



Item No. 12 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

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

FROM: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

DATE: NOVEMBER 17, 2021

SUBJECT: AUTHORIZE RELEASE OF A REQUEST FOR PROPOSAL FOR PROFESSIONAL DESIGN SERVICES FOR THE ATHERTON RAIL STATION REMODEL PROJECT

RECOMMENDATION

Authorize staff to release a request for proposal (RFP) for design services related to the remodel of the Atherton Rail Station building and area.

BACKGROUND

Through a Project and Funding Agreement with the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (SMCTA) as part of the closure of the Atherton Station, the Town secured \$400,000 in support of "...development and implementation of an initial plan by the Town to provide site improvements in the Maintenance and Use Area shown in Exhibit B, including landscaping and screening improvements and potential modifications to the station building to integrate the station building into the Town Center...". Figure 1 consists of the area surrounding the station building and the area along the rail corridor fencing to Maple Avenue.

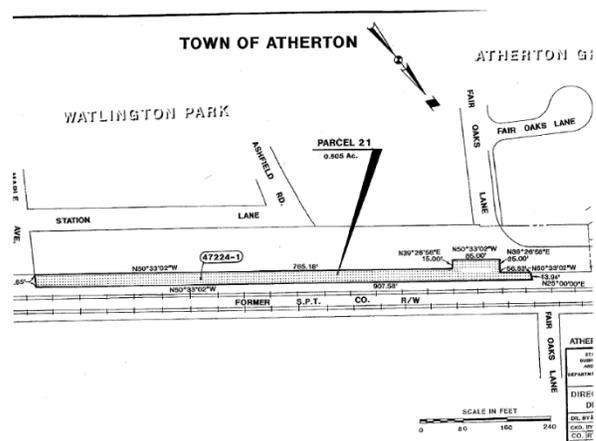


Figure 1

Funding provided by the JPB and SMCTA could be used for either the integration of the train station building into the Town Center or the study and potential implementation of pedestrian access improvements between the Town Center and the Menlo Park Caltrain Station.

On October 20, 2021, the City Council received a report from the City Council Ad Hoc Subcommittee (DeGolia/Hawkins-Manuelian) regarding the potential reorientation of the station

building to better integrate it with the new Town Center, currently nearing completion, and repurposing of the building to celebrate Atherton’s rich history with rail.

The City Council indicated its support for addressing building maintenance needs, reorienting and the building, integrating it with the Town Center, and preparing the building for repurposing as a public space that could honor the Town’s history with rail through both audio/visual and static displays. Selecting an architectural design firm to develop the project plans specifications and cost estimates to the building and site improvements is the first step in bringing this vision forward.

ANALYSIS

The attached RFP seeks to find an architectural design firm or teams with demonstrated experience in remodeling of historic structures and the design of public museum displays to assist the Town with the development of project design documents, specifications and estimates associated with the remodel and repurposing of the Historic Atherton Rail Station Building and site.

The consultant’s responsibilities will include evaluation of the existing building and site, development conceptual design plans and final plans, specifications and estimates in conformance with the Building Code, Town Ordinances and in compliance with the Maintenance and Use Agreement with the JPB.

Key elements of the project include:

- Reorientation of the main entry to the building and enclosing the rear
- Weatherization of the Building
- Interior/exterior improvements
- Electronic and fixed displays
- Interior and exterior lighting
- Data and security connections (may be wireless)
- Building maintenance (roof, painting, etc.)
- Accessibility improvements
- Kiosk and signage improvements
- Seating and site furnishings
- Landscaping improvements

Proposals would be due January 12, 2022, with a recommendation for approval of a professional services contract anticipated on February 16, 2022.

POLICY FOCUS

The Council policy focus should be on the desire to renovate the Atherton Station buildings and surrounds to integrate it into the Town Center and to repurpose the building to celebrate the Town’s history with Rail.

FISCAL IMPACT

None at this time. The cost of the anticipated service is unknown at this time and would be funded through the funding agreement with the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (SMCTA) entered into as part of the closure of the Atherton Station.

GOAL ALIGNMENT

This report and its contents are in alignment with the following Council Policy Goals:

- Goal A – Maintain Fiscal Responsibility
- Goal B – Preserve Small Town Character and Quality of Life
- Goal C – Create and Expand the Town Center/Library
- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

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)
- ___ 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

1. Draft Request for Proposals: Professional Design Services for Atherton Rail Station Remodel Project



Town of Atherton

Request for Proposals (RFP)

**Professional Design Services for
Atherton Rail Station Remodel Project**

Released: November 20, 2021

Proposals Due: January 12, 2022, 2pm

RFP Submittal Address:

Town of Atherton

Attention: Robert Ovadia, Director of Public Works

80 Fair Oaks Lane, Atherton, CA 94027

Atherton, CA 94027

rovadia@ci.atherton.ca.us

650-752-0541



A. OVERVIEW

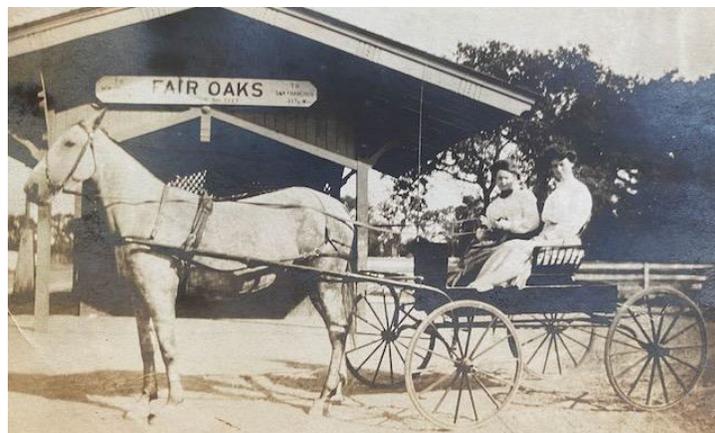
The Town of Atherton (Town) is accepting proposals from qualified architectural design firms or teams with demonstrated experience in remodeling of historic structures and the design of public museum displays to assist the Town with the development of project design documents, specifications and estimates associated with the remodel and repurposing of the Historic Atherton Rail Station Building and site.

The Town is interested in remodeling and repurposing the existing Atherton Rail Station Building into a public building showcasing the history of rail and the station in the Town of Atherton. The desire is to integrate the station building and area into the new Atherton Town Center, currently nearing completion.

B. BACKGROUND

The Town of Atherton, incorporated in 1923, is a small, semi-rural, residential community, with approximately 7,000 residents. The Town extends from slightly west of the Bayshore Freeway (US 101) up to I-280 and is approximately 4.5 miles long and 1.5 miles wide. Its municipal neighbors include Menlo Park to the south, Woodside to the west and Redwood City to the north.

In 1866, Atherton was known as Fair Oaks, and was a flag stop on the California Coast for the Southern Pacific Railroad (SP) between San Francisco and San Jose for the convenience of the owners of large estates living north of Menlo Park. The station was renamed Atherton after Faxon Atherton in 1912, eleven years prior to the incorporation of the Town under that name.



SP replaced the original wooden shelter with a larger shelter in 1913. The new structure had a terra cotta tile roof with redwood framing supported by Tuscan concrete columns. Three sides were enclosed by glass in 1916, and the fourth by 1939. Glass-walled extensions were added in 1954, with the track-facing side of the original shelter again open.



SP Peninsula Commute service was taken over by Caltrain in the 1980s. The station was surveyed in 1983 for potential inclusion on the National Register of Historic Places; it was ruled ineligible due to the 1954 modifications. According to Wikipedia, the shelter was rebuilt in 1990; all materials except the concrete columns were replaced. Weekday service to the Atherton station was discontinued in 2005, with all service discontinued in December 2020.



The Town is nearing completion of its Town Center Project, which represents the single largest community project in the Town's recent history. The Project consists of the design

and construction of a new City Hall, Police Station, and Library as part of a new civic space for the community.

The Town recently acquired use of the station building and surrounding area through a Maintenance and Use Agreement with Caltrain and secured a grant to improve the Station Building and surrounding area.

C. OBJECTIVES TO BE MET

The Town is interested in celebrating and sharing the long, storied history of rail in the Town of Atherton by refurbishing the building and surrounding area, and better integrating it with the Town Center. The building is currently an open-air building with its opening facing the rail corridor, which is now fenced off. It is desired that the building be re-oriented such that the main opening faces the Town Center, rather than the tracks, a secondary opening can be provided to provide access to view the rail corridor and display kiosk.

To celebrate and share the history of rail in Atherton, it is envisioned that display areas be integrated into the design, including audio/video and other displays (to include the possibility of a model historic train display), while maintaining and enhancing the character of the building and utilizing the custom benches created for the structure. The building should be enclosed, matching the building's architecture, potentially with French doors, serving as the main access. In addition to evaluation and refurbishment of the building, electrical and lighting upgrades are needed. In addition to an audio/visual display and static displays, the concept of a central rail display with time appropriate (chronological) model trains along a track has been discussed as possibility. Exterior improvements including lighting, accessibility, and landscaping near the kiosk and along the parking lot (screening the tracks) are also desired. The opportunity to expand community space with exterior seating and site furnishings in the vicinity of the station building is also desired.

All proposed work is to be done in compliance with the Maintenance and Use Agreement and the Joint Funding Agreement.

D. REFERENCE DOCUMENTS

Town documents are available that contain information regarding the Atherton Station and Town Center project including construction drawings and agreements. The available documents are noted below:

- Atherton Station Building Plans dated 1953:
<https://townofatherton.sharefile.com/d-s7bcd18fab7d241d29215a5077c18d55b>
- Town Center construction bid documents – Original - including landscaping near the Station building: <http://www.ci.atherton.ca.us/bids.aspx?bidID=60>
- Town Center construction bid documents – Awarded – denoting hydroseed: <http://www.ci.atherton.ca.us/bids.aspx?bidID=64>

- Station Area Maintenance and Use Agreement: <https://townofatherton.sharefile.com/d-s5c542cbc71404f879c0c6dcf077986cb>
- Joint Funding Agreement: <https://townofatherton.sharefile.com/d-s5c542cbc71404f879c0c6dcf077986cb>
- Standard Professional Services Agreement

E. SCOPE OF WORK

The successful consultant will enter into a professional services agreement for the design of the Station area improvements.

Task 1: Project Management and Meetings

In an effort to expedite approval of the design, the Consultant shall plan, coordinate and attend a kickoff meeting with Town staff and the Council subcommittee to discuss project goals, scope and schedule, and to discuss any issues to be clarified prior to the start of work. In addition to the kickoff meetings, periodic design meetings with Town staff and stakeholders.

Task 2: Review/Collect Existing Conditions, Documentation and Information

The Consultant shall perform a field review at the project location and secure existing conditions information (topographic, building and building condition, building utility, signing, striping, illumination, roadway, topographic, etc.). The Consultant shall work with Caltrain, local utility companies and public agencies as needed to obtain any existing As-Built, or electronic base map plans. The information shall be utilized by the Consultant to develop the Plans Specifications & Estimates (PS&E) for the project. It is noted that the Town does have some existing topographic information, base maps, limited utility, ROW, signing/striping and other information developed for the Town Center project. If needed, the Consultant shall complete a formal survey of the project location to obtain the data and information necessary to develop topographic and architectural base maps and complete the design.

Task 3: Environmental Documentation

The Consultant shall prepare and submit all environmental documentation necessary to complete historical review, obtain environmental clearance for the project, and to advise potential contractors of any potential abatement requirements.

Task 4: Project Design and Permitting

Consultant shall develop conceptual, 65%, 90% and Final PS&E, in conformance with the Building Code, Town Ordinances and in compliance with the Maintenance and Use Agreement. 90% plans will be used to apply for any required building permits and for final approval by Caltrain, if required. Material boards and samples shall be provided as necessary through the design for material/color selection, as well as for comparison during construction.

Key elements of the project include:

- Reorientation of the main entry to the building and enclosing the rear
- Weatherization
- Interior/exterior improvements
- Electronic and fixed displays
- Interior and exterior lighting
- Data and security connections (may be wireless)
- Building maintenance (roof, painting, etc.)
- Accessibility improvements
- Kiosk and signage improvements
- Seating and site furnishings
- Landscaping improvements

Each design submittal shall consist of a minimum of one electronic and three sets of plans (11"x17"), specifications and estimates. Specifications are not required for the conceptual design. Building permit applications may be submitted electronically. Review plans shall be submitted in pdf format, specifications and estimates shall be submitted in an editable electronic format (Word, Excel, etc.). Final PS&E shall be in an editable electronic format (AutoCAD, Word, Excel, etc.), as well as pdf format and hard copies.

Task 5: Bidding Support

The Consultant shall prepare responses to questions from Contractors regarding advertised plans and specifications and shall prepare addendums as needed.

Task 6: Construction Support

The Consultant shall:

- Attend the construction kickoff meeting
- Review and approve material submittals
- Respond to RFI's
- Attend up to two field meetings to respond to unforeseen conditions or answer Contractor and Inspector questions.
- Complete a minimum of two progress inspection
- Conduct punch-list walkthrough and closeout inspections

Task 7: Attend Public Meetings

In addition to regular project meetings, the Consultant will be required to attend public meetings regarding the project including the Town Council and project stakeholders to review the conceptual and final designs. (For the purpose of the proposal, assume there will be three (3) such public meetings.)

F. SUBMISSION OF PROPOSALS

Town staff will evaluate the proposals received and develop a short list of the most qualified firms. They may be invited to interview and may be asked to submit more detailed information. Proposals should be concise and contain at least the following information:

1. Firm or Person Introduction: including information such as form of organization, length of time in business, office location(s), number of staff and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise and licensing. Include name, email address and phone number for the firm's contact person.
2. APPROACH: the person or firm's project management practices, methodologies and processes.
3. PROJECT EXPERIENCE: listing specific experience that is related to the type of service required by the Atherton Rail Station Remodel project design. Project experience should list the type of work provided with the client contact information for each project. If Sub-Consultants are proposed, include information on joint work, if any, and their roles in those projects.
4. WORK PLAN: A description of project understanding, detailed approach, and methodology, including estimated hours by task by job title for the project.
5. KEY STAFF: including the identification of the Principal-in-Charge and key staff. This section should identify the qualifications and related experience of key staff assigned to the project; and include their resume showing experience in remodeling and repurposing of historic buildings, historical museums and displays. Include an organizational chart for this project.
6. REFERENCES: Provide client references, for all similar projects in the past five (5) years, that have working experience with the project team and companies proposed for assignment to this project. Furnish the name, title, address, and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of the staff.
7. PROJECT SCHEDULE – Propose a timeline for completion of the project, and include start date, phases, milestones, and target completion dates. Any assumptions regarding turnaround time and City Council meetings should be clearly noted.
8. LITIGATION: a list of any current litigation to which the firm or person are parties by virtue of their professional service, in addition to a list of any such litigation from the past ten years.
9. DISCLOSURE: of any past, ongoing, or potential conflicts of interest that the firm or person may have as a result of performing the anticipated work. Consultant shall also provide a list of any work currently being performed for any jurisdiction or substantial property owner/developer within a five (5) mile radius of the Town of Atherton.
10. PROFESSIONAL SERVICES AGREEMENT: Consultant will be expected to execute the Town's Standard Professional Services Agreement. The Consultant shall list any required modifications with their proposal. The Town reserves the right to accept or reject any such modifications or may reject proposals based on the proposed modifications.
11. FEE INFORMATION: Provide fee information that ties tasks to specific tasks. Provide a description of the level of effort required, listing the estimated hours required for each task in the Scope of Services, hourly rates of personnel, and expected incidental expenses such as travel, supplies, communications,

reproduction, mailing, etc. Identify the fee that will be charged for additional public or City Council meetings not identified in the scope of services. **One (1) copy of the cost proposal shall be submitted in a separate sealed envelope at the same time as submittal of the technical proposal.**

G. General Terms and Conditions

1. The Town reserves the right to reject any and all proposals.
2. The Town will not be responsible for any costs incurred by respondents in the preparation and submittal of a response to this request.
3. The Town reserves the right to modify the scope of the project at any time, with appropriate fee adjustments to be negotiated.
4. Documents and findings (regardless of format) that are associated with this project shall be the property of the Town.
5. Proposal shall remain effective for 90 days beyond the submitted date.

H. Submittal and Review Process

1. Applicant questions: All questions regarding the RFP shall be submitted in writing to Robert Ovadia, Director of Public Works at rovia@ci.atherton.ca.us. Questions and responses will be posted on the Atherton Town website.
2. Submittal Deadline: January 12, 2022, 2 pm. Late submittals will not be accepted.
3. Format and Delivery: Submit three (3) letter-sized copies with one (1) unbound copy of the proposal to:

Robert Ovadia
Town of Atherton
80 Fair Oaks Lane
Atherton, CA 94027
4. E-mail a PDF copy to Robert Ovadia at rovia@ci.atherton.ca.us.
5. Submittals will not be returned.
6. The Town reserves the right to accept or reject any or all proposals, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFP or the proposals.
7. The Town reserves the right to short list the most qualified firms for consideration during the RFP process.
8. The Town reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it

fail to negotiate a reasonable fee with the initially selected person or firm or should that firm fail to execute the Town's Agreement.

I. Evaluation Criteria

The Project Manager will be the key point of contact with City staff and will be expected to drive the project to meet schedule and budgetary goals. The Project Manager would ideally have at least 5-years' experience designing historical building remodels and/or historical displays.

Proposals will be evaluated based on the following criteria:

- Team's Qualifications – 10%
- Project Manager's Technical Experience and Approach - 30%
- Understanding of Project Issues – 20%
- Quality of Proposed Work Plan – 30%
- Quality of References – 10%

Proposed Timeline

Proposed Timeline

<u>November 20, 2021</u>	RFP available on Town of Atherton website
<u>December 21, 2021</u>	Submission deadline for written questions
<u>January 4, 2022</u>	Responses to written questions available on Town website
<u>January 12, 2022, 2pm</u>	Technical and Cost Proposals due
<u>January 24, 2022 (week of)</u>	Interviews with highest ranked proposers (if necessary)
<u>February 16, 2022</u>	Recommendation to City Council

Thank you for your interest in the project.