

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: North County Transportation Center Facility
DATE: April 15, 2008

NEEDS: For the City Council to consider allocating funds and engaging an architect to design a restroom facility at the North County Transportation Center.

- FACTS:**
1. Proposition 1B provided \$550 million in infrastructure improvement funds to be allocated to cities throughout the State of California.
 2. Of that amount, \$2.4 million is available in San Luis Obispo County for transit related projects. The grant is administered by SLOCOG.
 3. The City applied for and was successful in receiving a grant in the amount of \$158,765 to install restrooms at the North County Transportation Center (NCTC).
 4. On January 28, 2008, the City issued a Request for Proposal (RFP) to prepare design and bid documents to contract the project.
 5. Staff received four responses:

Vitetta	\$28,756
Ravatt Albrecht and Associates	\$31,767.70
R ² L Architects	\$38,740
BFGC Architects	\$40,000
 6. Staff reviewed the proposals and determined that the proposal submitted by Vitteta is complete and addresses the City's requirements.

ANALYSIS & CONCLUSION: The NCTC serves as the City's bus (local and regional) and train stations. The only existing restrooms for public use are located inside the main building and only available during regular business hours. Greyhound Bus Lines and other bus companies have services that extend beyond regular business hours. During these times, there are no restroom facilities available for public use. The City applied for and obtained a grant to install a facility that can be used by the public when the main office is closed. Acceptance of the grant and construction of the restrooms would result in facilities that would be available outside of regular operating hours.

POLICY REFERENCE: General Plan

FISCAL IMPACT: The grant in the amount of \$158,765 is expected to be adequate to design and construct the restrooms. A check in this amount has been received by the City.

- OPTIONS:**
- a. Adopt Resolution No. 08-xx to
 - 1) Allocate the \$158,765 grant to Budget No. 204.910.5451.443 to design and construct the restroom facilities at the North County Transportation Center; and
 - 2) Authorize the City Manager to sign a contract with Vitteta Architects to design the restrooms per the attached Scope of Work at a not-to-exceed fee of \$28,756.
 - b. Amend, modify, or reject the above option.

Prepared by: Ditas Esperanza, P.E., Capital Projects Engineer

- Attachments (2)
 - 1) Scope of Work
 - 2) Resolution

RESOLUTION NO. 08-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
ALLOCATING FUNDS FOR DESIGN AND CONSTRUCTION
OF A RESTROOM FACILITY FOR THE NORTH COUNTY TRANSPORTATION CENTER
AND AUTHORIZING ENGAGEMENT OF THE ARCHITECT

WHEREAS, State Proposition 1B provided \$550 million in infrastructure improvement funds to be allocated to cities throughout the State of California, \$2.4 million of which is available in San Luis Obispo County for transit related projects; and

WHEREAS, transit companies using the North County Transportation Center (NCTC) have indicated there is a need for public restroom facilities at the Center that would be available beyond standard retail business hours; and

WHEREAS, the City applied for and was successful in receiving a grant in the amount of \$158,765 to install restrooms at the NCTC; and

WHEREAS, the City issued a Request for Proposal (RFP) for preparation of design and construction documents; and

WHEREAS, staff reviewed the four proposals received and determined that the proposal submitted by Vitteta in the amount of \$28,756 is complete and addresses the City's requirements; and

WHEREAS, the grant in the amount of \$158,765 is expected to be adequate to design and construct the restrooms.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby allocate the \$158,765 grant to Budget No. 204.910.5451.443 to design and construct the restroom facilities at the North County Transportation Center.

SECTION 2. The City Council does hereby authorize the City Manager to sign a contract with Vitteta Architects to design the restrooms per their Scope of Work at a not-to-exceed fee of \$28,756.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 15th day of April, 2008 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Deborah D. Robinson, Deputy City Clerk

VITETTA

February 29, 2008

Ms. Ditas Esperanza, P.E.
Capital Projects Manager
1000 Spring Street
Paso Robles, CA 93446

Dear Ms. Esperanza:

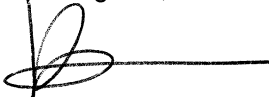
We are pleased to offer our proposal for a **Restroom Facility at the North County Transit Center**. VITETTA is a multi-disciplinary architectural design firm with seven offices located throughout the United States that offers a specialization in the design, documentation and construction of facilities for public agencies including cities and counties.

For this project VITETTA has teamed with respected and experienced engineering firms in the area including Applied Engineering, who will work closely with us to provide structural expertise. Additionally, LDF Engineering will provide HVAC and plumbing engineering; Thoma Electric, Inc. will provide electrical engineering; and Roberts Engineering will provide civil engineering services. We have put together a team for your project that has extensive experience in the design of facilities throughout the state as well within the Paso Robles area.

I have been with VITETTA for over 17 years, and will lead the effort for the **Restroom Facility at the North County Transit Center**, working closely with our project team. As a regional office, our San Luis Obispo location has serviced many public agency clients throughout the state. In addition to the particular expertise of the staff in our San Luis Obispo office, the expertise of our entire company is available to every project. One of the truly unique advantages that VITETTA brings to every project is the resources of a 120-person national firm combined with the service and attention of a local office. Your **Restroom Facility at the North County Transit Center** project will present unique challenges. The professional approach that we propose includes lessons learned, thoughtful design, careful documentation, and is backed by years of solid experience.

We offer an excellent team of talented professionals dedicated to providing an outstanding project to the City of Paso Robles. We all understand that regardless of size all projects are important and require excellent service and attention to detail to be successful. I look forward to having the opportunity to work with the **City of Paso Robles** on this important project. Thank you in advance for your consideration; should you have any questions please do not hesitate to contact me.

Best regards,



Rob Nash, AIA
Regional Director

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ARCHITECTURE ENGINEERING PLANNING INTERIOR DESIGN

INTRODUCTION

The purpose of this section is to discuss our proposed approach to the New Restroom Facility at the North County Transit Center. For the purposes of this work program we have assumed the New Restroom Facility will include two ADA compliant restrooms with one water closet and one lavatory in each room, as well as an enlarged chase area that may also be used for storage of applicable supplies and equipment for the facility. We note this approach may be adjusted should our assumptions be incorrect and to be most responsive to the needs of the project.

Task 1: Initial Meetings

A meeting will be held with the City to review and discuss the following:

- Discuss the scope of the project, deliverables and schedule.
- Review the project mission, goals and objectives.
- Define the elements of the assignment that are of particular importance from technical, staff, and other relevant viewpoints. Included in this discussion shall be the definition of functional components to be included in the facility.
- Review and discuss initial alternatives.

Task 2: Existing Facility Evaluation

As a supplement to the information provided by the City, an evaluation and confirmation of the existing facilities will be conducted by team members that will include an assessment of the civil engineering features, plumbing and electrical systems to confirm availability and location. Our assumption is the City will provide reasonably accurate documents of the existing train station area including utilities. Our proposal does not include extensive or exhaustive site survey or investigation. This will serve as the base line for the development of alternatives.

Task 3: Development of Conceptual Site Alternatives

Based on the information gathered at the initial meetings and at the existing facility evaluation VITETTA will develop up to three alternative locations for the New Restroom Facility. Conceptual Site Alternatives include drawings and narrative using the following process:


- Using the spatial information and the comments from the initial meetings, VITETTA will develop several logical alternatives. These alternatives will explore different scenarios such as the most accessible location after hours, least disruptive location for existing utilities and civil features, most cost effective, etc. For each alternative, we will develop a chart to list the positive and negative features.
- We will meet with the designated City personnel to determine the best alternative. We will incorporate City comments into the selected alternative prior to proceeding to the next task.

Task 4: Development of Conceptual Building Alternatives

Based on the selected site alternative VITETTA will develop two floor plans and two elevation concepts for the New Restroom Facility:

- Using the spatial information and the comments from the initial meetings, VITETTA will develop two logical alternatives, including floor plans and exterior elevations. These alternatives will explore different plan configurations and different exterior aesthetic approaches. For each alternative, we will develop a chart to list the positive and negative features.



- We will develop sample boards depicting exterior and interior colors and textures.
- We will provide cut sheets of proposed equipment including plumbing fixtures.
- We will develop conceptual cost estimates for each conceptual alternative. 
- We will meet with the designated City personnel to determine the best alternative. Based on this selection we will prepare concept level drawings and a narrative that describes building components, systems, and materials. Additionally, the narrative will contain the conceptual cost estimate. This conceptual package will be suitable for use by the City for internal approvals and for public presentation, if required.
- We will provide an updated project schedule based on the selected alternative.

Task 5: Construction Documentation

Based on the approval and comments provided by the City to the Schematic package a final set of construction documents for the public bidding of the project will be prepared. These documents will fix and describe all parts of the project in sufficient detail to be the basis for securing bids and constructing the facility. In addition to the drawings for all disciplines, the Construction Documentation will include:

- Construction documents shall be provided to the City for review at 50% completion. This submission will serve to allow the City to give final approval to site plan, floor plan and building design and will serve as the basis for the completion of construction documents.
- Final construction documentation in the City's format will include all general and supplementary conditions, instructions, addenda, bid forms and other necessary material including the following:
 - Floor Plan;
 - Elevations;
 - Sections, Details & Schedules;
 - HVAC, Electrical and Plumbing Drawings, Diagrams & Schedules;
 - Site Plans showing proposed addition and other site details and utilities;
 - Specifications in CSI Format; and
 - Updated cost information based on the documents.
- Final construction documentation will include specifications covering all design disciplines and specialties for the project.
- Final construction documentation shall include an opinion of probable construction cost. Recognizing that the current bidding climate is volatile we will review with the City and incorporate alternates as appropriate to allow for adjustments in the final bid amount should the final bids differ significantly from expectations.

Task 6: Bidding, Negotiation & Award

During bidding, VITETTA will assist the District in obtaining responsive bids. Activities include attending the pre-bid conferences and clarifying questions from bidders via addenda. Upon receipt of responsible and responsive bids, our Design Team will assist the City in evaluating the bids and make recommendations regarding contract award.

- Attend pre-bid conference.
- Clarify questions relative to the construction documents.



- Provide required interpretations of the construction documents.
- Review and respond to requested substitutions.
- Prepare addenda, if necessary.
- Review the bids and make recommendations to the City relative to award.

Task 7: Construction Administration

Based on the scope outlined in the Request for Proposals VITETTA will provide the following services during construction of the facility:

- Up to five site visits at intervals appropriate the level of construction or as requested by the City.
- Respond to up to twenty-five Requests for Information by the Contractor.
- Assist City staff in the development of the final punch list.
- Final walk through of completed construction, and notification to City of final acceptance.



Section H: Work Budget

VITETTA

----- Hours per Task, see Work Program for Task Description -----

Firm Name	Personnel Classification	Hourly Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Total Hours	Fee
VITETTA	Project Architect	\$140	2	2	4	20	52	6	8	94	\$13,160
VITETTA	Draftsperson/CADD Operator	\$70	0	0	0	8	12	0	4	24	\$1,680
AE	Principal Engineer	\$140	0	0	0	2	2	0	0	4	\$560
AE	Project Engineer	\$106	0	2	0	3	8	1	2	16	\$1,696
AE	Staff Engineer	\$85	0	0	0	0	12	0	0	12	\$1,020
LDF	Mechanical Engineer	\$105	0	2	1	2	10	1	0	16	\$1,680
LDF	Designer/Draftsperson	\$70	0	1	0	2	24	0	2	29	\$2,030
Thoma	Electrical Engineer	\$126	0	2	1	2	2	1	2	10	\$1,260
Thoma	Electrical Design Assistant	\$90	0	0	0	0	8	0	0	8	\$720
Thoma	CADD Technician	\$85	0	0	0	0	12	0	0	12	\$1,020
Roberts	Principal Engineer	\$110	0	2	8	0	2	1	2	15	\$1,650
Roberts	Project Engineer	\$90	0	0	0	0	12	0	0	12	\$1,080
Roberts	CADD Technician	\$75	0	0	0	0	16	0	0	16	\$1,200

Fee by Task

\$280	\$1,244	\$1,671	\$4,560	\$17,490	\$1,287	\$2,224
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Total Fee

\$28,756

Notes:

1. This estimate of hours is based on a preliminary understanding of the project scope based on assumptions made by review of the RFP. The final scope and budget should be reviewed and refined in consultation with City.
2. This estimate of hours assumes the City will provide existing conditions information to be verified only by consultant. Work associated with surveying existing conditions is not included in this estimate.

