

MEETING NOTICE: There will be a Special Meeting of the
Blanchard /Santa Paula Public Library District Board of Trustees
Tuesday, February 5, 2019, at 5:30 p.m.
Blanchard Community Library
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic on the special meeting Board agenda. Only public comments relating to a topic on the agenda will be accepted. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well being of all members of the Santa Paula community.

D. NEW BUSINESS

- a. Proposal to engage architectural and estimating services for next phases of the space plan previously adopted by the Board (information, discussion, possible action)

E. CLOSED SESSION

- a. Public Employee Performance Evaluation Subject to Government Code Section 54957: Title—District Director (information, discussion, possible action)

F. REPORT FROM CLOSED SESSION, IF ANY

G. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.

SPECIAL MEETING OF FEBRUARY 5, 2019
 D. NEW BUSINESS: PROPOSAL TO ENGAGE ARCHITECTURAL AND ESTIMATING SERVICES FOR NEXT PHASES OF THE SPACE PLAN PREVIOUSLY ADOPTED BY THE BOARD

In order to facilitate fund raising and to provide cost benchmarks against which to compare contractors' bids, should the Board authorize the expenditure of up to \$20,000 for architectural and estimator services? The architectural schematic work would be required in any case as a step in the process of producing building plans for bidding and permit approval.

STAFF RECOMMENDATION: Approve the expenditure of up to \$20,000 from the Building Fund to contract for architectural schematic plans and estimates for the next two phases of the previously adopted space plan.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

ANDERSON KULWIEC APPLEBY
ARCHITECTS

**Blanchad Community Library
Community Hall & Interior Upgrades**

Santa Paula, California

AKA Project No. 2019-002

**Fee Worksheet 01
Phase - Schematic Design**

1/29/2019

DRAFT

Architectural Fee

AKA Architects		Fee
Task 1 - Community Hall	Est. hours: 26 - 38	\$4,000 - \$5,500
Task 2 - Interior Upgrades	Est. hours: 26 - 38	\$4,000 - \$5,500
	Estimated Hours	75
	Hourly Rate	\$ 150
	Basic Fee	\$ 11,250
	20% Consultant Markup	\$ -
Total Architectural Fee		\$ 11,250

Consultant Fees

Discipline	Consultant	Fee	20% Markup	Total
Structural	Name		\$ -	\$ -
Mechanical	Name		\$ -	\$ -
Electrical	Name		\$ -	\$ -
Fire Protection	Name		\$ -	\$ -
Civil	Name		\$ -	\$ -
Landscape	Name		\$ -	\$ -
Soils	Name		\$ -	\$ -
Cost Estimate	Jacobus & Yuang, Inc			
	Community Hall	\$2,900.00	\$ 580.00	\$ 3,480.00
	Interior Upgrades	\$4,000.00	\$ 800.00	\$ 4,800.00
Subtotal Consultant Fees		\$ 6,900	\$ 1,380	\$ 8,280

Total Design Fee:

Discipline	Consultant	Fee	%
Architectural	AKA Architects	\$ 11,250	58%
Structural	Name	\$ -	0%
Mechanical	Name	\$ -	0%
Electrical	Name	\$ -	0%
Fire Protection	Name	\$ -	0%
Civil	Name	\$ -	0%
Landscape	Name	\$ -	0%
Soils	Name	\$ -	0%
Cost Estimate	Jacobus & Yuang, Inc	\$ 8,280	42%
	0	\$ -	0%
Total Design Fee		\$ 19,530	100%

Jacobus & Yuang, Inc.

355 North Lantana Street, #220
Camarillo, California 93010
Tel. (213) 688-1341 or (805) 339-9434
Fax (866) 431-3256
Website: www.jyiestimate.com

January 25, 2019

3382P

Marilyn Appleby, AIA
ANDERSON KULWIEC APPLEBY ARCHITECTS
854 East Main Street, Suite 100
Santa Paula CA 93060

Re: ESTIMATING FEE PROPOSAL – BLANCHARD COMMUNITY LIBRARY [PHASE 2]

Dear Marilyn:

We take pleasure in submitting our Fee Proposal for consulting services for the above project, as follows:

Scope based on the following:	Phase 2-A Community Hall	Phase 2-B Interior Renovations
<ul style="list-style-type: none"> • Community Hall – including (2) toilet rooms, kitchenette, entry area, & large meeting room • Patio – off Community Hall • Glass storefront (interior) with ceiling for Children’s Area (acoustic privacy, visual openness) • New circulation desk • (3) offices (partition wall/glass storefront), near circulation desk • New finishes/ new HVAC – in areas shown • Existing Sprinkler system to be reconfigured – in areas shown • Furnishings – not included 		
To prepare <u>Schematic Design Opinion of Cost</u> , based on the typical SD Design Information	\$2,900	\$4,000
Proposed Lump Sum	\$2,900	\$4,000

Total Proposed Lump Sum Fee for Phase 2-A and Phase 2B..... \$6,900

Conferences, Value Engineering, updating or revisions to the above report(s), shall be charged in accordance with the most current Schedule of Fees, when approved and authorized by you.

The above report(s) shall be:

- prepared to incorporate all trade related disciplines
- prepared in MasterFormat 2010™ major division format with labor, material & equipment costs rolled up into in a single unit cost
- submitted in PDF file format

Not included in the above fee are the following:

- Value Engineering related work
- Preparation or completion of Bid Forms and/or Funding Application Forms
- Field Investigation
- Life Cycle Cost Estimating
- Scheduling related work
- Change Order Evaluation or Negotiation
- Printing of documents required for estimating purposes (true half size required) – **please also provide PDF copies of drawings**

Jacobus & Yuang, Inc.

ANDERSON KULWIEC APPLEBY ARCHITECTS

Re: **ESTIMATING FEE PROPOSAL – BLANCHARD COMMUNITY LIBRARY [PHASE 2]**

January 25, 2019

Page Two

3382P

Not included from the above fee are the following (Continued):

- Estimate Reconciliation’s with other estimates or reconciliation with contractor bids
- Out-of-Office meetings
- LEED related cost extracts
- Cost Estimate Adjustments for Addenda issued after any completed Estimate Milestone had been issued
- Job Order Costing (JOC) pricing approach
- Searching through Proprietary Databases such as Project Wise™ for documents necessary for Estimating – **please provide direct links to extract files to be used for estimate**
- Constructability Review
- Creating a Material Ordering List
- Preparing DSA formatted Estimates with referencing of line-items to SW Publishing (Ex Saylor) coding

This fee proposal shall be made an appendix to any contract between our offices and is valid for 60 days from the date of this proposal.

We respectfully reserve the right to adjust our fee if the scope of our services is modified.

Our Insurance Coverage’s are as follows:

1. General Liability, \$2.0 Million General Aggregate
2. Worker’s Compensation Insurance \$1.0 Million per occurrence including Defense Costs
3. Automobile Insurance - Any Auto, Hired & Non-Owned Autos, \$1.0 Million
4. Professional Liability Insurance (PLI) – Per Claim/Aggregate, \$2.0 Million. Waiver of Subrogation and Primary non-contributory wording not available for PLI.

Below are the rates applicable to Personnel that may work on the project:

Personnel	Rate per Hour
Principal	\$172.25
Senior Estimator	\$116.50
Estimator	\$ 86.00

Please sign and date this Proposal to indicate your acceptance of the above conditions and return one signed copy to this office via facsimile or email (cobusm@jyiestimate.com).

Yours sincerely,



Cobus Malan
Principal Quantity Surveyor

Accepted for: **ANDERSON KULWIEC APPLEBY ARCHITECTS**

By: _____ Dated: _____