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THE PAUL DAVIS PARTNERSHIP
ARCHITECTS & PLANNERS

# Exhibit A
# Scope of Work
**4/8/2013**

**Marina Coast Water District – Bureau of Land Management**
**Spec Building – 940 2nd Ave Marina, California**

## Section 1 – Basic Services

### 1.1 – PLANNING / SCHEMATIC DESIGN

1.1.1 The appropriate design team will attend the design work shop to refine and review the program requirements required by the users of the completed project.

1.1.2 Initial project kick-off meeting: Architect (PDP) will conduct an introductory meeting to introduce the design team. The scope of work and project schedule will be presented and discussed. PDP will distribute a project contacts list, minutes and task lists after the meeting to all on the approved distribution list.

1.1.3 Site Review and Surveys: The design team will review the existing site, reports and programming documents relative to the project to develop an assessment of the existing site, utilities and building pad.

1.1.4 One two-day design work shop and one additional meeting will be held during this phase with the District and BLM to discuss proposed site and building improvements, sustainability evaluation, review the programming and design process.

1.1.5 PDP will prepare programming and schematic design documents to illustrate the design of the project and establish the scope of the plan and its functional relationships. The program will develop and document specific requirements for the project, covering items such as design objectives, limitations, and criteria; space requirements; spatial relationships; needs for flexibility or expansion; special equipment and systems; finishes; site requirements; and project schedule and budget.

1.1.6 Programming tasks will include:

- Preparing an outline program meeting the space requirements

- Describing overall building requirements with respect to use, purpose, and general requirements for the fundamental functional, spatial, and visual relationships among components of the project
- Building code reviews and structural review of existing building's design. Meet with the City Building's Official, Marina's Fire Department and the Marina Coast Water District to review scope and process.
- Review current design of the mechanical system and contrast program conceptual mechanical system proposed for the project
- Review current design of electrical system and contrast program conceptual concept for power, lighting, tel/com, fire alarm and other systems.

1.1.7 Schematic Design tasks will include:

- Preliminary design schemes with floor and site plans and exterior elevations for the facility based on the building program

1.1.8 Revisions

- Based on feedback from Point Person with BLM, we will prepare final programming and schematic design document plans for approval.

1.1.9 Architect (PDP)

- Provide overall project management and coordination, develop meeting minutes as required, coordinate the tasks of the design team and deliver all required document and reports
- Create and manage an FTP site for document storage available for review and copy by project participants
- PDP will create a drawing set to be distributed to all consultants
- Develop a programming space plan for review, documentation of uses, finishes, furniture and equipment and analysis of functional requirements
- Prepare analysis of the completed plan and develop possible design enhancements or alternatives for review by District
- Prepare conceptual plan for systems furniture layout and system components
- Prepare draft and final plans and documents, including overall project schedule, for review and approval by District and BLM as appropriate.
- Provide outline of specifications manual and listing of probable materials.
- Meet with the City of Marina to present the project and discuss potential impacts to consider as necessary.
- LEED score sheet will be prepared to see where the project can achieve enough points at the required minimum level.

1.1.10 Structural Engineer

- Review current drawings

- Examine preliminary Architectural design schemes for impact on current structural system

1.1.11 Mechanical Engineer

- Review current mechanical, plumbing and fire protection drawings
- Evaluate current systems and determine suitability for future program.
- Evaluate current systems and identify potential deficiencies to current building codes
- Provide proposed equipment cut sheets based on above findings and recommendations
- Prepare schematic level plans and schedules
- Coordinate with other consultants re: space, power, weight requirements
- Revise documents to reflect BLM Point Person review comments.

1.1.12 Electrical Engineer

- Review current power, lighting, low voltage systems
- Develop low voltage and high voltage power and lighting layout plans in addition to security plans
- Coordinate with other consultants re: space, power, requirements
- Develop Fire Alarm System layout.

1.1.13 Civil Engineer

- Attend kick off meeting with Project Team. One Kick off project meeting is allocated to the budget
- Prepare an existing conditions base plan from existing design data and available topography. Survey As-Built back of walk grades adjacent to the proposed building in order to verify ADA path of travel connections. Survey the two existing trees adjacent to the proposed building.
- Coordinate with PDP to obtain the most current site plan. Dormat data for use in the design and layout the civil package.
- Analyze site turning geometry for semi-truck turning movements and identify potential constraints.
- Assist Architect with design workshop items pertinent to civil engineering scope of work.
- Prepare parking alternative exhibits for planning review.

1.1.14 Landscape Architect

- Based on Client Program, review probable site plan changes with Design Team. Clarify limit of parking edge and common area walks, trash enclosure, site monument sign and parking per BLM guidelines.
- Prepare site plan sketches to accommodate new site plan program elements and circulate with Design Team – PDP to forward to Client for review.
- Based on Client comments, prepare new site plan base and circulate with Design Team.

- Coordinate site grading and surface drainage fro hardscape and planting areas with Civil Engineer.
- Prepare materials and finishes submittal of site furnishings, sign, exterior courtyard, and trash enclosure for Client review. Submit to PDP for Owner review of materials and finishes.
- Prepare preliminary level estimate of probable construction costs for BFS designed items.

## 1.2 DESIGN DEVELOPMENT

1.2.1 The goal of this phase is to further describe the size and character of the entire project and building systems as required. The overall project and design objectives will become fixed based on this phase.

1.2.2 Design Development Process

- When given approval by the District to proceed, the design team will establish work tasks and identify information required from others to continue the design process
- The design team will develop project plans to refine the design and finalize the scope, relationships, form, size and appearance of the project. Plans will include site and floor plans, building and wall sections, exterior elevations and preliminary finish schedules. Preliminary plans for landscape, structural, electrical, HVAC, plumbing and civil engineering will also be prepared
- We will continue to develop the character-defining details and finishes and begin to address key details related to water intrusion, sustainability, accessibility and dimensional accuracy related to building components
- PDP and required consultants will meet approximately 2 times to review the progress of design development with the District and Point Person with BLM as necessary.

1.2.3 Architect

- Provide overall project management and coordination and develop meeting minutes and task lists, coordinate the tasks of the design team and deliver all required document and reports
- Develop the exterior site plan development plans
- Develop project plans and draft specifications for the interior work include overall and detailed floor plans, reflected ceiling plan, finish/door/window schedules, interior elevations, equipment layout, building sections, exterior elevation modifications and details
- Finalize system furniture layout and specification for electrical engineer to design utility connections.
- Prepare draft and final plans and documents, including the overall project schedule, for review and approval

- Prepare a project summary identifying compliance with previous design approvals and indentifying any variances
- Review of LEED Certification evaluation score sheet for opportunities to maximize points
- Continue to manage the project files on the FTP site.

1.2.4 Structural Engineer

- Prepare preliminary calculations for structural elements as required including any retrofit work on the existing structure
- Prepare preliminary structural plans
- Coordinate with design team.

1.2.5 Mechanical Engineer

- Develop selected vent heating and ventilating systems
- Verify space, power and weigh requirements are compatible with other trades
- Prepare preliminary construction specification
- Start preparation on construction document level plans using PDP developed backgrounds
- Coordinate with other trades re: space, power, weight requirements.

1.2.6 Electrical Engineer

- Develop Load Calculations and Single Line Diagram
- Develop Electrical Distribution plan
- Develop provisions for Data System (conduits, cables & outlets)
- Develop provisions for CATV System (conduits, cables & outlets)
- Develop provisions for Telephone System (conduits, cables & outlets)
- Develop provisions for Security System design
- Develop Fire Alarm System Design (Deferred Approval)
- Develop Title 24 Lighting Calculations (site and building)
- Coordination with Mechanical Engineer
- Electrical Specifications.
- Site visit to establish existing conditions to the extent necessary to accomplish the electrical design

1.2.7 Civil Engineer

- Prepare Existing Conditions/Site Plan
- Preliminary Site Plan
- Preliminary Grading and Drainage Plan
- Preliminary Erosion Control Plan
- Preliminary Site Utility Plan
- Prepare Site Details.

1.2.8 Landscape Architect

- Develop revisions to Irrigation Plan
- Prepare revisions to site walks and planting plan

1.2.9 Deliverables as defined in RFP or as directed by County's Project Manager.

## 1.3 CONSTRUCTION DOCUMENTS & BUILDING PERMIT

1.3.1 The preparation of the Construction Documents, setting forth in detail the requirements for the construction of all aspects of the project for the receipt of a building permit and construction bids.

1.3.2 Construction Documents Process

- The design team will prepare construction documents based on the approved Design Development package, including written specifications that establish the quality levels of materials and systems required for the project
- PDP and required consultants will meet approximately 2 times to review the progress of construction documents with BLM Point Person.
- The District will review the documents at appropriate phases for accuracy in meeting the project goals and requirements. Upon review and completion of any necessary changes, the design team will be authorized to move forward to the permitting and bidding work
- Plan Check/ Building Permit – The design team will work with the City's building department, the City of Marina Fire Department and the Marina Coast Water District to obtain the permits required for construction based on meeting the requirements of appropriate codes and regulations.

1.3.3 Specification Manual: The Paul Davis Partnership will produce technical division specifications that identify all major materials, systems, and establish, in general, their quality level. General Conditions covering all bidding and contract requirements will be produced by the District as a separate manual from the technical specifications required from PDP to fully execute the requirements of the project.

1.3.4 Architect

- Provide overall project management and coordination and develop meeting minutes and task lists, coordinate the tasks of the design team and deliver all required document and reports
- Conduct design review meetings with the City to illustrate the CD's, reflect the previously approved design and program elements including the finishes, lighting, mechanical/electrical systems, Tel-Com system and other information
- Finalize the exterior site plan development plans

- Finalize project plans and draft specifications for the interior work include overall and detailed floor plans, reflected ceiling plan, finish/door/window schedules, interior elevations, building sections, exterior elevation modifications and details
- Complete systems furniture scope, including layout, connectivity and coordination with Electrical Engineer
- Complete final plans and documents, including the overall project schedule, for review and approval
- Coordinate the plan review process and permitting of the project thru the required jurisdictions
- Complete, along with the District, the Project Manual
- Continue to manage files on FTP site.
- Finalize sustainability options and LEED Certification evaluation score sheet.

1.3.5 Structural Engineer

- Finalize plans, and calculations based on the Design Development package for construction bids and submittal for permit
- Edit or mark up Specifications provided by the Architect
- Coordinate and review final plans with design team.

1.3.6 Mechanical Engineer

- Title 24 Calculations
- Complete plans and specifications for submittal to the Building Department
- Provide final coordination with design team.

1.3.7 Electrical Engineer

- Finalize Load Calculations and Single Line Diagram
- Finalize Electrical Distribution
- Power and Lighting circuiting
- Finalize provisions for Data System (conduits, cables and outlets)
- Finalize provisions for CATV System (conduits, cables and outlets)
- Finalize provisions for Telephone System (conduits, cables and outlets)
- Finalize provisions for Security System (conduits and boxes with county coordination)
- Finalize Fire Alarm System Design (Deferred Approval)
- Title 24 Lighting Calculations (site and building)
- Finalize Electrical Specifications
- Provide final coordination with design team.
- Green Building Standards Code Compliance assistance for required measures.

1.3.8 Civil Engineer

- Prepare Final Existing Conditions/Site Demo Plan
- Complete the Site Plan with grading and drainage design
- Utility Plan
- Finalize Erosion Control Plan & Details
- Complete the Site Improvement Details
- Prepare Final Specifications.

1.3.9 Landscape Architect

- Address comments, update constructions specifications for BFS designed items and revise construction plans as needed for:
  - Plaza/ Building Entries Construction and Layout plan
  - Construction details
  - Planting Plan
  - Irrigation and planting details
- Coordinate site utilities and grading with Design Team. Complete Project Document coordination and plan check for all modified items
- Complete construction documents including specifications and submit to Architect for City Building Department permit.
- Respond to plan check comments as required and resubmit drawings.
- Submit MCWD Landscape Water Use submittal. Respond to comments.

## 1.4 BIDDING ADMINSTRATION

1.4.1 Provide interpretive services and handle procedures and documentation during bidding.

1.4.2 Bidding Process

- The design team will assist the District during bidding by holding a pre-bid meeting, answer bidder's questions and issuing addenda as necessary.
- PDP to attend the bid opening and to assist the County in reviewing the bids submitted and to determine the lowest responsible bidder.

## 1.5 CONSTRUCTION ADMINISTRATION

1.5.1 The Paul Davis Partnership's responsibility to provide Basic Services for the Construction Administration Phase begins with the issuance of a contract between the County and a Contractor and terminates at the issuance to the Owner of the Certificate of Occupancy. The anticipated length of construction is estimated to be 16 months.

1.5.2 The design team will be a representative of, advise, and consult with the District during construction.

1.5.3 PDP shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contracts' work and to determine if the work is proceeding in general accordance with the Contract Documents. Our scope does not allow for detailed inspections or to provide exhaustive or continuous project review and observation services. PDP does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project. PDP will attend construction meetings/site visits on a weekly basis during the first 4-5 weeks and bi-weekly after that and provide written field observation reports for all site visits.

1.5.4 The design team will provide written answers to contractor's RFI's within 3 days after receipt.

1.5.5 The design team will review the Contractor's submittals for design compliance. Contractor shall send all required submittals directly to PDP for review and copy the District. The Design Team shall review Contractor submittals pertaining to items such as shop drawings, product data, samples, and other data for the limited purpose of checking for general conformance with the design concept and the information expressed in the Contract Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The design team's review shall be conducted within 7 days.

1.5.6 Our team will provide clarification of the documents, respond to District and Contractor inquiries, document any revisions, and prepare Architect's Supplemental Instructions and Construction Change Directives.

1.5.7 The Architect will review Contractor's payment applications prior to the District's processing procedure.

## 1.6 PROJECT CLOSEOUT/TURNOVER

1.6.1 Assist the District during the construction contract completion process

1.6.2 PDP will provide a substantial completion punchlist for the District and Contractor to review and execute. Once the conditions for the substantial completion punch list are met, we will perform a final punchlist walk.

1.6.3 Review and approve the final change order log prior to release of retained payments to the contractor.

1.6.4 Coordinate a final meeting with the contractor to provide turnover of the facility, warranty information, maintenance manuals and provide instruction on the building systems, etc.

1.6.5 Recommend issuance of the Final Notice of Completion to the County Recorder’s office by the District.

1.6.6 Prepare copies of the approved record documents, submittals, specifications and record drawings for delivery to the District.

| | | |
|---|---|---|
| Schematic Design | | |
| | Architect | $6,750.00 |
| | Structural | $1,150.00 |
| | Mecahnical | $0.00 |
| | Electrical | $0.00 |
| | Civil | $2,200.00 |
| | Landscape | $2,250.00 |
| Sub Total: | | $12,350.00 |
| | | |
| Planning | | |
| | Architect | $3,500.00 |
| | Structural | $0.00 |
| | Mecahnical | $0.00 |
| | Electrical | $0.00 |
| | Civil | $825.00 |
| | Landscape | $1,000.00 |
| Sub Total: | | $5,325.00 |
| | | |
| Design Development | | |
| | Architect | $4,000.00 |
| | Structural | $1,650.00 |
| | Mecahnical | $1,200.00 |
| | Electrical | $0.00 |
| | Civil | $1,375.00 |
| | Landscape | $3,848.00 |
| Sub Total: | | $12,073.00 |
| | | |
| Working Drawings | | |
| | Architect | $40,250.00 |
| | Structural | $16,940.00 |
| | Mecahnical | $10,350.00 |
| | Electrical | $22,165.00 |
| | Civil | $5,775.00 |
| | Landscape | $13,752.00 |
| Sub Total: | | $109,232.00 |
| | | |
| Bidding | | |
| | Architect | $3,750.00 |
| | Structural | $895.00 |
| | Mecahnical | $800.00 |
| | Electrical | $0.00 |
| | Civil | $825.00 |
| | Landscape | $4,344.00 |
| Sub Total: | | $10,614.00 |
| | | |
| Construction Observation | | |
| | Architect | $29,100.00 |
| | Structural | $5,995.00 |
| | Mecahnical | $7,150.00 |
| | Electrical | $6,350.00 |
| | Civil | $1,265.00 |
| | Landscape | $2,500.00 |
| Sub Total: | | $52,360.00 |
| | | |
| LEED Documentation | | |
| | Architect | $15,000.00 |
| | Structural | $0.00 |
| | Mecahnical | $8,200.00 |
| | Electrical | $3,500.00 |
| | Civil | $0.00 |
| | Landscape | $1,990.00 |
| Sub Total: | | $28,690.00 |
| | | |
| **Grand Total:** | | **$230,644.00** |