



City of Los Altos

Los Altos Community Center



MONTHLY REPORT #16

JANUARY 2021

PREPARED BY NOVA PARTNERS, INC.

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Los Altos Community Center

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CONSTRUCTION MANAGER

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David Marks
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The Los Altos Community Center will support play, learning and community gatherings and will be configured to maximize connections to existing amenities on the Civic Center campus and downtown.

The building will contain modern amenities, be sustainably designed and provide facilities that are both adequate and useful to the community. The architecture will be inviting and showcase the unique character of the City of Los Altos, with the building located in a beautiful park-like setting.



Project Summary

The Hillview Community Center located at 97 Hillview Avenue, Los Altos was constructed in the 1940s and 1950s as an elementary school and has served as a community center since 1975. The buildings were originally constructed as wood-frame and steel structures and had undergone numerous additions, renovations, and upgrades over more than 70 years. The scope of this project is to demolish the existing 30,362 square-foot community center, re-designing the site, retaining 71 existing trees, and constructing a new one-story 24,500 square-foot community center building occupying a location at the north end of the present community center site. Pedestrian pathways and crosswalks will be provided throughout the site to connect the parking lots and existing sidewalks to the new buildings, recreational facilities, and existing buildings surrounding the site such as the History Museum and Library. The driveway connections to Hillview Avenue will be realigned, with a total of two driveway connections rather than the existing four driveway entrances. The site will function more efficiently and provide a better connection to the existing buildings within the Civic Center.

The construction phase of the project began with bidding and subsequent City Council approval of the construction contract in July 2019. The project budget approved by City Council for the entire project is \$38,335,400 which includes all soft costs, hard costs and furniture for the new building.

The construction work is being performed by Gonsalves & Stronck Construction Company, Inc. Demolition of the site began in September 2019 and the buildings were demolished in October 2019. Through January 2020, installation of interior mechanical systems, electrical systems, and drywall is continues. Windows installation is progressing throughout building. On the exterior, progress continues on the building exterior and parking lots, grading, and sitework are continuing.

In accordance with the shelter-in-place order issued by Santa Clara County, on March 31, 2020, in response to COVID-19, work on-site was suspended until the revised County order on April 29, 2020. Work resumed, with new health and safety requirements, on May 4, 2020. Following a confirmed case of COVID-19, the site was voluntarily closed for sanitization on September 11, 2020 and reopened September 15, 2020 in accordance with the contractor's protocols.

The original November 25, 2020 substantial completion date reflected in the bid will be extended. Substantial completion is currently anticipated in April, 2021. The completion date may continue to be adjusted as impacts from COVID-19 are realized. For more details on the budget and schedule, see pages 9 & 10 and Appendices A & B enclosed.

Activities Summary

January 2021 Activities:

Construction activities performed by Gonsalves & Stronck Construction in January 2021 include:

- Continued implementation of COVID-19 health and safety plan protocols in accordance with Santa Clara County.
- Continued building exterior waterproofing, insulation, finishes, and windows.
- Continued installation of mechanical ductwork and plumbing.
- Continued electrical and drywall installation.
- Continued progress on roofing waterproofing, shingles, PV and Fall Protection equipment.
- Progress at Hillview Parking lot.

Upcoming Activities:

During February 2021, Gonsalves & Stronck Construction expects to perform the following activities:

- Continued COVID-19 implementation of health and safety protocols in accordance with Santa Clara County.
- Continued electrical installation and drywall.
- Continued building exterior finishes and windows and painting.
- Install building exterior finishes: cement board, plaster, and cedar siding.
- Construction of courtyard canopies.
- Grading and site flatwork.

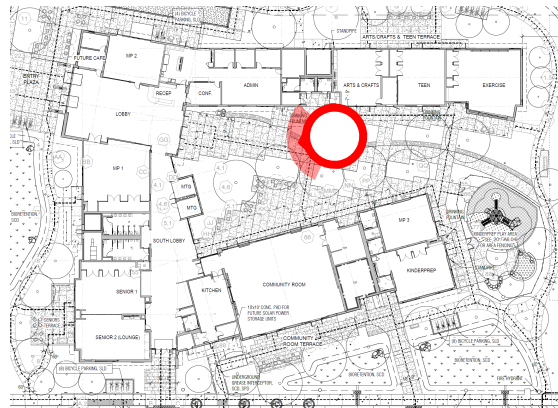
A detailed construction schedule is included in Appendix B. Please note, further adjustments may be required due to COVID-19 and other unforeseen circumstances.

Project Photos

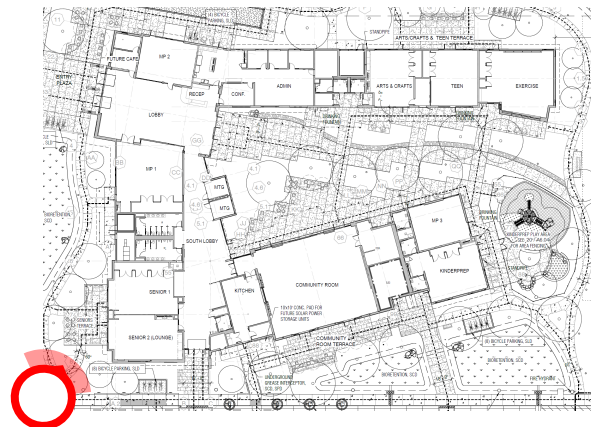
Progress photographs from January, 2021.



Exterior at Main Courtyard

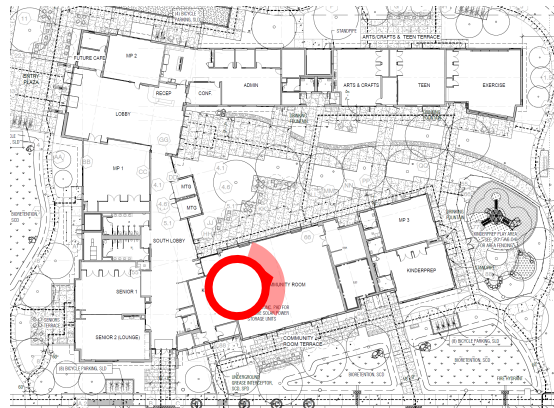


Exterior Progress at South-West Sitework

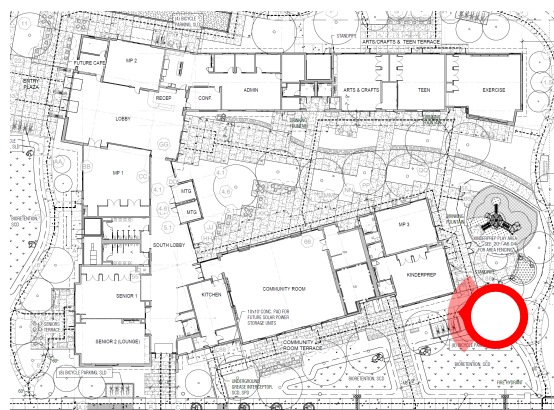


Project Photos

Progress photographs from January, 2021.



Interior Progress at Community Room



Exterior progress at Kinderprep Room

Project Budget: January Status



LOS ALTOS COMMUNITY CENTER
97 Hillview Avenue, Los Altos
Project Dashboard - Executive Summary

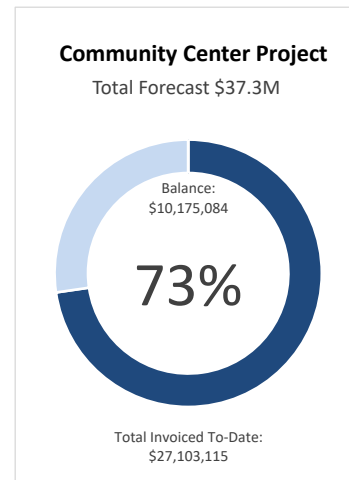
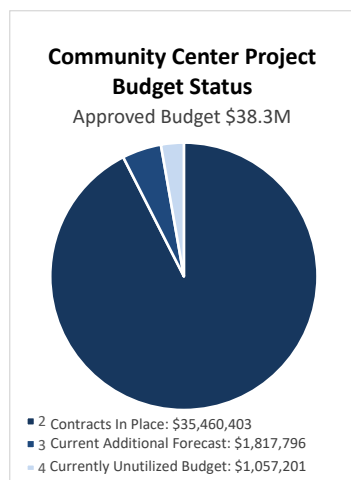
| A | B | C | D | E | F = D + E | G = C - F | H |
|--------|-----------------|----------------------|----------------------|-----------------------------|-------------------------------|-----------------------------|------------------------|
| Item # | Category | Approved Budget | Contracts In Place | Current Additional Forecast | Total Contract and Forecasted | Currently Unutilized Budget | Total Invoiced To-Date |
| 1 | Soft Cost | \$ 5,535,443 | \$ 5,497,172 | \$ 258,800 | \$ 5,755,972 | \$ (220,529) | \$ 4,907,623 |
| 2 | Construction | \$ 31,035,400 | \$ 29,142,528 | \$ 958,574 | \$ 30,101,102 | \$ 934,298 | \$ 21,821,620 |
| 3 | FF&E + Expenses | \$ 1,764,557 | \$ 820,702 | \$ 600,422 | \$ 1,421,124 | \$ 343,433 | \$ 373,872 |
| | Total | \$ 38,335,400 | \$ 35,460,403 | \$ 1,817,796 | \$ 37,278,199 | \$ 1,057,201 | \$ 27,103,115 |

Key Notes

Column D Includes Change Orders and other Contract Amendments executed to date

Column E Includes Pending Contract Amendments and Anticipated Costs

Column G Current forecasted unspent reserve to cover unforeseen expenses (i.e., forecasted amount to-date under \$38.3M budget)



Total project budget of \$38,335,400 approved by Los Altos City Council on July 30, 2019.

Refer to Appendix A for budget details:

- Project Budget Metrics
- Construction Cost Details
- Contingency Transfers (approved to date)

Milestone Schedule

| Item | Description | Duration | Scheduled Start | Scheduled Finish | Actual Start | Actual Finish |
|------|---|----------|-----------------|------------------|--------------|---------------|
| 1 | Execute Contract | 0 | 8/3/19 | 8/3/19 | 8/3/19 | 8/19/19 |
| 2 | Notice to Proceed | 0 | 8/21/19 | 8/21/19 | 8/21/19 | 8/21/19 |
| 3 | Start of Construction | 0 | 9/3/19 | 9/3/19 | 9/3/19 | 9/3/19 |
| 4 | Building Abatement | 23 | 9/9/19 | 10/2/19 | 9/9/19 | 10/2/19 |
| 5 | Building & Site Demolition | 22 | 10/3/19 | 10/25/19 | 10/11/19 | 11/25/19 |
| 6 | Site Preparation and Layout for Building | 13 | 10/25/19 | 11/7/19 | 12/11/19 | 12/20/19 |
| 7 | Excavate for Site Utilities: Storm/Bio-ret. | 24 | 10/25/19 | 11/18/19 | 12/13/19 | 1/20/20 |
| 8 | Excavate for Site Utilities: Sanitary | 12 | 11/8/19 | 11/20/19 | 1/27/20 | 2/26/20 |
| 9 | Footings/Slab: North Portion; New Bldg. | 67 | 11/8/19 | 1/14/20 | 12/23/19 | 2/21/20 |
| 10 | Footings/Slab: South Portion; New Bldg. | 74 | 11/15/19 | 1/28/20 | 1/2/20 | 2/21/20 |
| 11 | Frame Walls/Roof Structures | 231 | 2/3/20 | 9/21/20 | 2/4/20 | 7/6/20 |
| 12 | Roof Decking and Gables/Flat Roofs | 206 | 2/28/20 | 9/21/20 | 2/28/20 | 9/11/20 |
| 13 | Roofing Shingles/Flat Roof Membrane | 252 | 5/27/20 | 2/3/21 | 5/27/20 | |
| 14 | Exterior Wall Finishes | 256 | 5/18/20 | 1/29/21 | 6/1/20 | |
| 15 | Interior Finishes | 385 | 3/9/20 | 3/29/21 | 3/9/20 | |
| 16 | Library Connector Sitework | 105 | 5/26/20 | 9/8/20 | 5/26/20 | 9/8/20 |
| 17 | Parking Lot Construction/Paving | 301 | 5/26/20 | 3/23/21 | 5/26/20 | |
| 18 | Exterior Sitework; Landscape/Lights | 95 | 11/16/20 | 2/19/21 | 11/16/20 | |
| 19 | Concrete Sidewalk & Trellis Systems | 113 | 11/3/20 | 2/24/21 | 11/3/20 | |
| 20 | Commissioning of Systems | 64 | 1/19/21 | 3/24/21 | | |
| 21 | Substantial Completion | 9 | 4/13/21 | 4/22/21 | | |
| 22 | Temporary Certificate of Occupancy | 24 | 3/29/21 | 4/22/21 | | |
| 23 | Furniture Move-in | 25 | 4/22/21 | 5/17/21 | | |
| 24 | Final Occupancy | 17 | 5/17/21 | 6/3/21 | | |

To date, four issues have been encountered that delayed progress:

1. PG&E delay in capping off the gas line in the street delayed progress by **7 working days**.
2. Unforeseen below-grade conditions encountered during demolition delayed progress by an additional **7 working days**.
3. Due to the COVID-19 Pandemic, the construction site was closed between **March 30, 2020** and **May 4, 2020**. Ongoing impacts to construction productivity, material and equipment fabrication, deliveries, manpower availability, and external organizations such as Cal Water, PG&E, Santa Clara County Fire Department that are required for reviews and inspections, are all being impacted. Schedules are being evaluated and adjusted in accordance with the construction contract.
4. Following a confirmed case of COVID-19, the site was voluntarily closed for sanitization on September 11, 2020 and reopened on September 15, 2020 in accordance with the contractor's protocols. This closure resulted in a delay of **2 working days**.

Dates, durations and sequence indicated for each activity are subject to a variety of factors including weather, construction timing, and phasing of the construction and may be adjusted as the project progresses. The baseline schedule assumes 20 weather delay days. Accordingly, rain days do not push-out the overall completion date. The project has encountered 8 inclement weather delay days to date. The substantial completion date is currently anticipated to be April, 2021, and the completion date may be further revised as impacts related to COVID-19 are experienced, evaluated, and addressed. A detailed construction schedule is included in Appendix B.

The original contractual completion for the project was 450 calendar days from Start of Construction date, with anticipated Completion in November, 2020. Currently, executed change orders have extended the contract duration 19 days. A contract extension to address delays due to COVID-19 is under negotiation.

Appendix A. Budget Details

- Project Budget Metrics
- Construction Cost Details
- Contingency Transfers
(approved to date)



LOS ALTOS COMMUNITY CENTER
 97 Hillview Avenue, Los Altos
 Project Budget Report
 Jan 2021



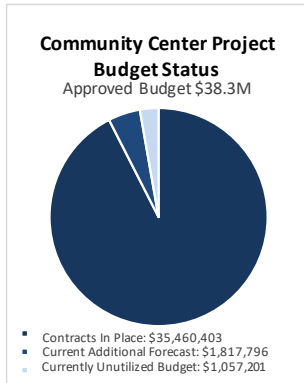
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Key Notes

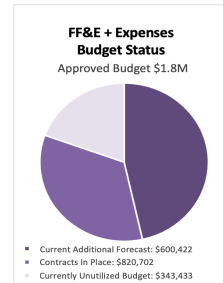
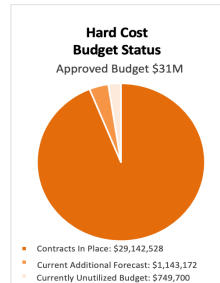
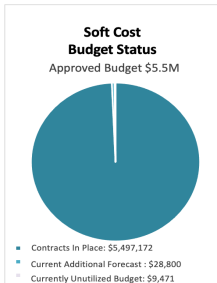
- Column D Includes Change Orders and other Contract Amendments executed to date
- Column E Includes Pending Contract Amendments and Anticipated Costs
- Column G Current forecasted unspent reserve to cover unforeseen expenses (i.e., forecasted amount to-date under \$38.3M budget)
- Soft Costs Costs for permitting and professional consultants including architect and construction manager
- Construction Contract with General Contractor Gonsalves & Stronck
- FF&E + Expenses Furniture, fixtures, equipment, and project expenses

Budget Status

Approved Project Budget and Total Contracts and Forecasts To-Date

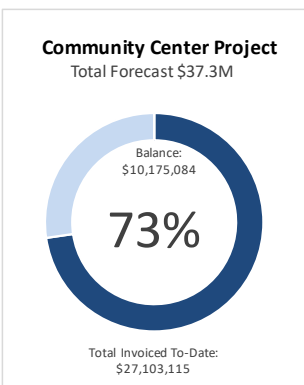


Category Breakdown

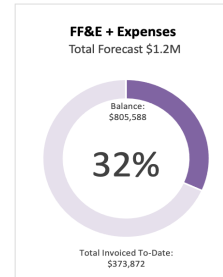
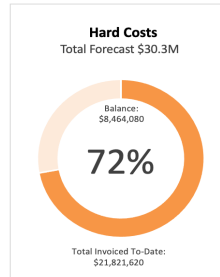
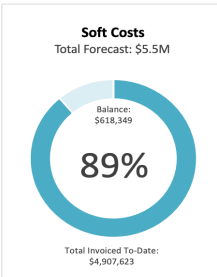


Billing Status

Total Invoices Received To-Date of Total Contract and Forecasted Amount



Category Breakdown





LOS ALTOS COMMUNITY CENTER
97 Hillview Avenue, Los Altos
Construction Cost Breakdown
Jan 2021



| | BASE CONTRACT | WORK PREVIOUSLY COMPLETED | COMPLETED THIS PERIOD | MATERIALS STORED | TOTAL COMPLETED AND STORED | % COMPLETE | BALANCE TO FINISH | RETENTION (10%) |
|--|------------------------|---------------------------|-----------------------|------------------|----------------------------|------------|------------------------|-----------------------|
| DIVISION 1 - GENERAL CONDITIONS & FEE | \$4,663,406.00 | \$3,276,449.00 | \$250,098.00 | \$0.00 | \$3,526,547.00 | 76% | \$1,136,859.00 | \$352,654.70 |
| DIVISION 2 - DEMO | \$612,000.00 | \$583,790.00 | \$0.00 | \$0.00 | \$583,790.00 | 95% | \$28,210.00 | \$58,379.00 |
| DIVISION 3 - CONCRETE | \$896,325.00 | \$826,571.00 | \$4,301.00 | \$0.00 | \$830,872.00 | 93% | \$65,453.00 | \$83,087.20 |
| DIVISION 5 - METALS | \$1,348,650.00 | \$1,328,055.00 | \$3,930.00 | \$0.00 | \$1,331,985.00 | 99% | \$16,665.00 | \$133,198.50 |
| DIVISION 6 - WOOD AND PLASTICS | \$3,742,780.00 | \$2,805,788.00 | \$50,752.00 | \$0.00 | \$2,856,540.00 | 76% | \$886,240.00 | \$285,654.00 |
| DIVISION 7 - THERMAL AND MOISTURE PROTECTION | \$2,075,083.00 | \$991,203.00 | \$201,617.00 | \$0.00 | \$1,192,820.00 | 57% | \$882,263.00 | \$119,282.00 |
| DIVISION 8 - WINDOWS AND DOORS | \$1,356,606.00 | \$780,805.00 | \$28,831.00 | \$0.00 | \$809,636.00 | 60% | \$546,970.00 | \$80,963.60 |
| DIVISION 9 - FINISHES | \$2,133,086.00 | \$213,262.00 | \$151,070.00 | \$0.00 | \$364,332.00 | 17% | \$1,768,754.00 | \$36,433.20 |
| DIVISION 10 - SPECIALTIES | \$261,659.00 | \$6,600.00 | \$825.00 | \$0.00 | \$7,425.00 | 3% | \$254,234.00 | \$742.50 |
| DIVISION 11 - EQUIPMENT | \$255,116.00 | \$85,960.00 | \$0.00 | \$0.00 | \$85,960.00 | 34% | \$169,156.00 | \$8,596.00 |
| DIVISION 12 - FURNISHINGS | \$158,711.00 | \$72,639.00 | \$0.00 | \$0.00 | \$72,639.00 | 46% | \$86,072.00 | \$7,263.90 |
| DIVISION 21 - FIRE SUPPRESSION | \$195,500.00 | \$175,950.00 | \$13,680.00 | \$0.00 | \$189,630.00 | 97% | \$5,870.00 | \$18,963.00 |
| DIVISION 22 - PLUMBING | \$624,726.00 | \$474,790.00 | \$18,741.00 | \$0.00 | \$493,531.00 | 79% | \$131,195.00 | \$49,353.10 |
| DIVISION 23 - HVAC | \$1,744,176.00 | \$1,168,597.00 | \$209,301.00 | \$0.00 | \$1,377,898.00 | 79% | \$366,278.00 | \$137,789.80 |
| DIVISION 26 - ELECTRICAL | \$5,043,346.00 | \$1,883,032.00 | \$568,350.00 | \$0.00 | \$2,451,382.00 | 49% | \$2,591,964.00 | \$245,138.20 |
| DIVISION 31 - EARTHWORK | \$872,300.00 | \$151,793.00 | \$0.00 | \$0.00 | \$151,793.00 | 17% | \$720,507.00 | \$15,179.30 |
| DIVISION 32 - EXTERIOR IMPROVEMENTS | \$1,671,720.00 | \$137,461.00 | \$30,339.00 | \$0.00 | \$167,800.00 | 10% | \$1,503,920.00 | \$16,780.00 |
| DIVISION 33 - UTILITIES | \$558,810.00 | \$547,633.00 | \$0.00 | \$0.00 | \$547,633.00 | 98% | \$11,177.00 | \$54,763.30 |
| SUB-TOTAL | \$28,214,000.00 | \$15,510,378.00 | \$1,531,835.00 | \$0.00 | \$17,042,213.00 | 60% | \$11,171,787.00 | \$1,704,221.30 |
| CHANGE ORDERS | \$426,939.00 | \$321,266.00 | \$10,410.00 | \$0.00 | \$331,676.00 | 78% | \$95,263.00 | \$33,167.60 |
| GRAND TOTAL | \$28,640,939.00 | \$15,831,644.00 | \$1,542,245.00 | \$0.00 | \$17,373,889.00 | 61% | \$11,267,050.00 | \$1,737,388.90 |



LOS ALTOS COMMUNITY CENTER
 97 Hillview Avenue, Los Altos
 Budget Transfer and Contingency Log
 Jan 2021



| DATE | DESCRIPTION OF CHANGE | PROJECT BUDGET LINE NUMBER * | AMOUNT | TYPE OF CHANGE | INTER BUDGET TRANSFER | SOFT COST CONTINGENCY | HARD COST CONTINGENCY | FF&E CONTINGENCY | COMMENTS |
|--|---|------------------------------|--------------|--------------------|-----------------------|-----------------------|-----------------------|------------------|---|
| *Project Budget Line Numbers are an internal NOVA tracking tool. | | | | | Inter-Budget Transfer | Soft Cost Conting. | Hard Cost Conting. | FF&E Conting. | |
| Beginning Contingency Balance: | | | | | | \$ 498,390 | \$ 2,821,400 | \$ 135,800 | |
| 11/18/19 | Removal of Special Inspections Testing as separate budget line Item | S-510 | \$ (74,876) | Soft Cost Conting. | \$ - | \$ (74,876) | \$ - | \$ - | Special Testing & Inspection added to Nova's contract |
| 11/18/19 | Special Inspection & Testing added to Nova's contract | S-350 | \$ 70,218 | Soft Cost Conting. | \$ - | \$ 70,218 | \$ - | \$ - | Special Testing & Inspection added to Nova's contract (Amendment #1) |
| 10/4/19 | Removal of Abatement Monitoring as separate budget line item because already captured in Znapfly contract | S-570 | \$ (68,000) | Soft Cost Conting. | \$ - | \$ (68,000) | \$ - | \$ - | Separate budget line item because already captured in Znapfly contract |
| 11/13/19 | Move funds from Contingency to CEQA Consultant | S-245 | \$ 38,194 | Soft Cost Conting. | \$ - | \$ 38,194 | \$ - | \$ - | Move funds from Contingency to CEQA Consultant |
| 10/30/19 | Move funds from Contingency to G&S contract | H-200 | \$ 103,713 | Hard Cost Conting. | \$ - | \$ - | \$ 103,713 | \$ - | COR-001 - Shoup Park renovation for relocated staff |
| 11/30/19 | Move funds from Contingency to G&S contract | H-200 | \$ 9,545 | Hard Cost Conting. | \$ - | \$ - | \$ 9,545 | \$ - | COR-002 - Analysis of soils prior to haul-off / disposal |
| 1/7/20 | Move funds from Contingency to G&S contract | H-200 | \$ 17,347 | Hard Cost Conting. | \$ - | \$ - | \$ 17,347 | \$ - | COR-003 - Pitzl Hangers. Improved aesthetic at exposed beam connections @ 48 locations |
| 1/21/20 | Move funds from Contingency to G&S contract | H-200 | \$ 9,005 | Hard Cost Conting. | \$ - | \$ - | \$ 9,005 | \$ - | COR-005 - Design clarification at Café for under-slab grease waste and vent pipe |
| 2/13/20 | Move funds from Contingency to G&S contract | H-200 | \$ 9,867 | Hard Cost Conting. | \$ - | \$ - | \$ 9,867 | \$ - | COR-006 - Added Sprinklers at Trash Enclosure |
| 2/20/20 | Move funds from Contingency to G&S contract | H-200 | \$ 18,919 | Hard Cost Conting. | \$ - | \$ - | \$ 18,919 | \$ - | COR-004 - Bulletin 1: Design clarification structural and plumbing for PV panel maintenance |
| 2/20/20 | Move funds from Contingency to G&S contract | H-200 | \$ 41,395 | Hard Cost Conting. | \$ - | \$ - | \$ 41,395 | \$ - | COR-008 - Overtime Schedule Acceleration Efforts Nov to Jan |
| 2/23/20 | Move funds from Contingency to G&S contract | H-200 | \$ 90,492 | Hard Cost Conting. | \$ - | \$ - | \$ 90,492 | \$ - | COR-007 - Demo Unforeseen Conditions |
| 3/6/20 | Move funds from Contingency to G&S contract | H-200 | \$ 8,788 | Hard Cost Conting. | \$ - | \$ - | \$ 8,788 | \$ - | COR-009 - Utility Changes |
| 3/12/20 | Move funds from Contingency to G&S contract | H-200 | \$ 3,612 | Hard Cost Conting. | \$ - | \$ - | \$ 3,612 | \$ - | COR-010 - Rebar Changes |
| 3/30/20 | Move funds from Contingency to G&S contract | H-200 | \$ 3,322 | Hard Cost Conting. | \$ - | \$ - | \$ 3,322 | \$ - | COR-011 - Coiling Door Changes |
| 5/26/20 | Reduction of Utility Fees and balance placed back in Soft Cost Contingency. Cal Water doing less work. | S-125 | \$ (101,760) | Soft Cost Conting. | \$ - | \$ (101,760) | \$ - | \$ - | Cal Water doing less work |
| 5/27/20 | Reduction of Haz Mat Survey and balance placed back in Soft Cost Contingency. | S-340 | \$ (36,165) | Soft Cost Conting. | \$ - | \$ (36,165) | \$ - | \$ - | No other haz mat work expected |
| 5/27/20 | Reduction of Biologist and balance placed back in Soft Cost Contingency. | S-380 | \$ (17,611) | Soft Cost Conting. | \$ - | \$ (17,611) | \$ - | \$ - | No other biologist work expected |
| 5/27/20 | Move funds from Contingency to City Utility Inspections | S-590 | \$ 22,012 | Soft Cost Conting. | \$ - | \$ 22,012 | \$ - | \$ - | 5/27: Requested by the City. Could not do in house |
| 5/27/20 | Move funds from Contingency to G&S contract | H-200 | \$ 2,008 | Hard Cost Conting. | \$ - | \$ - | \$ 2,008 | \$ - | COR-012 - Wood Door Veneer |
| 5/27/20 | Move funds from Contingency to G&S contract | H-200 | \$ 2,940 | Hard Cost Conting. | \$ - | \$ - | \$ 2,940 | \$ - | COR-013 - Soils |
| 5/27/20 | Move funds from Contingency to G&S contract | H-200 | \$ 16,012 | Hard Cost Conting. | \$ - | \$ - | \$ 16,012 | \$ - | COR-014 - 2" Rat Slab |
| 5/27/20 | Move funds from Contingency to G&S contract | H-200 | \$ 1,994 | Hard Cost Conting. | \$ - | \$ - | \$ 1,994 | \$ - | COR-015 - Floor Boxes and Recep |
| 5/27/20 | Move funds from Contingency to G&S contract | H-200 | \$ 4,991 | Hard Cost Conting. | \$ - | \$ - | \$ 4,991 | \$ - | COR-016 - Light Pole |
| 7/8/20 | Move funds from Contingency to G&S contract | H-200 | \$ (3,668) | Hard Cost Conting. | \$ - | \$ - | \$ (3,668) | \$ - | COR-017 - Remove VGA |
| 9/25/20 | Move funds from Contingency to G&S contract | H-200 | \$ 76,247 | Hard Cost Conting. | \$ - | \$ - | \$ 76,247 | \$ - | COR-018 - Schedule Ex #1 |
| 9/25/20 | Move funds from Contingency to G&S contract | H-200 | \$ 10,410 | Hard Cost Conting. | \$ - | \$ - | \$ 10,410 | \$ - | COR-019 - Concrete Blockouts |
| 9/29/20 | Reduction of Furniture and balance placed back in FF&E Cost Contingency. | F-130 | \$ (290,235) | FF&E Conting. | \$ - | \$ - | \$ - | \$ (290,235) | No other furniture work expected |
| 10/21/20 | Reduction of Plan Check Fees and balance placed back in Soft Cost Contingency. | S-105 | \$ (38,104) | Soft Cost Conting. | \$ - | \$ (38,104) | \$ - | \$ - | No additional plan check fees anticipated |
| 11/10/20 | Move funds from Contingency to Construction Management | S-350 | \$ 241,768 | Soft Cost Conting. | \$ - | \$ 241,768 | \$ - | \$ - | Per City, Amendment #2R1 is approved. |

| DATE | DESCRIPTION OF CHANGE | PROJECT BUDGET LINE NUMBER * | AMOUNT | TYPE OF CHANGE | INTER BUDGET TRANSFER | SOFT COST CONTINGENCY | HARD COST CONTINGENCY | FF&E CONTINGENCY | COMMENTS |
|----------|---|------------------------------|-------------|---|-----------------------|-----------------------|-----------------------|------------------|--|
| 11/10/20 | Move funds from Contingency to Architect | S-200 | \$ 425,863 | Soft Cost Conting. | \$ - | \$ 425,863 | \$ - | \$ - | Per City, ASR 8 to ASR 16, Amendment #4 Approved |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 10,324 | Hard Cost Conting. | \$ - | \$ - | \$ 10,324 | \$ - | COR-020 - Utility Boxes |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 4,872 | Hard Cost Conting. | \$ - | \$ - | \$ 4,872 | \$ - | COR-021 - Kitchen Door |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 4,175 | Hard Cost Conting. | \$ - | \$ - | \$ 4,175 | \$ - | COR-022 - Roof Screen Doors |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 35,538 | Hard Cost Conting. | \$ - | \$ - | \$ 35,538 | \$ - | COR-023 - Timber Pro Coatings |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ (12,711) | Hard Cost Conting. | \$ - | \$ - | \$ (12,711) | \$ - | COR-024 - Door Hardware + |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 7,680 | Hard Cost Conting. | \$ - | \$ - | \$ 7,680 | \$ - | COR-025 - RR and Flooring Changes |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ (1,302) | Hard Cost Conting. | \$ - | \$ - | \$ (1,302) | \$ - | COR-026 - Storefront Revs |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 20,252 | Hard Cost Conting. | \$ - | \$ - | \$ 20,252 | \$ - | COR-027 - AC Grinding |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 2,802 | Hard Cost Conting. | \$ - | \$ - | \$ 2,802 | \$ - | COR-028 - Tree Removal |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 10,265 | Hard Cost Conting. | \$ - | \$ - | \$ 10,265 | \$ - | COR-029 - OT Thru Feb 2020 |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 3,191 | Hard Cost Conting. | \$ - | \$ - | \$ 3,191 | \$ - | COR-030 - Speaker Color Change |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 29,209 | Hard Cost Conting. | \$ - | \$ - | \$ 29,209 | \$ - | COR-031 - Framing and Added Bench Backrest |
| 11/17/20 | Move funds from Contingency to G&S contract | H-200 | \$ 22,434 | Hard Cost Conting. | \$ - | \$ - | \$ 22,434 | \$ - | COR-032 - Lobby Enclosure and Structural Framing |
| 12/10/20 | Move funds from Soft Contingency to Meza Fence | F-300 | \$ 4,580 | FF&E Conting. | \$ - | \$ - | \$ - | \$ 4,580 | Per, Peter/City request. Museum Fence Work. 1/29, Changed to FF&E section per Jim. |
| 12/10/20 | Move funds from Contingency to G&S contract | H-200 | \$ 142,130 | Hard Cost Conting. | \$ - | \$ - | \$ 142,130 | \$ - | COR-033 - COVID Protocols thru October 2020 |
| 1/6/21 | Move Fund From FF&E Cost Contingency to Cover Kinderprep Furniture Purchase | F-130 | \$ 23,477 | FF&E Conting. | \$ - | \$ - | \$ - | \$ 23,477 | 1/6: Per Dave B., City purchase. |
| 1/28/21 | Move funds from Contingency to G&S contract | H-200 | \$ 27,214 | Hard Cost Conting. | \$ - | \$ - | \$ 27,214 | \$ - | COR-038 - Revised Bracing for Duct/Roof Screen |
| 1/28/21 | Move funds from Contingency to G&S contract | H-200 | \$ 14,775 | Hard Cost Conting. | \$ - | \$ - | \$ 14,775 | \$ - | COR-039 - Multiple Finish/Elec Changes |
| 1/28/21 | Move funds from Contingency to G&S contract | H-200 | \$ 6,952 | Hard Cost Conting. | \$ - | \$ - | \$ 6,952 | \$ - | COR-040 - Signage Changes |
| 1/28/21 | Move funds from Soft Contingency to Mission Water | F-310 | \$ 4,546 | FF&E Conting. | \$ - | \$ - | \$ - | \$ 4,546 | Per, Peter/City request. For Bottle Filling Station |
| 1/29/21 | Move funds from Contingency to G&S contract | H-200 | \$ 31,185 | Hard Cost Conting. | \$ - | \$ - | \$ 31,185 | \$ - | COR-041 - Revised Asphalt Work near Library Connect |
| 1/29/21 | Move funds from Contingency to G&S contract | H-200 | \$ 12,720 | Hard Cost Conting. | \$ - | \$ - | \$ 12,720 | \$ - | COR-043 - Acoustical Wall Panels |
| 1/29/21 | Move funds from Contingency to G&S contract | H-200 | \$ 4,270 | Hard Cost Conting. | \$ - | \$ - | \$ 4,270 | \$ - | COR-045 - Flashing Revision |
| 1/29/21 | Move funds from Contingency to G&S contract | H-200 | \$ 84,896 | Hard Cost Conting. | \$ - | \$ - | \$ 84,896 | \$ - | COR-051 - Added Site Lighting/Electrical |
| 1/29/21 | Reduction of Commissioning cost and balance placed back in Soft Cost Contingency. | S-580 | \$ (1,420) | Soft Cost Conting. | \$ - | \$ (1,420) | \$ - | \$ - | Balance back to Contingency |
| 2/1/21 | Move funds from Contingency to G&S contract | H-200 | \$ 3,847 | Hard Cost Conting. | \$ - | \$ - | \$ 3,847 | \$ - | COR-042 - Framing at Coiling Door |
| 2/1/21 | Move funds from Contingency to G&S contract | H-200 | \$ 1,166 | Hard Cost Conting. | \$ - | \$ - | \$ 1,166 | \$ - | COR-046 - Added Bend Plate |
| 2/8/21 | Move funds from Contingency to G&S contract | H-200 | \$ 35,265 | Hard Cost Conting. | \$ - | \$ - | \$ 35,265 | \$ - | COR-049 - Irrigation Controllers |
| 2/8/21 | Move funds from Contingency to G&S contract | H-200 | \$ 440 | Hard Cost Conting. | \$ - | \$ - | \$ 440 | \$ - | COR-046 - Added Lock for Sr Room Partition |
| | | | | | \$ - | \$ - | \$ - | \$ - | |
| | | | | Subtotal | \$ - | \$ 460,119 | \$ 928,528 | \$ (257,633) | |
| | | | | Remaining Contingency Balance: | | \$ 38,271 | \$ 1,892,872 | \$ 393,433 | |
| | | | | Pending or Forecasted Costs | | \$ 258,800 | \$ 958,574 | \$ 50,000 | |
| | | | | Estimated Remaining Contingency Balance: | | \$ (220,529) | \$ 934,298 | \$ 343,433 | |

Appendix B. Construction Schedule Details



| Activity ID | Activity Name | Original Duration | Start | Finish | Total Float | Activity % Complete | Predecessors | Successors | Calendar | 2020 | | | | | | | | | | | | 2021 | | | | | | | | | | | | |
|--|---|-------------------|-------------|-------------|-------------|---------------------|----------------|----------------|----------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| | | | | | | | | | | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | |
| Los Altos Dec 31-2020-R1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MILESTONES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Milestones | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT START | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A10000 | Notice of Award | 0 | 06-Aug-19 A | 03-Sep-19 A | | 100% | | A10070, A10011 | S-7d | PROJECT START | | | | | | | | | | | | | | | | | | | | | | | | |
| A10010 | Contract Signed Aug 19, 2019 | 0 | 19-Aug-19 A | | | 100% | A10000 | S10000, A10020 | S-7d | Contract Signed Aug 19, 2019 | | | | | | | | | | | | | | | | | | | | | | | | |
| A10020 | Notice to Proceed | 0 | 03-Sep-19 A | | | 100% | A10010 | A10090, A10031 | S-7d | Notice to Proceed | | | | | | | | | | | | | | | | | | | | | | | | |
| COVID 19 - VIRUS - PANDEMIC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A10022 | Start of Covid 19 Virus March 17, 2020 | 0 | 17-Mar-20 A | | | 100% | A10020 | A10023 | S-7d | COVID 19 - VIRUS - PANDEMIC | | | | | | | | | | | | | | | | | | | | | | | | |
| A10023 | Covid 19 Virus - Delay - Impacted Work Pe | 44 | 18-Mar-20 A | 03-May-20 A | | 100% | A10022 | A10024 | S-7d | Start of Covid 19 Virus March 17, 2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| A10024 | Completion of Covid 19 Delay | 0 | | 03-May-20 A | | 100% | A10023 | F4-1000, A2054 | S-7d | Covid 19 Virus - Delay - Impacted Work Period | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT COMPLETION INCL CHANGE ORDERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A10030 | Final Completion - Contract | 0 | | 25-Nov-20 A | | 100% | A10020 | A10040 | S-7d | PROJECT COMPLETION INCL | | | | | | | | | | | | | | | | | | | | | | | | |
| A10040 | Change Orders Including Time (#18 19cd) | 19 | 26-Nov-20 A | 14-Dec-20 A | | 100% | A10030 | A10042 | S-7d | Final Completion - Contract | | | | | | | | | | | | | | | | | | | | | | | | |
| A10042 | CO #34 Covid 19 Pandemic - 44 cd. | 44 | 15-Dec-20 A | 27-Jan-21 | 0 | 38.64% | A10040 | A10044 | S-7d | Change Orders Including Time (#18 19cd) | | | | | | | | | | | | | | | | | | | | | | | | |
| A10044 | CO #35 Fire Dept & Cal Water - 54 cd | 54 | 28-Jan-21 | 22-Mar-21 | 0 | 0% | A10042 | A10050 | S-7d | CO #34 Covid 19 Pandemic - 44 cd. | | | | | | | | | | | | | | | | | | | | | | | | |
| A10050 | Revised Final Completion March 22, 2021 | 0 | | 22-Mar-21 | 0 | 0% | A10044 | A10060 | S-7d | CO #35 Fire Dept & Cal Water | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTUAL PROJECT COMPLETION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A10055 | Substantial Completion | 0 | | 22-Apr-21 | -72 | 0% | A25130 | A25140 | S-7d | Revised Final Completion March 22, 2021 | | | | | | | | | | | | | | | | | | | | | | | | |
| A10060 | Final Completion | 0 | | 03-Jun-21* | -72 | 0% | A25190, A10050 | | S-7d | Substantial Completion | | | | | | | | | | | | | | | | | | | | | | | | |
| Permits | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permits | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A10070 | Apply for Air Quality Permit - Hazmat | 10 | 06-Aug-19 A | 19-Aug-19 A | | 100% | A10000 | A10080 | S-5d/wh | Permits | | | | | | | | | | | | | | | | | | | | | | | | |
| A10080 | Obtain Hazmat Permit | 0 | 19-Aug-19 A | | | 100% | A10070 | A10090 | S-5d/wh | Apply for Air Quality Permit - Hazmat | | | | | | | | | | | | | | | | | | | | | | | | |
| A10090 | Demolition & Site Permit - City Issued | 0 | 21-Oct-19 A | | | 100% | A10080, A10020 | A20000 | S-5d/wh | Obtain Hazmat Permit | | | | | | | | | | | | | | | | | | | | | | | | |
| A10100 | Building Permit - City Issued | 0 | 21-Oct-19 A | | | 100% | A20100 | A20300 | S-5d/wh | Demolition & Site Permit - City Issued | | | | | | | | | | | | | | | | | | | | | | | | |
| PG & E Service | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A10110 | PG & E Design Service | 88 | 16-Aug-19 A | 23-Dec-19 A | | 100% | A10000 | A10120 | S-5d/wh | PG & E Service | | | | | | | | | | | | | | | | | | | | | | | | |
| A10120 | PG & E Order Transformer | 97 | 24-Dec-19 A | 14-May-20 A | | 100% | A10110 | A10130, A10141 | S-5d/wh | PG & E Design Service | | | | | | | | | | | | | | | | | | | | | | | | |
| A10122 | Green Tag Issued for Elec Room | 5 | 19-Oct-20 A | 19-Oct-20 A | | 100% | A10120, A21081 | A10124 | S-5d/wh | PG & E Order Transformer | | | | | | | | | | | | | | | | | | | | | | | | |
| A10124 | PG&E Mobilize - 8 Weeks | 40 | 19-Oct-20 A | 02-Dec-20 A | | 100% | A10122 | A10140 | S-5d/wh | Green Tag Issued for Elec Room | | | | | | | | | | | | | | | | | | | | | | | | |
| A10130 | Pull Electrical Service Wire | 15 | 09-Nov-20 A | 02-Dec-20 A | | 100% | A10120 | A10140 | S-5d/wh | PG&E Mobilize - 8 Weeks | | | | | | | | | | | | | | | | | | | | | | | | |
| A10140 | PG & E Electrical Service | 5 | 03-Dec-20 A | 04-Dec-20 A | | 100% | A10120, A1012 | A25200, A25231 | S-5d/wh | Pull Electrical Service Wire | | | | | | | | | | | | | | | | | | | | | | | | |
| CONSTRUCTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RAIN & MUD DAYS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R10000 | Nov 28-2019 Rain | 1 | 28-Nov-19 A | 28-Nov-19 A | | 100% | A10020 | R10010 | S-5d/wh | RAIN & MUD DAYS | | | | | | | | | | | | | | | | | | | | | | | | |
| R10010 | Dec 2-6, 2019 Rain | 5 | 02-Dec-19 A | 06-Dec-19 A | | 100% | R10000 | R10020 | S-5d/wh | Nov 28-2019 Rain | | | | | | | | | | | | | | | | | | | | | | | | |
| R10020 | Dec 7 - 10, Mud Days | 2 | 07-Dec-19 A | 10-Dec-19 A | | 100% | R10010 | R10030 | S-5d/wh | Dec 2-6, 2019 Rain | | | | | | | | | | | | | | | | | | | | | | | | |
| R10030 | Dec 18, 2019 | 1 | 18-Dec-19 A | 18-Dec-19 A | | 100% | R10020 | A20100, R10040 | S-5d/wh | Dec 7 - 10, Mud Days | | | | | | | | | | | | | | | | | | | | | | | | |
| R10040 | Jan 16-2020 | 1 | 16-Jan-20 A | 16-Jan-20 A | | 100% | R10030 | R10050 | S-5d/wh | Dec 18, 2019 | | | | | | | | | | | | | | | | | | | | | | | | |
| R10050 | March 25, 2020 | 1 | 25-Mar-20 A | 25-Mar-20 A | | 100% | R10040 | A20560 | S-5d/wh | Jan 16-2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| HAZMAT & DEMO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A20000 | START MOBILIZATION & HAZMAT | 0 | 20-Aug-19 A | | | 100% | A10090, S1002 | A20010, A20021 | S-5d/wh | HAZMAT & DEMO | | | | | | | | | | | | | | | | | | | | | | | | |
| A20010 | Mobilization | 10 | 20-Aug-19 A | 03-Sep-19 A | | 100% | A20000 | A20100 | S-5d/wh | START MOBILIZATION & HAZMAT | | | | | | | | | | | | | | | | | | | | | | | | |
| A20020 | Set Trailer & Toilets | 10 | 20-Aug-19 A | 03-Sep-19 A | | 100% | A20000 | A20100 | S-5d/wh | Mobilization | | | | | | | | | | | | | | | | | | | | | | | | |
| A20030 | Temp Electrical | 14 | 28-Aug-19 A | 17-Sep-19 A | | 100% | A20000 | A20100 | S-5d/wh | Set Trailer & Toilets | | | | | | | | | | | | | | | | | | | | | | | | |
| A20040 | Fencing | 10 | 20-Aug-19 A | 03-Sep-19 A | | 100% | A20000 | A20100 | S-5d/wh | Temp Electrical | | | | | | | | | | | | | | | | | | | | | | | | |
| A20050 | Survey Site | 5 | 04-Sep-19 A | 10-Sep-19 A | | 100% | A20000 | A20100 | S-5d/wh | Fencing | | | | | | | | | | | | | | | | | | | | | | | | |
| A20060 | Disconnect Power, Gas & Water (Owner) | 30 | 30-Aug-19 A | 11-Oct-19 A | | 100% | A20000 | A20070, F1-000 | S-5d/wh | Survey Site | | | | | | | | | | | | | | | | | | | | | | | | |
| A20070 | Hazmat Existing Buildings | 19 | 09-Sep-19 A | 03-Oct-19 A | | 100% | A20060 | A20080 | S-5d/wh | Disconnect Power, Gas & Water (Owner) | | | | | | | | | | | | | | | | | | | | | | | | |
| A20080 | Demolish Buildings & Remove Footings | 25 | 22-Oct-19 A | 26-Nov-19 A | | 100% | A20070, F1-010 | A20090, A20091 | S-5d/wh | Hazmat Existing Buildings | | | | | | | | | | | | | | | | | | | | | | | | |
| A20081 | Remove Unforeseen Footings/Top Slab 7 | 25 | 22-Oct-19 A | 26-Nov-19 A | | 100% | A20080 | A20095 | S-5d/wh | Demolish Buildings & Remove Footings | | | | | | | | | | | | | | | | | | | | | | | | |
| A20090 | Site Demolition | 10 | 13-Nov-19 A | 26-Nov-19 A | | 100% | A20080 | A20100, A20190 | S-5d/wh | Remove Unforeseen Footings/Top Slab 7 days | | | | | | | | | | | | | | | | | | | | | | | | |

█ Remaining Level of Effort
 █ Actual Work
 █ Critical Remaining Work
█ Actual Level of Effort
 █ Remaining Work
 ◆ Milestone



Main project schedule table with columns for Activity ID, Activity Name, Original Duration, Start, Finish, Total Float, Activity % Complete, Predecessors, Successors, Calendar, and monthly progress bars for 2020 and 2021.

Legend for task bars: Remaining Level of Effort (green), Actual Work (blue), Critical Remaining Work (red), Actual Level of Effort (dark blue), Remaining Work (light green), Milestone (diamond).



Activity ID, Activity Name, Original Duration, Start, Finish, Total Float, Activity % Complete, Predecessors, Successors, Calendar, 2020, 2021

Legend for Remaining Level of Effort, Actual Work, Critical Remaining Work, Actual Level of Effort, Remaining Work, Milestone



Activity ID | Activity Name | Original Duration | Start | Finish | Total Float | Activity % Complete | Predecessors | Successors | Calendar | 2020 | 2021

Remaining Level of Effort | Actual Work | Critical Remaining Work | Actual Level of Effort | Remaining Work | Milestone



Activity ID, Activity Name, Original Duration, Start, Finish, Total Float, Activity % Complete, Predecessors, Successors, Calendar, 2020 (Aug-Jul), 2021 (Jan-Jul)

Legend for Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (black diamond)



Main project schedule table with columns for Activity ID, Activity Name, Duration, Start/Finish dates, Activity % Complete, Predecessors, Successors, Calendar, and monthly Gantt bars for 2020 and 2021.

Legend for activity bars: Remaining Level of Effort (green), Actual Work (blue), Critical Remaining Work (red), Actual Level of Effort (black), Remaining Work (light green), Milestone (black diamond).

