



Item No. 18 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: JULY 21, 2021

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 July 12

- Continue construction of the new Dinkelspiel Station Lane.
- Continue grading around City Hall.
- Continue installation of lighting, flooring, and painting in City Hall/PD building
- Continue of electrical and mechanical systems for Library and City Hall/PD building
- Continue construction of interior walls in Library.
- Continue renovations of Town Hall.
- Continue interior wall and ceiling insulation for City Hall/PD building
- Continue installation of the library decking.

Week of July 19

- Continue construction of the new Dinkelspiel Station Lane.
- Continue grading around City Hall.
- Continue installation of lighting, flooring, and painting in City Hall/PD building
- Continue of electrical and mechanical systems for Library.
- Continue construction of interior walls and floors in Library.
- Continue renovations of Town Hall.
- Continue interior wall and ceiling insulation for City Hall/PD building
- Continue installation of the library decking.

Town Center Project Monthly Status Report

July 21, 2021

Page 2 of 5

Week of July 26

- Continue construction of the new Dinkelspiel Station Lane.
- Continue grading around City Hall.
- Continue installation of lighting, flooring, and painting in City Hall/PD building
- Continue of electrical and mechanical systems for Library and City Hall/PD building
- Continue construction of interior walls and floors in Library.
- Continue renovations of Town Hall.
- Continue installation of the library decking.



Live [webcams](#) for Library site work and the City Hall/PD site work are active on the Town's website.

The contractor continues installation of all electrical, mechanical, and communication lines, flooring, interior doors and painting of walls and ceilings. The elevator and main stairway are also in progress.

Work continues on the interior walls, flooring and mechanical/electrical systems for the Library as well as renovations on the Historic Town Hall. The contractor began work on the deck work that will connect the Library with Historic Town Hall. Construction activity will begin moving to the western border of the site and once the Police Department moves into the new facility, the existing facility and environs will be demolished and regraded to match the existing site. The contractor continues working on the grading for the new alignment of Dinkelspiel Station Lane. The contractor has also begun grading in front of City Hall along Fair Oaks for the future parking area, around the Library and Historic Town Hall.



Town Center Project Monthly Status Report

July 21, 2021

Page 3 of 5



Emergency Responder Radio Coverage (ERRC)

Per the California Fire Code (CFC) 510, when required by the Fire Code official, all new buildings shall have approved radio coverage for emergency responders within the buildings based upon existing coverage levels of the public safety communication systems with Menlo Park Fire District (MPFD) at the exterior of the building. This is a relatively new CFC requirement and one that was not included in the original project design. The requirement only affects the new City Hall/Police Building and not the new Library or renovated Town Hall.

To address the MPFD conditions of approval letter – paragraph 8 (Attachment 1) the Town retained the services of RFSignalman Consultants to perform the required Emergency Responder Radio Coverage (ERRC) testing. On January 21, 2021, a preliminary assessment was made for the City Hall/Police building. At that time, the building did not have all the exterior doors and windows installed which would affect the radio coverage so the initial assessment was preliminary only. Based on the measurements

Town Center Project Monthly Status Report

July 21, 2021

Page 4 of 5

performed, RFSignalman Consultant concluded there is a fair to high probability that signal level improvements (boosters) will be needed for the building. Based on these preliminary test results, the design team and contractor began moving forward with the assumption that an ERRC system would be required.

RFSignalman retested the radio coverage on July 1, 2021 at the new City Hall/Police building after all exterior doors and windows were in place. Based on the measurements, it was determined that a signal booster system will be required for the City Hall/Police Building to improve the VHF Fire Radio coverage. The Contractor is currently working with their subcontractors for a cost estimate to construct the necessary system to mitigate the low VHF radio Coverage.

At the time of writing this report, the estimated cost for this ERRC system was approximately \$250,000 and will take eight weeks to complete. This will not impact issuance of a temporary Certificate of Occupancy (TCO) and staff is still scheduled to move staff into the building in mid-August.

POLICY ISSUES

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

FISCAL IMPACT

There are no fiscal impacts associated with this staff report. Please see Attachment 3 for a summary of the currently approved project change orders and payment requests.

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.

- ___ 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)

ATTACHMENTS

Town Center Project Monthly Status Report

July 21, 2021

Page 5 of 5

Attachment 1: Menlo Park Fire District Plan Review Comment Letter 3-25-19

Attachment 2: Summary of Town Center Payment Requests and Change Orders



**Menlo Park Fire Protection District
Fire Prevention Bureau**

170 Middlefield Road
Menlo Park, CA 94025
Website: www.menlofire.org

Date: April 6, 2018 (2nd Review)
March 25, 2019 3rd Review)
Applicant: WRNS Studios
Phone: (415) 489-2265
Project: New Construction 3 buildings 1 renovation
Address: Atherton Civic Center
City: Atherton

RECEIVED

MAR 25 2019

**TOWN OF ATHERTON
BUILDING DEPARTMENT**

OFFICE COPY

Approved X W/Conditions

Reviewed by: Stuart Blakesley (650) 688-8425
William Saxton (650) 688-1462

Scope: Building-Site Review

Fire PC #'s: MPR17-0615, MPR17-0616, MPR17-0618 & MPR17-0617

3rd review: Value Engineering Revisions, Bid alternates revised, exterior Canopies deleted, Corporation Yard Scope deleted, Photovoltaic panels and instillation deleted, Fuel Tank and pump design incorporated.

Proposed is new construction of a City Hall/Police building (28,575 sq. ft.), Police Ancillary building (1,933 sq. ft.), and a Library building (9,601 sq. ft.), with renovation to an existing Town Hall building (1,780 sq. ft.). The project is to comply with the 2016 CA Building / Fire Codes and local amendments. The following plan review comments are applicable to this submittal:

Deferred Submittals required for the following systems:

Fire Sprinkler System

Fire Alarm System

Hazardous Materials Management Plan:

- **Generator Installation**
- **Above Ground Storage Tank SEE ATTACHED GUIDELINES**

Access:

Fire Apparatus Access is to be provided through 4 points of access Fair Oaks Lane (2 driveways), Maple Avenue connected by Dinkelspiel Station Lane, and the 4th point of access is Ashfield Road terminating at Fair Oaks Lane, these to meet public access for covered and open parking. Aerial Ladder Access to be established along Dinkelspiel Station Lane where overhead electrical wiring is not located. The aerial ladder placement shall apply at City Hall/Police Building main entrance parking lot fronting Fair Oaks Ln, and shall meet the prescriptive distance requirements outlined in CFC Appendix D105. The following are general Access requirements that apply to subject project:

1. Fire apparatus roadways, including public and private streets and in some cases driveways used for vehicle

access, shall be capable of supporting the imposed weight of a 75,000 pound (34,050 kg) fire apparatus and shall be provided with an all weather driving surface. Only paved or concrete surfaces are considered to be all weather driving surfaces. CFC 2016, Appendix D.

2. NOTE ON FIELD PLAN: All curbing located within the complex that has not been assigned as onsite parking shall be designated as "No Parking Fire Lane". All fire lanes to comply with MPFD standard for "Designation and Marking of Fire Lane"; since there are only two points of access to the complex "Entrance Sign B" may be used at each of the 4 points of access to the civic center complex. Provide a complete no parking-fire lane stripping plan with no parking signage in accordance to MPFD standard on subsequent submittal:
 - a. Roadway width for project illustrated at 24' feet throughout with the exception of the Fair Oaks Ln driveway entrances and City Hall main parking area that are illustrated at 26' width curb stripping with no parking signage as per MPFD Standard shall be provided.
 - b. Required no parking signage installed at an approved location at entrances.
3. NOTE ON FIELD PLAN: Fire apparatus roadways, including public or private streets or roads used for vehicle access shall be installed and in service prior to construction. Fire protection water serving all hydrants shall be provided as soon as combustible material arrives on the site:
 - a. PRIOR TO COMBUSTIBLE MATERIAL ARRIVING ON THE SITE, CONTACT THE MENLO PARK FIRE PROTECTION DISTRICT TO SCHEDULE AN INSPECTION OF ROADWAYS AND FIRE HYDRANTS. CFC 2016.
4. For buildings 30 feet (9144 mm) and over in height above natural grade, the required fire apparatus access roadway shall be a minimum of 26 feet (7925 mm) in width, and shall be positioned parallel to at least one entire side of the building, and the fire lane shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building. CFC 2016, Appendix D105:
 - a. Fire District staging areas to be located in front of City Hall/Police Building fronting Fair Oaks Ln and provides details for Aerial Ladder Truck Minimum and Maximum climbing angles, if a climbing angle is less than 50 degrees the roadway shall be adjusted to comply to the charging condition listed above. Note Aerial Ladder requires minimum 4' setback on any side to allow for outriggers.
 - b. The roadway providing access to the Police Ancillary building, Library building and existing Town Hall are not required to be a 26' width since these buildings are less than 30' roof height, and is accessible for firefighters with use of extension ground ladders.
5. Traffic Opticom Signal Preemption System required for all traffic intersections controlled with a traffic signal. An encroachment permit shall accompany these installations. (if applicable)

Water Supply:

1. Applicant to provide fire flow information through a separate engineered plan or modeling plan showing how the proposed 8" (Sheet C-311) underground fire service main will meet the required fire flow for all site fire hydrants and the required design densities for each fire suppression system supplying the City Hall/Police Building, Library Building, and the Town Hall Building. Refer to required design densities agreed upon by MPFD Fire Marshall 4-10-17 email chain and highlighted below. This document shall be submitted to Menlo Park Fire Protection District for review and approval prior to issuance of grading and building permits. CFC 2016, Sec. 507.5.1 Appendix B Section 105.2 & Table 105.1:
 - a. City Hall/Police Building design density for shell .15gpm/2000 square feet for remote area.
 - b. Library Building design density throughout .15gpm/1500 square feet for remote area.
 - c. Town Hall Building design density throughout .10 gpm/1500 square feet for remote area.
2. A Public hydrant are required as illustrated on Civil Utility Sheets. All hydrants to comply to the following:
 - a. All fire hydrants shall be wet barrel standard steamer type with 1-4 1/2" (114.3 mm) and 2-2 1/2"

- (63.5 mm) outlets. MPFPD CFC Sec. 507.5.1 Appendix C
- b. The proposed fire hydrant that's to be located along the fire lane at the Police Ancillary building is illustrated to be located adjacent to the vehicle gate entrance at the buildings North/East corner, however the Civil Utility Sheets show the fire hydrant positioned between the two Back Flow Devices (Double Detector Check Valve Assembly) supplying the fire suppression systems for the Police Ancillary & City Hall Buildings. Revise all applicable plan sheets to show the new fire hydrant to be positioned at the police ancillary building North/East corner. This location will enable Firefighters direct access to this hydrant for manual firefighting operations to those portions of the police administrative/police dispatch areas.
3. Fire hydrants and fire appliances (fire department connections and post indicator valves) shall be clearly accessible and free from obstruction.

Commercial Buildings:

1. An approved Fire Sprinkler System shall be installed throughout each structure. System in new office (B Occupancy) buildings shall include a safety factor in the piping system, and plugged branch line piping allowing for future modifications. In the new City Hall/Police building shell the sprinkler system shall be designed to .15 gpm/ 2,000 square foot of coverage area. In the new Library building the automatic fire sprinkler system shall be designed to .15 gpm/ 1,500 square feet of coverage area. In the renovated Town Hall building the automatic fire sprinkler system shall be designed to .10 gpm/ 1,500 square feet of coverage area. Fire sprinkler system to comply with NFPA 13 2016 edition and Menlo Park Fire Protection District Standards. A separate plan review fee will be collected upon review of these plans:
 - a. The Fire sprinkler system riser for the city hall/police building, police ancillary building, and the library building will each have a dedicated closet housing the riser assembly. Provide "Sprinkler Riser" signage on the exterior of each door.
 - b. The Town Hall building will not have a riser closet but riser assembly will be located on the exterior of the building.
2. An approved (manual and automatic) fire alarm system is required. A minimum of two sets of plans, specifications and other information pertinent to the system must be submitted to the Menlo Park Fire Protection District for review and approval prior to installation. A separate plan review fee will be collected upon review of these plans:
 - a. Fire alarm systems shall be U.L. Certificated, Certificate of Completion and other documentation listed the National Fire Alarm Code shall be provided for all new fire alarm system installations.
3. CFC Annual Operational Permit is required for the Hazardous Materials Management Plan (HMMP), and the Above Ground Storage Tank. This shall be submitted to MPFD prior to operational use:
 - a. The Above Ground Storage of diesel in quantities of 55 gallons or greater, require a San Mateo County Hazardous Materials Business Plan (HMBP). HMBP's must be electronically submitted through the San Mateo County Environmental Health Department portal. Contact County Environmental Health for HMBP reporting details.
 - b. NFPA 704 Placarding required on all doors accessing entrances to chemical storage or use areas. The numbers shall indicate the greatest combination of hazardous located inside the building, room or area, on the exterior of the building, in 2 locations clearly visible to approaching fire apparatus:
 1. Health Hazard Ranking =
 2. Flammable Hazard Ranking=
 3. Reactivity Hazard Ranking=
 - Hazard Ranking for Health, Flammable and Reactive Hazard Ranking as per items 1, 2, and 3 listed directly above. CFC Appendix F, & NFPA 704 (2012 edition).
 - c. A Menlo Park Fire District Annual Permit for diesel fuel/gasoline fuel storage is required, and will

be administratively added to the Annual Permit listing. Permit fees will be invoiced annually, and Code Compliance inspections will be conducted at least once a year.

- d. The generator shall be seismically anchored in accordance with the Building Code, using a 1.25 importance factor.
 - e. The tank shall meet the requirements of UL 142 for above ground tanks.
 - f. There shall be a method to prevent over filling the fuel tank.
 - g. Alarms shall be installed for over filling the fuel tank and for spillage into the secondary space. Alarms shall be tested in the presence of Fire District Inspectors. Alarms shall be monitored.
The applicant shall interconnect all monitoring devices of the generator to the building fire alarm system and they shall report to a Central Monitoring Company.
4. **Vehicle Gate.** Vehicle Gates located at the Police parking area adjacent to the ancillary building, and the vehicle gates accessing the Corp Yard shall require those automatic vehicle gate to have installed a Knox Override Key Switch, installation to comply with the following:
- a. The vehicle gates and driveways shall have a minimum 20 foot clear unobstructed linear width and min 13 ft. 6 inch clear vertical clearance. All roadways to be an all-weather surface and capable of supporting a 75,000 lbs. fire apparatus.
 - b. Electric gates may have a back-up source of power, but shall have at minimum a manual method to allow the opening of the gate(s) during a power failure.
 - c. Deferred Submittal is required for all vehicle gates installation, two sets of plans shall be provided to MPFD prior to initiation of work.
5. Knox Box is required for firefighter to gain access to the library, town hall, and corpyard buildings. Access to the City Hall/Police building will not be required since this building will be occupied 24/7 with police dispatch and police officers operating out of the those areas dedicated to police operations, if however the City Hall area is segregated and locked from the Police Department side then a Knox Box may be required.
6. Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Individual suite numbers shall be permanently posted on the main entrance doors of tenant spaces. If rear outside doors to tenant spaces are installed, they shall include the installation of numerical address numbers corresponding to front addressing. Numbers on new occupancies shall comply with the following:
- a. Structures up to 50 feet (15240 mm) in height shall have addresses with a min. 1 inch (25.4 mm) stroke wide by min. 8 inches (203.2 mm) high.
7. **Address markers.** All buildings shall have a permanently posted address, which shall be placed at each driveway entrance and be visible from both directions of travel along the road. Permanent addresses on new construction and substantial remodels shall be internally or externally illumined from dusk to dawn. Addresses shall be posted at the beginning of construction and shall be maintained thereafter. The address shall be visible and legible from the road on which the address is located. Address signs along one-way roads shall be visible from both the intended direction of travel and the opposite direction.
8. **CFC Section 510, Emergency Responder Radio Coverage.** When required by the fire code official, all new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems within MPFD at the exterior of the building. This section shall not require improvements of the existing public safety communication systems.
- Exceptions:**
- a. Where approved by the building official & fire code official, a wired communication system in accordance with Section 907.2.13.2 shall be permitted to be installed or maintained in lieu of an

approved radio coverage system.

- b. Where it is determined by the fire code official that the radio coverage system is not needed.
- c. In facilities where emergency responder radio coverage is required and such systems, component or equipment required could have a negative impact on the normal operations of that facility, the fire code official shall have the authority to accept an automatically activated emergency responder radio coverage system.

MPFD requires a construction permit for the installation or modification to emergency responder radio coverage system as provisioned in CFC Section 105.7.5. A separate plan review fee will be collected upon review of these plans.

- 9. Elevators shall conform to the provisions of listed in Section 607 of the CFC 2016. At least one elevator shall be of a size that will accommodate one gurney (max 24 inches by 84 inches [610 mm by 2134 mm]) and three attendants.
- 10. A minimum 2A 10BC rated fire extinguisher shall be located at or near exits and shall be placed so that the travel distance to a fire extinguisher shall not to exceed 75 feet. Verify with Fire Inspector at time of rough inspection to assist with placement of extinguisher(s).
- 11. Exit signs, emergency lighting, address posting, fire lane, marking, fire extinguishers and Knox Box location to be field verified by Fire Inspector.
- 12. Means of egress components to include exit pathway throughout use, exit stairwells, exit enclosure providing access to exit doors, door hardware, exit signs, exit illumination and emergency lighting shall comply to CFC/CBC Chapter Ten.
- 13. The single man door providing direct access to the Sprinkler Riser Assembly (for each building) shall require signage on the door accessing riser stating- "Riser Room" or agreed upon language.
- 14. Approved plans and approval letter must be on site at the time of inspection.
- 15. Final acceptance of this project is subject to field inspection.

Upon completion of work and prior to closing ceiling, **contact Deputy Fire Marshal Bob Blach of the Menlo Park Fire Protection District at 650-688-8430 to schedule a final inspection. 48 HOURS NOTICE IS REQUIRED FOR ALL INSPECTIONS.**

Nothing in this review is intended to authorize or approve any aspects of the design or installation which do not strictly comply with all applicable codes and standards. Menlo Park Fire Protection District is not responsible for inadvertent errors or omissions pertaining to his review and/or subsequent field inspection(s) i.e., additional comments may be added during subsequent drawing review or field inspection. Please call with any questions.

