

ARCHITECTURE + URBAN DESIGN

**JOHNSON
FAVARO**

December 11, 2014

Alma Reyes
Management Analyst
Parks and Community Services Department
City of Costa Mesa
77 Fair Drive
Cost Mesa, CA 92626

**Project: Donald Dungan Library and Neighborhood Community Center
PRELIMINARY DESIGN PHASE**

Dear Ms. Reyes,

Please accept this proposal for design services in connection with the Project referenced above. The following describes the scope of work of the Project and architectural services to be provided by Johnson Favaro (Consultant) to the City of Costa Mesa (City), fees proposed in compensation for the provision of such services and the schedule according to which the services will be completed.

PROJECT SCOPE

The project includes renovation of the existing 22,742 gross square foot (GSF) Neighborhood Community Center (NCC) building to be repurposed as the new Donald Dungan Library. The project also includes renovation of the existing Donald Dungan Library building (7,700 GSF) to be re-purposed as a new community center. Both buildings and the adjacent Downtown Community Recreation Center are located within the 10 acre Lions Park in Costa Mesa.

The Project construction budget is not established at this time.

The Consultant shall target LEED Silver per the U.S. Green Building Council (USGBC) rating system. The Consultant shall coordinate with the City to evaluate and incorporate cost effective elements that will result in this rating.

The proposed construction delivery method is to be Design/Bid/Build.

BASIC DESIGN SERVICES

The Consultant as Architect-of-Record will manage and coordinate all design and document preparation tasks through the Preliminary Design Phase identified below. The Consultant shall provide the services of external sub-consultants, or professional expertise from its own staff in the following disciplines:

- Library Planning/Programming and Design

- Structural Engineering
- Mechanical, Electrical & Plumbing Engineering
- Civil Engineering/Utility Mapping
- Site Surveyor
- Landscape Architecture
- Code Consultation
- Cost Estimating

PRELIMINARY DESIGN/SCOPE & BUDGET CONFIRMATION PHASE

1. The Consultant shall prepare a library/community center program based on a needs assessment describing room sizes, types and characteristics as the basis of design for the Project.
2. The Consultant shall meet with City Staff, County Library Staff, neighborhood and community stakeholders as required to determine the needs, goals and Project requirements. Three (3) Community/Stakeholder workshops are proposed for this phase.
3. The Consultant shall complete a site survey for the Project area limited to the area around and between the existing community center and library buildings and the existing parking lot adjoining the buildings.
4. The Consultant shall complete a preliminary analysis of the structural, mechanical, electrical and plumbing systems of the existing buildings and prepare a report on the status of all systems along with code and budget implications associated with the proposed renovation.
5. In consultation with the City and County Library stakeholders the Consultant shall prepare documents illustrating alternate concept design strategies for the Project. The documents shall include but not be limited to a site plan, floor plans, concept landscape plans and site and building sections as required to illustrate the proposed project scope and concept.
6. The Consultant shall prepare and review alternate concepts for implementing the project whether by phase or by building so as to determine construction and cost feasibility.
7. The Consultant shall prepare computer generated renderings and project views to describe the project, including a fly-over simulation.
8. The Consultant shall present to the Parks and Recreation Commission and the Costa Mesa City Council in order to provide an update on Project design

progress, solicit comment and obtain approval of Preliminary Design scope and Project budget.

9. The City has established a Construction Budget. The Consultant shall use its expertise and experience to establish an estimate of probable construction costs (Estimated Project Construction Cost) in a format acceptable to the City. The Estimated Project Construction Cost shall be required at 100% completion of Pre-Design documents, the purpose of which is to show the probable construction cost in relation to the City's Construction Budget. If the Consultant perceives site considerations or City project requirements which render the project cost prohibitive, the Consultant shall disclose such conditions in writing to the City immediately.
10. All cost estimates will be reconciled with a City/Project Management Cost Estimate developed by an independent third party cost estimator. The City shall prepare at City's discretion and at its own expense the independent third party estimates of probable construction costs. The Consultant shall attend one (1) cost reconciliation meeting with the third party cost estimator for the purpose of reconciling the 100% Preliminary Design/Scope and Budget Confirmation Estimated Project Construction Cost.
11. The City and the Consultant shall meet to review the provisional Preliminary Design Documents and Cost Estimate and to reach agreement on any City-authorized adjustment to the approved Project schedule or construction budget and identify any necessary clarifications, additions or deletions of Project scope in order to conform to the City construction budget.
12. If the City has not authorized in writing a revision to the project scope and the Estimated Project Construction Cost based on Preliminary Design documents exceeds the City's Construction Budget by more than ten percent (10%), the City may request the Consultant to amend, at the Consultant's sole cost and expense, the Preliminary Design Documents in order to meet the City's Construction Budget.

BASIS OF COMPENSATION

Based on the Scope of Work and Services defined above, Johnson Favaro and its consulting team propose a Professional Services Fee, of:

ONE HUNDRED TWENTY FIVE THOUSAND ONE HUNDRED AND TWENTY FIVE DOLLARS (\$125,125.00). The fee will be billed monthly in proportion to the work completed.

See below for detailed fee summary by Sub-Consultant of the proposed Professional Services Fee:

PROFESSIONAL SERVICES FEE- DONALD DUNGAN LIBRARY AND NEIGHBORHOOD COMMUNITY CENTER			
PRELIMINARY DESIGN PHASE (EXISTING CONDITION ANALYSIS/PROGRAMMING/BUDGET CONFIRMATION)			
CONSULTANT			TOTAL
Architecture (Concept Plans, Community Outreach, CGI Renderings)	Johnson Favaro		\$62,700
Library Consultant	Linda Demmers		\$28,000
Structural Engineer (Existing Buildings Analysis)	Nabih Youseff Associates		\$5,000
MEP Engineering (Existing Buildings Analysis)	Integral Group		\$5,000
Landscape Architecture (Preliminary landscape Concepts)	The Office of James Burnett		\$2,800
Cost Estimating	Basis		\$3,500
Site Survey	Fusco Engineering		\$6,000
Reimbursables Allowance			\$12,125
TOTAL			\$125,125
PRELIMINARY DESIGN PHASE TOTAL			\$125,125

REIMBURSABLES

The City shall reimburse the Consultant a sum for its reasonable out-of-pocket expenses that are incurred and paid for by the Consultant in furtherance of performance of its obligations under this agreement. Reimbursables are included in the Fee for Basic/Authorized Additional Services. The categories of expenses include:

- Printing and reproduction costs
- Shipping, overnight mail, postage, messenger and other handling of drawings and documents.
- Long distance telephone calls outside of the 213, 310,562, 626, 323, 714, 949, 951 and 909 area codes.

- Renderings and special presentation models other than specified in the Proposal requested by the City.
- Additional Consultants not considered a part of Basic Services
- Fees paid to third parties for securing approval of authorities having jurisdiction over the project.

PRELIMINARY PROJECT SCHEDULE

For a Summary of the Preliminary Design Phase, see attached Exhibit C.1. For a detailed schedule of the proposed Pre-Design Phase, see attached Exhibit C.2

The Consultant shall advise the City of any adjustments to the preliminary project schedule. Evaluation of the project schedule as well as subsequent estimates of the project schedule prepared by the Consultant, represent the Consultant's best judgment as a design professional familiar with community planning, design and construction. It is recognized, however, that the Consultant has no control over the performance of the City, the City Project Manager, or the City of Costa Mesa Building Department in adhering to the project schedule. Accordingly, the Consultant cannot and does not warrant or represent that the project schedule will not vary from that represented herein, nor from any schedule estimate or evaluation prepared or agreed to by the Consultant.

EXCLUSIONS

1. Schematic Design, Design Development, Construction Document, Permit, Bidding, Construction Administration and Warranty/Record documents/Project Closeout Phases are excluded.
2. Geotechnical investigation and report
3. Hazardous materials abatement scope related to survey of existing conditions, drawings, reports, documents and or specifications.
4. Survey to measure and document existing buildings and building systems in the event no existing drawings are provided.
5. Multiple bid packages
6. Off-site public improvements including adjoining street widening.
7. Program relocation drawings/diagrams
8. Physical presentation models
9. Partnering Workshops
10. Additional cost estimates or revisions to completed cost estimates
11. Design/Coordination of a Distributed Antennae System (DAS)
12. Ordering Cable or Satellite TV service
13. Design of the Telco utilities

ADDITIONAL SERVICES

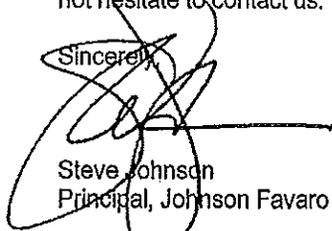
Additional Services shall be provided if authorized or confirmed in writing by the Client. These services shall be subject to an additional fee. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out.

Additional Services will be billed on an hourly basis at the rates shown below:

Partners	\$216.72
Senior Staff 4	\$115.58
Senior Staff 3	\$101.14
Senior Staff 2	\$ 86.69
Senior Staff 1	\$ 72.24
Intermediate Staff 1	\$ 72.74
Tech/Admin Staff 1	\$ 28.90

If you have any questions regarding these fees, or the scope of our services, please do not hesitate to contact us.

Sincerely,



Steve Johnson
Principal, Johnson Favaro

Enclosure.

- Exhibit C.1: Project Schedule Summary
- Exhibit C.2: Project Schedule – Pre-Design Phase Schedule Detail

EXHIBIT "C.1"

PHASE	CALENDAR DAYS	START	FINISH
PRE DESIGN/SCOPE & BUDGET CONFIRMATION	87 days	Feb 2, 2015	April 30, 2015
Project Analysis and Review (Programming, Inventory and Assessment)			
Site/Building Survey and Utility Investigation			
MEP/Structural Systems Preliminary Analysis			
(3) Community/Stakeholder Workshops			
Conceptual Plans (Site Plans, Floor Plans, Landscape Plans, Building/Site Sections)			
Pre-Design Presentation Documents (Project Views, Renderings and CGI Video simulation)			
Pre-Design Cost Estimate			
City Council/Parks & Recreation Commission Pre-Design Presentations			

EXHIBIT "C.2"

PRE-DESIGN PHASE SCHEDULE

TASKS	WEEKS												
	1-2-2011	9-Feb	16-Feb	23-Feb	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	19-Apr	
Assembly/Review Existing Condition Documents and Mobile Consultant Team													
Mobile Consultant Team													
Assemble Documents/Review													
Prepare Technical Specifications													
Site Survey													
Survey													
Schedule Building Assessment-Structural Systems/AVC Systems													
Review Building and documents													
Prepare final report													
Library/Community Center Programmatic													
City Staff/Community Stakeholder meeting													
Complete Draft Program Document for Review													
Complete Final Program Document													
Library/Community Center Concept Plan and Site Plan Study Alternates													
First Round Stakeholder meetings													
Prepare Alternates for Review													
Second/Third Round Stakeholder Meetings													
Prepare/Confirm Final Alternate for Recommendation													
Prepare Final Renderings and Documents													
Community Meetings													
Community Workshop 1													
Community Workshop 2													
Community Workshop 3													
Cost Estimate													
Complete Cost Estimate													
Public & Recreation Commission Presentation													
Commission Presentation													
City Council Pre-Design Presentation													
City Council Pre-Design Presentation													