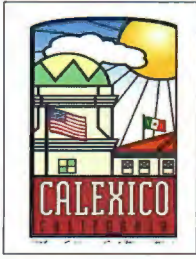


**AGENDA
ITEM**


11

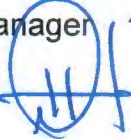


AGENDA STAFF REPORT

DATE: January 20 2021

TO: Mayor and City Council

APPROVED BY: Miguel Figueroa, City Manager 

PREPARED BY: Diego Favila, Fire Chief 

SUBJECT: Authorize City Manager to Sign a Contract Amendment with Ten Over Studio to Provide Project Inspection Services and Additional Construction Administration Services for the New Fire Station Headquarters

=====

Recommendation:

Authorize City Manager to sign an amendment to the existing agreement with Ten Over Studio to provide new and additional services, which include project inspection services for the new Fire Station Headquarters.

Background:

On December 5, 2018, the City Council of the City of Calexico authorized the City Manager to sign an Agreement for Professional Services with Ten Over Studio for Architectural Services, permitting, bid assistance and construction administration for the new Calexico Fire Headquarters Station.

On July 15, 2020, the City Council approved Amendment #3 to add project management services to the agreement resulting in an increase in the scope of work and fee for \$55,000 fee to the agreement for Ten Over Studio.

Project Management Services

Ten Over Studio will be expanding their project management services to include project inspection. Continuous project inspection services is required by the California Building Code and the Essential Services Act as this project is a fire station and an essential services facility. Project inspection will be performed by Paragon Inspection Services, LLC as a sub consultant to Ten Over Studio.



Paragon employs DSA Certified Inspectors to perform the Project Inspector duties, which include daily inspections based upon the approved plans, specifications, and the applicable code cycle per Part 1 of the Title 24 California Building Code.

Construction Administration Services

TEN OVER STUDIO and our consultant team have performed more than one round of review on submittals and shop drawings. The design team has performed 50 additional rounds of review on multiple submittals and shop drawings. The additional rounds of review has expended the construction administration fee quicker than anticipated. Ten Over Studio is seeking additional compensation to complete the construction administration work needed on this project to support the City and general contractor.

Discussion & Analysis:

The City of Calexico has requested that Ten Over Studio provide additional services to include additional construction administration services due to multiple rounds of submittal reviews and incomplete substitution requests. The original construction administration fee established one to two rounds of review for each submittal and shop drawing. The work effort has exceeded the original scope of work.

The project management services will expand to include project inspection. The addition of the project inspection services are beyond the original scope of services. Continuous project inspection services is required by the California Building Code and the Essential Services ACT. Project inspection will be performed by Paragon Inspection Services, LLC as a sub consultant to Ten Over Studio to include the following:

- Use of inspection forms and inspectors construction daily reports
- Take daily digital images of the project throughout construction.
- Provide a DSA Certified Inspectors to perform the Project Inspector duties.
- Coordinate all special inspections through the assigned lab chosen for the project.
- Current codes and regulations applicable to the project shall be maintained in the inspector's office, on site, in digital or hard copies, including copies of all reports relating to testing and special inspection.
- Daily reports shall include approximate head counts per contractor, daily activities of each contractor, and any event that may occur on the project that should be documented for the City.
- Advise the general contractor and the Architect of Record of inspections related to the current activities of the project. An inspection log will be maintained. All inspection requests will be processed and logged. A copy of the inspection request will be provided to the City and Architect of Record.
- All inspections shall be based on the approved documents for the project. Deviations shall be reported to the architect of record, contractor and the City in writing for interpretation and direction.

- Attend all necessary meetings pertaining to the project and construction process. The project inspector will accompany the architect and consultants, and the City representative while observing the construction on site.
- Review of closeout documentation.

Fiscal Impact:

Measure H Bond Proceeds - \$125,124.

Coordinated With:

City Attorney.

Attachment(s):

1. Ten Over Studio, Contract Amendment #4, dated December 29, 2020.
2. Updated Project Budget.



AGREEMENT FOR ARCHITECTURAL SERVICES

AMENDMENT #4

CALEXICO FIRE HEADQUARTERS STATION

DATE

December 29, 2020

PROJECT

Calexico New Fire Headquarters Station

CLIENT

City of Calexico
Fire Chief Diego Favila
430 E Fifth Street, Calexico, CA 92231, 760.768.2150

ARCHITECT

Jim Duffy – TEN OVER STUDIO INC
539 Marsh Street, San Luis Obispo, CA 93401 - W 805.541.1010 M 805.540.8896 – jimd@tenoverstudio.com

Per the following, this document represents an amendment to the work scope and fees of the original agreement dated December 5, 2018; Amendment #1, dated February 25, 2019; Amendment #2, dated December 18, 2019; and Amendment #3, dated June 22, 2020. All of the exclusions, notes, terms and conditions of the original agreement apply.

SCOPE OF WORK

ADDITIONAL SCOPE OF WORK

The City of Calexico has requested that Ten Over Studio provide additional services to include additional construction administration services due to multiple rounds of submittal reviews and incomplete substitution requests. The addition of the project inspection services are beyond the original scope of services.

TASK F – CONSTRUCTION ADMINISTRATION

TEN OVER STUDIO and our consultant team have performed more than one round of review on the submittals and shop drawings. The design team has performed 50 additional rounds of review on multiple submittals and shop drawings. The additional rounds of review has expended the construction administration fee quicker than anticipated.

Deliverables:

- Per original contract

Meetings:

- Per original contract

TEN OVER STUDIO INC
805.541.1010
539 Marsh Street
San Luis Obispo, CA
info@tenoverstudio.com
tenoverstudio.com

CLIENTS INITIALS



TASK J – PROJECT INSPECTION FOR CONSTRUCTION

The project management services will expand to include project inspection. Continuous project inspection services are required by the California Essential Services. Project inspection will be performed by Paragon Inspection Services, LLC as a sub consultant to Ten Over Studio.

The Paragon team has DSA Certified Inspectors to perform the Project Inspector duties, which include daily inspections based upon the approved plans, specifications, and the applicable code cycle per Part 1 of the Title 24 California Building Code

- Use of inspection forms and inspectors construction daily reports
- Take daily digital images of the project throughout construction.
- Provide a DSA Certified Inspectors to perform the Project Inspector duties
- Coordinate all special inspections through the assigned lab chosen for the project.
- Current codes and regulations applicable to the project shall be maintained in the inspector's office, on site, in digital or hard copies, including copies of all reports relating to testing and special inspection.
- Daily reports shall include approximate head counts per contractor, daily activities of each contractor, and any event that may occur on the project that should be documented for the City.
- Advise the general contractor and the Architect of Record of inspections related to the current activities of the project. An inspection log will be maintained. All inspection requests will be processed and logged. A copy of the inspection request will be provided to the City and Architect of Record.
- All inspections shall be based on the approved documents for the project. Deviations shall be reported to the architect of record, contractor and the City in writing for interpretation and direction.
- Attend all necessary meetings pertaining to the project and construction process. The project inspector will accompany the architect and consultants, and the City representative while observing the construction on site.
- Review of closeout documentation.

For the purposes of this additional scope of work, TEN OVER STUDIO has based the scope and fee for the project inspection task on a 9-month duration, which should cover the remainder of the project.

Deliverables

- Daily construction activities reports
- Inspection log and reports
- Assist contractor with scheduling project inspections and special inspections
- Review O&M manuals
- Review record drawings based on contractor provided red-lined/mark-ups

Meetings:

- Job site construction meetings via web based conference calls and in person.

Schedule

- 39 weeks – concurrent with Task F – Construction Administration

TEN OVER STUDIO INC
805.541.1010
539 Marsh Street
San Luis Obispo, CA
info@tenoverstudio.com
tenoverstudio.com

CLIENTS INITIALS



ARCHITECT'S FEE

TASKS	DESCRIPTION	TYPE	ORIGINAL FEE	AMENDMENT 2 FEE	AMENDMENT 3 FEE	AMENDMENT 4 FEE
A	SCHEMATIC DESIGN	FIXED	\$50,000	NA	NA	NA
B	DESIGN DEVELOPMENT	FIXED	\$98,500	NA	NA	NA
C	CONSTRUCTION DOCUMENTS	FIXED	\$139,500	NA	NA	NA
D	PERMITTING	FIXED	\$57,100	NA	NA	NA
E	BID ASSISTANCE	T&M, NTE	\$37,500	\$10,500	NA	NA
F	CONSTRUCTION ADMINISTRATION	T&M, NTE	\$120,000	NA	NA	\$50,500
G	TOPOGRAPHIC SURVEY	FIXED	\$4,100	NA	NA	NA
H	STORMWATER MANAGEMENT	FIXED	\$9,500	NA	NA	NA
I	PROJECT MANAGEMENT FOR CONSTRUCTION	FIXED	NA	NA	\$55,000	NA
J	PROJECT INSPECTION FOR CONSTRUCTION	FIXED	NA	NA	NA	\$74,624
	REIMBURSABLE EXPENSES BUDGET	T&M, NTE	\$30,975	NA	NA	NA

ORIGINAL FEE TOTAL		\$547,175			
AMENDMENT 2 FEE TOTAL			\$10,500		
AMENDMENT 3 FEE TOTAL				\$55,000	
AMENDMENT 4 FEE TOTAL					\$125,124

Our relationship for the purposes of this project and our responsibilities to each other are more fully set forth in the TERMS AND CONDITIONS which are an attachment to and a part of this Agreement.

CLIENT

ARCHITECT

12/29/2020

CLIENT

Date

Jim Duffy

Date

CA License # C30770

TEN OVER STUDIO INC
805.541.1010
 539 Marsh Street
 San Luis Obispo, CA
 info@tenoverstudio.com
tenoverstudio.com

CLIENTS INITIALS



Cost Proposal

November 30, 2020

City of Calexico Fire Station Headquarters
C/O Candice Wong-Ten Over Studio

Thank you for the opportunity to allow Paragon Inspection Services, LLC to propose for the Project Inspection services for the City of Calexico's Fire Station.

As the DSA inspection company for your project, we provide an entire inspection package. We provide assistance with all forms, archived inspectors construction daily reports, and quick and efficient closeout documentation. As well as, digital images of the existing project prior to and throughout all phases of construction completion.

The information below outlines the complete scope of work, including identification of responsibilities, procedures and fees.

Scope of Work:

Identification of Responsibilities – for Project Inspection as defined by California Administrative Code, Chapter 4, Section 4-219.

1. Paragon Inspection Services, LLC will provide a DSA Certified Inspector to perform the Project Inspector duties, which include daily inspections based upon the Approved plans, Specifications, and the applicable code cycle of part 1 of the Title 24 California Building Code
2. Paragon Inspection Services, LLC will provide all necessary materials, tools and other items needed to complete the Inspections for the project. We will coordinate all special inspections through the assigned Lab chosen for the project.
3. Current codes and regulations applicable to the project shall be maintained in the inspector's office, on site, in digital or hard copies, including copies of all reports relating to testing and special inspection. Job activity reports will be provided daily to the client's representative if requested.

4. Daily reports shall include approximate head counts per contractor, daily activities of each contractor, and any event that may occur on the project that should be documented for the client.
5. Paragon Inspection Services, LLC will advise the contractor and the Architect of Record of inspections related to the current activities of the project. An inspection log will be maintained at the inspector's office. All inspection requests will be processed and logged. A copy of the inspection request will be provided to the contractor or construction manager.
6. All inspections shall be based on the approved documents for the project. Deviations shall be reported to the architect of record, contractor and the client in writing for interpretation and direction.
7. Paragon Inspection Services, LLC will attend all necessary meetings pertaining to the project and construction process. The project inspector will accompany the architect and consultants, and the client representative while observing the construction on site.

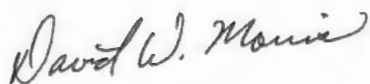
Fees for Inspection Services

Paragon Inspection Services, LLC will provide a DSA Certified Inspector to perform Project Inspector services for this project at the rate listed below

1. Project Inspector Services inspection fees are based on the lump sum amount of **\$74,624.00**. Billed monthly for \$8779.29. Cost are based on, on-call inspection services with 24hr notice and daily visits to project to observe the progress of project, man count and pictures of progression.
2. Additional project inspector services include holidays, weekends, and any services needed beyond normal working hours and basic construction requirements. Written authorization required from the client prior to providing additional services. Additional services will be billed at the hourly rate of \$125.00.
3. Project start date: January 21, 2020. Project duration is 8.5 months with ending date of September 30, 2021. Inspection services needed after the contract duration shall be billed at the monthly rate listed in item #1 or at a rate of \$106.00 per hour with a 4 hour minimum plus travel expenses if travel is required.

You will be working with experienced construction professionals, fully certified, with the professional skills and technical knowledge your projects deserve.

Sincerely,



David W. Morris
President, Paragon Inspection Services, LLC.

DAVID MORRIS

Strengths

- Communication: clear and concise when speaking and writing; comfortable in dealing with both owners and clients.
- Leadership: ability to take charge when needed and get things done.
- Responsibility: accustomed to being in positions of responsibility; self-starter; self-motivated and willing to set goals and work towards achieving them.
- Organization: use time and resources effectively; consider efficiency, planning and accountability top priority.
- OTHER: Have extensive experience performing tasks within occupied areas; very conscious and aware of public safety.

Experience

10/13 – Present **Paragon Inspection Services, LLC**
Title: Owner/President

01/04 - Present **Morris Construction & Inspection Services – Menifee, California**
Division of the State Architect (DSA) Project Inspector – Class 1
Examination (Certificate #5084) Date Issued: September 10, 2008
Expiration Date: September 10, 2020

05/00 – Present **David Morris Construction – Menifee, California**
General Building Contractor License B774306
 The following is a list of various tasks performed during this time period:

1. Project Management
2. Project Bidding and Estimating
3. General Construction

07/91 – Present **Carpenters Local Union 209 – Sylmar, California**
Positions held: Safety Coordinator, Lead-man, and Carpenter Foreman
 The following is a list of various tasks performed during this time period:

1. Layout
2. Concrete Form Work
3. Structural Wood Framing
4. Finish Woodworking
5. Door and Hardware Installation
6. Remodeling
7. Tenant Improvement Construction
8. Steel Stud Framing
9. Drywall Installation and Repair
10. Seismic Upgrades
11. Demolition

 Employed by the following Union Contracting companies during this time (07/91 – 01/04):

1. DPR Construction, Inc.
2. Rudolph and Sletten Inc.
3. Dinwiddie Construction Co.

Note: A complete list of companies is available upon request

01/90 - 07/91 **Thomas E Glaus Construction – West Hills, California**
 The following is a list of various tasks performed during this time period:

1. Structural Wood Framing
2. Concrete Formwork
3. Building additions to existing structures (residential)

DAVID W. MORRIS
30469 Meadow Run Place, Menifee, Ca 92584
951-906-3039 (cell)

4. Residential remodel
5. Finish carpentry
6. Door and Hardware Installation
7. Painting
8. Drywall installation and/or repair

01/89 – 01/90 **Burton Framers** – Valencia, California

- Performed Structural Framing for Custom Residential Homes

Education

- InterNachi Home and Commercial Training Courses – Certified 2013 – Currently taking CEU courses.
- American Home Inspection Training Courses – Certified 2013
- Division of the State Architect (DSA) Project Inspector Overview Class – September 23-24, 2011

- Division of the State Architect (DSA) Project Inspector
Date Issued: November 19, 2003 (Class 3 Certification) – Present (Class 1 Certification)

- Riverside Community College – Certificate in Construction Technology and Inspection (grade point average 4.0) received June 2003 Classes completed:
 - Intro to Construction
 - National Electric Code 1999
 - Title 24: Energy Conservation Requirements
 - Uniform Building Code 1997
 - Title 24: Accessibility Requirements
 - Blueprint Reading and Estimating
 - Simplified Engineering
 - Procedures for Office and Field Inspections
 - 2000 Uniform Mechanical Code
 - Fundamentals of Soil Technology
 - Materials of Construction
 - 2000 Uniform Plumbing Code

- Budget Contractors School - General Contractors License (#BHIC774306)

- California State Department of Industrial Relations - Southern California Carpenter Joint Apprenticeship & Training Program

- Henry David Thoreau High School - General Curriculum

PROJECT EXPERIENCE

New STEM Building

Constructed of Steel Moment Frame, Steel Deck, shallow foundation spread footings
Type 11-B – 2 Story; Occupancy E.
Sq. Ft. 1st Floor 34,612 2nd Floor 33,940 DSA
App # 04-116825
Contract Amount: \$ 23,400,000 Est. Final
Close to 33,000,000
Owner: Central Union High School District Arnold
Preciado, 760-336-4506
Architect: Sanders, Inc
Title: Inspector
Construction Manager: Neilson Construction
Under Construction

New Multipurpose/Library/Gym

Constructed of CMU Bearing Walls, Steel Trusses w/Steel Deck, Wood Frames, Shear walls & Open Web Wood Trusses
Type V-B, Single Story, Occupancy A-2, A-3 & B Sq. Ft. 15,71
DSA App # 04-117804
Contract Amount: \$ 9,008,011
Owner: El Centro Elementary School District Kristy Curry, 760-352-5712
Architect: Sanders, Inc. Title: Inspector
Construction Manager: Erickson-Hall Construction
Under Construction

New Elementary Gymnasium Constructed of CMU Bearing Walls, Steel Trusses w Steel Deck

Type 111-B, Single Story, Occupancy A-4, E Sq. Ft. 12,504
DSA App # 04-116629
Contract Amount: \$ 4,800,000 Owner: Seeley Union School District Andrea Ellis, 760-352-3571 Architect: Sanders, Inc.
Construction Manager: Neilson Construction
Title: Inspector

New Elementary Gymnasium

Constructed of CMU Bearing Wall, Steel Trusses W/ Steel Deck. None Bearing Steel Stud and Wood Frame Canopies
Type 111-B, Single Story, Occupancy A-4, E
DSA App # 04-116690
Contract Amount: \$ 5,200,000
Owner Meadows Union School District
Keila Rodriguez, 760-352-7512 Architect: Sanders, Inc
Construction Manager: Neilson Construction
Title: Inspector

New Cross Elementary School

7-Buildings- New Elementary School, CMU, Wood and Wood/Steel Trusses
Bldg 1 – Admin, CMU, Wood Frame, Type V- B, Occupancy E
Bldg 2&3 – Wood Frame, Type V-B, Occupancy E, Sq Ft. 6,976 each Bldg
4&5 – Wood Frame, Type V-B, Occupancy E, Sq Ft 8,960 each
Bldg 6 – Wood Frame, Type V-B, Occupancy E, Sq. Ft 11,084
Bldg 7 – CMU W/ Wood Open Web Trusses
Type III-B, Occupancy A-3, B, Sq Ft. 8,875 DSA
App # 04-113877
Contract Amount: \$ 28,090,595
Owner: Imperial Unified School District
Bryan Thomason, 760-355-3200 Architect: Sanders, Inc
Construction Manager: Erickson-Hall Construction
Title: Inspector

District: McCabe Union Elementary School District.

Project: Corfman Gymnasium
Project Type: New Construction, CMU and Steel Truss Roof Structure
DSA App # 04-114686
Contract Amount: \$5,800,000
Construction Manager: Erickson-Hall Construction
Title: Inspector

District: Brawley Elementary School District. Project: Barbara Worth Jr. High Gymnasium

Project Type: New Construction, CMU Shear wall and S DSA
App # 04-113280
Contract Amount: \$5,500,000
Title: Inspector

PROJECT EXPERIENCE

District: Calexico Unified School District.
Project: Calexico High School Aquatics Facility
Project Type: New Construction, CMU, Steel and Wood Roof Diaphragm for Support Buildings and Construction of two (2) pools. Contract Amount: \$5,200,000
Title: Inspector

District: Rowland U.S.D.
Project: Rowland H.S. Aquatics Complex
Project Type: Pool and CMU/Steel support buildings
DSA App #: 03-114760
Contract Amount: \$3,500,000
Title: Inspector

District: Murrieta Valley USD
Project: District-wide Photovoltaic Canopies
Project Type: Photovoltaic Canopy / Solar Campus Upgrades
DSA App #: (1)04-112293, (2)04-112306, (3)04-112307
Contract Amount: (1) \$423,587, (2)\$633,325, (3) \$378,350
Title: Inspector

District: Riverside USD
Project: Harrison Elementary School Project
Type: New Multi-Purpose Building DSA App #: 04-104986
Title: Assistant Inspector

District: Riverside CCD Project:
Lions Lot
Project Type: Parking Lot & Site Upgrade DSA App #: 04-111229
Contract Amount: \$1,430,674
Title: Inspector

District: Murrieta USD
Project: Murrieta Mesa High School Project
Type: New High School Campus DSA App #: 04-108287
Contract Amount: \$100,000,000 Title: Inspector

District: Riverside CCD
Project: Norco College Campus Operations Center
Project Type: New Construction CMU / Steel DSA App #: 04-111515
Contract Amount: \$5,900,000 Title: Inspector

District: Riverside USD
Project: District Wide Restroom Upgrades Project
Type: Modernization
DSA App #: 04-111580
Contract Amount: \$258,000
Title: Inspector

District: Riverside USD
Project: District Wide Restroom Upgrades Project
Type: Modernization
DSA App #: 04-111581
Contract Amount: \$323,000
Title: Inspector

District: Riverside USD
Project: District Wide Restroom Upgrades Project
Type: Modernization
DSA App #: 04-111582
Contract Amount: \$170,000
Title: Inspector

District: Riverside CCD
Project: Aquatics Complex
Project Type: Aquatics Complex DSA App #: 04-110100
Contract Amount: \$8,861,534 Title: Inspector

District: Riverside USD
Project: Patricia Beatty Elementary School Project
Type: New Elementary School Campus DSA App #: 04-107837
Contract Amount: \$19,336,676 Title: Inspector

PROJECT EXPERIENCE

District: Riverside USD Project:
King High School
Project Type: Aquatics Complex
DSA App #: 04-106793
Contract Amount: \$3,139,938
Title: Assistant Inspector

District: Riverside USD
Project: Mark Twain Elementary School Project
Type: New Elementary School Campus DSA App #:
04-106813
Contract Amount: \$15,557,438 Title:
Inspector

District: Riverside USD
Project: Washington, Castle View &
Magnolia ES
Project Type: Re-locatable Buildings DSA
App #: 04-106040
Contract Amount: \$650,000 Title:
Inspector

District: Riverside USD
Project: Washington Elementary School Project
Type: Modernization
DSA App #: 04-102609
Contract Amount: \$2,592,930 Title:
Inspector

District: Riverside USD
Project: Castle View Elementary School
Project Type: Modernization
DSA App #: 04-102608
Contract Amount: \$2,325,204 Title:
Inspector

District: Riverside USD
Project: Magnolia Elementary School
Project Type: Modernization
DSA App #: 04-102142
Contract Amount: \$2,012,979 Title:
Inspector

District: Riverside USD
Project: Hyatt Elementary School
Project Type: New Multi-Purpose Building DSA App
#: 04-104985
Title: Assistant Inspector

JOSEPH COCHRAN
11422 E 24th Place
Yuma, AZ 85367
Cell: 619 540-4616

CERTIFICATIONS

DSA Class I Project Inspector #4191

RELEVANT PROEJCT EXPERIENCE

Palo Verde Community College District – Second Floor Office Remodel and ADA Upgrades. 04-116526 , Lentulo Consultants

Construction Inspector
March 20- Present Project is part time and at 85%

Heber Unified School District – Gymnasium 04-115529 Replaced original IOR because of his health issues. Paragon Inspection Services

Construction Inspector
June 2018 – October 2019

**San Diego Community College District
Full Time Employee**

Construction Inspector
November 2005- January 2018
Performed inspection on numerous construction projects from remodel to new construction 100-100,000 square feet Stick frame, steel stud, concrete, steel moment and brace frame

Miramar Parking Garage, 04-114786 1/17- 1/18 7 Million
Mesa Cafeteria Bookstore/Classrooms 04-112803 2015-2017 38 Million
Mesa College Fitness Center 04-112980 2015-2017 10 Million
Mesa College Math Science Building 04-111098 2011-2013 108 Million
Mesa College Student Services Building 04-110328 2010-2011 55 Million
ECC Skills Center Buildings 04-107912 2007-2009 18 Million

San Diego Unified School District

Construction Inspector
2000- November 2005
Various projects remodel and new construction

Cochran & Sons Construction

Owner General Contractor-B-1, C-8, and C-29
1980-2000