



CITY COUNCIL AGENDA REPORT

Meeting Date: March 17, 2022
From: Director of Public Works/City Engineer
Subject: Tenant Improvements at 25 Park Place

Community Goal/Result Safe Community

Purpose

To obtain Council's approval for procurement of services that exceed the City Manager's purchasing authority.

Recommendation

- Approve Siegel & Strain's Scope of Services and fee of \$361,719 for the design of interior building and site improvements at 25 Park Place, and authorize the City Manager or his designee to issue a Task Order for this work.
- Authorize a transfer of \$361,719 from the General Fund to the Capital Projects Fund.

Background

The City Council previously authorized the City Manager to enter into a lease agreement with the owner of 25 Park Place, a facility directly across the street from the existing City Hall.

The planned use for this building is to relocate the City Manager's Office, Human Resources, the Chamber of Commerce, and command staff of the North County Fire Authority (NCFA) into this location. The vacated square footage in the 50 Park Place facility will be reserved for anticipated future expansion of city staff and/or consultants necessary to process and oversee the development of the Baylands and other pending applications.

Discussion

Siegel & Strain (S&S) was the architectural firm that designed the New Brisbane Library at 163 Visitacion Avenue. Based on the successful design process and ultimate construction of that project, staff chose to sole source negotiate the scope and fee with S&S.

The approved scope of services will be performed in accordance with the Agreement for Professional Services previously executed between the City and S&S.

Fiscal Impact


The one-time transfer of General Fund dollars.

Measure of Success

A well-designed annex to City Hall that continues to serve the growing needs of the community in response to anticipated development applications, and which also creates an opportunity to further strengthen the relationship between city staff and NCFA staff.

Attachments

1. Siegel & Strain Architects Scope of Services and Fee dated 3/3/22



Randy Breault, Public Works Director



Clay Holstine, City Manager

Project Description

The Administrative Office Tenant Improvement project is comprised of interior and site improvements to an existing facility recently leased by the City located at 25 Park Place.

The project includes the interior tenant improvement to relocate the Brisbane City Manager’s offices, Brisbane Chamber of Commerce, and North County Fire Department administrative offices based on the Option 1 test fit plan dated October 13, 2021. Specific property improvements include:

Site Improvements

- Accessibility upgrades based on the Kitchell CASp report dated February 7, 2022 including accessible parking and path of travel from public sidewalk to parking to front doors
- Site monument sign
- Entrance identification graphics

Interior improvements within existing building

- New and remodeled office space
- Conference room
- Storage, utility, and Server closets
- Breakrooms and Workrooms
- Restrooms
- HVAC, electrical, tel/data, lighting, plumbing, life-safety
- Code required and room naming signage
- Structural consultation for slab modifications as required for MEP routing only

S&S to coordinate with the design with the City’s Vendors:

- Furnishings: One Workplace
- IT/AV: City of Brisbane
- Security: City of Brisbane

Design Team

Prime: Siegel & Strain Architects (S&S), Architect & Contract Prime

Consultants: Bluestone Engineers (BE), Structural Engineer
O’Mahony & Myer (OMM), Electrical, Lighting, Fire-Life Safety, Low Voltage/Security support
H&M Mechanical (HM), Mechanical, Plumbing
Donnelly Design (DD), Signage
R. Borinstein Company (RBC), Cost Estimating
CSW/Stuber-Stroeh Engineering Group (CSW|ST2), Civil Engineer

Project Schedule

Task 1 – Design and Documentation:

- 100% Schematic Design – 4-6 Weeks
City review period – 1 Week
- 50% Construction Documents – 5-7 Weeks
City review period – 1 Week
- 95% Construction Documents – 5-7 Weeks

Task 2 – Bidding and Plan Check Response:

3 month duration assumed

Task 3 – Construction Administration and Close Out:

5 month duration assumed

Task 1: Design and Documentation

Purpose: Advance approved conceptual design to an integrated schematic design for zoning approval.
Prepare contract documents for building permit, bidding, and construction.

Scope:

A. Schematic Design

1. Site walk with cost estimator, signage consultant, civil, mechanical, and plumbing engineers to understand existing conditions.
2. Programming meeting with City staff to review preferred concept plan and refine direction, includes signage and furniture.
3. Based on the City's preferred concept plan and input, refine the design
4. Meeting to review draft Schematic Design.
5. Prepare Schematic Design level drawings.
6. Prepare expanded Table of Contents outline specifications

C. Construction Documents

1. Advance design documentation for coordination and City review to 50% Construction Documents and Technical Specifications.
2. 50% CD Construction Cost Estimate
3. Advance design documentation to 95% Construction Documents and Technical Specifications
4. 95% CD Construction Cost Estimate
5. Cut sheets on equipment and fixtures
6. 95% CD Construction Cost Estimate

Deliverables:

- 100% SD drawings:
 - > General: Building Code Analysis
 - > Site Plan: paving, signage
 - > Architectural plans: floor plan, reflected ceiling plan, elevations, sections
 - > Preliminary building systems diagrams w/ major equipment identified, and space requirements coordinated
- 100% SD Outline Specifications
- 50% CD drawings:
 - > Civil plans: site improvement plans
 - > Architectural plans: site plan, floor plans, elevations, sections, interior elevations, schedules, incorporation of typical structural details for framing non-bearing interior partitions and bracing them to the roof and cutting/patching of concrete slab-on-grade
 - > MEP plans: power, lighting, plumbing, and mechanical floor plans
 - > Signage plans: plan, schedule, elevations
- 50% CD Technical Specifications
- 50% CD Construction Cost Estimate

- 95% CD drawings: Development of the DD drawings to include required details, Title-24 compliance, and code documentation.
- 95% CD Technical Specifications
- 95% CD Construction Cost Estimate

Meetings:

- Design Team site walk
- (1) web-based meetings with the City for programming (can be in person if combined with site walk)
- (1) in-person meeting with the City to review SD design
- (6) web-based project management meetings with City Project Manager
- Internal design team coordination meetings

Client:

- Venue for and organization of City Project Team for attendance at meetings
- Approval of SD, 50% CD, and 95% CD packages. Consultant shall not proceed with the next phase until it has received City's written instructions to proceed.
- City shall review Division 1 specifications at 50% CD phase for coordination.
- City shall provide draft Division 00 "front end" project manual documents including introductory Information, Bidding Requirements, Bid Forms and Bid Submittals, Contract Forms, and Conditions of the Contract at 50% CD phase for coordination. (Design Team will assist with wording and revisions for conformance with the balance of technical specifications)

Task 2: Bidding and Plan Check Response

Purpose: Respond to City of Brisbane's plan check comments, provide documents necessary for City of Brisbane's public bidding process, and prepare construction documents for construction.

Scope:

1. Respond to City of Brisbane plan check comments (2 rounds)
2. Attend pre-bid conference, prepare up to (1) addenda, and answer bid RFIs
3. 100% construction documents (drawings and technical specifications) and bid addendum to capture final revisions based on plan check comments

Deliverables:

- Up to (1) bid addenda that capture revisions based on plan check comments
- Written plan check comment responses and drawing revisions
- 100% construction documents (conform set) and technical specifications for use during construction

Meetings:

- (2) web-based meetings with City
- Internal design team coordination meetings

Task 3: Contract Administration

Purpose: Support the City of Brisbane in the construction of the project in accordance with the contract documents, schedule, and budget.

Scope:

1. Support the City of Brisbane construction manager (CM), and the General Contractor (GC) in the construction of the project in accordance to the contract documents, schedule and budget; and in turnover of a complete project for user occupancy and ongoing operations and maintenance
2. S&S to coordinate the Design Team’s construction administration activities. These activities to include:
 - a. Review contractor’s schedule
 - b. Respond to field inquiries and RFI’s
 - c. Review up to (20) submittals and coordinate reviews by City of Brisbane
 - d. Review substitution requests
 - e. Develop and issue up to (6) Supplemental Instructions and Change Order Request Proposals based on Owner initiated changes.
 - f. Review change order proposals and change orders prepared by others
 - g. Develop Construction Sketches as required to respond to RFIs and for Supplemental Instructions and Change Order Proposals
 - h. Attend regularly scheduled project construction meetings. (CM to lead meetings and issue minutes.)
 - i. Perform quality-assurance/field observation walks including (1) civil site visit, (8) architectural site visits, (1) mechanical/electrical/plumbing site visit, (1) signage
 - j. Coordinate code-related changes to the project with the City of Brisbane
3. Manage the Design Team’s final review and punch list efforts
 - a. Coordinate the design team and perform punch list walks, and issue in writing to CM the observations or corrections required for inclusion in punch list.
 - b. Conduct two rounds of on-site review: the first round after full completion, and the second round after all punch list items have been addressed by the GC.
 - c. Approve completed punch list.

Meetings:

- Pre-construction meeting
- Up to eight construction meetings (based on a 4 month construction period duration)
- One punch walk

GENERAL LIST OF SCOPE ASSUMPTIONS, EXCLUSIONS & ADDITIONAL SERVICES

Assumptions:

1. The Scope of Services applies to the area of improvement described in the Project Description.
2. The delivery method for the project is assumed to be public design-bid-build with the following exceptions:
 - a. Fire detection and alarm system to be Design-Build.
 - b. Furniture will be directly procured by the City through a CMAS contract.
3. Project will be submitted as a single permit package.
4. “Current code” is assumed to be those codes in force on the date of this contract, including the 2019 Edition of the California Building Standards code as adopted by the City of Brisbane. Revisions to documents for compliance with later codes will be an additional service.
5. Building drawings and all site drawings will be produced in Autocad (civil, structural, and MEP) and Revit (architectural).

6. Assumed construction duration is 4 months maximum. Extended construction duration may result in additional services.
7. The City of Brisbane Project Manager is the primary point of contact for bidders.
8. Civil Scope: includes surveying, grading and paving as required for ADA and CBC compliance. The scope does not include boundary resolution, utilities, C.3, or record drawings.
9. Structural Scope: Assumes that the design will preserve the existing columns and roof structure and that the existing foundation system is adequate. The scope does not include seismic evaluation of the existing building.
10. Mechanical Scope: Assumes that the existing mechanical system will be maintained with reconfiguration of the registers and ducting as required by the office modifications. The scope does not include T-24 energy modeling
11. Electrical Scope: Assumes that the existing electrical service is adequate to support the proposed renovation. Electrical engineer includes modification to the general system layout of the existing fire alarm system, but assumes that the FA system shop drawings will be a deferred submittal item to be prepared and submitted by the Contractor to the local AHJ and/or fire marshal.

Exclusions:

1. Permit fees
2. Geotechnical Engineering
3. Pest and Termite inspection and report
4. Forensic testing
5. Hazardous materials investigation and abatement report
6. Destructive testing
7. Security system design
8. Active telephone and internet equipment
9. Fire sprinkler system
10. Arborist services
11. Existing building plans and CASp report
12. Construction project management services, preparation of construction change orders, and managing owner's contingency
13. Furniture, fittings and equipment (FFE) and owner supplied equipment
14. Title 24 field verification forms
15. Building commissioning
16. Life Cycle Cost Analysis
17. Daylight modeling
18. Public Address (PA) or intercom system design
19. Coordination with public utilities
20. Shop drawings, fabrication drawings, and construction coordination drawings
21. Acoustical consulting
22. Seismic evaluation and condition assessment of the existing structure
23. Video scoping and assessment of the sanitary sewer system
24. Landscape design
25. Topographic survey, boundary survey, and utilities location

Additional Services:

1. Meetings (including site visits), presentations, community outreach, process, and workshops in addition to those listed in Scope of Services

2. Bidding and Construction Administration services and site visits in addition to those listed in Scope of Services
3. Review of incomplete submittals
4. Drawing issuances in addition to those listed in the Scope of Services
5. Phased documentation and construction cost estimating for bid-alternates or for segregated contracts for phased or fast track construction.
6. Professional renderings, presentation models, or mock-ups beyond those listed in Scope of Services
7. Server and Audiovisual design
8. Preparation of updated sets incorporating changes made during construction, or “as-built” or record set or drawings after completion of the project.
9. Value Engineering: Revisions to design with the intent to reduce construction costs, or to evaluate potential construction cost savings.
10. Coordination of review by public agencies (DSA, etc.) other than the City of Brisbane Building and Safety Division.
11. LEED certification or equivalence
12. Design of on-site emergency generator systems, photovoltaic power systems, battery systems, Distributed Antenna Systems (DAS), dispatch systems, etc. if required by North County Fire.
13. Modification or upgrades to the existing electrical service

Proposed Fee

Refer to attached fee table.

Exhibits

- A – Fee Table
- B – Hourly Rate Schedule
- C – Test Fit dated October 13, 2021

END OF SCOPE

Exhibit A: Fee Table

Discipline	Firm	Task 1:			Task 2:	Task 3:	Totals
		Schematic Design	50% CD	95% CD	Permit/Bid/100% CD	CA	
DESIGN TEAM FEES							
Architectural	S&S	\$30,000	\$45,000	\$45,000	\$30,000	\$34,000	\$184,000
Design Consultants							
Civil	CSW Stuber Stroeh	\$9,800	\$13,300	\$19,200	\$11,400	\$12,100	\$65,800
Structural	Bluestone Engineers	--	\$1,500	\$1,500	\$500	--	\$3,500
Electrical	O'Mahony & Myer	\$2,400	\$10,000	\$13,000	\$2,500	\$7,200	\$35,100
Mechanical & Plumbing	H&M Mechanical	\$4,100	\$6,700	\$9,000	\$3,000	\$4,000	\$26,800
Signage	Donnelly	\$3,500	\$3,300	\$2,200	\$2,200	\$4,600	\$15,800
Cost	R. Borinstein Co	\$770	\$5,400	\$1,800	--	--	\$7,970
Subtotal for Design Consultants		\$20,570	\$40,200	\$46,700	\$19,600	\$27,900	\$154,970
Mark-up on Consultants (5%)		\$1,029	\$2,010	\$2,335	\$980	\$1,395	\$7,749
Total Fees		\$51,599	\$87,210	\$94,035	\$50,580	\$63,295	\$346,719
REIMBURSABLES							
Allowance for Expenses (Direct cost + 5%)							\$15,000

Notes on reimbursable expenses:

- > The proposed allowance for reimbursable expenses are additional to the total proposed fee.
- > Reimbursable expenses include plotting and printing of documents and other direct job-related expenses.

Exhibit B: Hourly Rates

Siegel & Strain Architects

Principal	\$250/hr
Project Manager	\$180/hr
Senior Designer/Architect	\$165/hr
Junior Design Staff	\$130/hr
Support Staff	\$80/hr

Bluestone Structural Engineers

Principal	\$195/hr
Associate	\$170/hr
Project Engineer III	\$140/hr
Project Engineer II	\$120/hr
Project Engineer I	\$120/hr
CAD Technician	\$105/hr
Administrative Staff	\$65/hr

H&M Mechanical (Mech/Plumbing)

Principal	\$264/hr
Engineer	\$204/hr
Designer	\$150/hr
CAD/Revit Operator	\$120/hr
Administration	\$95/hr

R. Borinstein Company (Cost Estimating)

Principal	\$180/hr
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CSW/Stuber-Stroeh Engineering Group (Civil)

Project Manager	\$216/hr
Survey Manager	\$196/hr
Engineer II	\$157/hr
Engineer I	\$129/hr
Survey Crew	\$283/hr

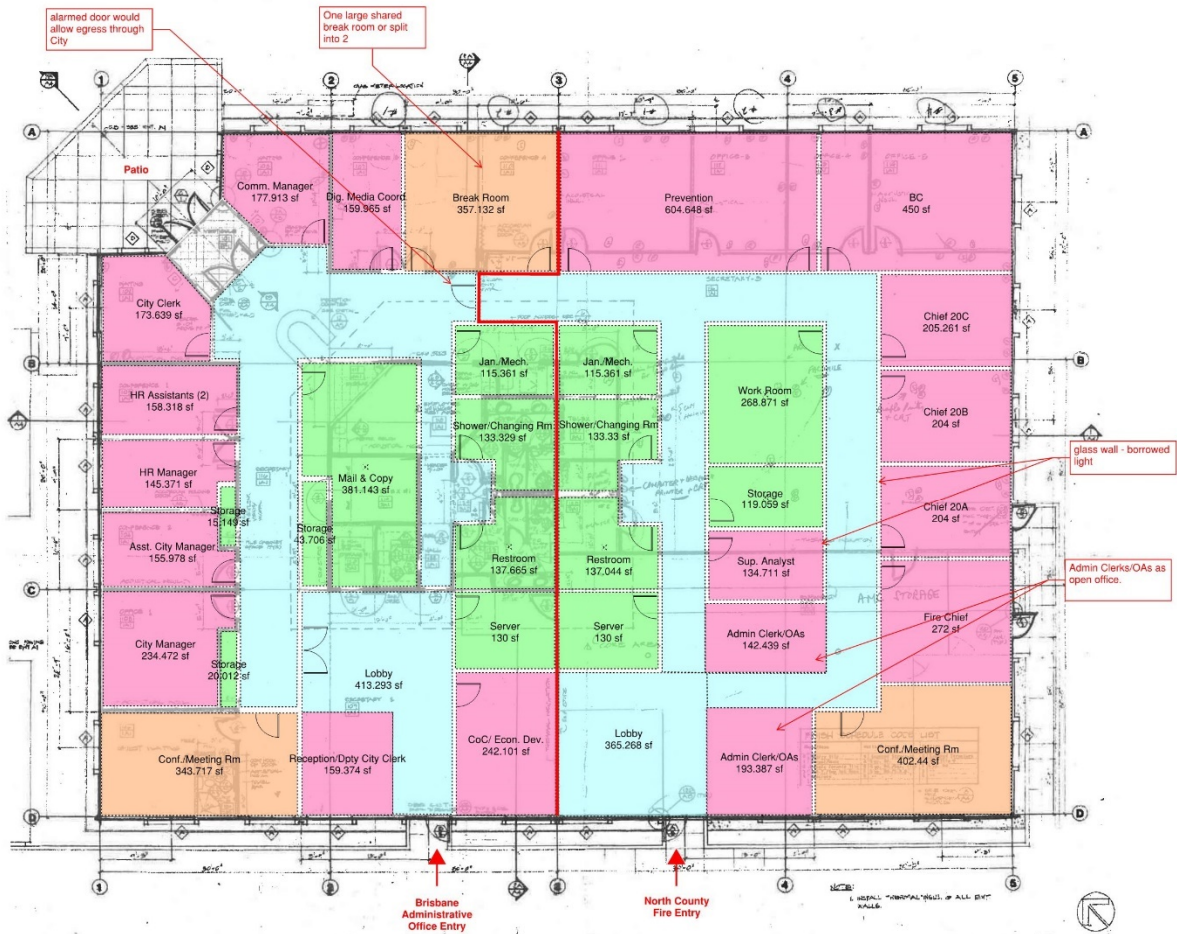
O'Mahony & Myer (Electrical/Lighting)

Principal	\$225/hr
Elec Engineer	\$155/hr
Lighting Engineer	\$155/hr
Electrical/Lighting Designer	\$135/hr
Draftsperson	\$115/hr
Administrative	\$100/hr

Donnelly Design (Signage)

Principal	\$215/h
Project Manager	\$160/hr
Senior Designer	\$160/hr
Designer	\$135/hr
Project Production	\$135/hr

Exhibit C: Test Fit Plan



SIEGEL & STRAIN Architects

Brisbane Administrative Offices
 Test Fit Option 1 - 25 Park Place

10/13/21
 Scale: 1/8" = 1'-0"