal meets with the approval of the Town of Atherton, please sign the proposal below. Thank you again for the opportunity to work with your Town and Community on the Holbrook Palmer Park improvements.

Respectfully Submitted,
Verde Design, Inc.

Approved:

Derek McKee, RLA
Principal

Name:
Date:

Enclosure: 2021 Charge Rate Schedule
cc: Nance Cronin, Verde Design

Verde Design, Inc.

Charge Rate Schedule

Effective until December 31, 2021

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	\$245.00 per hour
Project Manager/Construction Manager	
Level Four	\$230.00 per hour
Level Three	\$210.00 per hour
Level Two	\$175.00 per hour
Level One	\$160.00 per hour
IT Manager	\$175.00 per hour
CAD Manager	\$170.00 per hour
Project Designer	\$155.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$145.00 per hour
Draftsperson Level II	\$130.00 per hour
Draftsperson Level I	\$125.00 per hour
Project Administrator	\$85.00 per hour
Intern	\$75.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service



Town of Atherton Task Order

PROJECT MANAGEMENT SERVICES FOR THE HOLBROOK-PALMER PARK ACCESS AND CIRCULATION IMPROVEMENTS

Interwest Consulting Group (Interwest) is pleased to provide this Task Order to provide project management services for the Holbrook-Palmer Landscape and Pedestrian Circulation Improvements.

Background

The Town of Atherton (Town) is seeking assistance for project management services for the Holbrook-Palmer Park Access and Circulation Improvements. The proposed improvements include improving pedestrian access within the park, including access routes from Watkins Avenue along the entry and exit driveways. Improvements will also include paving, aesthetic enhancements, landscaping improvements, and park amenities as described in the Holbrook-Palmer Park Master Plan and project grant application and award documents. The Town will enter into a separate contract with Verde Design to provide design services for the project. The Town will also enter into a separate contract with a construction management and inspection firm that will oversee the day-to-day aspects of the project during the construction phase. On the Town's behalf, Interwest proposes to provide staff augmentation to manage the design and construction phases of the project.

Scope of Work

Interwest proposes completing the following tasks:

- Review the Holbrook-Palmer Park Master Plan, grant application and award documents, and Verde Design's Consultant Services proposal and agreement to understand the project's scope of work.
- Organize and attend a project kickoff meeting introducing the project stakeholders and confirming the project goals, schedules and potential obstacles and reasonable expectations.
- Review and provide comments on Verde Design's PS&E submittals, which are anticipated at the 50%, 95%, and 100% completion stages.
- Coordination and incorporation of grant funding requirements in the project documents.
- Seek feedback from various stakeholders and compile comments for issuance to Verde Design.
- Provide staff support and relevant background information to Verde Design, such as City Standards.
- Review and coordinate overall bid specifications. It is understood that Verde Design will prepare the technical specifications and special provisions and incorporate them into the City's boiler plate front end specifications.
- Coordination of procurement of permits that may be required. It is anticipated that the project may require grading/drainage and building permits. The permits will be issued by the Town at no cost.
- Monitor the design budget against allocated funds.
- Review Verde Design's invoices and provide recommendations to staff for approval.

- Adjust scope and schedule based upon feedback received and/or other unforeseen challenges that require mitigation.
- Coordination with the Park and Rec Committee. May need to attend meeting virtually.
- Prepare a staff report for Council’s acceptance of the PS&E and authorization to advertise for bids. May need to attend meeting virtually.
- Assist staff in advertising the project.
- At receipt of bids, evaluate bids for completeness, review Contractor qualifications, and review for adherence to bid requirements.
- Prepare Bid Tabulation of all bids received.
- Prepare a staff report recommending Council award to lowest responsive and responsible bidder and requesting authorization for City Manager to enter into an agreement for construction of the improvements. May need to attend meeting virtually.
- Assist with the procurement of a Construction Management firm for Construction Management and Inspection services.
- Provide oversight of Construction Management firm during construction.
- Assist with Grant reporting and invoicing.

Estimated Fee

All requested work will be performed on a time and material basis based on agreed rates for a fee of \$29,515. The oversight that will be provided during construction assumes ten hours per week over six weeks. Staffing will be provided by Rick Navarro and/or Marty Hanneman.

Approved:

George Rodericks
City Manager

Date



VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
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www.VerdeDesign.com

STAMP

CONSULTANT

IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APPL. 01-XXXXXX
FILE XX-XX
AC _____ FL _____ SS _____
DATE _____
DSA PROJECT TRACKING NO:
XXXX-XX

SHEET TITLE
GRAPHIC MASTER PLAN

PROJECT NAME
HOLBROOK-PALMER PARK

PROJECT ADDRESS
**150 WATKINS AVE.
ATHERTON, CA 94027**

SUBMITTAL	DATE
95% SUBMITTAL	10/4/17

NO.	REVISIONS	DATE

DRAWN BY NT	CHECKED BY DM
DATE ISSUED 10/04/17	SCALE 1" = 20'
PROJ. NO. 1612500	SHEET NO.

MATERIAL NOTES

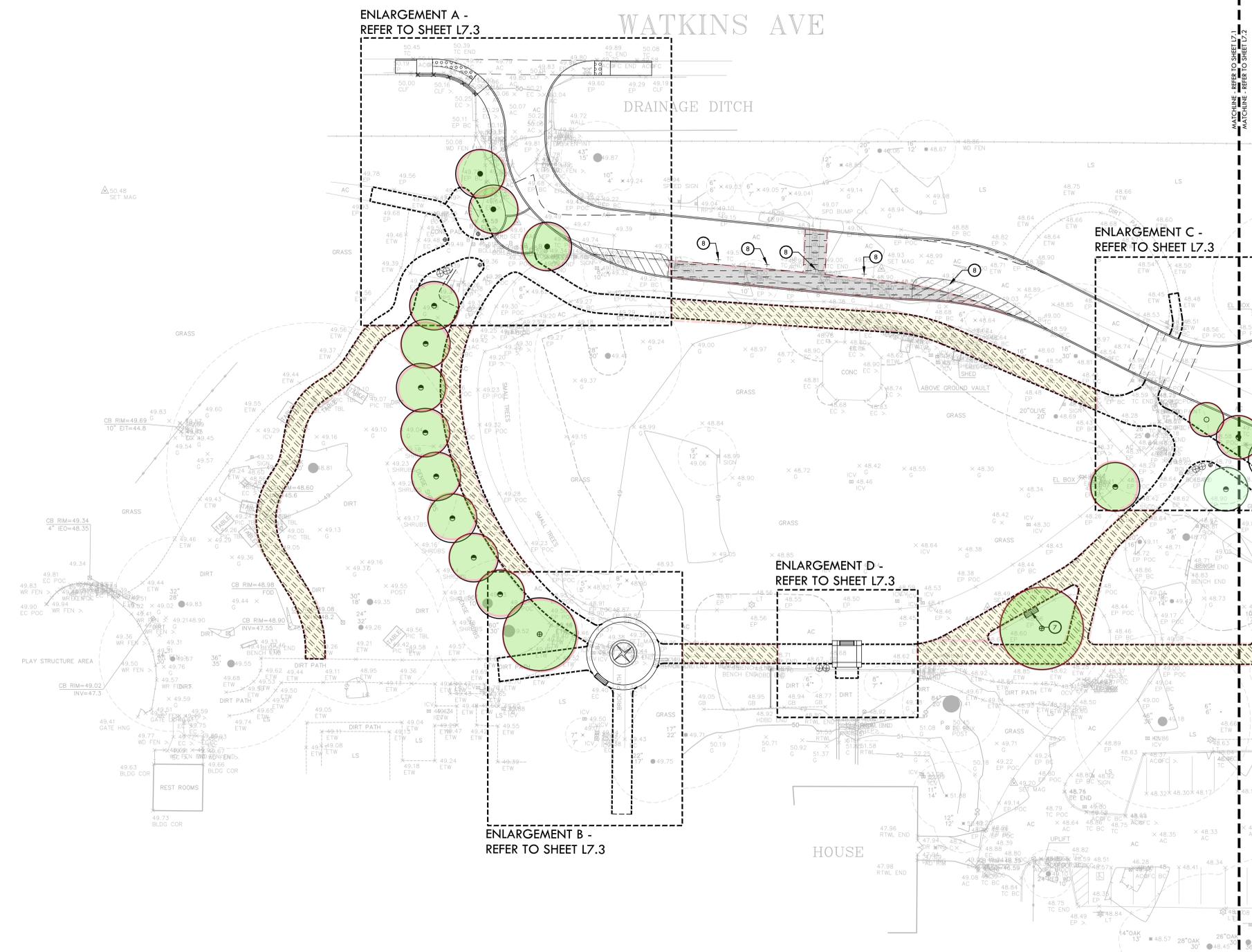
- THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ELEMENTS INCLUDING UTILITY LOCATIONS AND REQUIRED SLEEVING PRIOR TO INSTALLATION. VERIFY CRITICAL DIMENSIONS, REFERENCE POINT LOCATIONS AND CONSTRUCTION CONDITIONS PRIOR TO INITIATING CONSTRUCTION. TEMPORARY BENCHMARKS OR REFERENCE POINTS SHALL BE SET BY THE CONTRACTOR AS NECESSARY. NOTIFY THE OWNER'S REPRESENTATIVE IMMEDIATELY SHOULD DISCREPANCY ARISE AND REDIRECT WORK TO AVOID DELAYS.
- THE INTERFACE OF ALL PROPOSED IMPROVEMENTS TO EXISTING SITE SHALL CONFORM AND BE SMOOTH AND UNIFORM.
- ALL REINFORCING AND FORMS SHALL BE SECURED IN PLACE AND ACCEPTED BY OWNER'S REPRESENTATIVE PRIOR TO PLACING ANY CONCRETE.
- CONCRETE FINISHES SHALL BE AS NOTED. CONTRACTOR SHALL PROVIDE 4"x4" SAMPLES OF ALL SPECIFIED FINISHES OF CONCRETE USING THE SAME MATERIALS THAT WILL BE USED IN THE ACTUAL CONSTRUCTION FOR EACH TYPE SPECIFIED. SAMPLES SHALL BE PREPARED WELL ENOUGH IN ADVANCE OF SCHEDULED CONCRETE POUR TO ALLOW FOR REVIEW AND POSSIBLE RE-POURING OF UNACCEPTABLE SAMPLES. UNACCEPTABLE SAMPLES SHALL BE RE-PREPARED UNTIL ACCEPTED BY THE OWNER'S REPRESENTATIVE. ACCEPTED SAMPLES SHALL BE PROTECTED AND REMAIN ON SITE FOR REFERENCE UNTIL FINAL ACCEPTANCE.
- ALL FENCES AND GATES SHOWN ON PLAN ARE GRAPHIC REPRESENTATIONS; REFER TO DETAILS AND SPECIFICATIONS FOR PRECISE LOCATION.
- ASPHALT SHALL NOT BE INSTALLED UNTIL ALL EDGES AND SITE FURNISHING PADS ARE INSTALLED.

MATERIAL LEGEND

SYM	DESCRIPTION	DTL REF
---	ASPHALT PAVING (VEHICULAR)	(-)
---	CONCRETE PAVING (PEDESTRIAN)	(-)
---	DECOMPOSED GRANITE, REFER TO SPECIFICATIONS	(-)
---	TRUNCATED DOMES, REFER TO SPECIFICATIONS	(-)
---	MULCH, REFER TO SPECIFICATIONS	(-)
---	METAL HEADER	(-)
---	NEW ASPHALT EDGE, CONFORM NEW ASPHALT TO EXISTING ASPHALT	(-)
(A)	PLANTING AREA, REFER TO PLANTING PLAN	(-)
(1)	6" CONCRETE EDGE BAND	(-)
(2)	6" ASPHALT CURB	(-)
(3)	6" CONCRETE CURB	(-)
(4)	REDWOOD HEADER	(-)
(5)	CONCRETE VEHICLE RAMP	(-)
(6)	ADA CURB CUT RAMP	(-)
(7)	PARK BENCH, REFER TO SPECIFICATIONS	(-)
(8)	PARKING STRIPING	(-)
(9)	CROSSWALK STRIPING	(-)
(10)	AREA DRAIN RELOCATION	(-)

PLANTING LEGEND

SYM	QTY	SIZE	DESCRIPTION
○	-	-	SMALL ACCENT TREE
●	-	-	MEDIUM ACCENT TREE
●	-	-	MEDIUM EVERGREEN TREE
⊗	-	-	LARGE SPECIMEN SHADE TREE



ENLARGEMENT A - REFER TO SHEET L7.3

WATKINS AVE

DRAINAGE DITCH

ENLARGEMENT C - REFER TO SHEET L7.3

ENLARGEMENT D - REFER TO SHEET L7.3

ENLARGEMENT B - REFER TO SHEET L7.3

HOUSE



NORTH



ALL DESIGN, CONSTRUCTION, AND MATERIALS SHALL BE IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH DESIGN, CONSTRUCTION, OR MATERIALS SHALL BE USED, REPRODUCED, OR PUBLISHED IN WHOLE OR IN PART, OR DISCLOSED TO ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WITHOUT THE WRITTEN PERMISSION OF VERDE DESIGN, INC.



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MATERIAL NOTES

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- THE INTERFACE OF ALL PROPOSED IMPROVEMENTS TO EXISTING SITE SHALL CONFORM AND BE SMOOTH AND UNIFORM.
- ALL REINFORCING AND FORMS SHALL BE SECURED IN PLACE AND ACCEPTED BY OWNER'S REPRESENTATIVE PRIOR TO PLACING ANY CONCRETE.
- CONCRETE FINISHES SHALL BE AS NOTED. CONTRACTOR SHALL PROVIDE 4"x4" SAMPLES OF ALL SPECIFIED FINISHES OF CONCRETE USING THE SAME MATERIALS THAT WILL BE USED IN THE ACTUAL CONSTRUCTION FOR EACH TYPE SPECIFIED. SAMPLES SHALL BE PREPARED WELL ENOUGH IN ADVANCE OF SCHEDULED CONCRETE POUR TO ALLOW FOR REVIEW AND POSSIBLE RE-POURING OF UNACCEPTABLE SAMPLES. UNACCEPTABLE SAMPLES SHALL BE RE-PREPARED UNTIL ACCEPTED BY THE OWNER'S REPRESENTATIVE. ACCEPTED SAMPLES SHALL BE PROTECTED AND REMAIN ON SITE FOR REFERENCE UNTIL FINAL ACCEPTANCE.
- ALL FENCES AND GATES SHOWN ON PLAN ARE GRAPHIC REPRESENTATIONS; REFER TO DETAILS AND SPECIFICATIONS FOR PRECISE LOCATION.
- ASPHALT SHALL NOT BE INSTALLED UNTIL ALL EDGES AND SITE FURNISHING PADS ARE INSTALLED.

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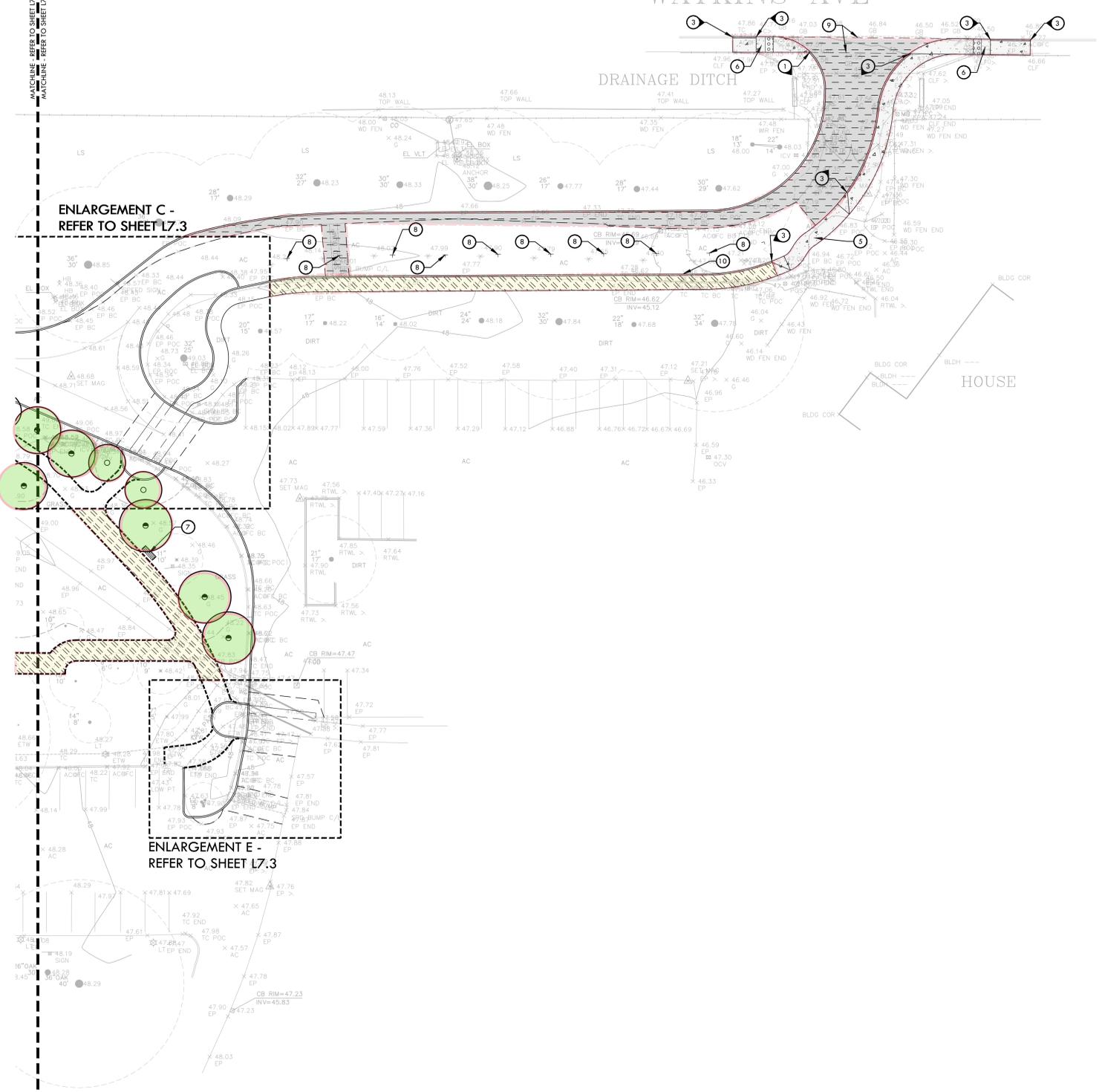
SYM	DESCRIPTION	DTL REF
[Pattern]	ASPHALT PAVING (VEHICULAR)	(-)
[Pattern]	CONCRETE PAVING (PEDESTRIAN)	(-)
[Pattern]	DECOMPOSED GRANITE, REFER TO SPECIFICATIONS	(-)
[Pattern]	TRUNCATED DOMES, REFER TO SPECIFICATIONS	(-)
[Pattern]	MULCH, REFER TO SPECIFICATIONS	(-)
[Pattern]	METAL HEADER	(-)
[Pattern]	NEW ASPHALT EDGE, CONFORM NEW ASPHALT TO EXISTING ASPHALT	(-)
(A)	PLANTING AREA, REFER TO PLANTING PLAN	(-)
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(8)	PARKING STRIPING	(-)
(9)	CROSSWALK STRIPING	(-)
(10)	AREA DRAIN RELOCATION	(-)

PLANTING LEGEND

SYM	QTY	SIZE	DESCRIPTION
(O)	-	-	SMALL ACCENT TREE
(●)	-	-	MEDIUM ACCENT TREE
(●)	-	-	MEDIUM EVERGREEN TREE
(⊕)	-	-	LARGE SPECIMEN SHADE TREE

WATKINS AVE

DRAINAGE DITCH



**ENLARGEMENT C -
REFER TO SHEET L7.3**

**ENLARGEMENT E -
REFER TO SHEET L7.3**



NORTH



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STAMP

CONSULTANT

MATERIAL NOTES

1. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ELEMENTS INCLUDING UTILITY LOCATIONS AND REQUIRED SLEEVING PRIOR TO INSTALLATION. VERIFY CRITICAL DIMENSIONS, REFERENCE POINT LOCATIONS AND CONSTRUCTION CONDITIONS PRIOR TO INITIATING CONSTRUCTION. TEMPORARY BENCHMARKS OR REFERENCE POINTS SHALL BE SET BY THE CONTRACTOR AS NECESSARY. NOTIFY THE OWNER'S REPRESENTATIVE IMMEDIATELY SHOULD DISCREPANCY ARISE AND REDIRECT WORK TO AVOID DELAYS.
2. THE INTERFACE OF ALL PROPOSED IMPROVEMENTS TO EXISTING SITE SHALL CONFORM AND BE SMOOTH AND UNIFORM.
3. ALL REINFORCING AND FORMS SHALL BE SECURED IN PLACE AND ACCEPTED BY OWNER'S REPRESENTATIVE PRIOR TO PLACING ANY CONCRETE.
4. CONCRETE FINISHES SHALL BE AS NOTED. CONTRACTOR SHALL PROVIDE 4"x4" SAMPLES OF ALL SPECIFIED FINISHES OF CONCRETE USING THE SAME MATERIALS THAT WILL BE USED IN THE ACTUAL CONSTRUCTION FOR EACH TYPE SPECIFIED. SAMPLES SHALL BE PREPARED WELL ENOUGH IN ADVANCE OF SCHEDULED CONCRETE POUR TO ALLOW FOR REVIEW AND POSSIBLE RE-POURING OF UNACCEPTABLE SAMPLES. UNACCEPTABLE SAMPLES SHALL BE RE-PREPARED UNTIL ACCEPTED BY THE OWNER'S REPRESENTATIVE. ACCEPTED SAMPLES SHALL BE PROTECTED AND REMAIN ON SITE FOR REFERENCE UNTIL FINAL ACCEPTANCE.
5. ALL FENCES AND GATES SHOWN ON PLAN ARE GRAPHIC REPRESENTATIONS; REFER TO DETAILS AND SPECIFICATIONS FOR PRECISE LOCATION.
6. ASPHALT SHALL NOT BE INSTALLED UNTIL ALL EDGES AND SITE FURNISHING PADS ARE INSTALLED.

MATERIAL LEGEND

SYM	DESCRIPTION	DTL REF
[Pattern]	ASPHALT PAVING (PEDESTRIAN)	(1)
[Pattern]	ASPHALT PAVING (VEHICULAR)	(2)
[Pattern]	CONCRETE PAVING (PEDESTRIAN)	(3)
[Pattern]	DECORATIVE INTERLOCKING PAVERS	(4)
[Pattern]	COLORLED CONCRETE, REFER TO SPECIFICATIONS	(5)
[Pattern]	DECOMPOSED GRANITE, REFER TO SPECIFICATIONS	(6)
[Pattern]	TRUNCATED DOMES, REFER TO SPECIFICATIONS	(7)
[Pattern]	MULCH, REFER TO SPECIFICATIONS	(8)
[Pattern]	42" TALL CHAIN LINK FENCE	(9)
[Pattern]	METAL HEADER	(10)
[Pattern]	NEW ASPHALT EDGE, CONFORM NEW ASPHALT TO EXISTING ASPHALT	(11)
(A)	PLANTING AREA, REFER TO PLANTING PLAN	(12)
(1)	6" CONCRETE EDGE BAND	(13)
(2)	6" ASPHALT CURB	(14)
(3)	6" CONCRETE CURB	(15)
(4)	REDWOOD HEADER	(16)
(5)	- NOT USED -	(17)
(6)	ADA CURB CUT RAMP	(18)
(7)	PARK BENCH, REFER TO SPECIFICATIONS	(19)
(8)	PARKING STRIPING	(20)
(9)	CROSSWALK STRIPING	(21)
(10)	TRASH & RECYCLING RECEPTACLE, REFER TO SPECIFICATIONS	(22)
(11)	DOG WASTE RECEPTACLE, REFER TO SPECIFICATIONS	(23)
(12)	12" TALL CONCRETE CURB WITH FENCE	(24)
(13)	12" COLORLED CONCRETE EDGE BAND, REFER TO SPECIFICATIONS	(25)
(14)	COLORLED CONCRETE COMPASS PAVING PATTERN, REFER TO SPECIFICATIONS	(26)
(15)	RAISED CROSSWALK ISLAND	(27)
(16)	BICYCLE PARKING RACK, REFER TO SPECIFICATIONS	(28)
(17)	BICYCLE REPAIR STATION, REFER TO SPECIFICATIONS	(29)
(18)	BID ALTERNATE: BICYCLE PARKING RACK, REFER TO SPECIFICATIONS	(30)
(19)	BID ALTERNATE: BICYCLE REPAIR STATION, REFER TO SPECIFICATIONS	(31)
(20)	BID ALTERNATE: METAL HEADER	(32)

IDENTIFICATION STAMP
 DIV. OF THE STATE ARCHITECT
 APPL 01-XXXXXX
 FILE XX-XX
 AC _____ FL _____ SS _____
 DATE _____
 DSA PROJECT TRACKING NO:
 XXXX-XX

SHEET TITLE
GRAPHIC MASTER PLAN ENLARGEMENTS

PROJECT NAME
HOLBROOK-PALMER PARK

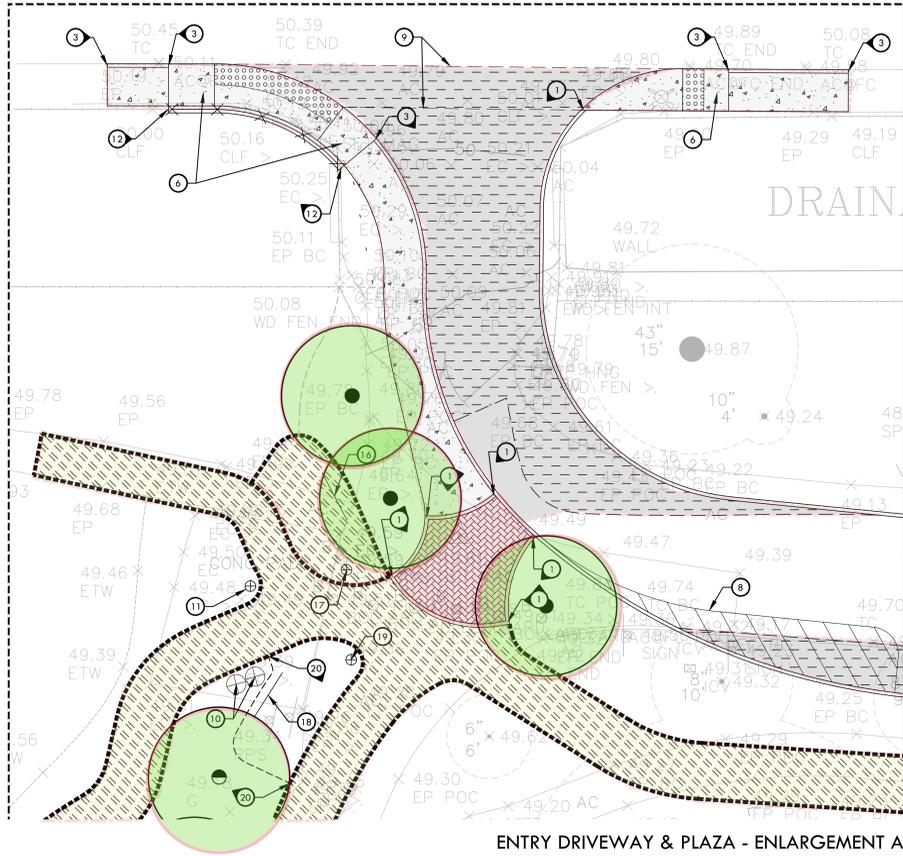
PROJECT ADDRESS
**150 WATKINS AVE.
 ATHERTON, CA 94027**

SUBMITTAL	DATE
95% SUBMITTAL	10/4/17

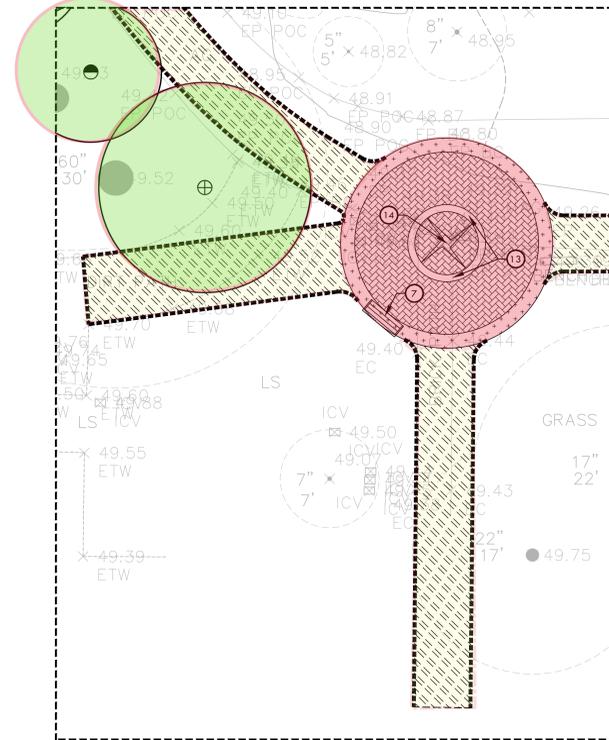
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 CHECKED BY: DM
 DATE ISSUED: 10/04/17
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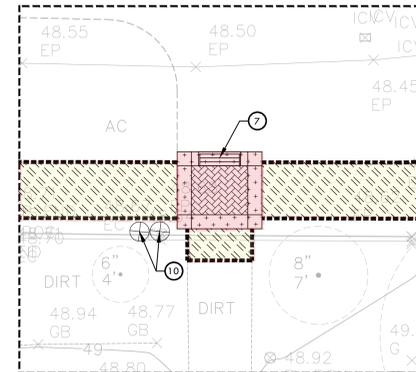
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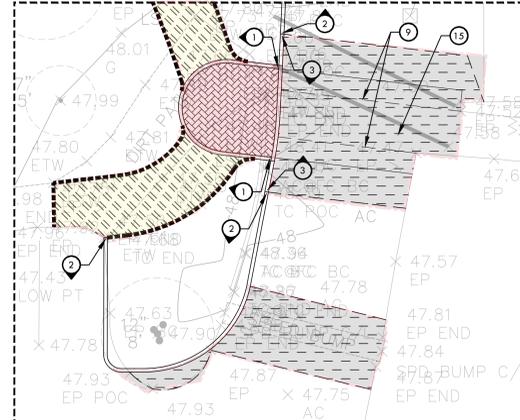
ENTRY DRIVEWAY & PLAZA - ENLARGEMENT A



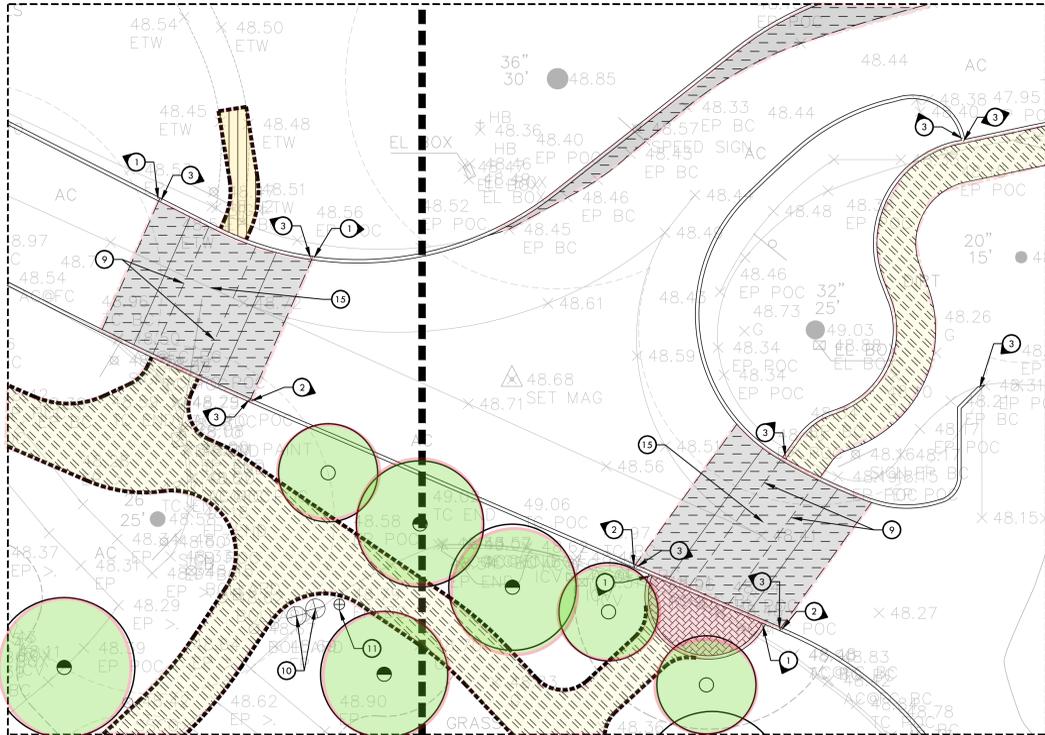
MAIN HOUSE ENTRY PLAZA 1 - ENLARGEMENT B



MAIN HOUSE ENTRY PLAZA 2 - ENLARGEMENT D



MAIN HOUSE PARKING LOT PLAZA - ENLARGEMENT E



EXIT DRIVEWAY CROSSWALK PLAZAS - ENLARGEMENT C

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