



Stantec Architecture Inc.
523 West 6th Street Suite 1200, Los Angeles CA 90014-1218

25 September 2018

Attention: Maryam Babaki, P.E.

City of Commerce
Public Works & Development Services Department
2535 Commerce Way
Commerce, CA 90040
mbabaki@ci.commerce.ca.us

Reference: Visioning and Master Planning for a Public Services Building, Commerce, CA

Dear Maryam,

Stantec is pleased to submit this proposal to provide architectural and engineering visioning and master plan design services for the City of Commerce Public Services Building. Based on our meeting on September 18, 2018, our scope of work, services and deliverables are as follows:

Scope of Work

The Project is the visioning, master planning and design concepts for a Public Services Building on an approximately 1.8 acre parcel near the intersection of Telegraph Road and Washington Blvd. in the City of Commerce. A site development plan has been proposed by Craig Realty and the Commerce Casino ownership for the surrounding 10 acre site, in which the Public Services Building would be located. The City desires a process to cast a vision for the Public Services Building, coordinate with the Craig Realty and Commerce Casino team and develop a site master plan that works within the overall project.

Scope of Services

Stantec will provide the following architectural and engineering visioning and master plan design services for the Project.

Task 1 – Data Collection (2 weeks)

- Stantec will collect from the City existing information regarding the existing site and the proposed development plans from Craig Realty. The required information includes site boundary, utilities and topographical survey, traffic studies and related environmental studies for the proposed development.
- Stantec will review City planning regulations for the property such as zoning, FAR and height restrictions, parking requirements by use, etc.
- Stantec will review the data collected and provide a summary memorandum including site utilities and traffic issues.

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Task 2 – Public Services Building Programming (3 weeks)

- Stantec will work with the City staff and Council members to determine the goals, objectives and programmatic space needs for the Public Services Building.
 - Meet with City staff to collect information of programmatic space needs, goals and objectives.
 - Meet with LA County Sheriff Department representative to determine programmatic needs for a substation.
 - Meet with Council Beautification and Economic Development committees with City staff to collect information of programmatic space needs, goals and objectives.
- From the data collected from the above meetings, Stantec will prepare a program document summarizing the space needs, goals and objectives of the Public Services Building. This document will be presented to City staff for review and comment.
- Stantec will meet with City staff and representatives from Craig Realty/Commerce Casino regarding the proposed development plan for the entire 10 acre site. The intent of this meeting is to understand the goals and objectives of the development team, areas of flexibility in the plan, traffic and access issues, etc.

Task 3 – Conceptual Planning (4 weeks)

- From the information gathered from Task 2, Stantec will generate 2-3 initial site plan concepts for the Public Services Building project. These site plan concepts will be reviewed with City staff for review and comment.
- Stantec will provide consultation on street and driveway alignments, site drainage and utility impacts associated with the proposed site plan concepts. Stantec will evaluate the 1.80-acre parcel for access requirements while taking into consideration the needs of the entire 10-acre site. Recommendations for site access will be prepared for each of the 2 to 3 initial site plan concept alternatives and further refined as part of the final concept plan. Trip generation estimates for the entire 10-acre site will be prepared and used to determine the necessary access configurations based on site needs as well as the operations of the adjacent signalized intersection of Telegraph Road and Washington Boulevard. 2016 traffic counts collected for a nearby project will be utilized for the analysis. Based on the approved concept plan, Stantec will check turning radius to ensure adequate ingress and egress to the site including the emergency response vehicles.
- Stantec will conduct an initial evaluation of parking needs for the 1.80-acre parcel based on the 2 to 3 initial site plan concept alternatives and then refine based on the final concept plan. The parking evaluation will consider and take into account potential shared-parking opportunities with the adjacent 8.2-acre portion of the site.
- Stantec will further refine two (2) concepts to include site plan, bubble diagram floor plan(s) and 3D modelling in SketchUp. We will review these diagrams with City staff for review and comment.
- Stantec will meet with Council Beautification and Economic Development committees with City staff to review the two (2) concepts and collect input on the proposed Public Services Building development.

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- From the meetings with the Council committees, Stantec will further refine one (1) concept to include site plan, floor plan(s), representative building elevations and a 3D massing model in SketchUp.
- Stantec will provide a high level construction cost estimate for the Public Services building.

Deliverables

Task 1 Data Collection

- Summary Memo of existing conditions

Task 2 Public Services Building Programming

- Summary of Space Needs

Task 3 Conceptual Planning

- Preliminary conceptual site plan, bubble diagram floor plan(s) and 3D SketchUp massing model for two (2) concepts
- Concept design package for one (1) concept including site plan, floor plan(s), representative building elevations, 3D SketchUp massing model.
- High level construction cost estimate.

Qualifications

1. City of Commerce to provide traffic study, utilities and topographic base maps of existing site and the proposed development. No site surveying or base mapping is included in this scope of work.
2. CGI renderings and animations can be provided at additional cost.
3. No engineering design services are included in this scope of work.

Fee

Below is an overview of the proposed fee for the services delineated above.

		<u>Fee</u>	<u>Expenses</u>	<u>Total</u>
Task 1	Data Collection	\$ 16,620.00	\$ 1,200.00	\$ 17,820.00
Task 2	Programming	\$ 41,612.00	\$ 800.00	\$ 42,412.00
Task 3	Conceptual Planning	\$ 69,833.00	\$ 2,725.00	\$ 72,558.00
Total		\$ 128,065.00	\$ 4,725.00	\$ 132,790.00

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2018 Stantec Hourly Rates:

Role	Hourly Rate
Principal	\$ 250.00
Project Manager	\$ 195.00
Project Architect	\$ 170.00
Project Designer	\$ 182.00
Architect	\$ 156.00
BIM Leader	\$ 170.00
Jr. Architect/Project Coordinator	\$ 120.00
BIM/CADD	\$ 135.00
Specs	\$ 170.00
QA/QC	\$ 170.00
Sr. Engineer	\$ 188.00
Project Engineer	\$ 178.00
Designer	\$ 158.00
Engineer	\$ 148.00
Engineer Designer	\$ 129.00

Should you have any questions, please do not hesitate to contact me to discuss further.

Regards,

Stantec Architecture Inc.



Patrick M. McKelvey, AIA
Senior Principal

Cc. Mohammed Heiat, Stantec