

August 27th, 2024



Yulis Ayton
Sonoma County Animal Services
1247 Century Court
Santa Rosa, CA 95403
yulis.ayton@sonoma-country.org

RE: Sonoma County Animal Services Facility Remodel

Dear Mr. Ayton,

Thank you for the opportunity to provide this proposal for the Sonoma County Animal Services Facility Remodel Project. This proposal is in response to the RFP and subsequent conversations with the County to clarify scope and intent.

Located in Santa Rosa, California, the Sonoma County Animal Services Facility is comprised of 23,500 sf of office space and 10,600 sf of kennel space. As staff and animal populations have increased, the facility is in need of building infrastructure upgrades to meet the functional demands of growing operations. This Project is intended as 2 parts, Administration Building Improvements (Part 1), and Kennel and Outdoor Space Improvements (Part 2). COAR is proposing to complete Part 1 of the Project from Site Analysis through Construction Administration, and to complete Site Analysis and Schematic Design only for Part 2, in order to best inform how to proceed with the Project and maximize facility improvements.

Part 1, Administration Building Improvements, includes expansion of the building footprint and exterior enhancements to create a welcoming lobby space for visitors and staff to meet and greet. The expansion will accommodate the growth of the organization by adding four (4) clerk stations at the front counter, up to ten (10) private offices, six (6) animal health technician workstations, eleven (11) animal control workstations, and one (1) medium size meeting room. The new design will also include an upgraded break area for staff (including a fridge and sink), and expansion of the existing surgical and recovery area.

Part 2, Kennel and Outdoor Space Improvements, includes HVAC upgrades, noise reduction panels, and dividers in the kennel, to improve ventilation, decrease noise disruption, and create an improved kenneling environment for animals. New layout and signage outside the facility will both maximize outdoor space while providing a welcoming area for visitors, with one (1) bay for a vehicle washing area and dedicated outdoor storage for equipment and supplies.

Please note that this proposal is based on the Scope of Services we believe is necessary to successfully complete this portion of the Project. Our proposal includes the following disciplines: Architectural, Civil, Structural, Mechanical, Plumbing, Electrical, and Cost Estimating Services. If there are scope items that are not included, or that are not necessary, we are pleased to adjust the scope to meet your needs.

This proposal is based on your requirements for Site Analysis, Schematic Design, Design Development, and Construction Documents. Bidding and Construction Administration services have been excluded at this time.

We are proposing to offer the following Scope of Services.

TASK 1: PROJECT KICK-OFF & SITE ANALYSIS (Parts 1 & 2)

1. Meet with Sonoma County Building and Planning Department to review all requirements including design review, environmental documentation, and approval process.
2. Review available as-built documents, preliminary design or programming documents, and any previous studies or reports for the facility.
3. Review existing site conditions and assess current building conditions, systems, and expected lifecycle conditions to determine long-term implications for facility reuse.
4. Work with stakeholders and facility staff to understand current operations and challenges, review intended program goals/priorities, and assess feasibility of intended designs.
5. Develop a Project Management Plan.
6. Review and list all applicable design and planning standards.
7. Prepare Topographic Survey of the site and immediate frontage.
8. Provide a detailed design schedule indicating required milestone dates.

TASK 2: SCHEMATIC DESIGN (Parts 1 & 2)

1. Work with Sonoma County and Animal Services Facility staff to develop preliminary space needs analysis and establish square foot requirements for the facility.
2. Determine overall utility load requirements for the intended Project scope to ensure adequate capacity.
3. Determine impacts to Site Utilities including lighting, electrical, gas, storm, sewer, and water. Prepare Utility Plans that provides location and availability of all existing services to serve the Animal Service Facility, new carport structure/vehicle washing bay, and the prefabricated barn-style outdoor storage structure.
4. Develop Schematic Design for building and site development, including program elements for both Part 1 and 2 of the Project and present to stakeholders for consideration of elements to remain included in final Schematic Design option. Options will include program documentation, preliminary building floor plans, and massing studies with design visualization. Design option will prioritize the following upgrades:
 - o HVAC upgrades to improve ventilation throughout the Animal Services Facility.
 - o Improved drainage and cleanability.
 - o Noise reduction panels for improved sound control.
 - o Improved seating layout and dedicated offices/workstations to accommodate increased staffing and visitor traffic.
 - o Improved outdoor space configuration with added storage.
5. Develop building Structural, Mechanical, Plumbing, and Electrical system Basis of Design documentation.
6. Develop preliminary Cost Estimates based upon building systems for the proposed designs. The estimates prepared at this phase will be generally square foot cost estimates for the various building components and will include a design development contingency (to allow for potential increases as the design is refined further in the later stages of the Project). Separate Cost Estimates will be prepared for Parts 1 and 2 of the Project.
7. Present schematic options to stakeholders for review and consideration/selection of final design option for Part 1, Administrative Building Improvements. Assist in making recommendations for how to best allocate budget and maximize improvements for Part 2 of the Project, if desired. Provide a written preliminary evaluation of the Project, schedule, and construction budget based on selected design option for Part 1.
8. Make required submissions to the County for Final Schematic review and approval of Part 1 design option. Drawings required for this submittal would include:

- Site Improvements Plan.
 - Schematic Floor Plan(s), including Structural upgrades (as required).
 - Schematic Furniture & Equipment Plan(s).
 - Schematic Mechanical, Electrical & Plumbing Plan(s).
 - Initial Material Selections.
9. Assist in preparation and presentation of staff reports recommendation to the County for final design approval.
 10. Make required modifications to Schematic Design to obtain Schematic Design approval.
 11. After obtaining approval of Schematic Design, we will proceed into Task 3, Design Development.

TASK 3: DESIGN DEVELOPMENT (Part 1)

1. Refine design of Site Plan, Architectural Plans, and Engineering Plans as required.
2. Prepare preliminary material and equipment selections for review.
3. Prepare updated design renderings and conduct virtual walk thru.
4. Develop Structural system consistent with design concept.
5. Develop building Mechanical, Plumbing, and Electrical systems consistent with design concept.
8. Coordinate with Owner systems for phone/data/cable/security/AV requirements.
9. Develop Interior Elevations, Building Sections, Reflected Ceiling Plan, and Roof Plan as required.
10. Prepare preliminary FFE matrix in conjunction with County purchasing and make recommendations on all finishes and materials to be consistent with building design.
11. Prepare preliminary line-item Construction Cost Estimate based on actual building components. This estimate will be more detailed than the systems estimate prepared during Schematic Design but will include design and construction contingencies.
12. Make required submittal to the County for Design Development Review.
13. After obtaining written approval of the information presented in the Design Development drawings, we will proceed into Task 4, Construction Documents.
14. For the Design Development Phase, we have included monthly in person/virtual coordination meetings with selected staff and stakeholders.

TASK 4: CONSTRUCTION DOCUMENTS (Part 1)

1. Prepare drawings and specifications suitable for bidding to clearly delineate the Contractor's scope of work, including required Civil, Architectural, Structural, Mechanical, Plumbing, and Electrical. It is assumed for this proposal that the County will provide all required General and Supplementary Conditions and Bidding Information. Submittals will be made at 50%, 90%, and 100% and will include plans and specifications. The 50% submittal will be a Client and Project Team review/coordination submittal, the 90% submittal will address Client and Project Team comments and will be used for permit submittal, and the 100% submittal will be used for construction.
2. Construction Documents will incorporate Geotechnical requirements and recommendations for soils preparation, foundation, and paving design. Geotechnical report to be provided by Owner (see Assumptions & Additional Services).
3. Submit plans to Building Department for Building permit plan check and perform all required revisions to Construction Documents based on Building Department's plan check comments (Note: plan check and permit fees are not included).
4. Update Construction Cost Estimate.

5. Submit plans to local utility companies for review and approval if required (Note: any required Utility Company fees are not included).
6. We have included Three (3) meetings for the Construction Document Phase.

ASSUMPTIONS & ADDITIONAL SERVICES

The following items are not included in the Basic Services and will be provided as additional services only after written authorization is received. Unless a subsequent fixed fee proposal is provided, the work will be done on an hourly basis.

Additional Services not included in our basic scope of work include:

1. Landscape Architecture.
2. Bidding and Construction Administration Services.
3. Geotechnical Investigation or Reports. It is assumed that a Geotechnical Report will be provided by the County.
4. Support for Electric Vehicle Charging (trenching, pavement improvements, striping, etc.)
5. Solar design and engineering.
6. Photo-voltaic (PV) design and engineering.
7. Additional design or drawings for tree relocation, temporary irrigation, drainage, or detention systems.
2. Preparation of Sewer and/or Water Study (and hydraulic calculations) are assumed not needed/required and are excluded.
3. Discretionary Permit, Use Permit, and/or Planning Package(s).
4. Grading Permit or separate Plan Package(s).
5. Preparing separate Construction Document packages for discretionary permits, alternate bid items, or project phasing beyond that required by the RFP. This includes any Entitlement and/or Environmental Permitting.
6. Septic System Design, Septic Tank, and/or leach field design.
7. Design or drawings for offsite water or storm drain systems.
8. Fire Protection System design and/or Hydraulic Pump Design for fire protection systems.
9. Right-of-Way Permit or additional work within the Right-of-Way including profiles, Signing and Striping, traffic control, and monument preservation.
10. Preparation of Boundary Surveys, ALTA Surveys, Title Reports, Deeds, Plats or Easement documents, construction staking, or other documents in conjunction with the project site or Right-of-Way.
11. Revisions to Contract Documents resulting from Owner requested changes to documents previously approved by the Owner, or due to code or zoning changes made subsequent to Owner approval.
12. Services required because of significant changes in the Project (not due to the design team's acts or omissions) including, but not limited to, budget, size, quality, complexity, schedule, or the method for bidding and contracting for construction.
13. Processing change requests for Owner requested changes, and for unforeseen site conditions, after bid, including revisions to Contract Documents, processing approval of revisions through the Building Department, and Change Order negotiation.
14. Providing services in conjunction with implementing substitutions proposed by the Contractor and making subsequent revisions to Contract Documents resulting from such.
15. Providing "Special Inspection" services required by law or the Contract Documents.

- 16. Preparation of documentation to process the Project through the US Green Building Council as a LEED project.
- 17. Plan check and permit fees (if paid by the consultant) will be a reimbursable expense, charged at 1.1 times the Consultant's cost.
- 18. All delivery, printing, and reproduction costs will be a reimbursable expense, charged at 1.1 times the Consultant's cost.

We propose to provide the stated basic services for a fixed fee as noted below. Invoices will be submitted monthly for the work completed during the month, on any phase in accordance with County Guidelines.

The proposed breakdown for the Basic Services charges will be as follows:

Task 1: Project Kick-Off & Site Analysis (Parts 1 & 2)	\$ 30,121.00
Task 2: Schematic Design (Parts 1 & 2)	\$ 48,528.00
Task 3: Design Development (Part 1)	\$ 71,500.00
<u>Task 4: Construction Documents (Part 1)</u>	<u>\$ 142,516.00</u>
TOTAL	\$ 292,665.00

We appreciate the opportunity to present this proposal and are excited at the prospect of working with you on this project. We are available to meet at any time to review and discuss the proposed scope of services and fee proposal if desired. If you have any questions regarding this scope of work, please do not hesitate to contact me at (530) 604-7821.

Respectfully,



Matt Kingdon
Principal