

September 12, 2017

Claude McFerguson  
Director of Transportation  
City of Commerce  
5555 Jillson Street  
Commerce, CA 90040

**Reference: Proposal for Conceptual Design and Feasibility Report for Modifications to the Existing Commerce Transportation Service Center Administration Area at 5555 Jillson Street, Commerce, CA**

Mr. McFerguson:

Please accept our proposal to provide professional architecture and engineering services for a conceptual design and feasibility study for improvements/modifications to the existing administration area of the Commerce Transportation Service Center (CTSC). As has been discussed, the area of focus for improvement at the existing CTSC is primarily at the East end of the building with an expansion into an existing 3-stall parking area and exterior patio area between the Maintenance Building and the Dispatch Office. The proposed project will have the following key programmatic objectives:

- ✓ Provide a new, modern conference room for a minimum of 10 to 12 people
- ✓ Provide one new office
- ✓ Convert the existing conference room into an office
- ✓ Expand and modernize the Dispatch Office with views into the Driver's Areas
- ✓ Create a new dispatch vestibule to serve as a Dispatch window and entry/exit point
- ✓ Provide conceptual design for a secured entry lobby with new controlled access door and reception counter.

RNL and our consultants will provide a conceptual design and feasibility report in order to define the scope of work for the facility improvements. Our proposed deliverables would include the following:

- Annotated conceptual floor plan with conceptual furniture layout, roof plan, and ceiling plan
- Conceptual Building Elevations for modified areas
- Narrative describing the programmatic requirements for the improvements to the facility; including room areas and specific technical/IT needs for each space
- Narrative describing the Structural, Mechanical, Electrical, Fire Alarm, and Fire Protection systems for the new spaces
- Conceptual site plan and narrative of utilities and drainage systems
- Narrative describing the code restrictions, limitations, and requirements for the proposed improvements as well as any code required accessibility improvements to the entire facility as required by the California Building Code
- Detailed cost estimate for the proposed improvements to the facility
- A 3D rendering

The contents of the report will also be intended to be used by the City to procure full design services for the facility modifications. The RFP for these services could either be for a Design-Build or a Design-Bid-Build approach, whichever is most feasible and appropriate for the City and

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the scope of work. We would be happy to discuss the pros and cons of either procurement approach with you.

As you're well aware, RNL was selected by the City of Commerce in 1993 to be the architect of the existing Commerce Transportation Service Center facility and we are very excited to assist you with the potential modifications to enhance and expand the existing administrative and dispatch areas. We look forward to partnering with you on this project and to be a resource for you as an industry expert in transit facilities.

**PROPOSED FEES**

We propose to provide the deliverables above for the fixed fee of \$25,000. RNL will subcontract with our trusted design partners at Miyamoto Structural Engineers, Glumac MEP Engineers, W2 Design Civil Engineers, and JYI Cost Estimators to provide the aforementioned professional services, which is included in the fixed fee.

Should you have any questions regarding the above, please contact William Todd or myself at 213-955-9775. We look forward to your response.

Sincerely,

Accepted and Approved:



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**Signature / Title:**

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**Patrick McKelvey, AIA**  
RNL Senior Principal

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**Date:**

\_\_\_\_\_  
**Date: 9/12/2017**

cc: William Todd, AIA, RNL Associate