City of Fort Bragg Attn: June Lemos, MMC, City Clerk 416 North Franklin Street Fort Bragg, California 95437



Subject: Request for Proposals

Design Services for the Town Hall and Facilities Remodel Project

City Project No. PWP-00122

Ms. Lemos and Members of the Review Committee:

Calpo Hom & Dong Architects (CH&D) is pleased to submit our Qualifications to the City of Fort Bragg.

Proposing Firm: Calpo Hom & Dong Architects 2120 20<sup>th</sup> Street, Suite One, Sacramento, CA 95818

Authorized Representative: Dennis Dong, Vice President 2120 20<sup>th</sup> Street, Suite One, Sacramento, CA 95818 530-305-9129 / ddong@chdarchitects.com

Contact Person: Dennis Dong, C12,163

Calpo Hom & Dong Architects proposes to provide Architectural / Engineering Design Services.

Calpo Hom & Dong Architects proposed services and prices are valid for 120 calendar days from the Statement due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

Calpo Hom & Dong Architects will dedicate Principal Dennis Dong, as the Principal-In-Charge and Project Manager, in charge of the day-to-day hands-on management of the Town Hall and Facilities Remodel Project. Dennis Dong will be fully available to the extent proposed for the duration of the required services, and shall not be removed or replaced without the prior written concurrence of the City of Fort Bragg.

Calpo Hom & Dong Architects acknowledges there has been no Addenda issued for this RFP,

**CH&D** is very enthused about this unique request and it's opportunities and challenges. **CH&D** is eager to work with the **City of Fort Bragg** in order to make this a successful project.

CH&D supports a unique combination of qualifications and expertise to this project.

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#### • Small Community Experience

**CH&D** has the experience of working with small communities, and understands their need to get the most out of their projects. CH&D is currently working on Civic, Community, and Public Safety Facility Projects in Crescent City and Smith River (City Hall, Food Hub, Police Station, Fire Station), and recently completed work in Yreka (Police Facility) and in Willits (Fire Station).

#### • Previous Public Facilities Experience

**CH&D** has an extensive portfolio with Public Works Projects, Public Safety Projects, Civic Projects, Wastewater and Water Treatment Plant Projects, and Renovation Projects.

#### • Local Experience

**CH&D** has previously worked with the Little Lake Fire Protection District on their design and construction of Fire Station No. 54, in Willits.

#### • Enthusiastic Methodology

The Methodology of the **CH&D** Team is reflected in our Enthusiasm and Spirit for the Project, with the best possible solution to challenges as the End Goal of the Team. Strong, participatory Management practices embody our Methodology, with all Members involved in spirited discussions.

#### • Technical Staff Capabilities

The **CH&D** Team provides comprehensive design services in Programming; Planning; Architecture, Interior Design, Structural Engineering, Mechanical Engineering, Electrical Engineering, Environmental Consulting, and Cost Estimating. Senior Staff, experienced in working with complex projects, will be involved in all areas of Project Management and Quality Assurance.

As Principal-In-charge, I will be personally be the managing partner for this project, and am authorized to enter any contracts on behalf of the firm. As the Project Architect for all of the projects mentioned in this proposal, I and the staff of Calpo Hom & Dong Architects look forward to the opportunity to further expound upon our qualifications and relationship with the City of Fort Bragg.

Sincerely,

Calpo Hom & Dong Architects

Dennis Dong, AIA, CSI

## E. Scope of Work: Overall Approach

The proposed City of Fort Bragg Town Hall and Facilities Remodel Project is to provide the Project Administration, Stakeholder Engagement and Scoping, Conceptual design, Alternatives Evaluation and Preferred Alternative, Documentation and Bid Packages, and Construction Support and Management, for enhancing the existing Town Hall, the existing Bio Solids Dryer Building, and the existing Police Department Station, to serve the needs of the City of Fort Bragg. Stakeholder Engagement and Scoping will instill spirit and stakeholder buy-in to the project, and establish the goals and parameters of the project.

This project will require **STRONG COMMUNICATIONS** amongst the City Staff and the Design Team. Priorities need to be established and agreed upon, as the First Course of Action. Decisions will need to be determined between budget and operations, functionality and Civic amenities. This will require a number of face-to-face meetings, with all participants, individually and jointly, to come to an agreed upon direction. Once the direction is established, then the actual Design Approach, as described later in this proposal, can be started.

Successful Projects need to meet User and Public perceptions, as well as Schedules and Cost Constraints.. This will require the utmost teamwork and cooperation and Strong Communications, amongst all members of the Owner/Users and Design Team, and is the FIRST PRIORITY for this project.

Design Team Members and Owner/Users must come to agreement to work as a TEAM, for the purpose of a SUCCESSFUL PROJECT. Only until this is established, and in the mindset of all participants, will the project be able to move forward.

Collaborative thinking and planning is the SECOND PRIORITY. Decisions regarding building layouts and sizes, construction systems, and materials need to be worked out together, with each member openly collaborating with the others. In order to meet the restrictive timelines, collaborative brainstorming is necessary to determine the direction of the design.

Consensus Planning and definition of Project Requirements is the THIRD PRIORITY.. At this point, all players must realize the same goals and direction for the final outcome of the project direction. At this time, can each member turn to their specialty and perform their tasks, knowing they are in alignment with each other.













### Scope of Work: Work Plan

Our **UNDERSTANDING** of the Project, is based on the "City of Fort Bragg Request For Proposals for Design Services for the Town Hall and Facilities Remodel Project, City Project No. PWP-00122".

CH&D Architects will approach the Town Hall and Facilities Remodel Project in a series of Design Phases, with each Phase establishing Project Deliverables. These Phases, as described herein, are intended to keep the City Staff informed as well as *involved* in the process. This is our standard procedure for all of our Projects, and results in timely management, coordination, and deliverables.

CH&D excels in several areas pertinent to this Retrofit project:

#### a. Programming and Space Needs Analyses

**CH&D** has the experience in specific programming of Public Facilities for the Cities of Rocklin, Firebaugh, Roseville, Winters, and Lincoln.

**CH&D** has the experience of developing Program Studies to use as a tool to determine building footprint requirements, budget projections, and site search.

Although NOT part of this Scope of Work, our background in Site Planning, Facility Design, and Project Phasing, helps with the overall thought-process of the Space Study, and how certain operations and adjacencies are inter-connected.

#### b. Site Planning

**CH&D** is well-versed in Site Planning for overall Master Planning for large complexes, as well as the integration of specific facilities within the Master Plan and within established sites, such as Yreka.

#### c. Public Facility Design Experience

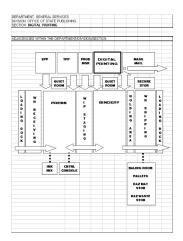
**CH&D** has the experience of designing Public Safety and Public Facilities for the Public Sector, including facilities in Roseville, Lincoln and Winters. **CH&D** is currently worked with the Cities of Rocklin and Crescent City, programming their current and updated space needs.

#### d. Project Phasing

**CH&D** is well-versed in Phasing Projects, from the private sector to numerous Public Agency Facilities including Essential Services Facilities. These projects are scattered throughout the state, demonstrating **CH&D**'s ability to perform assignments over a wide geographical area. Although Phasing may not be necessary in this project, it is also the thought-process of project sequencing.

WORKSTATIONS	Space	D.	niected	Personn	al la		Net Squ	ara Essi	_
Position/Title/Function	Standard	1995	2000		2010	1995	2000	2005	2010
Associate Superintendent	125	1	1	1	1	125	125	125	125
Associace Supermentienens Supervisor	125	n	n	2	3	120	120	250	375
Suparvisor Digital Composition Specialist II	125	1	1		3	80	80	160	240
	80	0		2	4	0.0	0	240	320
Digital Composition Specialist III Digital Print Operator I	80	2	2	4	- 6	128	128	256	
	64	7	7	10	14	448	448		384
Digital Print Operator II								640	
MTOT	54 NWS	0	0	5 2	9	0	0	384 0	576
Warehouse Staff	NWS	U	U	2	ь		0		
		_	_	_	_	0	0	0	0
		_	_	_					
			_	_		0	0	0	0
		_	_	_		0	0	0	0
				_		0	0	0	0
			_	_		0	0	0	0
				_	-	0	0	0	0
Subtotal - Projected Personnel		11	11	30	45	781	781	2065	2916
Circulation Allowance	35%		- "	30	40	273	273	719	1021
TOTAL NET SQUARE FEET	30%			_		1064	1054	2774	3933
TOTAL NET SQUARE FEET		_	_	_		1054	1004	2//4	393/
SUPPORT SPACES	Space	P	piected	Quantiti	es		Net Sau	are Feet	_
Equipment/Special Areas	Standard	1995	2000	2005	2010	1995	2000	2005	2010
Digital Printing Production Area	10,000	0.58	0.58	- 1	1	5800	5800	10000	1000
Secure Storage	1,000	0	0	1	1	0	0	1000	1000
Conference Roam	150	0	0	- 1	1	0	0	150	150
									0
		_	_			0	- 4	- 0	
						0	0	0	- 0
						0	0	0	0
						0	0	0	0
						0	0	0	0
						0	0 0	0 0	0 0 0
						0 0 0 0 0	0 0 0	0 0 0	00000
						0 0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	00000
						0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0
						0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
						0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0
						0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
						0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
	204					0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
Circulation Allowance	25%					0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0
Suktolal - Equipment/Special Areas Circulation Allowance TOTAL INET SOURCE FEET	25%					0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0

DEPARTMENT: GENERAL SERVICES



**CH&D** Management Approach for this project include the following:

- CH&D Project Management is formulated around a Team Concept.

  The leadership of the Team is a direct responsibility of the Principal-InCharge, with the daily management the responsibility of the Project
  Manager.
- CH&D believes each client's needs are unique. Each project deserves and requires a fresh approach and creative solutions. CH&D has the diverse talent and expertise on staff to define and create solutions for the Town Hall and Facilities Remodel Project, and can provide services for the entire gamut of Design. The depth and knowledge of the firm allows an overall and complete focus on all aspects of the project.
- Knowledge and understanding is the key to any Project. Before any project proceeds, **CH&D** will ascertain a full understanding of the client's goals, needs, existing situations, and fiscal responsibilities, by listening to the Owner / User. The Design Team will establish Design and "Brainstorming" sessions, to seek the best solutions to the project requirements. **CH&D** encourages the Owner / User to be an active Team Member, realizing the value and importance of their input.
- Our Team of Consultants have a long history of working together with CH&D and Dennis Dong, specifically on Public Facilities.
   Through the familiarity of working together, each Team Member is aware of the actions and design direction of each other. This allows the Team greater flexibility and confidence in pursuing solutions.
- CH&D has been an active member in Partnering with the Owner and Construction Team to assure a smooth transition through the construction process. CH&D sees the importance of this for coordination and cooperation in order to meet the anticipated milestones established by the City of Fort Bragg.
- CH&D recognizes the value and importance of being allies with the Construction Team and Owner during the Construction of the project. As simple as it may sound, often this is an overlooked fact; but by partnering, and recognizing each other's contributions and needs and requirements, the enthusiasm grows for wanting to do one's best work.
- CH&D recognizes that "time is money", and we take a pro-active position in dealing with the questions and needs that the Construction Team may have; the Construction Team's questions, Requests for Information, and Submittals, take a high priority for responses, ensuring no delays to the project. By willing to work with the Construction Team, their attitude is mutual, and all sides, including the Owner, wins.













### F. Budget and Schedule of Charges

Our fees for the **Town Hall and Facilities Remodel Project** are based on the 3 Tasks described in the Request For Proposals, are as follows.

Task 1 –Town Hall Rehab and Bathrooms Remodel Assumptions:

- Scope of Work is clearly defined in the RFP
- No Additional Structural, Mechanical, Plumbing, Electrical Work, other than what is described in the RFP, is anticipated
- No Additional Low Voltage Work (Security, Fire Alarm), other than what is described in the RFP, is anticipated
- No Additional Accessibility Upgrades, other than what is described in the RFP, is anticipated

Task 1 – Town Hall Rehab and Bathrooms Remodel: a flat fee not to exceed of **Twenty Thousand Six Hundred Twenty Dollars (\$20,620.00)**.

Task 2 –Bio Solids Dryer Building Assumptions:

- Scope of Work is defined in the RFP
- The size of the Expansion is approximately 10-15 feet in additional length of the building footprint.
- Extent of Reconstruction of Existing Building is replacement of the existing Pre-Engineered Metal Building with a similar wood frame structure and non-corrosive exterior products..
- Assumption there is a Geotechnical Report and a Topographic Survey
- Assumption all Mechanical. Plumbing, Electrical work will be tied into the existing services, and no new MPE services will be needed.

Task 2 – Bio Solids Dryer Building: a flat fee not to exceed of

<u>Fourteen Thousand Four Hundred Eighty Dollars (\$14,480.00)</u>.

Task 3 –Police Department Retrofit Assumptions:

- Scope of Work is clearly defined in the RFP
- No Additional Structural, Mechanical, Plumbing, Electrical Work, other than what is described in the RFP, is anticipated
- No Additional Low Voltage Work (Security, Fire Alarm), other than what is described in the RFP, is anticipated
- No Additional Accessibility Upgrades, other than what is described in the RFP, is anticipated

Task 3 – Police Department Retrofit model: a flat fee not to exceed of Five Thousand Six Hundred Sixty Dollars (\$5,660.00).







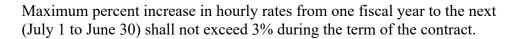




# **Hourly Rates and Reimbursable Costs**

Calpo Hom & Dong Architects Schedule of Hourly Rates, 2023

CLASSIFICATION	RATE PER HOUR
Principal Architect	\$ 225.00/hr.
Principal	\$ 225.00/hr.
Associate	\$ 195.00/hr.
Sr. Architect / Project Manager	\$ 175.00/hr.
Architect	\$ 165.00/hr.
Project Captain	\$ 150.00/hr.
Interior Designer	\$ 145.00/hr.
Sr. CADD Support	\$ 135.00/hr.
CADD Support	\$ 115.00/hr.
Clerical	\$ 90.00/hr.
Expert Work, Deposition and Trial Testimony	\$ 400.00/hr.
Expert Work, Document Review	\$ 350.00/hr.



Reimbursable expenses, including reprographic services, and fees paid for securing permits/approvals, are additionally charged at 1.15 times cost. Back-up documentation for invoices will be provided upon request.

Travel costs to the project sites are not considered as a Reimbursable expense, unless authorized by the City.









# **Cost Proposal Backup Data**

Consultant RANGE   DWN HALL AND FACILITIES REMODEL FROJECT	Rate	TASK 1		TASK 2		TASK 3						0		Subtotals
		Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	
Spatiation & Done Architects					e.									
Principal Architect	225.00	4	\$900.00	4	\$900.00	4	\$900.00	0	\$0.00	0	\$0.00	0	\$0.00	
Project Manager	175.00	8	\$1,400.00	8	\$1,400.00	8	\$1,400.00	0	\$0.00	0	\$0.00	0	\$0.00	
Architect/Specification Writer	165.00		\$1,320.00	4	\$660.00	0	Ц	0	\$0.00	0	\$0.00	0	\$0.00	
Technician	115.00		\$3,220.00	24	\$2,760.00	80	_	0	\$0.00	0	\$0.00	0	\$0.00	
Clerical	75.00	- 1	\$300.00	4	\$300.00	0	┙	0	\$0.00	0	\$0.00	0	\$0.00	
Subtotal - Architecture		25	\$7,140.00	44	\$6,020.00	0	\$3,220.00	0	\$0.00	0	\$0.00	0	\$0.00	\$16,380.00
Depoting Cructural Engineer	200.00	c	\$0.00	V	000000	c	00.05	c	00.00	c	\$0.00	c	\$0.00	
Project Engineer	165.00	8	\$0.00	+ 00	\$1 320 00	0 0		0 0	\$0.00	0	\$0.00	0	\$0.00	
Technician	115.00		\$0.00	16	\$1.840.00	0		0	\$0.00	0	\$0.00	0	\$0.00	
Clerical	75.00	L	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
Subtotal - Structural		0	\$0.00	28	\$3,960.00	0		0	\$0.00	0	\$0.00	0	\$0.00	\$3,960.00
Mechanical Engineering	200.00	0	61 600 00	V	000000	c	00.00	<	\$0.00	c	00 00	c	\$0.00	
Project Engineer	165.00		\$2,640.00	+ 0	\$0.00	0 4	L	0 0	\$0.00	0	\$0.00	0	\$0.00	
Tochnician	115.00	24	52,760.00	0 0	\$0.00		1	0 0	00.00	0	20.05	0	\$0.00	
Clerical	75.00		\$2,700.00	0 0	00.00	0 0		000	\$0.00	0	00.00	0	00.00	
Ciencal	73.00	1	\$2,000,00	,	00.00	,	L	0	20.00		30.00	0	\$0.00	00 050 05
Subtotal - Mechanikal	$\prod$	ş	00.000,14	<del>,</del>	2000.00	<del>,</del>	Т	,	20.00	,	20.00	,	an'ne	20,400,00
Electrical Engineering														
Principal Electrical Engineer	200:00	4	\$800.00	0	\$0.00	0		0	\$0.00	0	\$0.00	0	\$0.00	
Project Engineer	165.00	8	\$1,320.00	4	\$660.00	4	Ц	0	\$0.00	0	\$0.00	0	\$0.00	
Technician	115.00		\$920.00	80	\$920.00	4	0	0	\$0.00	0	\$0.00	0	\$0.00	
Clerical	75.00	0	\$0.00	0	\$0.00	0		0	\$0.00	0	\$0.00	0	\$0.00	
Subtotal - Electrical	Ц	20	\$3,040.00	12	\$1,580.00	8	\$1,120.00	0	\$0.00	0	\$0.00	0	\$0.00	\$5,740.00
Civil Engineer														
Principal Engineer	200,00	0	\$0,00	0	\$0.00	0		0	\$0.00	0	\$0.00	0	\$0.00	
Project Engineer	165.00		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
Technician	115.00		\$0.00	0	\$0.00	0		0	\$0.00	0	\$0.00	0	\$0.00	
Clerical	75.00	0	\$0.00	0	\$0.00	0		0	\$0.00	0	\$0.00	0	\$0.00	
Subtotal		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
and and and and														
Principal Estimator	200.00	4	\$800.00	4	\$800.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
Project Estimator	165.00		\$2,640.00	00	\$1,320,00	4	L	0	\$0.00	0	\$0.00	0	\$0.00	
Technician	115.00		\$0.00	0	\$0.00	0	Ļ	0	\$0.00	0	\$0.00	0	\$0.00	
Clerical	75.00	0	\$0.00	0	\$0.00	0	L	0	\$0.00	0	\$0.00	0	\$0.00	
Subtotal		20	\$3,440.00	12	\$2,120.00	4	\$660.00	0	\$0.00	0	\$0.00	0	\$0.00	\$6,220.00
- Indiana														
Principal Engineer	200.00	c	\$0.00	c	\$0.00	c	00.05	c	00.05	c	00.05	0	\$0.00	
Project Engineer	165.00		\$0.00	0	\$0.00	0		0	80,00	0	\$0.00	0	\$0.00	
Technician	115.00		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
Clerical	75.00		\$0.00	0	\$0.00	0	L	0	\$0.00	0	\$0.00	0	\$0.00	
Subtotal			\$0.00	0	\$0.00	0	Ш	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
SUBTOTALS		140	\$20,620.00	100	\$14,480.00	16	\$5,660.00	0	\$0.00	0	\$0.00	0	\$0.00	
			3, 77			1	X (0.5 (0.5 (0.5 (0.5 (0.5 (0.5 (0.5 (0.5	1		1	23%		8	
TOTAL														\$40,760.00
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## G. Work Schedule

Completion of Work, per the Request For Proposals, for all Three Tasks, is described as design plans required for permitting and construction, including California Environmental Quality Act (CEQA) analysis, planning entitlements, and submission of building permit(s).

Task 1: 8 months Task 2: 10 months Task 3: 6 months