

## SCOPE OF WORK

### Shoreline Boathouse Building Expansion, Project 20-39

At Bull Stockwell Allen (BSA) our scale and specialized expertise fosters an ability to build meaningful human relationships with our clients based on one-to-one communication and collaboration. While our focus is hospitality and recreation, our firm size strategically allows us to complete projects that range greatly in scope while allowing us to make the commitment that each deserves. Our design process stresses collaboration with our clients, responsiveness and Principle participation throughout.

We have chosen our consultants purposefully to engage people that we have collaborated with successfully. Several of the firms have been part of our team for successful projects with the City of Mountain View.

Throughout the process, we use all the tools at our disposal to communicate ideas and design. These range from freehand sketches and drawings that communicate early concepts and relationships to our commitment to Revit software and BIM development of the Schematic Design through Construction Documents.

#### **PHASE I: CONCEPT DESIGN**

The workshop text outlined in Shoreline RFP is a critical component of our proposed design approach. In fact, BSA views the workshop process as perhaps the most critical phase of the design process given the ability to gather (either virtually or physically) to share ideas, define objectives and develop meaningful, working relationships tied to a unified vision. The goal will be to jumpstart the project and create a shared, mutually developed foundation for the ongoing work.

Over the course of a day, BSA and its food service partner, Ric Jedrzewski, will meet with SSI and City of Mountain View representatives to confirm scope, brainstorm and define a clear approach forward. Having dusted off our original documents, BSA will prepare a detailed agenda and design diagrams to hit the ground running. At the workshop, we will confirm assumptions regarding operations, analyze the site and sketch design options for discussion and preliminary review. We have recently held such workshops in virtual format while retaining the ability to listen, learn and communicate.

The workshop notes, and sketches will be recorded and distributed for review by the participants, including a summary of the work and written recommendations. Based on this preliminary document, we will continue to analyze options until a preferred solution identified. In conjunction with ongoing review, input and cost estimating, the development of the preferred option will form the basis of the finalized concept and a kick off for the Schematic Design phase.

#### **PHASE II: DESIGN THROUGH CONSTRUCTION ADMINISTRATION**

##### **Schematic Design**

With agreement on the final Concept Design BSA will engage the Basic Services team of consultants to review the existing conditions and commence a building systems analysis in order to prepare options for efficiency and budgetary review. At this point we would engage the site and geotechnical surveys. If additional consultants are required because of the Concept Design

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direction BSA will solicit additional service fee proposals from multiple sources for review and approval by the City.

In addition, BSA will work with the City to reach out and engage stakeholders as appropriate, such as the building and fire departments with the code analysis, engineering, garbage and recycling services, and the County public health department. Our goal is to create a dialogue with these agencies to address concerns as an integral part of the design process, which has worked well for our previous projects with Mountain View.

BSA and its consultant team will finalize the entitled design solution at 100% Schematic level in accordance with industry standards, with an emphasis on exterior design, including the preliminary incorporation of structural and MEP systems and the development of Outline Specifications. Additionally, if required, we will work with the City to prepare documents and materials boards for presentation to the Development Review Board at the completion of this phase. We recommend the second cost estimate at this time, to capture the additional engineering scope and design updates.

#### **Design Development**

During this phase of the work, BSA will use the fully coordinated Schematic Design and cost estimate as the basis for ongoing Design Development. The drawings will be prepared in accordance with industry drawing standards, including the integration and coordination of the approved structural and MEP systems. During Design Development, we will continue our regulatory outreach.

An important focus of this phase will be the detailed layout and interior design of the server spaces. We have proposed a graphic design firm to join the team at this point in order to prepare a well-coordinated package of architecture and graphics. This additional service proposal is so that their exact scope tailored to the needs of the City and SSI. If needed an additional cost estimate update may be prepared as an additional service.

#### **Construction Documents**

BSA and its consultants will prepare Construction Documents, per industry standards, setting forth the architectural requirements for construction of the project. The documentation will utilize Revit technology, where appropriate, in order to facilitate construction and minimize conflicts between the consultant disciplines as part of an overall Quality Control plan. BSA will prepare 90% Construction Documentation for City review, permitting and the final cost estimate.

Our scope includes:

Regulatory outreach including code and plan-check requirements,

Regular, ongoing coordination and Quality Assurance reviews of the of technical documents prepared by all consultants under contract to BSA;

Ongoing project value analysis through 25% Construction Documents, including revisions to the documents to address the project's budgetary goals. Further modifications are possible as an additional service.

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Required revision of Permit/Construction Document set to address Plan Check comments, including re-submittal for Project Permitting

#### **Bidding**

BSA and the consultant team will assist the City's coordination of the Bidding Phase, respond to Bidder's questions and will assist with reviewing the bids.

#### **Construction Administration/Record Documents**

Using our Bay Area location to full advantage, BSA and its consultants will work closely with the City and its selected contractor to undertake Construction Administration in a timely and efficient manner.

Our work will begin upon selection of the contractor and issuance of 100% Construction Documents and end upon the due date for final payment to the General Contractor (or in the absence of a certificate for final payment, sixty days after the date of Substantial Completion).

The fees outlined in this proposal based on a maximum 8 months of construction for the new building and related site work.

In accordance with industry norms, our Construction Administration services include:

- Regular and ongoing communication with the Owner and Contractor on construction related issues;
- Timely shop drawing review and submission in accordance with a detailed schedule developed by the Owner, Architect and Contractor;
- Timely development of clarification sketches and RFI responses to address specific field conditions and assist in the timely progress of the construction in accordance with a pre-negotiated construction schedule;
- Site representation on an average bi-weekly basis, by the appropriate design and/or engineering discipline.
- Bi-Weekly OAC meetings, either as part of BSA's scheduled site visits or via teleconference when appropriate; and Proactive coordination of the Consultant Team in anticipation of necessary field visits.

#### **COST ESTIMATES**

As part of this proposal, BSA will commission regular cost estimating services in order to track the Project Budget and to monitor and provide ongoing cost estimating for the project. The estimates will periodically confirm if the project is meeting the City's budget, as well as being the basis for continuous value engineering process, and to structure the Contactors bid and alternates. As directed in the addendum, the scope allows for three (3) separate Cost Estimates at Concept Design, Schematic Design/Design Development, and 90% Construction drawings. Scope changes or value engineering beyond 25% CD's will be considered an additional service.

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**QUALITY ASSURANCE**

In addition to our use of Building Information Modeling tool, Revit, BSA relies on our in house checklist methodology to plan and renew our and our consultants' documents at each milestone.

**MEETINGS**

During Phase I & II, BSA will organize regular scheduled weekly project meetings to foster collaboration and tracking of key issues, by way of online collaborative software. In addition, in-person meetings will be held with regulatory agencies and at selected milestones. Refer also to Construction Administration.

**ADDITIONAL SERVICES**

In addition to the Basic Services provided by BSA and our main Consultants, the following are offered as Additional Services. Where the scope of the services can be quantified, they are included in the fee matrix. If additional consultants are required because of the Concept Design direction, BSA will solicit fee proposals from multiple sources for review and approval by the City.

- Specialty Graphics Design
- Site & Geological Survey
- Development Review Committee materials and presentation
- Landscape Design
- AV, IT and Security Design
- Additional Cost estimates
- Photorealist renderings
- Specialized foundation systems

**EXCLUSIONS**

- Consultants not listed elsewhere
- LEED
- FEMA coordination
- Hazardous Materials

**MOUNTAIN VIEW SHORELINE BOATHOUSE EXPANSION: PROFESSIONAL FEE SCHEDULE**

	PHASE I					PHASE II					
	RESEARCH	WORKSHOP	REPORT	CONCEPT DESIGN	TOTAL	SD	DD	CD	BID	CA*	TOTAL
<b>ARCHITECTURAL &amp; INTERIORS</b> BULL STOCKWELL ALLEN	\$500	\$3,600	\$1,500	\$3,900	\$9,500	\$10,000	\$15,900	\$31,800	\$3,980	\$34,000	\$95,680
<b>STRUCTURAL ENGINEERING</b> ZFA	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$12,000	\$1,000	\$8,000	\$33,000
<b>CIVIL ENGINEERING</b> BKF ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$2,500	\$1,700	\$3,500	\$800	\$2,200	\$10,700
<b>MECHANICAL PLUMBING &amp; LIFE SAFETY</b> LEFLER ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$3,150	\$4,250	\$5,735	\$550	\$3,600	\$17,285
<b>ELECTRICAL &amp; LIGHTING</b> O'MAHONY & MYER	\$0	\$0	\$0	\$0	\$0	\$2,500	\$6,000	\$11,000	\$0	\$3,500	\$23,000
<b>KITCHEN EQUIPMENT DESIGN</b> JEDRZIEWSKI DESIGNS	\$0	\$1,335	\$540	\$1,225	\$3,100	\$3,675	\$6,125	\$8,575	\$735	\$1,225	\$20,335
<b>SUB TOTAL</b>	\$500	\$4,935	\$2,040	\$5,125		\$27,825	\$39,975	\$72,610	\$7,065	\$52,525	
<b>TOTAL</b>					\$12,600						\$200,000
<b>GRAND TOTAL</b>											<b>\$212,600</b>

**\*NOTE:**

Construction Administration phase is for 8 months construction duration.  
 OAC Meetings are assumed to be held bi-weekly per City's discretion.

**MOUNTAIN VIEW SHORELINE BOATHOUSE EXPANSION: ADDITIONAL SERVICES SCHEDULE**

**TOPOGRAPHY SURVEY**

BFK ENGINEERING \$4,000

**RECORD DRAWINGS**

BSA ARCHITECTS \$2,035  
 ZFA \$1,000  
 LEFLER ENGINEERS \$1,175  
 JEDRZIEWSKI DESIGNS \$490

**COST ESTIMATING**

MACK 5  
     CONCEPT DESIGN \$4,800  
     SCHEMATIC DESIGN \$9,150  
     CONSTRUCTION DOCUMENTS \$9,150

**ENVIRONMENTAL GRAPHICS**

PUBLIC DESIGN  
     BRAND DOCUMENT \$2,000  
         IDENTITY \$8,000  
         MENU \$3,000  
     COLLATERAL FURNISHINGS \$2,000  
         SIGNAGE \$12,200

**PUBLIC OUTREACH SD PHASE**

BSA ARCHITECTS \$2,500

**DEVELOPMENT REVIEW BOARD**

BSA ARCHITECTS \$2,500

**TOTAL ADDITIONAL SERVICES \$64,000**

**ESTIMATED REIMBURSABLE EXPENSES**

BSA ARCHITECTS \$3,500  
 ZFA \$800  
 BKF \$400  
 LEFLER ENGINEERING \$400  
 O'MAHONY & MYER \$400  
 JEDRZIEWSKI DESIGNS \$400  
 PUBLIC DESIGN \$1,000

**1 PHOTOREALIST RENDERING** est. \$4500  
**LANDSCAPE ARCHITECT** est. \$7,000  
**AV, IT & SECURITY DESIGN** est. \$10,000  
**GEOTECHNICAL SERVICES** est. \$7,000  
  
**TOTAL REIMBURSABLE EXPENSES \$35,400**

**NOTE:**

In addition to the Basic Services provided by BSA and our core Consultants the following are offered as Additional Services. Where the scope of the services can be quantified, they are included in the fee matrix. If additional consultants are required as a result of the Concept Design direction BSA will solicit fee proposals from multiple sources for review and approval by the City.