

**CONTRACT FOR CONSULTANT SERVICES BETWEEN  
THE CITY OF WATSONVILLE AND THE KPA GROUP, A CALIFORNIA  
CORPORATION**

**THIS CONTRACT**, is made and entered into this \_\_\_\_\_, by and between the **City of Watsonville**, a municipal corporation, hereinafter called "City," and **The KPA Group, A California Corporation**, hereinafter called "Consultant."

**WITNESSETH**

**WHEREAS**, the City needs to obtain certain professional, technical and/or specialized services of an independent contractor to assist the City in the most economical manner; and

**WHEREAS**, Consultant has represented that consultant has appropriate skill, training, qualifications, and experience to render such services called for under this Contract to City.

**THE PARTIES HEREBY AGREE AS FOLLOWS:**

**SECTION 1. SCOPE OF SERVICES.** Consultant shall perform those services described in detail in Exhibit "A," entitled "SCOPE OF SERVICES" which exhibit is attached hereto and incorporated herein.

**SECTION 2. TERM OF CONTRACT.** The term of this Contract shall be from May 15, 2024 to December 31, 2024, inclusive.

**SECTION 3. SCHEDULE OF PERFORMANCE.** The services of Consultant are to be completed according to the schedule set out in Exhibit "B," entitled "SCHEDULE OF PERFORMANCE," which is attached hereto and incorporated herein. Consultant will diligently proceed with the agreed Scope of Services and will provide such services in a timely manner in accordance with the "SCHEDULE OF PERFORMANCE."

**SECTION 4. COMPENSATION.** The compensation to be paid to Consultant including both payment for professional services and reimbursable expenses as well as the rate and schedule of payment are set out in Exhibit "C" entitled "COMPENSATION," which is attached hereto and incorporated herein.

**SECTION 5. METHOD OF PAYMENT.** Except as otherwise provided in Exhibit "C," each month, Consultant shall furnish to the City a statement describing the work performed for compensation during the preceding month. Such statement shall also include a detailed record of the month's actual reimbursable expenditures.

**SECTION 6. INDEPENDENT CONSULTANT.** It is understood and agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent Consultant and not an agent or

employee of City, and as an independent Consultant, shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

**SECTION 7. ASSIGNABILITY.** Consultant shall not assign or transfer any interest in this Contract nor the performance of any of Consultant's obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Contract or any rights, duties or obligations arising hereunder shall be void and of no effect. Consultant represents that Consultant does not have any employees.

## **SECTION 8. INDEMNIFICATION.**

To the full extent permitted by law (subject to the limitations of Civil Code section 2782.8 for any "design professional services" performed under this Contract), Consultant will indemnify, hold harmless, release and defend the City (including its officers, elected or appointed officials, employees, volunteers or agents) from and against any and all liability or claims (including actions, demands, damages, injuries, settlements, losses or costs [including legal costs and attorney's fees])(collectively "Liability") of any nature, to the extent arising out of, pertaining to, or relating to Consultant's negligence, recklessness, or willful misconduct in the performance of this Contract. In no event shall the cost to defend charged to the Consultant exceed the Consultant's proportionate percentage of fault. Consultant's indemnification obligations under this Contract are not limited by any limitations of any insurance held by Consultant, including, but not limited to, workers compensation insurance.

## **SECTION 9. INSURANCE.**

A. Errors and Omissions Insurance. Consultant shall obtain and maintain in full force throughout the term of this Contract a professional liability insurance policy (Errors and Omissions), in a company authorized to issue such insurance in the State of California, with limits of liability of not less than One Million Dollars (\$1,000,000.00) to cover all professional services rendered pursuant to this Contract.

B. Auto and Commercial General Liability Insurance. Consultant shall also maintain in full force and effect for the term of this Contract, automobile insurance and commercial general liability insurance with an insurance carrier satisfactory to City, which insurance shall include protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from any actual occurrence arising out of the performance of this Contract. The amounts of insurance shall not be less than the following:

(1) Commercial general liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000.00 per occurrence. If such insurance contains a general aggregate limit, such limit shall apply separately to each project Consultant performs for City. Such insurance shall (a) name City, its appointed and elected officials, and its employees as insureds; and (b) be primary with respect to

insurance or self-insurance programs maintained by City and (c) contain standard separation of insured's provisions.

(2) Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

C. Workers' Compensation Certification. Consultant certifies that, in the performance of this Contract, Consultant shall not employ any person in any manner.

D. Proof of Insurance to City before Notice to Proceed to Work. Consultant shall satisfactorily provide a certificate and endorsements of insurance to the City Clerk before Notice to Proceed to Work of this Contract will be issued. Consultant shall not perform any work under this Contract until Consultant has obtained the required insurance and until the required certificate has been submitted to the City and approved. If Consultant fails or refuses to produce or maintain the insurance required by these provisions or fails or refuses to furnish City required proof that insurance has been procured and is in force and paid for, City shall have the right at City's election to forthwith terminate this Contract immediately without any financial or contractual obligation to the City. As a result of such termination, the City reserves the right to employ another consultant to complete the project.

E. Written notice. Contractor shall provide immediate written notice if (1) any insurance policy required by this Contract is terminated; (2) any policy limit is reduced; (3) or any deductible or self insured retention is increased.

**SECTION 10. NON-DISCRIMINATION.** Consultant shall not discriminate, in any way, against any person on the basis of age, sex, race, color, creed, national origin, or disability in connection with or related to the performance of this Contract.

**SECTION 11. TERMINATION.**

A. City and Consultant shall have the right to terminate this Contract, without cause, by giving not less than ten (10) days written notice of termination.

B. If Consultant fails to perform any of its material obligations under this Contract, in addition to all other remedies provided by law, City may terminate this Contract immediately upon written notice.

C. The City Manager is empowered to terminate this Contract on behalf of City.

D. In the event of termination, Consultant shall deliver to City copies of all work papers, schedules, reports and other work performed by Consultant and upon receipt thereof, Consultant shall be paid in full for services performed and reimbursable expenses incurred to the date of termination.

**SECTION 12. COMPLIANCE WITH LAWS.** Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

**SECTION 13. GOVERNING LAW.** City and Consultant agree that the law governing this Contract shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Contract shall be filed and maintained in the Courts of the County of Santa Cruz.

**SECTION 14. PRIOR CONTRACTS AND AMENDMENTS.** This Contract represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Contract may only be modified by a written amendment.

**SECTION 15. CONFIDENTIAL INFORMATION.** Except as may be required by law, all data, documents, discussions, or other information developed or received by or for Consultant in performance of this Contract are confidential and not to be disclosed to any person except as authorized by the City Manager.

**SECTION 16. OWNERSHIP OF MATERIALS.** All reports, documents or other materials developed or received by Consultant or any other person engaged directly by Consultant to perform the services required hereunder shall be and remain the property of City without restriction or limitation upon their use.

**SECTION 17. COVENANT AGAINST CONTINGENT FEES.** The Consultant covenants that Consultant has not employed or retained any company or person to solicit or secure the Contract, and that Consultant has not paid or agreed to pay any company or person, any fees, commissions, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Contract. For breach or violation of this covenant, the City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

**SECTION 18. WAIVER.** Consultant agrees that waiver by City or any one or more of the conditions of performance under this Contract shall not be construed as waiver of any other condition of performance under this Contract.

**SECTION 19. CONFLICT OF INTEREST.**

A. A Consultant shall avoid all conflict of interest or appearance of conflict of interest in performance of this Contract. Consultant shall file a FPPC Form 700 disclosure statement, which form shall be filed the City Clerk within thirty (30) days from the effective date of this Contract as applicable.

B. No member, officer, or employee of the City, during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof and Consultant agrees not to allow, permit, grant, transfer, or otherwise do anything which will result in such member, officer, or employee of the City from having such interest.

**SECTION 20. AUDIT BOOKS AND RECORDS.** Consultant shall make available to City, its authorized agents, officers and employees, for examination any and all ledgers and books of account, invoices, vouchers, canceled checks and other records or documents evidencing or related to the expenditures and disbursements charged to the City, and shall furnish to City, its authorized agents and employees, such other evidence or information as City may require with respect to any such expense or disbursement charged by Consultant.

**SECTION 21. NOTICES.** All notices shall be personally served or mailed, postage prepaid, to the following addresses, or to such other address as may be designated by written notice by the parties:

**CITY**

City Clerk's Office  
275 Main Street, Suite 400  
Watsonville, CA 95076  
(831) 768-3040

**CONSULTANT**

The KPA Group  
6700 Koll Center Parkway, Suite 125  
Pleasanton, CA 94566  
(925) 487-0022

**SECTION 22. EXHIBITS:**

- Exhibit A: Scope of Services
- Exhibit B: Schedule of Performance
- Exhibit C: Compensation

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**WITNESS THE EXECUTION HEREOF**, on the day and year first hereinabove written.

**CITY  
CITY OF WATSONVILLE**

**CONSULTANT  
THE KPA GROUP**

BY \_\_\_\_\_  
Rene Mendez, City Manager

BY \_\_\_\_\_  
Paul W. Powers, President

**ATTEST:**

BY \_\_\_\_\_  
Irwin I. Ortiz, City Clerk

**APPROVED AS TO FORM:**

BY \_\_\_\_\_  
Samantha W. Zutler, City Attorney

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

The scope of services is as follows:

**See attached Scope of Services, "Exhibit A"**

## **EXHIBIT "B"**

### **SCHEDULE OF PERFORMANCE**

Services shall commence immediately upon execution of this Contract. All services performed under the provisions of this Contract shall be completed in accordance with the following schedule:

**Complete all services in Scope of Work by December 31, 2024**



## **EXHIBIT "C"**

### **COMPENSATION**

- a. Total Compensation. The total obligation of City under this Contract shall not exceed \$214,000.
- b. Basis for Payment. Payment(s) to Consultant for services performed under this contract shall be made as follows and shall [not] include payment for reimbursable expenses:
  - c. Payment Request. Consultant shall submit a request for payment for services on a monthly basis by letter to Director, or said Director's designated representative. Such request for payment shall cover the preceding monthly period during the term hereof, shall note the City's purchase order number for this contract, shall contain a detailed listing of the total number of items or tasks or hours for which payment is requested, the individual dates on which such services were rendered, and invoices for reimbursable expenses, if any. Upon receipt in the Office of Director of said payment request, Director shall cause payment to be initiated to Consultant for appropriate compensation.



ENGINEERS  
ARCHITECTS

March 21, 2024

Alicia Martinez  
Library Director  
City of Watsonville  
275 Main Street, Suite 100  
Watsonville, CA 95076

Subject: Watsonville Civic Center Library Rooftop Design

Dear Alicia,

The purpose of this agreement is to establish a scope of services and fee for the design of a new rooftop plaza at the Civic Center Library. The Civic Center Library is located at 275 Main Street in Watsonville. A preliminary design concept and estimated project budget has been prepared by KPA and provided to the City of Watsonville. The City wishes to complete project design and prepare a complete set of construction documents to advertise, bid and construct the project. A scope of services for construction administration services will be provided to the City of Watsonville after completion of the design.

#### Project Understanding

The rooftop area is accessed from the second level of the Civic Center facility which is an uncovered and buildable space of approximately 4,800 SF. This area is located between two active wings of the Civic Center building and is desired to be developed into an exterior rooftop plaza to serve the Civic Center Library and Watsonville community. The plaza will host daily activities and support outdoor education, presentation or movie-style events. This project will provide usable outdoor space as an extension of the library and include new functions as follows:

- Outdoor presentation screen and seating area
- Central beverage kiosk
- Children's activity area & educational kiosk
- Community planter gardens
- Dedicated seating areas
- Renovation to existing meeting room for direct access
- Areas to display community art or artifacts
- Garden planters

Construction of the new library rooftop plaza will require modifications to the existing building structure and utilities.

Rooftop plaza utility requirements include electrical service to rooftop plaza, domestic water service and sanitary drainage. Existing rooftop stormwater drainage will require update to support new construction. Communications infrastructure needs will be provided to support the presentation space. No requirement for natural gas to the rooftop area and no changes related to site parking are anticipated.

A formal presentation to City Council is required during project design to introduce the project and obtain preliminary feedback on the project.

## Scope of Services – Design Services

The design scope of services for this project is organized into the following elements:

- Project Management & Coordination
- Site Investigation & Drawing Review
- Schematic Design
- Design Development
- Construction Documents
- Permit Review
- Bid Support

### Project Management & Coordination

The KPA Group will manage our architectural and engineering services for the project. We will consult with the City of Watsonville, research applicable design criteria, attend project meetings and communicate with members of the project team. Discussions and decisions made throughout the design process for the new rooftop plaza will be documented. The project manager will regularly coordinate the project and scheduling efforts and will lead the quality assurance process.

We will meet with the City of Watsonville to continue discussion on needs and elements related to areas within the existing Civic Center building requiring modification. We will coordinate with consulting engineers throughout the duration of the project as required. A project schedule for design coordination meetings and general milestones for deliverables and City review periods will be established at the project kickoff meeting.

### Site Investigation & Drawing Review

We will review existing drawings for a comprehensive analysis of design requirements related to structural and utility components of the project. Drawings to be reviewed include the 2005 Watsonville Civic Plaza bid set and 2007 Watsonville Public Library bid set.

We will visit the Civic Center Library for a closer investigation of the existing rooftop, access and utilities conditions. Existing electrical panels will be documented for use in the design and possible locations for new utilities will be explored.

### Schematic Design

During the Schematic Design phase, we will develop a clearly defined design for the new rooftop plaza that includes a complete scope, construction budget and schedule to establish project goals and expectations. This phase will represent 30% design and set the scale and relationships among the multiple components of the project. During this phase meetings with the City of Watsonville will provide project updates and further refinement of the plaza design components and space requirements. Consultation during this phase between KPA, the City, and sub-consulting design professionals shall take place. Components of the project schedule will be advanced to reflect design progress.

Schematic Design Phase tasks include:

- Define location for plaza elements and features
- Evaluate existing building conditions related to rooftop access from meeting room, utilities requirements and path of travel from library second floor
- Identify existing rooftop drainage patterns to determine improvement requirements and incorporate drainage into new design
- Define requirements and approach to plaza entry and circulation
- Define City of Watsonville design criteria and ordinances for incorporation
- Meet with City staff to receive input and comments
- Refine design requirements for existing meeting space to be revised and direct access to plaza provided
- Begin building code and ADA review
- Prepare Schematic Design level drawings:
  - o Architectural
  - o Structural Engineering
  - o Electrical Engineering

Plumbing Engineering o  
Mechanical Engineering

- Review Schematic Design documents with the City
- Incorporate City comments and obtain approval to proceed to the Design Development Phase

### Design Development

For further project advancement and revision after the Schematic Design Phase, the Design Development Phase will commence. This phase will represent 60% design completion whereby systems and material design will be incorporated into the documents. Plaza floor surface structure design will be advanced and details developed based on new floor structure design. Cross-discipline coordination will be conducted to confirm appropriate sizes of beverage kiosk area, presentation space, children's area, garden materials and features, seating and adjacent spaces. Requirements for life safety systems including fire alarm and fire protection systems will be defined. Building code evaluations will be further reviewed and updated. We will meet with the City of Watsonville during this phase to provide project status updates and to further define project design. A City Council presentation will be provided at this stage to inform Council of overall project components and project progress and to receive feedback.

Design Development Phase tasks include:

- Determine final siting for locations of rooftop plaza features
- Determine modifications to existing building for new meeting room doors
- Determine final utilities requirements including extension of existing building utilities to rooftop area
- Define equipment for presentation screen, beverage kiosk area and children's maker space
- Determine final power requirements for rooftop plaza features
- Determine drip irrigation for planters and garden
- Define location and required components for data infrastructure and any City standards for AV equipment
- Continue to meet with the City to provide updates and receive input
- Meet with City and building users to discuss construction phasing and Contractor facility access
- Refine rooftop design for drainage requirements
- Develop plaza lighting design after plaza layout defined □ Define life safety requirements for plaza components
- Define data requirements for City and presentation area
- Confirm and document special project administrative requirements and City conditions
- Advance and document code review and analysis
- Develop structural design for rooftop plaza floor surface
- Document requirements for accessibility (ADA) and define accessible paths of travel as appropriate to this project □  
Prepare design development level drawings including schedules and details: o Architectural o Structural o Electrical o Plumbing o Mechanical o Stormwater o Life Safety o Data/Communications
- Define plaza finishes selections for City of Watsonville
- Prepare draft project specifications
- Prepare 60% design completion-level cost estimates
- Conduct Quality Assurance/Quality Control review
- Review Design Development documents with City
- Present at City Council for overall project information
- Incorporate City comments and obtain approval to proceed to the Construction Documents phase

### Construction Documents

We will prepare Construction Documents (90% and 100% complete) based upon the approved design that represents refined and finalized configuration, location, relationships, systems, materials and dimensions of the new plaza and components. Work at adjacent meeting space and plaza utility work will be finalized. Documents will contain detailed design of final plaza floor surface, presentation space and other components. Project specifications will be completed. Exterior elevations will be

provided for beverage kiosk and presentation spaces together with plaza floor sections, finish schedules, details and calculations. Documentation and drawings will undergo final coordination between consultant disciplines, written specifications and other project requirements.

Construction Document Phase tasks include:

- Define final utility systems design
- Confirm final design of changes to existing meeting space
- Confirm final design of rooftop plaza components, including:
  - o Beverage kiosk area
  - o Presentation space and seating
  - o Children's maker space
  - o Garden planter style and locations
  - o General plaza layout
  - o Improvements at street-facing portion
- Document final ADA requirements and incorporate to design
- Finalize construction safety and phasing plan
- Prepare construction document drawings finalizing design:
  - o Architectural
  - o Structural
  - o Electrical
  - o Plumbing
  - o Mechanical
  - o Stormwater
  - o Life Safety
  - o Data/Communications
- Finalize design finishes and materials for plaza components
- Finalize plaza lighting design
- Finalize IT/data and AV requirements for plaza, presentation space and beverage kiosk
- Finalize structural calculations
- Complete and submit structural and electrical power and lighting systems calculations
- Complete Watsonville Green Building Program checklist
- Complete project specifications
- Update cost estimates to 100% construction costs with defined quantities and pay items
- Incorporate City front end specifications
- Prepare 90% CD drawings for review with City and stakeholders
- Incorporate final City comments
- Conduct Quality Assurance/Quality Control review
- Submit 100% Construction Documents

#### Permit Review

We will submit the rooftop plaza design drawings to the Watsonville Building Division for permit review. We will respond to an initial round of drawing review comments related to in-scope items followed by response to a second round of drawing review comments and revisions related to incorporation of appropriate comments. We estimate this process to take less than 45 days. After permit approval, we will prepare a final bid set of construction documents incorporating permit review comments. Additional comment response due to extensive reviews may result in an additional compensation request.

#### Bidding Services

We will respond to contractor questions and issue addenda. Electronic bidding documents will be distributed per the City of Watsonville's standard process. Tasks to be performed during bidding include:

- Coordinate with design team, City, legal counsel and potential bidders regarding bidding, advertising, bid document distribution and other City-specific requirements

- Attend City conducted pre-bid meetings, prepare agenda and sign-in sheets, and distribute bidding meeting minutes.
- Consider contractor questions and issue clarifications during bidding periods, prepare and issue appropriate addenda
- Advise the City as to the acceptability of substituted materials or equipment

The bid evaluation process will be conducted by the City of Watsonville. We will assist in evaluation of bid tabulations and bid analysis. We will review for completeness, errors, omissions and ambiguities.

#### Design Document Schedule

The KPA Group will complete the design drawings within 180 days of Notice to Proceed. Our estimated schedule is:

Site Investigation & Drawing Review – 15 days

Schematic Design – 40 days

Design Development – 55 days

Construction Documents – 70 days

#### Owner Responsibilities

- Provide access to the Watsonville Civic Center and Library
- Provide copies of available data for Civic Center Plaza, including o Existing site utility information o Site topography o Other existing project documentation
- Provide a representative with complete authority to transmit instructions, receive information and provide directives
- Provide timely review, feedback and directives to maintain project schedule
- Provide furniture selection and procurement after construction
- Coordinate with other project stakeholders and approval agencies
- Testing and removal of hazardous materials
- Coordinate with local utility companies, if required
- Advise regarding City-standard specification sections

#### Compensation

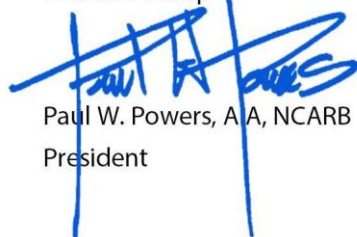
The work described under the Scope of Services will be performed on a lump sum basis. The City of Watsonville will pay The KPA Group two hundred thirteen thousand six hundred seventy dollars (\$213,670) as architectural and engineering fees for the design of Watsonville's Civic Center Library Rooftop Plaza. Please see the attached compensation worksheet for a detailed breakdown of design tasks based on our current understanding of the project and scope of work.

#### Authorization

The Scope of Services and compensation stated in this proposal are valid for a period of thirty (30) days from the date of submission. If authorization to proceed is not received during this time period, this proposal may be reviewed and modified by The KPA Group. This proposal may be executed in whole or parts, depending on City of Watsonville desires of contracting.

Respectfully submitted,

The KPA Group



Paul W. Powers, A A, NCARB  
President

CITY OF WATSONVILLE - Civic Center Library Rooftop Plaza Design  
Compensation Worksheet

SUMMARY BY CLASSIFICATION		PROJECT MANAGER	ARCHITECT	MEP / STRUCTURAL ENGINEER	DESIGNER/ TECHNICAL PROF.	CAD TECHNICIAN	ADMIN.	SUBTOTAL
		\$225.00	\$205.00	\$205.00	\$190.00	\$160.00	\$100.00	
<b>DESIGN PHASE</b>								
<b>Project Management &amp; Coordination</b>								
1	Project meetings	4	16	8	24	16		\$12,940.00
2	Communicate with owner	4	8	2	8	2		\$4,790.00
3	Communicate with project team	2	2	2	8	8	2	\$4,270.00
4	Quality control	4	8	4	4	2		\$4,440.00
SUBTOTAL		\$3,150.00	\$6,970.00	\$3,280.00	\$8,360.00	\$4,480.00	\$200.00	\$26,440.00
<b>Site Investigation &amp; Drawing Review</b>								
1	Review existing drawings		4	4		4		\$2,280.00
2	Site Investigation		8	8	8			\$4,800.00
3	Preliminary documentation	2	2	4	2	4		\$2,700.00
SUBTOTAL		\$450.00	\$2,870.00	\$3,280.00	\$1,900.00	\$1,280.00	\$0.00	\$9,780.00
<b>Schematic Design</b>								
1	Refine plaza design	2	12	2	4	16		\$6,640.00
2	Continue existing building evaluation	1	12	16	8	12		\$9,405.00
3	Plaza entry and circulation approach	2	4		2	8		\$2,930.00
4	Identify drainage patterns		4	2	8		2	\$2,950.00
5	Preliminary CBC & ADA review	1	8	2	4	4		\$3,675.00
6	Prepare Schematic Design Drawings	2	12	4	8	24	2	\$9,290.00
7	Review with City and incorporate comments		2		4	8		\$2,450.00
8	Watsonville design considerations	1	2	2	4	2		\$2,125.00
SUBTOTAL		\$2,025.00	\$11,480.00	\$5,740.00	\$7,980.00	\$11,840.00	\$400.00	\$39,465.00
<b>Design Development</b>								
1	Define existing building modifications	1	8	8	4	8		\$5,545.00
2	Define utilities requirements	1	4	6	4	2		\$3,355.00
3	Define equipment needs for presentation, children's and coffee service spaces	2	4	2	8	2		\$3,520.00
4	Define data requirements		1	8	4			\$2,605.00
5	Define lighting design			12	8	8		\$5,260.00
6	Advance CBC & ADA code review		4	4	4	2		\$2,720.00
7	Define structural design			16	8	4		\$5,440.00
8	Define life safety requirements	2	2	4	4			\$2,440.00
9	Cost estimate	1	1	1	8		1	\$2,255.00
10	Draft specifications		4	2	4			\$1,990.00
11	Develop Design Development Drawings	2	16	8	12	32	2	\$12,970.00
12	Review with City and incorporate comments	1	2		2	8		\$2,295.00

13	Council presentation	1	2	1	12			\$3,120.00
SUBTOTAL		\$2,475.00	\$9,840.00	\$14,760.00	\$15,580.00	\$10,560.00	\$300.00	\$53,515.00

**Construction Documents**

1	Final design of plaza components	1	8	2	12	4		\$5,195.00
2	Final ADA requirements		2		4	4		\$1,810.00
3	Construction safety and phasing plan	1	2			4		\$1,275.00
4	Finalize design for finishes		4	2	8	4		\$3,390.00
5	Finalize lighting design		2	16	4	8		\$5,730.00
6	Finalize data requirements for plaza	1	4	16	4	12		\$7,005.00
7	Structural calculations			12			1	\$2,560.00
8	Green Building Program checklist		2	4	4	4		\$2,630.00
9	Project specifications	1	8	4	8			\$4,205.00
10	Construction cost estimate	1	1	1	8		1	\$2,255.00
11	Construction Documents - 90%	2	16	12	8	32	2	\$13,030.00
12	Review with City	1	2		2			\$1,015.00
13	Construction Documents - 100%	2	16	8	8	40	2	\$13,490.00
SUBTOTAL		\$2,250.00	\$13,735.00	\$15,785.00	\$13,300.00	\$17,920.00	\$600.00	\$63,590.00

**Permit Review**

1	Plan review submission	1	4	2	4	4		\$2,855.00
2	Response comments	1	4	8	2	16		\$5,625.00
3	Re-submission and response		4	2	4	12		\$3,910.00
SUBTOTAL		\$450.00	\$2,460.00	\$2,460.00	\$1,900.00	\$5,120.00	\$0.00	\$12,390.00

**Bidding Services**

1	Compile bid package	1	2	2	2	8		\$2,705.00
2	Coordinate with design team, City and potential bidders	1	2	1	4	2		\$1,920.00
3	Respond to RFIs		2	2	2			\$1,200.00
4	Bid addenda		1	1	1	4		\$1,240.00
5	Bid evaluation	1	2	2	2			\$1,425.00
SUBTOTAL		\$675.00	\$1,845.00	\$1,640.00	\$2,090.00	\$2,240.00	\$0.00	\$8,490.00
TOTAL HOURS - DESIGN		51	240	229	269	334	15	1138
TOTAL COST - DESIGN		\$11,475.00	\$49,200.00	\$46,945.00	\$51,110.00	\$53,440.00	\$1,500.00	\$213,670.00