



# Council Agenda Report

**From:** Angelica Fortin  
**Subject:** Award Contract for a Library Facilities Consultant  
**Date:** June 20, 2017

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## Facts

1. The Paso Robles City Library relocated to the first floor of the 1000 Spring Street location in 1995 with the intention of expanding into the second floor of the building within 10 years with the construction of a separate City Hall facility. For a variety of factors, expansion has not been financially feasible to date.
2. City Council adopted a Paso Robles City Library Strategic Plan on May 16, 2017 following, among other public input sessions, a public workshop in which community members indicated their concern regarding library facility needs, including space.
3. The Paso Robles City Library Strategic Plan calls for the development of a facilities master plan to address current and future City Library facility needs.
4. The City's Housing Constraints and Opportunities Committee is reviewing items on the Development Impact Fees Public Facilities Needs List, and would benefit from an updated assessment of City Library facility needs.
5. On March 3, 2017, the City issued a Request for Proposals (RFP) for Facility Planning Services for the Paso Robles City Library. The RFP was posted on the City's website, CIPlist.com and distributed through well-known library communication channels.
6. The City received two responses to the facilities planning RFP:
  - a. Ravatt Albrecht & Associates \$29,995
  - b. Reiss Design Studio \$90,909
7. Staff reviewed the low bid from Ravatt, Albrecht & Associates and found it to be a responsive and responsible bid.

## Options

1. Do nothing;
2. Award the contract for the development of a Paso Robles City Library facilities master plan to Ravatt Albrecht & Associates;
3. Direct staff to pursue a different approach.

## Analysis and Conclusions

The recent adoption of a Library Strategic Plan as well as a review of the City's Public Facilities Needs List by the Housing Constraints and Opportunities Committee highlight the need for an updated City Library Facility Master Plan.

## Fiscal Impact

Library Expansion Development Impact Fees will be expended in an amount not to exceed \$29,995.

**Recommendation**

1. Authorize the City Manager to enter into agreement with Ravatt, Albrecht & Associates for the development of a Paso Robles City Library facilities master plan at a cost of \$29,995, to be paid by Development Impact Fees collected for City Library expansion.
2. Authorize the City Manager and City Attorney to make any minor adjustments in the contract that arise, consistent with the goals and direction of the Council.

**Attachments**

1. Bid Documents -- Ravatt Albrecht & Associates
2. Fee Schedule – Ravatt, Albrecht & Associates



## CITY OF PASO ROBLES

### FACILITY PLANNING SERVICES FOR THE PASO ROBLES CITY LIBRARY

APRIL 17 2017



APRIL 17, 2017

**ANGELICA FORTIN, CITY LIBRARIAN**

City Hall  
1000 Spring Street  
Paso Robles, CA 93446

**RE: REQUEST FOR QUALIFICATIONS FOR FACILITY PLANNING SERVICES  
FOR THE PASO ROBLES CITY LIBRARY**

Dear Ms. Fortin,

We would like to thank you for the opportunity to respond to your Request for Proposals. We hope you discover as you review our proposal material that we are highly qualified to assist with the City Library's Needs Assessment and Facilities Master Plan.

**A CAPITAL WORKS TEAM**

Our RA Team has extensive experience working alongside public works teams; it's what we do day-in and day-out for City, County, and Federal clients. By functioning as a capital works team for the City of Paso Robles we'll work closely with your staff to be available when you need us, to answer technical questions when they arise, and to help reach the project goals.

**LOCAL KNOWLEDGE, MULTI-DISCIPLINED EXPERTISE**

Our firm has been in San Luis Obispo for many years and is very familiar with the local area with multiple projects completed in Paso Robles and Atascadero. In addition to our local knowledge, we offer architecture, master planning, facilities planning, mechanical engineering, plumbing engineering, electrical engineering and data engineering in house, which means better coordination and streamlined service for you when they are part of the project scope.

**PROJECTS ON SCHEDULE**

Extending schedules is not an option for most of our clients. Failing to meet a deadline may result in delaying the use of a facility or even in the ability to secure funding. The RA Team consistently delivers outstanding results in meeting performance schedules, managing unanticipated scope changes, overcoming delays, and always delivering within the original or the accelerated design schedules. We are proud of our ability to deliver our projects on time.

We wish to become part of your team to help develop a Library Facilities Master Plan. We have read and agree to sign an agreement similar to the City's Letter of Agreement attached in the RFQ without modifications should our firm be selected. If you have any questions about our qualifications, we would be glad to forward any additional information. Thank you for the opportunity to present our abilities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Greg Ravatt', written over a horizontal line.

Greg Ravatt, AIA, CID, Principal  
California Licensed Architect, No. C20808  
Email: gravatt@ravatt-albrecht.com

**Corporate Office**

125 Union Avenue, Suite 201, Orcutt, CA 93455  
P: 805.928.5002 F: 805.928.0195

**Ravatt Albrecht & Associates, Inc.**

A California Corporation, Established in 1999  
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CA Registration Number C2165928

**Central Coast Office**

1371 Pacific Street, San Luis Obispo, CA 93401  
P: 805.786.4391 F: 805.786.4792



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SECTION 1: Firm Introduction





# INTRODUCTION

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## OFFICE LOCATIONS:

125 Union Avenue, Suite 201  
Orcutt, CA 93455  
P: 805.928.5002 F: 805.928.0195

1371 Pacific Street  
San Luis Obispo, CA 93401  
P: 805.786.4391 F: 805.786.4792  
www.ravatt-albrecht.com

## PRIMARY CONTACT (SLO OFFICE):

**Michael DeMartini, - Project Manager**  
Email: mdemartini@ravatt-albrecht.com

## TYPE OF ORGANIZATION:

California Corporation  
California Certified Small Business  
(Supplier #1789935)

## FIRM STAFF INFORMATION (23 TOTAL):

6 licensed architects  
3 architectural designers  
3 mechanical engineers  
1 electrical engineer  
1 data engineer  
1 specification writer  
1 LEED accredited professional  
7 A/E support staff

## YEARS IN BUSINESS:

18 Years (1999-present)

## LITIGATION HISTORY:

Ravatt Albrecht & Associates Inc. has never been terminated or sued by a client. Over 75% of our clients are repeat customers. We have been working for most of our clients for over 10 and up to 17 years.

## RAVATT ALBRECHT & ASSOCIATES

Founded in 1999, Ravatt Albrecht & Associates, Inc. (RA) has been a corporation since the firm's inception 18 years ago; with Greg Ravatt as the firm's Principal and President, and Jim Albrecht as Principal and Vice President. The partners have been associates long before the firm began. Today, RA is a multi-disciplinary design firm providing Architecture, Interior Design, Electrical Engineering, Mechanical Engineering, and Plumbing Design for public works projects, including: school, city, county, and federal projects.

## SERVICES

Our clients' projects demand a combination of art and science, and we've aligned our services to perfectly complement those requirements. Our firm offers the following services:

### Planning:

- Facility Evaluation
- Master Planning
- Site Development
- Feasibility Studies
- Life Cycle Costing
- Equipment Planning
- Operational Planning

### Architecture:

- Architectural Design
- Construction Administration
- Scheduling
- Specifications
- Sustainable Design
- Budgeting
- Code Reviews

### Engineering:

- Mechanical
- Electrical
- Plumbing
- Energy Conservation
- LEED Certification
- Data / Communications

### Interior Design:

- Interior Master Planning
- Space Planning
- Interior Design
- Furniture Design
- Signage Systems
- Wayfinding Design
- Graphic Design

## ARCHITECTURE

Whatever your project, you need a design team knowledgeable in the demands and nuances of that project type. At RA, we understand that each project has special requirements, constraints, and opportunities. To us, architectural design not only means creating beautiful, functional, and lasting buildings, it also means understanding and meeting the requirements of regulatory codes and standards, ensuring your project gets built.

## MECHANICAL, PLUMBING, AND ELECTRICAL ENGINEERING

No matter the structure, well-designed mechanical, plumbing and electrical systems create a holistic, controlled environment crucial to its health, longevity, and functionality. As part of our full-service design team, our engineers are involved as early as the programming stage, so that mechanical, plumbing and electrical system space issues and facility energy budgets are thoughtfully evaluated and integrated into the design.

SECTION 2: Understanding & Approach







## UNDERSTANDING & APPROACH

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### PROJECT UNDERSTANDING

The Paso Robles City Library is seeking a consultant to develop a new Library Facilities Master Plan to address the needs of Library services in the growing community. This will involve reviewing the previous Facilities Plan, assessing current services and facilities, and exploring future possibilities to improve the Library. The City expects a Library Facilities Master Plan as the project deliverable that will guide future expansion.

The Library currently occupies 18,687 square feet of a two story building that is shared with City Hall. This facility serves the existing population of 30,450. Based on a previous Facilities planning study, it was indicated that 30,000 square feet would be needed to serve a population of this size. RA understands that the Library uses an off-site facility for youth programs that would be considered in the Facilities Master Plan as well.

The Library is an integral part of the community with access physical books both stored on-site and as a part of the Black Gold Library Consortium, electronic collections, publicly accessed computers, and youth programs. Within the last year, technological improvements have been made, including personal checkout centers and an online event calendar with hopes to continue improving services that can be provided via technology.

### PREVIOUS SIMILAR EXPERIENCE

RA had the opportunity to develop a needs assessment for the Lompoc Library and Buellton Library. The design study team of RA along with representative members of the Library Staff, Library Board of Trustees, Community Members, and City Representatives worked together to study and develop a current and future needs survey of the Lompoc and Buellton Libraries. This was accomplished through a series of Community Surveys and Focus Group Studies. What RA and the library discovered was the evolution the uses and demands of the patrons on the Library.

Through the course of this assessment, an extensive breadth of the community were involved. A survey was made available to the residents of Lompoc and users of the Lompoc Library. This survey was mailed to Lompoc and Buellton residents and was also left at the library for patron response. A focus group was developed that consisted of Library Staff, Library users and non-users, District Board members, and City Representatives. The design team of Ravatt-Albrecht and Associates Inc. lead several workshops to develop information about specific needs to the Lompoc Library.

# UNDERSTANDING & APPROACH

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1219 public surveys were filled out and returned. The survey results yielded information on frequency of use of the library, level of use, level of home use, and information and resources used. The survey assessed who used the library and what services are important to the public. The survey elicits public opinion on the essentials for a library and response to funding for additional services.

With the above information, RA and the Library staff were able to completed the goal of establishing a master plan that incorporated the needs identified through the Focus Group Studies and surveys that met the projects optimum functionality within the confines of the existing site and building constraints.

## PROJECT SCOPE

Based on our previous experience with the Lompoc Library Needs Assessment and the Buellton Library Needs Assessment, RA believes that the following tasks, or similar tasks, will be a part of the scope of work for this project.

### PHASE ONE: NEEDS ASSESSMENT

#### Task A:

- Coordinate and attend orientation meeting with Library Board of Trustees and City of Paso Robles staff to clarify project scope and schedule for completion.
- Examine and analyze the survey statistics used for the previous Facilities Needs Assessment.
- Plan and conduct two Focus Group sessions with community members.
- Consider the requirements of any funding agencies that may be used to fund the Library's expansion.
- Share tentative and preliminary findings in writing as a means of facilitating the progress of this phase.
- Clarify issues and gather further on-site information as needed.
- Prepare and submit a basic community profile to be used to prepare a list of priority services and resources the expanded library might accommodate.
- Prepare report in a format compatible with state grant application standards

#### Task B:

- Review with the library staff the space use and functions proposed.
- Report findings in draft form to include space and shelving, furniture, equipment and staff required to be reviewed by Library staff and Board of Trustees.



## UNDERSTANDING & APPROACH

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- Present final report of findings and recommendations and submit a copy to the Library Board of Trustees, including the Library Director.
- Develop a preliminary space needs assessment list
- Develop organizational diagrams to identify major circulation (staff and public), entries, site constraints, and ADA constraints

### PHASE TWO: FACILITY MASTER PLAN

#### Task A

- Examine the existing library and propose such alternatives that may be relevant to increase services including visits to the site to become further acquainted with the general nature of the project and possible solutions.
- Make field trips as needed to become acquainted with the community and when possible have initial discussions with key City Representatives such as Planning Director, Managers, or key library staff.
- Estimate future space requirements based upon the City's projected population for the next 20 years.
- Give consideration to ADA, parking and the current structure and site potential.
- Present possible alternatives if expansion is deemed questionable.
- Review existing conditions to develop an existing space inventory
- Review existing conditions to develop project constraints schedule
- Include structural, electrical, and mechanical constraints matrix
- Report findings in draft form to library representatives for review.
- Present final report of findings and recommendations summary and submit a copy to the library Board of Trustees and Director.

### PROJECT APPROACH

#### PROJECT COLLABORATION

The Project Manager will be responsible for coordinating the Project Team, which is comprised of City and Library representatives and the Design Team to verify project scope outlined above and establish priorities. Design meetings as determined in a project kick-off meeting will be scheduled throughout the design effort to include the City, Library and Community members to ensure specific concerns and interests are identified for the project. The schedule for the project has been requested to be 120 working days from the contract date.

# UNDERSTANDING & APPROACH

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## KEY ATTRIBUTES OF FACILITIES MASTER PLANNING

Our experienced Design Team will work towards providing a final document to the Library that may guide future development and expansion. From our experience master planning includes consideration of the following:

### **The Big Picture:**

While details are important, at the master planning phase the we are looking at the big picture. Is the current facility meeting the community needs? Does the physical Library need to be expanded? Do the services offered need to change?

### **The User Group:**

Who uses the Library? Are children an important user group? Seniors? Or do people of all groups equally use Library services?

### **Library Services and Technology:**

Are the current services meeting the community demand? Are they utilizing current technology? What elements or features can be incorporated into the master plan that allows for growth?

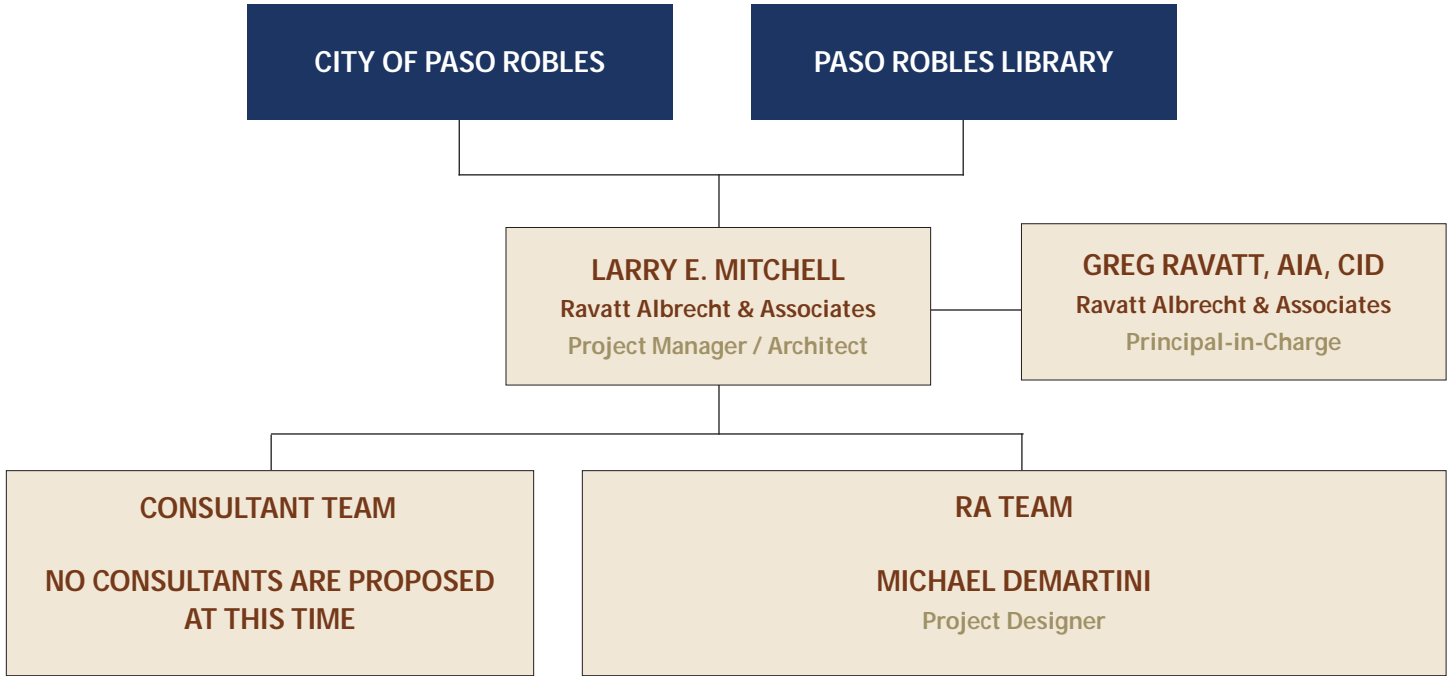
### **Community Involvement:**

The community is the user, so we work to include them in the initial planning processes to make sure we understand and can answer questions related to the above points. RA involves the community through surveys and focus groups.





# PROJECT TEAM / ORGANIZATIONAL CHART



### CONTACT INFORMATION FOR KEY PERSONNEL:

**Greg Ravatt - Principal-In-Charge**  
E: gravatt@ravatt-albrecht.com

**Larry E. Mitchell - Project Manager**  
E: lmittchell@ravatt-albrecht.com

**Michael DeMartini- Project Designer**  
E: mdemartini@ravatt-albrecht.com

### RAVATT ALBRECHT & ASSOCIATES

The above chart demonstrates our proposed team management structure. RA employs a versatile staff of 23 professionals, split between two locations: Santa Maria and San Luis Obispo. Larry Mitchell will be managing this contract from the San Luis Obispo office. In addition to the key personnel listed above, RA will utilize the talents of our drafting team to help coordinate this project.

This team understands that cost control, quality of work, schedule, and regulatory compliance are factors that remain constant for every project, large or small. At RA, we meet these requirements by setting standards and accountability measures at the highest level, from the beginning of the project through rigorous preparation in outlining every step of the project followed by a monitor, check, and balance system. RA assures the City that the designated project team will be used on this project unless the City approves otherwise. Should any consultants be needed based on the project, approval from the City will be obtained.

## PROJECT TEAM

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Greg, a founder of Ravatt Albrecht & Associates (RA), is experienced in a wide spectrum of design and planning projects for Municipal, County, and Federal Governments, as well as for large corporations and developers. An Architect, Certified Interior Designer, and licensed Contractor, Greg has a unique blend of visionary thinking and down-to-earth implementation, which allows him to design buildable, beautiful structures. Known for his conceptual sketching, Greg can quickly sketch up visual images of design alternatives for his clients. He regularly presents design projects to community and governmental stakeholders and decision-makers, helping them envision their project, gain consensus, and provide feedback.

Greg provides collaborative design overview for RA projects, particularly during the needs assessment, schematic, and conceptual design phases. With a focus on implementing energy-efficient building techniques, he has won design recognition for several of his forward-thinking designs. His design of a straw-bale library is the first for the facility type in the State of California.

### REPRESENTATIVE EXPERIENCE (PARTIAL LISTING)

#### County of Santa Barbara Clerk's Building, Santa Maria, CA

As the Design Architect and Architect of Record for this 19,000 SF addition and 4,500 SF remodel, Greg developed the conceptual design including massing models and conceptual renderings for this infill building, then oversaw design development with the design team.

### OTHER EXPERIENCE:

#### Public Works Projects: County of San Luis Obispo

- San Luis Obispo Juvenile Hall Expansion, Phase 1 & 2, San Luis Obispo, CA
- Animal Services Center Expansion, San Luis Obispo, CA
- Courts Holding Facility Project, San Luis Obispo Courts, San Luis Obispo, CA
- Charles Paddock Zoo Expansion, Atascadero, CA
- Los Osos Library, Los Osos, CA
- North County Atascadero Library, Atascadero, CA
- County-wide ADA Compliance Upgrade, CA

#### Public Works Projects: Santa Barbara County

- Charlotte's Web Children's Library, Lompoc, CA
- Good Samaritan Shelter Homeless Dining Hall, Santa Maria, CA
- Santa Barbara County Juvenile Court Complex, Santa Maria, CA
- Santa Barbara County Board of Supervisor's Building and Emergency Operations Center (EOC), Santa Maria, CA
- Santa Barbara County Juvenile Services 30 Bed Expansion, Santa Maria, CA
- Santa Barbara County Clerk's Building, SB Courts, Lewellen Justice Center, Santa Maria, CA

### GREGORY RAVATT, AIA, CID

Ravatt Albrecht & Associates, Inc.

### ROLE

Principal-in-Charge

### YEARS OF EXPERIENCE

+30 Years

### YEARS WITH RA

17 years

### REGISTRATIONS

California Licensed Architect,

No. 20808, 1989

Certified Interior Designer,

No. 2671, 1990

California Licensed Contractor,

No. 516675, 1987

### EDUCATION

Bachelor of Architecture, California Polytechnic State University, San Luis Obispo, CA, 1986

### PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)

1990-present

County Board of Architectural Review,

Santa Barbara, CA, 1998-2005

North County Board of Architectural Review,

Santa Barbara, CA, 2006-2014



## PROJECT TEAM

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**LARRY E. MITCHELL, AIA**  
Ravatt Albrecht & Associates, Inc.

**ROLE**  
Project Manager / Architect

**YEARS OF EXPERIENCE**  
+30 Years

**YEARS WITH RA**  
3 years

**REGISTRATIONS**  
Registered Architect, State of California,  
No. C 24717 Exp. 05.31.17

**EDUCATION**  
Bachelor of Architecture, Texas Tech University,  
Lubbock, Texas, 1983

**PROFESSIONAL AFFILIATIONS**  
American Institute of Architects (AIA),  
2013-present

**CURRENT SCHOOL DISTRICT CLIENTS**  
Atascadero Unified School District (AUSD)  
Santa Maria Joint Union High School District  
(SMJUHSD)

**PAST SCHOOL DISTRICT CLIENTS**  
Allan Hancock Joint Community College District  
(AHJCCD)  
Cuyama Joint Unified School District  
College School District  
Buellton Union School District  
Santa Ana Unified School District  
San Miguel Union School District  
Downey Unified School District  
Ocean View School District  
Saddleback Valley School District  
Jefferson Union High School District

Larry has 33 years of experience in all aspects and phases of architectural project delivery within the context of educational and public institutions. As a highly organized team leader and innovative problem solver dedicated to the ultimate success of each of his projects, Larry brings to Ravatt Albrecht & Associates the skills of a highly trained professional. During his career he has established and supervised numerous institutional projects throughout California, including establishing and supervising the standards, schedule and construction of a 20-campus modernization program for Downey USD. In his capacity as a Sr. Project Architect, he has developed close working relationships with the Division of the State Architect, working with all four of their offices in California.

**REPRESENTATIVE EXPERIENCE (CURRENT)**  
**New Administration/Classroom Bldg. at Atascadero Junior High School, Atascadero Unified School District (AUSD), Atascadero, CA**  
The District worked with RA to design and construct a new two-story, 46,337 SF building with 22 classrooms, a laboratory, a library, student services, administrative offices and a regional classroom. Larry served as construction administrator for the District during the construction phase for this project. Completed Fall 2016 Total Construction Value: \$18.5 million

**OTHER EXPERIENCE WITHIN 5 YEARS (PARTIAL LISTING):**  
**Educational Projects:**

- Atascadero High School Career Technology Education (CTE) Shops, Atascadero Unified School District, (AUSD)
- Atascadero High School Field Level Access Ramp, AUSD
- Atascadero High School Bleacher Replacement, AUSD
- Del Rio High School Portable Classroom Relocation, AUSD
- Pioneer Valley High School Stadium Score Board Replacement, Santa Maria Joint Union High School District (SMJUHSD)
- Ernest Righetti High School Greenhouse, Modular Restroom Bldg., Service Road and Stadium Stair/Ramp, SMJUHSD
- Ernest Righetti High School Administration/Student Services Building Renovation, SMJUHSD
- Ernest Righetti High School New Pool & PE/Wrestling Facility, SMJUHSD
- Ernest Righetti High School Industrial Shops /Theatre Arts Building Renovation, SMJUHSD
- Ernest Righetti High School Track & Football Field Synthetic Surfacing Conversion, SMJUHSD
- Pioneer Valley High School Repairs to Deficient Windows, Roofing & Paving, SMJUHSD



## PROJECT TEAM

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A local design professional of 21 years, Michael's experience includes a wide spectrum of design and project management for schools, municipalities, public agencies and developers. While employed at Ravatt, Albrecht and Associates, Michael has attained recognition as an award winning designer and lead Project Manager. His past experience includes schematic design, presenting and attaining City and County design approvals, project organization and management, lead management and production of construction documents and specifications, construction management responsibilities which include construction administration, cost estimating and bid negotiations, and performing on site-construction coordination. Michael's goal as a practicing design professional is to assist the client in assuring the continued and long-term quality and architectural integrity of buildings and landscaping as they pertain to vernacular, regionalism, and green design.

### REPRESENTATIVE EXPERIENCE (PARTIAL LISTING)

#### City of San Luis Bus Wash Facility, San Luis Obispo, CA

Mike was the Project Manager for this high volume bus maintenance wash facility for the San Luis Obispo Transit Department. The building is a prefabricated steel structure incorporating polycarbonate splash panels that provide soft natural light. The project incorporates the latest in technological advances in washing equipment.

#### Good Samaritan's Homeless Dining Hall, Santa Maria, CA

Michael was the Lead Designer for this 5,400 SF, award-winning building that serves as a community kitchen, employment training facility, homeless dining hall, and homeless overflow shelter. Michael worked with design team and client to ensure the many programmatic functions fit within the \$100/SF budget for this prevailing wage project.

### OTHER PROJECT EXPERIENCE

#### Public Works / Commercial Projects:

- City of San Luis Obispo Bus Wash, San Luis Obispo, CA
- City of San Luis Obispo Transit Facility Expansion, San Luis Obispo, CA
- City of San Luis Obispo Space Evaluation, San Luis Obispo, CA
- City of Paso Robles Restrooms, Paso Robles, CA
- City of Atascadero Zoo Entry, Atascadero, CA
- City of Atascadero Library Expansion, Atascadero, CA
- City of San Luis Obispo Fire Station #2 Cost Estimate, San Luis Obispo, CA
- City of Greenfield Park Restroom Design, Greenfield, CA
- County of Santa Barbara Government Center Concept Design, County of Santa Barbara Board of Supervisors Building & EOC, Santa Maria, CA
- County of Santa Barbara Government Center Building D Addition, Santa Maria, CA

### MICHAEL DEMARTINI, LEED AP

Ravatt Albrecht & Associates, Inc.

### ROLE

Project Designer

### YEARS OF EXPERIENCE

21 Years

### YEARS WITH RA

15 years

### REGISTRATIONS

LEED Accredited Professional

### EDUCATION

Bachelor of Architecture, California Polytechnic State University, San Luis Obispo, 1997

### PROFESSIONAL AFFILIATIONS

Associate, American Institute of Architects  
Member, U.S. Green Building Council,  
2004-Present



SECTION 4: Related Experience



## RELATED EXPERIENCE

### REPUTATION FOR PERSONAL AND PROFESSIONAL INTEGRITY AND COMPETENCE

At Ravatt Albrecht & Associates our clients and their specific needs are of the greatest priority, and we're proud that our clients have given us numerous testimonials that speak to our personal and professional integrity and competence. We've outlined a few of these testimonials below.

*"RA and Associates Inc. is a pleasure to work with. Their project management and involvement is superior to other A/E firms that I have worked with. I have no problem recommending their services."*

John Green, County of Santa Barbara

*"It was a pleasure working with Paul Reinhardt (Project Architect) and Jim Albrecht (Project Mechanical Engineer). They are consummate professionals in their approach to building design and problem solving. I look forward to working with them on future projects."*

Don Popma, Air Force Project Manager, Vandenberg AFB

*"The County has used Ravatt Albrecht & Assoc. many times over the years and have always been satisfied with their performance."*

Mark Moore, Capital Project Coordinator, San Luis Obispo County

*"RA has been the most communicative and receptive architectural firm we have worked with to date. The District and building contractors have been pleased with [their] architectural plans. The District has been very satisfied with RA and will continue to utilize their services whenever possible."*

Stuart Stoddard, Director of Support Services, Atascadero Unified School District, Maintenance Operations and Transportation Facility

### RA PROJECTS WITH SIMILAR SCOPE

Ravatt-Albrecht & Associates has completed a wide range of projects over the years for County and City clients. These projects have ranged from additions, tenant improvements, new facilities, and space studies. RA can take a project from the conceptual phase, to design development, through construction documents and finish with bidding assistance and construction administration. It is all about what is appropriate for the project and the client. You will find a short list of our County and City projects along with their contacts listed below.

#### CITY OF LOMPOC:

- Lompoc Library ADA Improvements  
**Contact:** Michael W. Luther, PE  
City of Lompoc, (805) 875-8260

#### CITY OF PASO ROBLES

- City of Paso Robles Park Restrooms  
**Contact:** Freda Berman, City Park Project Manager  
City of El Paso De Robles, (805) 237-3873

#### CITY OF ATASCADERO:

- Atascadero Charles Paddock Zoo Entryway and Restroom, Atascadero, CA  
**Contact:** Ryan Hayes, Department of Public Works  
City of Atascadero, (805) 470-3424
- City of Atascadero Library Expansion  
**Contact:** Creed Bruce, Capital Projects Coordinator  
County of San Luis Obispo, (805) 781-4154

#### CITY OF SAN LUIS OBISPO:

- City of San Luis Obispo Fire Station #2 Remodel
- City of San Luis Obispo Transit Facility Expansion  
**Contact:** Mike McGuire, Public Works Department  
City of San Luis Obispo, (805) 783-7716
- City of San Luis Obispo Space Evaluation  
**Contact:** David Athey, Supervising Civil Engineer, Public Works Dept.  
City of San Luis Obispo, (805) 781-7108

#### CITY OF ARROYO GRANDE:

- City of Arroyo Grande City Council Chambers ADA Improvements, CA  
**Contact:** Geoff English, Public Works Director  
City of Arroyo Grande, (805) 473-5466

#### CITY OF BUELLTON:

- City of Buellton - Avenue of Flags Specific Plan  
**Contact:** Marc P. Bierdzinski, City Manager  
City of Buellton, (805) 688-5177

## RELATED EXPERIENCE



Community Room



### ATASCADERO LIBRARY AND NORTH COUNTY GOVERNMENT CENTER

The County of San Luis Obispo and the Atascadero Friends of the Library engaged in a major collaboration to provide a new Library facility to serve the Atascadero community and created a convenient, one-stop service center for County services, the North County Government Center.

The Library occupies the first floor of the building while the second floor houses County offices along with other Library services. This facility replaced the old 7,748 square foot Martin Polin Regional Library located at 6850 Morro Road. This new Library provides 14,420 square feet of space, close to twice the space available in the old facility. The County's service center occupies 6,831 square feet of the second floor.

The following are a few of the new Library features:

- Expanded browsing capacity for new and popular books and AV media
- Coffee and refreshments served at a coffee cart concession
- Secondhand book sale and gift shop
- Increased seating and separate zones for quiet, collaborative and active uses
- Additional public computers – both desktop and laptop
- Meeting room that seats 100 people
- A separate area for children and families and dedicated space for teens
- An upstairs hallway art gallery that leads to a public community room with a view of the Atascadero City Hall and library support staff rooms

North County Government Center (partially shown above) provides:

- Offices for the Building and Planning Departments
- Offices for the County Clerk and Assessor
- High density storage
- Conference rooms and regional offices for department heads

### OWNER CONTACT

County of San Luis Obispo  
 Creed Bruce, Capital Projects Coordinator  
 1087 Santa Rosa Street  
 San Luis Obispo, CA 93408  
 (805) 781-4154

### PROJECT STATS

Construction Completion: May 2014  
 Construction Amount: \$3.4 million

### SIZE

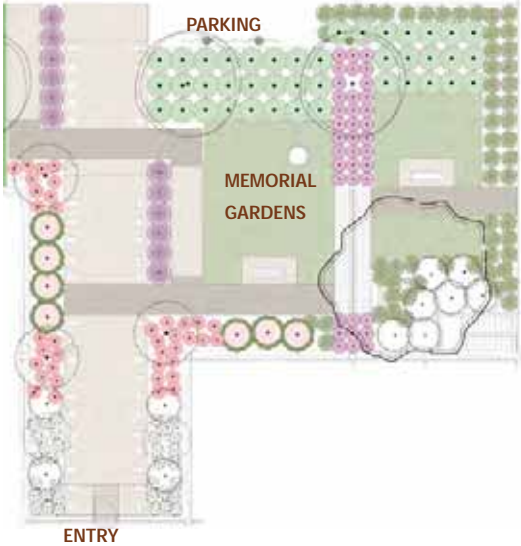
14,420 sf

### TEAM

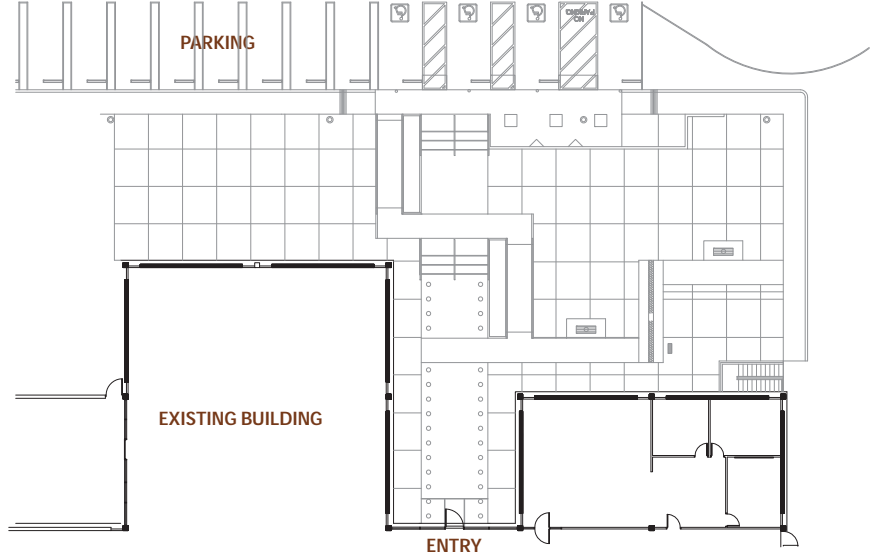
Ravatt Albrecht & Associates: Lead Design, Mechanical/Plumbing Engineering  
 Greg Ravatt - Architect of Record  
 Michael DeMartini - Project Manager  
 Jim Albrecht - M&P Engineer  
 JMPE: Electrical Engineering  
 Ashley & Vance: Structural Engineering  
 Group Up Design: Civil Engineering  
 MBS Land Surveys: Land Surveyor  
 Collings & Associates: Fire Protection Engineering  
 AC&E: Cost Estimator



## RELATED EXPERIENCE



ENTRANCE LANDSCAPE PLAN



ENTRANCE SITE PLAN



NEW STAIRS

### OWNER CONTACT

Michael W. Luther, PE  
City of Lompoc  
P.O. Box 8001  
Lompoc, CA 93438  
(805) 736-1261  
mluther@ci.lompoc.ca.us

### TYPE OF PROJECT

ADA Site Improvements

### TEAM

Ravatt Albrecht & Associates: Lead Design  
Greg Ravatt - Architect of Record  
Michael DeMartini - Project Manager

### LOMPOC LIBRARY ENTRANCE IMPROVEMENTS

The Lompoc Main Library lacked a cohesive entrance progression and up-to-date ADA accessibility features. The Library Board asked RA's team to update the ADA access and design a new progressive and usable public space. The design solution incorporated the design of a new public plaza with a native landscape demonstration garden.

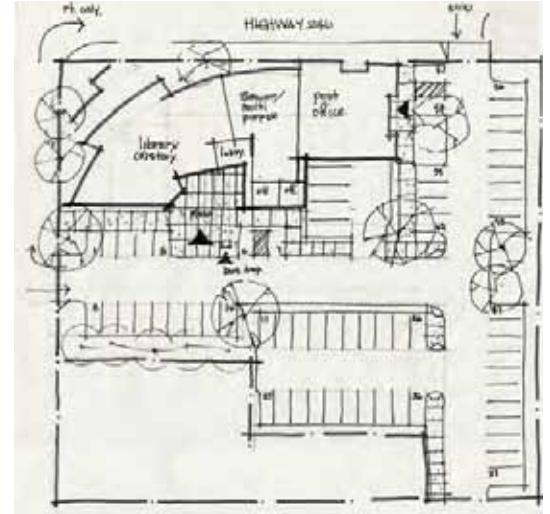
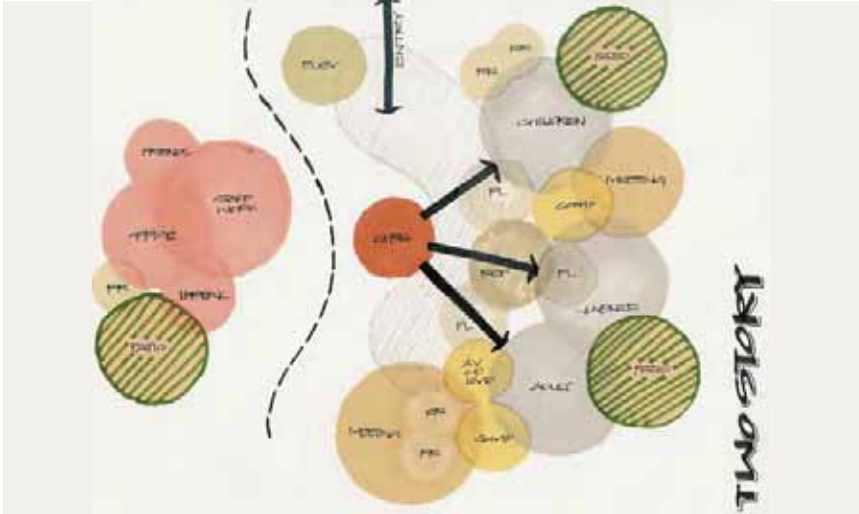
Some of the ADA upgrades included new entry concrete stairs, a new access ramp to the entrance, updated parking lot lighting, new accessible parking stalls, and new parking striping.



NEW ACCESSIBLE ENTRANCE



## RELATED EXPERIENCE



### **BUELLTON LIBRARY NEEDS ASSESSMENT**

The design study team of Ravatt Albrecht & Associates Inc. along with representative members of the Buellton Library Staff, Library Board of Trustees, and City Representatives worked together to study and develop the current and future needs of the Buellton Library. This was accomplished through a series of Community Surveys and Focus Group Studies. The Focus Group workshops developed master plan expansion scenarios. Specific site plan concepts evolved to which budget estimates were assigned. In addition, multiple expansion concept plans were discussed and developed at the workshops.

The site selected for the studies is the existing Buellton Library site located Highway 246. Some discussion developed around the proposals for a new Civic Center combining the City Hall, Police Station, Library and other government entities. At this point in time due to the uncertainty of a site for the Civic Center the Focus Group used the existing Library site.

The purpose and end result of the study is to explore impacts of the design concepts developed by the Focus Group and develop conclusions and direction for later programming and design of the Library expansion.

In conclusion the study identified user needs through workshops and survey. The workshops reinforced the desirability in keeping the library on the existing site. A project space needs assessment created the backbone for future library expansion plans.

### **CLIENT CONTACT**

City of Buellton  
107 West Highway 246,  
Buellton, CA 93427  
(805) 688-5177

### **TEAM**

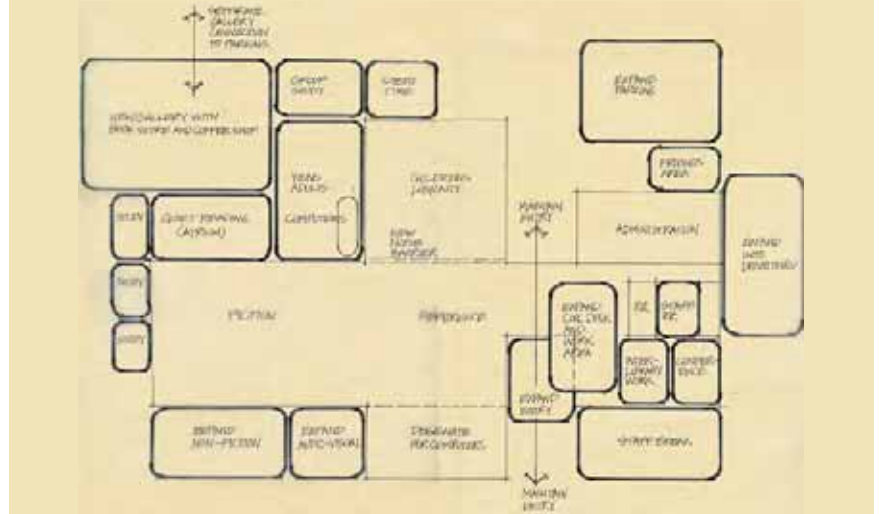
Ravatt Albrecht & Associates: Lead Architect  
Greg Ravatt - Architect of Record  
Michael DeMartini - Project Manager

### **PARTIAL SCOPE OF WORK - ITEMIZED TASKS**

- Create and conduct community survey for needs assessment of current community library users for short and long term goals.
- Plan and Conduct two Focus Group sessions with community members.
- Present final report of findings and recommendations and submit a camera-ready copy to the Library Board of Trustees, including the Library Director.
- Develop a preliminary space needs assessment list
- Develop organizational diagrams to identify major circulation (staff and public), entries, site constraints, and ADA constraints



## RELATED EXPERIENCE



### CLIENT CONTACT

City of Lompoc  
(805) 736-1261

### TEAM

Ravatt Albrecht & Associates: Lead Architect  
Greg Ravatt - Architect of Record  
Michael DeMartini - Project Manager

### PARTIAL SCOPE OF WORK - ITEMIZED TASKS

#### Phase One: Needs Assessment

- Plan and conduct two Focus Group sessions with community members.
- Develop a preliminary space needs assessment list
- Develop organizational diagrams

#### Phase Two: Feasibility Study

- Examine the existing library and propose such alternatives as may be relevant to increase services
- Estimate future space requirements based upon the City's projected population for the next 20 years.
- Present possible alternatives if expansion is deemed questionable.
- Present final report of findings and recommendations summary

### LOMPOC LIBRARY NEEDS ASSESSMENT

The design study team of Ravatt Albrecht & Associates Inc. along with representative members of the Lompoc Library Staff, Library Board of Trustees, Community Members, and City Representatives worked together to study and develop the current and future needs of the Lompoc Library. Additionally Ravatt Albrecht & Associates Inc. developed a feasibility analysis for building reorganization and expansion. The basis for the feasibility analysis was expansion scenarios developed by the Focus Groups.

Through the course of this assessment, an extensive breadth of the community were involved. A survey was made available to the residents of Lompoc and users of the Lompoc Library. This survey was mailed to Lompoc residents and was also left at the library for patron response. A focus group was developed that consisted of Library Staff, Library users and non-users, District Board members, and City Representatives. The design team of Ravatt-Albrecht and Associates Inc. lead several workshops to develop information about specific needs to the Lompoc Library.

The goal was to establish a master plan, which incorporates the needs identified through the Focus Group Studies that meets the project's optimum functionality within the confines of the existing site and building constrictions.

## RELATED EXPERIENCE

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### LOS OSOS SOUTH BAY LIBRARY, LOS OSOS, CA

Set near the Los Osos Dunes, Ravatt Albrecht & Associates's Los Osos Library design highlights the site's spectacular surroundings with views of Morro Rock. The facility concept incorporates waveforms which reflect the natural forms of the surrounding dunes and ocean and a clerestory vault lights the interior and reflects light from the linear metal ceiling.

The proposal replaces the existing library with a new 7,000 SF Library with plans for a future expansion increasing the building to 11,000 SF. A new Community Services Center and Demonstration Garden is planned to the west of the property. The Library landscape design incorporates California natives and blends in with the adjacent native Demonstration Gardens.

### CLIENT CONTACT

Kathy McNeil  
San Luis Obispo County  
General Services  
(805) 781-5200

### TEAM

Ravatt Albrecht & Associates: Lead Architect/MEP  
Cannon: Structural Engineering

### PROJECT STATS

Construction Estimate: \$3 Million  
Size: 7,000 SF





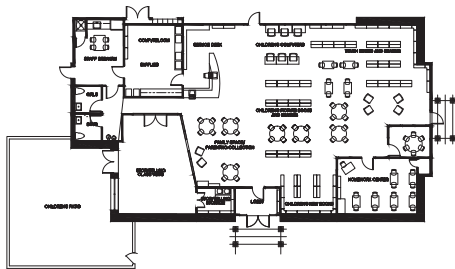
## RELATED EXPERIENCE



### CHARLOTTE'S WEB CHILDREN'S LIBRARY, LOMPOC, CA

Charlotte's Web Children's Library is designed to be a "destination" library for Lompoc's Southside neighborhood. It will be open six days a week and its service area includes about 4,000 children.

The facility is designed to meet the USGBC's LEED Gold certification. The Library will serve as a demonstration site for principles of sustainable architecture, including draught tolerant landscaping, solar panels, extensive day lighting, and straw-bale insulation. This will be Lompoc's first "green" public building and the first straw bale library in the State.



### CLIENT CONTACT

City of Lompoc  
(805) 736-3478

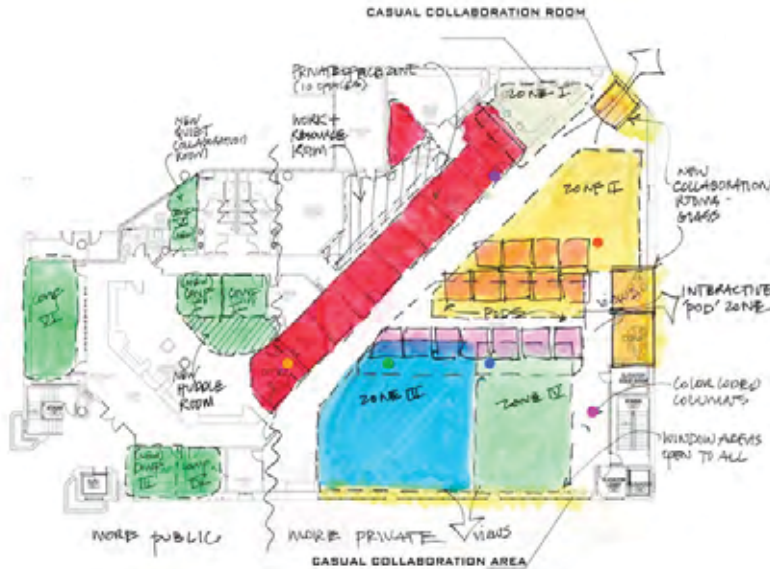
### TEAM

Ravatt Albrecht & Associates: Lead Architect/MEP

### PROJECT STATS

Construction Estimate: \$2.2 Million  
Size: 7,000 SF

## RELATED EXPERIENCE



-10 PRIVATE WORK OFFICES

-5 ZONED WORK AREAS

-WORK + RESOURCE AREA

-8 NEW COLLABORATIVE AREAS:

- 1 Quiet collaboration
- 1 Huddle Room
- 2 New Conference/Private Work Areas (Public Side)
- 2 New Conference/Private Work Area (Private Side)
- 1 Casual Collaborative Area

### CITY OF SAN LUIS OBISPO SPACE EVALUATION, SAN LUIS OBISPO, CA

RA provided on-call design services for Space Evaluation and Recommendation Report for the City of San Luis Obispo. Specific office spaces in two City buildings are being evaluated to determine if the spaces are being utilized in optimum fashion. Three other locations of specific City buildings that are currently not being used for employee workspaces are being assessed. Drawings will be provided which will present recommendations for space optimization showing proposed space layouts for maximum occupancy along with staff material/work item storage for each facility, as well as short and long-term solutions based on staffing level growth.

#### CLIENT CONTACT

David Athey, Supervising Civil Engineer  
Public Works Dept.  
City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
(805) 781-7108

#### TEAM

Ravatt Albrecht & Associates: Lead Architect  
Greg Ravatt - Architect of Record  
Laura Joines - Project Architect  
Michael DeMartini - Project Manager

#### PROJECT STATS

RA Contract Amount: \$15,000



## RELATED EXPERIENCE



### TEAM

Ravatt Albrecht & Associates: Lead Design, Mechanical/Plumbing Engineering

- Greg Ravatt - Architect of Record
- Larry Mitchell - Project Manager
- Michelle Stokes - Project Architect
- Jim Albrecht - M&P Engineer

Advanced Structural Design, Inc.: Structural Eng.  
 Civil Design Studio: Civil Engineering  
 Collings & Associates, LLC: Fire Protection Eng.

### CLIENT CONTACT

Stu Stoddard  
 Director of Support Services  
 Atascadero Unified School District  
 (805) 462-4243

### PROJECT STATS

- Construction Completion: Est. 2017 (Currently under construction)
- Estimated Construction Amount: \$18,500,000 (Admin/Classroom Building Only)
- RA Contract Amount: 9% of Construction Cost

### SIZE

49,442 SF (Admin/Classroom Building)

### JR. HIGH SCHOOL MASTER PLAN AND NEW ADMINISTRATION/ CLASSROOM BUILDING, ATASCADERO UNIFIED SCHOOL DISTRICT

Ravatt Albrecht & Associates (RA) worked with the Atascadero Unified School District (AUSD) to create a Master Plan for their Jr. High School located on a 16.5-acre parcel in the historic civic district of the downtown. Close cooperation with City Planning, the City Council, the School Board, the Chamber of Commerce, the Historical Society and other community groups were led by RA with dozens of meetings to accomplish this new part of the City's new civic center. The Master Plan for the campus included the removal of two buildings and two portables, and the modernization of 81,016 SF in the remaining 10 buildings. Four of the existing 7th/8th grade buildings are being updated to accommodate the incoming 6th grade with 10 new classrooms. The internal courtyard surrounded by the four buildings will be renovated with the removal of paving to be replaced with landscaping.

The Master Plan also included the design and construction of a new 49,442SF Administration and Classrooms Facility. The 7th and 8th grades will be relocated to the new two-story building that will house 22 classrooms, a laboratory, a library, administrative offices and a regional classroom. Demolition has been done to three existing buildings (administration and classrooms). Site improvements are being made which will include accessibility, and utility upgrades and fire alarm modification as well.

Both the campus modernization and the new Administration and Classrooms Facility are currently under construction.



# RELATED EXPERIENCE



## SPECIFIC PLAN FOR THE AVENUE OF FLAGS, CITY OF BUELLTON, CA

In collaboration with the City of Buellton and its consultants, Ravatt Albrecht & Associates designed a master plan and re-branding of the Avenue of Flags as The Avenue. While keeping in mind the City’s desire to foster an attractive, vibrant and pedestrian-friendly downtown village environment, the master plan incorporates sidewalk widening, street trees, parking re-configuration, sharrow lanes, and an emphasis on widened medians allowing for ample flexible public space. Mixed use possibilities of the existing empty lots will be explored with opportunities for Mercantile, Residential, Live-Work building types. Civic hubs and building types were also planned for, including space for a Library, Historical Museum and other civic uses. Events, such as farmers markets, an event barn, an artist village, and community center have been planned in the Medians to enhance the cozy feel of The Avenue. The master plan will help pave the way for a signature destination experience for the City of Buellton.



ART AND FOOD COURT

### RA Managed Services

- Master Planning
- Building Massing Study
- Form Based Code Development
- Design Guideline Development
- Site Evaluations
- Parking Study

### TEAM

Ravatt Albrecht & Associates: Lead Design  
 MNS Engineers: Civil Design  
 Kosmont: Economic Development

### OWNER CONTACT

Marc P. Bierdzinski, City Manager  
 City of Buellton  
 (805) 688-5177

### PROJECT STATS

Type of Project: Public - Master Plan  
 Contract Award: 2015  
 Project Completion: In-Progress





## RELATED EXPERIENCE



### TEAM

Ravatt Albrecht & Associates: Lead Design  
 Mechanical/Plumbing Engineering  
 Greg Ravatt - Architect, Project Manager  
 Jim Albrecht - MEP Engineer  
 Michael DeMartini - Lead Designer

### PASO ROBLES PARK RESTROOM, PASO ROBLES, CA

Ravatt Albrecht has teamed with the City of Paso Robles to provide comprehensive architectural and engineering services for a new 1500 sq. ft. restroom facility. Located near the historic Carnegie building, a Classic Revival library of flushed brick and grey stone trim, the new restroom building sits among large old valley oaks and magnolias.

### OWNER CONTACT

Doug Monn, Public Works Director  
 City of El Paso De Robles  
 (805) 237-3861

### PROJECT STATS

Type of Project: New Construction  
 Contract Award: 2012  
 Construction Completion: 2013  
 Construction Amount: \$546,000  
 Size: 1,500 sf

The City originally requested that RA begin our scope with a feasibility study to determine the cost advantages of renovating the existing restroom facility, using a pre-manufactured building, or building a completely new structure which would comply with all building regulations. RA determined that a new facility was the best route and moved forward with that plan. It resulted in the development of an accessible contemporary restroom building with an efficient public access to serve the masses all the while maintaining a classical exterior that respects the context of the adjacent building and native landscaping. While not historical itself, it had to fit in with the historical context of its surroundings.





## INSURANCE

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### INSURANCE

Ravatt Albrecht & Associates (RA) carries insurance with Liberty Insurance Underwriters. Our policy is a claims made basis policy with general liability coverage at \$2,000,000 per occurrence for bodily injury, personal injury and property damage. The deductible on the policy is \$25,000 per claim. RA has held a policy with Liberty Insurance for several years, however, our current policy is a two-year policy that expires in July 2018. Our certificate of insurance provided shows we meet or exceed the District's insurance requirements. Upon the Notice of Award, RA will provide a Certificate of Liability Insurance naming the Santa Maria-Bonita School District and its employees and officers as additionally named insured.

### CLAIM HISTORY

RA has never had any claims made on our insurance policies.



# INSURANCE



ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY)
<b>PRODUCER</b> KRAFT INSURANCE BROKERAGE 2040 Shasta Street, Ste C Redding, CA 96001 (530) 605-4780						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURED</b> Ravatt Albrecht & Associates R A & Associates P.O. Box 528 Santa Maria, CA 93456						
<b>INSURERS AFFORDING COVERAGE</b>						<b>NAIC#</b>
INSURER A: Liberty Insurance Underwriters						19917
INSURER B: Travelers Property Casualty Company of America						25674
INSURER C: Hartford Accident & Indemnity Co.						22357
INSURER D:						
INSURER E:						
<b>COVERAGES</b>						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
RAIR	ADOL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
B	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input checked="" type="checkbox"/> OCCUR	6807345M853	7/7/16	7/7/17	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	Y	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	6807345M853	7/7/16	7/7/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EAACC \$ ADD \$
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE DEDUCTIBLE: RETENTION \$	CUP1667T481	7/7/16	7/7/17	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$ \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	57WECEU4980	8/13/16	8/13/17	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A		Professional Liability	AEXNYABB676001	7/22/16	7/22/17	\$2,000,000 per claim \$2,000,000 aggregate
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
To Whom It May Concern				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL <del>XXXXXX</del> TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.		
				AUTHORIZED REPRESENTATIVE 		

ACORD 25 (2001/08)

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**RAVATT ALBRECHT & ASSOCIATES**

1371 Pacific Street  
San Luis Obispo, CA 93401  
PH: 805.786.4391  
FAX: 805.786.4792

125 Union Avenue, Suite 201  
Orcutt, CA 93455  
PO Box 2267  
Santa Maria, CA 93457-2267  
PH: 805.928.5002  
FAX: 805.928.0195



## FEE SCHEUDLE

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The following proposal fee is based on our understanding of your project as outlined in the Understanding and Approach section. These numbers are an estimate and are subject to change should the scope of work change. Please ask for any clarification if the proposal is unclear. Our intent is to tailor a fee to match your expectations.

**TOTAL PROPOSED FEE: \$29,995**

**APPROXIMATE BREAK-DOWN:**

**TASK 1: NEEDS ASSESSMENT** **SUBTOTAL: \$9,995**

- Assess current library facilities and services
- Conduct surveys to project community needs
- Conduct research for expected population growth
- Conduct a needs analysis to develop a program
- Attend public meetings and workshops (two (2) meetings)

**TASK 2: FACILITIES MASTER PLAN** **SUBTOTAL: \$19,000**

- Develop a facility program in collaboration with the library and city staff
- Develop a facilities master plan based on the information gathered from task 1

**REIMBURSABLE EXPENSES** **ALLOWANCE: \$1,000**

Please see the following page for a break down of hourly rates and reimbursable expenses upon which the above amount will be billed. Any additional expenses and fees outside of the agreed upon scope of work at contract signing will be billed according to these rates.

# HOURLY RATES

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## RAVATT ALBRECHT & ASSOCIATES, INC.

<b>EMPLOYEE POSITION:</b>	<b>HOURLY RATE:</b>
Principal Architect	\$150.00
Professional Architect / Project Manager	\$150.00
Prinicpal Engineer	\$150.00
Plumbing Engineer	\$150.00
Mechanical Project Engineer	\$150.00
Electrical Engineer	\$150.00
Professional Mechanical Engineer	\$150.00
Mechanical Engineer	\$150.00
Senior Designer	\$110.00
Designer	\$95.00
Senior CAD	\$85.00
Drafting/CAD/Clerical	\$75.00

<b>REPRODUCTION COSTS</b>	<b>RATES:</b>
Mileage	\$0.70 per mile
Copies	\$0.20 (8.5 x 11)
	\$0.25 (8.5 x 14)
Transparencies	\$1.00 (8.5 x 11)
Blueprints	\$2.50 (24 x 36)
	\$4.00 (30 x 42)
Mylar Prints	\$25.00 (24 x 36)
	\$43.75 (30 x 42)
CAD Plots - Bond Paper	\$5.00 (11 x 17)
	\$8.00 (24 x 36)
	\$10.00 (30 x 42)
Color - Glossy Paper	\$15.00 (24 x 36)
	\$20.00 (30 x 42)
Typesetting / Graphics / Printing	Actual Invoice plus 15%

### CONSULTANT FEES (REIMBURSABLE)

The fees charged by all consultants used by our company will be charged at the actual cost plus 15% to cover overhead and administrative expenses.

### BILLING AND PAYMENTS

Billing will be made on a monthly basis unless arranged otherwise. Payments are due and payable on presentation. Interest payments at the rate of 1 ½% per month will be charged on balances which are more than 30 days past due.