RESOLUTION - ACTION REQUESTED 2014-471
MEETING: September 9, 2014
TO: The Board of Supervisors
FROM: Doug Wilson, Interim Public Works Director
RE: Approve an Agreement with Architectural Resources Group

RECOMMENDATION AND JUSTIFICATION:
Approve an Agreement with Architectural Resources Group (ARG) for the Design Development of Exterior Repairs to the Mariposa County Courthouse in the Not to Exceed Amount of $125,290, and Authorize the Board of Supervisors Chair to Sign the Agreement.

On June 10, 2014, ARG representatives presented their Final Report to the Board detailing their findings on the structural and historic health of the Courthouse. In their report ARG recommended a list of high priority maintenance items and improvements to the structural and electrical components of the Courthouse. The Board instructed Public Works staff to return with a contract to authorize the design and construction management of those high priority improvements.

There is adequate funding for this design agreement, but inadequate funding for all the construction recommended. The agreement provides for the consultant to complete final bid package for the priority work that can be completed within the available funding.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
On May 14, 2013, the Board approved a contract with ARG for $79,750 to perform a thorough structural and historical review of the Courthouse and to recommend both short and long-term improvements.

On June 12, 2012, Public Works presented the Board of Supervisors with a report detailing the issues regarding the Courthouse and requested Board direction on possible ways to best address these issues.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board could choose not to award the contract to ARG. Doing so would mean that
needed repairs to the Courthouse would not be designed and may delay construction of the needed repairs to the Courthouse.

FINANCIAL IMPACT:
There is sufficient funding in Fund 502, Courthouse Construction and Fund 503, MCCJF Construction budgeted in Fiscal Year 2014-2015 for this Agreement.

ATTACHMENTS:
ARG Professional Services Agreement(PDF)

CAO RECOMMENDATION
Requestcd Action Recommended

RESULT: ADOPTED AS AMENDED [UNANIMOUS]
MOVER: Janet Bibby, District III Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier
MARIPOSA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER

TO: DOUG WILSON, Interim Public Works Director
FROM: TRACY GAUTHIER, Deputy Clerk of the Board

SUBJECT: Approve an Agreement with Architectural Resources Group (ARG) for the Design Development of Exterior Repairs to the Mariposa County Courthouse in the Not to Exceed Amount of $125,290, and Authorize the Board of Supervisors Chair to Sign the Agreement

RES. 14-471

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 9, 2014

ACTION AND VOTE:

Approve an Agreement with Architectural Resources Group (ARG) for the Design Development of Exterior Repairs to the Mariposa County Courthouse in the Not to Exceed Amount of $125,290, and Authorize the Board of Supervisors Chair to Sign the Agreement

Doug Wilson/Interim Public Works Director, presented staff report and overview. Gary Taylor/Assistant Director of Public Works – Operations, noted that they have attended several Historical Sites and Records Preservation Commission meetings to keep them informed as to their progress. Supervisor Cann and Gary Taylor discussed timing and the unlikelihood of continuing this project during the winter and of a timeframe for this item to come back to the Board.

Supervisor Jones asked if there is any way to reduce the cost of the agreement/consultants proposal. Gary Taylor responded explaining the design process and noted this could possibly be reduced, the funding is just a line item ear marked at this time, so all the cost for the consultant comes out of these funds and because it is a historical building having expertise would be helpful. Supervisor Jones commented that input from the Building department could assist and save money. Gary Taylor said he could set up a not to exceed amount clause.

Supervisor Carrier commented that we are looking at the electrical because of old wiring and fear of fire and he asked if we have to go with a shake roof or could we use something modern that appears to look like shake but will enhance safety issue. Gary Taylor responded that Public
Works researched a product that has been determined to be more fire resistant.

Supervisor Cann commented that this is a National Registered Historic Structure and expressed concern regarding the current condition of the roof and the possibility of new material being too heavy. Gary Taylor responded that the consultant is looking at possibly bracing up the roof system.

**Public comment open:**

Judge Walton expressed appreciation in delaying this item until he could be here and noted that the Court supports this item and feels is the right consultant to use. He then noted that Judge Elect Fagalde is present and he has been in consultation with him and will continue to keep him informed of what is occurring. He expressed concern regarding the amount but now recognizes that this is a time and material agreement and there is some wiggle room. He requested the Board approve this item and asked that they also recognize that there is a need for additional funds, and requested that the Board consider assisting with funding. Supervisor Cann asked if there is a committed amount within the Courts budget for this project, Judge Walton responded $240,000. Supervisor Cann spoke in support of completing all 3 phases at the same time to save money. Discussion was held regarding the electrical not being as bad as originally thought, it was noted that electric heaters are not used in the Courthouse and concerns were expressed regarding safety for the people and structure of the building.

**Public comment closed.**

It was requested that Public Works keep a close eye on the not to exceed amount. Gary Taylor responded that it could be set up to allow Tasks 1 - 4 to be completed but must obtain approval prior to moving on to additional tasks.

Supervisor Jones asked about the time frame of completion. Gary Taylor responded.

Supervisor Cann stated for the record that this will come out of fund 503 per the CAO, which currently holds $269,000. Gary Taylor noted the following minor changes: the date the contract will start is September 9, 2014, and the addition of the language to not move ahead to task 5 without written approval.

Supervisor Bibby moved to approve with the following changes: the date the contract will start is September 9, 2014, and add the language to not move ahead to task 5 without written approval. Supervisor Jones seconded the motion. Agreeable with mover and second. The motion passed unanimously.

**RESULT:** **ADOPTED AS AMENDED [UNANIMOUS]**

**MOVER:** Janet Bibby, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Stetson, Jones, Bibby, Cann, Carrier

Cc: Judge Walton, Superior Court
PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT is made this [date] day of [month], 2014 between:

COUNTY: Mariposa County Department of Public Works
4639 Ben Hur Road
Mariposa, CA 95338

and

CONTRACTOR: Architectural Resources Group, Inc.
Pier 9, The Embarcadero
San Francisco, CA 94111

ARTICLE 1. TERM OF AGREEMENT

1.01 Agreement Term: This Agreement shall become effective on September 9, 2014, and shall terminate on June 30, 2015, unless terminated in accordance with the provisions of Article 7 of this Agreement.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

2.01 Independent Contractor: It is the express intention of the parties that Contractor is an independent Contractor and not an employee, agent, joint venturer or partner of County. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement.

2.02 Contractor Qualifications: Contractor represents that it has the necessary competence, experience and qualifications for the services to be performed.

2.03 Agreement Management: Contractor shall report to the Public Works Director who will review the activities and performance of the Contractor and administer this Agreement.

ARTICLE 3. SERVICES TO BE PERFORMED BY CONTRACTOR

3.01 Scope of Services: Contractor agrees to perform the services as described on Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the County stating the dollar value of the services, the method of payment, and any adjustment in Agreement time. All such services are to be coordinated with County and the results of the work shall be monitored by the Public Works Director or his/her designee. However, the means by which the work is accomplished shall be the sole responsibility of the Contractor.
3.02 Method of Performing Services: Contractor will determine the method, details, and means of performing the above-described services. County shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services; however, Contractor shall not proceed beyond Task #4 without prior written authorization from County.

3.03 Employment of Assistants: Contractor may, at the Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Agreement. County may not control, direct, or supervise Contractor's responsibility for assistants or employees in the performance of those services. Contractor assumes full performance of those services. Contractor assumes full and sole responsibility for the payment of all compensation and expenses of such assistants and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.

ARTICLE 4. COMPENSATION

4.01 Compensation: In consideration for the services to be performed by Contractor, County agrees to pay Contractor in proportion to the services satisfactorily performed in the not to exceed amount of $125,290 for services as described above. The total sum to be paid to Contractor includes all labor, materials, travel and other expenses to be incurred by Contractor in the performance of the services described herein. Payment shall be made upon submission of a formal claim approved by the appropriate official of the County as follows:

[ ] Total sum to be paid upon completion of services,

[x] Incremental payments based on the following schedule:

Submittal of monthly invoices

4.02 Invoices: Contractor shall submit detailed invoices for all services being rendered from the Contractor to the County. All invoices shall reference contract number.

4.03 Date for Payment of Compensation: County will endeavor to make payment within 45 days of invoices being submitted from the Contractor to the County, and approval and acceptance of the work by the County.

4.04 Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for County, including but not limited to, all costs of equipment provided by Contractor, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. County shall not be responsible for any expense incurred by Contractor in performing services for County.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

5.01 Tools and Instrumentalities: Contractor will supply all tools and instrumentalities, required to perform the services under this Agreement. Contractor is not required to purchase or rent any tools, equipment or services from County. County shall not provide working space, supplies, materials or other such support to Contractor in the performance of the services and tasks as described herein.

5.02 Indemnification: Contractor shall indemnify and hold County harmless against any and all liability imposed or claimed, including attorney’s fees and other legal expenses, to the
extent caused by the negligent performance of services by Contractor or Contractor’s assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of One Million Dollars ($1,000,000) or an amount as otherwise determined appropriate by the County Risk Manager to cover such claims. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to commencing work. Acceptance by County of insurance certificates and endorsements required under this Agreement does not relieve Contractor from liability under this indemnification and hold harmless clause. By execution of this Agreement, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

5.03 **General Liability and Automobile Insurance:** During the term of this Agreement Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least $1,000,000 combined limit for bodily injury and property damage; provided that the County, its officers, employees, volunteers and agents are to be named additional insureds under the policies, and that the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by County or the named insureds will be called on to cover a loss covered hereunder. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990. The County will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to County.

5.04 **Professional Liability Coverage:** Contractor shall provide proof of professional liability coverage satisfactory to County prior to commencing work under the Agreement.

5.05 **Certificate of Insurance:** Contractor shall complete and file with the County prior to engaging in any operation or activity set forth in this Agreement, certificates of insurance evidencing coverage as set forth in paragraphs 5.02, 5.03 and 5.04 above and which shall provide that no cancellation or expiration by the insurance company will be made during the term of this Agreement, without thirty (30) days written notice to County prior to the effective date of such cancellation.

5.06 **Workers’ Compensation:** During the term of this Agreement Contractor agrees to provide workers’ compensation insurance for Contractor’s employees and agents and agrees to hold harmless and indemnify County for any and all claims arising out of any injury, disability, or death of any of Contractor’s employees or agents.

5.07 **Public Employees Retirement System (CalPERS):** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

5.08 **State and Federal Taxes:** As Contractor is not County’s employee; Contractor is responsible for paying all required state and federal taxes. In particular:
a) County will not withhold FICA (Social Security) from Contractor's payments;
b) County will not make state or federal unemployment insurance contributions on behalf of Contractor;
c) County will not withhold state or federal income tax from payment to Contractor;
d) County will not make disability insurance contributions on behalf of Contractor;
e) County will not obtain workers' compensation insurance on behalf of Contractor.

5.09 Records: It is understood and agreed that all plans, studies, specifications, and data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Agreement shall be the property of the County, and Contractor hereby agrees to deliver the same to the County upon request. It is understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Agreement are prepared specifically for the County and are not necessarily suitable for any future or other use. Contractor shall maintain such records for a minimum of three (3) years or as otherwise required by law.

5.10 Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the County for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the County.

5.11 Assignability of Agreement: It is understood and agreed that this Agreement contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Agreement will be permitted only with the express written consent of the County.

ARTICLE 6. OBLIGATIONS OF COUNTY

6.01 Cooperation of County: County agrees to comply with all reasonable requests of Contractor and provide access as allowed by law to all documents reasonably necessary to the performance of Contractor's duties under this Agreement.

6.02 Assignment: Neither this Agreement nor any duties or obligations under this Agreement may be assigned by County without the prior written consent of Contractor.

ARTICLE 7. TERMINATION OF AGREEMENT

7.01 Termination Occurrence of Stated Events: This Agreement shall terminate automatically on the occurrence of any of the following events:
   1. Bankruptcy or insolvency of Contractor;
   2. Death of Contractor.

7.02 Termination by County for Default of Contractor: Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County, at
County's option, may terminate this Agreement by giving written notification to Contractor.

7.03 Termination for Convenience of County: County may terminate this Agreement at any time by mailing a notice in writing to Contractor that the Agreement is terminated. Said Agreement shall then be deemed terminated and no further work shall be performed by Contractor. If the Agreement is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.

7.04 Termination of Funding: The parties acknowledge that the nature of government finance is unpredictable, and that the rights and obligations set forth in this Agreement are necessarily contingent upon the receipt and/or appropriation of the necessary funds. In the event that funding is terminated, in whole or in part, for any reason, at any time, this Agreement and all obligations of County arising from this Agreement shall be immediately discharged. County agrees to inform Contractor no later than thirty (30) calendar days after County determines, in its sole judgment, that funding will be terminated and the final date for which funding will be available.

ARTICLE 8. GENERAL PROVISIONS

8.01 Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.

8.02 Entire Agreement of the Parties: This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for County and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the party to be charged and approved by the County as provided herein or as otherwise required by law.

8.03 Partial Invalidity: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

8.04 Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
8.05 **Conformance to Applicable Laws:** Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. No discrimination shall be made by Contractor in the employment of persons who work under this Agreement because of race, color, national origin, ancestry, disability, sex or religion of such person.

8.06 **Waiver:** In the event that either County or Contractor shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or any other covenant, condition or obligation.

8.07 **Governing Law:** This Agreement and all matters relating to it shall be governed by the laws of the State of California and County of Mariposa and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Mariposa.

Executed at Mariposa, California, on the date and year first above written.

**COUNTY:**

[Signature]  
KEVIN CANN, Chairman  
Mariposa County Board of Supervisors

**CONTRACTOR:**  
Architectural Resources Group, Inc.

[Signature]

**APPROVED AS TO FORM:**

STEVEN W. DAHLEM  
County Counsel

**ATTEST:**

Rene LaRoche, Clerk of the Board
June 30, 2014

Mr. Peter Rei, Director
Mariposa County Public Works Department
49639 Ben Hur Road
Mariposa, CA 95338

Re: Mariposa County Courthouse Rehabilitation Project

Dear Peter,

We are very happy to be submitting this proposal to you for the first phase in the long awaited rehabilitation of the Courthouse. The proposal is based on the scope of work considered as “High Priority” in ARG’s May 2014 Assessment of the Courthouse. As discussed and as enumerated in the May 28, 2014 First Phase Budget, attached, this scope of work includes most of those high priority items. It includes all of the high priority structural work, the high priority architectural work (exterior only) and the high priority electrical upgrade. It does not include the high priority interior improvements for accessibility and improved restrooms; these items will be included in the next phase, when the interior of the Courthouse is rehabilitated. The reasons for selecting the elements of work for the first phase are:

1. Halting deterioration of the building due to deferred maintenance
2. Replacement of the electrical system which may be a life safety concern
3. Packaging of a cost effective project, a logical scope of work to be completed under one construction contract, that will work seamlessly with the future phases of Courthouse rehabilitation and improvements

These criteria had to be weighed against the limited available funding from the County and Courts as well as seasonal (weather) constraints on construction. The estimated cost of construction for the exterior rehabilitation of the building and the electrical system upgrades will be about $700,000, including disabled exterior access to the main entrance. Since the available funds are approximately $500,000, it is likely that the rehab and upgrade project will need to be accomplished in two phases. For purposes of our fee proposal, we have included the comprehensive design of the entire exterior rehab and electrical upgrade through the production of Draft Construction Documents. From these products, the
County will have the necessary information to put together, with our assistance, a bid package for the scope of work that meets the budget and includes the most important improvements to the building. These will constitute the first phase of construction that will, hopefully, be able to proceed in 2014. Our understanding of the scope of work and our fee proposal include the following:

**TASK 1 – Detailed Assessment of Existing Conditions**

Building upon the assessments in ARG’s report and utilizing the CAD files provided by the County, we will do a more detailed assessment of the exterior features of the building, as required to produce clear direction for the contractor: roof, chimney and flashing details, individual window and door details and condition, details of specific areas of siding and trim requiring repair or replacement, and dimensions for all of the above. The existing CAD drawings appear to be incorrect in a few areas; we will check these (for the exterior only) and update the drawings.

Some destructive demolition and investigation, as recommended in the structural section of our assessment report, will be done at this time, to clarify the actual structural issues and extent of work required. We will rely on County staff to minor demolition.

Our electrical engineer will survey the existing equipment and distribution and will make recommendations on the best electrical scope for this first phase of construction. As noted in our discussions, lighting and other interior work will best be left until the interior rehabilitation takes place. The goal for this first phase will be a safe electrical system that will be ready for future programmatic changes.

During this site visit, we will meet with County staff to confirm the project parameters and make sure we are addressing all of their high priority concerns.

**TASK 2 – Design Development for Exterior Rehabilitation & Electrical Upgrade**

We will prepare Design Development drawings and outline specifications (65% Construction Documents) for the complete exterior rehab and upgrade project. We will produce a cost estimate for this work, organized to facilitate the creation of a first construction package within the County’s available funds. We will meet with County staff to review the project.
TASK 3 – Construction Documents for Exterior Rehabilitation and Electrical Upgrade

Based on approved Design Development documents, we will develop draft drawings and specifications (95% Construction Documents) for the complete exterior rehab and upgrade project. We will revise the cost estimate and meet County staff to review the project and to decide which components of the work should be included in the first phase of construction, based on funding, schedule (weather), and cost effective packaging of the work.

TASK 4 – Bid Documents for Phase 1

The 95% Construction Documents will be annotated to indicate the scope of work for the first construction phase; other work will be noted as NIC. We will produce final Construction Documents and work with the County to produce the bid package.

TASK 5 – Bidding & Negotiation for Phase 1

During the bidding and negotiation period, ARG will provide support to the county: attend pre-bid meeting, answer questions and prepare addenda and clarifications, and assist in evaluation of bids and recommendations for award of the contract.

TASK 6 – Construction Administration for Phase 1

ARG will provide conventional services during construction. Our team will review submittals, RFIs, CORs and substitution and requests; we will respond and make recommendations. We will make periodic site visits to observe the ongoing work. Due to the distance and expense of such visits, we have included a limited number (5 for ARG; 1 for structural, and 2 for electrical), to occur at critical points in the construction, in our proposal. Depending upon whether the County has a construction manager for the project, additional visits may be recommended. These could be provided on an as-needed basis or added to ARG’s scope. A final visit to participate in a punchlist and final review of the project is included.

The attached spreadsheet shows the breakdown of our proposed fee by task and by consultant. Please review it and let us know if you have any questions. We’ll be happy to discuss with you any revisions to the scope. We understand that timing of the construction and weather concerns may dictate that a portion of Phase 1 construction, for example - the new roof, proceed in 2014 ahead of the rest of the work, and we will work with you to expedite the design process so that it works for
the County’s schedule. Our team is ready to begin immediately. We look forward to our continued relationship with you and to beginning the real work of rehabilitating the Courthouse.

Regards,

[Signature]

Cathleen Malmstrom, AIA
Senior Associate

cc: Steve Farneth, file

Attachments: Fee Proposal; May 28, 2014 Phase 1 Budget
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<thead>
<tr>
<th>Task Description</th>
<th>Architectural Resources Group</th>
<th>Degenkolb</th>
<th>Fehr Engineers</th>
<th>R. Borstein</th>
<th>Task Totals</th>
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<tbody>
<tr>
<td>1. Detailed Assessment of Existing Conditions</td>
<td>$16,000</td>
<td>$8,540</td>
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<td>Detailed Condition Assessment of windows, siding &amp; roof</td>
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<td>Measure &amp; Document Building to Confirm Ex. CAD drawings; exterior only</td>
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<td>Update Existing Condition Drawings in CAD</td>
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<td>Meet with County Public Works Staff While on Site</td>
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<td>Project Management &amp; intermittent coordination. Assume 2 hours per week, ongoing</td>
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<td>throughout Project (4 months)</td>
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<td>2. Design Development - Exterior Rehab &amp; Electrical Upgrade</td>
<td>$10,640</td>
<td>Incl. in 3</td>
<td>Incl. in 3</td>
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<td>Prepare Design Development Drawings</td>
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<td>Prepare Outline/Draft Specifications</td>
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<td>Develop Cost Estimate</td>
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<td>Meet with County Public Works Staff</td>
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<td>3. Construction Documents - Exterior Rehab &amp; Electrical Upgrade</td>
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<td>$18,299</td>
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<td>Prepare Single Set of Construction Documents for Exterior Rehab and Electrical</td>
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<td>Upgrade</td>
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<td>Submit 85% Draft Construction Documents</td>
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<td>Meet with County Public Works Staff</td>
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<td>Based on Revised Cost Estimate, County Budget and Schedule, Finalize Phase 1</td>
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<td>Scope of Construction</td>
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<td>4. Bid Documents - Phase 1</td>
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<td>Revise CDs; Annotate to Indicate Phase 1 Scope of Work</td>
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<td>Submit 100% CDs for Bidding of Phase 1</td>
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<td>5. Construction Administration - Phase 1</td>
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<td>Attend Pre-Bid Meeting to Assist County</td>
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<tr>
<td>Prepare Addenda and Clarifications</td>
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<tr>
<td>Assist County in Evaluation of Bids &amp; Recommendations for Award of Contract</td>
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<tr>
<td>6. Construction Administration - Phase 1</td>
<td>$10,520</td>
<td>$5,841</td>
<td>$8,300</td>
<td>$0</td>
<td>$22,661</td>
</tr>
<tr>
<td>Review RFIs, submittals, CORs and substitution requests &amp; recommend action</td>
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<tr>
<td>Make routine site visits during construction to observe progress of the work</td>
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<tr>
<td>(include ARG: 5 visits; DE: 1 visit; FE: 2 visits)</td>
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<tr>
<td>Review punchlist &amp; participate in final review of the project</td>
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<tr>
<td>Total ARG Fees</td>
<td>$60,470</td>
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<tr>
<td>Total Consultant Fees</td>
<td>$65,820</td>
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<tr>
<td>Total Fee</td>
<td>$116,290</td>
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<tr>
<td>Estimated Reimbursables (billed at cost plus 10%)</td>
<td>$9,000</td>
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<tr>
<td>Proposal Total</td>
<td>$125,290</td>
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