

## Scope of Work & Phase 1 & 2 Work Plan

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### SCOPE OF WORK:

1. Architectural 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 1:

#### **A1 & A2. Predesign & Programming Phase**

2. Meet with Stakeholder to confirm the scope of work, timeline and Stakeholder's objectives.
3. Provide a project workplan based on feedback from initial Stakeholder meeting including primary team members, dates & descriptions of tasks, phasing and milestones.
4. Use old drawings and measurements of as-built community center. Convert as-builts into current CAD platform.
5. Have an initial meeting with the City of Capitola Planning Department to review building history, development review requirements and zoning requirements.

#### **B. Conceptual Design Phase.**

1. Prepare three (3) conceptual plan sketches to illustrate the proposed design. Plans will include existing and proposed site plan, floor plans, floor areas, furniture and equipment.
2. Meet three times (3) with Stakeholders, City staff and community center users to review conceptual plan sketches and choose scheme.
3. At the end of this phase, Architect will provide a preliminary cost estimate and outline specifications of key building systems.

#### **C. Design Development Phase.**

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

#### **D1. Construction Documents 50% Phase**

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

**WORK PLAN PHASE 2:**

**D2. Construction Documents 100% Phase & Technical Specifications**

1. Meet with Stakeholders at 90% CD phase and make any required changes to the drawings based on feedback received.
2. Coordinate with a professional cost estimator after 90% CD Phase for cost estimate and one client meeting to review construction estimate.
3. Coordinate plan review process to procure building permit.
4. 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.
5. A CSI specification will be provided.
6. Coordinate with a professional cost estimator to provide a final construction cost estimate.

**E. Project Bidding Phase**

4. Answer bid RFI questions and clarifications and prepare addendas/ revisions to incorporate into bid documents.
5. Attend pre-bid walkthrough

**F. Construction Administration**

6. Attend minimum of 4 site meetings & 1 final inspection during construction period of ± 8 months
7. Review and respond to RFI's, submittals, Change Orders, claims and issue Architectural Supplemental Instructions.
8. Architect is not responsible for Contractor's work schedule or methods of construction.