

Kensington Park Buildings Committee July 19, 2011

Agenda Item 1 – Discussion Points

UPDATE: Since our last meeting:

Andrew and Lisa met to review drawings and studies as provided by Greg Harmon, Jack Griffith, Bruce Morrow, and Deborah Lane. Note: Collection still underway for plans and documents.

We reviewed detailed proposal by Muller and Caufield and matched it to the RFP scope as defined.

Met with Rosemary Muller to discuss intent and get clarification on a number of items including the following:

1. Additional optional services, especially structural
2. Details of the Community Needs Assessment and techniques for soliciting input
3. Purpose of each public/community meeting
4. Level of Cost estimate detail required for this level of master plan study
5. Scope and cost of the financial and market assessment by BAE
6. Opportunities for volunteer/community assistance

A few highlights of the revised proposal as it now stands.

- BAE financial services are now included in the base proposal.

Note: The new base fee for services including BAE is approx. \$42,000 verses original proposal \$34K(basic service) + \$22K (BAE) = \$56 K – Down \$14K.

- There are 3 public meeting/community meetings however the design charette has been replaced with a community meeting focused on the program uses and possible conceptual options developed by the architect (verses hands on design by the community).
- Community input will also be collected through a web-based survey developed. A mailer will be sent to all Kensington residents on how to access the website.
- Cost estimating will be for conceptual level of plan development.

- We are assuming that the data collection on the existing structures (still on-going) including structural details and calculations will be adequate for conceptual level of planning and cost estimating.
- Volunteers (Lisa and others?) will be assisting the consultant team where possible to keep costs down. Two tasks identified are: 1) collection of comparable fees and uses from relevant cities and other entities as baseline data for the financial work, and 2) Letter to all Kensington households on accessing the web-based survey.

Based on the above changes, recommend a contract with Muller and Caufield for approx. \$42,000 plus a contingency for required optional services of 15% (\$6,300).

Note: The District will pay separately for:
Printing of any reports for the committee or the community (est. \$2,000)

Open to Discussion

PROJECT: KENSINGTON PARK BUILDINGS REMODELLING PLAN
Kensington Park, Kensington, CA
Richmond, CA

Scope: Repair Work
 Type of Estimate: Schematic
 Project Size: N/A
 Budget: N/A

REF: DTA PRELIMINARY PROPOSED SCOPE OF WORK AND DELIVERABLE

TASK 1 CONCEPTUAL COST ESTIMATE

Prepare a conceptual cost estimate for the repairs and future uses of three buildings located in Kensington Park, Kensington, CA. (renovation or demolition/new construction)
 The estimate shall be based on the Schematic Documents to be provided by the Architect. Muller & Caulfield Architects.

<u>Description, Estimating</u>	<u>Hours</u>	<u>Ave. Rates</u>	<u>Total</u>
Site Visit	0	\$125.00	\$0.00
Civil/Site Cost Estimating	8 4	\$125.00	\$1,000.00
Structural/Architectural Estimating	40 20	\$125.00	\$5,000.00
Mechanical Cost Estimating	16 8	\$125.00	\$2,000.00
Electrical Cost Estimating	16 8	\$125.00	\$2,000.00
Meeting, Discussions & Revisions	4 2	\$125.00	\$500.00
Reimbursables : (photocopy/ delivery)		LS	\$100.00

TOTAL TASK 1.....	84 42	\$10,600
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\$5,300

Notes:

- 1.0 The estimated staff-hours and fees are based on requested tasks shown above. If the number of tasks indicated above changes, the total fee will change accordingly. The estimate to be based on the drawings and specifications received from the Engineer. Rates include overhead and profit and are good through until the completion of this task.
- 2.0 Exclusions: Value engineering workshop, construction management, change order estimating, hazardous material removal, inspection services, constructability review, and scheduling.
- 3.0 The cost estimates to be submitted within 10 working days from the date DTA receives the notice to proceed and complete set of documents.

Submitted to:

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 17-Mar-11

Project Name Consultant name:

Proposal date 3/18/11
Revision date 7/18/11
Professional Services to evaluate potential repairs and future uses of three buildings in Kensington Park
Project Name Kensington Park
Muller & Caulfield job # KPMP



Client Representative **Greg Harman**
Kensington Police Protection and Community Services District
Client **217 Arlington Ave.**
Client Address **Kensington, CA 94707**

Project Address 59 Arlington Ave.
Kensington, CA 94707

Construction Budget TBD
Description of client goals/ construction scope
See RFP.

General description of consultant scope. See Proposed Tasks and Hours for detailed description of scope. Evaluate potential repairs, upgrades, and future uses of three buildings located in Kensington Park, Kensington, CA.

Design will include the following phases:
PD Programming, Conceptual Design (PD)

The following disciplines and consultant services are included in the architect's scope.

Architecture	Muller & Caulfield Architects	Geotechnical	Questa Engineering Corp.
Cost	Don Todd Associates	MEP	
Economics	BAE	Landscape	
Structural	Wiss, Janney, Elstner	Title 24	
Materials testing	Applied Materials & Engineering, Inc.	Civil	

Project team and billable rates:

Position	Individual	Rate
Principal	Rosemary Muller	160
Project manager/ architect		130
Job captain, intern III		90
Drafter, administrative		75

This proposal is in conjunction with the following contract for architectural services:

Professional Services to evaluate potential repairs and future uses of three buildings in Kensington Park											
7/18/11	FEE DETAIL		ARCHITECT			CONSULTANTS					TOTALS
	Scope of work (fixed fee)	Principal	Job captain, intern III	Total Arch. Hours	ARCH Total fee	Cost	Economics	Structural	Geotechnical	Materials testing	
	rate \$/hr	\$ 160	\$ 90	hrs	TOTAL FEE						
	hrs	hrs	hrs								
	Basic Services										
	Task 1: Evaluation										
	Project initiation and project management (18 weeks)										
1a	Kickoff meeting with Kensington Park Buildings Committee.										
1b	Gather existing information, including plans, termite reports, and other available documentation by Architects, Engineers, and others for all three park buildings. Prepare base floor plans of each building.										
1c	Visit buildings to photograph and document visible information, such as size and spacing of exposed structural members, evidence of water infiltration, dimensions and clearances of existing toilet rooms, etc. Note information on base floor plans.										
1d	Interview maintenance staff and other knowledgeable persons regarding past instances of water intrusion, adequacy of heating and electrical utilities, and other existing problems.										
1e	Perform code analysis of each building, including ADA requirements and required energy upgrades that could be triggered by remodel. Document code requirements.										
1f	Produce a brief, illustrated Building Report (approx. 5 to 10 pages) documenting strengths and weaknesses of the buildings. Describe needed repairs.										
	TOTAL Task 1 FEE		35	22	57	\$7,580					\$7,580
	Task 2: Assessment of Uses										
2a	Meet with staff to determine current schedule of uses of the buildings. Document uses for Building Report.										
2b	Prepare Power Point presentation of Building Report for public meeting. Review draft with Kensington Park Buildings Committee, revise as needed.										

PROPOSED TASKS AND HOURS

7/18/11	Scope of work (fixed fee)	Principal	Job captain, intern III	Total Arch. Hours	ARCH Total fee	Cost	Economics	Structural	Geotechnical	Materials testing	
2c	Receive community input at KPPCSD Board meeting (or other special meeting) regarding existing and desired new uses of the buildings. Present and get comments on evaluation report.	4	4	8							
2c1	Develop online survey tool to solicit additional public input. Review and categorize responses.	2		2			\$2,720				
2d	Prepare brief written report to summarize input as “needs assessment”. Add to Building Report as separate chapter.	2	5	7							
TOTAL Task 2 FEE		12	9	19	\$2,730		\$2,720				\$5,450
Task 3: Proposed Construction											
3a	Define and describe two design alternatives each for the community center and annex for further study. Discuss with the parks committee.	4		4							
3b	Develop conceptual drawings of selected alternatives. Circulate electronically to the Buildings Committee. Revise according to comments.	12	18	30							
3c	Add notes to each alternate to show extent of construction, in preparation for cost estimate.	8	8	16							
3d	Document alternatives considered for Building Report.	2	5	7							
TOTAL Task 3 FEE		26	31	57	\$6,950						\$6,950
Task 4: Project Cost Comparison											
4a	Develop construction and total project cost estimate for each alternative (two for each building, by professional cost estimator).					\$5,300					
4b	Review cost estimates. Circulate electronically to Buildings Committee for comments.	3	2	5		x					
4c	Revise cost estimate as appropriate.		2	2		x					
4d	Prepare cost summary for Building Report.	1	3	4		x					
TOTAL Task 4 FEE		4	7	11	\$1,270	\$5,300					\$6,570
Task 5: Compare Program Costs and Revenue											
5a	Meet with designated Kensington officials (including KCC) to review existing operating cost and revenue information.	3		3			x				

PROPOSED TASKS AND HOURS

7/18/11	Scope of work (fixed fee)	Principal	Job captain, intern III	Total Arch. Hours	ARCH Total fee	Cost	Economics	Structural	Geotechnical	Materials testing	
5b1	Evaluate local meeting and events market to identify potential users, rental rates, and needs for building upgrades.	1		1			x				
5b2	Recommend reservation and operating policies and staffing to support rental income.	1		1			\$10,320				
5b3	Develop two alternate cost and revenue projections for proposed programs.	1		1			x				
5c	Meet with Kensington Park Buildings Committee to present and review information for final report.	2		2			x				
5c1	Community meeting #2. Present alternatives and get feedback.	4	4	8			x				
5d	Prepare summary of costs and revenues for Building Report.	2	3	5			x				
TOTAL Task 5 FEE		14	7	21	\$2,870		\$10,320				\$13,190
Task 6: Presentation to KPPCSD Board											
6a	Prepare final written report and submit for KPPCSD agenda.	4	4	8							
6b	Prepare Power Point presentation of final Building Report for KPPCSD Board. Review draft with Kensington Park Buildings Committee, revise as needed. (Note that 1st presentation to board is included in task 2c.)	4		4							
6c	Final presentation to KPPCSD Board.	4		4							
TOTAL Task 6 FEE		12	4	16	\$2,280						\$2,280
TOTAL FEE all Tasks		103	80	181	\$23,680	\$5,300	\$13,040	\$0	\$0	\$0	\$42,020
Reimbursable allowance											\$200
Total fee											\$42,220

PROPOSED TASKS AND HOURS

7/18/11	Scope of work (fixed fee)	Principal	Job captain, intern III	Total Arch. Hours	ARCH Total fee	Cost	Economics	Structural	Geotechnical	Materials testing	
	Additional optional services										
1c.1	Test existing buildings to reveal unseen structural conditions such as size and spacing of reinforcing of concrete block in Youth Hut, connections of trusses to walls, connections of arches in annex, insulation in walls and ceilings, roof diaphragm, footing size.	2		2	\$320					\$8,500	\$8,820
1d.1	Geotechnical evaluation of existing soils, to determine type of foundation for addition or replacement building.	2		2	\$320				\$12,000		\$12,320
	Trenching to verify that no existing fault traces go under the buildings, as required for new construction in Alquist-Priolo fault zone. (estimated fee- final to be determined after soils testing)	2		2	\$320				\$15,000		\$15,320
1e.1	Determine if buildings could be qualified historic structures. Note that qualified historic structures are potentially exempt from energy code requirements and allow more flexibility for structural upgrades and change of occupancy by using the State Historic Building Code.	12		12	\$1,920						\$1,920
1f.1	Evaluation of structural strength and seismic capacity of existing buildings by structural engineer.				\$0			\$11,800			\$11,800
2c.1	Additional meetings to receive community input. (Per meeting)	4	4	8	\$1,000						\$1,000
3b.1	More than two alternatives for Community Center or for Annex (per additional)	2	3	5	\$590						\$590
3c.1	Review of alternates by structural, mechanical, and electrical engineers, with more specific analysis of necessary improvements to building systems.				\$0						TBD
4a.1	Additional cost estimate alternatives, per each	1		1	\$160	\$883					\$1,043
	Clarifications / Assumptions see next sheet										

Proposal date
Revision date

3/18/11
7/18/11

Project Name
Muller & Caulfield job #

**Professional Services to evaluate potential
repairs and future uses of three buildings in
Kensington Park
KPMP**



Clarifications

- | | |
|-----|--|
| CI1 | Task items shown on the "Proposed Tasks and Hours" matrix in red or with zero hours shown are not included in the scope. These items can be added for additional cost. |
| CI2 | The scope of work listed in the proposed tasks and hours is our estimation of the work required and requested: adjustments to the scope of work can be made prior to the contract execution. |
| CI3 | The following items are assumed to be provided by the owner under separate contract, if needed. <ul style="list-style-type: none">• Topographic, boundary, and existing utility survey• Geotechnical investigation and report• Hazardous materials testing and mitigation |
| CI4 | The reimbursable allowance includes the following items, which will be billed as provided in the contract: <ul style="list-style-type: none">• Outside print and photo reproduction costs. The Client will reproduce draft and final reports and drawing sets on their own account.• Messengers and expedited delivery• All travel expenses beyond the Bay Area• Any applicable local service/sales tax• Any other expenses authorized by the Client• |
| CI5 | Meetings with the Client, beyond those noted in the Proposed Tasks and Hours, are not included in the proposed fee. |
| CI6 | Public meetings/ presentations beyond those noted in the Proposed Tasks and Hours are not included in the proposed fee. |
| CI7 | Additional renderings, models or presentation graphics beyond those noted in the proposed tasks. These items can be provided for an additional fee |

Proposal date	3/18/11	Revised	7/18/11																				
Project Name	Professional Services to evaluate potential repairs and future uses of three buildings in Kensington Park																						
Muller & Caulfield job #	KPMP																						
Task	29	5	12	19	26	3	10	17	24	31	8	15	22	29	6	13	20	26	January	2	9	16	
Basic Services																							
Task 1: Evaluation																							
	Project initiation and project management (18 weeks)																						
1a	1																						
1b																							
1c																							
1d																							
1e																							
1f																							
Task 2: Assessment of Uses																							
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5a																							
5b1																							
5b2																							
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6b																							
6c																							
Additional optional services																							
1c.1																							
1d.1																							
1e.1																							
1f.1																							
2c.1																							
3b.1																							
3c.1																							
4a.1																							

Legend	
1	Client Meeting
1	Public Meeting/ Council or Planning Meeting
	Client Review
	Work by team

Schedule of Hourly Time Charges

January 1, 2011

Professional Staff		Professional Support Staff	
Senior Principal	\$275.00	Senior Specialist	\$120.00
Principal	235.00	Specialist	100.00
Associate Principal	195.00		
Senior Associate	175.00	Senior Technician	\$90.00
Associate III	155.00	Technician II	80.00
Associate II	135.00	Technician I	60.00
Associate I	115.00		

March 16, 2011

The scope of our services will include a site visit to observe the existing conditions of the building, a review of available drawings for the building, and a preliminary seismic evaluation. The seismic evaluation will be based on current seismic evaluation standards for existing buildings. The site observations will be limited to accessible areas of the building. The preliminary evaluation will not include a detailed seismic analysis of the buildings and there will be no destructive testing of the building during the preliminary evaluation. The seismic evaluation will be based on available geotechnical and seismic data. Site specific geotechnical evaluation is also not included. The evaluation will be based on the current condition of the buildings, without consideration of the effects of proposed modifications

Our fees for this evaluation will be billed on a time and expense basis using our current rate schedule provide below. We propose a budget of \$11,800 for the preliminary seismic evaluation of both the Youth Hut and the Classroom Annex buildings. Additional services will be billed using our current rate schedule.

Brian Kehow, SE
Associate Principal



**PROPOSED SCOPE OF WORK
KENSINGTON COMMUNITY CENTER STUDY**

Task 2c1: Develop and Implement City-wide Web-based Survey.

BAE will assist the City with development and implementation of a web-based survey with closed-ended questions on community preferences for park buildings and programs that will be distributed to all Kensington households. BAE will discuss at one project kick-off meeting with the City (same meeting as Task 5b3) the types of issues to be addressed in the survey and the desired information. BAE will then develop a draft survey instrument. After receipt of one set of consolidated City comments, BAE will prepare a final survey instrument and upload it to a dedicated survey website.

The City will be responsible for drafting, production, and mailing of a letter to all Kensington households with the instructions on how to access the survey website. Responses will be limited to use of the website.

BAE will prepare a memorandum following the cut-off date for responses that summarizes findings from the response, as well as provide a complete tabulation of the responses.

Task 5a, 5b1. Identify Recommended Improvements, Target Rental Rates

BAE will first identify which users, at what rental rates, and targeted occupancy rates that would be possible after rehabilitation of the structures. This work would include evaluation of the inner East Bay market for meeting and event facilities by market segment, focusing on available space, configurations, and amenities, as well as rental rates, reservations policies and occupancy/usage levels. We will provide recommendations on the types of improvements and amenities that would position the facility to generate increased rental revenues.

Note: Kensington resident Lisa Caronna will provide field research work normally conducted by BAE staff, including interviews of comparable facilities and obtaining information on operations and policies, pursuant to an interview guide to be developed by BAE. This will include her attendance at a meeting at BAE's offices to review the interview guide and interviews to be conducted.

Task 5b2. Formulate Recommended Reservations, Operating Policies

The work will incorporate the Tasks 5a, 5b1 findings to identify a potential rate structure, and recommend reservations policies for how to accommodate current below-market rate users in a manner that does not impact revenue generation. Operating policies, such as

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operating hours, alcohol policy, etc. will also be identified. The staffing levels and maintenance and operation costs needed to operate a competitive facility will also be identified.

Task 5b3. Prepare Projected Operating Budget

Based on our research, and the recommended architectural work, BAE will prepare one projected operating budget with projections for revenues, operating expenses, and net operating income for a renovated center, based on criteria from the client on balancing revenues, expenses, and subsidies for the cost of basic operations. BAE will also prepare a “baseline” budget that summarizes current operating revenues and expenses. This work will commence with one kick-off meeting attended by BAE to review all BAE work for Task 2c1 and Tasks 5a, 5b1, 5b2, and 5b3; at that meeting the KPPCSD will provide comprehensive information on current operations and operations for the past 3 years.

Task 5d. Meeting to Present Findings of BAE Task 5 Work

The results of this work will consist of a memorandum summarizing findings and recommendations, with attached budget projection for future operating results. This will be reviewed at one meeting with KPPCSD. Revisions to the memorandum will be made based on a single set of combined KPPCSD comments submitted to BAE.

Budget

BAE Cost Proposal for Kensington Community Center

<u>Task</u>	<u>Golem Principal \$250</u>	<u>Luk Associate \$90</u>	<u>Total Hours</u>	<u>Total Budget</u>
2c1. Survey development and tabulation	8	8	16	\$2,720
5. Facility and market review, budget preparation (a)	<u>24</u>	<u>48</u>	<u>72</u>	<u>\$10,320</u>
Labor Subtotal	32	56	88	\$13,040
Expenses				
		Travel, including all expenses		\$50
		Reimbursement for data purchase, other expenses		<u>\$0</u>
				\$50
Total Budget				<u>\$13,090</u>

(a) Includes deduction of 12 hours for Lisa Caronna field research work.
