

July 19, 2021

Ms. Kristine Day, Assistant City Manager
City of Beaumont
550 E. 6th Street
Beaumont, CA 92223

Re: Proposal for Architectural Design for the City Hall Renovation

Dear Ms. Day:

We are pleased to present to you the following proposal for architectural and engineering services for the City of Beaumont City Hall Renovation.

1.0 PROJECT DESCRIPTION

1.1 The Project is the partial renovation of the Beaumont City Hall. The program includes replacement of windows in Building B, reroofing entire roof area, upgrade fire systems to accommodate new office space, upgrade HVAC System to accommodate new office space, upgrade existing public restrooms, create Mother's Room, two (2) single stall restrooms, customer service and finance office areas, and upgraded fire protection systems throughout.

1.2 It is our understanding the following services/phases will be provided:

- Architectural Design, Structural, Civil, Mechanical, and Electrical and Plumbing.
 - Schematic Design Phase (SD)
 - Design Development Phase (DD)
 - Construction Documents Phase (CD)
 - Specifications
- City of Beaumont Plan Check/Review
- Bidding Assistance
- Construction Administration
- Close-out Assistance

1.3 We understand that the project will be reviewed and approved by the City of Beaumont.

1.4 Proposed Consultants for the Project are as follows, subject to approval by the City of Beaumont:

- Structural Engineering KNA Structural
- Mechanical, Electrical, Plumbing & Fire Alarm DCGA
- Cost Estimating and Budgeting HL Construction Management

1.5 The Project Budget is understood to be \$1,768,387, with an approximate Construction Budget of \$1,414,710.

2.0 SCOPE OF SERVICES

2.1 Pre-Design and Schematic Design (SD)

With the intention of properly siting the building, our services during this phase include the following:

- 2.1.1 Meet with key stakeholders to review and validate the conceptual program and spaces prior to initializing work within this phase. Develop a space needs assessment, Building Program and Basis of Design criteria document.
 - 2.1.2 Prepare necessary design documents of the building, inclusive of floor plans, interior elevations, building sections, 3-dimensional views/renderings as required to convey design to the stakeholders and the city.
 - 2.1.3 Prepare and submit SD Phase cost estimate at 30% completion for city review and approval.
 - 2.1.4 Submit SD documents at 30% completion to city for review and approval.
 - 2.1.5 Present SD to Planning Commission and City Council.
 - 2.1.6 Up to two (2) city in-person meetings are included in this phase. Virtual weekly meetings, as required, are included.
- 2.2 Design Development (DD)
With the intention of further refining the Schematic Design to incorporate the building systems, details and design requirements as required by the city, our services during this phase will include the following:
- 2.2.1 Coordinate with architect and consultant team to establish the final design, including a basis of design narrative, for the following systems:
 - 2.2.1.1 Further develop the interior architectural design/planning of the building.
 - 2.2.1.2 Develop the design for electrical systems, including fire alarm and emergency communication systems.
 - 2.2.1.3 Develop the design for mechanical systems.
 - 2.2.1.4 Develop the design for structural support systems.
 - 2.2.2 Upon city approval, review the DD Phase drawings with the various agencies having jurisdiction and make modifications as required.
 - 2.2.3 Develop outline specifications for city and consultant team review, editing and approval.
 - 2.2.4 Update and submit DD Phase documents and cost estimate at 100% completion submittal for city review and approval.
 - 2.2.5 Up to five (5) city meetings are included in this phase. Virtual weekly meetings, as required, are included.
- 2.3 Construction Documents (CD)
With the intention of developing documents for the bidding and construction of the project, our services will include the following:
- 2.3.1 Prepare final architectural and interior design drawings, specifications, and bidding documents. We will coordinate with City Purchasing Department as required to incorporate applicable drawings into contract documents.

- 2.3.2 Coordinate final CD comments from city with drawings, specifications, and bidding documents.
 - 2.3.3 Prepare final Specifications for city review and approval.
 - 2.3.4 Submit CD documents at 60% and 95% completion to city for review and approval. Submit 100% PS&E as part of final bid package.
 - 2.3.5 Update and submit CD Phase cost estimate at 95% submittal for city review and approval.
 - 2.3.6 Up to three (3) city meetings are included in this phase. Virtual weekly meetings, as required, are included.
- 2.4 City Plan Review/Approval
With the intention of obtaining jurisdictional agency approvals, our services during this phase will include the following:
- 2.4.1 Submit and provide technical assistance in obtaining approvals from the City of Beaumont and attend any necessary meetings for subject project with the city.
 - 2.4.2 Respond to city comments and correct documents for city back-check approval.
 - 2.4.3 Update CD Phase Project estimate as the result of revisions caused by the city review.
- 2.5 Bidding Assistance
With the intention of assisting the city in the bidding process, our services will include:
- 2.5.1 Coordinate with designated plan room for electronic plan distribution.
 - 2.5.2 Review and comment on the city's proposed bidding procedures (Divisions 0) and develop the Division 1 of the Bid Documents.
 - 2.5.3 Assist in the development of bid alternates (if required).
 - 2.5.4 Prepare Addendums and provide responses to RFI's.
 - 2.5.5 Assist city with evaluation of bids.
 - 2.5.6 Attend one (1) pre-bid job walk with prospective bidders.
- 2.6 Construction Administration (CA)
With the intention of administering the construction process, our services during this phase will include the following:
- 2.6.1 Attend one (1) pre-construction meeting to assist contractor in establishing the methods for administering the construction process with the Project Team, Project Inspector, and city.
 - 2.6.2 Visit the site bimonthly to become generally familiar with the construction progress and quality of the work completed, as well as conformance with the construction documents. Up to ten (10) site visits are included in this proposal. Additional site visits, if needed, will be billed on an hourly basis.

- 2.6.3 Based on Architect's periodic observations, review of the construction schedule, payment schedule and evaluations of the Contractor's application for payment, Architect shall review and comment on the amounts due the Contractor.
- 2.6.4 Review and accept, reject, or take other appropriate action upon Contractor's submittal schedule and submittals of shop drawings, product samples, and samples for the purpose of checking for conformance with the approved construction documents.
- 2.6.5 Prepare and submit Architect's Supplemental Instructions, Bulletins, Change Orders, and other documents necessary to implement minor changes to the work, as approved or authorized by the city.
- 2.6.6 Prepare final punch list for Project and make recommendations for Notice of Completion.
- 2.6.7 Assist with close-out of the Project with the city.
- 2.6.8 Review, prepare and submit Record Drawings based on as-built documents furnished by the contractor.
- 2.6.9 The estimated time of construction for this Project is approximately four (4) months.

3.0 ASSUMPTIONS

- 3.1 Legal Information and Plats, where required for dedication of off-site road right of way or other easement, if needed, will be provided by city.
- 3.2 Site survey, geotechnical reports, low voltage (information technology head-in systems, audio/video systems), art installation/professional services and all construction testing & inspection services as required will be provided by city.
- 3.3 SGH Architects will provide design/coordination for analog and digital signage for the Project, as well as design criteria for the fire suppression design (deferred approval) and design for public address system, fire alarm system and infrastructure design only for the security system.
- 3.4 All assessment and documentation as required under the California Environmental Quality Act (CEQA) and local, state, and federal guidelines will be provided by city.
- 3.5 Division 0 of the specifications will be provided by city. SGH Architects will review and make recommendations for modifications. Division 1 of the Specifications will be provided by SGH Architects. The city will prepare the following:
 - Notice Inviting Bid /Instructions to Bidders
 - Contractor's Proposal /Agreement Form
 - Payment and Performance Bonds
 - Contractor's Certificate Regarding Worker's Compensation
 - General Conditions
 - Geotechnical/Geohazard Reports
- 3.6 The city will be responsible for the bid advertising and opening. SGH Architects will assist the city in the bidding, answer bid questions and be available for the bid opening.
- 3.7 Flow test reports at the nearest fire hydrant will be provided by ity for use in completing the fire flow calculations for fire protection design as required.
- 3.8 The project delivery method is assumed to be traditional design / bid / build.

4.0 EXCLUSIONS

- 4.1 All survey and/or geotechnical services.
- 4.2 Identification of any hazardous material and/or remediation design.
- 4.3 Upgrades to existing service utilities, utility coordination or any emergency power/solar system design.
- 4.4 All bonds, utility charges, public agency fees, city fees and title company fees.
- 4.5 Title 24 acceptance testing services.
- 4.6 Close-Out or Certification of any previous unapproved projects.
- 4.7 On-site and off-site fire hydrant design.
- 4.8 Testing and Inspection.
- 4.9 Detailed quantity surveys/inventories of material or equipment.
- 4.10 Costs for bidding, shipping, mailing, printing, reproductions, and photography of design documents (except as noted in Exhibit “A”, item 1.2).
- 4.11 Value engineering, life cycle cost analysis, construction phasing and interim housing design services.
- 4.12 Data, communication, and emergency head-in systems. Backbone design included.
- 4.13 Seismic upgrade of existing building.
- 4.14 Civil and Landscape design.
- 4.15 Detailed as-built services, laser scanning.

5.0 PROPOSED FEE

- 5.1 SGH Architects proposes to provide services in accordance with the Scope of Services outlined within **Section 2.0** above for a fixed fee of **One Hundred Eighty-One Thousand Dollars (\$181,000)**.
 - 5.1.1 The Fee includes the following:
 - Architectural Building Design.
 - Structural (related to new construction), Mechanical, and Electrical Engineering Design
 - Low voltage systems design includes Fire Alarm, Security, Door Access Control and Public Address
 - Cost Estimates
 - Specifications
 - Construction Administration Services
 - Project Approval/Close-Out Services
 - Reimbursable Costs
- 5.2 Should there be changes to the scope of the project that affect the fee, we will not proceed without a written and signed authorization from city for Additional Services. Our hourly rates are defined in Exhibit “B”.

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5.3 Reimbursable expenses are in addition to the base fee or hourly fee and are defined in Exhibit “A” and are expected to be **Ten Thousand Dollars (\$10,000)** and are included in the total proposed fee.

6.0 SCHEDULE

6.1 The preliminary schedule is prepared and submitted separately within this RFQ response.

We look forward to working with you and City of Beaumont Team on this Project. If you should have any questions, please do not hesitate to give me a call.

Sincerely,

SGH Architects



Michael J. Stephens, AIA, NCARB
Principal | Partner

Cc: File

Attach: Exhibit A Reimbursable Expenses
Exhibit B 2021 Hourly Billing Rates
Exhibit C Fee Breakdown by Phase

EXHIBIT “A”

1.0 REIMBURSABLE EXPENSES

- 1.1 Expenses which may be incurred in conjunction with the project and will be paid directly by city are listed below. We will send an electronic copy of pre-design, design, bid and/or construction documents to the Reprographics Company designated by the city for the following:
- Reproduction of plans, specifications, and other related materials for review by city and submittals to public agencies.
 - Reproduction of the bid documents for general bidding purposes.
 - Reproduction of the construction document sets for the implementation of the construction.
- 1.2 Expenses which may be incurred in conjunction with the project and have been included within our fee are as follows:
- Reproduction of plans, specifications, and other materials for internal review by A/E team.
 - Telephone calls, facsimile transmissions.
 - One (1) set of Construction Documents (plans, reports, WQMP, etc.) upon city approval at 100% CD Phase.
- 1.3 Reimbursable Expenses, which are not included within our fee and may include the following:
- Permit filing fees.
 - Unique presentation of printed material specifically requested by city or another public agency.
 - Printing by outside reprographics company authorized by city.
 - Travel expenses outside of Riverside or San Bernardino County.
 - Postage and delivery charges for printed documents and express/overnight mailings.

EXHIBIT “B”

1.0 2021 HOURLY BILLING RATES

For any additional services that may be authorized by the city, our 2021 Billing Rates will apply. These hourly rates are updated on an annual basis.

<u>Architectural Staff</u>	<u>Hourly Rate</u>
▪ Senior Project Manager/Principal	\$245.00
▪ Senior Professional	\$190.00
▪ Professional	\$150.00
▪ Construction Administration Support	\$140.00
▪ Professional Support/Senior Technical	\$130.00
▪ Technical	\$ 95.00
▪ Administrative/Clerical	\$ 80.00

EXHIBIT “C”

1.0 FEE BREAKDOWN BY PHASE

15%	Pre-Design and Schematic Design	\$ 27,150
25%	Design Development	\$ 45,250
30%	Construction Documents	\$ 54,300
5%	Bid Award	\$ 9,050
24%	Construction Administration	\$ 43,440
1%	Project Close-Out	\$ 1,810
	Subtotal	\$ 181,000
	Reimbursable Costs	<u>\$ 10,000</u>
	Total	\$ 191,000