



October 10, 2019

Jason P. Simpson  
City of Lake Elsinore  
130 South Main Street  
Lake Elsinore, CA 92530

RE: A/E PROPOSAL FOR SERVICES  
DIAMOND STADIUM CLUBHOUSE KITCHEN/BAR REMODEL  
LAKE ELSINORE, CA

Dear Mr. Simpson:

STK Architecture, Inc. is pleased to submit our Proposal for Services on the above-referenced project.

**Scope of Work**

**1.0 Clubhouse Kitchen/Bar As-Built:**

- 1.1 Develop as-built information on building (floor plan and interior elevations). Take field dimensions, photograph interior/exterior, catalog all existing appliances and furnishings.

Fee: \$9,200

- 1.2 STK will provide design for the following:

- 1.2.1 Gut and remodel Kitchen.
- 1.2.2 Add new stoves, hoods, walk-in refrigerator, walk-in freezer, ice machine, dishwasher and equipment.
- 1.2.3 Install new cleanable ceiling tile and frame.
- 1.2.4 Install new LED lighting with cleanable lenses.
- 1.2.5 Replace all storage shelving/bar.
- 1.2.6 Provide dry goods storage space.
- 1.2.7 Provide FRP board on all interior walls.
- 1.2.8 Provide new epoxy flooring and cove base.

Fee: \$36,800

1.2.9 Obtain RIVCO Health Department review and approval.

Fee: \$10,500

1.3 Develop book specifications and cost estimate.

Fee: \$ 3,200

1.4 Plan check revisions.

Fee: \$ 2,200

1.5 Bidding phase services:

1.5.1 Answer RFIs.

1.5.2 Develop Addendums.

1.5.3 Attend job walk.

Fee: \$ 1,500

1.6 Construction administrative services:

1.6.1 Answer RFIs.

1.6.2 Develop correction sketches as required.

1.6.3 (2) site visits.

1.6.4 Submittal review.

Fee: \$ 4,000

1.7 M/P/E Engineering  
(Design West)

Fee: \$19,350

Subtotal: \$86,750

Reimbursables: \$ 1,000

**Total: \$87,750**

## **2.0 Professional Service Fee**

2.1 Work will be performed and invoices issued on a monthly basis. Invoices will be phased on the percentage of work complete on each of the following phases:

2.2 All invoices are payable upon presentation and fully due within 30 days of invoice date. Unpaid invoices, over 30 days past invoice date, bear interest at the rate of 1.5% per month, or 18% per year.

For approved hourly services, or if additional services or major changes are requested after design approval, STK's hourly rate structure is as follows:

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

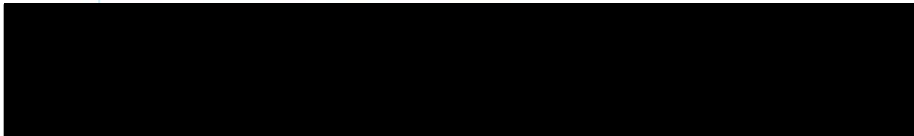
- 2.3 Reimbursable expenses shall include, but not be limited to, all mailing, printing, and photocopying. These costs will be fully itemized and shall be reimbursed in accordance with this Proposal. We estimate the reimbursables will be \$1,000

2.4 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.

We look forward to assisting you with this project. If you have any questions, or wish to discuss any of the above information, please do not hesitate to call.

Sincerely,



G.V. Salts, Architect, NCARB  
COO

Enc.: STK Hourly Rates  
Design West Proposal



***STK ARCHITECTURE, INC.***

HOURLY AND REIMBURSABLE RATES

October 2019

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 1.00
Reimb. Agency Fees.....	Cost x 1.05



110 James Street, Suite 106  
Edmonds, WA 98020  
Tel: 425-458-9700  
Email: cadd@designwesteng.com



DESIGN WEST ENGINEERING

275 W. Hospitality Lane, Suite 100  
San Bernardino, CA 92408  
Tel: 909-890-3700 Fax: 909-890-3770  
Email: info@designwesteng.com

**Date:** October 10, 2019

**Company:** STK Architects  
42095 Zevo Drive  
Temecula, Ca 92590

**Attention:** G.V. Salts

**Subject:** Stadium Clubhouse Kitchen  
Our Proposal #P-1913246

#### Project Scope

Provide Services of Mechanical, Plumbing and Electrical Construction document design and specifications for Stadium Clubhouse Kitchen and outside bar area. Scope to include replacement of all appliances, equipment and finishes in the existing kitchen and bar. Plus provide electrical power for buffet line and lighting. Provide new lighting in all three rooms. Per email dated 10-04-2019 the existing mechanical system is only 4-5 years old and can be modified for the new kitchen equipment layout. Therefore Design West Engineering is modifying the duct work only. The existing walk-in refrigeration and freezer will be removed / replaced. Existing cookline is to be replaced. Existing hood and make up air to be replaced. New water heater and circulating pump is to be added for kitchen and bar use only.

#### Drawing Design Format

Software used to for construction drawings will be based on the following:

Revit® version 2016 or later with LOD 200

#### Provided By Client

- 1) Record drawings of existing MEP systems
- 2) Project street address
- 3) Computer drawings files and associated support files as well as drawing format requirements
- 4) Catalog cuts and/or number of specific fixtures and/or equipment requested by your office and/or owner
- 5) Requirements of all equipment specified by your office and/or other consultants to be connected to mechanical, plumbing or electrical service
- 6) Format for book form specifications including font type, header and/or footer layout

- 7) Name, address and telephone number of any available project contacts (i.e. additional consultants, plan check, owners representative)
- 8) Restrictions or requirements to the property put in effect through conditional use permits or other likewise attachments to this property
- 9) 30-Day load recordings for requested electrical panels intended to be reused and 12 months of electric utility bills for verification of existing peak demand on main service
- 10) Billing schedule for invoicing if specific requirements apply

#### Services Included

- 1) (1) Pre-design site visit as required for verification of existing conditions
- 2) State of California engineer's stamp and signature
- 3) Completion of applicable governing agency comments (plan check comments)
- 4) Engineering calculations as required to generate and substantiate HVAC, plumbing and electrical design
- 5) Book format Mechanical, Plumbing and Electrical specifications
- 6) Mechanical plan(s) including the following:
  - a) Schedule of kitchen hood, make up air unit, and kitchen exhaust fan
  - b) Title 24 calculations for the mechanical requirements
  - c) Coordination with existing HVAC Equipment as required
  - d) Duct layout and air distribution for existing HVAC and new make-up air unit
- 7) Plumbing plan(s) including the following:
  - a) Schedule of plumbing fixtures
  - b) Complete plumbing system layout and sizing as required including domestic waste and vent, domestic water (hot and cold), and grease waste
  - c) Gas piping layout and sizing for new kitchen cookline
  - d) Building utilities points of connection up to 5 feet outside of building
- 8) Lighting plan(s) including the following:
  - a) Schedule of lighting fixtures
  - b) Lighting layout and circuiting
  - c) Title 24 lighting compliance forms
  - d) Lighting control wiring diagrams necessary for special control and Title 24 requirements
  - e) Egress lighting layout and circuiting per NEC and local jurisdictions
- 9) Electrical power plan(s) including the following:
  - a) Coordination with existing electrical service and panelboards
  - b) Distribution and branch panel locations
  - c) Single line diagram
  - d) Load schedules
  - e) Panel schedules
  - f) Voltage drop calculations
  - g) Electrical connections to low voltage devices as specified by other system designs
  - h) HVAC and plumbing equipment power connections as specified by Mechanical Engineer
- 10) Signal plan(s) including the following:



- a) Connection with existing telephone and data infrastructure as required
- 11) Deliverables as follows:
  - a) Drawing sets at the request of client - .pdf electronic files
- 12) Construction administration support services:
  - a) Provide response to RFIs to Architect
  - b) Review and return to the Architect, shop drawings and submittals
  - c) Final site visit with "punch list"

**Services Not Included:**

- 1) Documenting existing MEP systems beyond major components. Major components consist of HVAC and Electrical equipment and plumbing fixtures and equipment. If accurate as-built or record drawings are not provided, and additional time is required to verify size and location of ductwork, plumbing piping, electrical wiring, additional fees will be required.
- 2) Plumbing utility design and layout beyond 5 feet outside of the building
- 3) Upgrade to the following existing systems due to either insufficient capacity or inadequate condition
  - a) Plumbing utilities
  - b) Electrical service or panelboards
- 4) Site improvements
- 5) Project meeting(s) and construction site visit(s) other than listed in scope
- 6) Detailed estimate of probable construction cost
- 7) Revisions to our plans after plan check approval due to changes in design, such as floor plan and site plan modifications, or additional scope changes
- 8) Calculation of plan check and/or building permit fees or payment thereof
- 9) Delivery of plans to City or County agencies
- 10) Printing of additional sets of drawings other than listed in scope
- 11) Construction contract bid negotiation process
- 12) Mechanical, Plumbing or Electrical services for building other than those listed in the scope of work
- 13) Preparation of record/AS-built drawings
- 14) Preparation of multiple drawings or drawing set for separate construction phasing unless specifically indicated in Project Scope or Services Included
- 15) Sub-contracts with any other consultants such as Structural Engineers, or Architects for out of scope work such as equipment platforms and support or site lighting pole base calculations
- 16) Verifying locations of existing underground utilities which transit the site
- 17) Temporary power design
- 18) Load monitoring of existing electrical systems and/or circuit tracing of existing circuits and/or feeders
- 19) Application or documentation for rebate program(s) other than listed in scope
- 20) Low voltage systems design and equipment specifications including the following:
  - a) Voice/Data, Network and Intercom systems
  - b) CCTV and Cable television systems
  - c) Building and site Fire alarm system
  - d) Security and Access Control systems





e) Audio/Video and Music/paging systems

Fee

We propose to provide Mechanical, Plumbing and Electrical Engineering services for subject project for the sum of \$19,350.00.

The breakdown of fees is as follows:

Mechanical	\$6,600.00
Plumbing	\$6,450.00
Electrical	<u>\$6,300.00</u>
Total Fee	\$19,350.00

Notes:

- 1) Attendance at design meetings, other than listed above, will be performed for the additional fee \$500.00 of per meeting up to two hours. Meeting time in excess of two hours will be billed at \$150.00 per hour.
- 2) Attendance at site meeting(s), other than listed above, will be performed for the additional fee of \$500.00 per trip for up to two hours. Site meeting time in excess of two hours will be billed at \$150.00 per hour.
- 3) Design West Engineering shall be provided by the client such information as is available to the client and the clients' consultants and contractors and shall be entitled to rely upon the accuracy and completeness thereof.
- 4) Design West Engineering's fees are based on the understanding that the existing utilities and equipment have adequate capacity unless noted otherwise above. Any additional engineering required for upgrade will be provided at our regular hourly rates. Any services required during construction, outside of those listed previously, will be performed at our regular hourly rates.
- 5) In the event that either party to this contract brings action to enforce this contract, the prevailing party shall recover its attorney's fees and cost from the losing party.

Reimbursable Expenses

The following expenses, if incurred and paid by consultant while rendering services under this agreement shall be reimbursed by the client:

- 1) Reproduction expenses over and above standard design development coordination shall be billed at \$3.00 a sheet
- 2) Travel expenses for mileage, which shall be billed at \$.55/mile
- 3) Postage, shipping and handling of any requested expedited delivery
- 4) Outside services or consultants as required and approved in advance
- 5) Other such expenses as may be approved in advance

All reimbursable expenses shall be approved in advance. Payment for reimbursable expenses, as described herein, shall be computed at one and ten hundredths (1.10) times the amounts





expended by the consultant for such services, in the interest of the project; however, no reimbursable expenses are anticipated on this project. Travel expenses are included in the base fee.

#### Terms

Project will be billed on a progressive billing schedule, invoices due net 30 days.

We reserve the right to present a "Seven Day Notice of Cancellation of Services" and suspend all work on this project should the aforementioned terms be in default, until receipt of all delinquent items.

If above stated terms are agreeable, please sign and return one copy of this proposal to our office. If this agreement is not signed and returned and we are asked to proceed with the project, all conditions contained herein shall constitute a contract for services. Design West Engineering reserves the right to revise the fee stated herein if not accepted within a period on 60 days from the date of the proposal.

We appreciate the opportunity to work with you on this project. We look forward to your response.

Respectfully,

[Redacted Signature]

Adrian Jaquez  
Design West Engineering

Accepted by (Sign): \_\_\_\_\_

Accepted by (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Client Job Number: \_\_\_\_\_

DWE Proposal Number: P-1913246

Bill To: (If different from client listed on proposal)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



DESIGN WEST ENGINEERING