



Item No. 7 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: SEPTEMBER 20, 2023

**SUBJECT: APPROVE A TASK ORDER WITH INTERWEST CONSULTING
GROUP FOR THE DESIGN AND CONSTRUCTION
MANAGEMENT OF THE HOLBROOK-PALMER PARK
PLAYGROUND IMPROVEMENTS PROJECT**

RECOMMENDATION

It is recommended that the Council approve a task order with Interwest Consulting Group, Inc. in the amount of \$180,000 for design and construction management services related to the improvement of the playground at Holbrook-Palmer Park.

BACKGROUND

The Holbrook-Palmer Park playground and play structures have aged and are in need of replacement. The City Council, through adoption of the FY2023-24 Capital Improvement Program (CIP) approved a project to redesign and replace the playground at Holbrook-Palmer Park. Staff solicited a proposal from Interwest Consulting Group (Interwest), Inc. for the design and construction management services associated with the replacement of the playground area at Holbrook-Palmer Park, under their master services agreement with the Town.

Though not directly included in the scope of the playground CIP project, there is a need to consider the eventual replacement of the playground restrooms in the design process, particularly as the boundaries and access to/from the playground area may change.

ANALYSIS

Interwest provided the attached scope and fee proposal for the design and construction management of the playground improvements, which include the following elements:

- Public Outreach:
 - Provide 3D renderings with color options from various playground and restroom vendors

- Attendance at 2-4 Park and Recreation Committee meetings to present conceptual plans
 - Solicit public input on playground layout and features through the Park and Recreation Committee
- Design Services
 - Provide any electrical, survey, civil, and utility coordination to produce 60%, 90% and 100% completed plans for Town staff to review.
 - Includes any design to improve any sewer, drainage, fencing, footprint expansion, as well as a prefab restroom renovation.
 - Provide a detailed engineers estimate of total cost of project.
 - Assist with solicitation of bids, bid review and award recommendations
- Construction Management and Inspection Services
 - Review project documents for constructability prior to bidding.
 - Conduct pre-construction meeting and Bi-weekly on-site progress meetings.
 - Provide Project Management services to include utility coordination, conflict resolution, cost control and project delivery (timing).
 - Provide a designated on-site Senior Inspector throughout construction during all working hours.
 - Review submittals and payment requests.
 - Respond to any RFI's and process potential change orders.

The Interwest team assigned to this project have designed and managed various playground renovation and expansion projects, primarily in southern California, and are available to assist the Town with the redesign of the Holbrook-Palmer Park playground Project. Utilization of our existing Master Services Agreement with Interwest will help us deliver the project in a timelier manner.

FISCAL IMPACT

The cost proposal from Interwest totals \$180,000 for public outreach, design, and construction management and inspection services. A total of \$250,000 has been approved in the FY 2023-24 Capital Improvement Program (CIP) budget for the Holbrook-Palmer Park Playground Improvements Project. The 5-year CIP forecasts allocates an additional \$1,000,000 in FY 2024-25 for construction.

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 E – Strengthen Community Engagement and Transparency
- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

POLICY FOCUS

The Council policy focus should be on the desire to renovate the Holbrook-Palmer Park Playground.

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. Interwest proposal dated August 31, 2023