



May 13, 2022

Robert Berry
Senior Utilities Engineer
City of Watsonville
250 Main Street
Watsonville, CA 95076

Subject: City of Watsonville – City Building Facility Assessment Study

Dear Robert,

The purpose of this agreement is to establish a scope of services and fee to assist the City of Watsonville in organization of maintenance needs and potential improvement timelines for public facilities owned and operated by the City of Watsonville.

Project Understanding

Watsonville's City Building Facility Assessment Study project will provide an outline of maintenance and improvement needs for building systems and incorporate findings into a comprehensive report. Goals of the project include documentation of Capital Improvement Expenditure over a 10-year period and incorporation of green building elements. In addition, Watsonville requires a study of departmental space needs at facilities and incorporation of space needs projects including possible facility expansion into future planning documents.

Watsonville has provided The KPA Group with a list of 17 facilities identified as high priority, which will all be included in facility condition assessments. Departmental space needs evaluation is proposed for facilities housing City employees and will be included in the final report as a planning section containing clear goals, time frames, project descriptions, recommendations and major project descriptions.

Organized asset management data, deferred maintenance findings and building improvement solutions will lead to longevity of existing public facility infrastructure for Watsonville. Over a long term, the City plans to supplement, renovate or replace existing public facilities with new public infrastructure and this project will set a large amount of framework towards this goal. This facility assessment and planning process will deliver a thorough understanding of current building system components and space utilization.

Watsonville wishes to define accurate and manageable building improvement cycles that can be adjusted or modified should new or different needs arise in future years. Projects defined in maintenance programs are required to be categorized and prioritized as best suited to Watsonville. The Facility Evaluation Report and capital planning solutions should be prepared for a ten (10) year timeline of consideration.

KPA's project role includes:

- Development of Facility Condition Assessments for 17 city facilities including 3 small parks structures (full facility list included below)
- Documentation of major ADA path of travel violations
- Ideas and suggestions for green building elements and increased energy efficiency

- Departmental space needs analysis
- Cost estimates of recommended improvements projects
- Capital Improvement Program for existing facility deficiencies and required space improvements including prioritization
- Coordination with City staff for building access, knowledge of maintenance needs and draft memorandum and Report review
- Future staffing projections
- Define expenditure goals and possible timelines for capital projects related to new public facilities

Scope of Services

This document provides a scope of services for completion of those required by the City of Watsonville.

This scope of services is organized into the following elements:

- Project Management and Coordination
- Evaluation of Current Conditions – FCAs
- Department Space Analysis
- Capital Improvement Program
- Cost Estimating
- Facility Evaluation Report

Project Management and Coordination

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

The KPA Group will meet with the City of Watsonville to discuss the needs and elements related to various components of the project. Meeting notes will be recorded and distributed among parties involved. Coordination throughout project phases will include recurring scheduled meetings with City of Watsonville Engineering and Public Works staff. For building assessments, KPA will coordinate with maintenance staff or other personnel as appropriate. KPA will coordinate with Watsonville to obtain required existing drawings for facility evaluations.

Evaluation of Current Conditions - FCAs

The objective of comprehensive facility condition assessments is to define each building and building systems' physical condition, facilitate the City's understanding of building deficiencies by prioritizing hazards and/or repairs, and develop pragmatic and reasonable recommendations including life expectations for deficient systems. We will discuss our field assessment checklist and documentation methods with staff and adjust them according to Watsonville's needs prior to beginning assessments. Our assessment team recognizes the importance of a planned scheduling process for facility visits. We will plan and stagger visits to help both our teams manage changing daily agendas.

We will work closely with staff to collect data such as previous assessment reports, construction drawings, energy studies, MEP maintenance and energy usage records. This will help our team to understand each facility's history and context. We will also walk through each facility, observe the physical state of building elements and document condition and maintenance priority related to:

- Site elements
- Structural systems
- Exterior envelope, including paint, siding, and windows
- Roofing (where accessible)

- Mechanical systems, including accessible HVAC equipment, non-structural seismic supports and elevators
- Electrical systems, including level of current power service to building, component age and system operation
- Interior elements, including flooring, paint, ceiling systems, lighting fixtures
- Plumbing systems including presence of fire protection systems, leaks, ponding water, gutters, downspouts and drainage elements
- ADA barriers along path of travel through building and adjacent site

Building walkthroughs will involve checklists used as assessment criteria to provide the City with general building deficiencies and forecasts of maintenance and repair requirements. Photos will be taken as needed to report general conditions and major issues. Deficiencies will be noted and a rating given to each element from 5 (excellent) to 1 (critical), allowing a better understanding of deferred maintenance needs to be realized. Discussions with building staff are helpful to our assessment team and staff involvement in assessments is welcome whenever possible. Initial reviews of current space use will be documented during facility assessments. Deficiency priority and categorical classification of improvements will be discussed with Watsonville and implemented into a complete multi-year expenditure plan defining maintenance needs and options.

A full facility list is contained in the below matrix.

FACILITY NAME	ADDRESS
Animal Shelter	580 Airport Blvd
Beach Street Parking Garage	35 W. Beach Street
City Hall	250 Main Street
Fire Station No. 1	115 Second Street
Fire Station No. 2	370 Airport Blvd
GHWR Youth Center	30 Maple Street
Police Station	215 Union Street
Police Activities League	130 Rodriguez Street
Ramsey Park Youth Center	1301 Main Street
Rec Department One Stop	231 Union Street
Watsonville Senior Center	114 E Fifth Street
YWCA Daycare	118 Second Street
Callaghan Park Community Center	322 Sudden Street
Marinovich Community Center	120 Second Street
Pinto Lake Park Trailer	451 Green Valley Road
Pinto Lake, Back Restrooms	679 Green Valley Road
Pinto Lake, Front Restrooms	451 Green Valley Road

Department Space Analysis

KPA will identify user needs of Watsonville staff working out of facilities identified in the RFP through space planning worksheets and individual department discussions. Locations within facilities of department organization will be documented during facility assessments and used in space analysis or potential planning solutions. Additional observation visits will take place if required.

KPA will provide a short survey to be filled out by department personnel as defined by Watsonville Public Works. We will

identify needs of individual departments through a series of planning questions related to space use and size. After survey data is compiled, KPA will lead online meetings with individual departments to discuss facility needs. Suggestions will be incorporated accordingly into documentation for future facility needs. Key problems associated with current facilities including overuse and lack of resources will be outlined. Concepts will be prepared illustrating potential changes to existing facilities.

Future staffing growth will be identified based on growth factors to be defined with Watsonville. Staff projections will be based on comparisons with other cities that provide similar services and that are geographically and demographically similar to the City of Watsonville along with stakeholder discussion, field investigation and staff surveys. Data related to staffing growth factors will be updated based on current trends.

Capital Improvement Program

KPA will identify improvements projects related to building components and document individual projects per facility. We will work with Watsonville to define categories of prioritization for improvements projects. Possible categories that may be used include Health & Safety, Reliability, Comfort, Efficiency, and Accessibility.

Improvements projects will be documented in a Capital Improvement Plan to be adjusted as the project progresses. Timeframes for deferred maintenance projects and larger construction projects will be outlined. The Capital Improvement Program will include categorization of repairs, base costs, escalated costs, inflation, concise project descriptions and identification as a deferred maintenance or capital improvement. Current thoughts are for an initial 10-year Capital Improvement Program and a future 10-Year Capital Improvement Program.

KPA will document desired capital improvement goals for Watsonville facilities and departments included in the City Building Facility Assessment Study and provide feedback related to potential areas for swing space, temporary modular facilities, co-location of City departments and other options that work towards better public facilities in the future. We will help to define components of large capital improvement projects that must be considered for renovations to existing facilities and new public facilities based on our assessment. Such items may include considerations for ADA and building code, environmental review processes, budgeting and construction scheduling. KPA will prepare a phasing plan for timelines and strategies towards Watsonville's overall planning wishes.

Cost Estimating

Cost estimates for the City Building Facility Assessment Study will consider initial cost in terms of 2022 current dollars but also consider inflation and implementation timeframes to allow the City a more accurate understanding of total expenditure faced. Cost estimates will be included for maintenance projects, design services (where required), green building elements, space planning requirements, swing spaces and major capital projects stemming from the Assessment.

KPA will produce line item costs of individual facility deficiencies. Costs will be reviewed and verified on an individual basis to make sense of costs and provide the ability to categorize and explain costs as best suited to Watsonville.

Facility Evaluation Report

The Facility Evaluation Report will contain facility condition assessments of each of the 17 facilities listed above. Documentation of facility maintenance and improvement projects will be contained within the report along with estimated remaining life of major equipment. KPA will initially complete a draft report. Watsonville will review the report with staff and stakeholders. After staff review, KPA will meet with Watsonville to review corrections and incorporate changes into a final report. The Facility Evaluation Report will include the following related to individual Watsonville buildings included in the study:

- Facility Condition Assessments of 17 Facilities
 - a. Building description including age and use
 - b. Summary of condition related to building components outlined above
 - c. Overall condition rating based on checklists

- d. Recommendations related to individual building components
- e. Checklist outlining condition of various building elements on a scale of 1 (critical) to 5 (excellent) with additional notes for items noted as poor or critical
- f. ADA compliance related to accessible parking spaces, passenger loading zones, doors and thresholds along main interior path of travel, stairways and handrails, and elevator controls. Toilet clearances will be assessed for compliance in terms of counter heights, mounting heights of toilet accessories, and turning space.
- g. Selection of photos taken during the assessment process
- Ideas for Green Building Elements
 - a. Sustainability diagrams of individual facilities
 - b. Notation of items related to enhanced energy efficiency, electric vehicle charging stations, conversion of gas utilities to electric, feasibility of cool roof technology, and implementation of Watsonville's Automated Logic Temperature Control System.
 - c. Costs for recommended Green Building Elements will be included
- Capital Improvement Program
 - a. Estimated remaining unit life of major equipment
 - b. Estimated repair costs
 - c. Spreadsheet of cost data
 - d. Implementation timeline
- Department Space Analysis
 - a. Existing department space configuration
 - b. Summaries of department space planning worksheets and findings from department head meetings
 - c. Conceptual illustrations of changes to department spaces
 - d. Potential areas to be used as Swing Spaces
 - e. Costs for recommended changes to Departments will be included
- Phasing Plan
 - a. Overview of Phasing elements

Project Schedule

The KPA Group will complete the project within 150 days of Notice to Proceed.

Milestone Dates:

- Facility Condition Assessments – Complete within 40 days of NTP
- Department Space Analysis – Complete within 60 days of NTP
- Draft Facility Evaluation Report – Complete within 120 days of NTP

Owner Responsibilities

- Provide access to existing facilities
- Provide staffing data and planning wishes
 - Assist with obtaining survey data
- Provide copies of available data on existing facilities, including existing site, such as:
 - Existing drawings, condition assessments and accessibility assessments
 - Hazardous material test reports
 - Existing MEP and site utility information
- Provide a representative with complete authority to transmit instructions, receive information and provide directives
- Provide timely review, feedback and directives to maintain project schedule
- Coordinate with other project stakeholders
- Participate in cost estimating validation

Compensation

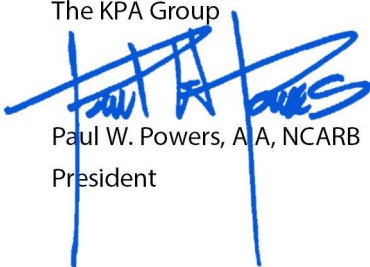
The work described under the Scope of Services will be performed on a lump-sum basis. The City of Watsonville will pay The KPA Group one hundred forty-eight thousand three hundred sixty-five dollars (\$148,365.00) as architectural fees for the assessment, planning and estimating work performed under this contract. Please see the attached Compensation Worksheet for a detailed breakdown of estimated hours by task.

Authorization

The Scope of Services and compensation stated in this Scope of Work are valid for a period of thirty (30) days from the date of submission. If authorization to proceed is not received during this time, this Scope of Work may be reviewed and modified by The KPA Group.

Respectfully submitted,

The KPA Group



Paul W. Powers, AIA, NCARB
President

Attachment: Fee Compensation Spreadsheet

City of Watsonville - City Building Facility Assessment Study

Fee Compensation Spreadsheet

SUMMARY BY CLASSIFICATION		PROJECT MANAGER	ARCHITECT	MEP ENGINEER	PROJECT ASSOCIATE	DESIGN PLANNING ASSISTANT	CLERICAL	SUBTOTAL
		\$245.00	\$210.00	\$210.00	\$185.00	\$145.00	\$95.00	
Project Management and Coordination								
1	Project management	12	2	1	4			\$4,310.00
2	Scheduling	4			8			\$2,460.00
3	Project meetings	4	2		16			\$4,360.00
4	QA/QC	4	4		8			\$3,300.00
SUBTOTAL		\$5,880.00	\$1,680.00	\$210.00	\$6,660.00	\$0.00	\$0.00	\$14,430.00
Evaluation of Current Conditions - FCAs								
1	Refine assessment checklist		1			4		\$790.00
2	Review of existing documents	2	2	2	2			\$1,700.00
3	Assessment walkthroughs	2	16	4	40			\$12,090.00
4	Documentation of conditions		8	8	40	24		\$14,240.00
5	MEP analysis			32				\$6,720.00
6	Green Building Elements	2	4	4	4	24		\$6,390.00
7	ADA documentation		12		24	12		\$8,700.00
8	FCA Reports	8	8	4	16	16	16	\$11,280.00
SUBTOTAL		\$3,430.00	\$10,710.00	\$11,340.00	\$23,310.00	\$11,600.00	\$1,520.00	\$61,910.00
Department Space Analysis								
1	Review of existing department information	1	4		4			\$1,825.00
2	Space planning worksheets				8	16		\$3,800.00
3	Department space meetings		4		8	4		\$2,900.00
4	Compilation of department data		2		8	8		\$3,060.00
5	Future staffing growth		4		16	4		\$4,380.00
SUBTOTAL		\$245.00	\$2,940.00	\$0.00	\$8,140.00	\$4,640.00	\$0.00	\$15,965.00
Capital Improvement Program								
1	Deferred maintenance itemization	2	4	4	32	8		\$9,250.00
2	Prioritization and categorization		2		2	4		\$1,370.00
3	Swing space considerations	4	4		8			\$3,300.00
4	Implementation timeline	2	4	2	8	4		\$3,810.00
5	Stakeholder review	2			12		4	\$3,090.00
SUBTOTAL		\$2,450.00	\$2,940.00	\$1,260.00	\$11,470.00	\$2,320.00	\$380.00	\$20,820.00
Cost Estimating								
1	Maintenance projects	4	2	4	24			\$6,680.00
2	Green Building Elements	1	2	2	4	8		\$2,985.00
3	Space planning projects	1	2	2	12			\$3,305.00
4	Capital projects	1	2		8			\$2,145.00
SUBTOTAL		\$1,715.00	\$1,680.00	\$1,680.00	\$8,880.00	\$1,160.00	\$0.00	\$15,115.00
Facility Evaluation Report								
1	Report production	1	2	2	32	20	8	\$10,665.00
2	Phasing plan	2	2		8	8		\$3,550.00
3	Draft report submittal and edits		1	2	12	8		\$4,010.00
4	Final report submittal		2		8			\$1,900.00
SUBTOTAL		\$735.00	\$1,470.00	\$840.00	\$11,100.00	\$5,220.00	\$760.00	\$20,125.00
TOTAL HOURS		59	102	73	376	172	28	810
TOTAL COST		\$14,455.00	\$21,420.00	\$15,330.00	\$69,560.00	\$24,940.00	\$2,660.00	\$148,365.00