

18294  
Sonoma Highway  
Sonoma  
CA 95476

TEL 707 996 8448  
FAX 707 996 8542

ARCHITECTURE

April 27, 2020

Reference: Proposal for Architecture and Engineering Services, Design Development through Bid for *The South Hayward Youth & Family Center* (aka The Stack Center), Hayward, CA

**RossDrulisCusenbery** Architecture, Inc. (RDC) is pleased to submit this proposal for Architecture and Engineering (A/E) Services for Design Development, Construction Documentation and Bid-period Support for the proposed *South Hayward Youth & Family Center* project (aka **The Stack Center**) in Hayward, CA. The following outlines the proposed scope of work to develop the design of this project, document it in contract documents, and provide bid-period support. This scope outlines the currently assumed project phases, as well as associated services related to complete the project. This document also includes *Attachment A*, a breakdown—by discipline and phase—of the proposed fees associated with this Scope of Work.

## Project Overview

The Stack Center is a multi-building campus, with associated site work, on approximately 4.0 acres at the corner of West Tennyson and Ruus Roads in South Hayward. The primary program for The Stack Center is the *South Hayward Youth & Family Center (SHYFC)*, an array of community services managed by a partnership of two local not-for-profits, and comprised of a set of tenants focused on providing critical community services to the South Hayward community. The services represented by the current mix of tenants includes a pediatric medical and dental clinic; a behavioral health suite; a technology lab; a maker's lab, for art, craft and other hands-on activities; a series of learning labs, flexibly accommodating literacy, career, education, and culinary education; exhibition space; flexible conference and community rooms; and, infant/preschool childcare. Recreational services are available as well, in partnership with the Hayward Area Recreational District (HARD), and utilizing both an existing interior gymnasium and new outdoor recreational plazas. The Stack is being designed and built in partnership with the adjacent Tennyson Park renovation—overseen by HARD —creating a new unified recreational and community service campus.

The above project vision for The Stack was consolidated in a full-campus Concept Design that was formally approved by the SHYFC Governance Group on November 4th, 2019. Subsequent to that, the approved Concept Design has been formalized in the 100% Schematic Design documents, submitted to the City on 04/03/2020.

## Site & Building Components

The proposed campus is principally comprised of two buildings (one new, one remodeled), three discrete outdoor plazas, 3 parking lots, and an interconnecting network of stormwater retention areas and energy-generating photovoltaic panels. The major campus components include:

- North Building (New Construction)
- South Building (Remodel of the MJCC)
- Gateway Plaza
- Program Court
- Community Events Plaza
- Parking Lot #1 (New)
- Parking Lot #2 (New)
- Parking Lot #3 (Expanded and Reconfigured)

Stormwater Retention Areas  
Photovoltaic Arrays  
Public Art Integration Zones

Each campus component will be equipped to accommodate a unique set of program functions, based on anticipated uses. With the exception of administrative and service functions, all areas of The Stack will be open to and available for public use.

The overall design for The Stack Center will target the goal of being a *zero-net energy* (ZNE) campus. This will be achieved through a combination of energy efficient design of the facilities, and production of on-site renewable energy to meet or exceed the project's own energy usage. The project will be registered for LEED Silver certification to meet the City's ordinance for public projects. In addition, the project will also accommodate the potential for adoption of the "reach code," favoring all-electric construction (i.e. no natural gas) and additional EV charging.

## **Project Components (& Potential Project Phasing)**

The design development and documentation phase for Stack project has been structured to provide the City with maximum flexibility in project delivery. The project may be divided into as many as three discrete project bid packages (as defined in Project A through C, below), or consolidated into a single bid package, depending on whichever approach provides strategic beneficial. A single bid package will likely be more cost effective for the overall campus, but separate projects allow incremental development based on funding availability. Either scenario will be preceded by a "due diligence" information gathering *Preparatory Work* phase. In the 3 Projects approach, each project would constitute an independent phase that will be reviewed, permitted and bid independently, and will involve unique contract documents for each project. Under any circumstance, the overall campus and building design will be consistent and uniform throughout, with all details carefully coordinated and integrated, and to create a seamless continuity between components of the campus. Summary description of the current phases is as follows:

**PREPATORY SCOPE.** This component involves obtaining all necessary background information. Some of this work – such as additional topographic surveys—are currently underway, and some will be contracted as part of this proposal. The primary focus will be on obtaining necessary geotechnical information, as-built measurements of existing buildings to remain, and relevant utility/configuration information for the buildings to be demolished, but temporarily retained during the phases of construction. To the extent it is feasible, the *Preparatory Scope* will precede or occur concurrently with the beginning of the phases listed below.

**PROJECT A (Potential PHASE I): Community Events Plaza & Overflow Parking.** This plaza provides a key shared area between The Stack and the renovation of Tennyson Park, and forms a key connector between the Park and the proposed relocation of the entry to the MJCC gymnasium. It provides for exterior uses such as farmer's markets, exterior recreation, as well as overflow parking for both Tennyson Park and Stack uses. Design/engineering work will include the full spectrum of site design, and modifications to the adjacent building (MJCC) as needed to accommodate electrical panels for new site power/lighting. If strategically beneficial, this project can be expedited through the design and approvals process, depending on the timing of HARD's bid package for the Tennyson Park renovation (with which this Project A would be associated, and bid together); this expedited process can be triggered at any point, as needed.

**PROJECT B (Potential PHASE II): Remodel of the Matt Jimenez Community Center (South Building), with New & Reconfigured Site Parking.** This project component involves: minor program- and micro-grid-driven

interior equipment room renovations to the MJCC; relocation of the building's gymnasium entrance and associated site work; substantial site reconfiguration for the re-orientation of the existing parking; site redesign for exterior preschool play yards; new parking lot (Parking Lot #2) with photovoltaic array on A/E-team-designed independent structure; building exterior color redesign for improved campus integration; new exterior doors and windows. If strategically beneficial, this project may also be expedited, depending on a potential timeline driven by deadlines for the micro-grid funding and installation.

The current scope assumes no modernization of the building beyond those made necessary by the proposed program revisions, and no upgrades to building systems--such as the HVAC system—except the revisions required to accommodate the proposed program.

**PROJECT C (Potential PHASE III): New North Building & Associated Site Areas, and New Parking Lot.** This project component involves: relocation of the Computer Clubhouse to temporary quarters in the central bay of the MJCC, removal of all remaining program providers—except the clinic program—from the existing Eden Youth & Family Center (EYFC); temporary utility provisions for the remaining clinic; partial demolition of the existing buildings for EYFC; new construction of a +/- 30K square foot, two story building; demolition of the remaining EYFC facility; new site construction for two plazas and a new parking lot.

These three discrete projects will be designed and documented concurrently. Decisions about whether they are bid as a single bid package, or three separate packages, can be deferred to a date approximately corresponding to the end of Design Development. Approvals for Phases I and Phase II may be expedited if strategically beneficial. The project components will be bid at a final schedule to be determined. For a fuller description of the scope and components of this project, please refer to the 100% Schematic Design milestone documents.

### **Preparatory Scope**

As outlined above, in advance of and/or concurrent with the start of Design Development, additional preparatory work will be undertaken to analyze existing conditions, for both site and buildings. Specific tasks include:

*Geotechnical Report.* A detailed subsurface geotechnical analysis is required to determine soil conditions for structural bearing, drainage/percolation, corrosive soil, vapor mitigation issues, liquefaction, etc.

*Additional Surveys.* Topographic surveys will document the existing MJCC site. Expanded coordination between legacy surveys (provided by the City) and the new survey work will focus on continuity across the larger site. And, some sub-surface utility surveys may be advisable to simplify the phased construction and continued operation of the existing facilities. [*work approved, and underway as of 04/02/20*]

*Existing Building Survey and Documentation.* The MJCC will be measured and documented in REVIT for use in preparing design documentation for any remodel work. The MJCC's mechanical and electrical system will be reviewed for conformance with project program/goals. If necessary, a hazardous material abatement study can be undertaken (by City), including potential remediation plans. [*work approved, and underway as of 04/02/20*]

*Preliminary Code Check Meeting.* Meet with Fire Department, Public Works, etc., to obtain conceptual acceptance of project assumptions. [*included in current proposal as part of Design Development*]

*Arborist Report.* At the request of the Planning Department, a review and quantifying of the existing trees on site is to be undertaken, their value established, and a mitigation plan identified. *[To be contracted separately once the scope of this report has been identified]*

*Exclusions.* This scope assumes no facility assessment for modernization of the existing MJCC in excess of what is required to fit and accommodate the new proposed program. This scope assumes no advance identifying, documenting and addressing any known maintenance issues, and any identified during the course of design will be modified only as needed for the new program. This current scope does not include Construction Administration, which will be the subject of a subsequent proposal as that phase of work is defined.

### **Preliminary/Conceptual Schedule**

*This schedule may vary depending on the timeliness of City approvals, funding availability, bidding timeline, and the provision of project information provided the Architect by the City's project team.*

The preliminary schedule including A/E team quality control review milestones is as follows:

	<b>PROJECT A (Phase I)</b>	<b>PROJECT B (Phase II)</b>	<b>PROJECT C (Phase III)</b>
	<i>Community Events Plaza</i>	<i>Remodel of MJCC, associated site work</i>	<i>New SHYFC building, associated sitework</i>
<b>Q1 2020</b>	Completion of Schematic Design Services		
<b>Q2 2020</b>	(Potential Expedited) Design Development/Construction Documents Phase	Design Development Phase	Design Development Phase
<b>Mid-Year 2020</b>	Permit Approvals Process  <i>If needed: Bid Documents submitted to HARD for bid with Tennyson Park</i>	Approval of DD  NTP for CDs	Approval of DD  NTP for CDs
<b>Q3-Q4 2020</b>	Construction Support Services	Construction Documents Phase	Construction Documents Phase
<b>Winter 2020</b>	Construction Support Services	Permit Approvals Process	Permit Approvals Process
<b>Q1 2021</b>	Construction Support Services	<b>Project Bid</b>	
<b>Q2 2021</b>	Construction Support Services	Construction Administration	
<b>[TBD]</b>			<b>Project Bid</b>

### **A/E SERVICES OUTLINE**

The A/E team will provide basic services that include architecture, civil engineering, structural engineering, mechanical/electrical/plumbing engineering, acoustics engineering, landscape architecture, cost estimating, low voltage consulting (telephone/data), LEED consulting and coordination, integration of user-provided security system, energy modeling consulting, and geotechnical reporting. In addition, the

team will continue to provide previously approved services for participatory design, community outreach. LEED services for the North Building will be to meet LEED Silver requirements (50-59 points); LEED services for the MJCC will be less extensive as it qualifies as a "Minor City Project" (under 20,000sf or \$5 million in construction costs), but it will still require a LEED checklist showing where measures have been implemented up to the equivalent of 20 points min. Extended public art integration, arborist report and tree appraisal, and any associated offsite work is excluded, and will require separate contracting. All work will be based on the approved Concept Design approved by the SHYFC Governance Group on 11/04/2019, and documented in the approved Schematic Design package dated 02/28/20. The phases included in the current services are for Design Development, Construction Documents, and Bid-period support; Construction Administration is not currently included, and will be scoped as the construction period comes closer.

The A/E team configuration will be project-component-dependent, with team members and roles adapted for the requirements of each individual project component. Each project component will share the same project phases, including:

- A. Design Development
- B. Construction Documents & Permitting
- C. Bid Phase Services

Construction Administration is excluded.

For a phase-by-phase breakdown of project teams, and the associated fees by discipline, please see Attachment A: **Professional Services Fee Proposal**.

**END**

	RDC	IDA	Taylor	Summit	BKF	TS Studio	TEECOM	Square Peg	SolData	Rockridge		Cumming	Total
	Architecture	Structural	Mech/Plumbing	Electrical	Civil	Landscape	Low Voltage, Security	Signage	Energy	Geotech	LEED	Cost	
<b>Preparatory Scope</b>													
					\$5,000								\$5,000
<b>Project A - Community Events &amp; Overflow Parking</b>													
Design Development	\$10,250	\$2,000	\$0	\$8,000	\$14,200	\$22,100	\$0	\$0.00	\$0	\$0	\$0	\$6,660	\$63,210
Construction Document	\$20,000	\$5,600	\$0	\$10,000	\$19,525	\$30,388	\$0	\$0.00	\$1,500	\$0	\$0	\$8,263	\$95,276
Bid	\$2,520	\$500	\$0	\$2,000	\$1,775	\$2,763	\$0	\$0.00	\$0	\$0	\$0	\$0	\$9,558
<b>Total Project A</b>	<b>\$32,770</b>	<b>\$8,100</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$35,500</b>	<b>\$55,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,923</b>	<b>\$168,043</b>
<b>Project B - Remodel of Matt Jimenez Community Center (South Building), Site Renovation and New and Reconfigured Parking Lots</b>													
Design Development	\$105,840	\$18,000	\$8,500	\$11,000	\$20,800	\$18,200	\$11,000	\$0.00	\$0	\$3,000	\$4,128	\$6,660	\$207,128
Construction Document	\$145,280	\$24,500	\$12,000	\$15,000	\$28,600	\$25,025	\$12,600	\$0.00	\$2,500	\$11,625	\$5,676	\$8,263	\$291,069
Bid	\$15,480	\$1,000	\$2,000	\$2,000	\$2,600	\$2,275	\$3,000	\$0.00	\$0		\$516		\$28,871
<b>Total Project B</b>	<b>\$266,600</b>	<b>\$43,500</b>	<b>\$22,500</b>	<b>\$28,000</b>	<b>\$52,000</b>	<b>\$45,500</b>	<b>\$26,600</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$14,625</b>	<b>\$10,320</b>	<b>\$14,923</b>	<b>\$527,068</b>
<b>Project C - New North Building &amp; Associated Site Areas, New Parking Lot</b>													
Design Development	\$506,281	\$55,000.0	\$55,500.0	\$23,000.0	\$50,600.0	\$55,900.0	\$55,000.0	\$0.00	\$0.0	\$3,000.0	\$19,008.0	\$6,660	\$829,949
Construction Document	\$630,100	\$139,000.00	\$73,000.00	\$34,500.00	\$69,575.00	\$76,862.50	\$72,300.00	\$0.00	\$1,000.00	\$11,625.00	\$26,136.00	\$8,264	\$1,142,363
Bid	\$12,000	\$2,000.00	\$9,500.00	\$3,000.00	\$6,325.00	\$6,987.50	\$5,100.00	\$0.00	\$0.00		\$2,376.00		\$47,289
<b>Total Project C</b>	<b>\$1,148,381</b>	<b>\$196,000</b>	<b>\$138,000</b>	<b>\$60,500</b>	<b>\$126,500</b>	<b>\$139,750</b>	<b>\$132,400</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$14,625</b>	<b>\$47,520</b>	<b>\$14,924</b>	<b>\$2,019,600</b>
<b>SUBTOTAL</b>	<b>\$1,447,751</b>	<b>\$247,600</b>	<b>\$160,500</b>	<b>\$108,500</b>	<b>\$219,000</b>	<b>\$240,500</b>	<b>\$159,000</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$29,250</b>	<b>\$57,840</b>	<b>\$44,770</b>	<b>\$2,714,711</b>
Reimbursables	\$25,000	\$2,500		\$3,300			\$550						\$31,350
<b>TOTAL</b>	<b>\$1,472,751</b>	<b>\$250,100</b>	<b>\$160,500</b>	<b>\$111,800</b>	<b>\$219,000</b>	<b>\$240,500</b>	<b>\$159,550</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$29,250</b>	<b>\$57,840</b>	<b>\$44,770</b>	<b>\$2,746,061</b>
<b>OPTIONAL SERVICES</b>													
<b>Signage</b>													
Project A - Community Events & Overflow Parking								28000					
Project B - Remodel of Matt Jimenez Community Center								4500					
Project C - New North Building & Associated Site Areas, New Parking Lot								38000					
<b>TOTAL OPTIONAL SERVICES</b>								<b>\$70,500</b>					<b>\$70,500</b>

**RossDrulisCusenbery Architecture**

Proj No 2018071 **South Hayward Youth & Family Center**  
**Change / Additional Services Notification**  
**RossDrulisCusenbery**

Extra Service Request **ESR 001**  
 Date: 2/9/2020  
 Owner's Contract Number: \_\_\_\_\_  
 Owner /Arch Contract Date: \_\_\_\_\_

**Description: *Topographic Survey, Record of Survey & Lot Line Adjustment***

Design Change - Project	_____	Originator	Mallory Cusenbery
Scope Change - Services	<u>X</u>	Reference Documents	N/A
Added Consultants	_____	ASI Number	N/A

**DESCRIPTION OF POTENTIAL CHANGE**

Location: Ruus Road & W Tennyson Road, Hayward, CA

Scope of Services: This extra service request is for the preparation of a topographic and record of survey for the site at Ruus Road and W Tennyson Road.  
 Scope of services include:  
 Task 1: Topographic Survey  
 Task 2: Boundary Resolution & Record of Survey  
 Task 3: Lot Line Adjustment  
 Optional Additional Services: Underground Utility Locating Services

Attachments: BKF proposal letter dated 1/22/20. Phasing Map

**IMPACT OF POTENTIAL CHANGE**

Mark Up per Contract: 1.00  
**Subtotal w/  
 markup per  
 Contract**

**Schedule Impact - Days**

Delays of Milestone (Work Days) 0 Days  
 Delays Proj Completion(Work Days) 0 Days

<u>Discipline</u>	<u>Firm</u>	<u>Base Cost</u>	
Architect	RDC Architecture	\$0	\$0
Civil	BKF	\$32,400	\$32,400
Civil	BKF Additional	\$15,800	\$15,800
		\$0	\$0

**Architectural Services**

<b>RDC Personnel</b>	Rate	Hours	Subtotal
Principals	\$252	<u>0</u>	\$0
Project Manager	\$201	<u>0</u>	\$0
Sr. Arch	\$184	<u>0</u>	\$0
Architects	\$172	<u>0</u>	\$0
Job Captain	\$143	<u>0</u>	\$0
Designers	\$143	<u>0</u>	\$0
Drafters	\$115	<u>0</u>	\$0
Programmer	\$115	<u>0</u>	\$0
Admin Support	\$92	<u>0</u>	\$0
<b>Total RDC Labor Costs</b>			<b>\$0</b>

<u>Reimbursable Costs</u>	<u>Description</u>		
	Reproduction	\$0	\$0
	Travel	\$0	\$0
	Other	\$0	\$0

**Total Amount Being Requested** **\$48,200**

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		
Proceed:	Proj Mgr _____ Client _____		
Other ( Note in Comments)	Proj Mgr _____ Client _____		