

**TO:** JAMES L. APP, CITY MANAGER

**FROM:** JOHN R. McCARTHY, DIRECTOR OF PUBLIC WORKS 

**SUBJECT:** AUTHORIZE STAFF TO AWARD A CONSULTANT SERVICES AGREEMENT FOR THE AESTHETIC DESIGN TO CONSTRUCT A NEW WATER TANK

**DATE:** MARCH 16, 1999

**Needs:** For the City Council to authorize the City Manager to execute a Consultant Services Agreement with Insite Associates.

**Facts:**

1. The City Council adopted a Capital Improvement Project in which one of the projects is for the City to install a new water tank to improve the City's Water Distribution System.
2. The City Council, on November 17, 1999, concluded that the location of the new tank would be next to the existing tank at Rolling Hills Road.
3. Due to the high visibility of the new tank, it is apparent that the aesthetic design of the new tank is a critical part of the project.

**Analysis  
and**

**Conclusion:** Staff has received the attached proposal from Insite Associates to investigate and perform 3-4 alternative designs to screen the proposed water tank.

Alternative designs will be presented to the City Council for their review and to select the preferred alternatives for final design and construction.

**Policy**

**Reference:** Adopted Capital Improvement Program

**Fiscal**

**Impact:** Project has been budgeted under Account No. 220-910-5452-638.

**Options:**

- A. For the City Council to authorize the City Manager to execute the contract with Insite Associates to prepare aesthetic design alternatives for a proposed water tank at Rolling Hills Road.

B. For the City Council to amend, modify, or reject the above options.

Attachments: (1)

1) Proposal from Insite Associates

738 Higuera Street, Suite E  
San Luis Obispo, California 93401

805/541-3346  
fax 805/544-0832

February 23, 1999

Estimate for Design Services  
Paso Robles Water Tank Screening

## A. SCOPE OF WORK

### 1 Preliminary Analysis and Design

- Meet with the City staff to review project constraints and objectives.
- Develop 3-4 alternate design concepts. Exhibits shall include : site plan / grading plan, exterior elevations, cross sections, photorealistic images showing actual site views, and sufficient detail to clarify the design concept.
- Meet with City staff to discuss alternatives, and to present alternatives at public hearings. Assume presentation at 3 Planning Commission meetings and 2 City Council meetings.

### 2 Cost Estimates

- We will prepare a preliminary estimate of costs for each alternate which will give a reasonably accurate range of expected construction costs.

## B. FEES

- |  |          |                      |
|--|----------|----------------------|
| 1. Consultation with City staff and presentation to City Council and Planning Commission | (hourly) | 3,500.               |
| 2. Preliminary Analysis and Design   |          | 6,500.               |
| 3. Preliminary Cost Estimate   |          | 2,400. (\$800. each) |
| 4. Prints, copies, photography, etc.   |          | <u>500.</u>          |
| Total  |          | 12,900.              |

### Notes :

1. Fees are based on the assumption that you will provide information pertinent to existing topography, boundaries, and soils conditions on the site.
2. These fees include all items above as well as any communication with the City in order to clarify questions regarding the documents, Fees are based on time estimates for the above work, extended using billing rates outlined in our compensation schedule.
3. Fees would include progress prints for your review. Additional prints or copies, would be billed to you at cost.
4. Once the final design has been approved, the scope of the construction documents and the resultant fee could then be determined and a proposal would be prepared for your consideration.

**I N**  
ASSOCIATES

Architecture  
Interior Design  
Environmental Graphics

Charles Crotsar, Architect  
Pierre Rademaker, M.F.A.

738 Higuera Street, Suite E  
San Luis Obispo, California 93401

805/541-3346  
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5. Progress billing is done on a monthly basis. All fees and reimbursable expenses as billed are payable within 30 days of invoice date. Any unpaid balance over this 30 day period is subject to a finance charge of 1.5% per month (18% per year)
6. It is understood that the originals of all drawings, specifications, and other documents developed for this project are to remain the property of Insite Associates. You are entitled to retain reproducible copies of all documents for their information and reference for this project.
7. This agreement may be terminated by either one of us upon 7 (seven) days written notice. Either one of us can terminate this agreement if one substantially fails to perform within the terms of this agreement. In the event that the project is permanently abandoned, through no fault of this office, this office shall be compensated for all services performed up to the termination date, in addition to any reimbursable expenses.
8. Any disputes shall be resolved through mediation or binding arbitration.

Thank you for your consideration.

Signed,



Charles Crotser, Insite Associates  
(License # C-8622)

2/23/99

Date

Approved :

Name

Date

**I N**  
ASSOCIATES

Architecture  
Interior Design  
Environmental Graphics

Charles Crotser, Architect  
Pierre Rademaker, M.F.A.