



Item No. 3 Town of Atherton

CITY COUNCIL STAFF REPORT – ACTION ITEM

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

THROUGH: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

FROM: MARTY HANNEMAN, CITY ENGINEER

DATE: SEPTEMBER 7, 2016

**SUBJECT: APPROVE AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT WITH WRNS STUDIO FOR THE DESIGN OF THE
CORPORATION YARD PROJECT, PROJECT NUMBER 54015**

RECOMMENDATION

1. Authorize the City Manager to execute an amendment to the consulting services agreement with WRNS Studio to perform architectural design services for the Corporation Yard Project for a fee not to exceed \$527,500.
2. Authorize the City Manager to proceed with the Programming/Conceptual Design phase for a fee not to exceed \$182,000.
3. Authorize the City Manager to approve reimbursable costs not to exceed \$10,500, as needed.
4. Authorize the City Manager to approve the Construction Documents phase not to exceed \$268,000, as needed.
5. Authorize the City Manager to approve the Construction Administration phase not to exceed \$67,000, as needed.
6. Authorize a budget amendment to assign \$527,500 of Unallocated Capital Improvement Funds to FY 2016/17.

BACKGROUND

The Schematic Design for the new Civic Center and Library was approved by Council in May 2016 and the project is now in the Design Development phase. The Corporation Yard is not included as part of the Civic Center Design. The Civic Center Design was approached under the context that the site had some significant constraints. As such, as much of the project as possible should be evaluated for use in the new Civic Center Design. Now that the plans for the Project have moved to the Design Development Phase, staff is able to identify impacts to the current corporation yard that must be addressed to ensure continued efficient operation of the yard.

The plan for the Civic Center Project eliminates the Public Works Maintenance staff storage and work building and impacts the functionality of the existing maintenance yard. Staff advised the Council early that a redesign of the Public Works Corporation Yard would be required to maintain a functional public works department for the Town of Atherton and fully integrate the corporation yard into the new design plans for the overall project.

As the Civic Center Project moves forward staff has identified a need to coordinate the improvements so that they coincide in the design phase. To ensure that the two separate improvements are coordinated, staff is recommending that the design of the corporation yard be advanced fully into the current fiscal year.

ANALYSIS

Staff has reviewed the site and operational requirements with WRNS staff to develop a scope of work to redesign the corporation yard maintenance facilities to fit within the new areas identified in the Schematic Design plan for the Civic Center project.

The proposed plan will include a new corporation yard maintenance and operations building that is combined with the public works warehouse, site area for dumpsters, equipment storage, maintenance vehicles, fueling area, storage for miscellaneous police yard equipment and sand bag station. It is anticipated the facility will include a modestly designed, two story maintenance building/warehouse that houses offices for the Public Works Superintendent, supervisor, locker rooms, meeting area for maintenance staff, workshop and materials storage and the entire facility will be well screened by landscaping. As mentioned prior, with the elimination of the Public Works Building as part of the Civic Center Project some of these functions now need to be integrated into the corporation yard. In particular, locker areas, superintendent office, sand bag station, and other minor spaces. As part of the overall assessment of corporation yard needs, the proposal includes an analysis of existing the Holbrook-Palmer Corporation Yard, which will include site visits, programming discussions and conceptual layouts. Ultimately, facilities and functions of the Civic Center Corporation Yard will be integrated and combined to allow for efficient operation of both facilities and the return of programming space to the Park.

WRNS has submitted a scope and fee broken into three phases:

1) Programming/Conceptual Design	\$182,000
2) Construction Documents	\$268,000
3) Construction Administration	\$67,000
Reimbursable Expenses Estimate	\$10,500

Costs for the corporation yard project were not specifically included in the Capital Improvement. However, with the timing of the project, funds need to be added from the unallocated Capital Improvement Fund to the current fiscal year.

POLICY FOCUS

There are no significant policy issues in this report. This is a General Fund project integrating the Civic Center Corporation Yard into the newly defined Civic Center Design and consolidating, where feasible, facilities and functions of both the Holbrook-Palmer Park Corporation Yard and Civic Center Corporation Yard to ensure that both corporation yards continue to function optimally.

FISCAL IMPACT

The project was not specifically included in the Capital Improvement program for FY 2016/17. Funding for the Public Works Maintenance facility will be budgeted out of the unallocated future capital projects Capital Improvement Funds. An amendment to the Capital Improvement Budget is required to allocate \$527,500 to FY 2016/17.

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.

ATTACHMENTS

WRNS Studio Scope and Fee Dated August 13, 2016

WRNSSTUDIO^{LLP}

August 13, 2016 revised
 August 10, 2016 revised
 July 18, 2016 revised
 June 11, 2016 revised
 July 3, 2016 revised
 July 7, 2016 revised
 July 15, 2016 revised

George Rodericks
 City Manager
 Town of Atherton
 91 Ashfield Road
 Atherton, CA 94027

Re: Town of Atherton Corporation Yard Redesign -

Dear George,

Thank you for the opportunity to provide you with a proposal for architectural services for the renovation of the Corporation which involves the Public Works Building and the Corporation Shed. This proposal is built off the Site walk that was performed on April 28th, 2016 with Mary Grace Houlihan, Steve Tyler from the Town of Atherton and John Schlueter of WRNS Studio. We have amended this proposal to include programming for the Holbrook-Palmer Corporation Yard, which will include site visits, programming discussions and conceptual layouts.

We understand that the project is on an aggressive schedule and needs to get into integrated into the design consideration of the Civic Center within the next few months. The project currently includes a Public Works Building which provides support area for a crew size of (4), locker rooms, office space and an emergency generator. Our understanding is that this building is part of the Emergency Operations Center. The associated Corporation Shed contains office space, kitchenette and storage facilities. It is desired that this area be incorporated into the overall design of the Civic Center and be considered for renewable energy production. Our team is ready to analyze the work you have done to date and assist in the development of a design that is forward thinking and reflects the market. Based on the discussion we have had with you, our work will include the scope of work as defined below, broken down by task.

SCOPE OF SERVICES

Engage the users in a full programming session, develop a plan that is reflective of programming discussions, develop a design for the building and exterior spaces to reflect the desire for a revised Town support area and modified traffic approach from Maple Lane. Included in the Conceptual effort will be a focused programming effort to understand the potential storage use of the facilities at Holbrook-Palmer Park. Given the aggressive schedule, we propose compressing Programming, Schematic Design and Design Development into a single phased named Conceptual Design

PROGRAMMING AND CONCEPTUAL DESIGN (assume 3 – ½ months)

We suggest these two phases – Programming and Conceptual design - blending together in the highly interactive charrette-style methodology, where ideation, design and coordination take place simultaneously. The purpose of this phase is to agree to adjacencies, plan and massing approach and use distribution at the two locations.

The essence of this phase is the development of a documentation set that will support the planning approval process with the town staff and initial pricing. We understand that design optimization and value engineering will be a continuous process as the design develops.

- Programming session – assume two within 1-1/2 months (includes facilities at Holbrook-Palmer Park)

- Design and System meetings with City Staff and Team – assume two within a month; assuming 2 months
- Site plan using town provided survey
- Building Code and Planning Code analysis
- Conceptual Floor Plan for Corporation Yard and facilities at Holbrook-Palmer Park
- General Parking analysis
- Review Traffic Analysis provided by Town consultant
- Coordination of drawings and design issues with consultants – including structural, mechanical, electrical, civil and landscape
- Coordination and consultation with Town of Atherton Planning Department
- Site Plan with tree removal proposal (based on arborist report provided by Town)
- Exterior Design – Sketch up development and massing
- Key Exterior elevations
- Key interior elevations
- Suggested Finishes
- Key mechanical, electrical and plumbing system approaches – narrative and system diagrams and layout
- Key structural strategies – narrative and framing diagrams
- Key stormwater management strategies – narrative and identified areas for management

CONSTRUCTION DOCUMENTS (for Corporation Yard only)

Upon approval of Conceptual design scope documented during Concept development, construction documents and specifications will be prepared as required for the city permit and construction. Meeting attendance and coordination will be an ongoing process, as before. Construction drawings will include:

- Site Plan
- Plan identifying code compliant path of travel and accessibility
- Existing Plan, Demolition Plans, Floor Plans
- Reflected Ceiling Plans
- Enlarged Plans
- Exterior Elevations
- Interior Elevations
- Interior Section and Details as required
- Finish Plans and Schedules
- Door Types and Hardware Schedule – essential details for permitting
- Interior Window Types, Millwork Plans and Elevations, Sections and Details
- Civil Grading and Drainage, Utilities
- Landscape Planting and Irrigation
- Structural Engineering
- Mechanical, Plumbing and Fire Safety (DB)
- Title 24 building envelope energy calculations
- Electrical Engineering, Site lighting
- Simplified Energy Modeling

It is our assumption that this project will be subject to a traditional bidding process

CONSTRUCTION ADMINISTRATION

The goal for this phase is to continue construction administration activities whose schedule is aligned with the Civic Center. Submittals will be part of the general contract and will be identified where they are particular to the Corporation Yard work

- Attending OAC meetings as required for key discussions. Assume a construction period that is aligned with the base project of the Civic Center. Assume approximately 8 key on site meetings
- Issuing addenda clarifications – assume limited to 2
- Responding to request for information (RFIs) – assume limited scope
- Communicating with the Contractor as required and providing responses to RFIs
- Reviewing Submittals, Samples
- Inspection and Punch list

EXCLUSIONS

The following items are not part of Basic Services, but may be provided as an Additional Service if requested and authorized by the Client:

- Traffic Design
- Acoustical design and vibration analysis
- Alta boundary, topographic and utility survey
- Arborist report
- Archeological site assessment
- Architectural Review Committee submittals
- Audio/visual design
- Commissioning
- Construction documents for offsite improvements
- Contamination mitigation
- Contamination or hazardous material location identification
- Cost estimating
- Environmental impact reports
- Fees – city, county, permit regulatory, LEED registration, tree removal applications
- Field survey and scanning of the roof
- Full Fire alarm, telecom/data design
- Full Fire sprinkler system design
- Full boundary and topographic survey
- Furnishings, fixtures and equipment
- Furniture selection coordination
- Geological survey
- Hazardous material/chemical consultant
- Historic report
- Lead and Asbestos survey
- Legal description
- Mapping: Parcel Map, Lot Merger, Plat and Descriptions
- Mechanical and plumbing engineering
- Mold abatement
- Noise report
- Offsite street improvement plan
- Photorealistic renderings
- Planning department submittals or review
- Record documents/ As Built Documents
- Security system design
- Seismic analysis and engineering
- Commissioning
- Signage design
- Site survey – boundary, topography, utility
- Soil testing data and foundation recommendations
- Storm water pollution plan
- Telecommunications, telephone, data network design
- Title report
- Traffic study/report
- Utility extension plans
- Value engineering
- Work due to constructed conditions not in accordance with contract documents
- Work due to existing conditions uncovered during construction
- Work due to existing conditions uncovered during construction

Proposed Fee:

WRNSSTUDIO^{LLP}

For the Scope-of-Work described above, we respectfully request an amount of \$517, 000.00 (five hundred and seventeen thousand dollars.) for the design services noted above and identified below

Programming/Conceptual Design	\$182,000.00
Construction Documents and Permitting	\$268,000.00
<u>Construction Administration</u>	<u>\$67,000.00</u>
Total	\$517,000.00

Breakdown of Base Fee above by Discipline

	Concept	CD	CA	
WRNS	\$ 88,000	\$ 89,000	\$ 19,000	\$ 196,000
Mar	\$ 9,000	\$ 36,000	\$ 12,000	\$ 57,000
Sherwood	\$ 20,000	\$ 34,000	\$ 12,000	\$ 66,000
Landscape	\$ -	\$ -	\$ -	\$ -
Interface	\$ 17,000	\$ 38,000	\$ 12,000	\$ 67,000
Integral	\$ 15,000	\$ 28,000	\$ 12,000	\$ 55,000
Energy Model	\$ 8,000	\$ 11,000		\$ 19,000
Acoustics	\$ 6,000			\$ 6,000
AV	\$ 6,500	\$ 12,000		\$ 18,500
Security	\$ 4,500			\$ 4,500
Specs	\$ 8,000	\$ 20,000		\$ 28,000
	\$ 182,000	\$ 268,000	\$ 67,000	\$ 517,000

Alternate efforts

PV Design		\$ 26,000	\$ 26,000
Cxg	\$ 12,000		\$ 12,000

Buildings:

PW Building: 1300 sf existing
 Corp Yard: 2000 sf
 Emergency Supply Shed: 288 sf
 Holbrook-Palmer Park Shed study: size tbd

Reimbursables:

For work under WRNS (Phase One), Billed at incurred rate multiplied by 10% and is estimated to be less than \$10,500.00. This estimate does not included Presentation Materials or Bidding sets. All interim submission will be provided electronically.

Additional Services:

When approved in writing by the Owner, effort expended for additional services will be billed on an hourly basis and charged against the project at the hourly or, for a mutually agreed-upon lump-sum fee.

Reimbursable Expenses:

Reimbursable expenses are billed in addition to the not-to-exceed fee proposed, and include only actual expenditures made in the interest of the project. Allowable reimbursable costs include, but are not limited to the following: cost of plotting/reproduction, photography and express delivery as specifically requested by the Owner, travel outside the 50-mile radius of the project site as specifically requested by the Owner, and will be billed at 1.10 times our direct cost.

Assumptions/Exclusions:

The assumptions and/or exclusions outlined below represent our initial understanding of the project, as well as your expectations of products WRNS will be developing in support of this project. If these are not correct, the scope-of-work as described in the above tasks may require review and modification.

ASSUMPTIONS

1. The Client will provide WRNS Studio with access to the site and existing facilities for field and inventory activities.
2. WRNS will not review design with the CCAC or attend meetings to present the design
3. The General Contractor will be selected as part of the Atherton Civic Center Bid
4. It is understood that there will be only one meeting/presentation with the CCAC
5. It is understood that there will be only one presentation to the City Council
6. It is understood that the landscape design will be part of the Library Civic Center effort
7. It is assumed that the schedule will align and be concurrent with the Civic Center project
8. The Client or such designated representative shall render decisions in a timely manner pertaining to documents submitted by WRNS Studio in order to avoid unreasonable delay in the orderly and sequential progress of WRNS Studio services. Assumed Schedule is designed to be in alignment with Civic Center schedule.
9. The Client shall provide full information in a timely manner regarding requirements for and limitation on the Project, including a written program which shall set forth the Client's objectives, schedule, constraints, and criteria, including space requirements and relationships.
10. The Client shall provide copies of available plans, exhibits, records and data pertinent to the project
11. The Client will provide sign-offs in accordance with scope of work and schedule requirements
12. A topographic survey and geotechnical report related to the work area will be provided to the design team by the Owner at the commencement of the project. No geotechnical/environmental assessment services will be required as part of WRNS Studios' responsibilities.
13. WRNS Studio, unless specifically directed by the Owner, will make no allowance for other special sub-consultants (traffic, archaeology, environmental, etc.) as listed in the Exclusions section.

14. This project will be reviewed by the Town of Atherton and Menlo Fire. We do not anticipate engaging the Department of Health or the Water Department.
15. No allowance for value engineering work by the design team is included in this proposal. Should a major re-design be required, additional fees may be required.
16. If the existence of defined hazardous materials on site is suspected, these materials will be identified and removed by the Owner or other responsible party under a separate contract independent of these services.
17. It is advisable that the Owner carry appropriate design contingencies in the project budget – we recommend 10% (which would decrease as cost estimates become increasingly reliable) of the construction budget.
18. The Owner is responsible for all entitlement issues and approvals from Town of Atherton and all environmental requirements with CEQA and any other federal, State, or City agencies. Any re-submittal to or consultation with any of these entities will be considered as added scope-of-work and will require additional compensation.
19. Owner is responsible for all building permit fees, utility connections fees, plan filing fees, or any other unforeseen fees required for approvals or construction of the project.
20. It is assumed that there will be one Permit package and not multiple packages
21. Owner is responsible for all testing of assemblies, materials, and environmental conditions including cost, scheduling, and review unless such testing is explicitly described in the construction documents (and thus, expected to be integral to the construction contract).
22. WRNS will provide documents for permit submittal and plan check comments only. Services for expediting, and attendance at meetings with the City and/or its contract plan reviewer in excess of those stipulated in this proposal will be considered as added scope-of-work and will require additional compensation.
23. Owner is responsible for design, specifications and coordination of all telecommunication systems including interface with all vendors and suppliers. WRNS, as part of its basic services, will assist in the coordination of the work of the Owner's vendors and suppliers.
24. Should the project be suspended for more than 3 months or abandoned, or should the Owner elect to terminate our services prior to our completion of the work, WRNS Studio shall be compensated for all services performed and reimbursable expenses expended up to the date of receipt of written notice.
25. This project will align with the design phases, bidding and construction of the Civic Center project. If this project is on a different timeline, then additional services may be required.
26. It is assumed that a General Contractor will be selected prior to the completion of Construction Documents. This selected contractor will assist in constructability reviews and advise within the Construction Document phase
27. It is assumed that no Stormwater management plan will be provided by the design team.
28. Per direction from the town, no landscape will be part of this effort
29. The project will be designed to Cal Green and will consider the sustainable strategies and identified in benchmark systems such as LEED. No application or formal certification is expected.

EXCLUSIONS

The following items/services are not part of Basic Services, but may be provided as an Additional Service if requested and authorized by the Client:

- Photovoltaic Design unless desired by above alternative fee
- Traffic Design
- Acoustical design and vibration analysis
- Alta boundary, topographic and utility survey
- Arborist report
- Archeological site assessment
- Architectural Review Committee submittals
- Audio/visual design
- Commissioning
- Construction documents for offsite improvements
- Contamination mitigation
- Contamination or hazardous material location identification
- Cost estimating
- Environmental impact reports
- Fees – city, county, permit regulatory, LEED registration, tree removal applications
- Field survey and scanning of the roof
- Full Fire alarm, telecom/data design
- Full Fire sprinkler system design
- Full boundary and topographic survey
- Furnishings, fixtures and equipment
- Furniture selection coordination
- Geological survey
- Hazardous material/chemical consultant
- Historic report
- Lead and Asbestos survey
- Legal description
- Mapping: Parcel Map, Lot Merger, Plat and Descriptions
- Landscape Design
- Mold abatement
- Noise report
- Offsite street improvement plan
- Photorealistic renderings
- Planning department submittals or review
- Record documents/ As Built Documents
- Security system design
- Seismic analysis and engineering
- Commissioning
- Signage design
- Site survey – boundary, topography, utility
- Soil testing data and foundation recommendations
- Storm water pollution plan
- Telecommunications, telephone, data network design
- Title report
- Traffic study/report
- Utility extension plans
- Value engineering
- Work due to constructed conditions not in accordance with contract documents
- Work due to existing conditions uncovered during construction

We hope this proposal meets with your approval and reflects the effort and intentions as described in our discussion. Please let us know if you should need additional information.

Sincerely,

Accepted

A handwritten signature in black ink, appearing to be 'Pauline Souza', written over a horizontal line.

Pauline Souza, AIA, LEED AP
Project Manager, Partner
WRNS STUDIO

George Rodericks, City Manager, Town of Atherton

Cc: Mary Grace, Town of Atherton

Attachments:
Exhibit A: Corporation Yard Site Visit