



June 8, 2022

Bobby Fouladi, P.E.
Senior Engineer
City of Costa Mesa

Re: 22-03 PD Range Upgrades Project - Request for Construction Administration Proposal

Bobby,

This proposal would provide enhanced construction support services beyond the basic services originally proposed for the Firing Range Upgrade Project.

The previous standard Bidding/ Construction phase scope included the following items:

- Bid Phase Services: Attend the pre-bid meeting. Prepare addenda in response to requests for information (RFIs) and requests for clarification (RFCs). Prepare a conformed set of contract documents that incorporate all addenda and revisions to the contract documents.
- Architectural Engineering Support During Construction: Provide RFI response, Shop Drawings, Product Data, Samples review to verify conformity with the information by the original contract documents.
- Site Visits During Construction: provide meeting on-site (Up to 4 meetings w architect)
- Project Close-Out: Participate in final walk through of the site. Assist in the development of Project punch list.

A. PROJECT UNDERSTANDING

Enhanced Construction Administration and Support

- a) Upon the construction contract award by the City, lead the pre-construction conference.
- b) Visit the site frequently enough to become familiar with the progress and quality of the work completed. Up to an additional 10 site visits to verify the work is being performed in accordance with the contract documents and to attend construction meetings.
 - a. Conduct field reviews to observe work by Contractor. Development of Field Reports as needed identifying observed work that is not consistent with the Construction Documents.
 - b. Notify the City of any problems discovered or observed.
- c) Any additional design work done to date, and processing of updated plans through the building department after permit has been issued.
- d) Assist City in reviewing of Contractor invoicing and credits with the City. Review all change orders, verify costs, and make recommendations for payment or appropriate action.
- e) Prepare changes to construction documents to reflect approved changes in scope or nature of the work.
- f) Architect to be present during the initial startup of systems/ equipment (3 additional field visits).
- g) Participate in pre-final and final inspections of the work to determine if work is complete and in accordance with contract documents. Provide discipline specific punch lists for incorporation into the City's punch list; Architectural Punch List and MEP Punch Lists. Provide one follow-up visit after Punchlist to confirm that the noted construction deficiencies have been corrected or provide a summary of the deficiencies.
- h) Prepare a set of reproducible record drawings in PDF showing significant changes in the work based on marked up prints, and drawings from GC. Record drawing set of construction documents that incorporates all updates, addenda and RFI issues.

ATTACHMENT 5

- i) Process any significant changes with the City's building department should it be required.
- j) Assist City in reviewing coordination between the Contractor and City vendors (including telecommunications, low voltage cabling, security, and furniture as required).
- k) Attend weekly meetings during construction and assist City with formatting meeting minutes.
- l) Review and provide input on Contractor's construction schedule and status.
- m) Review and provide input on Contractor's project order updates for the project.
- n) Assist City in Construction Change Directives during construction.

The scope of these services is based on the 140 working day construction schedule projected for this project.

B. COMPENSATION

We propose to furnish these services not to exceed the following fee:

Grand Total: \$89,000 (Eighty-Nine Thousand Dollars)

Sincerely,



Jack Panichapan, AIA, LEED AP
Principal, CEO,
Gillis + Panichapan Architects, Inc.

**City of Costa Mesa****Police Firing Range Facility Upgrade Project: Enhanced Construction Support**

Revised: 6/8/2022

		ARCHITECT					ARCHITECT
		Principal	Project Dir.	Project Arch	Job Captain	Designer	
City of Costa Mesa							
Police Firing Range Facility Upgrade Project: Enhanced Construction Support							
Revised: 6/8/2022							
E Enhanced Construction Support Services							
a	Upon the construction contract award by the City, lead the pre-construction conference.	2	8				\$1,610
b	Visit the site frequently enough to become familiar with the progress and quality of the work completed. Up to an additional 10 site visits to verify the work is being performed in accordance with the contract documents and to attend construction meetings.	6	80		60		\$19,210
c	Any additional design work done to date, and processing of updated plans through the building department after permit has been issued.	8	40		20		\$9,580
d	Assist City in reviewing of Contractor invoicing and credits with the City. Review all change orders, verify costs, and make recommendations for payment or appropriate action.	8	40		8		\$8,440
e	Prepare changes to construction documents to reflect approved changes in scope or nature of the work.	8	20		20		\$6,480
f	Architect to be present during the initial startup of systems/ equipment (3 additional field visits).	3	12		12		\$3,555
g	Participate in pre-final and final inspections of the work to determine if work is complete and in accordance with contract documents. Provide discipline specific punch lists for incorporation into the City's punch list; Architectural Punch List and MEP Punch Lists. Provide one follow-up visit after Punchlist to confirm that the noted construction deficiencies have been corrected or provide a summary of the deficiencies.	8	20		20		\$6,480
h	Prepare a set of reproducible record drawings in PDF showing significant changes in the work based on marked up prints, and drawings from GC. Record drawing set of construction documents that incorporates all updates, addenda and RFI issues; and process them through the City's building department	2	8		24		\$3,890
i	Assist City in reviewing coordination between the Contractor and City vendors (including telecommunications, low voltage cabling, security, and furniture as required).	3	24		8		\$5,035
j	Attend bi-weekly meetings during construction and assist City with formatting meeting minutes	1	40				\$6,385
k	Review and provide input on Contractor's construction schedule and status.		8				\$1,240
l	Review and provide input on Contractor's project order updates for the project.	8	16		8		\$4,720
m	Assist City in Construction Change Directives during construction.	8	30		16		\$7,650
Enhanced Construction Support Total		65	346	0	196	0	\$84,275

Hours:	65	346	0	196	0	\$84,275
Total Hours	607					SUB-TOTAL
Hourly Rates:	\$185	\$155	\$135	\$95	\$80	

\$84,275 Architecture

Reimbursibles*	\$4,725
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Architecture and Engineering Total	\$89,000
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***Reimbursibles:** Covers costs for specialty printing, delivery fees, and travel. City Business License fees (if required for the entire A&E Team) This reimbursable allowance covers fees beyond general B&W printing fees on standard ledger or tabloid size paper. Government fees, delivery costs (such as United Parcel Service charges), and the costs of special sized prints/ reproductions are not included in our fee. These items are "reimbursable" items and will be shown separately on our invoice with a 10% coordination fee.