

Scope of Work & Phase 2 Work Plan

SCOPE OF WORK:

1. Architectural and Consultant design services to include:
 - a. Design for the remodel and accessibility upgrades of the Capitola Community Center.
 - b. Replacement and repairs to the (E) building envelope, including replacement of siding and built-up roof, and repairs to exterior rafters.
 - c. Remodel of the (E) kitchen facility to meet current user needs and be fully accessible
 - d. Remodel of the (E) bathroom facilities including providing a single user accessible stall.
 - e. Improvement of acoustic performance in meeting areas.
 - f. Accessibility upgrades to the parking, paths of travel and exterior areas that service the community center.
 - g. Design of exterior patio break-out spaces opening off the meeting areas with shelter & landscaping

WORK PLAN PHASE 2:

D. CONSTRUCTION DOCUMENTS PHASE (Construction Documents Phase are D-Phase)

D1. Submit Minor Design Permit Application

- a. Stakeholders to review building plans and elevations to confirm their approval. Make any required changes based on the comments received.
- b. Submit Minor Design Permit Application to City of Capitola Planning Department.

D2. CDBG Grant Application

- a. Provide drawings and project data as needed to support Grant Application
- b. Upon notification of approval or rejection of grant application, adjust the scope of the project to include Deductive Alternates as needed.

D3. Landscape Design Construction Documents 25% Phase

- a. Refine chosen landscape scheme and prepare schematic design drawings showing site plan, floor plans, elevations, and sections to explain the design.
- b. Meet with stakeholders and City staff to review 25% landscape plans to confirm that the proposed layouts meet their requirements.
- c. Make any required changes to the landscape drawings based on the comments received.

D4. Construction Documents 50% Phase

- a. Meet with Stakeholders at 50% CD phase and make any required changes to the drawings based on feedback received.
- b. Coordinate with a professional cost estimator after 50% CD Phase for cost estimate and one client meeting to review construction estimate.

D5. Construction Documents 100% Phase & Technical Specifications

- a. Meet with Stakeholders and City Stakeholders at 90% CD phase and make any required changes to the drawings based on feedback received.
- b. Coordinate with a professional cost estimator after 90% CD Phase for cost estimate and one client meeting to review construction estimate.

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- c. Coordinate plan review process to procure building permit. Submit project to City of Capitola Building Department and Santa Cruz County Environmental Health Department for review. Respond to comments and revise.
- d. Submit project to DSA for review. Respond to comments and revise.
- e. The construction drawings will include site plan, demolition plan, floorplan, reflected ceiling plan, door and finish schedules, interior elevations and details. Architect will also provide coordination of consultants.
- f. A CSI specification will be provided.
- g. Coordinate with a professional cost estimator to provide a final construction cost estimate, if required.

E. Project Bidding Phase

- 1. Answer bid RFI questions and clarifications and prepare addenda's/ revisions to incorporate into bid documents.
- 2. Attend pre-bid walkthrough.

F. Construction Administration

- 1. Attend minimum of 10 site meetings & 1 final inspection during construction period of \pm 8 months
- 2. Review and respond to RFI's, submittals, Change Orders, and issue Architectural Supplemental Instructions.
- 3. Architect is not responsible for Contractor's work schedule or methods of construction.