ITEM NO. 17

STAFF REPORT

CITY OF OCEANSIDE

DATE: August 12, 2009

TO: Honorable Mayor and City Councilmembers

FROM: Development Services Department

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF $340,000 FOR PRELIMINARY AND FINAL ENGINEERING SERVICES FOR FIRE STATION 8; BUDGET APPROPRIATION OF $480,000 AND COMMITMENT OF $1 MILLION FOR CONSTRUCTION OF THE PROJECT**

SYNOPSIS

Staff recommends that the City Council approve a professional services agreement with Jeff Katz Architecture of San Diego in the amount of $340,000 for preliminary and final engineering services for Fire Station 8; approve a budget appropriation in the amount of $480,000 from the unallocated balance in the General Fund Capital Reserves (previously allocated to Fire Station 1) to the Fire Station 8 account; commit an additional $1 million for the construction of Fire Station 8; and authorize the City Manager to execute the agreement and any necessary grant documents.

BACKGROUND

The America Recovery and Reinvestment Act of 2009 (ARRA), through the Assistance to Firefighters Grant - Fire Station Construction (AFFG-FSC), has made available $210 million for the construction of new fire stations. Cities with projects that are shovel-ready and are able to support projects with their own funding will receive higher priority in the selection process. The City of Oceanside has submitted an application for $3.3 million in AFFG-FSC funding for the construction of Fire Station 8.

In March 2006, in order to better serve the eastern portion of the City of Oceanside, the Oceanside Fire Department (OFD) opened temporary Fire Station 8 in a former employee break room at the City Operation Center (COC). In August 2008, the Police and Fire Commission concurred with the OFD that construction of a permanent Fire Station 8, rather than a new Fire Station 1, become the main priority for the Department.

A request for proposals for the new Fire Station 8 was sent to several architects and was also announced on the City's Web site. Seventeen proposals were received. Staff reviewed the proposals and selected Jeff Katz Architecture (JKA) to design a new 9,600-square-foot, two-story, three-bay Fire Station 8 at 1222 Blacks Beach Street in the Pacific Coast Business Park on a 1.6-acre lot donated by the Monarch Group. Staff has negotiated a contract with JKA to provide preliminary and final design services for the fire station and to provide, through their sub-consultants, survey, geotechnical, biological and cultural resources studies, traffic reports, grading and utility extensions and landscaping for the project.

ANALYSIS

Hiring JKA immediately will ensure that the bid package for Fire Station 8 is completed by February 2010 and will therefore meet the shovel-ready requirement of the ARRA AFFG-FSC grant. Additionally, committing $1 million of the City's funding to the construction of Fire Station 8 will give the City's application higher priority in the grant selection process.

JKA and their sub-consultants were selected due to their extensive experience on similar projects, including fire stations for the cities of Chula Vista, La Mesa, National City and San Diego. Firefighter representatives visited fire stations designed by JKA, interviewed the firefighters in those facilities, and believe that this consultant team has the experience to respond to City of Oceanside Fire Department needs. JKA's fee of $340,000 for the complete planning and design of Fire Station 8 is appropriate and commensurate with the services to be provided. The remaining $140,000 will cover City overhead, project management, reproduction fees and design contingencies.

Once schematic designs are completed, staff and JKA will present the design to the City Council for approval before proceeding.

FISCAL IMPACT

The cost of the professional services agreement is $340,000. The additional $140,000 will cover City overhead, project management, reproduction fees and design contingencies.

A budget appropriation in the amount of $480,000 from the unallocated balance in the General Fund Infrastructure Reserves to the Fire Station Number 8 account (to be established) is required.

For purposes of boosting the City's chances of obtaining funding under the ARRA AFFG-FSC grant and to demonstrate its commitment to the Fire Station 8 project, City Council will also need to commit $1 million of unallocated General Fund Infrastructure Reserves to the construction of Fire Station 8.

A total of $1,480,000 will be allocated to the Fire Station 8 project from the available unallocated balance of $2,385,100 of the General Fund Infrastructure Reserves (GF 101.3200.0054).

INSURANCE REQUIREMENTS

The City's standard insurance requirements will be met.

COMMISSION OR COMMITTEE REPORT

In August 2008, the Police and Fire Commission concurred with the OFD that construction of a permanent Fire Station 8, rather than a new Fire Station 1, become the main priority for the department.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the City Council approve a professional services agreement with Jeff Katz Architecture of San Diego in the amount of $340,000 for preliminary and final engineering services for Fire Station 8; approve a budget appropriation in the amount of $480,000 from the unallocated balance in the General Fund Capital Reserves (previously allocated to Fire Station 1) to the Fire Station 8 account; commit an additional $1 million for the construction of Fire Station 8; and authorize the City Manager to execute the agreement and any necessary grant documents.

PREPARED BY:

Abraham Chen
Associate Engineer

Mary Kazungu
Sr. Management Analyst

SUBMITTED BY:

Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

George Buell, Development Services Director

Scott O. Smith, City Engineer

Terry Garrison, Fire Chief

Teri Ferro, Financial Services Director

Attachments:

Scope of Work for Fire Station 8
PSA with Jeff Katz Architecture
ARRA AFFG-FSC grant application
Preliminary Design Budget

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: FIRE STATION NUMBER 8 – N/A

THIS AGREEMENT is made and entered into this ___day of _____, 2009, by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and Jeff Katz Architecture, a Sole Proprietorship, hereinafter designated as "CONSULTANT".

RECITALS

A. CITY desires to obtain professional engineering services from an independent contractor for the above named project.

B. CONSULTANT has submitted a proposal to provide engineering services for the CITY in accordance with the terms set forth in this Agreement.

C. CITY desires to contract with CONSULTANT as an independent contractor and CONSULTANT desires to provide services to CITY as an independent contractor.

D. CONSULTANT has demonstrated its competence and professional qualifications necessary for the satisfactory performance of the services designated herein by virtue of its experience, training, education and expertise.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1.0 **SCOPE OF WORK.** The project is more particularly described as follows: Design a new Fire Station No. 8 at 1222 Blacks Beach Street in the Pacific Coast Business Park. The proposed fire station will be about 9,600 square feet.

1.1 **PROFESSIONAL SERVICES PROVIDED BY CONSULTANT.** The professional services to be performed by CONSULTANT shall consist of but not be limited to the following: Provide architectural, civil, geotechnical, survey services for the design of Fire Station No. 8, as detailed in the scope of services in Attachment A.

1.1.1 Work closely with the City Engineer in performing work in accordance with this Agreement in order to receive clarification as to the result which the CITY expects to be accomplished by CONSULTANT. The City Engineer, under the authority of the City Manager, shall be the CITY'S authorized representative in the interpretation and enforcement of all work performed in connection with this

Agreement. The City Engineer may delegate authority in connection with this Agreement to the City Engineer's designees. For the purposes of directing the CONSULTANT'S performance in accordance with this Agreement, the City Engineer delegates authority to Abraham Chen.

1.1.2 In compliance with Government Code section 7550, the CONSULTANT shall include a separate section in the proposal prepared pursuant to this Agreement, which contains a list of all the subcontractors and dollar amounts of all contracts and subcontracts required for the preparation of work described in this Agreement.

1.1.3 Visit and carefully examine the location of the project as often as necessary to become acquainted with all conditions which are visible or could reasonably be discovered, and which might have an impact upon the construction of the project.

1.1.4 Design, prepare and submit to the City Engineer, plans and specifications for the construction of the project as described in the Scope of Work, and in the time and manner set forth in this Agreement.

1.1.5 Prepare and submit to the City Engineer, concurrently with the design plans, the following:

a. A written estimate of probable construction costs.

b. A written list of submittals, which the construction contractor will be required to provide during the construction phase of the project.

1.1.6 Upon completion of construction, prepare, approve and sign a set of As-Built record drawings.

1.1.7 Provide office and field assistance to the City during the bidding period upon request by City Engineer to include the services listed below:

a. Prepare engineering cost estimates.

b. Prepare design changes and clarifications to the plans and specifications.

c. Prepare needed reports and notices.

d. Attend meetings with the City Engineer or his designees.

1.2 **<u>SERVICES PROVIDED BY CITY</u>.** The CITY shall perform the following services:

Fire Station Number 8 – N/A

1.2.1 Provide access to all public improvement plans and records and furnish one copy of drawings and reports requested.

1.2.2 Obtain all necessary permits from other regulatory agencies and other Departments. CONSULTANT shall participate in the completion of such forms but CITY will submit these and pay for any applicable fees.

1.2.3 Provide sample of title block for the plans and standard form Public Works Construction Contract Documents to be used with the General Provisions (Specifications).

1.2.4 Upon request, verify the location of existing CITY owned utilities.

1.2.5 Provide all legal advertising mailings and postings required.

1.2.6 Duplicate all final plans and specifications.

1.2.7 Provide all necessary surveying and testing required for design, including geotechnical engineering services if required during construction.

1.2.8 Provide overall project management.

1.2.9 Provide coordination of all inquiries from prospective bidders during the bidding period.

1.2.10 The City will adhere to review period in the attached "Proposed Design Schedule".

2.0 TIMING REQUIREMENTS

2.1 Time is of the essence in the performance of work under this Agreement and the following timing requirements shall be strictly adhered to unless otherwise modified in writing as set forth in Section 2.6. Failure by CONSULTANT to strictly adhere to these timing requirements may result in termination of this Agreement by the CITY and the assessment of damages against the CONSULTANT for delays.

2.2 Phase I. CONSULTANT shall prepare and deliver a copy of the 40% preliminary design plans to the City Engineer within 90 calendar days of the execution of this Agreement. No work shall be performed by CONSULTANT beyond the Phase I stage until the City Engineer has given written approval of the preliminary design and authorization to perform Phase II.

Fire Station Number 8 – N/A

2.3 Phase II. CONSULTANT shall prepare and deliver a copy of the 90% design plans to the City Engineer within 60 calendar days of the execution of this Agreement. No work shall be performed by CONSULTANT beyond the Phase II stage until the City Engineer has given authorization to perform Phase III.

2.4 Phase III. CONSULTANT shall prepare and deliver the final design plans to the City Engineer within 150 calendar days of the City Engineer's written authorization to perform Phase III.

2.5 Phase IV. CONSULTANT shall prepare and deliver the final As-Built plans for record drawings to the City Engineer within 50 calendar days of the City Engineer's written request.

2.6 CONSULTANT shall submit all requests for extensions of time for performance in writing to the City Engineer no later than ten (10) calendar days after the start of the condition which purportedly caused the delay, and not later than the date on which performance is due. The City Engineer shall review all such requests and may grant reasonable time extensions for unforeseeable delays which are beyond CONSULTANT'S control.

2.7 For all time periods not specifically set forth herein, the CONSULTANT shall respond in the most expedient and appropriate manner under the circumstances, by either telephone, fax hand delivery or mail.

3.0 **DESIGN CRITERIA AND STANDARDS.** All work shall be performed in accordance with applicable CITY, state and federal codes and criteria. In the performance of its professional services, CONSULTANT shall use the degree of care and skill ordinarily exercised by CONSULTANT under similar conditions.

All plans shall be ink drawn on standard mylar sheets available from the CITY at no cost to CONSULTANT. Contract specifications shall conform to the CITY'S specification procedures and the format of the CITY'S standard form Contract Documents for Public Works Construction.

4.0 **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the City Engineer. The CONSULTANT shall not be authorized to communicate directly with, nor in any way direct the actions of, any bidder or the construction contractor for this project without the prior written authorization by the City Engineer. CONSULTANT shall be sole responsible for the performance of any of its employees, agents or subcontractors under this agreement.

CONSULTANT shall report to the CITY any and all employees, agents and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.

5.0 **CITY BUSINESS LICENSE.** Prior to the commencement of any work under this agreement, the CONSULTANT shall obtain and present a copy of an Oceanside City Business License to the City Engineer.

6.0 **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions and provide certification of such compliance as a part of these Award Documents. The certification shall be in accordance with Subsections 7.3 through 7.8 of this Agreement.

7.0 **LIABILITY INSURANCE.**

7.1 CONSULTANT shall, throughout the duration of this Agreement, maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including, but not limited to, premises and automobile.

7.2.1 CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance (bodily injury and property damage)	
Combined Single Limit Per Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000*
Commercial General Liability Insurance (bodily injury and property damage)	
General limit per occurrence	$ 1,000,000
General limit project specific	$ 2,000,000
Automobile Liability Insurance	$ 1,000,000

Fire Station Number 8 – N/A

*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

7.2.2 If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchases by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY'S Project Manager promptly of all losses or claims over $25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.

7.3 All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this Agreement. Insurance coverage provided to the CITY as an additional insured shall be primary insurance and other insurance maintained by the CITY, its officers, agents and employees shall be excess only and not contributing with insurance provided pursuant to this Section.

7.4 All insurance companies affording coverage to the CONSULTANT pursuant to this Agreement shall be insurance organizations authorized by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.

7.5 All insurance companies affording coverage shall provide thirty (30) days written notice to the CITY should the policy be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.

7.6 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.

7.7 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.

7.8 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any

responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

8.0 **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of One Million dollars ($1,000,000).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

9.0 **CONSULTANT'S INDEMNIFICATION OF CITY.** CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims or lawsuits for damages to persons or property arising out of the negligent acts, errors, omissions or wrongful acts or conduct of the CONSULTANT or its employees, agents, subcontractors or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, expert fees, attorneys' fees and liability assessed against or incurred by the CITY, its officers, agents or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT, at its own expense, shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents or employees founded upon, resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

10.0 **ERRORS AND OMISSIONS.** In the event that the City Engineer determines that the CONSULTANT'S negligence, misconduct, errors or omissions in the performance of work under this Agreement has resulted in expense to CITY greater than would have resulted if there were no such negligence, errors or omissions in the plans or contract specifications, CONSULTANT shall reimburse CITY for the additional expenses incurred by the CITY, including engineering, construction and/or restoration expense. Nothing herein is intended to limit CITY'S rights under Sections 7, 8 or 9.

11.0 **NO CONFLICT OF INTEREST.** The CONSULTANT shall not be financially interested in any other CITY contract for this project. For the limited purposes of interpreting this section, the CONSULTANT shall be deemed a "City officer or

employee", and this Section shall be interpreted in accordance with Government Code section 1090. In the event that the CONSULTANT becomes financially interested in any other CITY contract for this project, that other contract shall be void. The CONSULTANT shall indemnify and hold harmless the CITY, under Section 9 above, for any claims for damages resulting from the CONSULTANT'S violation of this Section.

12.0 **OWNERSHIP OF DOCUMENTS.** All plans and specifications, including details, computations and other documents, prepared or provided by the CONSULTANT under this Agreement shall be the property of the CITY. The CITY agrees to hold the CONSULTANT free and harmless from any claim arising from any use, other than the purpose intended, of the plans and specifications and all preliminary sketches, schematics, preliminary plans, architectural perspective renderings, working drawings, including details, computation and other documents, prepared or provided by the CONSULTANT. CONSULTANT may retain a copy of all material produced under this Agreement for the purpose of documenting their participation in this project.

13.0 **COMPENSATION.**

13.1 For work performed by CONSULTANT in accordance with this Agreement, CITY shall pay CONSULTANT in accordance with the schedule of billing rates set forth in Exhibit "A", attached hereto and incorporated herein by reference. No rate changes shall be made during the term of this Agreement without prior written approval of the City Engineer. CONSULTANT'S compensation for all work performed in accordance with this Agreement shall not exceed the total contract price of $ 340,000.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the City Engineer. CONSULTANT shall obtain approval by the City Engineer prior to performing any work which results in incidental expenses to CITY as set forth in Section 13.2.2.

13.2 CONSULTANT shall maintain accounting records including the following information:

13.2.1 Names and titles of employees or agents, types of work performed and times and dates of all work performed in connection with this Agreement which is billed on an hourly basis.

13.2.2 All incidental expenses including reproductions, computer printing, postage, mileage and subsistence.

Fire Station Number 8 – N/A

13.3 CONSULTANT'S accounting records shall be made available to the City Engineer for verification of billings, within a reasonable time of the City Engineer's request for inspection.

13.4 CONSULTANT shall submit monthly invoices to CITY. CITY shall make partial payments to CONSULTANT not to exceed the total contract price within thirty (30) days of receipt of invoice, subject to the approval of the City Engineer, and based upon the following partial payment schedule:

13.4.1 Prior to submittal of the 40% preliminary design plans, partial payments shall not exceed $ 144,500.

13.4.2 Prior to CITY approval of the plans and specifications, partial payments shall not exceed $325,000.

13.4.3 Final payment shall be made to CONSULTANT upon CONSULTANT's preparation of As-Built plans for record drawings to the satisfaction of the City Engineer.

14.0 **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days written notice to the other party.

If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement, in accordance with Section 13. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.

15.0 **ASSIGNMENT AND DELEGATION.** This Agreement and any portion thereof shall not be assigned or transferred, nor shall any of the CONSULTANT'S duties be delegated, without the express written consent of the CITY. Any attempt to assign or delegate this Agreement without the express written consent of the CITY shall be void and of no force or effect. A consent by the CITY to one assignment shall not be deemed to be a consent to any subsequent assignment.

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

16.0 **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations or agreements.

17.0 **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

18.0 **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an Agreement in writing, signed by the parties hereto.

19.0 **DISPUTE RESOLUTION.**

a. Any controversy or claim arising out of or relating to this Agreement, or concerning the breach or interpretation thereof, shall be first submitted to mediation, the cost of which shall be borne equally by the parties.

b. No suit shall be brought on this contract unless all statutory claims filing requirements have been met.

20. **NOTICES.** All notices, demands, requests, consents or other communications which this Agreement contemplates or authorizes, or requires or permits either party to give to the other, shall be in writing and shall be personally delivered or mailed to the respective party as follows:

TO CITY:	**TO CONSULTANT:**
City of Oceanside City Engineer 300 North Coast Highway Oceanside, CA 92054	Jeff Katz Architecture 6353 Del Cerro Boulevard San Diego, CA 92120

Either party may change its address by notice to the other party as provided herein.

Communications shall be deemed to have been given and received on the first to occur:

Fire Station Number 8 – N/A

a. Actual receipt at the offices of the party to whom the communication is to be sent, as designated above, or

b. Three (3) working days following the deposit in the United States mail of registered or certified mail, postage prepaid, return receipt requested, addressed to the offices of the party to whom the communication is to be sent, as designated above.

Fire Station Number 8 – N/A

21.0 **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures:

JEFF KATZ ARCHITECTURE

By: PRINCIPAL
Name/Title

By: _____
Name/Title

33-0783630
Employer ID No.

CITY OF OCEANSIDE

By: _____
Peter Weiss, City Manager

APPROVED AS TO FORM:

_____, 1887.
City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

SEE Attached acknowledgment

\\CRAVEN\Community Services\Engineering\Engineering\ADMIN\Admin Docs - Specs and Staff Reports\Engineering Staff Reports-Current\08-12-2009 PSA w JKA for FS8 (4).doc

(Revised 1-2004)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California
County of San Diego }

On 8/3/09 (Date) before me, Mark F. Carolin Notary Public (Here Insert Name and Title of the Officer)

personally appeared _____ (Name(s) of Signer(s))

_____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

MARK F. CAROLIN
Commission # 1625439
Notary Public - California
San Diego County
My Comm. Expires Nov 29, 2009

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Mark F. Carolin (Signature of Notary Public)

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: City of Oceanside PSA

Document Date: 8/3/09 Number of Pages: 12

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Jeff Katz
☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: Self

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer's Name: _____
☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

©2007 National Notary Association • 9350 De Soto Ave., P.O. Box 2402 • Chatsworth, CA 91313-2402 • www.NationalNotary.org Item #5907 Reorder: Call Toll-Free 1-800-876-6827

"ATTACHMENT A"

jeff katz
ARCHITECTURE

July 15, 2009

Abraham Chen
City of Oceanside Development Services Department
300 North Coast Highway
Oceanside, California 92054-2885

RE: **Architectural Services – Oceanside Fire Station 8**
Scope of Work and Fee Proposal

Dear Mr. Chen,

I am pleased to offer this proposal for design services for Fire Station 8. This proposal is based on your requirements for Schematic Design, Design Development, Construction Documents and Bidding services, with submittals to the City at 35%, 90% and 100%. At this time we are not including services for Construction Administration.

Per our preliminary discussions and meetings with the fire department, this proposal is based on a two story station of approximately 9,000 square feet with three drive through apparatus bays. The design will not be based on a specific previously developed floor plan, but will utilize factors from both the previously designed Oceanside Station 7 and other past projects we have done. The intent of utilizing this approach is to save time in the design process by not having to develop a completely new schematic design. The station will accommodate 7 personnel, with all functional spaces designed accordingly for that number. The proposed station has an assumed construction budget of $3,300,000.

We are proposing to offer the following scope of services:

SCHEMATIC DESIGN PHASE

- Meet with Project Team to discuss budget, program and exterior design issues.

- Meet with City Building and Planning Department to review all requirements including design review, environmental documentation and approval process.

6353 Del Cerro Boulevard, San Diego, CA 92120
www.jeffkatzarchitecture.com

- Prepare an ALTA Survey of the site

- Coordinate Geotechnical Investigation for the site. Geotechnical Report will include recommendations for grading, foundation design, retaining walls and site paving.

- Develop conceptual site drawings indicating placement of structures and amenities on site. This will include the following:
  - Investigate existing site conditions.
  - Develop preliminary site and utility plans indicating building site orientation, site ingress and egress, and site utility information.
  - Prepare preliminary grading plans.

- Prepare preliminary landscape and hardscape plans.

- Develop Preliminary plans for all off-site improvements, including utilities.

- Develop preliminary Building Floor Plans.

- Prepare preliminary Building Elevations.

- Develop preliminary Cost Estimates based upon building systems. The estimates prepared at this phase will be generally square foot cost estimates for the various building components, and will include a design development contingency (to allow for potential increases as the design is refined further in the later stages of the project).

- Provide a written preliminary evaluation of the project, schedule and construction budget.

- Make required submissions to City for preliminary project review and approvals. Drawings required for this submittal will include:
  - Site Plan
  - Schematic Floor Plan
  - Schematic Building Elevations
  - Conceptual Landscape Plans
  - Preliminary Grading and Drainage Plans
  - Exterior Color and Material Sample Boards
  - Prepare a colored rendering of the station exterior for display in the City Manager's office

These drawings will include color and material callouts, as well as a colored building elevation drawing and colored Landscape drawings. No models are included in this submittal.

- Make required presentations to two agency review organizations to review proposed design. Proposal assumes two design review meetings, one presentation to the City Council and one presentation to the Police and Fire Commission.

- Make required modifications to Schematic Design to obtain Schematic Design approval.

- After obtaining written approval of Schematic Design we will proceed into Design Development.

- For the Schematic Design Phase we have included two team coordination meetings in addition to the presentations listed above.

DESIGN DEVELOPMENT PHASE

- Refine design of Floor Plan, Building Elevations and Site Plan.

- Coordinate building and site requirements with Geotechnical Engineer recommendations.

- Develop structural system consistent with design concept.

- Develop building mechanical, plumbing and electrical systems consistent with design concept.

- Coordinate with Owner systems for phone/data/cable and station alerting requirements.

- Prepare preliminary Interior Elevations, Building Sections, Reflected Ceiling Plan and Roof Plan.

- Prepare preliminary interior material and color boards for review and selection.

- Develop Preliminary fixture and furniture selections.

- Prepare preliminary SWPPP plan and Hydrology Report for the site.

- Prepare preliminary line item Construction Cost Estimate based on actual building components. This estimate will be more detailed than the systems estimate prepared during schematic design.

- Make required submittal to City for Design Development Review (35% submittal).

- After obtaining written approval of the information presented in the Design Development drawings, we will proceed into Construction Documents.

- For the Design Development Phase we have included two team coordination meetings.

CONSTRUCTION DOCUMENTS PHASE

- Prepare drawings and specifications suitable for bidding to clearly delineate the Contractor's scope of work, including required architectural, structural, mechanical, plumbing, electrical and landscape design. It is assumed for this proposal that the City will provide all required General and Supplementary Conditions and Bidding Information. Submittals will be made at 90% and 100% and will include plans, specifications and cost estimate.

- Construction Documents will incorporate Geotechnical requirements and recommendations for soils preparation, foundation and paving design.

- Submit plans to local utility companies for review and approval. (Note: Any required Utility Company fees are not included).

- Submit plans to City Building Department for Building permit plan check, and perform all required revisions to construction documents based on Building Department's plan check comments (Note: plan check and permit fees are not included).

- Update Construction Cost Estimate.

- Meet with City and Fire Department as required to review final design and construction documents.

- Prepare As-Built Drawings at the completion of construction.

- For the Construction Document Phase we have included two team coordination meetings.

BIDDING PHASE

- Provide final original drawings and specifications (and electronic copies) for use in bid packages. For this proposal it is assumed that the City will advertise, assemble and distribute bid packages.

- Interpret and clarify contract documents for contractors, and assist in issuing addenda as required.

- Attend a Pre-Bid walkthru at the site with all interested contractors.

- Participate in bid opening, review contractor's detailed cost breakdown, and assist the City in evaluation of the bids.

CONSTRUCTION ADMINISTRATION PHASE

At this time I have not included Construction Administration services in this proposal. It is required that the Architect of Record on the project be involved in overseeing the construction. At such time as the project funding is in place and you are ready to go to bid we will be happy to provide a complete proposal for the required and recommended construction phase services.

ADDITIONAL SERVICES TO BE PROVIDED ON AN HOURLY BASIS

The following items are not included in the Basic Services, and will be provided as additional services only after written authorization is received. Unless a subsequent fixed fee proposal is provided, the work will be done on an hourly basis per the attached Hourly Rate Schedule.

Additional Services not included in our basic scope of work include:

- Revisions to Schematic Design or Contract Documents resulting from Owner requested changes to documents previously approved by the Owner, or due to code or zoning changes made subsequent to Owner approval.

- Preparing separate construction document packages for "fast-tracking" construction work and/or preparing additional documents for alternate bid items.

- Structural design for tilt-up concrete structure.

- Services required because of significant changes in the project (not due to the design team's acts or omissions) including, but not limited to, size, quality, complexity, schedule, or the method for bidding and contracting for construction.

- Processing change requests for Owner requested changes, and for unforeseen site conditions, after bid, including revisions to Contract Documents, processing approval of revisions through the Building Department, and Change Order negotiation.

- Providing services in conjunction with evaluating substitutions proposed by the Contractor, and making subsequent revisions to Contract Documents resulting from such.

- Providing Construction Administration and Construction Management Services.

- Providing services made necessary by the default of the Contractor, by major deficiencies in the work of the Contractor, or by failure of performance of either the Owner or the Contractor under the Contract for Construction.

- Providing services in conjunction with arbitration proceedings or legal proceedings, except where the Architect is a party to such proceedings.

- Providing "Special Inspection" services required by law or the Contract Documents.

- Preparation of drawings for work beyond the project boundary (site and immediate street frontage).

- Services in conjunction with any required discretionary approvals.

- Preparation of separate Public Improvement Plan documents.
- Traffic engineering services and plans.
- Preparation of Boundary Surveys, Title Reports, Deeds, construction staking or other documents in conjunction with the project site.
- Services in conjunction with obtaining LEED certification (either self-certified or through USGBC).
- Plan check and permit fees (if paid by the consultant) will be a reimbursable expense, charged at 1.1 times the Consultant's cost.
- All delivery, printing and reproduction costs will be a reimbursable expense, charged at 1.1 times the Consultant's cost.

I propose to provide the stated basic services for a fixed fee of Three Hundred Thirty Five Thousand Dollars ($335,000.00). Invoices will be submitted monthly, in a format acceptable to the City, for the percentage of work completed during the month, on any particular phase.

The proposed breakdown for the Basic Services charges will be as follows:

Schematic Design Phase	$ 52,000.00
Design Development Phase	$ 95,000.00
Construction Documents Phase	$185,000.00
Bidding Phase	$ 3,000.00
TOTAL	$335,000.00

- It is difficult to anticipate blueprinting expenses for submittals to the City. Per the RFP, it is anticipated that 4 full-size sets will be required for each submittal. In addition, one set of original mylars is required for bidding. All bid sets will be provided by the City. Additional printing, if required, will be provided as a reimbursable expense. The fee for this service will be an additional fixed fee in the amount of Five Thousand Dollars ($5,000.00).

As you probably know, definition of construction cost is always an issue on projects. I have included as Exhibit 'B' a further description of responsibility with respect to the budget and construction cost for this project. The definitions listed are from the AIA Document B141, Owner/Architect Agreement. Although we will not be using the AIA document for our contract, these definitions are useful to understanding what the design team and the Owner's responsibilities are and should be a part of the final contract for the project. Prior to our starting work on this project I will need from you a clearer definition of what the actual "hard dollar" construction budget is expected to be. As part of our Schematic Design services, we will then prepare preliminary estimates, and a report indicating what we expect the project cost will be to include all the requested program elements. At that time we will work with you to adjust the project scope or modify the budget to fit.

Presently our firm maintains General Liability and Errors and Omissions Insurance with nationally recognized insurers. We carry a $1,000,000 limit for our General Liability and auto, and a $2,000,000 limit for our Professional E&O insurance.

I have attached a proposed schedule to this proposal. It is my understanding that it is the City's intent to have the plans ready to bid within 6 months of the notice to proceed. The schedule reflects this time frame. Please note that in order to meet this schedule the review times for the City are very short. Any delays in meeting City time frames or in getting information required to complete the design is out of my control and will impact the schedule.

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 about the opportunity to work with you on this 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
Principal

6353 Del Cerro Boulevard, San Diego, CA 92120
www.jeffkatzarchitecture.com

Exhibit "A"

HOURLY RATE SCHEDULE

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

Principal Architect	$ 170.00 per hour
Project Architect	$ 135.00 per hour
Job Captain	$ 115.00 per hour
Designer	$ 95.00 per hour
Specification Writer	$ 115.00 per hour
Construction Administrator	$ 125.00 per hour
Drafter	$ 85.00 per hour
Secretarial	$ 55.00 per hour
Structural Engineer	$ 140.00 per hour
Civil Engineer	$ 140.00 per hour
Mechanical Engineer	$ 140.00 per hour
Electrical Engineer	$ 140.00 per hour
Landscape Architect	$ 140.00 per hour

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

Note: These rates will remain in effect until December 31, 2010, at which time they may be adjusted as a result of salary reviews

Oceanside Fire Station 8
JKA

TASK	Jeff Katz Architecture	Principal	Project Manager	Job Captain	Drafter	Spec Writer	Clerical	JKA TOTAL	Consultants: BHA Engineering	Orie Engineering	ElEn Engineering	McParlane Associates	Parterre	TEAM TOTAL
		$170.00	$135.00	$115.00	$85.00	$115.00	$55.00							
Phase 1	Schematic Design													
1.1	Meet with City staff including Building Department, Planning, Zoning, etc.	2	2					$610.00	$0.00	$0.00	$0.00	$0.00	$0.00	$610.00
1.2	Site visit/verifydata/existg.conditions	3	3					$915.00	$0.00	$0.00	$0.00	$0.00	$0.00	$915.00
1.3	Design Workshop	4	4					$1,220.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,220.00
1.4	Develop Building Floor Plans	4	8		24			$3,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,800.00
1.5	Develop Site Plan	2	8		16			$2,780.00	$0.00	$0.00	$0.00	$0.00	$3,760.00	$6,540.00
1.6	Develop Building elevations	2	8		24			$3,460.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,460.00
1.7	Exterior Color and Material Selections	2	4		4			$1,220.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,220.00
1.8	Prepare Concept Submittal Package	2	8		24			$3,460.00	$0.00	$0.00	$0.00	$0.00	$3,260.00	$6,720.00
1.9	Design Presentations (2)	4	4					$1,220.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,220.00
1.10	Concept Cost Estimate	4		24				$3,440.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,440.00
1.11	Coordination	8	8					$2,440.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,440.00
1.12	ALTA Survey							$0.00	$3,768.00	$0.00	$0.00	$0.00	$0.00	$3,768.00
1.13	Plans							$0.00	$6,724.00	$0.00	$0.00	$0.00	$0.00	$6,724.00
1.14	Team Meetings	2	2					$610.00	$280.00	$280.00	$240.00	$250.00	$250.00	$1,910.00
1.15	Geotechnical							$7,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,500.00
								$0.00						
Phase 1 Hours Summary		39	59	24	92	0	0							$51,987
Phase 1 Cost Summary		$6,630	$7,965	$2,760	$7,820	$0	$0	$33,175	$10,772	$280	$240	$250	$7,270	
Direct Costs							$500						*Check*	*$51,987.00*
							check	*$33,175.00*						

Oceanside Fire Station 8

JKA

TASK	Jeff Katz Architecture								Consultants					TEAM TOTAL
		Principal	Project Manager	Job Captain	Drafter	Spec Writer	Clerical	JKA TOTAL	BHA Engineering	Orie Engineering	ElEn Engineering	McParlane Associates	Parterre	
		$170.00	$135.00	$115.00	$85.00	$115.00	$55.00							
Phase 2	**Design Development Phase**													
2.1	Design Team / City Meeting	12	20					$4,740.00	$348.00	$320.00	$240.00	$250.00	$250.00	$6,148.00
2.2	Prepare 35% Drawings	16	80		160			$27,120.00	$6,724.00	$12,840.00	$11,680.00	$14,280.00	$5,650.00	$78,294.00
2.3	Line Item Cost Estimate	4		40				$5,280.00	$1,384.00	$540.00	$480.00	$500.00	$440.00	$8,624.00
2.4	Coordinate Furnishings Package	2	12					$1,960.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,960.00
								$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
								$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Phase 2 Hours Summary		34	112	40	160	0	0							$96,526
Phase 2 Cost Summary		$5,780	$15,120	$4,600	$13,600	$0	$0	$40,600	$8,456	$13,700	$12,400	$15,030	$6,340	
Direct Costs							$1,500						*Check*	*$96,526.00*
							check	*$40,600.00*						
Phase 3	**Construction Documents**													
3.1	Design Team / City Meetings	14	20					$5,080.00	$348.00	$320.00	$240.00	$250.00	$250.00	$6,488.00
3.2	Construction Documents	60	140		300			$54,600.00	$20,316.00	$21,060.00	$13,200.00	$16,640.00	$8,290.00	$134,106.00
3.3	Specifications					60		$6,900.00	$348.00	$320.00	$1,520.00	$1,650.00	$250.00	$10,988.00
3.4	In house Quality Control / corrections	40	36					$11,660.00	$1,716.00	$3,360.00	$2,560.00	$3,320.00	$0.00	$22,616.00
3.5	Update Cost Estimate			16				$1,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,840.00
3.6	Process Building Permits				40			$3,400.00	$0.00	$0.00	$0.00	$0.00	$1,820.00	$5,220.00
3.7	As Builts	2	4		20			$2,580.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,580.00
								$0.00						$0.00
Phase 3 Hours Summary		116	200	16	360	60	0							$186,838
Phase 3 Cost Summary		$19,720	$27,000	$1,840	$30,600	$6,900	$0	$89,060	$22,728	$25,060	$17,520	$21,860	$10,610	
Direct Costs							$3,000						*Check*	*$186,838.00*

Oceanside Fire Station 8

JKA

TASK	Jeff Katz Architecture	Principal	Project Manager	Job Captain	Drafter	Spec Writer	Clerical	JKA TOTAL	Consultants: BHA Engineering	Orie Engineering	ElEn Engineering	McParlane Associates	Parterre	TEAM TOTAL
		$170.00	$135.00	$115.00	$85.00	$115.00	$55.00							
Phase 4	Bidding													
4.1	Prepare Sets for City to Bid				4			$340.00	$0.00	$0.00	$0.00	$0.00	$0.00	$340.00
4.2	Attend Pre-Bid Meeting	4						$680.00	$0.00	$0.00	$0.00	$0.00	$0.00	$680.00
4.3	Answer Questions during Bid Phase/Addenda	4			4			$1,020.00	$174.00	$160.00	$120.00	$125.00	$125.00	$1,724.00
4.4	Attend Bid Opening	2						$340.00	$0.00	$0.00	$0.00	$0.00	$0.00	$340.00
4.5	Assist City in Review of Bids	4						$680.00	$0.00	$0.00	$0.00	$0.00	$0.00	$680.00
								$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
								$0.00						$0.00
								$0.00						
Phase 4 Hours Summary		14	0	0	8	0	0							$4,764
Phase 4 Cost Summary		$2,380	$0	$0	$680	$0	$0	$4,060	$174	$160	$120	$125	$125	
Direct Costs							$1,000						Check	$4,764.00
							check	$4,060.00						
										check	$0.00			
Project Summary														
	Total Hours	203	371	80	620	60	0							
	Total Fee	$34,510.00	$50,085.00	$9,200.00	$52,700.00	$6,900.00	$0.00		$42,130.00	$39,200.00	$30,280.00	$37,265.00	$24,345.00	
													check	$340,115.00

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		BHA Engineering									
		Principal	Principal Engnieer	Assistant Engineer	Engineering Tech	Drafter			Secretarial	Reimbursables	TOTAL
		$174.00	$140.00	$66.00	$54.00	$66.00			$50.00		
Phase 1	**Schematic Design Phase**										
1.1	Meet with City staff including Building Department, Planning, Zoning, etc.										$0.00
1.2	Site visit/verifydata/existg.conditions										$0.00
1.3	Design Workshop										$0.00
1.4	Develop Building Floor Plans										$0.00
1.5	Develop Site Plan										$0.00
1.6	Develop Building elevations										$0.00
1.7	Exterior Color and Material Selections										$0.00
1.8	Prepare Concept Submittal Package										$0.00
1.9	Design Presentations (2)										$0.00
1.10	Concept Cost Estimate										$0.00
1.11	Coordination										$0.00
1.12	ALTA Survey	8	6	4	4	16					$3,768.00
1.13	Plans	2	20	16	10	30					$6,724.00
1.14	Team Meetings		2								$280.00
											$0.00
											$0.00
	Hours Summary	10	28	20	14	46	0	0	0		
	Consultant Subtotal	**$1,740.00**	**$3,920.00**	**$1,320.00**	**$756.00**	**$3,036.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$10,772.00**
										check	*$10,772.00*

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		BHA Engineering									
		Principal	Principal Engnieer	Assistant Engineer	Engineering Tech	Drafter			Secretarial	Reimbursables	TOTAL
		$174.00	$140.00	$66.00	$54.00	$66.00			$50.00		
Phase 2	**Design Development Phase**										
2.1	Design Team / City Meeting	2									$348.00
2.2	Prepare 35% Drawings	2	20	16	10	30					$6,724.00
2.3	Line Item Cost Estimate		8	4							$1,384.00
2.4	Coordinate Furnishings Package										$0.00
											$0.00
											$0.00
											$0.00
											$0.00
	Hours Summary	4	28	20	10	30	0	0	0		
	Consultant Subtotal	**$696.00**	**$3,920.00**	**$1,320.00**	**$540.00**	**$1,980.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$8,456.00**
										check	*$8,456.00*
Phase 3	**Construction Documents**										
											$0.00
3.1	Design Team / City Meetings	2									$348.00
3.2	Construction Documents	4	72	40	30	80					$20,316.00
3.3	Specifications	2									$348.00
3.4	In house Quality Control / corrections			10		16					$1,716.00
3.5	Update Cost Estimate										$0.00
3.6	Process Building Permits										$0.00
											$0.00
											$0.00
	Hours Summary	8	72	50	30	96	0	0	0		
	Consultant Subtotal	**$1,392.00**	**$10,080.00**	**$3,300.00**	**$1,620.00**	**$6,336.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$22,728.00**

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK	BHA Engineering									
	Principal	Principal Engnieer	Assistant Engineer	Engineering Tech	Drafter			Secretarial	Reimbursables	TOTAL
	$174.00	$140.00	$66.00	$54.00	$66.00			$50.00		
									check	*$22,728.00*
Phase 4 Bidding										
4.1 Prepare Sets for City to Bid										$0.00
4.2 Attend Pre-Bid Meeting										$0.00
4.3 Answer Questions during Bid	1									$174.00
4.4 Attend Bid Opening										$0.00
4.5 Assist City in Review of Bids										$0.00
										$0.00
										$0.00
Hours Summary	1	0	0	0	0	0	0	0		
Consultant Subtotal	**$174.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$174.00**
									check	*$174.00*
Project Summary										
Total Hours	22	128	90	54	172	0	0	0		
Total Fee	**$3,828.00**	**$17,920.00**	**$5,940.00**	**$2,916.00**	**########**	**$0.00**		**$0.00**	**$0.00**	
									check	

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		Orie2 Engineering									
		Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
		$160.00	$140.00	$135.00	$75.00	$75.00			$50.00		
Phase 1	**Schematic Design Phase**										
1.1	Meet with City staff including Building Department, Planning, Zoning, etc.										$0.00
1.2	Site visit/verifydata/existg.conditions										$0.00
1.3	Design Workshop										$0.00
1.4	Develop Building Floor Plans										$0.00
1.5	Develop Site Plan										$0.00
1.6	Develop Building elevations										$0.00
1.7	Exterior Color and Material Selections										$0.00
1.8	Prepare Concept Submittal Package										$0.00
1.9	Design Presentations (2)										$0.00
1.10	Concept Cost Estimate										$0.00
1.11	Coordination										$0.00
1.12	ALTA Survey										$0.00
1.13	Plans										$0.00
1.14	Team Meetings		2								$280.00
											$0.00
											$0.00
	Hours Summary	0	2	0	0	0	0	0	0		
	Consultant Subtotal	**$0.00**	**$280.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$280.00**
										check	*$280.00*

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		Orie2 Engineering									
		Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
		$160.00	$140.00	$135.00	$75.00	$75.00			$50.00		
Phase 2 Design Development Phase											
2.1	Design Team / City Meeting	2									$320.00
2.2	Prepare 35% Drawings	24		20	24	60					$12,840.00
2.3	Line Item Cost Estimate			4							$540.00
2.4	Coordinate Furnishings Package										$0.00
											$0.00
											$0.00
											$0.00
											$0.00
	Hours Summary	26	0	24	24	60	0	0	0		
	Consultant Subtotal	**$4,160.00**	**$0.00**	**$3,240.00**	**$1,800.00**	**$4,500.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$13,700.00**
										check	*$13,700.00*
Phase 3 Construction Documents											
											$0.00
3.1	Design Team / City Meetings	2									$320.00
3.2	Construction Documents	36		40	40	92					$21,060.00
3.3	Specifications	2									$320.00
3.4	In house Quality Control / corrections			16		16					$3,360.00
3.5	Update Cost Estimate										$0.00
3.6	Process Building Permits										$0.00
											$0.00
											$0.00
	Hours Summary	40	0	56	40	108	0	0	0		
	Consultant Subtotal	**$6,400.00**	**$0.00**	**$7,560.00**	**$3,000.00**	**$8,100.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$25,060.00**
										check	*$25,060.00*

Oceanside Fire Station 8

Jeff Katz Architecture

1/0/1900

TASK	Orie2 Engineering									
	Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
	$160.00	$140.00	$135.00	$75.00	$75.00			$50.00		
Phase 4 Bidding										
4.1 Prepare Sets for City to Bid										$0.00
4.2 Attend Pre-Bid Meeting										$0.00
4.3 Answer Questions during Bid	1									$160.00
4.4 Attend Bid Opening										$0.00
4.5 Assist City in Review of Bids										$0.00
										$0.00
										$0.00
Hours Summary	1	0	0	0	0	0	0	0		
Consultant Subtotal	**$160.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$160.00**
									check	*$160.00*
Project Summary										
Total Hours	66	2	80	64	168	0	0	0		
Total Fee	**$10,560.00**	**$280.00**	**$10,800.00**	**$4,800.00**	**########**	**$0.00**		**$0.00**	**$0.00**	
									check	

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		ElEn Engineering									
		Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
		$160.00	$120.00	$100.00	$80.00	$60.00			$50.00		
Phase 1	**Schematic Design Phase**										
1.1	Meet with City staff including Building Department, Planning, Zoning, etc.										$0.00
1.2	Site visit/verifydata/existg.conditions										$0.00
1.3	Design Workshop										$0.00
1.4	Develop Building Floor Plans										$0.00
1.5	Develop Site Plan										$0.00
1.6	Develop Building elevations										$0.00
1.7	Exterior Color and Material Selections										$0.00
1.8	Prepare Concept Submittal Package										$0.00
1.9	Design Presentations (2)										$0.00
1.10	Concept Cost Estimate										$0.00
1.11	Coordination										$0.00
1.12	ALTA Survey										$0.00
1.13	Plans										$0.00
1.14	Team Meetings		2								$240.00
											$0.00
											$0.00
	Hours Summary	0	2	0	0	0	0	0	0		
	Consultant Subtotal	**$0.00**	**$240.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$240.00**
										check	*$240.00*

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		ElEn Engineering									
		Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
		$160.00	$120.00	$100.00	$80.00	$60.00			$50.00		
Phase 2	**Design Development Phase**										
2.1	Design Team / City Meeting		2								$240.00
2.2	Prepare 35% Drawings	4	16	24	24	80					$11,680.00
2.3	Line Item Cost Estimate		4								$480.00
2.4	Coordinate Furnishings Package										$0.00
											$0.00
											$0.00
											$0.00
											$0.00
	Hours Summary	4	22	24	24	80	0	0	0		
	Consultant Subtotal	**$640.00**	**$2,640.00**	**$2,400.00**	**$1,920.00**	**$4,800.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$12,400.00**
										check	*$12,400.00*
Phase 3	**Construction Documents**										
											$0.00
3.1	Design Team / City Meetings		2								$240.00
3.2	Construction Documents	2	16	24	32	100					$13,200.00
3.3	Specifications	2	10								$1,520.00
3.4	In house Quality Control / corrections			16		16					$2,560.00
3.5	Update Cost Estimate										$0.00
3.6	Process Building Permits										$0.00
											$0.00
											$0.00
	Hours Summary	4	28	40	32	116	0	0	0		
	Consultant Subtotal	**$640.00**	**$3,360.00**	**$4,000.00**	**$2,560.00**	**$6,960.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$17,520.00**

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		ElEn Engineering									
		Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
		$160.00	$120.00	$100.00	$80.00	$60.00			$50.00		
										check	*$17,520.00*
Phase 4	**Bidding**										
4.1	Prepare Sets for City to Bid										$0.00
4.2	Attend Pre-Bid Meeting										$0.00
4.3	Answer Questions during Bid		1								$120.00
4.4	Attend Bid Opening										$0.00
4.5	Assist City in Review of Bids										$0.00
											$0.00
											$0.00
	Hours Summary	0	1	0	0	0	0	0	0		
	Consultant Subtotal	**$0.00**	**$120.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$120.00**
										check	*$120.00*
Project Summary											
	Total Hours	8	52	64	56	196	0	0	0		
	Total Fee	**$1,280.00**	**$6,240.00**	**$6,400.00**	**$4,480.00**	**########**	**$0.00**		**$0.00**	**$0.00**	
										check	

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		McParlane & Associates									
		Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
		$200.00	$125.00	$95.00	$75.00	$65.00			$50.00		
Phase 1	**Schematic Design Phase**										
1.1	Meet with City staff including Building Department, Planning, Zoning, etc.										$0.00
1.2	Site visit/verifydata/existg.conditions										$0.00
1.3	Design Workshop										$0.00
1.4	Develop Building Floor Plans										$0.00
1.5	Develop Site Plan										$0.00
1.6	Develop Building elevations										$0.00
1.7	Exterior Color and Material Selections										$0.00
1.8	Prepare Concept Submittal Package										$0.00
1.9	Design Presentations (2)										$0.00
1.10	Concept Cost Estimate										$0.00
1.11	Coordination										$0.00
1.12	ALTA Survey										$0.00
1.13	Plans										$0.00
1.14	Team Meetings		2								$250.00
											$0.00
											$0.00
	Hours Summary	0	2	0	0	0	0	0	0		
	Consultant Subtotal	**$0.00**	**$250.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$250.00**
										check	*$250.00*

Oceanside Fire Station 8

Jeff Katz Architecture

1/0/1900

TASK		McParlane & Associates									
		Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
		$200.00	$125.00	$95.00	$75.00	$65.00			$50.00		
Phase 2	**Design Development Phase**										
2.1	Design Team / City Meeting		2								$250.00
2.2	Prepare 35% Drawings	4	16	24	36	100					$14,280.00
2.3	Line Item Cost Estimate		4								$500.00
2.4	Coordinate Furnishings Package										$0.00
											$0.00
											$0.00
											$0.00
	Hours Summary	4	22	24	36	100	0	0	0		
	Consultant Subtotal	**$800.00**	**$2,750.00**	**$2,280.00**	**$2,700.00**	**$6,500.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,030.00**
										check	*$15,030.00*
Phase 3	**Construction Documents**										
											$0.00
3.1	Design Team / City Meetings		2								$250.00
3.2	Construction Documents	2	24	32	32	120					$16,640.00
3.3	Specifications	2	10								$1,650.00
3.4	In house Quality Control / corrections			24		16					$3,320.00
3.5	Update Cost Estimate										$0.00
3.6	Process Building Permits										$0.00
											$0.00
											$0.00
	Hours Summary	4	36	56	32	136	0	0	0		
	Consultant Subtotal	**$800.00**	**$4,500.00**	**$5,320.00**	**$2,400.00**	**$8,840.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$21,860.00**
										check	*$21,860.00*

Oceanside Fire Station 8

Jeff Katz Architecture

1/0/1900

TASK	McParlane & Associates									
	Principal	Project Manager	Project Engineer	Designer	Drafter			Secretarial	Reimbursables	TOTAL
	$200.00	$125.00	$95.00	$75.00	$65.00			$50.00		
Phase 4 Bidding										
4.1 Prepare Sets for City to Bid										$0.00
4.2 Attend Pre-Bid Meeting										$0.00
4.3 Answer Questions during Bid		1								$125.00
4.4 Attend Bid Opening										$0.00
4.5 Assist City in Review of Bids										$0.00
										$0.00
										$0.00
Hours Summary	0	1	0	0	0	0	0	0		
Consultant Subtotal	**$0.00**	**$125.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$125.00**
									check	*$125.00*
Project Summary										
Total Hours	8	60	80	68	236	0	0	0		
Total Fee	**$1,600.00**	**$7,500.00**	**$7,600.00**	**$5,100.00**	**########**	**$0.00**		**$0.00**	**$0.00**	
									check	

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		BHA Engineering									
		Principal	Landscape Architect						Secretarial	Reimbursables	TOTAL
		$125.00	$110.00						$50.00		
Phase 1	**Schematic Design Phase**										
1.1	Meet with City staff including Building Department, Planning, Zoning, etc.										$0.00
1.2	Site visit/verifydata/existg.conditions										$0.00
1.3	Design Workshop										$0.00
1.4	Develop Building Floor Plans										$0.00
1.5	Develop Site Plan	16	16								$3,760.00
1.6	Develop Building elevations										$0.00
1.7	Exterior Color and Material Selections										$0.00
1.8	Prepare Concept Submittal Package	12	16								$3,260.00
1.9	Design Presentations (2)										$0.00
1.10	Concept Cost Estimate										$0.00
1.11	Coordination										$0.00
1.12	ALTA Survey										$0.00
1.13	Plans										$0.00
1.14	Team Meetings	2									$250.00
											$0.00
											$0.00
	Hours Summary	30	32	0	0	0	0	0	0		
	Consultant Subtotal	**$3,750.00**	**$3,520.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$7,270.00**
										check	*$7,270.00*

Oceanside Fire Station 8 1/0/1900

Jeff Katz Architecture

TASK		BHA Engineering									
		Principal	Landscape Architect						Secretarial	Reimbursables	TOTAL
		$125.00	$110.00						$50.00		
Phase 2	**Design Development Phase**										
2.1	Design Team / City Meeting	2									$250.00
2.2	Prepare 35% Drawings	10	40								$5,650.00
2.3	Line Item Cost Estimate		4								$440.00
2.4	Coordinate Furnishings Package										$0.00
											$0.00
											$0.00
											$0.00
	Hours Summary	12	44	0	0	0	0	0	0		
	Consultant Subtotal	**$1,500.00**	**$4,840.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,340.00**
										check	*$6,340.00*
Phase 3	**Construction Documents**										
											$0.00
3.1	Design Team / City Meetings	2									$250.00
3.2	Construction Documents	10	64								$8,290.00
3.3	Specifications	2									$250.00
3.4	In house Quality Control / corrections										$0.00
3.5	Update Cost Estimate										$0.00
3.6	Process Building Permits	4	12								$1,820.00
											$0.00
											$0.00
	Hours Summary	18	76	0	0	0	0	0	0		
	Consultant Subtotal	**$2,250.00**	**$8,360.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$10,610.00**

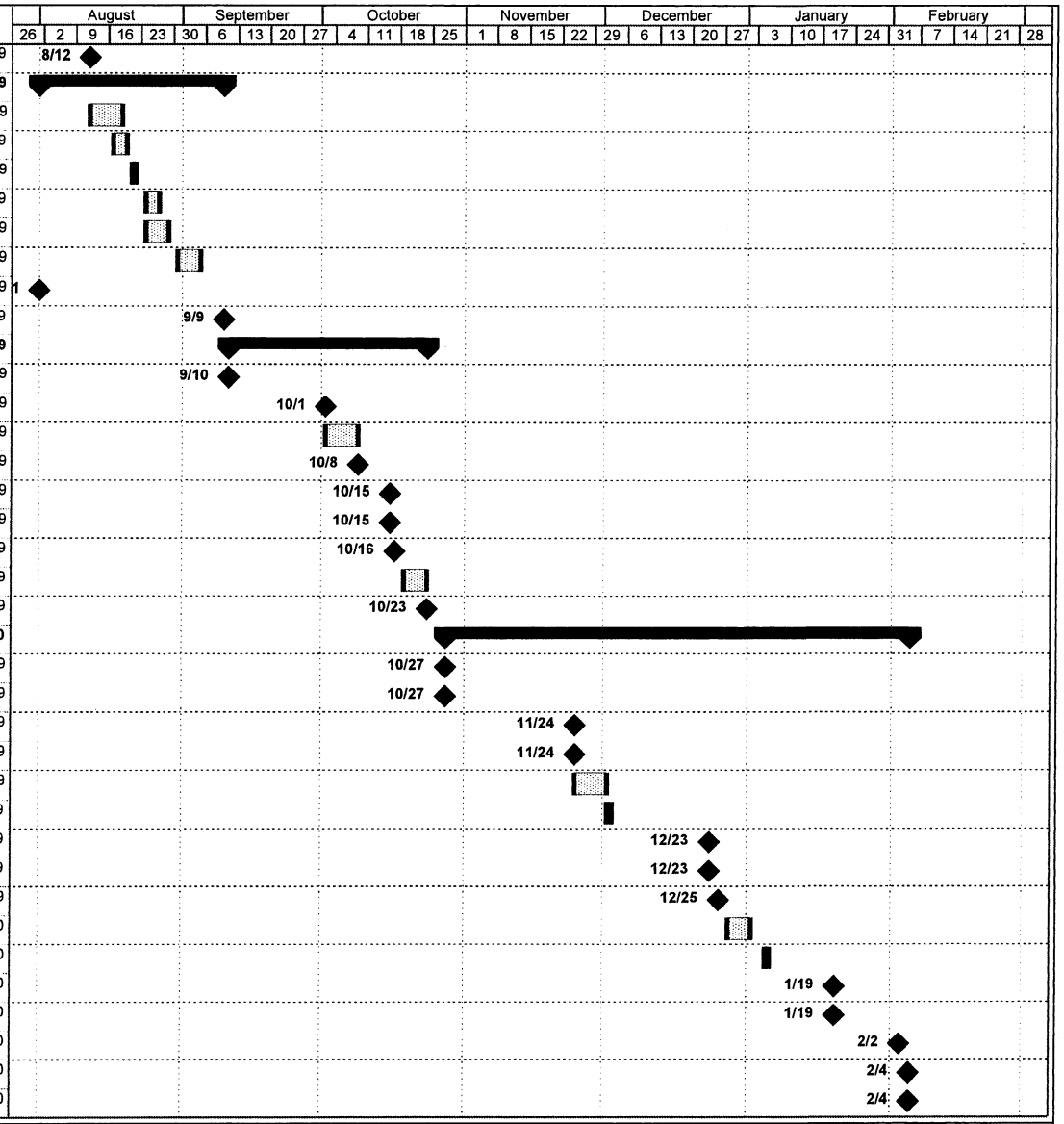
Oceanside Fire Station 8

Jeff Katz Architecture

1/0/1900

TASK	BHA Engineering									
	Principal	Landscape Architect						Secretarial	Reimbursables	TOTAL
	$125.00	$110.00						$50.00		
									check	*$10,610.00*
Phase 4 Bidding										
4.1 Prepare Sets for City to Bid										$0.00
4.2 Attend Pre-Bid Meeting										$0.00
4.3 Answer Questions during Bid	1									$125.00
4.4 Attend Bid Opening										$0.00
4.5 Assist City in Review of Bids										$0.00
										$0.00
										$0.00
Hours Summary	1	0	0	0	0	0	0	0		
Consultant Subtotal	**$125.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$125.00**
									check	*$125.00*
Project Summary										
Total Hours	60	152	0	0	0	0	0	0		
Total Fee	**$7,500.00**	**$16,720.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**		**$0.00**	**$0.00**	
									check	

ID	Task Name	Start	Finish
1	**Notice to Proceed**	Wed 8/12/09	Wed 8/12/09
2	**Schematic Design Phase**	**Sat 8/1/09**	**Wed 9/9/09**
3	Develop Concept floor plans	Wed 8/12/09	Tue 8/18/09
4	Concept site plan	Mon 8/17/09	Wed 8/19/09
5	Meet with Department to review	Fri 8/21/09	Fri 8/21/09
6	Revise preliminary floor/site plans	Mon 8/24/09	Wed 8/26/09
7	Develop preliminary building elevations	Mon 8/24/09	Fri 8/28/09
8	Prepare Schematic Cost Estimate	Mon 8/31/09	Fri 9/4/09
9	Submit Schematic Plans	Sat 8/1/09	Sat 8/1/09
10	Authorization to proceed with DD phase	Wed 9/9/09	Wed 9/9/09
11	**Design Development Phase**	**Thu 9/10/09**	**Fri 10/23/09**
12	Base sheets to consultants	Thu 9/10/09	Thu 9/10/09
13	25% Plans to JKA	Thu 10/1/09	Thu 10/1/09
14	JKA Review	Fri 10/2/09	Thu 10/8/09
15	25% markups to consultants	Thu 10/8/09	Thu 10/8/09
16	35% Plans to JKA	Thu 10/15/09	Thu 10/15/09
17	Cost Estimate to JKA	Thu 10/15/09	Thu 10/15/09
18	Submit 35% plans to District for review	Fri 10/16/09	Fri 10/16/09
19	District Review of 65% Submittal	Mon 10/19/09	Fri 10/23/09
20	Authorization to proceed with CD phase	Fri 10/23/09	Fri 10/23/09
21	**Construction Documents Phase**	**Tue 10/27/09**	**Thu 2/4/10**
22	Updated Base sheets to consultants	Tue 10/27/09	Tue 10/27/09
23	JKA Markups to consultants	Tue 10/27/09	Tue 10/27/09
24	80% Plans to JKA	Tue 11/24/09	Tue 11/24/09
25	Specifications to JKA	Tue 11/24/09	Tue 11/24/09
26	JKA Review	Wed 11/25/09	Tue 12/1/09
27	JKA Markups to consultants	Wed 12/2/09	Wed 12/2/09
28	95% plans to JKA	Wed 12/23/09	Wed 12/23/09
29	Specifications to JKA	Wed 12/23/09	Wed 12/23/09
30	Submit to Building Department	Fri 12/25/09	Fri 12/25/09
31	Building Department Review	Mon 12/28/09	Fri 1/1/10
32	Comments and Redmarks to Consultants	Tue 1/5/10	Tue 1/5/10
33	Final plans to JKA	Tue 1/19/10	Tue 1/19/10
34	Final Specifications to JKA	Tue 1/19/10	Tue 1/19/10
35	Resubmit to Building Department	Tue 2/2/10	Tue 2/2/10
36	Plans ready for permitting	Thu 2/4/10	Thu 2/4/10
37	**Plans Ready to Bid**	Thu 2/4/10	Thu 2/4/10



Project: Oceanside Fire Station 8
Date: Sat 6/27/09

Task | Split | Progress | Milestone | Summary | Project Summary | External Tasks | External Milestone | Deadline

Oceanside Fire Station 8

Proposed Design Schedule