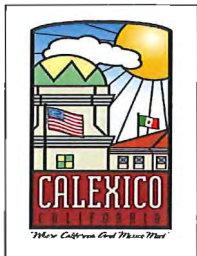


**AGENDA
ITEM**


9



CITY COUNCIL AGENDA STAFF REPORT

DATE: May 4, 2022

TO: Mayor and City Council

APPROVED BY: Diego Favila, Interim City Manager 

PREPARED BY: Diego Favila, Interim City Manager 

SUBJECT: Authorize Interim City Manager to Sign a Contract Amendment #6 with Ten Over Studio to Provide Additional Project Inspection Services, Project Management Services and Construction Administration Services for the New Fire Station Headquarters

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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 March 20, 2019, the City Council approved Amendment #1 to amend the project scope of work to remove the geotechnical engineering services resulting in a decrease in the scope of work and fee for \$15,000 fee to the agreement for Ten Over Studio.

On December 18, 2019, the City Council approved Amendment #2 to increase the bidding assistance services to the agreement resulting in an increase in the scope of work and fee of \$10,500 to the original agreement with Ten Over Studio. The City of Calexico 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.

AGENDA
ITEM
9

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.

On January 20, 2021, the City Council approved Amendment #4 add project inspection services and increased the construction administration compensation to the agreement resulting in an increase in the scope of work and fee for \$125,124 to the original agreement with Ten Over Studio.

On October 20, 2021, the City Council approved Amendment #5 add project inspection services and increased the construction administration compensation to the agreement resulting in an increase in the scope of work and fee for \$165,615 to the original agreement and approved amendments with Ten Over Studio.

Project Management and Project Inspection Services

Ten Over Studio will continue to provide their project management services, which includes project inspection services for an additional four months. Ten Over Studio is seeking additional compensation to complete the project management work needed on this project to support the City and general contractor.

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 will continue to provide their construction administrative services for an additional four months. 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 continue to provide construction administration services beyond the original contract duration.

The construction duration identified in the original agreement was 12 months to perform construction administration tasks. Ten Over Studio started providing construction administration services on July 1, 2020. The original 12-month construction related tasks were contracted through July 31, 2021. Ten Over Studio has expended the fees

associated with project management, project inspection and construction administration per the original contract and amendments. The Ten Over Studio agreement was amended on October 20, 2021, to extend the construction administration, project management, and project inspection services to February 28, 2022

Based on current construction activities, the project construction schedule estimates an additional 4 months for construction. The timeline for the 4 additional months of Ten Over Studio services begins March 1, 2022, and ends June 30, 2022.

Fiscal Impact:

The Calexico Fire HQ Station project budget is \$8,375,167. The construction budget is \$6,784,144. The bid award to Oakview was a total of \$5,827,400, which resulted in a savings of \$956,744.

The Calexico Fire HQ Station project budget includes a separate construction contingency budget of \$542,732. To date, the City has issued Change Orders and Contract Amendments for \$381,899.40 out of the total construction contingency budget.

With the Ten Over Studio contract amendment #6 included, the project has \$75,832.60 remaining in the construction contingency budget.

Measure H Bond Proceeds – Ten Over Studio Contract Amendment #5 for \$85,000

Coordinated With:

Fire Department.

Attachment(s):

1. Ten Over Studio, Contract Amendment #6, dated April 28, 2022.



AGREEMENT FOR ARCHITECTURAL SERVICES

AMENDMENT #6

CALEXICO FIRE HEADQUARTERS STATION

DATE

April 28, 2022

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; Amendment #3, dated June 22, 2020, Amendment #4, dated December 29, 2020, and Amendment #5, dated October 10, 2021. All of the exclusions, notes, terms and conditions of the original agreement apply.

SCOPE OF WORK

ADDITIONAL SCOPE OF WORK

The construction duration identified in the original agreement was 12 months to perform construction administration tasks. TEN OVER STUDIO started providing construction administration services on July 1, 2020. The original 12-month construction related tasks were contracted through July 31, 2021. Ten Over Studio has expended the fees associated with Tasks F, J, and I per the original contract and amendments, which extended the design team services to the end of March 2022.

Based on current site activities, TEN OVER STUDIO estimates an additional 4 months for construction. The timeline for the 4 additional months begins March 1, 2022, and ends June 30, 2022.

TASK F – CONSTRUCTION ADMINISTRATION

TEN OVER STUDIO and our consultant team will continue to perform construction administration services for an additional 4 months.

TEN OVER STUDIO and our consultant team will 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 RFIs, submittals and shop drawings.

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

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representatives and the general contractor to gather and review O&M manuals, as-built drawings, approved/processed submittals, and shop drawings.

Deliverables per the scope of work as described in the Original Contract:

- Per original contract
 - 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) job site meeting
- One (1) punch review at the job site

TASK #I - PROJECT MANAGEMENT FOR CONSTRUCTION

TEN OVER STUDIO will continue to perform project management services for an additional 4 months. The TEN OVER STUDIO team will work with City representatives and the general contractor to track documentation and schedule inspections.

Deliverables per the original scope of work as described in Amendment #3

- 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
- Prepare project change order log
- Review and approve the contractor's monthly pay applications
- Assist contractor with scheduling project inspections and special inspections

Meetings:

- Two (2) virtual project meetings.

TASK J - PROJECT INSPECTION FOR CONSTRUCTION

TEN OVER STUDIO will continue to have Paragon Inspection Services perform as needed project inspection services for an additional 8 weeks – May 2, 2022 through June 30, 2022

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.

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- 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.

Deliverables per the original scope of work as described in Amendment #4

- 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:

- One (1) job site meeting.
- Two (2) virtual project meetings.

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ARCHITECT'S FEE

TASKS	DESCRIPTION	TYPE	ORIGINAL FEE	AMEND 2 FEE	AMEND 3 FEE	AMEND 4 FEE	AMEND 5 FEE	AMEND 6 FEE
A	SCHEMATIC DESIGN	FIXED	\$50,000	NA	NA	NA	NA	NA
B	DESIGN DEVELOPMENT	FIXED	\$98,500	NA	NA	NA	NA	NA
C	CONSTRUCTION DOCUMENTS	FIXED	\$139,500	NA	NA	NA	NA	NA
D	PERMITTING	FIXED	\$57,100	NA	NA	NA	NA	NA
E	BID ASSISTANCE	T&M, NTE	\$37,500	\$10,500	NA	NA	NA	NA
F	CONSTRUCTION ADMINISTRATION	T&M, NTE	\$120,000	NA	NA	\$50,500	\$89,000	\$50,000
G	TOPOGRAPHIC SURVEY	FIXED	\$4,100	NA	NA	NA	NA	NA
H	STORMWATER MANAGEMENT	FIXED	\$9,500	NA	NA	NA	NA	NA
I	PROJECT MANAGEMENT FOR CONSTRUCTION	FIXED	NA	NA	\$55,000	NA	\$32,000	\$14,000
J	PROJECT INSPECTION FOR CONSTRUCTION	FIXED	NA	NA	NA	\$74,624	\$30,615	\$16,000
	REIMBURSABLE EXPENSES BUDGET	T&M, NTE	\$30,975	NA	NA	NA	\$14,000	\$5,000

ORIGINAL FEE TOTAL		\$547,175						
AMENDMENT 2 FEE TOTAL			\$10,500					
AMENDMENT 3 FEE TOTAL				\$55,000				
AMENDMENT 4 FEE TOTAL					\$125,124			
AMENDMENT 5 FEE TOTAL						\$165,615		
AMENDMENT 6 FEE TOTAL								\$85,000

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

04/28/2022

CLIENT

Date

Jim Duffy

Date

CA License # C30770

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