



Item No. {{item.number}}
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: DECEMBER 18, 2024

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD
NOTICE OF COMPLETION FOR THE HOLBROOK-PALMER
PARK ACCESS AND CIRCULATION IMPROVEMENTS
PROJECT, PROJECT NUMBER 56083**

RECOMMENDATION

It is recommended that the Council accept work and authorize recording of a Notice of Completion for the Holbrook-Palmer Park Access and Circulation Improvements Project, Number 56083.

BACKGROUND

The Council awarded a construction contract on June 21, 2023, to Suarez & Munoz Construction, Inc., of Hayward for \$1,325,797 and authorized change orders up to \$130,000, for a total amount of \$1,455,797. This project consisted of the following improvements:

- Removal of existing hardscaping.
- Installation of new pedestrian paths consisting of various materials including decomposed granite and decorative interlocking pavers. New concrete sidewalks connect the park interior to Watkins Avenue.
- ADA ramps along Watkins Avenue at the entrance and exit and at the new pedestrian crossings in the park.
- New planting and associated irrigation.
- Ornamental fence at the entrance and exit to the park to provide a safety railing for the new walkways that are adjacent to the channel along Watkins Avenue.
- Picnic area improvements and a more direct pathway connection to the new picnic area.
- Installation of pedestrian friendly raised crossings.
- Installation of signs acknowledging the funding partnerships for the project (State of California and County of Santa Clara).

The FY 2023-24 Capital Improvement Program (CIP) budget included a carryforward of \$350,000 from the 2022-23 CIP for repairs to the Holbrook-Palmer Park parking lot. At its November 15, 2023, meeting, the City Council reallocated these funds to the HPP Access and Circulation Project and increased change order authority to address deficiencies in the parking lot and driveways, for a total construction budget of \$1,805,797.

Work under the contract has been completed.

ANALYSIS

The original contract price was \$1,325,797. During construction, there were several issues that were discovered and additional scope requests by the Town that led to 28 change orders, including credits, that were executed to complete the project. A summary of major change orders are as follows:

- Fence Color Change
- Dry Well Installation
- Additional Catch Basins, Drain Line Modifications, and Drain Line Repairs
- Adjustment of drainage inlet and repair of storm drain line in Main House parking lot and drainage repairs associated with the drain line from the North Meadow parking lot
- Electrical Conduits for Future EV Charging Stations
- Entry and Exit Drive Paving
- Repair and Seal Coating of the main access drive from the entry/exit drives to the rear parking lot
- Repair, Crack Seal, Seal Coating and restriping of the North Meadow, Main House and Rear Parking lots

1. Original Contract	\$1,325,797
2. Contract Change Orders after adjustments	\$423,309
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Total	\$1,749,106

FISCAL IMPACT

The total allocated construction budget including parking lot repairs was \$1,805,797, funded through the Capital Improvement Fund and by grants from:

- State of California Department of Parks and Recreation, Proposition 68 Per Capita Grant - \$182,376
- Santa Clara County (Stanford Mitigation Fund) - \$300,000

The final cost of the construction contract was \$1,749,106.

GOAL ALIGNMENT

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

- Goal Area A – Maintain Fiscal Responsibility
- Goal Area B – Preserve Small Town Character and Quality of Life
- Goal Area D – Manage Circulation and Improve Safety
- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

POLICY FOCUS

There are no significant policy issues related to this item. The item is consistent with the Town's adopted 5-Year Capital Improvement Program.

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 Protection District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item has not been before a Town Committee or Commission

ATTACHMENTS

1. Notice of Completion