



STAFF REPORT

RESOLUTION APPROVING ADDENDUM NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH GARAVAGLIA ARCHITECTURE, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES IN AN AMOUNT NOT TO EXCEED \$78,200 FOR THE EMMETT HOUSE RELOCATION PROJECT, CITY CONTRACT NUMBER 478

Honorable Chair and Board Members:

Summary

This report recommends the Redevelopment Agency approve Contract Addendum No. 2 to City Contract Number 478 with Garavaglia Architecture, Inc. for out of scope design work on the Emmett House Relocation Project.

Background

The Board has reviewed and considered several issues associated with developing the Emmett House for affordable housing. The following provides the salient history of the project:

In 1994, the Agency purchased the vacant lot at the northwest corner of Sixth Avenue and O'Neill Avenue. The purchase was funded entirely with RDA Housing funds. Therefore the site is limited to development to 100% affordable housing. Flood control improvement was undertaken on the site in 1999 using Housing Funds.

In 1996, the Agency purchased the Emmett House and site near the southwest corner of Ralston Avenue and El Camino Real using a mix of Housing and General Redevelopment Funds. Again, the use of Housing funds for the purchase of the structure obligates development of the Emmett House for affordable housing.

In February 2002, the Agency directed staff to prepare a plan for relocating the Emmett House to the lot at Sixth and O'Neill Avenues. The plan was to include development of affordable units with the house, reconstruction of the exterior porch and windows, and undertaking other site improvements necessary to meet the Building and Zoning codes.

In November 2002, the Agency authorized a contract with Garavaglia to develop plans and an estimate for relocation and remodel of the Emmett House, based on Board Direction provided in May of the same year. The contract amount was for \$25,500.

In 2003, staff obtained a construction estimate, a survey and a soils and geology report for the relocation and remodel project, and request for proposals for the relocation, reconstruction, and management of the Emmett House was also prepared and circulated. No satisfactory bids were obtained.

In 2004, the Board authorized the preparation of a pro-forma analysis of the Emmett House relocation and remodel project.

In November 2004, City Council gave staff direction to convert the Emmett House into two residential units. The Redevelopment Agency Board gave staff direction to relocate the Emmett House structure from the Ralston Avenue site to the northwest corner of Sixth Avenue and O'Neill Avenue (1000 O'Neill).

The responsibility of the overall Emmett House project was divided into two segments in January 2006. The responsibility of the entitlement process was assigned to the Community Development Department. The responsibility of the roadway vacation, the physical relocation of the Emmett House, and the reconstruction of the house into two residential units with landscaping were assigned to the Public Works Department.

In September, 2006, Garavaglia was selected to prepare the plans, specifications and estimates for the necessary improvements to the Emmett House at 1000 O'Neill. The total contract amount with contingencies was \$136,300.

In October, 2007 the City Council approved a contract extension to Garavaglia for additional work that was not part of the original scope of work. The additional work was required was the result of:

- A far more extensive review process by the Planning Commission who requested several site plan design modifications that were not anticipated in the original scope of services.
- Multiple Planning Commission and City Council meetings that had not been included in the original scope of services (\$22,600).
- The City decided to split the project into several phases. The first phase was the physical relocation of the Emmett House to 1000 O'Neill and build the foundation for the house. The second phase was the remodeling of the house into two dwelling units. The contract documents for the two separate phases were not in the original scope of services. The cost for this additional work is \$2,000.
- The City also requested cost estimates as part of the Design Development Phase of the project with updates at the conclusion of contract documents. This was not in the original scope of services. The total for this work is \$15,500.

The total cost of the contract extension was \$40,100.

Discussion

Garavaglia is requesting a fixed fee addendum to the original contract for the additional scope and re-structured budget is based on construction administration issues pertaining to the separate construction contract for the relocation of the building to the new site and the nature of studies required for modifications made to the design by the Planning Commission. These fee amounts generally reflect the work required to attend meetings, complete the redesign and provide the related documentations, and includes not only the architect's time, but also their sub-consultants. Exhibit A provides a complete description of the additional scope and re-structured budget. The following summarizes the additional scope and re-structured budget of \$78,200:

1. Separate Construction Contract for House Relocation and Respond to Subsequent field decisions. Total fee for this work will be \$12,500.
2. Changes required by Planning Commission including the redesign of the two unit layouts modifying kitchens, baths and increasing to three bedrooms for the Planning Commission; tasks includes revising schemes and making presentations at multiple public meetings over period of 14 months, prepare designed development plans for selected scheme, prepare alternate landscape concept plans, prepare design development landscape plans from selected scheme, revise civil and structural documents, consulting and attendance at additional meetings and hearings. The cost for this work will be a total of \$60,700 of which \$42,100 will be in architect fees, \$11,900 in landscape architect fees, and \$6,700 in structural and civil engineering fees with a reimbursable allowance of \$2,500.
3. The City has requested budgetary cost estimates at Design Development Phase with updates at conclusion of contract Documents. The cost for this work will be \$2,500.

Other Related Costs for Emmett House

The Redevelopment Agency has authorized other contract work related to the Emmett House Project. They are:

1. Relocating the Emmett House from Ralston Avenue and setting the Emmett House on a new foundation at 1000 O'Neill. The RDA authorized \$253,000 for this work. Current estimates indicate this phase will come in under budget.
2. Contract planning services with LSA Associates to process all the entitlements of the Emmett House Project through the Planning Commission, Redevelopment Agency and City Council. The RDA has authorized \$42,808 to date for this work.
3. Land survey services of the 1000 O'Neill property and the vacation of a portion of Sixth Avenue. The total cost for this work was \$8,428.

General Plan/ Vision Statement

Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected.

Fiscal Impact

The total Emmett House Budget to date is \$1,761,638. A total amount spent on the project to date is \$1,086,490. There is a balance of \$675,148. The cost for additional architectural, engineering and landscaping work for Addendum No. 2 is \$78,200 bringing the total architectural, engineering and landscaping design costs to \$254,600. The project balance will be \$596,948.

A more detailed cost analysis of the entire Emmett House Relocation Project is provided in Exhibit B and C attached to this staff report. The exhibits indicate the total estimated project costs (based on 2007 estimates) will be approximately \$2.8 million or approximately \$1.1 million more than the current budget. Staff will be returning to the RDA at the mid-year budget review with updated construction costs to request additional funding for this project.

Public Contact

Posting of the RDA Agenda.

Recommendation

It is recommended that the Redevelopment Agency approve Addendum No. 2 to the Professional Services Agreement with Garavaglia Architecture, Inc. for additional architectural and engineering services in the amount not to exceed \$78,200 for the Emmett House Project, City Contract Number 478.

Alternatives

1. Take no action
2. Refer back to staff for additional information
3. Deny approval

Attachments

- A. Resolution
- B. Exhibit A – Scope of Work/Fee Contract Addendum No. 2
- C. Exhibit B – Detailed Cost Analysis
- D. Exhibit C – Emmett House Budget History

Respectfully submitted,

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REDEVELOPMENT AGENCY RESOLUTION NO. _____

**RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF BELMONT
APPROVING ADDENDUM NO. 2 TO THE PROFESSIONAL SERVICES
AGREEMENT WITH GARAVAGLIA ARCHITECTURE, INC. FOR
ARCHITECTURAL AND ENGINEERING SERVICES IN AN AMOUNT NOT TO
EXCEED \$78,200 FOR THE EMMETT HOUSE RELOCATION PROJECT,
CITY CONTRACT NUMBER 478**

WHEREAS, in November 2004, the Redevelopment Agency (RDA) gave staff direction to relocate the Emmett House structure from its current location near the southwest corner of Ralston Avenue and El Camino Real to the northwest corner of Sixth Avenue and O'Neill Avenue; and,

WHEREAS, in September 2006, the RDA approved the award of contract to Garavaglia Architecture, Inc. for architectural and engineering services for the relocation and rehabilitation of the Emmett House in an amount not to exceed \$136,300 for the Emmett House Relocation Project, City Contract Number 478; and,

WHEREAS, in October 2007, the RDA approved a contract extension to Garavaglia Architecture, Inc. for additional work that was not part of the original scope of work extending the contract amount to \$40,100; and,

WHEREAS, Garavaglia is requesting a fixed fee addendum to the original contract for the additional scope and re-structured budget is based on construction administration issues pertaining to the separate construction contract for the relocation of the building to the new site and the nature of studies required for modifications made to the design by the Planning Commission; and,

WHEREAS, the fee amounts generally reflect the work required to attend meetings, complete the redesign and provide the related documentations, and includes not only the architect's time, but also their sub-consultants.

WHEREAS, Exhibit A provides a complete description of the additional scope and re-structured budget; and,

WHEREAS, the cost for additional architectural, engineering and landscaping work for Addendum No. 2 is \$78,200 bringing the total cost to date for this project to \$254,600 using available funds from Account Number 822-4633-9519-9020; and,

WHEREAS, it is recommended that the Redevelopment Agency approve Addendum No. 2 to the Professional Services Agreement with Garavaglia Architecture, Inc. for additional architectural and engineering services in the amount not to exceed \$78,533 for the Emmett House Project, City Contract Number 478.

NOW, THEREFORE, BE IT RESOLVED that the Redevelopment Agency of the City of Belmont approves Addendum No. 2 to the Professional Services Agreement with Garavaglia Architecture, Inc. for additional architectural and engineering services in the amount not to exceed \$78,200 for the Emmett House Project, City Contract Number 478.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Redevelopment Agency of the City of Belmont at a regular meeting thereof held on August 12, 2008 by the following vote:

AYES, DIRECTORS: _____

NOES, DIRECTORS: _____

ABSTAIN, DIRECTORS: _____

ABSENT, DIRECTORS: _____

Secretary, Redevelopment Agency

APPROVED:

Chair, Redevelopment Agency

Exhibit A
Scope of Work / Fee
Contract Addendum No. 2 to
City Contract Number 478

Garavaglia Architecture, Inc. proposes the following fixed fee addendum to the original contract, dated 26 September 2006, for architectural, landscape and engineering tasks for the historic Emmett House Relocation and Rehabilitation Project. The sub-consultants include Structural Engineering (Duquette Engineering), M/E/P Engineering (Salas O'Brien), Landscape Architecture (PGA Design), and Civil Engineering (TS Engineering.) We assume at this time that a reasonable service level and average level of sophistication for documentation is required.

The additional scope and re-structured budget is based on construction administration issues pertaining to the separate construction contract for the relocation of the building to the new site and the nature of the studies required for modifications made to the design by the Planning Commission. These fee amounts generally reflect the work required to attend meetings, complete the redesign and provide the related documentation, and includes our time in addition to that of our consultants.

Requested modifications:

**1. Separate Construction Contract for House Relocation
& Respond to Subsequent Field Decisions.**

Prepare separate bid documents, including separate specifications for movers; project management and correspondence associated with the separate permit submission and the initial setup of the project. Various meetings and construction administrative tasks are needed from issues arising from the demolition of pony walls and the upper original rear addition.

- Structural Engineering
 - a) Separate drawings for relocation and new foundation including plan review \$2,500
 - b) Additional Construction Administration including resolve, revise & distribute details for crawl space \$4,000

- Garavaglia Architecture, Inc. \$6,000
 - a) develop separate permit submission
 - b) develop separate specification documents for mover
 - c) revise documents related to pony wall and original rear addition removal
 - d) design and documentation for NFIP flood venting requirements
 - e) Construction Administration (meetings, consultation with Owner & contractor and consultant coordination)

The total fee for work under Section 1 will be **\$12,500**

2. Changes required by Planning Commission

Prepare re-design of 2 Unit layouts modifying kitchens, baths and increasing to 3 bedrooms for Planning Commission; tasks includes revising schemes and making presentations at multiple public meetings over period of over 14 months, prepare DD level plans from selected scheme, prepare alternate landscape concept plans, prepare DD level landscape plans from selected scheme, revise civil and structural documents, consulting and attendance at additional meetings and hearings.

- Landscape Architecture: \$11,900
 - a) redesign planting plan in accordance with Commission's previous comments
 - b) redesign planting plan in accordance with Commission Subcommittee input
 - c) fencing around property revised to segmented, not curved
 - d) additional design for north end of site along Sixth Avenue sidewalk extension
 - e) previous preparation & attendance of PC meetings; preparation & attendance of Sub-committee meeting and additional PC meeting
 - f) revise existing DD drawings reflecting approved design

- Garavaglia Architecture, Inc.: \$42,100
 - a) multiple floor plan redesigns in accordance with Commission's previous comments
 - b) finalize interior layout with input from Commission Subcommittee
 - c) develop relevant DD drawings for submittal
 - d) previous preparation & attendance of PC meetings; preparation & attendance of Sub-committee meeting and additional PC meeting
 - e) redesign fence around property landscaping
 - f) finalize gate design
 - g) select and specify exterior lighting fixtures
 - h) perform analysis of historic colors
 - i) finalize color selection and scheme with Commission Subcommittee's input with colored elevation for presentation to PC
 - j) coordinate City requests and work of all consultants
 - k) additional coordination and project management relating to re-mobilization and ongoing strategy work including additional time due to multiple delays (currently 14 months.)

- Structural Engineering: \$4,400
 - a) revise structural plans in accordance with accepted new floor plans
 - b) provide separate plans set for rehabilitation project

- Civil Engineering: \$2,300
 - a) extend sidewalk at north end of Sixth Avenue
 - b) add curb ramps at southwest and southeast corners of Sixth
 - c) revise plans to show overlay of full width of frontage on O'Neill

The total fee for work under Section 2 will be: **\$60,700**

Reimbursable allowance \$2,500

3. Cost Budgeting

Per the City's request, we have engaged a construction cost consultant to prepare budgetary cost estimates at Design Development Phase with updates at conclusion of Contract Documents and includes our time to coordinate the effort. The City has subsequently requested a quick conceptual phase cost estimate for Rehabilitation only.

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|--|---------|
| a) Conceptual Level estimate: | \$1,700 |
| b) Re-calculating DD phase quantities based on approved re-design: | \$800 |

The total fee for work under Section 3 will be: **\$2,500**

The total fee for all combined additional services will be: **\$78,200**

The services above are based on our billing rates. If additional services are desired, our fees shall be broken into the same rates as follows:

GARAVAGLIA ARCHITECTURE, INC.

Principal time (public meetings, consulting, client meetings, principal project management, principal construction administration, etc.):	\$175 per hour
Senior Project Manager (code research, management, construction administration, etc.):	\$135 per hour
Preservation Services Manager	\$120 per hour
Project Manager	\$120 per hour
Architectural Conservator	\$100 per hour
Job Captain	\$100 per hour
Designer (design of floor plans, elevations, sections, details, materials, color selection, etc.):	\$95 per hour
Architectural Historian	\$95 per hour
Senior Drafter (measurements, computer drafting, photographs, preparation of presentation and construction documents, etc.):	\$90 per hour
Intermediate Drafter	\$85 per hour
Research Assistant	\$75 per hour
Administrative Assistant:	\$50 per hour

DUQUETTE ENGINEERING

Principal	\$180 per hour
Project Engineer	\$130 per hour
Staff Engineer	\$105 per hour
CAD/Engineering Assistant	\$90 per hour
Administrative Assistant	\$70 per hour

PGA DESIGN, INC.

Principal	\$155 per hour
Project Manager	\$115 per hour
Administrative Assistant	\$80 per hour

TS CIVIL ENGINEERING

Principal Engineer	\$210 per hour
Assistant Engineer	\$140 per hour
CAD Drafter	\$100 per hour

Exhibit B

Emmett House Costs Summary

This Request	Project Costs	Budgeted	Project to Date	Balance	Actual Costs
	Emmett House and Property Acquisition	\$ 379,454	\$ 379,454	\$ -	\$ 379,454
	1000 O'Neil Property Acquisition	\$ 210,000	\$ 210,000	\$ -	\$ 210,000
\$ 78,200	Architectural, Landscaping, Engineering	\$ 201,900	\$ 201,900	\$ -	\$ 280,100
	Contract Planning (LSA)	\$ 42,808	\$ 42,808	\$ -	\$ 42,808
	Site Surveying for House and Street Vacation	\$ 8,428	\$ 8,428	\$ -	\$ 8,428
	Relocation and Foundation	\$ 253,000	\$ 243,900	\$ 9,100	\$ 243,900
	Subtotal: Project Costs to Date	\$ 1,095,590	\$ 1,086,490	\$ (9,100)	\$ 1,164,690
	Estimated Project Costs (2007) see footnote 1				Estimated Costs
	Off-site Work (sidewalks,street overlay, etc)				\$ 92,355
	On-site Civil and Landscaping				\$ 163,390
	New Garage				\$ 104,300
	Selective demolition, reconfiguration and new porch				\$ 247,422
	Structural Strengthening				\$ 104,113
	Building Exterior				\$ 108,886
	Interior Buildout				\$ 109,500
	Fire Sprinklers, plumbing,HVAC, Electrical				\$ 178,408
	Subtotal: Estimated Renovation Costs				\$ 1,108,374
	Construction Contingency (30%)				\$ 332,500
	Project Management (20%)				\$ 221,700
	Subtotal: Estimated Project Costs (2007)				\$ 1,662,574
	Total Estimated Project Cost				\$ 2,827,264

Footnote 1: Project Costs are estimated and may change depending upon the bidding climate when the renovation bids are released.