



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Public Works**

**Prepared by: Bill Guerin,  
Director of Public Works**

**City Manager Approval:** 

File No.: 06.01.243

**TOPIC: FIRE STATION 54 DESIGN REVISIONS**

**SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LOVING CAMPOS ASSOCIATES, ARCHITECTS, INC. FOR ADDITIONAL SERVICES RELATED TO THE REDESIGN OF PHASE 2 ESSENTIAL FACILITIES PROJECTS (FIRE STATION 54 AND 55) AND TO EXTEND THE TERM OF THE CONTRACT BY AN ADDITIONAL EIGHTEEN MONTHS**

**RECOMMENDATION:** Adopt a resolution approving and authorizing the City Manager to execute a first amendment to the [professional services agreement](#) with Loving Campos Associates, Architects, Inc. (“LCA Architects”) related to additional design services fees concerning Fire Station 54, in an amount not to exceed \$17,310 and extend the term of the contract by an additional eighteen months. This amendment will increase the total contract amount under the original agreement from \$728,917 to \$746,227 and the term of the contract to December 31, 2022.

**BACKGROUND:**

On November 5, 2013, Measure E passed extending the existing one-half percent local sales tax and increasing the rate by one-quarter percent to provide funding that cannot be taken by the State and can be used to preserve essential city services. The City has since used those resources to plan, design, construct and manage two new stand-alone fire stations, 52 and 57, and a new Public Safety Center (PSC) that incorporates Fire Station 51. These three projects are collectively referred to as “Phase 1” of the City’s Essential Facilities Program. They have all been successfully completed, occupied and operational. The Essential Facilities program also includes the design, construction, and management of Fire Stations 54 and 55 referred to as “Phase 2”.

On June 3, 2019, [pursuant to Resolution 14664](#), the City of San Rafael executed a professional services agreement with Loving Campos Architects (“LCA Architects”) for architectural and engineering services for the Phase 2 projects. LCA Architects’ scope of work included the design for renovation of Fire Stations 54 and 55 in the amount of \$615,175. The professional services

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**FOR CITY CLERK ONLY**

**File No.:**

**Council Meeting:**

**Disposition:**

agreement, which expires on June 30, 2021, also included an option for construction administration in the amount of \$113,742. Should the City exercise its option for construction administration, the total amount of these services will be \$728,917, which is the amount approved by the City Council for this project.

**ANALYSIS:**

In February 2019, the design team, led by LCA Architects, met at Fire Station 55 and found the construction, layout and building design to be very similar to that of Fire Station 54 (with the exception of the lot size which is considerably smaller at Fire Station 54 than at 55). Staff requested that LCA Architects provide a proposal to prepare the bid documents for both stations, including environmental review, as a single construction contract. This has resulted in design savings and staff anticipates saving on the overall construction as well. In addition, the size of the combined construction contract has attracted more qualified bidders when the City advertised the project for construction.

The original contract with LCA Architects includes design services to prepare bid documents for both fire stations. During the design phase of the project, LCA Architects collaborated with stakeholders to produce state of the art building designs that meet the needs of the Fire Department while optimizing resources. In an effort to reduce cost, LCA Architects has explored and implemented various value engineering opportunities at Station 54 and 55.

Fire Station 54 is located on a small lot in the Canal area, on 46 Castro Ave. During the design of Fire Station 54, the team encountered various challenges mainly related to the limited space available due to the small size of the parcel. In order to optimize space, some functions were consolidated to provide multi-use common areas. The plan that was developed as part of the bid documents included a turnout gear and apparatus bay combination. The Fire Department identified the need for a separate turnout gear room with its own ventilation system and separated from the rest of the spaces.

Consequently, additional architectural and engineering services are required to complete this partial redesign of the turnout gear room. Staff proposes that the contract for LCA Architects be amended. The attached resolution (Attachment 1) would authorize the City Manager to execute a first amendment to the professional services agreement to increase the compensation for redesign services by \$17,310.

The current design contract is scheduled to terminate in June 2021. Given the continued uncertainty of the current times and unknown impacts of the COVID-19 pandemic to the bid and construction of the new Fire Stations 54 and 55, Staff also recommends extending the term of LCA Architects' Agreement by an additional eighteen months to terminate on December 31, 2022.

**FISCAL IMPACT:** Upon execution of the proposed amendment, the total value of the LCA Architects' contract will be \$746,227 (\$728,917+17,310), of which \$728,917 was previously approved by the City Council. Sufficient funds are available in the total balance of Measure E after the completion of Phase 1.

**OPTIONS:** The City Council has the following options to consider relating to this matter:

1. Adopt a resolution authorizing the City Manager to execute a first amendment to professional services agreement with LCA Architects related to the provision of design services concerning partial redesign of Fire Station 54, for an additional contract amount not to exceed \$17,310 and an additional eighteen-month term extension.

2. Direct staff to modify the resolution. If this option is chosen, project bid delays will delay renovation of the buildings.

**RECOMMENDED ACTION:** Adopt a resolution authorizing the City Manager to execute the first amendment to LCA Architect's contract.

**ATTACHMENTS:**

1. Resolution
2. First Amendment to the Professional Services Agreement with Loving Campos Associates, Architects, Inc. for Design Services for the Fire Stations 54 and 55 Renovation Project
3. Proposal – Exhibit "A"

## RESOLUTION NO.

### RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LOVING CAMPOS ASSOCIATES, ARCHITECTS, INC. FOR ADDITIONAL SERVICES RELATED TO THE REDESIGN OF PHASE 2 ESSENTIAL FACILITIES PROJECTS (FIRE STATION 54 AND 55) AND TO EXTEND THE TERM OF THE CONTRACT BY AN ADDITIONAL EIGHTEEN MONTHS

**WHEREAS**, in November 2013, the local voters passed Measure E extending the existing one-half percent local sales tax and increasing the rate by one-quarter percent to provide funding to preserve essential city services. This tax supplanted the former, one-half cent transactions and use tax (Measure S), effective April 1, 2014; and

**WHEREAS**, the City has since used those resources to plan, design, construct and manage two new stand-alone fire stations, 52 and 57, and a new Public Safety Center (PSC) that incorporates Fire Station 51. These three projects, collectively referred to as “Phase 1” of the City’s Essential Facilities Program, have successfully been completed and occupied; and

**WHEREAS**, the Essential Facilities program also includes the design, construction and management of Fire Stations 54 and 55 referred to as “Phase 2”; and

**WHEREAS**, on June 3, 2019, [pursuant to Resolution 14664](#), the City of San Rafael [executed a professional services agreement](#) with Loving Campos Architects (“LCA Architects”) for architectural and engineering services for the “Phase 2” projects for renovation of Fire Stations 54 and 55 in the amount of \$615,175, with an option to include additional construction administration services in the amount of \$113,742. The professional services agreement, which expires on June 30, 2021, was approved for a not-to-exceed amount of \$728,917; and

**WHEREAS**, during the design of Fire Station 54, the team encountered various challenges mainly related to the limited space available due to the small size of the parcel. In order to optimize space, some functions were consolidated to provide multi-use common areas; and

**WHEREAS**, the plan that was developed as part of the bid documents included a turnout gear and apparatus bay combination. The Fire Department identified the need for a separate turnout gear room with its own ventilation system and separated from the rest of the spaces.

**WHEREAS**, additional architectural and engineering services are required to complete this partial redesign of the turnout gear room; and

**WHEREAS**, the overall Phase 2 project completion date is anticipated to extend beyond the June 2021 termination date of the LCA Architects agreement into 2022;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Rafael as follows:

1. The City Manager is hereby authorized to execute a First Amendment to the Professional Services Agreement with LCA Architects, in the form included with the staff report for this resolution, subject to final approval by the City Attorney, for necessary additional design services in the amount of \$17,310 and a total not-to-exceed amount of \$746,227, and to extend the term of the Agreement through December 31, 2022.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Monday, the 19<sup>th</sup> day of April 2021 by the following vote, to wit:

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

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LINDSAY LARA, City Clerk

**FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH  
LOVING CAMPOS ASSOCIATES, ARCHITECTS, INC. FOR DESIGN SERVICES FOR  
THE FIRE STATIONS 54 AND 55 RENOVATION PROJECT**

**THIS FIRST AMENDMENT** to the Professional Services Agreement by and between the **CITY OF SAN RAFAEL** (hereinafter “**CITY**”), and **LOVING CAMPOS ASSOCIATES, ARCHITECTS, INC.**, (hereinafter “**CONSULTANT**”), is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**RECITALS**

**WHEREAS**, pursuant to City Council Resolution No. 14664 (the “Resolution”), the **CITY** and **CONSULTANT** entered into a Professional Services Agreement dated June 3, 2019 to perform design services in connection with the **CITY’S** project to reconstruct Fire Stations 54 & 55 for an amount not to exceed \$615,175 (the “Agreement”); and

**WHEREAS**, pursuant to the Resolution, the City Council additionally delegated to the City Manager authority to exercise the option to add construction administration services in an amount not to exceed \$113,742 at a later date, resulting in a total Agreement amount not to exceed \$728,917; and

**WHEREAS**, the **CITY** requires additional design services from the **CONSULTANT** to facilitate the construction of the fire stations, and the **CONSULTANT** is willing to provide such services.

**AMENDMENT TO AGREEMENT**

**NOW, THEREFORE**, the parties hereby agree to amend the Agreement as follows:

1. Article II of the Agreement, entitled “DUTIES OF CONTRACTOR” is hereby amended to include the additional services set forth in **CONSULTANT’S** proposal entitled “Architect’s Additional Service Request (ASR 03) – Turnout Locker Room and Gym Revision” dated April 8, 2021 (with included exhibits), attached to this First Amendment as Exhibit A and incorporated herein by reference.
2. Article IV of the Agreement, entitled “COMPENSATION” is hereby amended to include additional compensation payable to **CONSULTANT** for the services described in Exhibit A to this First Amendment, in accordance with the “Fee

Schedule” included in Exhibit A, in a not-to-exceed amount of \$17,310, and to change the total not-to-exceed amount under the Agreement to \$746,227.

- 3. Article V of the Agreement, entitled “TERM OF AGREEMENT” is hereby amended to extend the term by 18 months to end on December 31, 2022.
- 4. Except as specifically amended herein, all of the other provisions, terms and obligations of the Agreement between the parties shall remain valid and shall be in full force.

**IN WITNESS WHEREOF**, the parties have executed this First Amendment on the day, month, and year first above written.

**CITY OF SAN RAFAEL**


**CONSULTANT**

\_\_\_\_\_  
JIM SCHUTZ, City Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

  
CARL E. CAMPOS  
CEO

ATTEST:

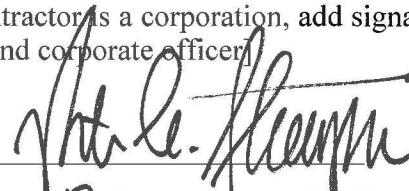
[If Contractor is a corporation, add signature of second corporate officer]

\_\_\_\_\_  
LINDSAY LARA, City Clerk

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

  
PETER A. STACKPOLE  
V.P.

APPROVED AS TO FORM:

\_\_\_\_\_  
ROBERT F. EPSTEIN, City Attorney

**ARCHITECT'S ADDITIONAL SERVICE REQUEST**

**ASR 03**

Date: **April 8, 2021** LCA Project #19073

Project: **Fire Station 54, San Rafael, CA**  
 Owner: San Rafael Fire Department Public Works Department  
 Individual: Bill Guerin, Director, Public Works  
 Subject: Turnout Locker Room and Gym Revision

Under the conditions of the Architect's Contract for Professional Services with the Owner, as required, the Architect notifies the Owner and the Owner hereby authorizes the Architect to perform Additional Services as previously agreed.

**Explanation:** Per the Client's request, the following has been added to the Scope of Work:

1. **Relocate turnout locker from wall at Apparatus Bay to new turnout locker room at current gym location.**
2. **Remove proposed parking stall under the building and infill with new gym area.**
3. **Create hallway to connect Apparatus Bay to gym and create EMS storage wall (see Exhibit B).**

Architectural Scope (see Exhibit C): Provide CAD base design drawings and Construction Documents.  
 Structural Scope (see Exhibit D): Provide updated Structural drawings and calculations.  
 Mechanical Scope (see Exhibit E): Revise HVAC design and condensate piping.  
 Electrical Scope (see Exhibit F): Revise lighting, power, signal panels and Title-24 calculations.  
 Civil Scope (see Exhibit G): Revise site grading and drawing plans.

**FEE SCHEDULE: Fire Station 54**

A. Architectural: LCA Architects	\$7,600.00
B. Structural: Crosby Group	\$2,500.00
C. Mechanical: Engineering Network	\$2,860.00
D. Electrical: Esfahani Consulting Engineers	\$1,200.00
E. Civil: CSW ST2	\$3,150.00

**TOTAL ADDITIONAL SERVICE REQUEST (NOT TO EXCEED) \$17,310.00**

Thank you,



Carl E. Campos, CEO  
LCA Architects, Inc.

Date

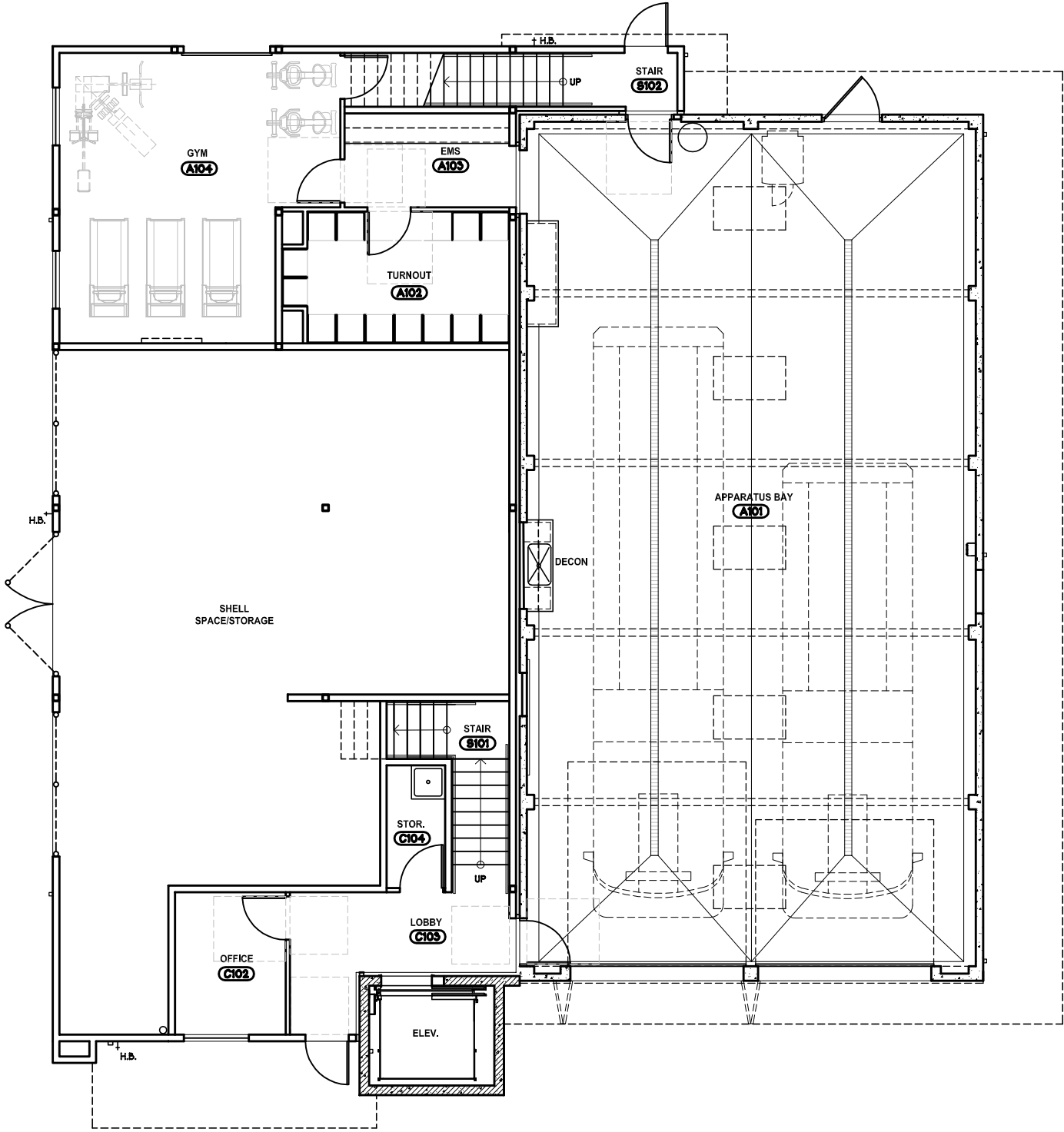
Authorization of Additional Services indicated.

Date

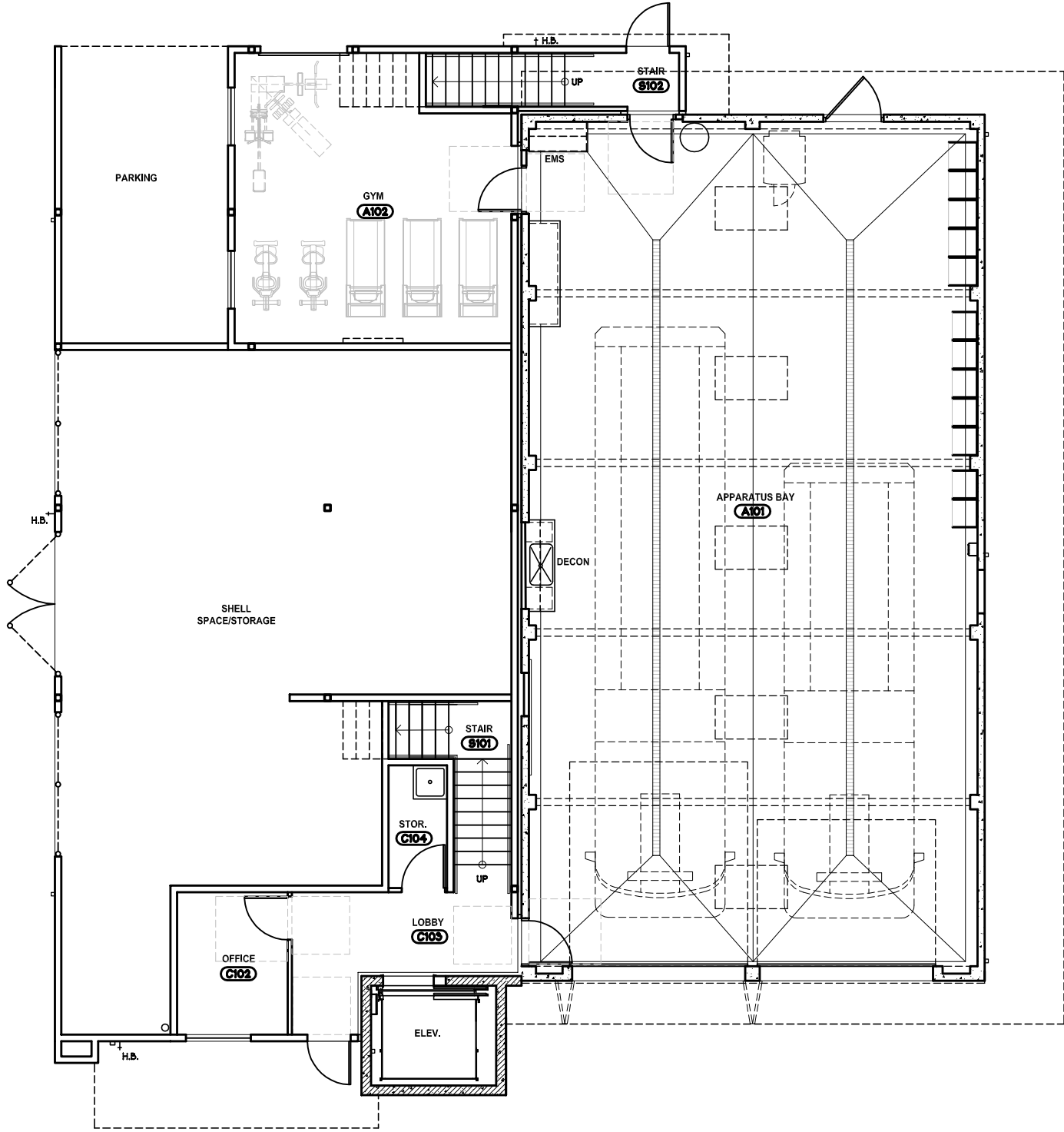
- Attachments:** Existing and proposed floor plans (see Exhibit B)  
 Architectural proposal: LCA Architects (see Exhibit C)  
 Structural proposal: Crosby Group (see Exhibit D)  
 Mechanical proposal: Engineering Network (see Exhibit E)  
 Electrical proposal: Esfahani Consulting Engineers (see Exhibit F)  
 Civil proposal: CSW|ST2 (see Exhibit G)



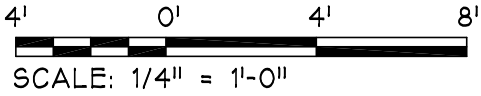
**Exhibit B**




**2** REVISED 1ST FLOOR PLAN  
SCALE: 1/4"=1'-0"



**1** CURRENT 1ST FLOOR PLAN  
SCALE: 1/4"=1'-0"



 <small>WWW.LCA-ARCHITECTS.COM          (800) 944-1081   WALNUT STREET          (510) 272-1081   DUBLANE</small>	<b>FS 54 REDESIGN</b>	
	SCALE	1/4" = 1'-0"
	DATE	4/7/21
	PROJECT	18058
	PAGE	



# Exhibit C

## ARCHITECT'S ADDITIONAL SERVICE REQUEST

Date: April 8, 2021  
Project: San Rafael Fire Station 54  
LCA Project #: 19073

### ADDITIONAL SERVICE REQUEST 3

#### Scope of Work:

Greg Barton: 40 hours

We estimate 40 hours of time to make the turnout locker room and gym revisions for Fire Station 54. The list of drawings that need revising are as follows:

Site Plan	A1.1
Floor Plan	A2.1
Dimensional Plan	A2.3
Ceiling Plan	A2.5
Slab Plan	A2.8
Finish Plan	A2.9
Exterior Elevations	A3.2
Sections	A3.3
Interior Elevations	A4.2
Door and Finish Schedules	A6.1 & A6.2

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Fixed Fee: \$7,600.00

We have staff available who can start this work as soon as you release us to do the work and sign our agreement.

Best regards,

  
\_\_\_\_\_  
Carl E. Campos, CEO  
LCA Architects, Inc.

4/8/21  
\_\_\_\_\_  
Date





# Exhibit F

## ESFAHANI CONSULTING ENGINEERS

2819 Crow Canyon Road Suite 200, San Ramon, CA 94582

Tel. 925.556.0691

mail@esfahani.us

### Request for Authorization

Date: **March 24, 2021**

**Mr. Carl Campos**

LCA Architects Inc.

590 Ygnacio Valley Road, Suite 310,

Walnut Creek, CA 94596

**Re: Fire Station 54, San Rafael CA  
First Floor Revision, Electrical Fee Proposal**

Dear Carl:

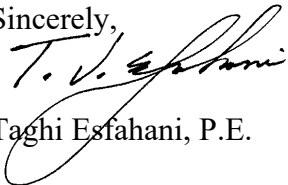
Per your instruction, we will revise our electrical design to incorporate the floor plan changes into electrical drawings.

1. Update architectural floor plan
2. Revise lighting plan
3. Revise power plan
4. Revise signal plan
5. Revise panel schedules
6. Redo Title 24 lighting calculations
7. Coordinate with Architect and consultants

We provide these services for a lump sum fee of \$1,200

**If the proposed fee is satisfactory, please sign on copy and email it back in order for us to proceed.**

Sincerely,



Taghi Esfahani, P.E.

ACCEPTED AND APPROVED:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Exhibit G

CSW | ST 2

45 Leveroni Court  
Novato, CA 94949  
[www.cswst2.com](http://www.cswst2.com)

415.883.9850  
Fax: 415.883.9835

Berkeley  
Novato  
Petaluma  
Pleasanton  
Redwood City  
Richmond  
Sacramento

CSW/Stuber-Stroeh Engineering Group, Inc.

Engineers | Land Planners | Surveyors

Date: March 29, 2021  
File: 2019-10-016

Greg Barton  
LCA Architects  
590 Ygnacio Valley Road, Suite 310  
Walnut Creek, CA 94596

**RE: SAN RAFAEL: RENOVATION FIRE STATION 54 AND FIRE STATION 55  
CONFIRMATION OF ADDITIONAL SERVICES NO. 02**

Dear Greg:

Enclosed is Confirmation of Additional Services No. 2 (CAS 02) to cover the services we are performing in connection with the project located in San Rafael, California.

If you find this Confirmation of Additional Services acceptable, please issue a Contract Amendment to our existing agreement to cover these services.

If you have any questions, please call me.

Sincerely,



CSW/STUBER-STROEH ENGINEERING GROUP, INC.

Enclosures

# Exhibit G Continued

**CSW | ST2**

45 Leveroni Court  
Novato, CA 94949  
[www.cswst2.com](http://www.cswst2.com)

415.883.9850  
Fax: 415.883.9835

Berkeley  
Novato  
Petaluma  
Pleasanton  
Redwood City  
Richmond  
Sacramento

**CSW/Stuber-Stroeh Engineering Group, Inc.**

Engineers | Land Planners | Surveyors

## CONFIRMATION OF ADDITIONAL SERVICES

File No.: 2019-10-016 Confirmation No.: 02 Date: March 29, 2021  
 Project: San Rafael: Renovation Fire Station 54 and Fire Station 55  
 Client: LCA Architects, Inc.

### DESCRIPTION OF WORK:

Revise Construction Documents for Fire Station 54 to accommodate revised floor plan configuration.

<b>ORIGINAL CONTRACT PRICE:</b> (Per Contract Dated: _____ )	\$	_____
<b>Net Changes by Previously Authorized Additional Services:</b>	\$	_____
<b>Contract Sum Prior to this Confirmation:</b>	\$	_____
<b>Amount Contract will be INCREASED / <del>DECREASED</del> for these services:</b>	\$	<u>3,150.00</u>
<b>REVISED CONTRACT PRICE:</b> (Per Date of this Confirmation)	\$	_____

**This Completion Time will be Adjusted as follows:**

THE CONTRACT PRICE OF THE ABOVE-REFERENCED CONTRACT IS HEREBY ADJUSTED AS DESCRIBED IN THIS CONFIRMATION OF ADDITIONAL SERVICES AND AS PROVIDED IN THE "CSW|STUBER-STROEH ENGINEERING GROUP, INC. CONTRACT TERMS AND CONDITIONS." IF WE DO NOT RECEIVE WRITTEN AUTHORIZATION WITHIN THREE BUSINESS DAYS AND PROCEED WITH THE WORK COVERED BY THIS CONFIRMATION, THE CONFIRMATION WILL HAVE THE SAME EFFECT AS IF IT WERE SIGNED. ALL OF THE TERMS, COVENANTS AND CONDITIONS OF THE ABOVE-REFERENCED CONTRACT, AND THE ASSOCIATED "CSW|STUBER-STROEH ENGINEERING GROUP, INC. CONTRACT TERMS AND CONDITIONS," EXCEPT AS DULY MODIFIED BY THIS AND PREVIOUS CONFIRMATIONS, IF ANY, REMAIN IN FULL FORCE AND EFFECT.

**PLEASE SIGN AND RETURN THIS CONFIRMATION.  
 WE WILL RETURN A FULLY EXECUTED COPY TO YOU FOR YOUR RECORDS.**

### APPROVALS

CLIENT: LCA ARCHITECTS, INC.

CONSULTANT: CSW|STUBER-STROEH  
ENGINEERING GROUP, INC.

BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**ARCHITECT'S ADDITIONAL SERVICE REQUEST**

Date: **April 8, 2021**

LCA Project #19073

**ASR 03**

Project: **Fire Station 54, San Rafael, CA**

Owner: San Rafael Fire Department Public Works Department

Individual: Bill Guerin, Director, Public Works

Subject: Turnout Locker Room and Gym Revision

Under the conditions of the Architect's Contract for Professional Services with the Owner, as required, the Architect notifies the Owner and the Owner hereby authorizes the Architect to perform Additional Services as previously agreed.

**Explanation:** Per the Client's request, the following has been added to the Scope of Work:

1. **Relocate turnout locker from wall at Apparatus Bay to new turnout locker room at current gym location.**
2. **Remove proposed parking stall under the building and infill with new gym area.**
3. **Create hallway to connect Apparatus Bay to gym and create EMS storage wall (see Exhibit B).**

Architectural Scope (see Exhibit C): Provide CAD base design drawings and Construction Documents.

Structural Scope (see Exhibit D): Provide updated Structural drawings and calculations.

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Civil Scope (see Exhibit G): Revise site grading and drawing plans.

**FEE SCHEDULE: Fire Station 54**

A. Architectural: LCA Architects	\$7,600.00
B. Structural: Crosby Group	\$2,500.00
C. Mechanical: Engineering Network	\$2,860.00
D. Electrical: Esfahani Consulting Engineers	\$1,200.00
E. Civil: CSW ST2	\$3,150.00

**TOTAL ADDITIONAL SERVICE REQUEST (NOT TO EXCEED)**

**\$17,310.00**

Thank you,



4/8/21

Carl E. Campos, CEO  
LCA Architects, Inc.

Date

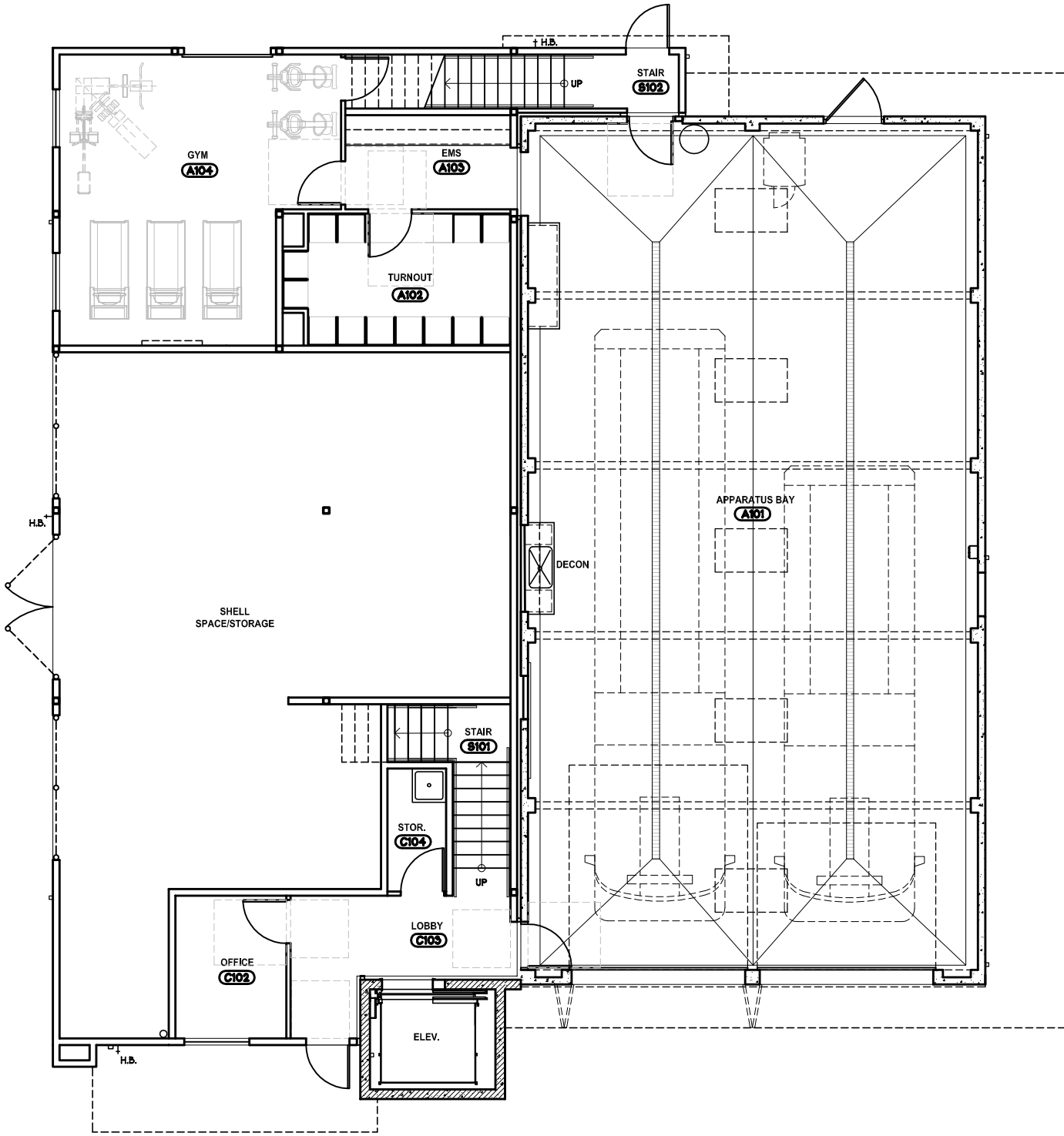
Authorization of Additional Services indicated.

Date

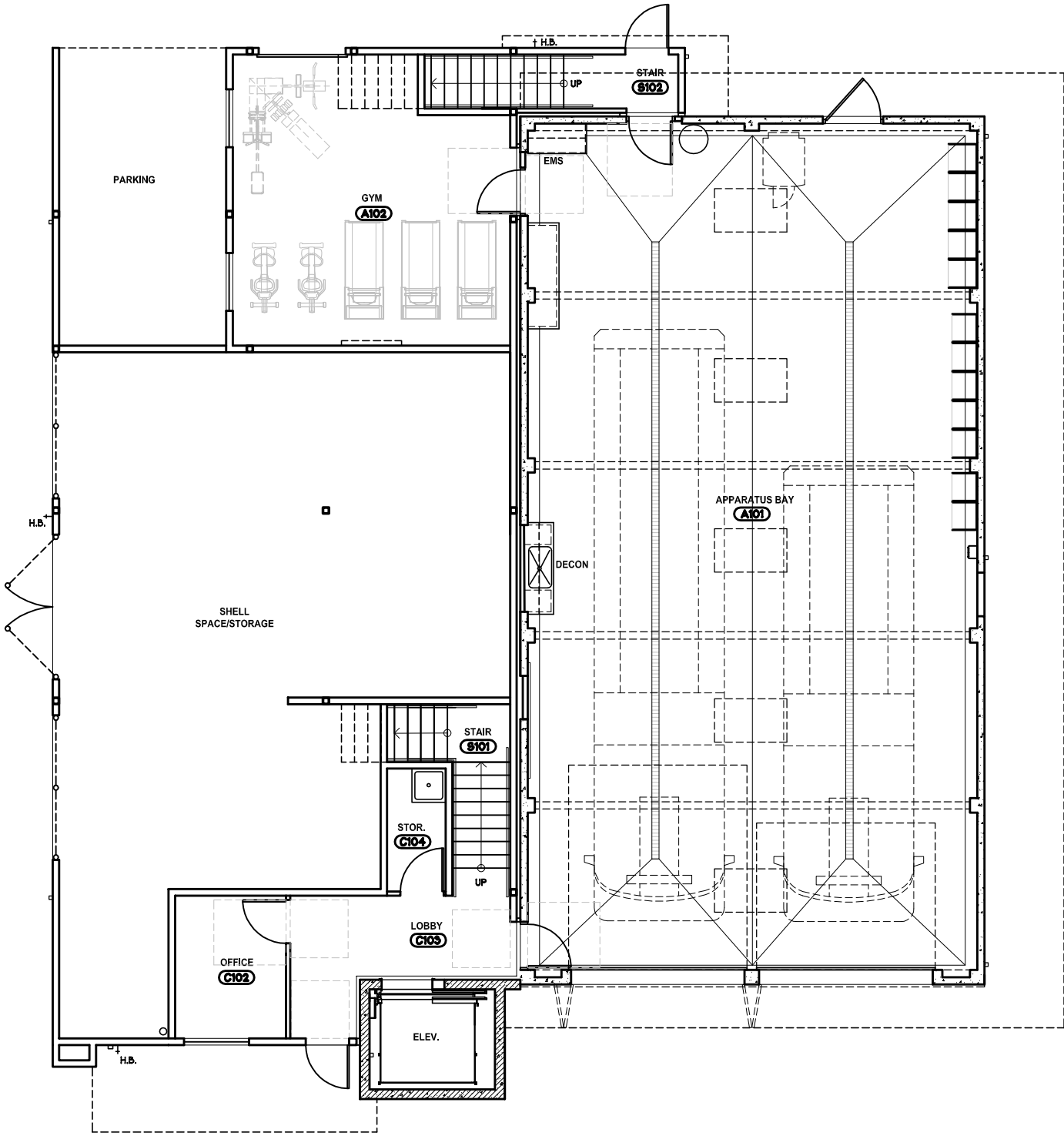
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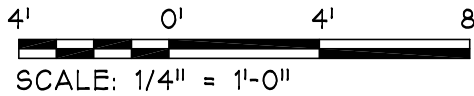
# Exhibit B




**2** REVISED 1ST FLOOR PLAN  
SCALE: 1/4"=1'-0"



**1** CURRENT 1ST FLOOR PLAN  
SCALE: 1/4"=1'-0"



 <small>WWW.LCA-ARCHITECTS.COM          (800) 944-1081   WALNUT CREEK          (916) 275-1081   DUBLIN, CA</small>	<b>FS 54 REDESIGN</b>	
	SCALE	1/4" = 1'-0"
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	PAGE	



## Exhibit C

### ARCHITECT'S ADDITIONAL SERVICE REQUEST

Date: April 8, 2021  
Project: San Rafael Fire Station 54  
LCA Project #: 19073

#### ADDITIONAL SERVICE REQUEST 3

##### Scope of Work:

Greg Barton: 40 hours

We estimate 40 hours of time to make the turnout locker room and gym revisions for Fire Station 54. The list of drawings that need revising are as follows:

Site Plan	A1.1
Floor Plan	A2.1
Dimensional Plan	A2.3
Ceiling Plan	A2.5
Slab Plan	A2.8
Finish Plan	A2.9
Exterior Elevations	A3.2
Sections	A3.3
Interior Elevations	A4.2
Door and Finish Schedules	A6.1 & A6.2

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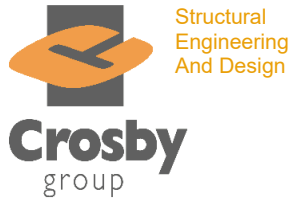
Fixed Fee: \$7,600.00

We have staff available who can start this work as soon as you release us to do the work and sign our agreement.

Best regards,

  
\_\_\_\_\_  
Carl E. Campos, CEO  
LCA Architects, Inc.

4/8/21  
Date



155 Bovet Road, Suite 550  
San Mateo, CA 94402  
Tel 650.367.8100  
Fax 650.598.0277

# Exhibit D

## ADDITIONAL SERVICE REQUEST

**DATE:** April 7, 2021  
**PROJECT:** San Rafael Fire Station No. 54 Revisions  
**CG JOB NO:** LCA-140-19  
**(CLIENT) JOB NO:** 17004

### ADDITIONAL SERVICES REQUEST NO. 3

#### SCOPE OF WORK:

For Fire Station No. 54, extend current Gym area North and eliminate the covered parking area. Work includes updates to drawings and calculations to incorporate these changes and address any associated plan check comments.

#### EXCLUSIONS:

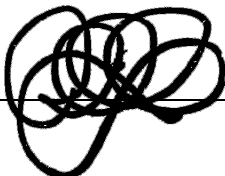
Items that are excluded include any work outside the specific scope noted above.

#### FEE ARRANGEMENT:

Compensation for the outlined Scope of Work shall be a lump sum amount of \$2,500.00 (Two Thousand Five Hundred Dollars).

#### OFFERED BY:

\_\_\_\_\_  
Signature



\_\_\_\_\_  
Date

Patrick Crosby, S.E. / Principal  
Printed Name / Title  
**Crosby Group**

#### AUTHORIZATION:

Your signature indicates your approval to proceed with the outlined Additional Services while the formal amendment to the original Contract is being prepared and executed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name / Title  
**LCA Architects**



# Exhibit F

## ESFAHANI CONSULTING ENGINEERS

2819 Crow Canyon Road Suite 200, San Ramon, CA 94582

Tel. 925.556.0691

mail@esfahani.us

### Request for Authorization

Date: **March 24, 2021**

**Mr. Carl Campos**

LCA Architects Inc.

590 Ygnacio Valley Road, Suite 310,

Walnut Creek, CA 94596

**Re: Fire Station 54, San Rafael CA  
First Floor Revision, Electrical Fee Proposal**

Dear Carl:

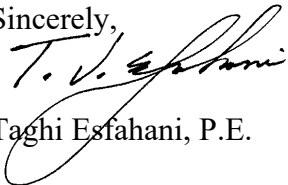
Per your instruction, we will revise our electrical design to incorporate the floor plan changes into electrical drawings.

1. Update architectural floor plan
2. Revise lighting plan
3. Revise power plan
4. Revise signal plan
5. Revise panel schedules
6. Redo Title 24 lighting calculations
7. Coordinate with Architect and consultants

We provide these services for a lump sum fee of \$1,200

**If the proposed fee is satisfactory, please sign on copy and email it back in order for us to proceed.**

Sincerely,



Taghi Esfahani, P.E.

ACCEPTED AND APPROVED:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Exhibit G

CSW | ST 2

45 Leveroni Court  
Novato, CA 94949  
[www.cswst2.com](http://www.cswst2.com)

415.883.9850  
Fax: 415.883.9835

Berkeley  
Novato  
Petaluma  
Pleasanton  
Redwood City  
Richmond  
Sacramento

CSW/Stuber-Stroeh Engineering Group, Inc.

Engineers | Land Planners | Surveyors

Date: March 29, 2021  
File: 2019-10-016

Greg Barton  
LCA Architects  
590 Ygnacio Valley Road, Suite 310  
Walnut Creek, CA 94596

**RE: SAN RAFAEL: RENOVATION FIRE STATION 54 AND FIRE STATION 55  
CONFIRMATION OF ADDITIONAL SERVICES NO. 02**

Dear Greg:

Enclosed is Confirmation of Additional Services No. 2 (CAS 02) to cover the services we are performing in connection with the project located in San Rafael, California.

If you find this Confirmation of Additional Services acceptable, please issue a Contract Amendment to our existing agreement to cover these services.

If you have any questions, please call me.

Sincerely,



CSW/STUBER-STROEH ENGINEERING GROUP, INC.

Enclosures

# Exhibit G Continued

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**CSW/Stuber-Stroeh Engineering Group, Inc.**

Engineers | Land Planners | Surveyors

## CONFIRMATION OF ADDITIONAL SERVICES

File No.: 2019-10-016 Confirmation No.: 02 Date: March 29, 2021  
 Project: San Rafael: Renovation Fire Station 54 and Fire Station 55  
 Client: LCA Architects, Inc.

### DESCRIPTION OF WORK:

Revise Construction Documents for Fire Station 54 to accommodate revised floor plan configuration.

<b>ORIGINAL CONTRACT PRICE:</b> (Per Contract Dated: _____ )	\$	_____
<b>Net Changes by Previously Authorized Additional Services:</b>	\$	_____
<b>Contract Sum Prior to this Confirmation:</b>	\$	_____
<b>Amount Contract will be INCREASED / <del>DECREASED</del> for these services:</b>	\$	3,150.00
<b>REVISED CONTRACT PRICE:</b> (Per Date of this Confirmation)	\$	_____

**This Completion Time will be Adjusted as follows:**

THE CONTRACT PRICE OF THE ABOVE-REFERENCED CONTRACT IS HEREBY ADJUSTED AS DESCRIBED IN THIS CONFIRMATION OF ADDITIONAL SERVICES AND AS PROVIDED IN THE "CSW|STUBER-STROEH ENGINEERING GROUP, INC. CONTRACT TERMS AND CONDITIONS." IF WE DO NOT RECEIVE WRITTEN AUTHORIZATION WITHIN THREE BUSINESS DAYS AND PROCEED WITH THE WORK COVERED BY THIS CONFIRMATION, THE CONFIRMATION WILL HAVE THE SAME EFFECT AS IF IT WERE SIGNED. ALL OF THE TERMS, COVENANTS AND CONDITIONS OF THE ABOVE-REFERENCED CONTRACT, AND THE ASSOCIATED "CSW|STUBER-STROEH ENGINEERING GROUP, INC. CONTRACT TERMS AND CONDITIONS," EXCEPT AS DULY MODIFIED BY THIS AND PREVIOUS CONFIRMATIONS, IF ANY, REMAIN IN FULL FORCE AND EFFECT.

**PLEASE SIGN AND RETURN THIS CONFIRMATION.  
 WE WILL RETURN A FULLY EXECUTED COPY TO YOU FOR YOUR RECORDS.**

### APPROVALS

CLIENT: LCA ARCHITECTS, INC.

CONSULTANT: CSW|STUBER-STROEH  
ENGINEERING GROUP, INC.

BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_