



Staff Report

September 10, 2019

TO: Honorable Mayor and Members of the Town Council
FROM: Brit Snipes, Town Engineer
DATE: September 3, 2019
RE: Contract with Williams and Paddon for Design of the Sunrise Loomis Restroom

Recommendation

Adopt resolution awarding Design Contract to Williams and Paddon Architects and Planners for the Sunrise Loomis Restroom in an amount not to exceed \$41,915.

Issue Statement and Discussion

In April 2019 Council directed staff to develop a project to replace the existing portable restroom at Sunrise Loomis Park with a more permanent structure. Staff reached out to several architectural firms to provide a scope and fee for design of a structure. Williams and Paddon was the only firm to provide a scope and estimate for services at \$38,105.

Constructing a restroom at this location is estimated to cost \$205,000

Site work for foundation and ADA compliance	\$ 35,000
Survey	\$ 5,000
Electrical service	\$ 4,000
Water Connection	\$ 15,000
Sewer Connection	\$ 13,000
Design, Bid Documents	\$ 42,000
Building	\$ 75,000
Contingency	\$ 16,000

CEQA Requirements

There are no CEQA issues involved with this contract. CEQA clearance for construction will be brought to Council with the construction contract.

Financial and/or Policy Implications

Funding for this contract will be from General Fund.

Attachments

- A. Resolution
- B. Proposal for Architectural Services

TOWN OF LOOMIS

RESOLUTION NO. 19 – __

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AWARDING A CONTRACT TO WILLIAMS AND PADDON FOR THE DESIGN OF THE SUNRISE
LOOMIS COMFORT STATION AND AUTHORIZING TOWN MANAGER TO EXECUTE AN
AGREEMENT ACCEPTABLE TO THE TOWN FOR PROVIDING SUCH SERVICES IN THE AMOUNT
NOT TO EXCEED \$41,915.**

WHEREAS, Currently the Sunrise Loomis Park is served by a portable restroom; and

WHEREAS, The Town desires to have a permanent structure constructed to serve the Sunrise Loomis Park; and

WHEREAS, Town staff reached out to several architectural firms to provide a cost to provide design of a permanent structure at this location; and

WHEREAS, one proposal was received from Williams and Paddon to provide design services for the restroom at the Sunrise Loomis Park in the amount of \$38,915; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis accepts the proposal from Williams and Paddon and hereby authorizes the Town Manager to execute an agreement acceptable to the Town for the design of the Sunrise Loomis Restroom in an amount of \$38,105. The Town Manager is further authorized to approve change order in an amount not to exceed \$3,810 (10 percent of the contract amount).

PASSED AND ADOPTED this 10th day of September 2019, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Mayor Tim Onderko

ATTEST:

Town Clerk

Proposal for Architectural Services**Comfort Station**

Sunrise Loomis Park
3200 Woodbury Ct, Loomis, CA 95650
Town of Loomis, CA

July 17, 2019

PROJECT DESCRIPTION

The Town of Loomis is seeking to replace an existing, portable restroom with a new Comfort Station at the Sunrise Loomis Park. The new Comfort Station is anticipated to consist of a prefabricated restroom structure, with two, single-user, gender neutral restrooms each having a water closet, lavatory and baby changing station. The Comfort Station will be located at the southwest corner of the park, in the approximate location of the existing, portable restroom.

Improvements for the Project are anticipated to include:

- Selective demolition of sidewalks as may be required for access compliance upgrades and installation of new utilities.
- Grading, site drainage and sidewalks.
- Domestic water, sanitary sewer, electrical services to restroom building.
- Prefabricated restroom building.
- Accessibility signage.

It is not anticipated that the Project will include landscape improvements. Should new landscape or irrigation improvements be desired or modifications to existing landscape or irrigation be needed the scope of services and fee will be amended as agreed to by both parties.

The Project construction delivery method will be via public bid process.

The Owners budget for construction of the project is *Not Defined* at this time.

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PROJECT TEAM

Owner
Tenant
Client /General Contractor
Architect/Interior Design

Town of Loomis
Town of Loomis
TBD
Williams+Paddon, Architects+Planners, Inc.

Consultants		Contract Responsibility				
Discipline	Firm	Architect	Owner	Contractor	Not Applicable	Available as an Additional Service
Geotechnical Engineer	N/A		X			
Title Report	N/A		X			
Boundary/Topo/Utility Survey	N/A		X			
Access Compliance Survey	NIC		X			X
Environmental Consultant (Hazardous Materials)	NIC				X	
SWPPP	NIC				X	
Civil Engineer	Warren Consulting Engineers	X				
Landscape Architect	NIC					X
Structural Engineer	ES2 Engineering				X	X
Mechanical Engineer	NIC				X	X
Plumbing Engineer	ES2 Engineering				X	X
Electrical Engineer	ES2 Engineering	X				
Cost Estimating	Cumming Corporation					X
Fire Alarm (Performance Spec Only)	NIC				X	X
Fire Sprinklers (Performance Spec Only)	NIC				X	X
Fire Alarm Engineering & Documentation	NIC				X	X
Fire Sprinkler Engineering & Documentation	NIC				X	X
Security Systems	NIC				X	X
Audio Visual Systems	NIC					X
Network Systems	NIC					X
Communications & Data Systems	NIC					X
Furniture Consultant	NIC					X
Acoustical	NIC					X
LEED	NIC					X
Arborist	NIC					X
Assessment of existing Furniture & Equipment	NIC					X
Design and specification of Furniture & Equipment	NIC					X
Project Signage not required by Code	NIC					X

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SCOPE of BASIC SERVICES

Basic Services consist of those described in Phases Four, Five, Six and Seven below. For purposes of this proposal it is assumed:

- The Owner will provide Program information necessary to establish project design and budget criteria including requirements necessary for Facilities functions and/or operations such as furniture, furnishings and equipment, (FF&E) and operational procedures.
- Exterior and Interior materials, finishes and colors and hardware will be based on manufacturers available "standard" color pallet selections.

Phase One – Not Used

Phase Two – Not Used

Phase Three – Not Used

Phase Four –Design Development

Williams+Paddon will develop alternative approaches to Design for the Project. At stages appropriate to the progress of the work, Williams+Paddon will facilitate Design Development Progress Meetings with representatives of the Owner and other members of the Project Team to review and discuss progress, determine preferred alternates and secure approval to proceed.

Meetings

Up to two (2) meetings, one at Client Offices, one via teleconference

Deliverables

- Design Development Documentation
- Partial Site Plan
- Prefabricated Restroom Building Options

Phase Five - Construction Documents

Construction Documents

Architectural and consultant engineering services consisting of preparation of construction drawings and specifications based on Owner approved Design Development Documentation and estimates of probable construction cost setting forth in detail the architectural construction requirements for the project.

Interior Design

Williams+Paddon will provide Interior Design Services including:

- Review of manufacturers available Standards finishes and specifications and make recommendations to Owner as to applicability and appropriateness to Project criteria.
- Select and specify finishes for area of work.

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Estimates of Probable Cost

Williams+Paddon will prepare Estimate of Probable Construction Cost and advise the Owner as to recommendations for adjustments to budget and/or project scope.

Progress Meetings

At stage appropriate to the progress of the work, Williams + Paddon will meet/coordinate with representatives of the Owner and to review and discuss Construction Documents to discuss alternatives and qualities of each and determine preferred alternates and secure approval to proceed.

Plan Check/Building Permit Application

The Williams+Paddon will be responsible for processing applications for Building Permit including submittal and routing of permit application and documents to agencies having jurisdiction.

Meetings

Up to one (1) meetings at WP Offices

Deliverables (PDF Format)

- Reference Site plan
- Partial Demolition Site Plan(s)
- Floor Plan
- Roof Plan
- Exterior Elevations
- Interior Elevations
- Interior Finish Materials & Color Plan(s)
- Sheet Specifications.

Phase Six - Bidding / Negotiations

Bid Package

Bid package materials will be provided by the Owner.

Pre-Bid Meeting

Pre-Bid Walkthru with representatives of Owner will be facilitated by the City. Williams+Paddon will not attend.

Bid Process Administration

The Owner will facilitate bid process including distribution and tracking of bid documents. Williams + Paddon will provide clarifications and addenda as necessary and assist in review and evaluation of Proposals.

Meetings

None

Deliverables

One (1) copy of Bid Documents and addenda to be provided to Owner (PDF Format)

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Phase Seven - Construction Administration

It is assumed that the Project will be constructed over a two (2) month duration. Williams+Paddon will provide services in connection with construction phase activities including:

- Process submittals, including receipt, reviews, and take appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents.
- Process and evaluate contractor's requests for information (RFI's).
- Process and evaluate contractor's pay requests.
- Attend Construction meeting.
- Attend a final walk-through meeting with representatives of the Owner and the contractor to establish a punch list.

Field Observations / Construction Meetings

- Architects Site Visits for Field Observation or Construction Meeting – Up to two (2)
- Consultants Site Visits for Field Observation or Construction Meeting – One (1)
- Punchlist and Follow-ups – One (1)

Additional Services

Services which are not included in Basic Services or Optional Services may be added to the contract/project scope as an Additional Service to the Owner and are subject to additional compensation. *Not Included in Basic Services fee proposal but can be provided as an Additional Service:*

- Building Area Calculations based on BOMA Standards.
- Color Renderings
- Prepare Record Drawings based on As Built documentation provided by the Contractor.

Client Provided Services

If requested by the Architect, the following services will be provided by the Owner:

- Drawings for existing Site including structural, mechanical, plumbing and electrical drawings in AutoCad or Revit format.
- Title Report
- Boundary, Utility and Topographic Surveys
- Geotechnical Engineering

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BASIS OF COMPENSATION - BASIC SERVICES

Unless otherwise noted compensation will be billed on fixed fee basis as follows:

Phase 1 Not Used

Phase 2 Not Used

Phase 3 Not Used

Phase 4 - Design Development \$ 8,200

Architecture/Interior Design	\$	3,600
Civil Engineering	\$	1,500
Structural Engineering	\$	1,000
Plumbing Engineering	\$	750
Electrical Engineering	\$	750
Markup on Consultants (15%)	\$	600

Phase 5 – Construction Documents \$ 20,465

Architecture/Interior Design	\$	5,400
Civil Engineering	\$	5,500
Structural Engineering	\$	2,500
Plumbing Engineering	\$	1,750
Electrical Engineering	\$	1,750
Markup on Consultants (15%)	\$	1,965

Phase 6 – Bidding & Negotiations \$ 2,565

Compensation will be billed on a time expended basis estimated as follows:

Architecture/Interior Design	\$	840
Structural Engineering	\$	500
Plumbing Engineering	\$	500
Electrical Engineering	\$	500
Markup on Consultants (15%)	\$	225
		\$

Phase 7 – Construction Administration \$ 6,875

Compensation will be billed on a time expended basis estimated as follows:

Architecture/Interior Design	\$	2,160
Civil Engineering	\$	1,600
Structural Engineering	\$	1,000
Plumbing Engineering	\$	750
Electrical Engineering	\$	750
Markup on Consultants (15%)	\$	615

Estimated Basic Services Fee \$ 38,105

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Billing Schedule/Hourly Rates

Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
Rates as of the date of this agreement are:

PRINCIPAL	\$ 235.00
ASSOCIATE PRINCIPAL	\$ 198.00
Sr. PROJECT ARCHITECT	\$ 178.00
Sr. PROJECT MANAGER	\$ 178.00
PROJECT ARCHITECT	\$ 162.00
Sr. INTERIOR DESIGNER	\$ 158.00
PROJECT MANAGER	\$ 138.00
INTERIOR DESIGNER	\$ 128.00
DESIGN PROFESSIONAL I	\$ 118.00
DESIGN PROFESSIONAL II	\$ 96.00
DESIGN PROFESSIONAL III	\$ 72.00

Other Terms and Conditions

Form of Agreement

It is assumed the final form of agreement will be City of Roseville's *Professional Services Agreement*.

Submission to Client

All "Deliverable" submissions to Client will include one hard copy plus electronic files in (PDF Format).

Reimbursable Expenses

Reimbursable Expenses are in addition to the Compensation for Basic and Additional Services and include actual expenditures made by the Architect and the Architect's employees and consultants in the interest of the Project for the expenses listed in the following Subparagraphs:

Automobile mileage shall be charged at current IRS rate per mile. Blueprint reproductions will be charged at cost plus 15%. Photocopies shall be charged at \$.10 per 8 1/2" x 11" copy. Expense of other reproductions, postage, and handling of drawings, specifications and other documents, excluding reproductions for the office use of the Architect and the Architect's consultants will be charged at cost plus 15%.

Expense of photographic production techniques, when used in connection with Additional Services, shall be charged at cost plus 15%.

Expense of renderings, models and mock-ups requested by the Client shall be charged at cost plus 15%.

Expense of any additional insurance coverage of limits, including professional liability insurance, requested by the Client in excess of that normally carried by the Architect and Architect's consultants shall be charged at cost plus 15%.

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ARCHITECTS + PLANNERS

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Electronic Auto CAD files for contractor's use shall be provided at a cost of \$100.00 per file and requires contractor to sign a waiver form provided by W+P prior to the release of files.

ADA Requirement

In addition to the requirements of the CBC, the project must also meet the compliance requirements of the Americans with Disabilities Act (ADA). The ADA, Title III, requires removal of architectural barriers in existing places of "Public Accommodations", when 'such removal is readily achievable, i.e. easily accomplished without much difficulty or expense'. The definition of readily achievable in the ADA is flexible and subject to interpretation on a case by case approach. The requirements of the ADA are subject to various and possibly contradictory interpretations; therefore, the decisions of which items to actually modify will be the responsibility of the Owners and their legal counsel.

Williams + Paddon will use its best professional efforts to apply applicable ADA requirements and to advise the Owner as to the possible modifications to the facility that may be required to comply with ADA. Williams + Paddon cannot guarantee that the facility will fully comply with the interpretations of ADA requirements by Regulatory Agencies or the Courts. It is known and understood by all parties that conflicts do exist between the ADA and other regulatory documents and codes. Interpretation of the ADA is a civil and legal issue and not a design issue, and accordingly retention of legal counsel by the Owner to review the results of the CBC Accessibility Survey is strongly recommended.

Hazardous Materials

Williams+Paddon shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

The Owner acknowledges that hazardous or toxic materials or pollutants, including, but not limited to, asbestos, asbestos-related materials, polyvinylchloride and soil contaminants herein referred to as "hazardous materials", may be discovered during construction of the Project. Notwithstanding any provisions in this Agreement to the contrary, the Architect and its consultants shall not be required to perform any services and shall have no liability in connection with the hazardous materials.

The Owner hereby agrees to retain an expert or experts to arrange for the prompt identification of, and/or removal or treatment of hazardous materials identified during the course of the Project.

The Owner further agrees to indemnify, hold harmless and defend the Architect and its consultants from any claims, liabilities, costs or expenses, including attorney fees, incurred by the Architect and its consultants arising out of, or in any way related to the discovery of hazardous materials on the Project.

CADD Standards

All drawings and documents shall be produced in Williams + Paddon CADD format 2018, BIM Level 200, and layering standards. Drawings produced in other formats are an additional service and will require additional fees.

Allocation of Internal Revenue Code Section 179(D) deduction.

Section 179(D) of the Internal Revenue Code provides that "In the case of energy efficient commercial building property that is installed on or in property owned by a Federal, State, or local government or a political subdivision thereof, the owner of the property may allocate the Section 179D deduction to the person primarily responsible for designing the property (the designer).

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For purposes of this contract, the Owner agrees to assign to Williams + Paddon Architects + Planners, Inc. any eligible Section 179D deductions resulting from Williams + Paddon's design of the Project, provided that Williams + Paddon provides all qualifying information to the owner for their review and acceptance prior to their signing a declaration authorizing the assignment. The Owner agrees to designate an "authorized representative" for purposes of signing the declaration.