

# Green Sheet for Item 3.8, Exhibit 1



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March 27, 2023

Mr. Reggie Lamson  
General Manager  
City of Big Bear Lake  
Department of Water and Power  
41972 Garstin Drive  
Big Bear Lake, CA 92315

Re: Fee Proposal  
Garstin Water Operations Facilities  
Project 2012800.06

Dear Mr. Lamson:

Attached please find our Project Understanding, Scope of Work and Fee Proposal for the next phase of the overall improvements at the Big Bear Lake Department of Water and Power. The first phase of the project included design and construction service for the new Operations Building (\$650,000.00) and for the site improvements (\$70,000.00). Total cost for these design and construction services is \$720,000.00.

Mr. Lamson, thank you again for this opportunity. We are looking forward to continuing our relationship with you and your team.

Very truly yours,

A handwritten signature in black ink that reads 'KELLEY NEEDHAM'.

KELLEY NEEDHAM  
Architect, AIA  
Managing Partner

KN:br/P02012800x1-fp

Attachment: Project Understanding  
Scope of Services  
Fee Proposal

## Project Understanding

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It is our understanding that the City of Big Bear Lake, Department of Water and Power, would like to complete the work identified in the recently completed master plan. This work will include development of a new Operations Building as well as the overall site improvements. The work will be divided into the following phases:

**Phase I:** Construction of a new Operations Building and a portion of the site improvements.

**Phase II:** Demolition of existing Operations Building, construction of the new Warehouse Building, and construction of the balance of the site improvements.

## Scope of Services

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### A. BASIC ARCHITECTURAL SERVICES

The following is a list of the basic activities and services anticipated for your new project. The scope has been divided into the five phases typically associated with architectural services. Note: Each task listed may not apply to each phase of the project.

#### 1. Schematic Design Phase

The first and perhaps most important task during the Schematic Design Phase will be to establish and determine the best approach to the design of the primary systems in the project. The architectural program shall be developed. Alternative configurations shall be quickly explored in order to evaluate the best opportunities. A design concept shall be formulated in order to provide a sound basis for subsequent planning and design decisions to occur. The design concept shall be utilized to evaluate advantages and disadvantages of each potential alternative. Site and programmatic factors, aesthetic quality, cost, and other key factors related to the project shall be utilized in order to form the basis of an evaluation. Through a variety of informal meetings with the project committee, a schematic design concept shall be established.

During the Schematic Design Phase for your project, the following tasks and deliverables been identified:

#### A. Master Site Plan

A master site plan shall be prepared in order to describe all major site components and to illustrate the overall site planning concept for the project. All structures, parking areas, and circulation components shall be identified. Areas of future expansion and/or future phasing shall also be defined.

#### B. Preliminary Floor Plans

A preliminary floor plan of each level for every structure proposed shall be prepared.

#### C. Exterior Elevations

Exterior elevations shall be prepared to illustrate all major views of the project. Elevations shall be drawn to depict scale, character, architectural vocabulary, and shall be delineated to communicate the aesthetic qualities of the project.

#### D. Schematic Design Cost Estimate

A Schematic Design construction cost estimate shall be prepared and included with the summary report.

#### E. Project Schedule

A comprehensive project schedule shall be prepared. The project schedule shall include anticipated time frames for each phase of the project as well as any other milestones required by the City.

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## 2. Design Development Phase

After completion of the Schematic Design Phase, the design of the project shall be advanced into more detailed refinement by initiating the Design Development Phase. Our Design Team shall prepare design development documents consisting of drawings, outline specifications, design calculations, material/equipment submittals, fixture cuts, and a design development opinion of estimated construction cost. Architectural, structural, electrical, and mechanical systems shall be further detailed and analyzed. Preliminary drawings shall be prepared for each of these systems and options which may exist shall be evaluated.

During the Design Development Phase, requirements for cabinets, casework, hardware, and related specialties shall be determined. A preliminary furniture plan shall be prepared indicating usage and furniture layout of every work station, office, and support space. Final selection of materials, textures, and colors shall occur. The Design Development Phase is essentially the time when preliminary design proposals are refined to a level of detail and developed to a state such that final construction documents can be initiated. The Design Development Phase is the time when all final decisions pertaining to the proposed project are evaluated and finalized.

During the Design Development Phase, the following tasks and deliverables have been identified:

### A. Design Development Plans

Design development drawings shall be prepared in order to fix and describe the size and character of the entire project including civil, architectural, structural, mechanical, and electrical design features.

### B. Outline Specifications

Outline specifications shall be prepared in order to identify and define the materials and system components selected for the project. Outline specifications shall be prepared in summary outline form based on CSI format.

### C. Basis of Design

A technical manual shall be assembled to organize product literature and data for all materials, equipment, and fixtures selected for the project.

### D. Building Code Analysis

Drawings, diagrams, and calculations shall be prepared based upon all applicable building codes having jurisdiction over the project. A preliminary occupancy and exiting plan shall be prepared to identify the type of construction, type of occupancy, required fire rating/separation, and location/number of exits required.

### E. Design Development Cost Estimate

A Design Development construction cost estimate shall be prepared to reflect the scope and anticipated construction costs as reflected by the design development documents.

### F. Project Schedule

An updated project schedule shall be prepared and submitted.

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### 3. Construction Document Phase

The final Construction Document Phase of the project generally consists of the preparation of the construction documents to include final drawings, specifications, calculations, and final cost estimates. Our proposal includes complete and comprehensive architectural and engineering services required to execute the entire project. Specifically, we have included the following disciplines:

- Architectural
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering

During this phase, the Contract Documents are prepared setting forth in detail the requirements for the construction of the project. General conditions, instructions to bidders, and all special requirements are defined, and when combined with the various trade specifications, a complete project manual is produced.

During the Construction Document Phase final cost studies shall be prepared. A detailed opinion of construction cost shall be prepared at the point where final plans and specifications are approximately 50% complete. Once construction documents have almost been completed, a revised opinion of cost shall be prepared at the level of approximately 90% completion. Allowable construction costs will be consistently monitored during the entire process in order to minimize the possibility of requiring major refinement or modification due to budgetary limits.

The following tasks are specifically proposed for the project:

#### A. Construction Drawings

Final construction drawings shall be prepared in order to describe and identify the spaces, sizes, volume, and location in detail for the construction of the project. Final construction drawings will be provided electronically (PDF) and hard copies.

#### B. Project Manual

A project manual shall be prepared to include all instructions to bidders, bidding forms, general conditions, supplementary special conditions, and the construction trade sections for the project. The project manual provides detailed technical information pertaining to the administration of the contract for construction, materials and equipment to be furnished, acceptable manufacturers, and the requirements for executing the work.

#### C. Final Design Calculations

Final design calculations shall be prepared and submitted with the final plans and specifications for review and approval by governing agencies having jurisdiction over the project. Structural calculations, hydrology/drainage calculations, and mechanical/electrical (Title 24 Energy Compliance) shall be completed during this phase.

#### D. Construction Cost Estimate

A final construction cost estimate shall be prepared at the point where plans and specifications are approximately 50% complete. A second cost opinion shall be prepared at the 90% completion point in order to address any refinement or modification occurring during the preparation of the construction documents. The cost opinion shall be prepared utilizing specific area and quantity take-offs applied to labor and material cost, and shall include allowance for general conditions, Contractor's profit and overhead, and contingencies.

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**E. Final Plan Check**

All final plans, specifications, and supporting calculations shall be submitted to appropriate agencies having jurisdiction over the project. The final construction documents shall be revised and amended in order to reflect any plan check requirements, and at this time, construction documents will be ready for competitive bidding.

**4. Bidding Phase**

During the Bidding Phase, the Architect shall provide administrative support services to assist the City in obtaining competitive bids for the proposed project. The Architect shall respond to any questions, clarifications, or conflicts which may arise in the form of written addenda to the contract documents. At this time, requests for substitutions may be considered if allowed by the contract documents. The Architect shall assist the City with an evaluation of the bids received and make a recommendation for award of the contract for construction.

The following services for the Bidding Phase of the project are proposed:

**A. Bidding Procedures and Administration**

The Architect shall assist the City with the Bidding Phase of the project. Questions, clarifications, or conflicts arising out of the bidding process will be resolved by addenda prepared by the Architect. Addenda to the contract for construction shall be prepared in writing to document any clarification or modification made to the contract documents.

**B. Evaluation of Bid Proposals**

Upon receipt of all bid proposals, a review and evaluation shall be conducted by the Architect. The completeness of each bid proposal shall be evaluated whenever consideration exists to award to the proposing contracting entity. The completeness of the bid proposal, proposed subcontractors, affidavit of signature and other special bid proposal requirements shall be reviewed by both the City and the Architect.

**C. Notice to Award Construction Contract**

Upon the completed review of appropriate bid proposals, the Architect shall provide a recommendation for consideration regarding the potential award of the contract for construction.

**5. Construction Administration Phase**

The Architect shall conduct job site meetings at two week intervals in order to generally review and evaluate the construction schedule, monitor weekly performance, review quality control standards, and provide assistance for any clarification or revision to the contract for construction. Shop drawings and related submittals shall be reviewed and returned to the Architect for appropriate action. The Contractor's requests for information, proposal requests, and related communications shall be attended to on a regular basis. Contractor's pay requests shall be reviewed by the Architect on a monthly basis in accordance with the amount of work completed and in accordance with the contract documents. At every job site meeting, minutes shall be prepared, published and distributed by the Architect to all parties concerned, specifically noting current action items and related responsibilities. Upon completion of the Construction Phase the Architect shall organize and conduct a final walk-through and review. A final punch list for all required corrections and remaining work shall be prepared.

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During the Construction Phase of the project, the following services shall be furnished:

**A. Preconstruction Conference**

A preconstruction conference shall be organized and conducted by the Architect to brief all parties concerned with general and special requirements of the contract for construction. Procedural matters, routing of information, and project representatives shall be defined. Attendees shall include representatives from the City, the Architect, the Contractor, and all major subcontractors.

**B. Job Site Meetings**

Job site meetings at two week intervals shall be scheduled and conducted by the Architect for the same day and time through the duration of the project. Scheduling, coordination, requests for information, and changes to the contract for construction are routinely monitored. The Architect shall publish and distribute a field report for each job site meeting, documenting the progress of construction and specifically noting current and delinquent action items.

**C. Submittal and Shop Drawing Review**

The Architect shall review all required shop drawings and related submittals as required by the contract documents.

**D. Project Closeout**

At the completion of the Construction Phase a final job site meeting and review of the entire facility shall be conducted. A final punch list will be published and distributed by the Architect to all parties concerned, specifically noting required corrections, non-conforming work, and work remaining to be completed. A second walk-through shall be conducted when all punch list items have been corrected, at which time a Final Notice of Completion shall be filed by the City.

**E. Record Documents**

A set of final record documents will be created from the Contractor's as-built drawings. Drawings will be provided electronically (PDF) and hard copies.

**B. PROJECT SPECIFIC SERVICES**

The following items are not typically found in the basic scope of architectural services. Based on the specifics of your site and our experience with projects of this type, we believe the following additional services will also be required:

**1. Geotechnical Investigations**

A Geotechnical Investigation shall be furnished by the design team. The soils report shall be reviewed in order to determine existing soils conditions, soils characteristics, water table relationship to known seismic faults, and overall soils suitability for the proposed project. Specific recommendations shall be made for soils preparation related to the construction of footings, foundations, slabs, and various pavement sections.

**2. Hazardous Material Assessment**

A hazardous material assessment will be furnished by the design team. The assessment will determine the presence of asbestos and lead materials as well as options for abatement.



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**C. ASSUMPTIONS/EXCLUSIONS**

The following is a list of items which are excluded from our scope of services or are not anticipated to be required. However, these services can be included, if requested, or once additional information is known:

1. Plan Check/Permit Fees.
2. Professionally Constructed Building Models.
3. Energy Modeling.
4. Conformed Documents.
5. Shoring Design.
6. Arborist/Biologist Reports.
7. Construction Surveying/Staking.
8. Cone Penetration Testing.
9. QSP services during construction.
10. QSD services during construction.
11. Radius maps, mailing lists and public hearing signage.
12. Traffic control plans.
13. County, State, Title Company and Utility purveyor Fees.
14. Street improvement plans.
15. Soil Management or Agronomy Reports.
16. Our fee assumes that utilities are available at the project site. Plans required to provide adequate utility (including fire lines) or storm drain infrastructure to a point in front of this project site would not be considered within our scope of work.
17. Foundation System: Our fee assumes typical spread footings in average soil conditions. Any other type of foundation system required as a result of poor soil conditions would not be considered within our scope of work.
18. LEED™ Certification.
19. Grading certifications during construction.
20. Legal descriptions.
21. Landscape architecture.
22. Water quality treatment report.
23. Drainage or hydrology studies.
24. SWPPP.
25. Our fee assumes that the phases are sequenced in the order indicated. A fee adjustment may be required if the phasing is modified.

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**D. HOURLY RATE SCHEDULE**

For additional services, the following hourly rates are proposed for the basis of negotiating scope modifications which may be necessary for the project. Hourly rates include mark-up that will be applied to all fees. Reimbursable costs for reprographic services, computer plotting, and printing will be negotiated at the time additional services are requested.

**ARCHITECT**

Principals of Firm	\$250.00
Associate/Director/Coordinator	\$220.00
Senior Project Architect/Manager	\$200.00
Project Architect/Manager	\$170.00
Design Studio	\$120.00
Technical Support	\$100.00

**CIVIL ENGINEER**

Principal Civil Engineer	\$150.00
Principal Land Surveyor	\$150.00
Project Engineer	\$120.00
Project Manager	\$105.00
Engineering Design	\$105.00
Design Draftsman	\$100.00
Draftsman	\$ 95.00
Technical Support	\$ 60.00

**STRUCTURAL ENGINEER**

Principal Engineer	\$175.00
Project Engineer	\$150.00
Chief Draftsman	\$110.00
Draftsman	\$ 90.00
Technical Support	\$ 75.00

**ELECTRICAL ENGINEER**

Principal	\$175.00
Project Manager	\$135.00
Project Engineer	\$125.00
Design Engineer	\$ 95.00
Designer/CADD Technician	\$ 90.00
Jr. Designer/CADD Technician	\$ 80.00
CADD Technical/Drafter	\$ 70.00
Technical Support	\$ 50.00

**MECHANICAL ENGINEER**

Principal	\$225.00
Associate Principal	\$205.00
Senior Project Manager	\$195.00
Project Manager	\$185.00
Senior Project Engineer	\$170.00
Project Engineer	\$150.00
Senior Design Engineer	\$135.00
Design Engineer	\$125.00
Senior Designer	\$115.00
Designer	\$105.00
CAD Designer	\$100.00
CAD Technician	\$ 80.00
Administrative	\$ 75.00
Technical Support	\$ 65.00