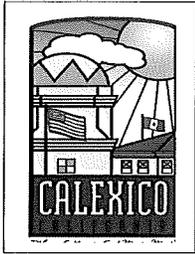


**AGENDA
ITEM**

13



AGENDA STAFF REPORT

DATE: March 20, 2019

TO: Mayor and City Council

APPROVED BY: David B. Dale, City Manager *DN*

PREPARED BY: David B. Dale, City Manager

SUBJECT: Authorize the City Manager to Sign Amendment No. 1 to the Agreement of Professional Services with 10 Over Studio for Architectural Services, Permitting, Bid Assistance and Construction Administration of the Calexico Fire Headquarters Station located at 430 East 5th Street

=====

Recommendation:

Authorize the City Manager to Sign Amendment No. 1 to the Agreement of Professional Services with 10 Over Studio for Architectural Services, Permitting, Bid Assistance and Construction Administration of the Calexico Fire Headquarters Station located at 430 East 5th Street.

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 10 Over Studio for Architectural Services, permitting, bid assistance and construction administration for the new Calexico Fire Headquarters Station. The original scope of work includes the schematic design, design development, geotechnical investigation and report, construction documents, permitting, bid assistance, construction administration, topographic survey and stormwater management. Since the approval from Council on December 5, 2019, minor changes to the scope of work have been proposed.

Discussion & Analysis:

Minor changes have been proposed to the scope of work on the contract. Specifically, the geotechnical investigation and report is proposed to be removed from the scope of work. The city will contract directly with a geotechnical firm. City staff have been in contact with a local firm with experience in geotechnical investigations related to public safety buildings. Also, it was proposed by the city that the "Bid Assistance" and "Construction Administration" billing be based on time and material costs in lieu of a lump sum. Therefore, these items are proposed to be on a not-to-exceed basis.

AGENDA
ITEM

13

Fiscal Impact:

The total contract sum has been reduced from \$562,175.00 to \$547,175.00 (a reduction of \$15,000.00). The city will contract directly with a geotechnical firm in the amount of \$15,500.00. Therefore, the net result is an additional potential \$500.00 to the project; however, since the two items "Bid Assistance" and "Construction Administration" were changed to a not-to-exceed basis – the contract could come in lower than anticipated. Funds to be used are from the Measure H Bond proceeds.

Coordinated With:

Public Works Department.

Attachment(s):

1. 10 Over Studio, Inc. Amendment #1, Calexico Fire Headquarters Station dated February 25, 2019.
2. 10 Over Studio, Inc. Original Project Fee Schedule dated November 15, 2018.



CITY OF CALEXICO NEW FIRE HEADQUARTERS STATION TEN OVER STUDIO FEE SCHEDULE

DATE

November 15, 2018

PROJECT FEE SCHEDULE

TASKS	DESCRIPTION	TYPE	FEE
1	SCHEMATIC DESIGN	FIXED	\$47,150
2	DESIGN DEVELOPMENT	FIXED	\$90,500
3	CONSTRUCTION DOCUMENTS	FIXED	\$127,725
4	PERMITTING	FIXED	\$57,100
5	BID ASSISTANCE	FIXED	\$47,500
6	CONSTRUCTION ADMINISTRATION	FIXED	\$119,200
	BASIC SERVICES FEE SUBTOTALS		\$489,175
	REIMBURSABLE EXPENSES BUDGET	T & M	\$40,000

	ADDITIONAL SERVICE ITEMS		
7	GEOTECHNICAL INVESTIGATION AND REPORT	FIXED	\$15,000
8	TOPOGRAPHIC SURVEY	FIXED	\$12,000
9	STORMWATER MANAGEMENT	FIXED	\$6,000

FEE NOTES

- This fee proposal is based on the information on the City of Calexico RFP for Architectural Services for the New Fire Headquarters Station Issued on October 25, 2018 and Addendum No. 1 Issued on November 13, 2018.
- The estimated construction cost for this project is \$6,328,458
- The December 2019 construction completion deadline is driving the project schedule and design phases to be completed quicker than normal. To meet the City's schedule goal, we have adjusted the design phases deliverables and durations.
- If the construction completion date can be adjusted and the design team can execute the project using a more normal project schedule, we will be able to adjust our proposed fees to offer fairly significant cost savings in the Permitting and Bidding phases of this project
- To make the project schedule work, the City must expedite permit review and approval for two packages. The City will also need to run an aggressive public bid and award process for two bid packages.
 - First bid package will be for Demolition, Utilities and Grading
 - Second bid package will be for the Fire Station. This Fire Station bid package will include the "base bid" and "bid alternate" described in the RFP.
 - There could be two separate general contractors working on the project due to the expedited project schedule.
- Fee includes preparation of design and documentation for the Base Bid and Bid Alternate as described in the City of Calexico RFP.
- There are three additional services items that we would like to include as part of the design services.

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CLIENTS INITIALS



EXCLUSIONS

Unless noted otherwise, the following services are not included in the Scope of Work or Fee Proposal. Many of them are available upon request as additional services.

- Measurement/verification and drafting of as-built drawings
- Fire sprinkler / fire alarm design and engineering services (assumed to be design-build)
- Energy Modeling or Building Commissioning
- Security system design services
- Communications, audio / visual system design services
- On-site and off-site temporary facilities design services
- Design, Specification, and/or purchasing of furnishings and specialty equipment
- Project Entitlement and Planning Application
- Environmental Studies and CEQA (Traffic, Noise, Flood, EIR / Initial Study / Mitigated Neg Dec)
- QSD Services and Storm Water Pollution and Prevention Plan (SWPPP)
- Analysis of existing engineering systems (structural/mechanical/plumbing/electrical)
- Value engineering services
- Building and systems commissioning
- O&M Manual preparation and review
- Determining capacity of existing utilities (power, water, sewer system)
- Material testing and inspections
- Off-site work outside the property boundaries
- Hazardous Materials testing, reports, or recommendations for removal
- Permits and Application Fees
- Utility applications and/or fees
- Building Information Modeling (BIM)
- Illustrative renderings
- LEED documentation and processing

NOTES

- Only drawings specifically titled CONSTRUCTION DOCUMENTS with the ARCHITECT'S signed stamp are intended for construction. Construction based on any other version of the drawings is at CLIENTS' risk.
- Drawings and support documents will not be submitted to the Planning or Building Departments until all invoices to date have been paid.
- Modifications requested after designs were approved will be billed as additional services on an hourly basis above and beyond estimated or fixed fees
- The ARCHITECT reserves the right to additional compensation if the CLIENT changes the scope of work and if the CLIENT increases the project construction costs as a result of CLIENT changes.
- The ARCHITECT reserves the right to adjust hourly rates on an annual basis
- The ARCHITECT reserves the right to photograph the finished project for marketing purposes
- The ARCHITECT reserves the right to install a job site sign on the CLIENTS project property during design and construction of the project
- All reimbursables such as printing of drawings, specifications and calculations will be on a time & materials basis. Reimbursable receipts are available upon request
- Additional work not included in the services scope and fees will require a signed contract amendment or additional services agreement prior to the start of such work.

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CLIENTS INITIALS



HOURLY RATES SCHEDULE

TEN OVER STUDIO

PRINCIPAL	\$150.00 - 200.00
PROJECT MANAGER	\$125.00 - 150.00
ARCHITECT	\$100.00 - 125.00
SENIOR DESIGNER	\$90.00 - 115.00
DESIGNER/DRAFTER	\$75.00 - 90.00
ADMINISTRATIVE	\$60.00

RSSE STRUCTURAL ENGINEERS, INC.

Principal	\$175.00
Project Manager/Senior Project Engineer	\$125.00 - \$140.00
Project Engineer	\$115.00 - \$125.00
Staff Engineer	\$80.00 - \$100.00
Cad Technician	\$75.00 - \$100.00
Technician, Clerical	\$45.00 - \$65.00

THOMA ELECTRICAL

Professional Electrical Engineer	\$191.00
Electrical Engineer / Designer	\$167.00
Electrical Design Assistant	\$117.00
Electrical Cost Estimator	\$125.00
Field Technician / Electrician	\$121.00
Computer Aided Design / Drafter	\$106.00
Secretarial	\$88.00

3C ENGINEERING

Principal	\$160.00
Mechanical/Plumbing Engineer	\$110.00
Energy Analyst	\$100.00
Drafting Production	\$80.00
Support Staff/Admin	\$70.00

CUMMING

Managing Director / Director / Regional Director	\$210.00
Associate Director	\$185.00
Senior Cost Manager / Senior MEP Cost Manager	\$175.00
Cost Manager	\$160.00
Assistant Cost Manager / Estimating Technician / Intern	\$115.00

RICK ENGINEERING COMPANY

Principal	\$245.00
Associate Principal	\$230.00
Associate/Manager	\$215.00
Principal Project Engineer/Manager	\$190.00
Associate Project Engineer/Manager	\$175.00

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CLIENTS INITIALS



Assistant Project Engineer/Manager	\$160.00
Principal Engineering Designer	\$140.00
Associate Engineering Designer	\$130.00
Assistant Engineering Designer	\$115.00
Principal Engineering Drafter	\$110.00
Associate Engineering Drafter	\$100.00
Assistant Engineering Drafter	\$90.00
Principal Construction Engineer/Manager	\$190.00
Associate Construction Engineer/Manager	\$175.00
Assistant Construction Engineer/Manager	\$160.00
Principal Construction Technician	\$140.00
Associate Construction Technician	\$130.00
Assistant Construction Technician	\$115.00
Principal Project Planner/Manager	\$190.00
Associate Project Planner/Manager	\$175.00
Senior Planner	\$165.00
Associate Planner	\$130.00
Assistant Planner	\$110.00
Planning Technician	\$85.00
Principal Graphics Designer	\$115.00
Associate Graphics Designer	\$110.00
Assistant Graphics Designer	\$95.00
CAD Manager	\$175.00
Associate Project Administrator	\$75.00
Assistant Project Administrator	\$65.00
Administrative Assistant	\$70.00

LEIGHTON GROUP

Technician I	\$77
Technician II / Special Inspector	\$89
Senior Technician / Senior Special Inspector	\$99
Prevailing Wage (field soils / materials tester) *	\$125
Prevailing Wage (Special Inspector) *	\$131
Prevailing Wage (Source Inspector, NDT and soil remediation O&M)*	\$135
System Operation & Maintenance (O&M) Specialist	\$126
Non Destructive Testing (NDT)	\$135
Deputy Inspector	\$99
Field / Laboratory Supervisor	\$131
Source Inspector	\$122
Project Administrator/Word Processor/Dispatcher	\$72
Information Specialist	\$99
CAD Operator	\$113
GIS Specialist	\$126
GIS Analyst	\$149
Staff Engineer / Geologist / Scientist	\$135
Senior Staff Engineer / Geologist / Scientist / ASMR	\$144
Operations / Laboratory Manager	\$162
Project Engineer / Geologist / Scientist	\$162

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CLIENTS INITIALS



Senior Project Engineer / Geologist / Scientist / SMR
Associate
Principal
Senior Principal

\$180
\$198
\$216
\$261

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CLIENTS INITIALS



ARCHITECTURAL AND ENGINEERING SCOPE OF SERVICES

AMENDMENT #1

CALEXICO FIRE HEADQUARTERS STATION

430 E Fifth Street, Calexico, CA 92231

DATE

February 25, 2019

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

PROJECT

Calexico New Fire Headquarters Station

Per the following, this document represents an amendment to the work scope and fees of the original agreement dated December 5, 2018. All of the terms and conditions of the original agreement apply.

AMENDMENT TO SCOPE OF WORK

The City of Calexico would like Ten Over Studio to amend the scope of work to eliminate the Geotechnical Engineering services. The following scope of work and fee is in response to discussion and direction from the Fire Department and City Manager.

SCOPE OF SERVICES

- Task A Schematic Design
- Task B Design Development
- Task C Construction Documents
- Task D Permitting
- Task E Bid Assistance
- Task F Construction Administration
- Task G Topographic Survey
- Task H Stormwater Management

Please refer to each specific task description to understand the full scope of work, deliverables, and meetings included for this project. This scope amendment includes professional architecture, structural engineering, mechanical engineering, electrical engineering, civil engineering, landscape architecture, topographic survey, and cost estimation services.

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CLIENTS INITIALS



TASK A: SCHEMATIC DESIGN

Based on the findings and recommendations of the Conceptual Design Package and the City's direction, TEN OVER STUDIO will prepare Schematic Design level architectural drawings and perform structural and electrical engineering assessments on the existing building systems and provide an approach for separating the existing police station from the fire station. The fire station will be demolished to make room for the new fire station.

The Ten Over Studio team will updated project budget. The overall project budget will reflect the hard construction costs as well as construction market escalations, and assumptions for soft costs such as professional fees, furnishings, permits, special inspections, moving costs, owner equipment, contingencies, and other City costs for the project.

TEN OVER STUDIO will prepare a conceptual project schedule to show the major project milestones, durations for each task, periods for City team review, and durations for agency permitting. The project schedule will be updated at each milestone.

Tasks:

- Work with the City Fire Department Design Committee on the design of the facility
- Prepare engineering assessments on the existing police and fire station facilities
- Prepare a conceptual layout for approach to low impact development (LID), storm water quality pollutant control and drainage features during the schematic design phase. This will support project compliance with the City of Calexico Post-Construction Standards Plan (2015) and City of Calexico Drainage Design Manual.
- Concurrent work will occur with Topographic Survey, Task H and the Geotechnical Investigation, Task G.
- Work with the City to confirm the project budget and schedule.

Deliverables:

- Develop the schematic design package to include:
 - Architectural drawings
 - Demolition Plan
 - Site Plan
 - Floor Plans
 - Building Elevations
 - Engineering Assessments
 - Civil (low impact development only)
 - Structural
 - Electrical
- Project Budget
- Project Schedule

Meetings:

- One (1) site visit by Design Team at the beginning of this Task. This meeting will include the electrical and structural engineers
- One (1) meeting to present the schematic design package to City Team. (Meeting to occur in Calexico)

TASK B: DESIGN DEVELOPMENT

Based on the approved Schematic Design task, TEN OVER STUDIO and our consultant team will develop the building systems for the project. For the design development task, the Architectural and Engineering team



will design and layout of the basic engineering systems. The construction cost estimate will be prepared to reflect the detailed information developed in this task.

Decisions made in this phase are evaluated based on operational needs, durability, operations and maintenance, initial and long term costs, sustainability, and other priorities identified in the fire department program and Schematic Design

Tasks:

- Develop the design development package to include:
 - Architectural drawings
 - Engineering drawings
 - Civil
 - Structural
 - Mechanical
 - Plumbing
 - Electrical
 - Landscape Architecture
 - Outline specifications
 - Independent construction cost estimate

Deliverables:

- Design Development Package
- Meeting Notes
- Update Project Budget
- Update Project Schedule

Meetings:

- One (1) meeting to present the design development package to City Team. (Meeting to occur in Calexico)

Client Participation:

- Provide timely decisions regarding the design
- Review and approval of design development package

TASK C: CONSTRUCTION DOCUMENTS

Based on the City comments on the approved Design Development package, TEN OVER STUDIO and our consultant team will proceed with the preparation of the construction documents. These drawings and specifications will set forth in detail the requirements for construction and will establish the quality levels of materials and engineering systems in order to submit for permit review. TEN OVER STUDIO will work with the City Building Department during the construction document phase to coordinate code issues for a smooth permit process.

Tasks:

- Develop 90% construction documents package for building permit submittal to include:
 - Architectural drawings
 - Engineering drawings
 - Written specifications
 - Title 24 Report
 - Structural Calculations
- 90% CD milestone construction cost estimate
- Assist the City team in preparing the front end specification (Division 1 and General Conditions)



Deliverables:

- Meeting Notes
- 90% construction document package (for client review and permit submittal)
- Updated Project Budget
- Updated Project Schedule

Meetings:

- One (1) 90% construction document review meeting. (Meeting to occur in Calexico)

Client Participation:

- Attendance of City and TEN OVER STUDIO team meetings
- Provide timely decisions regarding design and cost
- Provide City standard Division 1 and General Condition specifications

TASK D: PERMITTING

TEN OVER STUDIO will submit the 90% Construction Documents to the City of Calexico Building Department for plan check at the end of the Construction Documents task. TEN OVER STUDIO will respond to the plan check comments received in writing and prepare documentation for building permit ready status. During this task, modifications to the documents may occur as a result of City Team review comments and TEN OVER STUDIO's in-house QA/QC review. TEN OVER STUDIO will incorporate City agency plan check, TEN OVER STUDIO in-house QA/QC, and City review comments into the final set for permit approval.

TEN OVER STUDIO strongly recommends that the bidding process does not start until all City permits are signed-off and are ready to be "pulled".

Tasks:

- Submit to City for building permit
- Respond to plan check comments
- TEN OVER STUDIO in-house QA/QC process

Deliverables:

- Building Permit application
- 90% Construction Documents submittal for permit review and approval
- Plan check revisions

Meetings: One (1) meeting to review plan check comments with the building department. (Meeting to occur in Calexico)

Client Participation:

- City to pay plan check fees and other permitting fees
- Attendance of TEN OVER STUDIO and agency meetings

TASK E: BIDDING ASSISTANCE

TEN OVER STUDIO and our consultant team will assist the City during the bidding phase to respond to bidder questions, prepare addendums, assist with the pre-bid meeting, and assist with the review of bids.

Tasks:

- Deliver permit ready, 100% construction documents for bidding
- Assist the City with the preparation of bid documents, advertisement and outreach to plan rooms and general contractors



- Respond to bidder questions
- Prepare bid addendums

Deliverables:

- 100% construction documents for bidding
- 100% CD milestone construction cost estimate
- wo (2) bid addendums

Meetings:

- One (1) pre-bid meeting with City team and potential bidders. (Meeting to occur in Calexico)
- One (1) meeting with City team to open and review bids. (Meeting to occur in Calexico)

Client Participation:

- City to prepare bid instructions and documents such as Division 0 specifications
- Prepare and submit project bid advertisement to local, San Diego and SoCal newspapers
- Submit bid documents to local, San Diego and SoCal plan rooms

TASK F: CONSTRUCTION ADMINISTRATION

Through the construction phase, TEN OVER STUDIO and our consultant team will be available to provide construction support. The TEN OVER STUDIO team will work with City representatives and the general contractor to address field questions, prepare clarifications when needed, and to review submittals and shop drawings.

For the purposes of this scope of work, TEN OVER STUDIO has based the scope and fee for the construction administration task on a 12-month construction duration for the entire project.

At substantial completion of the project construction, TEN OVER STUDIO and our consultant team will provide construction close-out and documentation support. The TEN OVER STUDIO team will work with City representatives and the general contractor to gather and review O&M manuals, as-built drawings, approved/processed submittals and shop drawings.

Deliverables:

- Respond to Requests for Information (RFIs)
- Issue supplemental information/instructions for clarification
- Review contractor prepared submittals and shop drawings
- Review contractor change orders
- Review contractor pay applications
- One (1) round of substantial completion/punch list review
- One (1) round of review of Contractor prepared O&M documentation
- Prepare cad files for record drawings based on contractor provided red-lined/mark-ups. AutoCAD files and .pdf files on one (1) CD

Meetings:

- One (1) pre-construction meeting (Meeting to occur in Calexico)
- 24 job site meetings and observations. We anticipate two (2) meetings/site visits every month for 12 months. (Meetings to occur in Calexico)
- One (1) job site visit to prepare punch lists (Meeting to occur in Calexico)
- One (1) job site visit to review/finalize punch list items (Meeting to occur in Calexico)
- One (1) meeting with City to review project closeout documentation. (Meeting to occur in Calexico)

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CLIENTS INITIALS



Deliverables:

- One (1) Drainage Study to be used for the final engineering design
- One (1) Major Storm Water Management Plan (SWMP), for the final engineering design of the project.

Meetings: None

ARCHITECT'S FEE

TASKS	DESCRIPTION	TYPE	FEE
A	SCHEMATIC DESIGN	FIXED	\$50,000
B	DESIGN DEVELOPMENT	FIXED	\$98,500
C	CONSTRUCTION DOCUMENTS	FIXED	\$139,500
D	PERMITTING	FIXED	\$57,100
E	BID ASSISTANCE	T&M, NTE	\$37,500
F	CONSTRUCTION ADMINISTRATION	T&M, NTE	\$120,000
BASIC SERVICES FEE SUBTOTALS			\$502,600

TASKS	ADDITIONAL SERVICE ITEMS	TYPE	FEE
G	TOPOGRAPHIC SURVEY	FIXED	\$4,100
H	STORMWATER MANAGEMENT	FIXED	\$9,500
ADDITIONAL SERVICES FEE SUBTOTALS			\$13,600

REIMBURSABLE EXPENSES BUDGET	T&M, NTE	\$30,975
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GRAND FEE TOTAL		\$547,175
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FEE NOTES

- This fee proposal is based on the information on the City of Calexico RFP for Architectural Services for the New Fire Headquarters Station issued on October 25, 2018 and Addendum No. 1 issued on November 13, 2018.
- The estimated construction cost for this project is \$6,328,458
- Fee includes preparation of design and documentation for the Base Bid and Bid Alternate as described in the City of Calexico RFP.
- There are two additional services items that are included as part of the design services.
- The Reimbursables Budget will be used for incidental expenses incurred by THE ARCHITECT and our sub consultants who perform services for the Project at actual cost plus 20% to cover overhead and administrative expenses. Reimbursable expenses shall include, but are not limited to, reproduction costs, postage, shipping and handling of drawings and documents, fees paid to authorities having jurisdiction over the Project, travel expenses (transportation / automobile / lodging / meals). Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate. In house printing and photocopies for direct use towards the project shall be charged at a rate of \$.20 per B&W & \$.65 per color.

EXCLUSIONS

Unless noted otherwise, the following services are not included in the Scope of Work or Fee Proposal. Many of them are available upon request as additional services.

- Fire sprinkler / fire alarm design and engineering services (assumed to be design-build)
- Energy Modeling or Building Commissioning
- Geotechnical Investigation and Engineering

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- Security system design services
- Communications, audio / visual system design services
- On-site and off-site temporary facilities design services
- Design, Specification, and/or purchasing of furnishings and specialty equipment
- Project Entitlement Process and Planning Application
- Environmental Studies and CEQA (Traffic, Noise, Flood, EIR / Initial Study / Mitigated Neg Dec)
- QSD Services and Storm Water Pollution and Prevention Plan (SWPPP)
- Analysis of existing engineering systems at police station (structural/mechanical/plumbing/electrical)
- Value engineering services
- Building and systems commissioning
- O&M Manual preparation and review
- Determining capacity of existing utilities (power, water, sewer system)
- Material testing and inspections
- Off-site work outside the property boundaries
- Hazardous Materials testing, reports, or recommendations for removal
- Permits and Application Fees
- Utility applications and/or fees
- Building Information Modeling (BIM)
- Illustrative renderings
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- The ARCHITECT reserves the right to additional compensation if the CLIENT changes the scope of work and if the CLIENT increases the project construction costs as a result of CLIENT changes.
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- The ARCHITECT reserves the right to photograph the finished project for marketing purposes
- The ARCHITECT reserves the right to install a job site sign on the CLIENTS project property during design and construction of the project
- Reimbursable receipts are available upon request
- Additional work not included in the services scope and fees will require a signed contract amendment or additional services agreement prior to the start of such work.

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CLIENTS INITIALS

CLIENT

CLIENT

Date

ARCHITECT

Jim Duffy

CA License # C30770

February 25, 2019

Date