

STAFF REPORT

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES AGREEMENT WITH JEFF KATZ ARCHITECTURAL CORPORATION STATION 41 ARCHITECTURAL SERVICES

Board of Directors of Coastside Fire Protection District:

Recommendation:

It is recommended that the District's contract with Jeff Katz Architectural Corporation (the "Contract") be amended to add a Construction and Inspection Service scope of work to the current Contract as shown in the First Amendment, Attachment 2 to this staff report. The price for these services is \$67,500.

Background and Discussion:

On March 6, 2015, the District entered into the Contract with Jeff Katz Architectural Corporation for the design of Station 41. The Contract's scope of work was divided into 5 phases: Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, and Construction Administration Phase.

Work on Phases 1-4 is now complete. The tasks identified for Phase 5, Construction Administration Phase, include:

- Attend Pre-Construction conference.
- Review and approve or take other appropriate action upon Contractor's submittals and shop drawings as required by contract documents.
- Interpret contract documents (including all sub-consultant disciplines) for proper execution and progress of construction, including responding to contractor's requests for information and clarification, and issuing ASI's (Architect's Supplemental Instructions).
- Make one scheduled site visit every week during the course of construction (total of 48) to observe the project, and prepare site visit report (meeting minutes). Site visit shall include meeting with Contractor and District representative to review progress of construction, review pending RFI and Change Order information, and observe the construction to verify work is proceeding in accordance with construction documents.

- Provide four site visits per discipline (by the respective engineers) for structural, electrical, mechanical and Landscape Architecture, to review progress of construction and conformance with construction documents.
- Make one additional site visit to perform Punchlist Inspection, and one additional visit to perform Final Inspection. Punchlist Inspection will include a detailed listing of all items remaining to be completed by the Contractor. Final Inspection will certify that all work has been completed in accordance with construction documents.
- Assist District in review of Contractor's initial and progress schedules and Schedule of Values.
- Assist in reviewing and processing contractor's progress payment requests, and certifying the amounts due to the Contractor.
- Process contractor's building As-Builts, warranty information and related information by forwarding them to the District.
- Inspect the project as part of Post Construction Evaluation prior to completion of contractor warranty period.

The authorized price for the Phase 5 work is \$75,000. The Contract, Exhibit B, Work to Be Done By Others, provides that administration of the Station 41 construction contract and construction management services are to be provided by others.

In May 2014, the District issued a Request for Qualifications seeking proposals for construction management services for the Station 41 project. Responses were received from Chad Hooker Property Services, Hill International, 4Leaf, Inc., and Consolidated Professional Construction Management. Following review of the proposals, it was determined Chad Hooker Property Services did not meet the insurance requirements as specified in the request for proposals. The responsive flat fee proposals were priced as follows:

4Leaf, Inc. – Five (5) to ten (10) percent of the project's construction project

Hill International – Ten (10) percent of construction costs

Consolidated Professional Construction Management – One point two (1.2) percent to nine point three (9.3) percent of the construction budget based upon the project phase. Total percentage of seventeen point eight (17.8) for all phases of construction.

Because these proposals were obtained in 2014, Assistant Fire Chief Cole recently contacted each of the three responders to determine whether or not they were still interested in providing construction management services at this time and, if so, would their 2014 pricing be honored.

We received the following amended proposals from two of the three original respondents:

4Leaf, Inc. – Five (5) to ten (10) percent of the projects construction budget

Consolidated Professional Construction Management – Seven point two (7.2) percent of the construction budget

In addition to this outreach, Assistant Fire Chief Cole also asked Jeff Katz if his firm would like to submit a proposal for construction management services. In response, Mr. Katz submitted the attached proposal. (Attachment 1) The proposed cost for construction management services by Jeff Katz Architectural Corporation is \$67,500.

Based on Mr. Katz's familiarity with the project and his cost proposal, Assistant Fire Chief Cole recommends that the Contract with Jeff Katz Architectural Corporation be amended to add a Construction and Inspection Service scope of work to the current Contract.

Fiscal Impact

If approved, the Contract with Jeff Katz Architectural Corporation would be amended to include the above-described additional phase of work at a cost of \$67,500.

Attachments:

1. March 30, 2017 proposal from Jeff Katz Architectural Corporation
2. Resolution Authorizing the Board President to Execute a First Amendment to Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architectural Corporation Station 41 Architectural Services

ATTACHMENT 1



March 30, 2017

Paul Cole, Fire Chief
Coastside Fire Protection District
1191 Main Street
Half Moon Bay, California 94019

RE: **Additional Construction Administration Services – Coastside Fire Station No. 41**

Dear Chief Cole,

Per your request I am pleased to offer this proposal for Construction and Inspection Services in conjunction with your RFQ dated May 28, 2014. Knowing that our current contract includes a high level of Construction Administration services already, I have structured this proposal to focus on the additional services requested that are in addition to what is covered by our current scope of services. I have listed all of your requested items below, but added italics to the items I believe are already adequately covered by our current agreement. This fee is based on a construction duration of Fourteen months. Having been involved all the way through on this project, I believe I am the most qualified to provide these services to the District and can do so in a cost effective manner given the work already within our project scope.

Proposed services per the RFQ are as follows:

Construction and inspection services

- Work with Fire District, architect, and contractors to clearly define roles and responsibilities during construction and develop a construction management plan.
- *Coordinate the work of the contractor without interfering in the progress of the project and make them a part of the project team.*
- *Chair and conduct meetings with Fire District, architect, and contractors and produce minutes from each meeting. Assure that the project is on schedule and if not, develop recovery plans with contractor.*
- Establish notification procedures for any shutdowns of utilities that impact the progress of the work.
- Coordinate the testing and inspection of the project and review test reports and make recommendations as necessary.

- Produce monthly cost reports to monitor the current and project final costs of the project. Prepare cash flow projections as needed.
- Provide administrative assistance to manage the filing systems, meeting minutes. Provide assistance in the connection with prevailing wage requirements.
- *Develop and maintain correspondence logs.*
- *Review and make recommendation on change order requests from the contractors. In particular determine if the requests are legitimate.*
- *Review any Fire District or design team document changes and prepare cost estimates for each.*
- *Maintain a change order log reflecting the status of each change order and the total cost of changes.*
- *Develop and maintain submittal and shop drawing logs. Review both as they are received before transmittal to the design teams to assure that they are complete and accurate.*
- *Develop and maintain a Request for Information (RFI) logs. Coordinate and track responses with the design teams.*
- Produce weekly management report summary defining the progress of the work including change orders, RFI's, submittals, schedule and potential claims. Produce a more detailed monthly report of the same items.
- *Review the monthly payment requests for completeness and accuracy including proper payroll documentation and lien releases are in order and make recommendation for payment to Fire District.*
- *Monitor the construction schedule provided by the contractors.*
- Provide progress photos and video taping of the project on a regular basis.
- *Review any potential claims. If any received, review them and make recommendations.*
- *Conduct field inspection to evaluate work in progress to confirm that it conforms to the contract documents. The Fire District seeks generalist inspection skills related to building systems such as a mechanical, electrical, plumbing and telecommunications. Fire District also would like the project manager to satisfy the inspection requirements for essential service facility rating of the buildings.*
- Schedule County and special inspections.
- *Work with all local and government agencies to keep them informed of the progress of the project. Meet with them as required.*
- Monitor the contractor's safety program.
- *Prepare in conjunction with the design team and Fire District all punch lists. Monitor the completion of the punch lists by the contractors.*
- *Coordinate and receive all closeout items including as-built drawings, operation and maintenance manuals, and warranties as required.*
- *Assist with resolving all contract issues, warranties, bonds, etc. at closeout of project.*

March 30, 2018

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- Prepare a final close out report with recommendation as to final payment, notice of completion, and file system for retrieval of closeout documentation.
- Assist with commissioning the building and owner training. (Commissioning services must be provided by a certified commissioning agent and those fees are not included in this proposal). ***underlined text added
- Transmit project documents to the Fire Department after final close out tasks are complete.

The fee for the above noted items is a fixed fee of Sixty Seven Thousand Five Hundred Dollars (\$67,500.00). Invoices will be submitted monthly for the percentage of work completed during the month.

I appreciate the opportunity to present this proposal. I am available to meet with you at any time to review and discuss the proposed scope of services and fee proposal. I am excited that we are ready to break ground on this long awaited project. If you have any questions regarding this scope of work please do not hesitate to contact me at (619) 698-9177.

Respectfully,



Jeff Katz, AIA

Exhibit "A"

HOURLY RATE SCHEDULE

The following rates apply to work performed on an hourly basis.

Principal Architect	\$ 220.00 per hour
Project Executive	\$ 195.00 per hour
Project Manager	\$ 175.00 per hour
Job Captain	\$ 135.00 per hour
Specification Writer	\$ 165.00 per hour
Construction Administrator	\$ 155.00 per hour
Drafter	\$ 110.00 per hour
Secretarial	\$ 90.00 per hour
Structural Engineer.....	\$ 190.00 per hour
Civil Engineer	\$ 190.00 per hour
Mechanical Engineer	\$ 180.00 per hour
Electrical Engineer	\$ 170.00 per hour
Landscape Architect	\$ 170.00 per hour

Reimbursable Expenses will be charged at 1.1 times the direct cost.

Note: These rates will remain in effect until December 31, 2018, at which time they may be adjusted as a result of salary reviews

ATTACHMENT 2

RESOLUTION NO. 2018-___

A RESOLUTION OF THE DISTRICT BOARD OF COASTSIDE FIRE PROTECTION DISTRICT AUTHORIZING THE BOARD PRESIDENT TO EXECUTE A FIRST AMENDMENT TO THE PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES AGREEMENT WITH JEFF KATZ ARCHITECTURAL CORPORATION STATION 41 ARCHITECTURAL SERVICES

WHEREAS, on February 25, 2015, by Resolution No. 2015-___, the District Board approved a contract in the amount of \$435,000 for architectural and engineering consultant services by Jeff Katz Architectural Corporation for Fire Station 41; and

WHEREAS, the Agreement, Exhibit A, Statement of Consultant Services, obligates Jeff Katz Architectural Corporation to provide services during the following phases of the Fire Station 41 project: Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, and Construction Administration Phase; and

WHEREAS, the District has now determined that additional construction administrative services are needed for the building of Fire Station 41; and

WHEREAS, the District has received proposals for providing these services; and

WHEREAS, having reviewed these proposals, the District has determined that the proposal from Jeff Katz Architectural Corporation would meet the District's needs in the most economical manner; and

WHEREAS, the parties wish to amend Exhibit A, Statement of Consultant Services, of the Agreement to include construction administrative services to be provided for the Station 41 project.

NOW, THEREFORE, BE IT RESOLVED, that the Fire Board of the Coastsides Fire Protection District hereby approves a First Amendment to the Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architectural Corporation Station 41 Architectural Services in the amount of \$67,500 and authorizes the Board President to execute the First Amendment.

PASSED AND ADOPTED as a Resolution of the Coastsides Fire Protection District at the regular meeting held on the 25th day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gary Burke, Board President

ATTEST:

Assistant Chief Paul Cole, District Secretary

**FIRST AMENDMENT TO
PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES
AGREEMENT WITH JEFF KATZ ARCHITECTURAL CORPORATION
STATION 41 ARCHITECTURAL SERVICES**

The Coastside Fire Protection District ("DISTRICT") and Jeff Katz Architectural Corporation ("CONSULTANT") (collectively "the parties") hereby amend the agreement entitled Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architectural Corporation Station 41 Architectural Services ("Agreement"), which was executed on March 6, 2015, as follows:

RECITALS

This Amendment is agreed to with reference to the following facts and circumstances:

- A. The Agreement, Exhibit A, Statement of Consultant Services, obligates CONSULTANT to provide services during the following phases of the Fire Station 41 project: Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, and Construction Administration Phase;
- B. The DISTRICT has now determined that additional construction administrative services are needed for the building of Fire Station 41;
- C. The DISTRICT has received proposals for providing these services;
- D. Having reviewed these proposals, the DISTRICT has determined that the proposal from CONSULTANT would meet the DISTRICT'S needs in the most economical manner;
- E. Based upon this determination, the parties wish to amend Exhibit A, Statement of Consultant Services, of the Agreement to include the following services for the Construction and Inspection Services Phase:
 - Work with Fire District, architect, and contractors to clearly define roles and responsibilities during construction and develop a construction management plan.
 - Coordinate the work of the contractor without interfering in the progress of the project and make them a part of the project team.
 - Chair and conduct meetings with Fire District, architect, and contractors and produce minutes from each meeting. Assure that the project is on schedule and if not, develop recovery plans with contractor.
 - Establish notification procedures for any shutdowns of utilities that impact the progress of the work.
 - Coordinate the testing and inspection of the project and review test reports and make recommendations as necessary.

- Produce monthly cost reports to monitor the current and project final costs of the project. Prepare cash flow projections as needed.
- Provide administrative assistance to manage the filing systems, meeting minutes. Provide assistance in the connection with prevailing wage requirements.
- Develop and maintain correspondence logs.
- Review and make recommendation on change order requests from the contractors. In particular determine if the requests are legitimate.
- Review any Fire District or design team document changes and prepare cost estimates for each.
- Maintain a change order log reflecting the status of each change order and the total cost of changes.
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- Produce weekly management report summary defining the progress of the work including change orders, RFI's, submittals, schedule and potential claims. Produce a more detailed monthly report of the same items.
- Review the monthly payment requests for completeness and accuracy including proper payroll documentation and lien releases are in order and make recommendation for payment to Fire District.
- Monitor the construction schedule provided by the contractors.
- Provide progress photos and video taping of the project on a regular basis.
- Review any potential claims. If any received, review them and make recommendations.
- Conduct field inspection to evaluate work in progress to confirm that it conforms to the contract documents. The Fire District seeks generalist inspection skills related to building systems such as a mechanical, electrical, plumbing and telecommunications. Fire District also would like the project manager to satisfy the inspection requirements for essential service facility rating of the buildings.
- Schedule County and special inspections.
- Work with all local and government agencies to keep them informed of the progress of the project. Meet with them as required.
- Monitor the contractor's safety program.
- Prepare in conjunction with the design team and Fire District all punch lists. Monitor the completion of the punch lists by the contractors.
- Coordinate and receive all closeout items including as-built drawings, operation and maintenance manuals, and warranties as required.
- Assist with resolving all contract issues, warranties, bonds, etc. at closeout of project.
- Prepare a final close out report with recommendation as to final payment, notice of completion, and file system for retrieval of closeout documentation.

- Assist with commissioning the building and owner training. (Commissioning services must be provided by a certified commissioning agent and those fees are not included in this proposal).
- Transmit project documents to the Fire Department after final close out tasks are complete.

F. The cost for Construction and Inspection Services shall be billed at CONSULTANT'S hourly rates, shown in Attachment 1, Hourly Rate Schedule. The total amount for these services shall not exceed Sixty-Seven Thousand Five Hundred Dollars (\$67,500.00).

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to the Professional Architectural and Engineering Consultant Services Agreement with Jeff Katz Architectural Corporation Station 41 Architectural Services be executed by their respective officers duly authorized in that behalf.

COASTSIDE FIRE PROTECTION DISTRICT

Dated: _____

Gary Burke, Board President

CONSULTANT

Dated: _____

Jeff Katz
Jeff Katz Architectural Corporation

ATTACHMENT 1

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