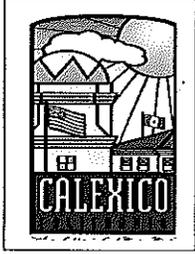


AGENDA
ITEM

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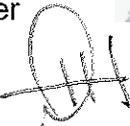


AGENDA STAFF REPORT

DATE: July 15, 2020

TO: Mayor and City Council

APPROVED BY: David Dale, City Manager 

PREPARED BY: Diego Favila, Fire Chief 

SUBJECT: Authorize City Manager to Sign Amendment #3 for Professional Services between the City of Calexico and 10 Over Studios to Provide Project Management Services for the New Fire Station Headquarters

=====

Recommendation:

Authorize City Manager to sign Amendment #3 to the Agreement for professional services between the City of Calexico and Ten Over Studios to provide project management services for the new Fire Station Headquarters 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 included the schematic design, design development, geotechnical investigation and report, construction documents, permitting, bid assistance, construction administration, topographic survey and stormwater management.

On December 5, 2018, the City Council approved an agreement with Ten Over Studios for architectural services related to the new Fire Station Headquarters.

On March 20, 2019, the City Council approved Amendment #1 to the agreement resulting in a reduction in the scope of work and a \$15,000 reduction to the agreement.

AGENDA ITEM 10

On December 18, 2019, the City Council approved Amendment #2 to the agreement, to include bidding assistance and preparation of general specifications to the scope of work with an increase of \$10,500.

On March 12, 2020, the City of Fire Department requested bids for the Calexico Fire Headquarters Station Replacement Project.

On June 3, 2020, the City Council approved Oakview Construction, Inc. as the lowest responsible bidder for the project, with a contract total of \$5,827, 400.00.

Discussion & Analysis:

The project is poised to start construction. City staff requires assistance for Management Services for the project. The consultant will track documentation, schedule inspections, attend meetings and prepare meeting minutes. The Consultant will prepare and maintain Request for Information (RFI) logs, submittals and shop drawings logs, and change order logs. Proposed change orders will be reviewed and negotiated by the Consultant. The monthly pay applications will be reviewed, as well as the O&M manuals along with the contractor supplied record drawings.

Fiscal Impact:

Measure H Bond Proceeds - \$55,000.00

Coordinated With:

Fire Department

Attachment(s):

1. 10 Over Studio, Inc. Amendment #1, Calexico Fire Headquarters Station
2. 10 Over Studio, Inc. Amendment #2, Calexico Fire Headquarters Station
3. 10 Over Studio, Inc. Proposed Amendment #3, Calexico Fire Headquarters Station



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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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

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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 I and General Conditions)

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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

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- 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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TASK G: TOPOGRAPHIC SURVEY

Concurrent with the Schematic Design Task, the survey engineering team will perform field surveying necessary to establish horizontal and vertical control of the existing site and along the project frontage of E. 5th St., Mary Ave. and E. 4th St. along the frontage of the existing courthouse, which will serve as the temporary fire administration and fire fighter living quarters during construction. This survey will also include project boundary, bench marks, manhole invert elevations, above ground surface improvements, utilities and storm drain.

Deliverables: Autocad file of the topographic field survey

Meetings: None

Client Participation: City will prepare and send official notification to the Fire and Police Departments prior to the topographic field investigation work

TASK H: STORMWATER MANAGEMENT

Concurrent with the Schematic Design Task, our civil engineering team will prepare a conceptual layout and approach to low impact development (LID), storm water quality pollutant control and drainage features. This will support project compliance with the City of Calexico Post-Construction Standards Plan (2015) and City of Calexico Drainage Design Manual.

Concurrent with the Construction Document Task, the civil engineering team will prepare a Drainage Study and Major Storm Water Management Plan for the project.

Drainage Study

The Drainage Study to be used for the final engineering design of the on-site storm drain system and conveyance of flows through the site, to the downstream edge of the project boundary and connection with an existing storm drain system. Included are on-site rational method hydrology for pre-project and post-project conditions, open channel and/or backbone storm drain sizing (mainline only), retention calculation, drainage study maps for pre-project and post-project conditions, and the report. The drainage study will be prepared in accordance with the City of Calexico Design Procedures and Improvement Standards.

Major Storm Water Management Plan (SWMP)

The Major Storm Water Management Plan (SWMP) will be used for the final engineering design of the project. The PDP SWQMP will be provided to address the requirements for permanent storm water Best Management Practices (BMPs) throughout the site as a result of the project, including source control, site design, and pollutant control BMPs. It will be prepared in accordance with the City of Calexico Post-Construction Standards Plan (2015), based on requirements of the 2013 Phase II Small MS4 General Permit Order No. 2013-0001 DWQ.

This task includes calculating on-site water quality volumes in order to design pollutant control BMPs, selecting and sizing appropriate pollutant control BMP(s) based on the site layout, and providing a SWMP exhibit showing the project site and location of permanent BMP(s). It's assumed that approximately one (1) to two (2) retention BMPs will be designed (anticipated to also address the drainage retention and hydro-modification management requirements). It is anticipated that a Geotechnical engineering service will be provided separately and will confirm the infiltration feasibility of the proposed BMP. The report will include an Operation and Maintenance Plan (OMP) for the permanent BMPs in text format, and one will also be prepared in tabular format for inclusion on the plans, pursuant to City requirements. This also includes calculating on-site hydro-modification management volumes that are anticipated to be addressed with the proposed BMPs.



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 Decl)
- 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
- 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
- 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

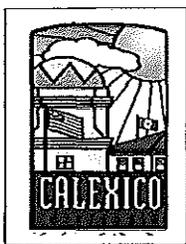
Jim Duffy
 CA License # C30770

February 25, 2019

Date

AGENDA
ITEM

12



AGENDA STAFF REPORT

DATE: December 10, 2019

TO: Mayor and City Council

APPROVED BY: David B. Dale, City Manager DD

PREPARED BY: David B. Dale, City Manager

SUBJECT: Authorize the City Manager to Sign Amendment No. 2 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. 2 to the Agreement of Professional Services with 10 Over Studio for the preparation of Additional Bid Documentation on the Calexico Fire Headquarters Station located at 430 East 5th Street.

Background:

The City of Calexico has requested that Ten Over Studio amend the project scope of work for Task E – Bidding Assistance to include preparation of additional bid documents to support the City's bid process that are beyond the original scope of services. The additional scope of work, deliverables and fees are noted in bold and italics text for Task E – Bidding Assistance.

Discussion & Analysis:

The City of Calexico has requested that Ten Over Studio prepare Division 0 specifications and bid instructions for the City to use for the public bid process. Ten Over Studio will assist the City with bidder outreach to the San Diego and Southern California plan rooms and general contractor associations. Ten Over Studio will submit the bid documents to the plan rooms and general contractor associations. The Ten Over Studio team will draft the bid advertisement that the City will submit to the local, San Diego and SoCal newspapers.



Fiscal Impact:

The existing contract sum of \$547,175.00 will be increased by \$10,500.00, for a new total contract sum of \$557,675. Funds to be used are from the Measure H Bond proceeds.

Coordinated With:

Public Works Department.

Attachment(s):

1. 10 Over Studio, Inc. Amendment #2, Calexico Fire Headquarters Station dated November 25, 2019.



AGREEMENT FOR ARCHITECTURAL SERVICES AMENDMENT #2 CALEXICO FIRE HQ STATION PROJECT

DATE
November 25, 2019

CLIENT
City of Calexico Fire Department
415 E. Fourth Street, Calexico, CA 92231
Fire Chief Diego Favilla 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
430 E Fifth Street, Calexico, CA 92231

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

ADDITIONAL SCOPE OF WORK

The City of Calexico has requested that Ten Over Studio amend the scope of work for Task E to prepare additional bid documents to support the City's bid process that are beyond the original scope of services. *The additional scope of work, deliverables and fees are noted in bold and italics text for Task E - Bidding Assistance.*

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.

Ten Over Studio will prepare Division 0 specifications and bid instructions for the City of Calexico to use for the public bid process. Our team will assist the City with bidder outreach to the San Diego and southern California plan rooms and general contractor associations. We will submit the bid documents to the plan rooms and general contractor associations. The Ten Over Studio team will draft the bid advertisement that the City will submit to the local, San Diego and SoCal newspapers.

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CLIENTS INITIALS

Tasks:

- Deliver permit ready, 100% construction documents for bidding
- *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
- Prepare up to (2) bid addendums
- Prepare bid instructions and documents such as Division 0 specifications
- Prepare project bid advertisement for submission to local, San Diego and SoCal newspapers
- Submit bid documents to local, San Diego and SoCal plan rooms and general contractor associations

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)

Schedule

- 2 weeks

ARCHITECT'S FEES

TASKS	DESCRIPTION	TYPE	ORIGINAL FEE	ADDITIONAL FEE
A	SCHEMATIC DESIGN	FIXED	\$50,000	NA
B	DESIGN DEVELOPMENT	FIXED	\$98,500	NA
C	CONSTRUCTION DOCUMENTS	FIXED	\$139,500	NA
D	PERMITTING	FIXED	\$57,100	NA
E	BID ASSISTANCE	T&M, NTE	\$37,500	\$10,500
F	CONSTRUCTION ADMINISTRATION	T&M, NTE	\$120,000	NA
G	TOPOGRAPHIC SURVEY	FIXED	\$4,100	NA
H	STORMWATER MANAGEMENT	FIXED	\$9,500	NA
REIMBURSABLE EXPENSES BUDGET		T&M, NTE	\$30,975	NA
ORIGINAL FEE TOTAL			\$547,175	
ADDITIONAL FEE TOTAL				10,500

CLIENT

ARCHITECT

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CLIENTS INITIALS

Date

November 25, 2019

Date

Jim Duffy
CA License # C30770



AGREEMENT FOR ARCHITECTURAL SERVICES

AMENDMENT #3

CALEXICO FIRE HEADQUARTERS STATION

DATE

June 22, 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

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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, and Amendment #2, dated December 18, 2019. 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 project management services that are beyond the original scope of services.

PHASE #1 - PROJECT MANAGEMENT FOR CONSTRUCTION

During the construction phase, TEN OVER STUDIO will provide project management support. The TEN OVER STUDIO team will work with City representatives and the general contractor to track documentation and schedule inspections.

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

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

Deliverables

- Prepare Job Site Meeting Minutes
- Prepare Requests for Information (RFI) Log
- Prepare Submittals and Shop Drawings Log
- Review and negotiate contractor's proposed change orders
- Prepare project change orders for City review and approval

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- Prepare project change order log
- Review and approve the contractor's monthly pay applications
- Assist contractor with scheduling project inspections and special inspections
- Package and deliver Contractor prepared O&M manuals
- Package and deliver record drawings based on contractor provided red-lined/mark-ups. AutoCAD files and .pdf files on one (1) CD

Meetings:

- 24 job construction meetings via web based conference call. We anticipate two (2) meetings every month for 12 months. (Meetings to occur via web conferencing)
- Note: these meetings are in addition to the 24 job site and observation meetings already in contract.

Schedule

- 52 weeks - concurrent with Task F - Construction Administration

ARCHITECT'S FEE

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

ORIGINAL FEE TOTAL		\$547,175		
AMENDMENT 2 FEE TOTAL			\$10,500	

AMENDMENT 3 FEE TOTAL				\$55,000
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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.

TEN OVER STUDIO INC
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 San Luis Obispo, CA
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CLIENTS INITIALS

CLIENT

ARCHITECT

6/22/2020

CLIENT

Date

Jim Duffy

Date

CA License # C30770