



Item No. 10 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: DAVID HUYNH, PW MAINTENANCE MANAGER

DATE: MAY 19, 2021

**SUBJECT: AWARD OF CONTRACT FOR THE HOLBROOK-PALMER
PARK TURN AROUND PROJECT, PROJECT NUMBER 56080**

RECOMMENDATION

Award the construction contract for Project, project number 56080 Holbrook-Palmer Park Turnaround Project 56080 to the lowest responsive bidder, KC Paving of Redwood City for \$39,207 and authorize change orders up to \$7,000; direct the City Attorney to prepare the contract; and authorize the City Manager to execute the contract on behalf of the Town.

BACKGROUND

The Holbrook-Palmer Park Master Plan, adopted in 2015, outlined the need for a vehicular turn-around at the end of the rear parking area at Holbrook-Palmer Park, near the Pavilion. The project was initially budgeted in the Capital Improvement Program in 2019-2020 and carried forward to the current fiscal year. The project design was completed with the assistance of Interwest Consulting Group.

The preliminary project design was reviewed with the Park and Recreation Committee for feedback. The project design was modified to address the primary comments/concerns and to reduce potential impacts to an adjacent heritage tree.

ANALYSIS

Public Works staff administered an informal bidding process for the Holbrook-Palmer Park Turnaround Project. Bids were reviewed on April 19, 2021. One (1) bid was received for the Holbrook-Palmer Park Turnaround Project as follows:

| <u>CONTRACTOR</u> | <u>LOCATION</u> | <u>BID</u> |
|-------------------|-----------------|------------|
| KC Paving | Redwood City | \$39,207 |

G. Bortolotto
Reflex Engineering

San Carlos
Burlingame

Did Not Bid
Did Not Bid

The Engineer's Estimate for the Holbrook-Palmer Park Turnaround Project is \$43,395.

COMMUNITY NOTIFICATION

The project schedule will be coordinated with the contractor in consideration of anticipated events and park use. Staff will also advise the Park and Recreation Committee and will post the construction schedule on the Town's website and distributed via the Town's electronic news network.

POLICY FOCUS

The project will provide a safe turnaround at the pavilion parking lot.

FISCAL IMPACT

The Capital Improvements Program Budget includes a budgetary estimate of \$18,500 for the parking lot turnaround. An additional \$28,000 is needed to cover construction contract costs and to provide the requested contingency. Funds are available in anticipated CIP Capital Improvement fund budgetary savings and the Parks Operational Maintenance budget.

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 X 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)
- X 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

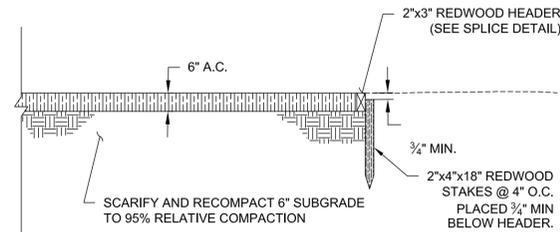
1. Project plan

GENERAL NOTES

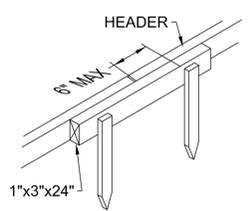
- WORK SHALL CONFORM TO THESE PLANS, THE TOWN OF ATHERTON STANDARD SPECIFICATIONS, THE LATEST EDITION OF THE CALTRANS STANDARD PLANS AND SPECIFICATIONS, AND THE LATEST EDITION OF THE CALIFORNIA MUTCD.
- NO WORK SHALL TAKE PLACE OUTSIDE THE HOURS OF 8:00 P.M. AND 5:00 P.M. M-F AND NO WORK ON THE TOWN OF ATHERTON LEGAL HOLIDAYS.
- THE CONTRACTOR SHALL SCHEDULE AND CONDUCT HIS WORK TO MINIMIZE INCONVENIENCE AND DISRUPTION OF TOWN RESIDENTS DURING THE COURSE OF CONSTRUCTION.
- ANY IMPROVEMENTS THAT ARE DISTURBED OR DAMAGED IN THE COURSE OF CONSTRUCTION SHALL BE REPAIRED OR REPLACED TO THEIR ORIGINAL CONDITION AND TO THE SATISFACTION OF THE CITY ENGINEER. THE COST OF SUCH REPAIR OR REPLACEMENT SHALL BE INCLUDED IN THE PRICES PAID FOR THE VARIOUS ITEMS OF WORK AND NO EXTRA COMPENSATION WILL BE ALLOWED THEREFORE.
- LAYOUT AND STAKING OF THE WORK FROM REFERENCE POINTS AND DIMENSIONS SHOWN ON THE PLANS IS THE CONTRACTOR'S RESPONSIBILITY.
- THE TOWN WILL PROVIDE REGULAR, BUT NOT FULL TIME INSPECTION. THE TOWN MUST RECEIVE REQUESTS FOR REQUIRED INSPECTIONS AT LEAST ON WORKING DAY IN ADVANCE OF WHEN EACH IS REQUIRED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DELAYS THAT RESULT FROM FAILURE TO REQUEST SUCH INSPECTIONS THE REQUIRED TIME IN ADVANCE. CALL (850) 752-0570.
- REQUIRED INSPECTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: STRIPPED GROUND AND SURGRADE, BEFORE PLACING FILL OR BASE ROCK SUBBASE AND BASE, BEFORE PLACING NEXT LAYER OF PAVEMENT, BEFORE PLACING INITIAL BACKFILL, INITIAL BACKFILL, BEFORE PLACING INTERMEDIATE BACKFILL, INTERMEDIATE BACKFILL, BEFORE PLACING BASE, BASE CONCRETE FORMS, BEFORE PLACING CONCRETE SEE THE STANDARD SPECIFICATIONS FOR ADDITIONAL REQUIRED INSPECTIONS.
- COMPACTION TEST RESULTS MUST BE RECEIVED AND APPROVED BY THE CITY ENGINEER PRIOR TO THE PLACEMENT OF SUBSEQUENT LAYERS OR SURFACE IMPROVEMENTS ON FILL, INTERMEDIATE BACKFILL, SUBBASE OR BASE.
- UTILITY AND STORM DRAIN LOCATIONS ARE NOT KNOWN. NEITHER THE TOWN NOR ITS CONSULTANTS ASSUME ANY RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ACCURATELY LOCATE UTILITIES OR OTHER BURIED OBJECTS WHICH MAY BE ENCOUNTERED AND TO POTHOLE AS REQUIRED BY STANDARD SPECIFICATIONS. CONFLICTS DISCOVERED BY THE CONTRACTOR SHALL BE REPORTED IMMEDIATELY TO THE CITY ENGINEER. WHERE STORM DRAIN OCCURS, CONTRACTOR SHALL EXCAVATE BY HAND AROUND THE EXISTING PIPE (2' MAX) CONTRACTOR SHALL INSTALL AC PAVEMENT AROUND THE STORM DRAIN PIPE.
- IN AREAS WHERE THERE IS THE POTENTIAL FOR UNDERGROUND UTILITIES AND THE WORK WILL REQUIRE A CUT ONE FOOT OR DEEPER. THE CONTRACTOR SHALL CONTACT USA AT (800) 642-2447. AT LEAST TWO WORKING DAYS IN ADVANCE TO MARK UTILITY LINES ON THE GROUND.
- THE CONTRACTOR SHALL KEEP THE CONSTRUCTION SITE CLEAR OF DIRT AND DEBRIS, MATERIALS AND EQUIPMENT SHALL NOT IMPEDE MOVEMENT OF PEDESTRIAN OR VEHICULAR TRAFFIC.
- HAZARDOUS CONDITIONS SHALL NOT BE ALLOWED TO EXIST AT ANY TIME ANYWHERE ON SITE OR IN THE TOWN RIGHT-OF-WAY.
- THE CONTRACTOR SHALL BE HELD TO DISPOSING OF MATERIAL IN CONFORMANCE WITH THE RECYCLING PLAN APPROVED PURSUANT TO SECTION 16 OF THE STANDARD SPECIFICATIONS.
- THE CONTRACTOR SHALL MAINTAIN A RECORD SET OF PLANS SHOWING ALL CHANGES THEREON AS WELL AS ACTUAL LOCATIONS OF UNDERGROUND UTILITIES AND OTHER UNDERGROUND OBJECTS ENCOUNTERED IN THE WORK. UPON COMPLETION OF THE WORK, AND AS A CONDITION THAT MUST MET BEFORE FINAL PAYMENT, THE CONTRACTOR SHALL SUBMIT A COPY ACCEPTABLE TO THE CITY ENGINEER OF SAID RECORD SET OF PLANS.
- PAYMENT FOR EXTRA WORK, BASED ON TIME AND MATERIALS (FORCE ACCOUNT) WILL BE MADE ONLY WHEN DAILY FORCE ACCOUNT WORK SHEETS ARE SUBMITTED WITHIN ONE WORKING DAY OF PERFORMING THE WORK AND WHEN THEREAFTER APPROVED BY THE CITY ENGINEER, FAILURE TO SUBMIT FORCE ACCOUNT WORK SHEETS BY THE FOLLOWING DAY SHALL WAIVE THE CONTRACTOR'S RIGHT TO PAYMENT FOR WORK AND MATERIALS FURNISHED THAT DAY.

SPECIFIC NOTES

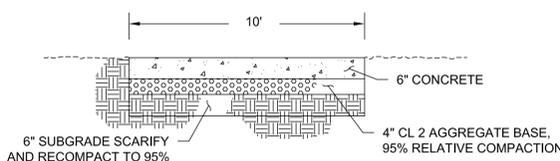
- CONTRACTOR SHALL PARK CONSTRUCTION EQUIPMENT OVER NIGHT AND OVER WEEKEND ONLY IN AREA AGREED TO BY THE CITY ENGINEER AS BEING SUITABLE. NO PARKING OF EQUIPMENT WITHIN DRIP LINE OF TREES.
- NO PARKING OFF THE PAVEMENT. ALL WORKERS AND EQUIPMENT SHALL BE PARKED AT THE STAGING AREA.
- FOR DETAILS NOT SHOWN ON THESE PLANS, REFER TO THE LATEST EDITION OF THE CALTRANS STANDARD PLANS.
- COORDINATE LAYOUT OF NEW IMPROVEMENTS WITH CITY PRIOR TO DEMOLITION.
- IF A WORK ITEM SHOWN ON THESE PLANS DOES NOT SPECIFICALLY HAVE A BID ITEM, IT SHALL BE CONSIDERED AS INCLUDED IN THE PRICE PAID FOR THE VARIOUS ITEMS OF WORK.



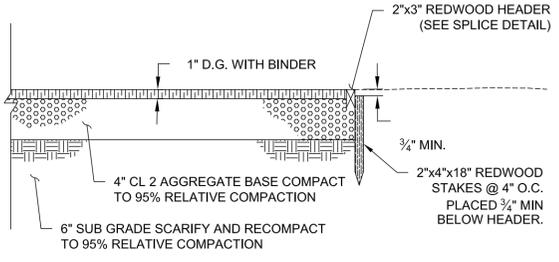
**DETAIL A
A.C. PAVEMENT DETAIL**



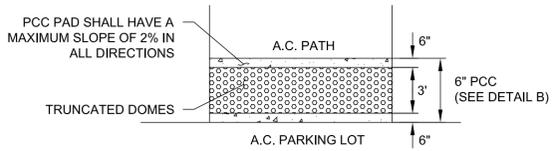
SPlice DETAIL



**DETAIL B
PCC DETAIL**



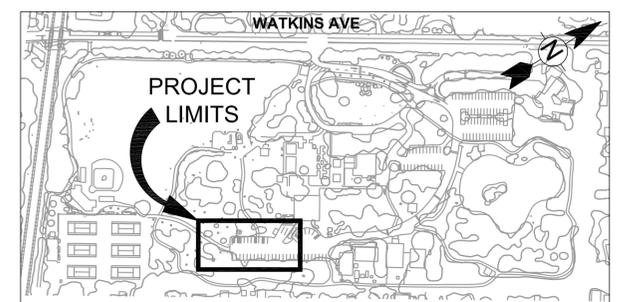
**DETAIL C
DECOMPOSED GRANITE DETAIL**



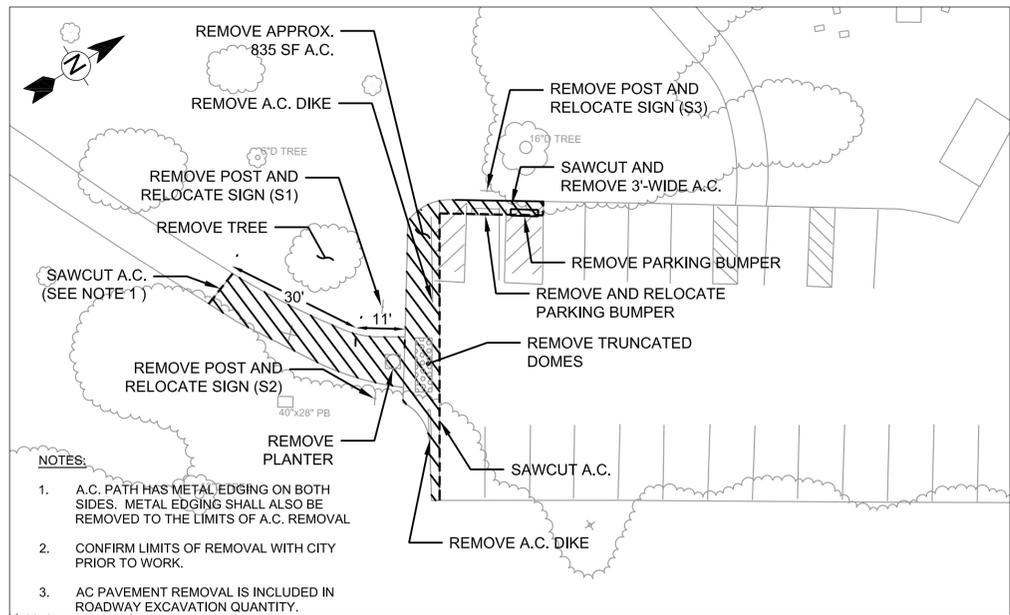
**DETAIL D
TRUNCATED DOMES
CONCRETE PAD DETAIL**



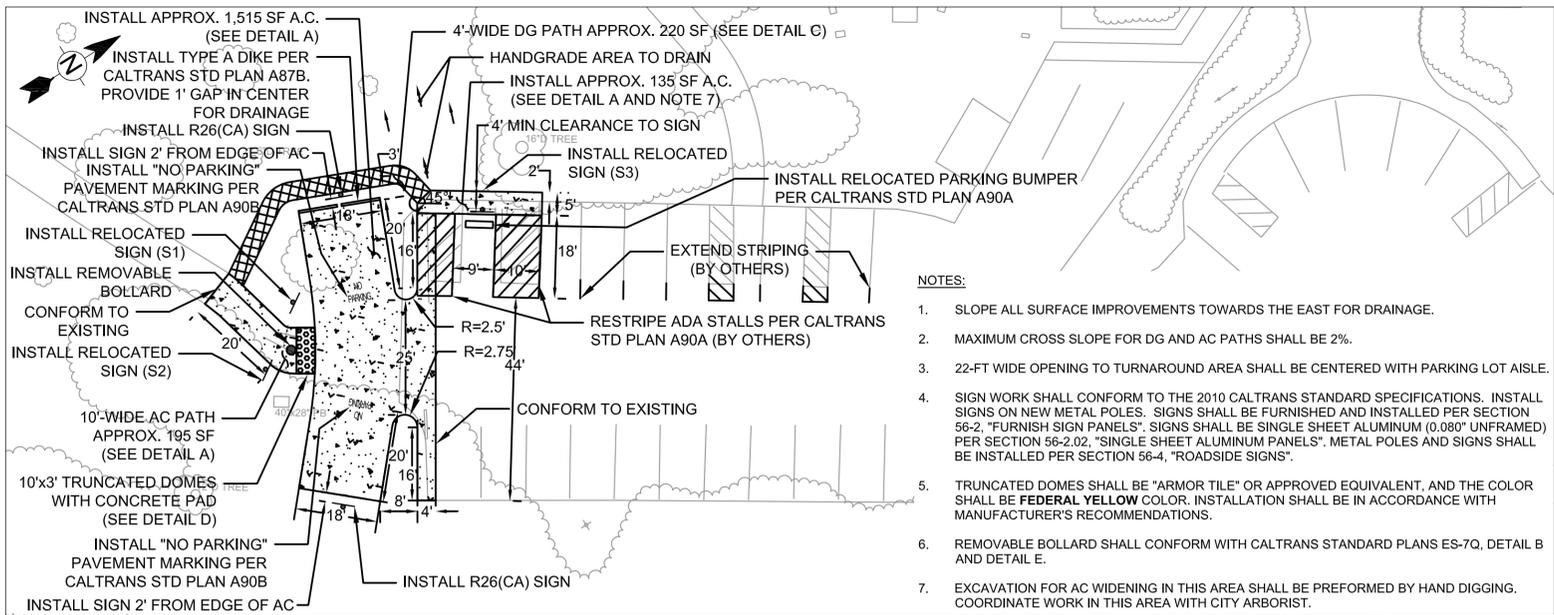
**VICINITY MAP
(N.T.S)**



**LOCATION MAP
(1"=250')**



**DEMOLITION PLAN
(1"=20')**



**LAYOUT PLAN
(1"=20')**

LEGEND

- PAVEMENT REMOVAL
- INSTALL NEW A.C.
- INSTALL NEW D.G.
- TRUNCATED DOMES WITH CONCRETE PAD

NOTES:

- SLOPE ALL SURFACE IMPROVEMENTS TOWARDS THE EAST FOR DRAINAGE.
- MAXIMUM CROSS SLOPE FOR DG AND AC PATHS SHALL BE 2%.
- 22-FT WIDE OPENING TO TURNAROUND AREA SHALL BE CENTERED WITH PARKING LOT AISLE.
- SIGN WORK SHALL CONFORM TO THE 2010 CALTRANS STANDARD SPECIFICATIONS. INSTALL SIGNS ON NEW METAL POLES. SIGNS SHALL BE FURNISHED AND INSTALLED PER SECTION 56-2, "FURNISH SIGN PANELS". SIGNS SHALL BE SINGLE SHEET ALUMINUM (0.080" UNFRAMED) PER SECTION 56-2.02, "SINGLE SHEET ALUMINUM PANELS". METAL POLES AND SIGNS SHALL BE INSTALLED PER SECTION 56-4, "ROADSIDE SIGNS".
- TRUNCATED DOMES SHALL BE "ARMOR TILE" OR APPROVED EQUIVALENT, AND THE COLOR SHALL BE FEDERAL YELLOW COLOR. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
- REMOVABLE BOLLARD SHALL CONFORM WITH CALTRANS STANDARD PLANS ES-7Q, DETAIL B AND DETAIL E.
- EXCAVATION FOR AC WIDENING IN THIS AREA SHALL BE PERFORMED BY HAND DIGGING. COORDINATE WORK IN THIS AREA WITH CITY ARBORIST.

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|-----|------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| | | | REGISTERED CIVIL ENGINEER DATE _____ PLANS APPROVAL DATE _____ TOWN OF ATHERTON DEPARTMENT OF PUBLIC WORKS 150 WATKINS AVENUE, ATHERTON, CA 94027 | THIS PLAN WAS PREPARED UNDER MY DIRECTION APPROVED BY: ROBERT OVADIA R.C.E. 52664 DIRECTOR OF PUBLIC WORKS | DRAWN BY N. GEESMAN CHECKED _____ DESIGN BY R. NAVARRO CHECKED _____ QUANTITIES BY _____ CHECKED _____ SCALE: HORIZONTAL NTS VERTICAL NTS | TOWN OF ATHERTON DEPARTMENT OF PUBLIC WORKS | HOLBROOK-PALMER PARK PARKING LOT TURNAROUND GENERAL NOTES & DETAILS |
| NO. | DATE | DESCRIPTION | BY | | | | DISREGARD PRINTS BEARING EARLIER PLOT DATES → DATE PLOTTED 03/10/21 SHEET 1 OF 1 |