

26 April 2012

DRAFT

Ms. Judy Lieberman
Projects Director
City of Albany
1000 San Pablo Ave.
Albany, CA 94706

Re: Maintenance Center / Office Facility in conjunction with Neighborhood Public Park and Bicycle Trail - Scope of Services

Dear Ms. Lieberman:

Following is a proposal to provide architectural, landscape architectural and engineering design services for the City of Albany's Maintenance Center / Office Facility to be located on the Pierce St. Parcel, Albany, CA. The Facility is to be designed in conjunction with an adjacent neighborhood park and bike trail.

It is our understanding that the services will be provided in phases, beginning with a Preliminary Design phase. The initial Agreement between the City of Albany and Burks Toma Architects, Inc. will include only the Phase 1 – Preliminary Design - Programming and Master Plan and Phase 2 - Schematic Design services. The Agreement will be amended to include all Phases of work as the scope of services is established. The following is a description of the Scope of Work for all Phases, as we understand it, based on the RFP and discussions with you.

Phase 1 – Programming and Master Plan

During this Phase we and our consultants will become thoroughly familiar with the site, the Maintenance Center's functional requirements, the programming requirements of the bike trail and park, the history of the community interests and the constraints of the project. Based on information and input from the community and City staff the team will develop a Master Plan for the entire parcel. Specifically, the services in this Phase will include:

Task A - Project Initiation

1. City Staff Meeting #1

BTA and TPC | DC&E will meet with City staff to review the scope of work, schedule and budget. This meeting will allow the team to gather pertinent documents, review information needs, site history, programmatic intent, potential funding, construction budget, and discuss expectations for the process. The project schedule will be reviewed and dates will be established for community meetings as well as milestone products. It is recommended that staff from the Recreation and Community Services Division, Public Works (Maintenance), Community Development, Transportation Division, Lighting and

other pertinent departments be invited to the meeting to review concerns and establish regulatory parameters. We will identify requirements and timelines for Site Development and Construction permits; and establish the following:

- Bike Trail Requirements
- Park Requirements
- City Specific program elements

Products:

- Project Schedule
- Programming Criteria Memo
- Meeting summary

1a. Community Involvement Strategy

BTA and TPC | DC&E will facilitate a discussion with City Staff to prepare an outreach strategy to ensure community participation and the involvement of stakeholders who have an interest in improvements to Pierce Street Parcel. This strategy may involve the following measures:

- Website
- Informational Flyer
- Formal Mailings
- Interactive Social Media (such as Next Door.com)
- On-site Poster/Information

Products:

- Community Involvement Strategy outline

2. Topographic Survey –

A complete Boundary and Topographic Survey of the site will be prepared if needed. See attached scope and fee proposal from Kister, Savio & Rei, Inc.

3. Data Review

The team will review existing data and previous studies to be provided by the City. If preliminary or historic designs exist for the park, the City will provide those to be used as a starting point for the conceptual design process. In reviewing this data, the team will consider the following issues relative to the project area:

- Adjacent properties
- Views to and from park
- Community features and access
- Highway adjacencies/Caltrans constraints
- Safety
- Maintenance issues
- Parking deficiencies
- Lifecycle costs

4. Site Visit and Site Analysis

BTA and TPC | DC&E team will initiate the design process with a joint meeting at the site including City staff. The site visit will allow the team to gather additional field data first-hand and envision potential design opportunities and modifications. The team will photographically record the site, the surrounding environment and views of the site from adjacent areas. Key elements to be evaluated will include, but not be limited to the following:

- Existing vegetation and plant communities

- Utilities and infrastructure
- Views to and from the project area site
- Public access and connectivity
- Unique site features
- Existing grades and drainage patterns
- Circulation patterns and accessibility
- Sun/shade patterns/Solar Orientation
- Prevailing winds and microclimates
- Noise sources
- Soil character
- Adjacent uses
- Safety concerns
- Maintenance issues
- Adjacent Highway constraints
- Natural habitat constraints and opportunities
- Stormwater management

Products:

- Site Analysis Memo & Diagram

Task B - Site Development Programming & Community Input

BTA and TPC | DC&E anticipate facilitating workshops or meetings to educate all interest groups about the opportunities and constraints of the site, confirm and refine all program elements and to develop a conceptual Master Plan for the development of the site.

1. Working Group Development

TPC | DC&E will discuss with City staff which community members and agencies should be included in the Pierce Street Parcel Working Group (WG) to ensure that the appropriate stakeholders are involved with the program development and concept design of the Bike Trail and Park. It would be preferable to have a WG of no more than 12 people. Suggested WG members may include the following representatives as identified by City staff:

- Pierce Street Neighbors
 - Jacqueline Armstrong
 - Del Price –
 - Susan & Doug Reeves
 - Bob Fierce
 - Bob and Joan Uhrhammer
- Albany Hill Condo Home Owners Association
- Albany Waterfront Committee Representative
- Albany Parks and Recreation Commission Representative
- Albany Strollers & Rollers Representative
- East Bay Bicycle Coalition Representative
- Ocean View Elementary School
- Dog Advocate

2. WG Meeting #1 : Programming & Existing Conditions

BTA and TPC | DC&E will facilitate a programming workshop meeting with the WG and interested City staff to gather input and comments regarding the development of the site, including the Maintenance Facility, Bike Trail and Park. The team will lead an "Awareness Walk" on site, followed by a meeting to discuss everyone's

observations and identify all of the uses, recreational opportunities and desired/required facilities.

During the meeting BTA and TPCIDC&E will facilitate a discussion of the site analysis, project opportunities and constraints and to discuss preliminary site development requirements and preferences

3. City Staff Meeting #2

BTA and TPCIDC&E will meet briefly with City Staff to review the input received from the WG meeting, discuss preliminary site programming, and clarify design direction and components prior to WG Meeting #2.

4. Program Concept Plan

Based upon direction received by the City, TPCIDC&E will develop bubble diagrams and preliminary park programming concepts along with examples of bike trails, passive parks or other program elements to show at the WG Meeting #2.

5. WG Meeting #2

BTA and TPCIDC&E will meet with the WG to review the Preliminary Concept Plan developed based upon their input and to discuss examples of potential program elements.

6. City Staff Meeting #3

BTA and TPCIDC&E will meet briefly with City Staff to review the input received at the WG meetings and clarify design direction and programming components of the Program Concept Plan prior to the first Community Meeting.

7. Community Meeting #1

BTA and TPCIDC&E will present the existing conditions, opportunities and constraints analysis of the site and will also lead a discussion on the vision and goals for the park and Maintenance Facility. We will then present up to two preliminary conceptual Master plans based upon the City and WG input and the existing conditions. The plan alternatives will illustrate different approaches to the development of the Bike Trail, Park and Maintenance Center for preliminary discussion. Preliminary cost estimates will be created for initial discussions on lifecycle costs and budgetary constraints. Following the presentation, participants will break into small groups to discuss the Conceptual Plans. Following the small group exercise, a spokesperson from each group will report their group's findings and major points to all meeting participants. The goal of the meeting will be to establish a direction for the creation of a preferred Master Plan that best meets the needs of the community. If feasible, this meeting will be held at a regularly scheduled Parks and Recreation Commission Meeting.

Products:

- Master Plan concept alternatives
- Meeting Materials / Presentation Boards
- Meeting minutes
- Meeting Agenda
- Notices

8. WG Meeting #3

BTA and TPCIDC&E will facilitate a WG meeting to discuss the input received from the Community at the first community meeting and discuss potential revisions to the Conceptual Master Plan.

9. City Staff Meeting #4

BTA and TPCIDC&E will meet with City staff to discuss any issues that arise from the first Community Meeting and the WG input, discuss a method to address the input, and outline a strategy for revising the Conceptual Plan.

Task C - Maintenance Facility Programming & Design Criteria Development

During this Task BTA will facilitate workshops or meetings with City Staff to discuss the opportunities and constraints of the site and to confirm and refine all City Maintenance Facility space needs and program elements. The team will develop preliminary design criteria for all elements of the project based on the input and findings from the analysis and programming efforts. This Task and Task B will proceed simultaneously.

1. Maintenance Facility Programming Workshop #1

BTA will facilitate a programming workshop with Public Works Department and other City staff to clarify programmatic needs, space requirements and work flow of the Maintenance Center.

2. Program & Concept Plan

Based upon information developed at the Programming Workshop and research of similar facilities, BTA will develop the preliminary space needs assessment program, circulation and adjacency diagrams and preliminary site development concepts for the Maintenance Center on the Pierce Street Parcel.

3. Preliminary Code Analysis

BTA and the team will prepare a preliminary Building Code analysis to confirm regulatory, accessibility, environmental and life safety design criteria.

4. Design Criteria

Design Criteria for the Maintenance Facility, Park and Bike Trail will be developed based on findings from Task B. Design Criteria will include project goals for sustainable design based on the USGBC LEED Credit Matrix and the Bay Friendly Landscapes Scorecard.

5. Preliminary Design Report

All Preliminary Design tasks will be summarized in a Report for review by the City. The Report will provide the basis for the development of the Preliminary Master Plan and be a reference for Schematic Design Phase. The Predesign report will include the following items:

- Topographic Survey
- Site Analysis Memo
- Site Analysis Diagram
- WG Meetings Summary
- Permitting requirements
- Preliminary Code Analysis
- Workshop Notes and graphic reductions
- Program & Design Criteria
 - Maintenance/Office Facility
 - Bike Trail, Park & Site Development

Task D – Preliminary Master Plan

1. Preliminary Master Plan Development

BTA and TPCIDC&E will develop a preliminary Master Plan for the parcel based on the input from Community Meeting #1, the City, the WG and the Design Criteria. The Master Plan will illustrate the preferred concepts for the Maintenance Center, Bike Trail and Park. A conceptual cost estimate for the Master Plan elements will be created for discussions on lifecycle costs and budgetary constraints.

1a. Preliminary Site Design

TPCIDC&E will incorporate input from Tasks A - C into a preliminary site development plan. TPCIDC&E will coordinate the site plan with BTA, the Geotechnical Engineer and Civil Engineer.

1b. Preliminary Maintenance Facility Design

BTA will prepare up to two (2) conceptual alternatives for the Maintenance Center based on the Design Criteria established in the Task C. Conceptual plans and sections may be described in 2- and 3-dimensional formats that include: dimensionally accurate sketch site and building plans, schematic sections massing studies.

2. Community Meeting #2 - Preliminary Master Plan

BTA and TPCIDC&E will present the preliminary preferred Master Plan illustrating the conceptual Maintenance Center, Bike Trail and Park elements. Following the presentation, participants will break into small groups to discuss the Master Plan and confirm that it meets the needs of the community, addresses all program requirements and incorporates the Design Criteria. This will be working session to discuss the preferred Master Plan, Bike Trail, Park, and Maintenance Center concepts prior to presentation to the City Council. If feasible, this meeting will be held at a regularly scheduled Parks and Recreation Commission Meeting and include City Staff representatives.

3. City Council Meeting #1: Preliminary Master Plan

BTA and TPCIDC&E will present the Site Analysis, Design Criteria and Preliminary Master Plan to the City Council. The purpose of the presentation will be to inform community members of pending improvements to the Pierce Street Parcel and to solicit community input on the preliminary master plan.

Preliminary Design - Programming and Master Plan Products:

- Preliminary Master Plan
- Preliminary Design Report (see *Task C5 above*)
- Meeting Materials / Presentation Boards
- Meeting minutes

City of Albany deliverables

Phase 1 - Preliminary Geotechnical Study

During Preliminary Design, A3GEO will conduct a preliminary geotechnical investigation of the site that will augment the historical analyses performed during the proposal phase. The Phase 1 investigation will develop the site-specific data needed to check initial interpretations pertaining to geotechnical suitability, siting constraints and geotechnical cost drivers. The scope of the preliminary geotechnical study will include: 1) participating in team meetings and providing geotechnical consultation, as needed; 2) reviewing available Caltrans records pertaining to previous construction, demolition and grading at the site; 3) confirming subsurface conditions with an initial phase of borings and laboratory tests; and 4) preparing a Phase 1 Geotechnical Site Analysis report containing preliminary recommendations

appropriate for Schematic Design. **The City will contract with A3GEO for Geotechnical Services, see A3GEO proposal, attached.** BTA will coordinate the work of the Geotechnical Engineer with the other tasks in Phase 1.

Phase 2 – Schematic Design

The Preliminary Design documents will provide the basis for the Schematic Design Phase. During Schematic Design we will refine the preliminary site master plan in conjunction with schematic architectural, engineering and landscape architectural plans. We will begin coordination with all engineering disciplines early in this phase to assure an integrated design approach. We will discuss materials and systems that are the most sustainable and energy efficient. During this phase we may use a variety of presentation methods, including models, computer visual simulations and rendered drawings. Specifically, the work in this phase includes:

1. City Staff Meeting #5

BTA will facilitate a meeting with City Staff and TPCIDC&E to initiate the Schematic Design Phase. The meeting will be working session to discuss comments from the City Council presentation, review the project schedule and budget and establish dates and milestone products for this Phase of work.

2 Schematic Design - Maintenance Facility

BTA will develop the Schematic Design for the Maintenance Center based on the Design Criteria established in the Task C and input from the community and City Council. Schematic plans, elevations and sections may be described in 2- and 3-dimensional formats and include perspective views.

3. Schematic Design – Park and Bike Trail

TPCIDC&E will develop the Schematic Design for the Park and Bike Trail based on the Design Criteria established in the Task C and input from the community and City Council.

4. WG Meeting #4

BTA and TPCIDC&E will facilitate a meeting to review the development of the Master Plan and schematic architectural and landscape design with the WG.

5. City Staff Meeting #5

BTA and TPCIDC&E will meet will meet briefly with City Staff to review the Schematic Design, discuss the input received from the WG meeting and clarify schematic design direction.

6. Schematic Design Refinement

Based on City staff and WG review, the Schematic Design of all project elements will be refined in preparation for Community Meeting #3..

6a. Coordination of building systems

The team will prepare Preliminary layouts of basic structural, HVAC, plumbing and electrical systems and identify and resolve areas requiring coordination between disciplines.

6b. Prepare preliminary cost estimate

Based upon the schematic drawings and design criteria a preliminary estimate of construction cost will be prepared.

6c. Sustainable Design Criteria Refinement

Refine sustainable design criteria based on the Schematic Design; update LEED Credit Assessment and Bay Friendly Landscapes Scorecard.

7. Community Meeting #3: Schematic Design

BTA will facilitate a meeting to present the Schematic Master Plan, Maintenance Center, Park and Bike Trail Design to City Staff, WG and community. This will be working session to discuss the refined Schematic Design of all project elements. If feasible, this meeting will be held at a regularly scheduled Parks and Recreation Commission Meeting and include City Staff representatives. Comments from this meeting will be incorporated into the Schematic Design Presentation to the City Council.

8. Presentation to City Council

Present the Schematic Master Plan, Maintenance Facility and Park/Trail Site Design to the City Council for approval.

Schematic Design - Products:

- Schematic architectural plans, elevations and sections and perspectives
- Schematic landscape plans
- Schematic Site Master Plan with preliminary grading, drainage, paving and landscaping
- Preliminary structural, HVAC and electrical layouts
- Preliminary Cost Estimate
- Meeting notes

The Agreement will be amended after the Schematic Design Approval to include the following phases.

Phase 3 –Design Development

During this phase we will refine the schematic plans, further delineate materials, develop details, and clearly define all building systems. We will verify all assumptions regarding code compliance, accessibility requirements, and issues relating to life safety. We will update the cost estimate at the end of this phase.

- **Refine site plan and all building plans** including preliminary grading, drainage and paving design, building massing and materials, sections and exterior elevations.
- **Refine landscape plan** with regard to specific materials, plant palettes, irrigation zoning, lighting and trash and recycling details.
- **Coordinate the development of building systems with consultants.** Develop layouts for structural, HVAC, plumbing and electrical systems.
- **Research Materials.** We will research materials and select those appropriate for the site based upon their sustainability, durability and aesthetics.
- **Prepare outline specifications and design development drawings for updated estimate** of all site development and construction costs.
- **Meeting with City staff to review 65% design documents** including site plan, landscape plan, floor plans, sections and elevations; interior finishes; and 65% cost estimate. After review meeting, comments will be incorporated.

Design Development Documents – 65% Submittal:

- Architectural, Engineering and Landscape Design Development drawings
- Outline specifications, all disciplines
- 65% cost estimate

- Meeting notes

Phase 4 –Construction Documents

Careful coordination and thorough checking and crosschecking with consultants and staff assures continuity and a construction process that proceeds smoothly. At the completion of 95% Construction Documents we, and all our consultants, will undertake a final in-house review of all work to date. All reports, design criteria, code and cost information will be reviewed by the project team and all documents back-checked for compliance.

Our work during this phase will include:

- **Prepare Construction Documentation**, drawings, specifications and calculations required for the permitting, bidding and construction of the entire project. Hold consultant coordination meetings as required. Utilize City standard plan and specification formats.
- **In-house review and backcheck of 95% documents** prior to submittal of 95% documents to City;
- **Meeting with City** for review and comment at 95% completion.
- **Prepare 95% Cost Estimate**. We will update the cost estimate based upon the 95% documents
- **Incorporate comments** and prepare 100% Construction Documents.
- **Submittal of 100% Bid documents** to the City. The City will be responsible for the Division 1 Specifications, reproduction and distribution of all Bidding documents, advertising for bids and holding the pre-bid conference.

Construction Documents - 95% and 100% Submittals:

- Architectural, engineering and landscape drawings and specifications – 95% submittal
- Updated cost estimate
- Architectural, engineering and landscape drawings and specifications – 100% submittal
- Meeting notes

Phase 5 - Permitting: Assist the City in applying for and obtaining the City of Albany building permits required for the project BTA will:

- Assist the City with the **preparation and submittal of the Building Permit Application and documents**
- **Respond to plan check comments** and make normal and reasonable modifications to the documents as necessary to secure permits.

Phase 6 - Bid: The consultant team will assist the City during the bid process by:

- **Attending a pre-bid conference** to answer questions and familiarize the bidders with the project.
- **Preparing addenda** to the documents as needed by the City, and address questions raised during the bid period.
- **Preparing conformed drawings and specifications** for construction

Phase 7 - Design Services during Construction: During the construction period Burks Toma and the consultant team will provide support services to the City. They will:

- **Respond to questions** from the Contractor and the District's Construction Manager through the RFI process and maintain an RFI log
- **Issue clarifications** (CLs) as needed
- **Review submittals** and maintain a log of all correspondence
- **Attend progress meetings and make periodic site visits**
- **Review change orders**
- **Prepare punch list, participate in the final walk through and acceptance.**

Project Management

BTA will submit monthly progress reports and invoices, coordinate with the City and subconsultants and maintain documentation of all work and communication.

Schedule

According to the preliminary project schedule, the Notice to Proceed is expected after City Council approval in May, 2012. Phase 2 - Schematic Design, including approval of the schematic design, is expected to be complete by December, 2012.

Reimbursable Expenses

Standard Reimbursable Expenses such as printing, plotting, and shipping shall be billed at 1.1x cost.

Estimated Fee – Phases 1 & 2

(see spreadsheet for detailed breakdown of hours, rates and estimated fees by Phase)

Phase 1

Fees	BTA	Architecture	\$66,360
	TPC/DCE	Landscape Architecture	\$60,925
	KSR	Survey	\$15,000
		Civil	\$3,220
	IDA	Structural	\$3,660
	G & B	Mechanical/Electrical/Plumbing	\$4,340
	PWCC	Cost Consulting	\$5,375

Professional Fee

Subconsultant mark-up - 5% \$4,626

Reimbursable Expenses \$2,000

Phase 1 - Estimated Fee + Reimbursables **\$165,506**

Phase 2

Fees	BTA	Architecture	\$34,430
	TPC/DCE	Landscape Architecture	\$32,805
	KSR	Civil	\$4,080
	IDA	Structural	\$5,020
	G & B	Mechanical/Electrical/Plumbing	\$7,990
	PWCC	Cost Consulting	\$4,300

Professional Fee

Subconsultant mark-up - 5% \$2,710

Reimbursable Expenses \$1,500

Phase 2 - Estimated Fee + Reimbursables **\$92,835**

Phase 2 - Estimated Fee + Reimbursables

\$258,341

This is an estimated fee for the Phase 1 and 2 portions of the work, based on our understanding of the scope to date. Estimated fees may be revised pending clarification of scope. Services will be billed on an hourly Not-to-Exceed basis. Services not described above will be done upon request and will be billed as Additional Services. The following are considered additional services:

- Making revisions to drawings, specifications or other documents when such revisions are inconsistent with instructions previously given and are due to causes not within our control;

Please call to discuss any questions as to fee or scope. We are looking forward to working with you on this challenging project.

Sincerely,



Karen Burks RA LEED AP BD+C
Principal