



+ Beverly Prior Architects

July 9, 2013

Mr. Gordon Siebert
City Engineer
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Re: Proposal to Provide Services for the Civic Center Master Plan
Detailed Fee Proposal

Dear Gordon,

Per our discussion, please find a revised proposal for our services for the above referenced project. I have included a breakdown of our fee by task, person, and hours and an accompanying scope description corresponding to our understanding of the approach we discussed the other week.

In addition, please also find attached a revised project schedule, corresponding to our scope and workplan and anticipated start date.

Please do not hesitate to contact me should you have any questions about this proposal. We look forward to finalizing our agreement with the Town of Atherton and beginning work with you.

Sincerely,

Cheryl Lentini, NCARB, LEED AP BD+C
Managing Principal/Project Manager



Scope of Work:

Phase One – Data Gathering, Public Input and Analysis

Task 1: Background Research & Analysis

- Gather and review existing drawings, site surveys, utilities, tree surveys, arborist report, traffic studies, space programs, reports and studies, and other pertinent information pertaining to the site and previous site planning efforts.
- Analyze vehicular, bicycle, transit and pedestrian circulation in the Civic Center area.
- Document existing access and parking requirements.
- Photograph the existing buildings and landscape features and produce a site plan of existing conditions and Opportunities and Constraints Diagrams to facilitate the master planning process.
- Tour the existing facilities and surrounding site with staff and key stakeholders as appropriate.
- Meet with user group representatives to update and validate existing space requirements and functional needs information.
- Update the existing architectural programs and operational needs of the existing Town departments, library and community uses of existing facilities.
- Hold a project kickoff meeting with the Civic Center Advisory Committee (CCAC) and Town of Atherton staff.

Task 2: Design Meeting #1

- Meet with the Civic Center Advisory Committee (CCAC) to review findings from analysis and develop approach to initial public goal setting workshop.
- Prepare notes from discussion.

Task 3: Public Workshop #1

- Meet with community stakeholders. Hold a public Workshop to help define goals and objectives of the community.
- Prepare summary report of community input.
- Meet with the CCAC to review the workshop input and next steps in the process.
- Prepare meeting notes from meeting and distribute.



Phase Two – Concept Development

Task 4: Preparation of Master Plan Alternatives

- Create three alternatives that illustrate building placement and massing, vehicular circulation, parking, outdoor public gathering spaces and pedestrian access.
- Identify relative order of magnitude costs for each.
- Meet to review the master plan issues and alternatives with the CCAC and staff.

Task 5: Design Meeting #2

- Meet with the Civic Center Advisory Committee (CCAC) to review develop approach to outreach meetings, review master plan alternative concepts, and identify materials required for outreach meetings.
- Prepare notes from discussion.

Task 6: Outreach Meetings: Master Plan Alternatives

- Solicit community input and build consensus through a series of five community outreach meetings held in community members' homes.
- Document community input graphically and in written format from all discussions.
- Hold a joint CCAC and City Council workshop to review input from community and identify a preferred alternative for the Civic Center master plan. Discuss phasing priorities.
- Prepare meeting notes from CCAC/Council meeting and distribute.

Task 7: Refinement of Preferred Alternative & Public Workshop #2

- Based on community input prepare one preferred alternative that reflects the goals and objectives of the community.
- Develop cost and phasing approach for discussion with CCAC, based on priorities identified by the community.
- Meet to review the master plan and phasing strategies with the CCAC and staff and to prepare for the public workshop.
- Hold a community workshop to review and seek input on the preferred alternative and phasing strategies.
- Meet with the CCAC to review the workshop input and next steps in the process.
- Prepare meeting notes from meeting and distribute.



Phase Three – Documentation

Task 8: Preparation of Final Preferred Alternative Master Plan

- Prepare the final Master Plan drawings and diagrams including illustrative site plan of the full master plan build out with phasing options, renderings and other visual materials necessary to explain the proposed landscape and architectural character of the Civic Center.
- Prepare the written narratives for the master plan document.
- Prepare a preliminary cost estimate matching the phasing strategy for inclusion in the final document.
- Hold a meeting with the City Council to present the draft Master Plan and proposed phasing strategy and costs before finalizing.
- Document meeting discussion and incorporate any final comments into deliverables.
- Final Deliverables (in PDF format) – Master Plan Report, including:
 - Narrative describing the overall Master Plan, including goals and priorities, discussion of process, site analysis and program information, alternatives developed final master plan, phasing, and costs.
 - Illustrative site plan of the full Master Plan with all key features identified.
 - Rendered views from key approaches to the Civic Center (up to 3) and an aerial view.
 - Phasing diagrams visually depicting the implementation sequence for the Master Plan improvements.

Optional Services:

We have identified a list of optional services that the Town of Atherton may also be interested in that are not included in our basic scope of services:

1. Final presentation to the community of the approved Civic Center Master Plan.
2. Physical model of the Civic Center Master Plan prepared by a professional model building service.
3. Additional renderings or publicity materials other than those deliverables included in our basic services.
4. Consulting services by Griffin Structures, Inc. related to the development of funding strategies and other funding or management related services.
5. Additional meetings, user meetings (2 on site meeting days are included in our basic services), presentations, or public workshops not identified in our basic services.

Cost approaches for the above list of services is outlined in the compensation summary below.



Assumptions and Exclusions:

1. The scope of work described above includes the following number of meetings or presentations:
 - CCAC Meetings (in person): 8
 - Community Outreach Meetings: 5
 - Public Workshops: 2
 - City Council Workshop/Presentations: 2
 - Total Meetings: 17**
2. All deliverables will be submitted in electronic (PDF) format. Hard copies of the final Master Plan Report are available upon request and will be billed to the Town of Atherton. A reimbursable expenses budget of \$4,000 is recommended for expenses incurred during the design process, including: travel, courier/postage, internal printing and reproduction for meeting and presentations, etc.
3. Site and utility survey information, existing building needs assessments, existing program information, previous studies, arborist reports, and other information necessary to developing the master plan will be furnished by the Town of Atherton for HMC's use. HMC will notify the Town upon review of all existing information provided if additional information is needed.
4. Detailed building planning or design is excluded from the scope of this project. Building development will consist solely of blocking and massing for purposes of informing the Master Plan development.
5. Development of detailed design standards for subsequent building and site design in the Civic Center is excluded from the scope of work. The Master Plan Report will provide general discussion of aesthetic character and intent as a guideline for future development.

Compensation

Basic Services:

We propose to provide the above Scope of Work for a Fixed Fee of One Hundred Ninety-two Thousand Dollars (\$192,000), which includes a base fee of \$177,000 and a \$15,000 contingency. The use of contingency shall be upon written authorization of the Owner. Invoicing will be on a monthly, percent complete basis.



Optional Services Compensation Schedule:

- | | |
|--|--|
| 1. Final Presentation of Master Plan to Community | Fee will be charged hourly for additional meeting time per HMC's Billing Rate Schedule |
| 2. Physical model of Master Plan | HMC will solicit quotes from vendors upon request |
| 3. Additional renderings or publicity materials | HMC will quote upon request |
| 4. Consulting services by Griffin Structures, Inc. | HMC will quote upon request |
| 5. Additional meetings or presentations not included in basic services | Fee will be charged hourly for additional meeting time per HMC's Billing Rate Schedule |

Reimbursable Expenses:

Reimbursable expenses including costs related to travel, printing, plotting (including 3D plotting) and delivery charges in the interest of the project are in addition to compensation for Basic and Additional Services. These expenses shall be billed by the Architect to the Owner at one and fifteen one hundredths (1.15) times the expense incurred by the Architect and Architect's Consultants. We suggest carrying a reimbursable expense budget of \$4,000.

Additional Services:

If Additional Services are required beyond the original Scope of Work, such as services described in the Optional Services above, HMC will bill on an hourly basis per HMC's Hourly Rate Schedule, or as quoted in a Lump Sum per service.

	Professional Time Totals		Reimb Expenses Totals	TASK TOTALS	Task Subtotal (Labor)	
Project Management					30	\$ 5,350
Mobilization	7	\$ 1,235		\$ 1,235		
Management / Oversight	23	\$ 4,115		\$ 4,115		
Phase 1: Data Gathering, Public Input, Analysis			\$ 1,000		229	\$ 35,470
Task 1: Background Research/Analysis	49	\$ 6,590		\$ 6,590		
Programming Mtgs/Site Visit	62	\$ 10,510		\$ 10,510		
Kickoff w/ CCAC	8	\$ 1,440		\$ 1,440		
Task 2: CCAC Design Meeting #1	20	\$ 3,140		\$ 3,140		
Task 3: Public Workshop #1	60	\$ 9,080		\$ 9,080		
Follow up Mtg w/ CCAC / Process Recordings	30	\$ 4,710		\$ 4,710		
Phase 2: Concept Development			\$ 1,500		591	\$ 87,990
Task 4: Master Plan Alternatives	170	\$ 24,570		\$ 24,570		
Progress Mtg w/ CCAC	18	\$ 3,150		\$ 3,150		
Task 5: CCAC Design Meeting #2	20	\$ 3,140		\$ 3,140		
Task 6: Outreach Meetings (5)	100	\$ 15,400		\$ 15,400		
Follow up Mtg w/ CCAC & City Council	34	\$ 5,620		\$ 5,620		
Task 7: Refinement of Preferred Alternative	169	\$ 23,530		\$ 23,530		
Progress Mtg w/ CCAC	12	\$ 2,100		\$ 2,100		
Public Workshop #2	60	\$ 9,080		\$ 9,080		
Follow Up Mtg w/ CCAC	8	\$ 1,400		\$ 1,400		
Phase 3: Documentation			\$ 1,500		347	\$ 5,950
Task 8: Prepare Final Master Plan	304	\$ 41,820		\$ 41,820		
City Council Presentation	43	\$ 5,950		\$ 5,950		
SUBTOTALS	1,197	\$ 176,600	\$ 4,000	\$ 176,600	1,197	\$ 134,800

Professional Services (Labor) Total **\$ 177,000**
 Estimated Reimbursable Expenses **\$ 4,000**

Contingency **\$ 15,000** 9%

Total Fee **\$ 192,000**

	HMC								MIG						Whi
	PIC (Prior)		PM (Lentini)		PD (Maglaty)		Designer/Recording		PDir (Barrett)		PD (Gaber)		Designer		
	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	
Project Management	x	y	x	y	x	y	x	y	x	y	x	y	x	y	x
Mobilization		\$ -	3	\$ 555	2	\$ 350		\$ -		\$ -	2	\$ 330		\$ -	
Management / Oversight	1	\$ 195	12	\$ 2,220		\$ -		\$ -		\$ -	8	\$ 1,320		\$ -	
Phase 1: Data Gathering, Public Input, Analysis															
Task 1: Background Research/Analysis	1	\$ 195	1	\$ 185	4	\$ 700	6	\$ 780		\$ -	6	\$ 990	6	\$ 690	1
Programming Mtgs/Site Visit	14	\$ 2,730	14	\$ 2,590	8	\$ 1,400		\$ -		\$ -	16	\$ 2,640	10	\$ 1,150	
Kickoff w/ CCAC	2	\$ 390	2	\$ 370	2	\$ 350		\$ -		\$ -	2	\$ 330		\$ -	
Task 2: CCAC Design Meeting #1		\$ -	4	\$ 740	4	\$ 700	8	\$ 1,040		\$ -	4	\$ 660		\$ -	
Task 3: Public Workshop #1		\$ -	8	\$ 1,480	12	\$ 2,100	20	\$ 2,600		\$ -	12	\$ 1,980	8	\$ 920	
Follow up Mtg w/ CCAC / Process Recordings		\$ -	6	\$ 1,110	6	\$ 1,050	12	\$ 1,560		\$ -	6	\$ 990		\$ -	
Phase 2: Concept Development															
Task 4: Master Plan Alternatives	2	\$ 390	4	\$ 740	30	\$ 5,250	32	\$ 4,160		\$ -	30	\$ 4,950	40	\$ 4,600	
Progress Mtg w/ CCAC		\$ -	6	\$ 1,110	6	\$ 1,050		\$ -		\$ -	6	\$ 990		\$ -	
Task 5: CCAC Design Meeting #2		\$ -	4	\$ 740	4	\$ 700	8	\$ 1,040		\$ -	4	\$ 660		\$ -	
Task 6: Outreach Meetings (5)		\$ -	26	\$ 4,810	4	\$ 700	36	\$ 4,680		\$ -	26	\$ 4,290	8	\$ 920	
Follow up Mtg w/ CCAC & City Council	6	\$ 1,170	6	\$ 1,110	6	\$ 1,050	10	\$ 1,300		\$ -	6	\$ 990		\$ -	
Task 7: Refinement of Preferred Alternative		\$ -	4	\$ 740	20	\$ 3,500	24	\$ 3,120		\$ -	30	\$ 4,950	40	\$ 4,600	1
Progress Mtg w/ CCAC		\$ -	6	\$ 1,110		\$ -		\$ -		\$ -	6	\$ 990		\$ -	
Public Workshop #2		\$ -	8	\$ 1,480	12	\$ 2,100	20	\$ 2,600		\$ -	12	\$ 1,980	8	\$ 920	
Follow Up Mtg w/ CCAC		\$ -	4	\$ 740		\$ -		\$ -		\$ -	4	\$ 660		\$ -	
Phase 3: Documentation															
Task 8: Prepare Final Master Plan		\$ -	10	\$ 1,850	40	\$ 7,000	50	\$ 6,500		\$ -	50	\$ 8,250	120	\$ 13,800	
City Council Presentation		\$ -	4	\$ 740		\$ -	1	\$ 130		\$ -	4	\$ 660		\$ -	
SUBTOTALS	26	\$ 5,070	132	\$ 24,420	160	\$ 28,000	227	\$ 29,510	-	\$ -	234	\$ 38,610	240	\$ 27,600	2

	WTRANS						MTI		Professional Time Totals	Reimb Expenses Totals	TASK TOTALS	Task Subtotal (Labor)			
	flock	Spencer		Engineer		Admin		(Taylor)							
	\$ 210	Hours	\$ 190	Hours	\$ 115	Hours	\$ 80	Hours	\$ 140						
Project Management	y	x	y	x	y	x	y	x	y				30	\$ 5,350	
Mobilization	\$ -		\$ -		\$ -		\$ -		\$ -	7	\$ 1,235		\$ 1,235		
Management / Oversight	\$ -	2	\$ 380		\$ -		\$ -		\$ -	23	\$ 4,115		\$ 4,115		
Phase 1: Data Gathering, Public Input, Analysis											\$ 1,000		229	\$ 35,470	
Task 1: Background Research/Analysis	\$ 210	2	\$ 380	20	\$ 2,300	2	\$ 160		\$ -	49	\$ 6,590		\$ 6,590		
Programming Mtgs/Site Visit	\$ -		\$ -		\$ -		\$ -		\$ -	62	\$ 10,510		\$ 10,510		
Kickoff w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	8	\$ 1,440		\$ 1,440		
Task 2: CCAC Design Meeting #1	\$ -		\$ -		\$ -		\$ -		\$ -	20	\$ 3,140		\$ 3,140		
Task 3: Public Workshop #1	\$ -		\$ -		\$ -		\$ -		\$ -	60	\$ 9,080		\$ 9,080		
Follow up Mtg w/ CCAC / Process Recordings	\$ -		\$ -		\$ -		\$ -		\$ -	30	\$ 4,710		\$ 4,710		
Phase 2: Concept Development											\$ 1,500		591	\$ 87,990	
Task 4: Master Plan Alternatives	\$ -	8	\$ 1,520	16	\$ 1,840		\$ -	8	\$ 1,120	170	\$ 24,570		\$ 24,570		
Progress Mtg w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	18	\$ 3,150		\$ 3,150		
Task 5: CCAC Design Meeting #2	\$ -		\$ -		\$ -		\$ -		\$ -	20	\$ 3,140		\$ 3,140		
Task 6: Outreach Meetings (5)	\$ -		\$ -		\$ -		\$ -		\$ -	100	\$ 15,400		\$ 15,400		
Follow up Mtg w/ CCAC & City Council	\$ -		\$ -		\$ -		\$ -		\$ -	34	\$ 5,620		\$ 5,620		
Task 7: Refinement of Preferred Alternative	\$ 210	8	\$ 1,520	30	\$ 3,450	4	\$ 320	8	\$ 1,120	169	\$ 23,530		\$ 23,530		
Progress Mtg w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	12	\$ 2,100		\$ 2,100		
Public Workshop #2	\$ -		\$ -		\$ -		\$ -		\$ -	60	\$ 9,080		\$ 9,080		
Follow Up Mtg w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	8	\$ 1,400		\$ 1,400		
Phase 3: Documentation											\$ 1,500		347	\$ 5,950	
Task 8: Prepare Final Master Plan	\$ -	2	\$ 380	8	\$ 920	4	\$ 320	20	\$ 2,800	304	\$ 41,820		\$ 41,820		
City Council Presentation	\$ -	2	\$ 380	8	\$ 920	4	\$ 320	20	\$ 2,800	43	\$ 5,950		\$ 5,950		
SUBTOTALS	\$ 420	24	\$ 4,560	82	\$ 9,430	14	\$ 1,120	56	\$ 7,840	1,197	\$ 176,600	\$ 4,000	\$ 176,600	1,197	\$ 134,800

Professional Services (Labor) Total \$ 177,000
Estimated Reimbursable Expenses \$ 4,000

Contingency \$ 15,000 9%

Total Fee \$ 192,000