



May 23, 2019

Jason Simpson, Assistant City Manager
City of Lake Elsinore
130 S. Main Street
Lake Elsinore, CA 92530

RE: Architectural Services for Public Works Tenant Improvements ±5,100S.F.
522 Poe Street
Lake Elsinore, CA

Dear Mr. Simpson:

STK Architecture, Inc. is pleased to provide a proposal for Architectural services for the above mentioned project. This proposal is based upon our field discussion/observation on April 9, 2019. My understanding of the scope of work is as follows:

Scope of Work and Services

The purpose of this agreement is to provide construction bid documents and specifications to the existing shell building. This proposal includes the following:

- A. Take field measurements to develop the existing floor plan & exterior elevations.
- B. Develop demo and improvement floor plans and exterior elevations.
- C. Develop demo and improvement reflected ceiling plans.
- D. Develop path of accessibility from new parking lot to building entrance.
- E. Develop site accessible parking, signage and path of accessibility to entry door.
- F. Provide accessible restroom design.
- G. Design location and specifications of new second floor. STK to provide coordination with Structural Engineer provided by STK.
- H. Floor plan to identify floor finish, wall finish and interior window design.
- I. Develop Architectural specifications for bid package.
- J. Exterior elevations – 4 sides.
- K. Bidding phase services.
- L. Construction administration phase services (6 site visits).

Compensation

STK Architecture, Inc. is proposing to provide the above services on a phased fixed fee:

| | |
|------------------|-----------------|
| Structural | \$26,110 |
| STK Architecture | <u>\$33,850</u> |
| Total | \$59,960 |

| | |
|--|----------------|
| Field Dimensions (floor plan & elevations) | \$4,500 |
| Construction Drawings & Specs | \$50,960 |
| Bidding | \$1,500 |
| Construction Administration | <u>\$3,000</u> |
| Total | \$59,960 |

The above Proposal is based upon the following assumptions:

- A. Work shall be limited to the areas described only.
- B. STK will provide Structural Engineering only.
- C. During the Construction Administration Phase, STK will limit its site visits to (6).
- D. STK will include one meeting for Pre-Bid Job walk.
- E. STK will include one meeting for Punch List at Completion of Construction.

Reimbursable expenses such as general copying, printing, plotting, postage/delivery and other authorized expenditures shall not exceed \$1,000 and will be invoiced at cost.

The Fee will be invoiced on a percentage of work completed on a monthly basis. If extra services are required, and approved by the Owner, the following hourly rates would apply:

| | |
|---------------------|-------------|
| Principal | \$237/Hr |
| Associate | 171/Hr |
| Project Manager | 149/Hr |
| Senior Draftsperson | 105/Hr |
| Junior Draftsperson | 88/Hr |
| Administration | 66/Hr |
| Consultants | Cost x 1.15 |
| Reimbursables | Cost x 1.0 |
| Reimb. Agency Fees | Cost x 1.05 |

Time:

STK Architecture, Inc. estimates it will take two months to do the drawings/specs and six months for construction.

Insurance:

STK maintains general Errors and Omissions Professional Liability Insurance in the amount of \$2,000,000 per occurrence, with an annual aggregate limit of \$2,000,000.

Exclusions:

This proposal is based on the following exclusions to establish scope of services and expectations for deliverable packages and schedule:

- Payment of Agency Fees (if any) shall be by the Owner.
- Hazardous Materials Surveys.
- LEED is not a part of our proposal.
- Asbestos abatement.
- Civil Engineering.
- Geotechnical Engineering.
- CMU Wall X-ray Services.
- MPE Engineering.
- Landscape Architect.
- SWPPP and WQMP.

Thank you for the opportunity to propose on this important project. We look forward to once again working with the City of Lake Elsinore. If you have any questions regarding this Proposal, or wish to discuss specifics in detail, please do not hesitate to call me.

Sincerely,



G.V. Salts
Architect, NCARB
C-22977

Enc.: ISE Structural Engineer Proposal
Cost Estimate
First and Second Floor Plans by STK