



## TOWN OF ATHERTON CIVIC CENTER PROJECT PRE-CONSTRUCTION MEETING

Date: April 30, 2019

Time: 10:00 AM

Location: Town Hall, 91 Ashfield Road, Atherton, CA

### MEETING MINUTES

#### **Points of Contact:**

- Amoroso: Oscar Gee, Construction Project Manager; and Amoroso project email.
- Town of Atherton: Marty Hanneman, Town Project Manager
- CM- Mack5: Paul Beamer, Michael Drasnin
- WRNS: Eileen Ong and Sarah Guyette

Outreach Meeting will be held prior to June 3<sup>rd</sup> NTP. Potential topics include:

1. Neighbor communication protocols
2. Pedestrian paths
3. Entry and exit to site / Truck routes
4. Utility interruptions
5. Police Department changes
6. Noise
7. Construction porta-toilet locations (in relation to neighboring residences)
8. Crane use, if anticipated
9. Working hours
10. Construction parking

Limited NTP issued to Amoroso to cover the following: Tree Protection, Site Survey including photos of (e)residences, Pedestrian Pathways, SWPP, Secure Site Fencing.

90 day schedule to be provided soon; full project schedule will be completed in July.

SJA to include in schedule Town activities and milestones, e.g., moves required for phasing.

All questions from residents to be directed to Marty.

Safety handled by Amoroso

#### **Project Software:**

- Amoroso: Uses Box for document storage and access. Can work with WRNS software
- WRNS: Uses Newforma for document tracking and distribution.

#### **Photo documentation:**

- After removal of trees Amoroso will give recommendation on where to locate fixed cameras. Minimum of two cameras to be located.
- Discuss with Town and CM whether special documentation is required prior to covering walls.



**Construction Scheduled Completion Date: June 23, 2021**

- Schedule will need to add dates of Owner's outfitting of buildings and subs.
- 90 day schedules will be provided and Construction of Values for first Pay App in June.
- Pay Apps to be presented to City Council for approvals and need to be provided a week prior to council meetings.

**Phasing:**

- Only issue with phasing is completion of roadway at temporary Library. Timing will be different.
- SEC Parking gates will be set back from Fair Oaks to provide staging area for deliveries along Fair Oaks.
- Abatement will be first week in June
- Demo will begin second week in June
  - Lead time needed for Police Dept. to remove items from garage.
- Complete Fencing and Construction Staging Plan
- Will get additional parking area when trees removed along Ashfield.

**Permitting:**

- COP Plan is almost ready for Building Dept.
- Utilities should be capped back to meter.
- PGE and WestBay Sanitary input needed.
- Demo Permits - need to provide sign off from local BAAQMD

**Critical Sequence Long Lead Items:**

- Bluebeam to allow concurrent live review by Design Team, Town of Atherton & CM.
- Alan Price with Town of Atherton will be handling FF&E

**Procedures:**

- Contractor to get Town and Police Dept. approval for any adjustment to working hours required for specific construction work; SJA will need to work through Town to inform neighbors in advance of these adjustments.
- For activities that extend beyond regular work hours, contact PD to notify. Permit may be required from PD to conduct after hours work.
- Delivery routes: use Fair Oaks, not Maple or Ashfield. Loop around front door of City Hall. Woodside to El Camino, down Fair Oaks.
- Noise will be issue as decibel ranges on documents are not possible for construction activities. Short durations are permissible within regular work hours.
- EIR report includes dust management procedures. Refer to EIR report for other mitigation measures.
- Waste Management - Amoroso has subcontractor who handles plan and reporting
- Fire Dept. access to be discussed with MPFPD for sign off.

**Utilities:**

- SFPUC requirements



- Team: Colby Lum, Stacie Feng & Albert Hao
- Provide access to SFPUC facilities at all times during construction. Provide combination lock to gates.
- Protect facility, including air valve (currently below grade); SFPUC will be bringing above grade. Mark to protect; install barriers as required.
- Notify anytime crossing utility by other utilities
- When soft soil, provide trench plating – SFPUC will send requirements
- West Bay comments:
  - Need construction cost from Town of Atherton. Town will provide cost as soon as received from Amoroso.
    - Amoroso to provide schedule of values with utilities broken out separately.
  - Need access to site 24/7. Amoroso to provide combination lock to gates.
- PG&E: Electric Meter on Permit Center to remain and responsibility transferred to Amoroso for their use.
- Radio Tower:
  - To remain in operation during project.
  - Tower used by PD, AT&T and Atherton Fiber.
  - Radio Room replacement will be separate project.

**Owner Occupancy:**

- Town Hall: Last meeting scheduled for May 15.
- Utilities at PD: During demo will need to coordinate with them. They have emergency generator. Emergency 911 dispatch can only be turned over to Menlo Park or County systems for limited time, with advance notice required.
- Police Department: Need to keep PD undisturbed, minimize interruptions.
- Caltrain Parking may be affected by utility construction for a few weekends.
- Secure Parking to enter off Ashfield and Exit to Fair Oaks.

**Pay Apps:**

- Schedule of Values should match.
- Burn rates to be included
- Due dates need to be established for cycle.
- Certified Payroll to be live electronic program, accessible to Town of Atherton and CM.
- As-Builts – Owner request they be sent when each phase of work completed.

**Permits:**

- NOI has been established. GC will need to upload documents as required.
- AME is Special Testing and Inspection service. GC to coordinate site visits directly with them.
- Demo Grading permits to be pulled by GC, paid for by Town of Atherton.



**Submittal:**

- GC to provide Submittal Schedule; identify long-lead items
- 15 working days to review
- Cover sheet to be reviewed by WRNS
- Minimum of 4 samples required. To be distributed and returned at OAC meeting.
- All other documents will be distributed electronically.
- Mock-up locations to be determined; many can be in place.
- Deferred submittals (Fire Sprinklers, Sustainability, SWPPP, BAAQMD) will need to be reviewed by Design Team prior to submission to Building Dept. or Authority having jurisdiction.
- Amoroso and WRNS will maintain parallel Submittal Logs.
- Amoroso will identify higher priority submittals during periods of heavy submittal activity.

**SWPPP:**

- Amoroso will upload reports and make annual report.
- QSP activities will be by Amoroso team.

**Change Orders:**

- CM to receive
- PCO needed for Pathway changes by 5/8 to include in 5/15 Council Meeting.

**RFIs:**

- to be sent to CM, Town of Atherton and WRNS.
- 7 working days to review

**Project emails:** Town of Atherton to look into establishing project email.

**Tree Protection:** Amoroso walked site with Town Arborist. Will be trimming trees to provide 14' overhead clearance for construction equipment.

**Bird Biologist:** Town will check if required or needed.

**Digital Files:**

- WRNS will need release forms signed by companies requesting electronic documents. Companies requesting documents should provide specific information on what is being requested.
- AutoCAD documents of Civil and Landscape and Revit documents for Architectural/Structural/MEP formats used.

**Survey and Staking:**

- Alta Survey is available from Town.
- Town surveyor was Mark Thomas; Amoroso surveyor can coordinate with him.

**ASI:**

- To be reviewed by Town of Atherton and CM prior to release to General Contractor.
- Amoroso needs to coordinate ASIs with As-Built.



**Weekly OAC Meetings:**

- Meetings to be scheduled for Tuesday at 10:30 a.m.
- Town Hall may be used as meeting area.
- Pre-Install meetings should be scheduled for same dates after OAC.

**Construction Signage:**

- WRNS to provide graphic art for Construction Signage. Should include renderings of buildings. To be reviewed by Town of Atherton. GC to send examples.
- Town of Atherton to provide content desired for sign, with Amoroso input.
- Wayfinding signage for pedestrians and vehicles to be provided and installed by Town of Atherton.

**CCAC Responsibilities during construction:**

Only need to be copied if material changes are prop