

TO: James L. App, City Manager

FROM: Doug Monn, Public Works Director

SUBJECT: Design Services at 4990 Wing Way (Kyodo Building),
Paso Robles Municipal Airport

DATE: June 7, 2011

NEEDS: For City Council to consider preparation of bid documents to rehabilitate the exterior of a City owned building at 4990 Wing Way (a.k.a. the Kyodo building).

FACTS:

1. 4990 Wing Way was constructed in 1984, and previously leased to a fixed base operator who provided fuel and aviation support services at the airport.
2. During the lease period most exterior maintenance was deferred. The City has entered into lease discussion with a new Fixed Based Operator. As 4990 Wing Way will be the principal base of operations, the City must rehabilitate the building exterior as a condition of the lease and establish accessibility compliance (with building codes and the Americans with Disabilities Act).
3. The anticipated work scope for the rehabilitation includes:
 - demo and replace exterior fascia boards, siding, handrails, sidewalk, framing, and subfloor
 - prep and paint roof, exterior, sheet metal enclosures, trash enclosure gates, siding
 - remove and replace soffit lighting, path lighting, and provide GFIs at existing outlets
 - reseal roof jacks, patch deck coating
 - install stairways, handrails and guardrails compliant with current disabled access requirements.
4. Construction details and bid documents will need to be prepared by a licensed architect.
5. On April 1, the City issued a Request for Proposals (RFP) to eleven architectural firms. The RFP was also posted on the City's Website.
6. Six firms responded to the City's RFP.

ANALYSIS & CONCLUSION: Public Contract Code Section 6106 outlines the requirements for evaluating proposals and negotiating final scope and fee for professional services. The Code states that engaging the services of a professional consultant must be based on qualifications of the individuals making the proposals. Once a firm is selected, the City may then negotiate the final scope and fee and enter a contract with the most qualified firm.

The six responses were evaluated on their demonstrated expertise and experience in developing bid documents for Public Works contract building maintenance. Staff determined that the proposal from Vitetta Architects of San Luis Obispo was the most complete and responsive to the City's needs. Vitetta Architects previously provided services to the City for rehabilitation of Fire Station #2 and construction of public restrooms at the North County Transportation Center.

Sealed fee proposals were opened; the fees ranged from \$15,750 to \$65,844. Vitetta Architect's fee proposal is \$31,600.

POLICY

REFERENCE: Public Contract Code Section 6106

FISCAL

IMPACT: \$35,000 is needed as follows:

Architect fee	\$ 31,600
Contingency (blueprints, etc.)	<u>3,400</u>
	\$ 35,000

The Airport Enterprise Fund currently contains sufficient unbudgeted retained earnings to accommodate this expenditure.

OPTIONS:

- a. Adopt Resolution No. 11-xx
 - 1) allocating \$35,000 to Budget No. 602.910.5452.694 from the Airport Enterprise Fund;
 - 2) authorizing the City Manager to enter into a contract with Vitetta Architects in the amount of \$31,600 to prepare bid documents for maintenance improvements at 4990 Wing Way (a.k.a. Kyodo Building).
- b. Amend, modify, or reject the above option.

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

Attachments: 1) Resolution
2) Scope & Fee

RESOLUTION NO. 11-xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROPRIATING FUNDS AND AWARDDING A CONTRACT
RELATED TO MAINTENANCE AT 4990 WING WAY, PASO ROBLES MUNICIPAL AIRPORT

WHEREAS, the building at 4990 Wing Way (a.k.a.the Kyodo Building) was constructed in 1984 and was leased to a fixed base operator who provided fuel and aviation support services at the Airport; and

WHEREAS, the deteriorated condition of the building's exterior must now be addressed as the City negotiates a lease with a new fixed base operator; and

WHEREAS, a licensed architect will need to prepare bid documents so the City can advertise for bids for the maintenance work; and

WHEREAS, on April 1, the City issued a Request for Proposals (RFP); and

WHEREAS, staff evaluated the six responses received based on their demonstrated expertise and experience and determined that the proposal from Vitetta Architects of San Luis Obispo was the most complete and responsive to the City's needs; and

WHEREAS, the sealed fee proposals of the RFPs were opened, and fees ranged from \$15,750 to \$65,844 – Vitetta Architect's fee proposal is \$31,600; and

WHEREAS, \$35,000 is needed to cover the following costs: \$31,600 for professional services, and \$3,400 for contingencies; and

WHEREAS, the Airport Enterprise Fund currently contains adequate unbudgeted retained earnings to cover the specified expenditures. .

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby allocate \$35,000 to Budget No. 602.910.5452.694.

SECTION 2. The City Council does hereby award a contract to Vitetta Architects in the amount of \$31,600 to prepare bid documents for maintenance improvements at 4990 Wing Way, and authorizes the City Manager to execute the contract.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 7th day of June 2011 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Duane Picanco, Mayor

ATTEST:

Caryn Jackson, Deputy City Clerk

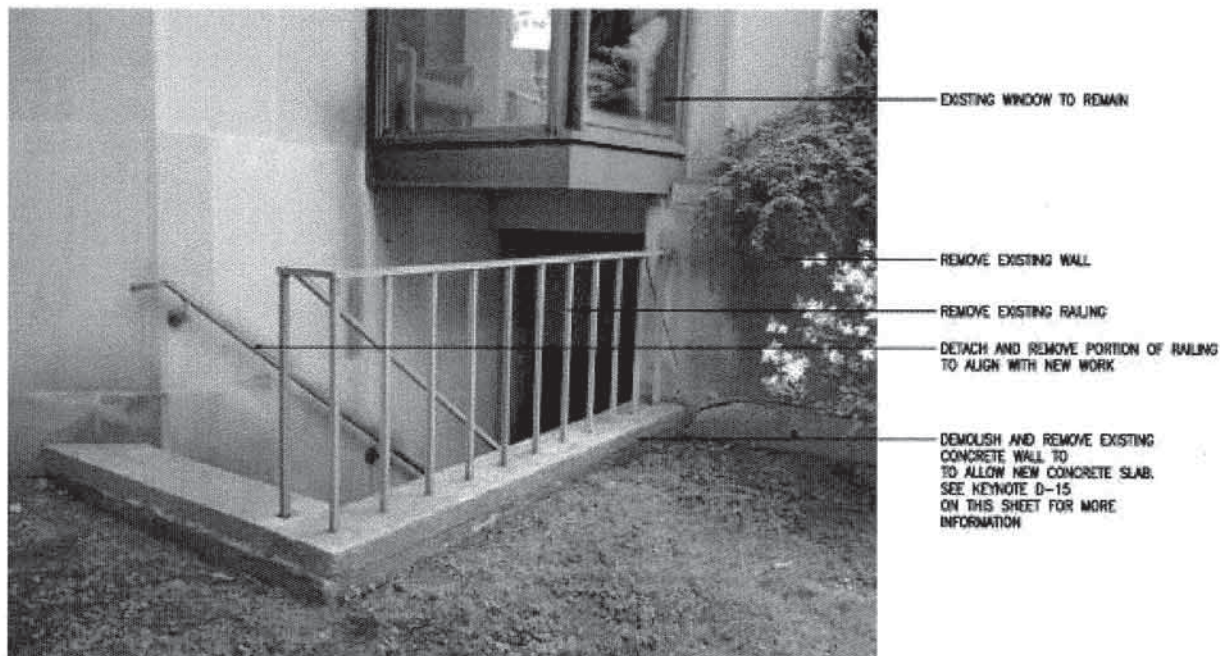
We understand the City wishes to pursue the design and documentation of a series of work items for the maintenance and repair of a City owned building at 4995 Wing Way, next to the Paso Robles Airport Terminal Building. We have done several things to develop an understanding of the scope of the issues to be addressed including:

- a. Careful review of the Anticipated Work Items for Bid Documents included with the Request for Proposals.
- b. Examination of the existing conditions on-site including visual inspection and digital photography.
- c. Meeting with Mr. Roger Oxborrow, Airport Manager, at the site to understand the scope and/or quantities involved with some of the items contained in the Anticipated Work Items for Bid Documents included with the Request for Proposals.

In our discussion with Mr. Oxborrow we were able to understand the overall intent for the maintenance and repairs and to understand the kinds of issues the City will consider in making decisions about the most appropriate remedy for some of the items. We understand that while a few of the maintenance and repair items involve the whole building, such as painting the metal siding and the metal roof, the majority of the maintenance and repair items are concentrated on the two storey stair/exterior corridor element facing the parking lot, the two storey deck area facing the tarmac and the parking lot itself. We also understand that the work items tend to fall into the following categories:

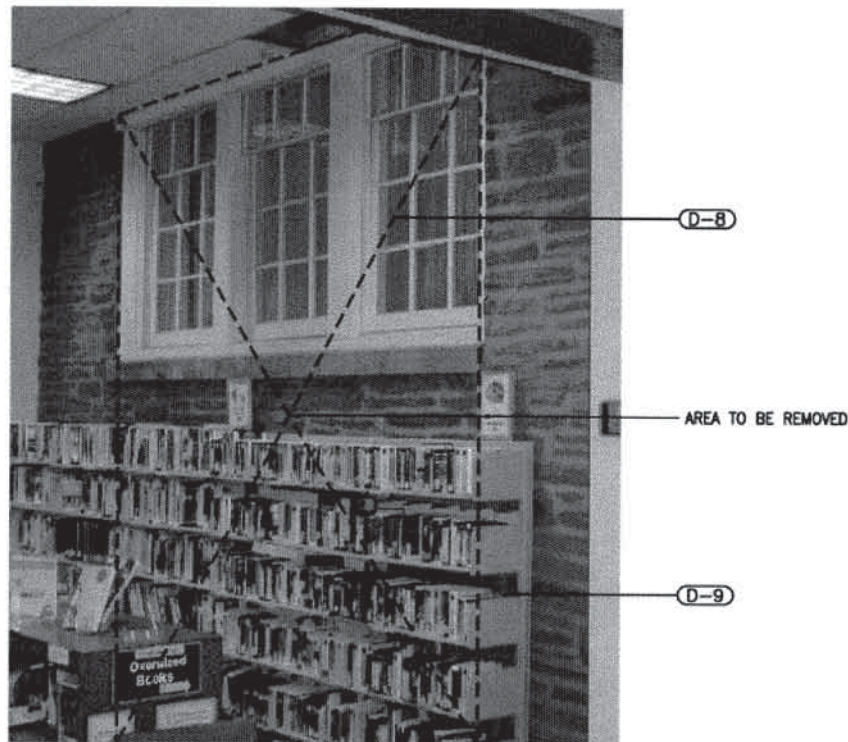
- a. Code and Accessibility
- b. Repairs to materials/components due to deterioration
- c. Visual and Aesthetic
- d. Function, Operations and Maintenance

For other maintenance and repair projects we have undertaken we have been very successful in using digital photographs combined with drawing and text in AutoCAD to develop construction documents that very accurately reflect the existing conditions and either the demolition or repair work required. Below are a couple of examples of this type of documentation from some of our previous projects.



H1 STAIR S-04 DEMOLITION DETAIL
SCALE: 1/8" = 1'-0"





H4

NEW OPENING DEMOLITION DETAIL

The kind of documentation shown above, together with more traditional CAD drawings and written project specifications, would form the bulk of our documentation for the work items for the maintenance and repair of the building and parking lot.

Based on our understanding of the project and scope of work we believe several issues stand out with respect to the requirements for consultant qualifications. These issues include:

- **The Importance of this Project Exceeds its Size or Budget** – It is important that the Paso Robles Airport continue to be a viable, on-going enterprise that attracts businesses, fly-in tourism and service for aircraft using the airport. The City has already undertaken the step of identifying and awarding a contract for an operator for the Jet Center that will be housed in the subject building. Additionally, the City is undertaking a separate project to paint the Terminal Building. Completing the maintenance and repairs to this building will greatly contribute to maintaining a vibrant and attractive airport community.
- **Public funds and public bidding process** – We believe it is important for the consultant to have experience in working with publicly funded projects and be familiar with the effects and ramifications of publicly bidding a project. We believe there are special responsibilities for the consultant to make the best possible use of public funds by ensuring the facility is designed efficiently and effectively while meeting all of the functional and aesthetic goals the City has established for the project. We also understand that publicly bid projects are more costly than private construction for numerous reasons and this must be factored into the design and budgeting process. A consultant with significant experience with public sector clients and projects will move seamlessly through these issues. In the 42 years VITETTA has been in business we have provided services almost exclusively to public



clients. Additionally, Project Architect Robert B. Nash, AIA has worked exclusively for public sector clients throughout his 25+ years of experience.

- **Anticipate the Demands of a Public Use Facility** – It is important for the consultant team to understand the types of uses this facility may be subjected to. Based on the relatively remote location of the building relative to public services such as police patrols it is likely that some components of the building and/or systems may be subject to vandalism or abuse. The facility should be designed to anticipate this condition and mitigate the effects of the abuse to the greatest extent possible within the budgetary, functional and aesthetic constraints. In addition to anticipating abuse to the facility it should also be designed to be easily maintained by the City in a cost effective manner and be designed to balance first cost versus life cycle costs.

We believe we have good understanding of the issues and we also believe that VITETTA is uniquely qualified to assist the City in resolving these issues and developing a solution that meets all of your goals for this project.



INTRODUCTION

The purpose of this section is to discuss our proposed approach to the design and documentation for the Maintenance and Repair of the City Owned Building at 4995 Wing Way. 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: Preliminary Design

VITETTA will perform research and conduct interviews with designated City staff to establish the following:

- Design objectives;
- Space and function requirements;
- Special equipment and system requirements;
- Site requirements;
- Permit requirements; and
- Construction Budget and Schedule requirements.

In addition to developing the above background information we will also prepare the following documents:

- Code review outlining applicable provisions of the building code. The code review shall consist of written and graphic documentation of design criteria and strategies used to comply with applicable provisions.
- Conceptual design alternatives showing the scale and relationship of proposed improvements to each other and to existing elements of the building and surrounding areas. These alternatives shall be consistent with the background requirements established in this phase and may include site plans, floor plans, elevations, sections and other drawings, sketches or other graphic materials required to adequately describe the project.
- Present final Preliminary Design to the City for approval prior to proceeding to the next task.

Task 2: Construction Documentation

Based on the approval and comments provided by the City to the Preliminary Design 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% and 90% completion. These submissions 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.
- We will conduct internal quality control and quality assurance reviews prior to submitting documents to the City for review.
- 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, Roof Plan, Reflected Ceiling Plan;
 - Elevations, either line drawings or photo montage as appropriate;
 - Sections, Details & Schedules;
 - Structural and Electrical and Drawings, Diagrams and/or Schedules as appropriate;



- Site Plans, aerial photographs and/or photo montage showing proposed landscaping and parking lot improvements;
 - Specifications in CSI Format; and
 - Updated cost information based on the documents.
- We will submit construction documents for building permits and make all revisions necessary to obtain permits and other approvals.

Task 3: Bidding

During bidding, VITETTA will assist the City 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, if scheduled;
- Clarify questions relative to the construction documents;
- Provide required interpretations of the construction documents;
- Review and respond to requested substitutions;
- Prepare addenda, if necessary; and
- Assist the City in reviewing and evaluating the bids.

Task 4: Construction Phase Services

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

- Attend and participate in pre-construction meeting, if scheduled;
- Review submittals and shop drawings;
- Review and respond to Contractor Requests for Information within 5 working days of receipt;
- Review and respond to requests for substitutions of materials or equipment;
- Review change orders proposed by the City or requested by the Contractor and make written recommendation;
- Prepare documents required for changes in the work;
- Visit the site at intervals appropriate to the stage of construction (but not less than once per month) for the purposes of general observation of the work ; and
- Assist City staff in the development of the final punch list and acceptance of project.

Task 5: Post Construction

At the City's request we will provide advice on apparent deficiencies in construction following the acceptance of the work and prior to the expiration of the one year General Construction Contract guarantee.



<u>Task</u>	<u>Fee</u>
Assessment Includes Task 1 from Section 2 – Outline of Proposed Approach	\$8,800.00
Design Includes Task 2 from Section 2 – Outline of Proposed Approach	\$14,800.00
Bidding Includes Task 3 from Section 2 – Outline of Proposed Approach	\$1,600.00
Limited Construction Administration Includes Task 4 from Section 2 – Outline of Proposed Approach	\$5,400.00
Proposed Fee	\$30,600.00
Anticipated Reimbursable Expenses	\$1,000.00
Total Proposed Fee	\$31,600.00

We note that many assumptions were made in the preparation of this fee proposal including the size, construction and location of the proposed building, extent of topographic survey, etc. We look forward to the opportunity to review the scope of work in more detail with the City to further refine our Fee Proposal.

