

February 17, 2023

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 20th Street, Suite One, Sacramento, CA 95818

Authorized Representative: Dennis Dong, Vice President
2120 20th 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.

- **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.

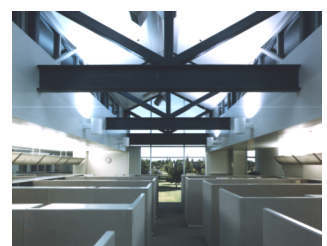
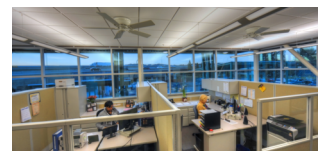
This project will require **STRONG COMMUNICATIONS** amongst the City Staff and the Design Team. Priorities need to be established and agreed upon, as the First Course of Action. Decisions will need to be determined between budget and operations, functionality and Civic amenities. This will require a 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.



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-In-Charge, 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 **Fourteen Thousand Four Hundred Eighty Dollars (\$14,480.00)**.

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

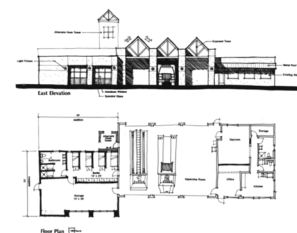
Task 3 – Police Department Retrofit model: a flat fee not to exceed of **Five Thousand Six Hundred Sixty Dollars (\$5,660.00)**.



Hourly Rates and Reimbursable Costs

Calpo Hom & Dong Architects Schedule of Hourly Rates, 2023

<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
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.
<i>Expert Work, Deposition and Trial Testimony</i>	<i>\$ 400.00/hr.</i>
<i>Expert Work, Document Review</i>	<i>\$ 350.00/hr.</i>



Maximum percent increase in hourly rates from one fiscal year to the next (July 1 to June 30) shall not exceed 3% during the term of the contract.

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

CITY OF FORT BRAGG TOWN HALL AND FACILITIES REMODEL PROJECT														
Consultant	TASK 1		TASK 2		TASK 3		Subtotal		Subtotal		Subtotal		Subtotals	
	Rate	Hours	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal
Calpo Hom & Dong Architects														
Principal Architect	225.00	4	5900.00	4	5900.00	4	5900.00	0	50.00	0	50.00	0	50.00	0
Project Manager	175.00	8	\$1,400.00	8	\$1,400.00	8	\$1,400.00	0	50.00	0	50.00	0	50.00	0
Architect/Specification Writer	165.00	8	\$1,320.00	4	\$660.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Technician	115.00	28	\$3,220.00	24	\$2,760.00	8	\$920.00	0	50.00	0	50.00	0	50.00	0
Clerical	75.00	4	\$300.00	4	\$300.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Subtotal - Architecture		52	\$7,140.00	44	\$6,020.00	0	\$3,220.00	0	\$0.00	0	\$0.00	0	\$0.00	\$16,380.00
Structural Engineering														
Principal Structural Engineer	200.00	0	\$0.00	4	\$800.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Project Engineer	165.00	0	\$0.00	8	\$1,320.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Technician	115.00	0	\$0.00	16	\$1,840.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Clerical	75.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Subtotal - Structural		0	\$0.00	28	\$3,960.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$3,960.00
Mechanical Engineering														
Principal Mechanical Engineer	200.00	8	\$1,600.00	4	\$800.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Project Engineer	165.00	16	\$2,640.00	0	\$0.00	4	\$660.00	0	50.00	0	50.00	0	50.00	0
Technician	115.00	24	\$2,760.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Clerical	75.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Subtotal - Mechanical		48	\$7,000.00	4	\$800.00	4	\$660.00	0	\$0.00	0	\$0.00	0	\$0.00	\$8,460.00
Electrical Engineering														
Principal Electrical Engineer	200.00	4	\$800.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Project Engineer	165.00	8	\$1,320.00	4	\$660.00	4	\$660.00	0	50.00	0	50.00	0	50.00	0
Technician	115.00	8	\$920.00	8	\$920.00	4	\$460.00	0	50.00	0	50.00	0	50.00	0
Clerical	75.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Subtotal - Electrical		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 Engineering														
Principal Engineer	200.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Project Engineer	165.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Technician	115.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Clerical	75.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Subtotal		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Estimator														
Principal Estimator	200.00	4	\$800.00	4	\$800.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Project Estimator	165.00	16	\$2,640.00	8	\$1,320.00	4	\$660.00	0	50.00	0	50.00	0	50.00	0
Technician	115.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Clerical	75.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Subtotal		20	\$3,440.00	12	\$2,120.00	4	\$660.00	0	\$0.00	0	\$0.00	0	\$0.00	\$6,220.00
Consultant														
Principal Engineer	200.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Project Engineer	165.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Technician	115.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Clerical	75.00	0	\$0.00	0	\$0.00	0	\$0.00	0	50.00	0	50.00	0	50.00	0
Subtotal		0	\$0.00	0	\$0.00	0	\$0.00	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	\$40,760.00
TOTAL														



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