

**REQUEST FOR PROPOSALS  
FOR ARCHITECTURAL AND ENGINEERING SERVICES  
FOR THE COMMERCE TRANSPORTATION SERVICE CENTER  
ADMINISTRATION BUILDING EXPANSION  
CITY OF COMMERCE**

**April 4, 2018**

The City of Commerce is soliciting Proposals from qualified firms for Architectural and Engineering Services for the Commerce Transportation Service Center Administration Building Expansion. The facility is located at 5555 Jillson Street, Commerce, 90040.

**Non-mandatory pre-proposal meeting:** A non-mandatory pre-proposal meeting is scheduled on **April 12, 2018, 9 am to 10:30 am** at the facility (5555 Jillson Street, Commerce, 90040) to show the building to interested consultants and answer questions. While the pre-proposal meeting is not mandatory, it is recommended that interested consultants to attend the meeting.

This Request for Proposal (RFP) is published on PlanetBids. Interested consultants shall register as RFP holders on PlanetBids, City of Commerce Vendor Portal, which can be accessed by the following link:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

All inquiries regarding this request must be submitted to PlanetBids.

**Proposal Submittal:** Interested parties shall submit one (1) original, three (3) copies, and one (1) electronic PDF file of their Proposal. Original must be clearly marked "ORIGINAL". Proposals can be submitted in person or by mail and must be received **by 4:00 PM on May 4, 2018 at:**

City of Commerce  
ATTN: Office of the City Clerk  
2535 Commerce Way  
Commerce, CA 90040

**Claude McFerguson**, Director, Transportation Department  
City of Commerce

**Attachment**  
**REQUEST FOR PROPOSALS**

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**CITY OF COMMERCE**  
**April 4, 2018**

**A. INTRODUCTION**

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The City of Commerce is soliciting Proposals from qualified firms for Architectural and Engineering Services for the Commerce Transportation Service Center (CTSC) Administration Building Expansion. The facility is located at 5555 Jillson Street, Commerce, 90040.

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<https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

**B. NON-MANDATORY PRE-PROPOSAL MEETING**

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A non-mandatory pre-proposal meeting is scheduled on **April 12, 2018, 9 am to 10:30 am** at the facility (5555 Jillson Street, Commerce, 90040) to show the building to interested consultants and answer questions. While the pre-proposal meeting is not mandatory, it is recommended that interested consultants to attend the meeting.

**C. PROJECT DESCRIPTION**

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The existing CTSC facility was designed by RNL Architectural Firm. The construction was completed in 1995. The facility has not undergone significant modifications since the construction was completed.

In order to improve the service and efficiency, the City will expand the CTSC facility. The proposed expansion primarily includes improvements and modifications to the east end

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of the existing administration building with an expansion into an existing 3-stall parking area and exterior patio area between the Maintenance Building and the Dispatch Office. The approximate area of Administration Building modification and Expansion is 1,570 SF, which may be adjusted as necessary with City's approval based on the final design to be completed by the selected firm per this RFP.

The modification and expansion of the facility has two primary objectives:

1. Provide additional conference and office space for administration and operations.
2. Provide a new Dispatch area with a more functional configuration and better visibility to the entry and Driver's areas.

Project area map is provided below:



To evaluate the above objectives, the City of Commerce retained RNL now Stantec Architecture Inc. ("STANTEC") to develop a conceptual design and feasibility assessment for modifications to the existing CTSC Administration Building Area.

The focus of the Conceptual Design and Feasibility Report prepared by STANTEC

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was to define the scope of work for facility improvements to the existing Administration Building. The proposed project has 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 for the building.
- Provide conceptual design for a secured entry lobby with new controlled access door and reception counter

For details, please see:

- ***Attachment 1: Conceptual Design and Feasibility Report, prepared by STANTEC for Commerce Transportation Service Center Administration Building***

As indicated in Section 5-Opinion of Cost of the above report, the total of opinion of construction cost is \$800,532. With additional items and options as listed on these cost estimate forms, the total estimated cost is \$944,933.

The goal of this RFP is to retain a qualified architectural firm to prepare the plans for the expansion of the existing Administration Building, including, but not limited to, architectural, structural, seismic, mechanical, electrical, plumbing, HVAC, fire sprinklers, façade, interior spaces, parking lot area adjustments, drainage, grading, utilities (new/relocation/upgrade), and all necessary code compliance improvements. The estimated base construction cost is in the range of \$800k to \$950k, but will be finalized based on final construction plans and cost estimates to be prepared by the selected consultant.

#### **D. SCOPE OF SERVICES**

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The City is interested in receiving proposals from qualified consulting firms to prepare all necessary plans and to provide to the City a complete PS&E Bid Package ready for bidding. The scope of services to be provided by the selected consultant for this project

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includes the following:

- I. PS&E Phase Services:** All necessary architectural and engineering services to prepare a complete PS&E bid package, which is approved by all involved jurisdictional and regulatory agencies, and is ready for construction bidding.
- The selected consultant shall obtain and review all existing available information related to the project (City will provide existing available building plans). Using the information provided in **Attachment 1** as a base guide, the consultant shall conduct any reviews, surveys and investigations, and prepare a complete PS&E Bid Package. The selected consultant shall include in his/her scope any additional information, in addition to those already provided in **Attachment 1**, the consultant feels is necessary to develop a complete PS&E Bid Package with all necessary backup, information, calculations, utilities, soils report, and any other data needed.
  - The consultant shall prepare complete PS&E bid package ready for bidding. The PS&E design shall include providing all necessary services and preparing all necessary plans required for the construction of the project in all detail. The consultant shall be responsible for all consulting services, and any and all aspects of the project necessary to develop a complete PS&E bid package ready for bidding. The consultant shall also prepare complete technical specifications for the project. The City will provide Administrative Section of the Specifications.
  - The consultant shall provide detailed construction cost estimate for the project as designed in an itemized “schedule of values” format, similar to the cost estimate format included in **Attachment 1**.
  - The plans prepared by the consultant will be reviewed and approved by City’s Building Department and Fire Department. Consultant shall be responsible for necessary coordination for processing the plan review and approvals, and make any corrections for comments received and resubmit plans for approvals as necessary, until final approval of plans is received. Consultant shall also coordinate any other review and approvals as necessary by any other regulatory agencies, coordinate with serving utilities for necessary utility relocations and services, and approvals, and show such work on the plans. The consultant shall coordinate with the City/Transportation Department, and ensure the final plans include the City’s input and comments.



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- During the PS&E phase the consultant shall assume the following meetings:
  - 4 progress meetings with the City staff.
  - 1 presentation to City Advisory Committee.
  - 1 presentation to the City Council.

The consultant shall be responsible for preparing necessary presentation materials for the meetings.

**In summary, the consultant shall be responsible for all aspects of preparing and submitting a complete PS&E Bid Package, approved by all required agencies and ready for bidding.**

**II. Bidding Phase Support Services:** All necessary services, including but not limited to:

- Attending pre-bid meeting (1 assumed).
- Responding to bidder's questions.
- Review bid costs/schedule of values of 3 low bidders, and inform City if the costs are in line with estimates.

**III. Construction Phase Support Services:** Support services as necessary, including but not limited to:

- Providing support to City's on-site Construction Manager to answer questions and clarifying items which relate to the PS&E package prepared by the consultant.
- When requested, reviewing and approving shop drawings to be submitted by the contractor as per the PS&E package.
- When requested, attending monthly construction meetings with the City's Construction Manager, contractor, and other involved parties.
- When requested, reviewing contractor change order requests, and providing necessary information to the City's Construction Manager as they relate to the consultant's design.
- When requested, attending Conducting project walk-throughs and assisting in preparation of punch list(s).

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## **E. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL**

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Please submit your Proposal in the format specified below:

### **Cover Letter/Executive Summary**

Provide an executive summary emphasizing your understanding, approach, strong points of the project team, qualifications and experience. The cover letter/executive shall be signed by a person with the official authority to bind the company. Cover Letter/Executive Summary shall be limited to 5 pages.

### **Table of Contents**

Provide table of contents.

### **Section 1: Approach and Scope of Work**

Provide your understanding of the project, and approach and a detailed scope of work and tasks how to accomplish the City's goal in the most efficient and cost effective manner.

Provide any special methods that your firm employs in executing similar projects and services, which in your opinion sets your firm apart from other proposers for this project.

Provide your approach of how you and your staff will be flexible in adopting to any adjustments as necessary as the project progresses for an effective, responsive and cost effective service.

Provide your approach and methodology how you will provide a responsive service to City, and why your firm would be more responsive than other firms.

Provide a detailed scope of services, and list project tasks that your firm thinks will be necessary, and proposes to provide. The fee table provided in Section F. FEE should list these tasks and provide applicable hours and fees.

### **Section 2: Schedule**

Provide a detailed project schedule for **I. PS&E Phase Services** showing tasks and durations. Schedule shall assume the start date as July 1, 2018. The final

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completion date of the schedule shall be the time that the consultant commits to have the PS&E Bid Package ready for construction bid advertisement. Show the review durations by City Building and Fire Departments as separate line items with 0 days assigned. Assume 4 review durations. Show the time that the Consultant will take to make necessary revisions to the plans per the comments received from City Building and Fire Departments. Indicate any critical paths. The City prefers the schedule to be prepared on MS Project, but, other similar schedule formats are acceptable. City's goal is to have the PS&E Bid Package ready for construction bid advertisement within approximately **5 months** or sooner of City's Notice to Proceed to the selected consultant.

### **Section 3: Project Team, Key Personnel and Resumes**

Provide an organization chart showing the names and responsibilities of proposed staff.

Explain if the key project members have worked together before on similar projects. If yes, provide the list of such projects, including project name, client contact name and date, and what the key project team members did for each project.

Explain why these team members will be more efficient, successful and flexible than other proposing consultant team members.

Provide proposed staff resumes.

### **Section 4: References**

Provide 5 public agency references for similar projects, which have been constructed. Do not include references if the project is under design and/or not constructed. Provide following information for each reference:

- Project Name
- Project Owner Agency Name
- Contact Person (Name, Email, Tel)
- Narrative of services your firm provided, including any issues encountered during design, resolutions developed; was the project completed on time and budget, if not, reasons; and any other regarding your firm's performance.

Note: As indicated in Section 3, please emphasize any similar projects that the proposed team members have worked together previously.



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### Section 5: Firm Qualifications

Explain why your firm should be considered the most qualified for this project.

Provide any special qualifications relevant to this project, which in your opinion sets your firm apart from other proposers for this project.

Provide your firm's general service capabilities, qualifications and experience.

### Section 6: Legal

Exhibit A includes a legal Questionnaire, which shall be complete and notarized and submitted to City as part of the proposal.

### Section 7: City Standard Contract

Exhibit B includes City's Standard Contract. Please review the Agreement and provide any comments you would like the City to consider.

## F. FEE

Fee shall be submitted **in a separate sealed envelope**. Fee shall be provided in detail in a format similar to below to allow City to analyze and evaluate applicable costs.

Please list various project tasks in detail, and staff classifications that will work on various tasks. Add additional rows for as many tasks as necessary, and additional columns for as many Staff Classifications as necessary.

<p style="text-align: center;"><b>FEE</b> FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE COMMERCE TRANSPORTATION SERVICE CENTER ADMINISTRATION BUILDING EXPANSION CITY OF COMMERCE</p>									
Project Phases	Tasks	Proj Manager	Specify Staff Classification	Specify Staff Classification	Specify Staff Classification	Specify Staff Classification	Total Hours	Total Fee	Phase Costs
		Billing Rate \$ ____	Billing Rate \$ ____	Billing Rate \$ ____	Billing Rate \$ ____	Billing Rate \$ ____			
I.	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	\$ _____

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<b>PS&amp;E Phase Services</b>	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	4 progress meetings with the City Staff.	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	1 presentation to City Advisory Committee.	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	1 presentation to the City Council.	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	<b>Subtotal 1</b>	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Subconsultant: _____							\$ _____	
	List any other Reimbursable Expenses: _____							\$ _____	
	<b>Subtotal 2</b>							\$ _____	
<b>II. Bidding Phase Services</b>	Attend 1 Pre-bid Meeting	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	\$ _____
	Answer questions/addenda	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	Review bid costs/schedule of values of 3 low bidders, and inform City if the costs are in line with estimates	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	<b>Subtotal 1</b>	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Subconsultant: _____							\$ _____	
	List any other Reimbursable Expenses: _____							\$ _____	
	<b>Subtotal 2</b>							\$ _____	
<b>III. Construction Phase Services</b>	Attend site meetings (assume 4)	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	\$ _____
	Provide support to City's CM when requested (assume 100 hrs total)	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	<b>Subtotal 1</b>	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	List Subconsultant: _____							\$ _____	
	List any other Reimbursable Expenses: _____							\$ _____	
	<b>Subtotal 1</b>							\$ _____	
<b>Grand Total Consulting Fee</b>									\$ _____

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## G. CONSULTANT SELECTION METHODOLOGY

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Under the direction of the Department Director, and staff assigned by her/him, will review the proposals received. The review will include various factors. While the Fee is not a defining factor in the selection of the consultant, it will also be reviewed for cost effectiveness based on the scope and level of effort included in the proposals. At City's sole discretion, City may invite top 3 consultants deemed to be highest qualified for an interview. The City will enter into a contract with the most qualified consultant that in City's opinion provides the best value to the City.

The consultant/proposal evaluation factors will include:

Evaluation Criteria	Max Points
<i>Compliance with the RFP Requirements, Proposal Quality</i>	10
<i>Project Understanding, Approach, Methodology, including responsiveness, flexibility</i>	35
<i>Experience of Assigned Staff, including prior experience of working relationship of key team members in the past</i>	20
<i>Similar Project Experience</i>	15
<i>Schedule Efficiency</i>	20
<i>Cost Effectiveness. No point is assigned for fee, but Fee must be fair and reasonable. City will consider the fee accordingly and select the most qualified consultant that in City's opinion provides the best value to the City</i>	
<i>Total Points</i>	100

## H. QUESTIONS REGARDING THIS REQUEST

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All inquiries regarding this request must be submitted to PlanetBids.

## I. PROPOSAL SUBMITTAL PROTOCOL

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Interested parties shall submit one (1) original, three (3) copies, and one (1) electronic

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PDF file of their Proposal. Original must be clearly marked "ORIGINAL". Proposals can be submitted in person or by mail and must be received **by 4:00 PM on May 4, 2018 at:**

City of Commerce  
ATTN: Office of the City Clerk  
2535 Commerce Way  
Commerce, CA 90040

**RE: PROPOSAL FOR ARCHITECTURAL AND ENGINEERING SERVICES  
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Received Proposals will be stamped. Submittals received after the specified date and time will be considered late, will not be opened or considered for further evaluation, and will be returned unopened. The City is not responsible for submittals that are delinquent, lost, mismarked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City Clerk or staff. When delivering proposals in person or by courier service, submitting firms are solely responsible for the timely delivery of their proposals to the City Clerk's Office and must allow adequate time for parking.

## **J. PRE-CONTRACTUAL EXPENSES**

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The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this request. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this request.
- Negotiations with the City on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

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## **K. REJECTION RIGHTS**

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The City reserves the right to amend, withdraw and cancel this request. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all submittals.

### **APPENDIX:**

**Exhibit A:** Legal Questionnaire, which shall be complete and notarized and submitted to City as part of the proposal. This form shall be included in **Section 6: Legal** of the proposal.

**Exhibit B:** City's Standard Contract. Please review the Agreement and provide any comments you would like the City to consider. Any comments shall be included in **Section 7: City Standard Contract** of the proposal.

**Attachment 1:** Conceptual Design and Feasibility Report, prepared by STANTEC for Commerce Transportation Service Center Administration Building.

**Exhibit A:** Legal Questionnaire, which shall be complete and notarized and submitted to City as part of the proposal. This form shall be included in **Section 6: Legal** of the proposal.



## **PROFESSIONAL SERVICES QUESTIONNAIRE CITY OF COMMERCE**

Proposer shall provide the information requested herein below, with the notarized certification requested at the end of this document, to the City of Commerce ("City"). **Failure to fully and accurately provide the requested notarized certification or information to the City may result in a determination that the proposer is not responsible, nonresponsive and/or that their submittal is incomplete.**

### **I. Criminal Conviction(s):**

For the five (5) years preceding the date of when this document is submitted to the City, identify on attached page(s) any criminal conviction in any jurisdiction of the United States for a violation of law arising out of the performance of a contract (1) by the Proposer submitting this information to the City, including any person who is an officer of, or in a management position with, or has an ownership interest in the entity which is submitting this information on behalf of the Proposer, or (2) by the person(s) performing the work described in the Proposal/Statement of Qualifications, including any such person when they were an officer, manager, owner, or responsible managing employee of any other consulting company other than the Proposer submitting this questionnaire to the City.

Provide on an attached page, and label "Criminal Convictions Information":

- (1) The date of conviction;
- (2) The name and court case identification number;
- (3) The identity of the law violated;
- (4) The identity of the prosecuting agency;
- (5) The contract or project involved;
- (6) The punishment imposed; and
- (7) Any exculpatory information of which the City should be aware.

### **II. Non-Collusion Declaration:**

I am the party submitting a Proposal/Statement of Qualifications for the award of a Professional Services Agreement to provide said services, for the City. I hereby declare, on behalf of \_\_\_\_\_, and each and every person who is an officer of, or in a management position with, or has an ownership interest in the entity, which is submitting this information on behalf of the Proposer, that the Proposal/Statement of Qualifications is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal/Statement of Qualifications is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham Proposal/Statement of Qualifications, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham Proposal/Statement of Qualifications, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the terms of the Proposal/Statement of Qualifications, including the amount to

paid to the City in the form of consulting fees, permit fees and other forms of compensation, or to fix any overhead, profit or cost element of the Proposal/Statement of Qualifications, or of that of any other proposer, or to secure any advantage against the public body awarding the agreement to anyone interested in being awarded professional services agreements; that all statements contained in the Proposal/Statement of Qualifications are true; and, further, that the proposer has not, directly or indirectly, submitted its Proposal/Statement of Qualifications or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization or to any member or agent thereof to effectuate a collusive or sham Proposal/Statement of Qualifications.

I further declare, on behalf of \_\_\_\_\_, and each and every person who is an officer of, or in a management position with, or has an ownership interest in the entity, which is submitting this information on behalf of the Proposer, that we have individually, and as an organization, not been subject of an open, pending or past civil or criminal investigation for the actions discussed herein; and/or that we have not been sued civilly or prosecuted criminally for the actions discussed herein.

### **III. Civil Litigation History:**

For the five (5) preceding years preceding the date of when this document is submitted to the City, identify on attached page(s) any civil litigation arising out of the performance of a professional services contract within the State of California in which any of the following was a named plaintiff or defendant in a lawsuit brought by or against the entity soliciting Proposal/Statement of Qualifications: the applicant submitting the instant Proposal/Statement of Qualifications, including any person who is an officer of, or in a managing position with, or has an ownership interest in the entity submitting the Proposal/Statement of Qualifications. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on an attached page(s) labeled "Civil Litigation History Information:"

- (1) The name and court case identification number of each case,
- (2) The jurisdiction in which it was filed; and
- (3) The outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

### **IV. False Claims:**

"False Claims Act", as used herein, is defined as either or both the Federal False Claims Act, 31 U.S.C. Sections 3729 et seq., and the California False Claims Act, Government Code Sections 12650 et seq. In submitting a Proposal/Statement of Qualifications to the City of Commerce, I hereby certify that neither the applicant nor any person who is an officer of, in a managing position with, or has an ownership interest in the applicant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act as defined above.

If there has been a determination that the Proposer, or any individual associated with the

Proposer as discussed herein, has violated the False Claim Act, in attached page(s), label "False Claim Act Information", the following:

- (1) Date of determination of violations;
- (2) Identity of tribunal or court and case name or number;
- (3) Government contract or project involved;
- (4) Government agency involved (local, state and/or federal);
- (5) Amount of fine(s) imposed; and
- (6) Any exculpatory information.

Declaration: I declare under penalty of perjury that the above information, and any information attached and incorporated herein, is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
(Month and Year) (City and State)

by \_\_\_\_\_  
(Signature of owner, officer, manager, or licensee responsible for submission  
of Proposal/Statement of Qualifications)

[NOTARY ACKNOWLEDGEMENT TO FOLLOW]

STATE OF CALIFORNIA       )  
  )  
SS: COUNTY OF LOS       )  
ANGELES                       )

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

In witness whereof, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

(SEAL OF NOTARY)

---

(Signature of Notary)

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(Typed Name of Notary)

END OF DOCUMENT

**Exhibit B:** City's Standard Contract. Please review the Agreement and provide any comments you would like the City to consider. Any comments shall be included in **Section 7: City Standard Contract** of the proposal.

## PROFESSIONAL SERVICES AGREEMENT FOR

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THIS AGREEMENT for Professional Services ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date") by and between the City of Commerce ("City") and \_\_\_\_\_ ("Contractor") together sometimes referred to the ("Parties").

**SECTION 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to City the services described in the Scope of Work attached as Exhibit A and incorporated here. Such work shall be provided at the time and place and in the manner specified in Exhibit A. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end three years after the Effective Date. Contractor shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended as provided for in Section 7. The time provided to Contractor to complete the services required by this Agreement shall not affect City's right to terminate the Agreement, as provided for in Section 7.
- 1.2 Standard of Performance.** Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards ordinarily observed by competent practitioners of Contractor's profession, under similar circumstances, with experience or knowledge of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession and to the sole satisfaction of the Contract Administrator.
- 1.3 Assignment of Personnel.** Contractor shall assign only competent personnel to perform services pursuant to Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons. Contractor shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Contractor shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to satisfy Contractor's obligations hereunder.
- 1.5 Authorization to Perform Services.** Contractor is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from City's project representative.

**SECTION 2. COMPENSATION.** City hereby agrees to pay Contractor in accordance with the payment schedule as set forth in Exhibit B, attached hereto and incorporated herein by reference as though set forth in full, based upon work completed, as defined in Exhibit A. In the event of a conflict between this Agreement and Exhibit A regarding the amount of compensation, this Agreement shall prevail. City shall pay Contractor for services rendered



pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Contractor for services rendered pursuant to this Agreement. Contractor shall submit all invoices to City in the manner specified herein. Except as specifically authorized in advance by City, Contractor shall not bill City for duplicate services performed by more than one person.

- 2.1 **Invoices.** Contractor shall submit invoices monthly during the term of this Agreement, based on the work completed. Invoices shall identify the project being worked on and detail of services performed.
- 2.2 **Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Contractor.
- 2.3 **Total Payment.** City shall not pay any additional sum for any expense or cost whatsoever incurred by Contractor in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.
- 2.4 **Payment of Taxes.** Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.
- 2.5 **Payment upon Termination.** In the event that City or Contractor terminates this Agreement pursuant to Section 7, City shall compensate the Contractor for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Contractor shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

**SECTION 3. EQUIPMENT.** Except as otherwise provided, Contractor shall, at its sole cost and expense, provide all supplies and equipment necessary to perform the services required by this Agreement.

**SECTION 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Contractor, at its own cost and expense, shall procure the types and amounts of insurance checked below and provide Certificates of Insurance, indicating that Contractor has obtained or currently maintains insurance that meets the requirements of this section and which is satisfactory, in all respects, to City. Contractor shall maintain the insurance policies required by this section throughout the term of this Agreement. Contractor shall not allow any subcontractor to commence work on any subcontract until Contractor has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. All insurance coverage and limits provided by Contractor and available or applicable under this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

**4.1 Workers' Compensation.** Contractor shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance Shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Contractor may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Contractor, if a program of self-insurance is provided, shall waive all rights of subrogation against City and its officers, officials, employees, and authorized volunteers for loss arising from work performed under this Agreement.

**4.2 Commercial General Insurance and Automobile Liability Insurance.**

**4.2.1 Commercial General Liability Insurance:** Contractor, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000.00) per occurrence, combined single limit coverage of \$2,000,000 in the general aggregate, for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**4.2.2 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (per occurrence). Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (per accident). No endorsement shall be attached limiting the coverage.

**4.2.3 Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

- b. Any failure of Contractor to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

#### **4.3 Professional Liability Insurance.**

**4.3.1 General requirements.** Contractor, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions.

**4.3.2 Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Contractor must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. City shall have the right to exercise, at the Contractor's sole cost and expense, any extended reporting provisions of the policy, if the Contractor cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to City prior to the commencement of any work under this Agreement.

#### **4.4 All Policies Requirements.**

**4.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A-.

**4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Contractor shall furnish City with Certificates of Insurance, and upon request, complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

**4.4.3 Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice (or ten (10) days notice in the event of cancellation due to nonpayment of premiums) by certified, mail, return receipt requested, has been given to City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Contractor shall provide written notice to City at Contractor's earliest possible opportunity and in no case later than ten (10) working days after Contractor is notified of the change in coverage.

**4.4.4 Additional insured; primary insurance – NOT applicable to professional liability insurance.** City and its officers, employees, agents, and authorized volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Contractor, including the insured's general supervision of Contractor; products and completed operations of Contractor, as applicable; premises owned, occupied, or used by Contractor; and automobiles owned, leased, or used by the Contractor in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or authorized volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by City shall be called upon to contribute to a loss under the coverage.

**4.4.5 Subcontractors.** Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**4.4.6 Variation.** The City Attorney may approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that City's interests are otherwise fully protected.

**4.4.7** No policy required hereunder shall prohibit Contractor from waiving any right with regard to the Indemnities set out below in Section 5.

**4.5 Remedies.** In addition to any other remedies City may have if Contractor

fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both stop work and withhold any payment, until Contractor demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

## **SECTION 5. INDEMNIFICATION**

(a) With regard to any acts or omissions of the Contractor in connection with this Agreement which do not comprise professional services:

(i) Contractor shall indemnify, defend with counsel acceptable to City and hold harmless City and its officials, officers, employees, and members from and against any and all losses, liabilities, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, damages and expenses of any kind, whether actual or threatened (including but not limited to attorneys' fees and costs, court costs, interest defense costs, and expert witness fees) where the same arise out of, are a consequence of or are in any way attributable to, in whole or in part, the performance of this Agreement (or the failure to perform) by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor. Such indemnification, defense and hold harmless extend to Contractor's provision, use, transport and storage of hazardous materials, as those commonly are defined under state and federal laws and regulations.

(ii) The foregoing obligation of Contractor shall not apply when (1) the injury, loss of life, damage to property or violation of law arises wholly from the negligence or willful misconduct of City or its officers, employees, agents or authorized volunteers and (2) the actions of Contractor or its employees, subcontractors or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law.

(iii) It is understood that the duty of Contractor to indemnify and hold harmless under this paragraph (a) includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause

shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

- (b) With regard to the professional services performed and to be performed hereunder by or through the Contractor, Contractor shall indemnify and hold harmless City and its officials, officers, employees, and members (collectively "City Indemnitees") from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the proportionate extent that they are caused by the negligence, recklessness, or willful misconduct of Contractor or any individual or entity for which Contractor is legally liable.

## **SECTION 6. LEGAL REQUIREMENTS.**

- 6.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 6.2 Compliance with Applicable Laws.** Contractor and any subcontractor shall comply with all applicable local, state and federal laws and regulations applicable to the performance of the work hereunder.
- 6.3 Licenses and Permits.** Contractor and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that is legally required to practice their respective professions. Contractor and its employees, agents and any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term or this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Contractor and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from City.

## **SECTION 7. TERMINATION AND MODIFICATION.**

- 7.1 Termination.** City and Contractor hereby agree that this Agreement may be cancelled upon 30 days' written notice.

In the event of termination, Contractor shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Contractor delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Contractor or prepared by or for Contractor or City in connection with this Agreement.

- 7.2 Extension.** Both parties agree that extending the Agreement beyond that provided for in Subsection 1.1 may be in the best interest of all concerned. Any such extension shall require a written amendment to this Agreement, as



provided for herein. City and Contractor understand and agree that, if both parties agree to such an extension, all terms and conditions of the original Agreement shall remain the same, and extended to the date provided for in said amendment.

- 7.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 7.4 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Contractor shall survive the termination of this Agreement.
- 7.5 **Options upon Breach by Contractor.** If Contractor materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, any or all the following:
- 7.5.1 Immediately terminate the Agreement;
  - 7.5.2 Retain the documents, and any other work product prepared by Contractor pursuant to this Agreement;
  - 7.5.3 Retain a different Contractor to complete the work described in Exhibit A not finished by Contractor; or
  - 7.5.4 Charge Contractor the difference between the costs to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Contractor pursuant to Section 2 if Contractor had completed the work.

## **SECTION 8. KEEPING AND STATUS OF RECORDS.**

- 8.1 **Records Created as Part of Contractor's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form that Contractor prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of City. Contractor hereby agrees to deliver those documents to City upon termination of the Agreement.
- 8.2 **Contractor's Books and Records.** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement.

- 8.3 Inspection and Audit of Records.** Any records or documents that Section 8.2 of this Agreement requires Contractor to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds Ten Thousand Dollars (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

**SECTION 9. UNAUTHORIZED ALIENS.**

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Contractor hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

**SECTION 10. CONFLICTS OF INTEREST.**

Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

**SECTION 11. MISCELLANEOUS PROVISIONS.**

- 11.1 Assignment.** The skill and experience of Contractor are material considerations for this Agreement. City has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Contractor under this Agreement. In recognition of that interest, Contractor shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City Council. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including summary termination

of this Agreement.

- 11.2 Attorneys' Fees.** If either party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 11.3 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in Los Angeles County.
- 11.4 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 11.5 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 11.6 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and permitted assigns of the parties.
- 11.7 Contractor Representative.** All matters under this Agreement shall be handled for Contractor by \_\_\_\_\_.
- 11.8 City Contract Administration.** This Agreement shall be administered by Maryam Babaki, Director of Public Works and Development Services, or her designee ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.
- 11.9 Notices.** Any written notice to Contractor shall be sent to:

Company Name: \_\_\_\_\_  
ATTN: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Any written notice to City shall be sent to:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

2535 Commerce Way  
Commerce, CA 90040

**11.10 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.

**11.11 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF COMMERCE

CONTRACTOR

\_\_\_\_\_  
Oralia Y. Rebollo, Mayor

\_\_\_\_\_  
Name/Title: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Lena Shumway, City Clerk

Approved as to Form:

\_\_\_\_\_  
\_Noel Tapia, City Attorney

**Attachment 1:** Conceptual Design and Feasibility Report,  
prepared by STANTEC for Commerce Transportation Service  
Center Administration Building.



# Commerce Transportation Service Center Administration Building

Commerce, CA

## Conceptual Design and Feasibility Report

Final - March 27, 2018

## Project Credits

RNL now Stantec  
Stantec Consulting

Miyamoto  
W2 Design  
Jacobus & Yuang

Architectural/Project Management  
Mechanical, Plumbing, Electrical,  
and Fire Protection Engineering  
Structural Engineering  
Civil Engineering  
Cost Estimate

## Section One – Project Overview

- Introduction
- Background
- Project Objectives
- Methodology
- Memorandum Overview

## Section Two – Basis for Design/Narratives

- Architectural
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire Protection
- Civil

## Section Three – New Space Standards

- Conceptual Plans

## Section Four – Code Analysis

- Architectural
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire Protection
- Civil

## Section Five – Opinion of Cost

- Overall Opinion of Cost
- Detailed Cost Estimate



# Section One

## Project Overview

## Introduction

The City of Commerce tasked RNL now Stantec Architecture Inc. with developing a conceptual design and feasibility assessment for modifications to the existing Commerce Transportation Service Center administration area at 5555 Jillson Street in Commerce, California. The proposed design is primarily for improvements and modifications to the East end of the existing administration building with an expansion into an existing 3-stall parking area and exterior patio area between the Maintenance Building and the Dispatch Office.

## Background

RNL was selected by the City of Commerce in 1993 to be the architect of the existing Commerce Transportation Service Center (CTSC) facility. The existing facility was constructed in 1995 and has not undergone significant modifications since the facility was completed. The overall facility is in good condition and is not deficient in any particular aspect.

## Project Objectives

The modification and expansion of the facility has two primary objectives:

1. Provide additional conference and office space for administration and operations. 2. Provide a new Dispatch area with a more functional configuration and better visibility to the entry and Driver's areas. The focus of the Conceptual Design and Feasibility Report is to define the scope of work for facility improvements to the existing Administration Building. 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 for the building.
- Provide conceptual design for a secured entry lobby with new controlled access door and reception counter

The contents of the report will be intended to be used by the City to procure future design services and funding for the proposed facility

modifications. The proposed facility modifications could be procured by the City with either a Design-Build or a Design-Bid-Build approach, whichever is most feasible and appropriate for the City and the scope of work. This report does not go into detail on the future procurement for final design and construction methods.

## **Memorandum Overview**

This Programming Memorandum consists of the following sections:

### **Section 1 – Project Overview**

Describes the background and gives an overview of the project.

### **Section 2 – Basis for Design**

The summary includes narratives from Architectural, Structural, Mechanical, Plumbing, Electrical and Civil disciplines. All of this information is compiled for consideration during future planning and design efforts.

### **Section 3 – New Space Standards**

Presents a conceptual floor plan of the existing facility and the new spaces, improvements, and modifications to the administration area of the Commerce Transportation Service Center.

### **Section 4 – Code Analysis**

Presents a detailed listing of applicable codes for each related discipline and related discussions on code implications of the project.

### **Section 5 – Cost Estimate**

The final section of the report delivers an opinion of cost based on sections 1 through 4 of this report.





## Section Two

# Basis for Design

## Architectural Code Requirements

As indicated on the conceptual drawings, improvements and modifications to the East end of the Administration Building can be made without any additional major modifications to the existing facility.

- The existing fire alarm and sprinkler systems will be required to be modified on the East end of the facility for the modified areas and new addition to meet the current life safety code requirements.
- The proposed concept design requires the existing building exiting to be modified. Two existing exit doors are proposed to be removed. A new exit door will be added to the East end of the facility to accommodate the exiting capacity for the facility.
- A new accessible, ADA compliant, powered door operator will be mounted to the existing column on the West end of the facility to comply with the California Building Code and the ADA (Americans with Disabilities Act).



Photo of existing East elevation of Admin Building

## Building Envelope

The building addition to the East end of the facility will require the entire east facing exterior wall to be rebuilt to aesthetically match the existing facades. New windows will be installed to match the existing and a new glass entry door will be added. New sunshades to match existing will be added above the length of the new Dispatch windows and new entry door.

A new roof will be built over the new addition to match the existing roof, however, given the existing single ply modified bitumen roofing on the facility is at or near the end of its life, a more long-term solution may be to re-roof the entire extent of the Administration Building's roof.

## Interior Finishes and Construction

The proposed building modifications and addition would require minimal interior architectural improvements to the facility above and beyond new finishes throughout the impacted areas. The scope of the renovation and both new and modified building systems would however require that the new office and reception/clerical areas and existing Dispatch area to be modified as indicated on the conceptual drawings and as outlined below.

- Walls:
  - At a minimum, all walls should be patched, repaired, and repainted throughout impacted and renovated areas.
  - New walls/partitions would be required as indicated on the conceptual drawings. Constructed of standard metal stud and gypsum board.
  - New fireproofing caulking and/or insulation would be required at a few penetrations of ductwork and shaft walls.
- Floors:
  - Flooring is proposed to match existing flooring throughout the Admin Building or to be similar in aesthetic.
  - Carpet will be installed in offices and conference room.
  - Resilient flooring will be installed in the Dispatch office and in the Vestibule area adjacent to the new Dispatch.
- Ceilings:
  - A portion of the existing ACT ceiling in the Driver's Area and current hallway will have to be replaced with the construction of the addition
  - New ceilings in the addition will be 2' x 2' ACT (acoustic ceiling tile) to match the existing ACT throughout the facility.
  - A new gypsum board soffit will be installed as indicated in the conceptual drawings.
  - New ceiling heights to match existing ACT and gypsum board ceiling heights.
- Lighting:
  - New light fixtures will be added in the new addition. Light fixtures to match the aesthetic of the existing fixtures in the facility.
  - New illuminated exit signage would be required as indicated on the conceptual drawings.
  - Appropriate lighting levels and controls per current California code would be provided throughout.



Photo of proposed partial-height Dial-A-Ride workstation partition



Photo of Sliding Transaction Window

- Doors:
  - New doors are proposed to be added per conceptual drawings. New wood doors and hollow metal frames to match the existing doors in this facility.
  - A new wood pocket door is proposed to be added between the new Director's Office and new Conference Room.
  - A new aluminum framed glass entry door is proposed to be added to the east end of the building.
  - Existing entry gate to Reception is proposed to be demolished and replaced with a new full height entrance with wood door and access control system.
  - Existing pocket door between the existing Conference Room and Director's Office is to be demolished and infilled to match existing wall and interior finishes replaced as required.
- Glazing:
  - New glazing is proposed to be installed on the east end of the building to match existing. New glazing will be aluminum framed with insulated glazing storefront systems.
- Furniture:
  - New furniture to be added in the new Dispatch, Director's Office and Conference Room.
  - New dispatch counter, mailboxes, and monitors are proposed to be added to the new Dispatch.
  - New 7' tall furniture partition with glass panels to allow visibility to the Dispatch window but also provide some acoustic privacy is proposed to be added to provide increased separation for the Dial-A-Ride Dispatch workstation.
  - New dual-height accessible counter with a sliding transaction window is proposed to be added to the existing Reception area. The new counter should be a 'solid-surface' engineered stone material with a wood-veneered base to match the existing. The sliding transaction window should be hung from above to allow the counter to be free of any hardware and tracks.

## Structural

### Overview

The proposed addition will increase the size of the Administration Building from its current area of 5,693 sq. ft. to 6,793 sq. ft., a change of approximately 15%. The intent of the design is to avoid creating an independent structure, and to avoid strengthening of the existing seismic frame.

### Findings

According to structural drawings for the facility by John A. Martin Associates, dated 5/25/95, the structure of the existing Administration Building consists of a metal deck with structural concrete fill and a 2-½" thick concrete topping, supported by structural steel framing. Seismic loads are resisted by steel braced frames, two in the North-South direction and two in the East-West direction. Virtually all seismic loading from the addition will be resisted by the existing East frame, therefore to avoid a seismic upgrade the new structure must be as light as possible.

### Recommendations

The new structure will consist of a corrugated metal roof deck with no fill, supported by ASTM A992 structural steel wide flange beams and ASTM A500 HSS (steel tube) columns. Seismic loads will be resisted by the existing braced frames, however a steel moment-resisting frame consisting of two A992 wide-flange columns and an A992 wide-flange beam will be provided along the East façade to control north-south seismic forces along that edge of the building. The resulting change in seismic forces to the existing frames will be small enough to make strengthening of the frames unnecessary. Foundations for the addition will consist of shallow spread footings similar to the existing.

### Project Feasibility

These recommendations are feasible provided that care is taken to limit the weight of the addition and provided that the building as it exists is per the original plans, with no prior additions. Future additions will need to be seismically separated from the existing structure.

## **Mechanical**

### **Overview**

The existing administrative building has a variable volume and temperature (VVT) system. There are five (5) packaged rooftop units (RTU), installed in 1995. The units consist of DX cooling, gas heating, supply fan, condenser fan, filters, and economizer (only units greater than 54,000 BTUH). Air is distributed to multiple zone dampers throughout the building which are controlled by the zone space thermostat. Return air is ducted from the space back to each RTU. The existing Dispatch space is served by AC-1. It is a 2-ton unit with 800 CFM design airflow.

The building does not have a central energy management system. All units run through a 365-day timeclock.

### **Recommendations**

The new Dispatch room can be served by the existing unit, AC-1. A new rooftop packaged unit shall be provided for the new Conference Room, Director's Office, and Vestibule. The unit shall have DX cooling and gas heating. Air will be distributed to each space via a variable air volume (VAV) terminal unit. The VAV boxes will be controlled by the space thermostat. It is recommended that the new rooftop unit be located above the Vestibule to minimize noise and vibration to the Office and Conference Room.

### **Project Feasibility**

As the project scope is an addition and expansion to the existing building, it is feasible to add a new rooftop packaged unit. The location of the unit and ductwork penetrations shall be coordinated with the Architect and new roof structure.

## Plumbing

### Overview

Underground main gas and water lines are located within the new building expansion footprint. The existing direct buried 2" gas line, 2" cold water and 4" waste line are connected to the site main lines which enters the building along the east exterior wall. There is also a 4" storm drain and 3"x12-½" storm drain within the existing curb which terminates at the curb edge.

A 2" gas line runs along the roof, serving the five (5) rooftop packaged units (RTU). There is a roof-ceptor (RC-1) which collects condensate from the existing RTUs.

The existing Dispatch room contains an overfill alarm and acknowledgement switch, automatic tank gauge, fuel management station control unit, and pH monitor and recorder.

### Recommendations

The site underground gas and water main lines shall be relocated to outside the new building footprint. The new routing should be coordinated with the Civil Engineer.

All existing underground lines within the new building expansion footprint shall be relocated. The point of entry into the building shall be coordinated with the new footings and exterior wall construction. To avoid interruptions to the building operation, all utilities serving the existing building shall remain active or temporary service connections shall be provided.

The new rooftop packaged unit will require gas for heating and a condensate drain connection. Gas can be served by the existing 2" line and the condensate drain can be routed to the existing roof-ceptor (RC-1).

The overfill alarm and acknowledgement switch, automatic tank gauge, fuel management station control unit, and pH monitor and recorder shall be relocated to the new Dispatch room and reconnected into the existing system.

## **Project Feasibility**

Based on the findings, it is feasible to relocate the existing equipment, underground lines and lines running within/along the existing exterior wall.

Per the as-built drawings, the existing 4" gas main is providing 2736 CFH with 380 FT total length. It appears there is extra capacity available to serve the new rooftop packaged unit. An in-depth calculation shall be performed for confirmation.

## **Electrical Overview**

### **Power**

Power to the existing administrative building is provided by existing panels HA, A, MCCA, EHA and ED, which date back to 1995, when this facility was built. Specifically, lighting is served at 277V by panel HA, receptacle power is provided at 120V by panel A, power to HVAC equipment is provided at 480V by panel MCCA, and emergency power to egress lights & exit signs is provided at 277V by emergency panel EHA. Additionally, both lighting and power loads in the dispatch center are served by the dedicated 120/208V emergency panel ED. A 500KW diesel generator provides the required emergency back-up power.

### **Lighting**

Existing lighting in areas to be relocated, i.e. Dispatch, Director's Office and Conference Room, is recessed fluorescent with 3500K T8 lamps, existing lighting control is through time clock central shut-off, occupancy sensors and local overrides. Exit lights appear to be green, with fluorescent lamps.

### **Fire Alarm**

Smoke detectors are provided below the raised floor in the dispatch center. Duct detectors are provided in the mechanical air supply ductwork. Pull stations are provided at the main exits. Horns and strobes are provided in selected areas.

### **Signal**

Telephone and data outlets are provided with conduits to backboard TTA. Card Key and magnetic door lock are provided at main exit doors.



## **Recommendations**

### **Power**

Power to new lighting fixtures, receptacle outlets & mechanical equipment will be provided by existing panels HA, A and MCCA. Power to new egress lights and exit signs will be provided by existing panel EHA.

Power to new lighting and power loads in dispatch center will be provided by new emergency panel ED, which will have split bus for load segregation.

### **Lighting**

New lighting fixtures in Dispatch, Director's Office and Conference Room will be recessed fluorescent with 3500K T8 lamps, to match existing if feasible. Lighting control of new fixtures will be integrated into existing time clock control system, and will be provided with occupancy sensors and other features as per current Title 24 requirements. New exit lights will be green, to match existing.

### **Fire Alarm**

As the new dispatch center will not have a raised floor, there will be no new underfloor smoke detectors. New duct detectors will be provided in the mechanical air supply ductwork as needed. New pull stations will be provided at new main exits. New horns and strobes will be provided as needed.

### **Signal**

New telephone and data outlets will be provided, with conduits to backboard TTA. New card keys and magnetic door locks will be provided at new main exit doors.

## **Project Feasibility**

As the area addition to the existing administrative building is minimal, it is feasible to serve the new areas from the existing electrical distribution systems without the addition of any new equipment, except for the provision of a new panel with a split bus to serve the relocated Dispatch center, in order to provide the load segregation between the lighting and receptacle power, which is required by the current Title 24.

## Fire Protection

### Overview

There is an existing wet fire suppression system coming in from the northwest side of the building.

### Recommendations

Fire protection shall extend from the existing fire sprinkler mains to serve the new building expansion.

### Project Feasibility

Based on the findings, the existing wet fire suppression system is sufficient to serve the new building expansion.

## Civil

### Overview

The Project will demolish the entire east facing exterior wall to be rebuilt approximately 15 - 18 feet to the east, increasing the building's size by approximately 812 sq. ft. To accommodate the building addition, three existing parking stalls will be eliminated and the sidewalk, curb, and gutter will be realigned. It is assumed that the new floor area space will use existing utilities within the existing building to provide utility services. Site drainage, stormwater management, and utility relocation needs to be assessed.

It is anticipated that the Project will have limited off-site improvements. The anticipated off-site improvements include, but not limited to the following:

- Demolition of the existing east exterior building wall, sidewalk, and paving;
- Building addition, new sidewalk, and new curb and gutter;
- Relocation of existing gas meter;
- Trenching for gas and water utility relocation;
- Pavement repair along gutter and trenching sections.



Photo of Existing Gas Meter

### Findings

The Project proposes a building addition of approximately 812 sq. ft.. and utility relocation that would require a maximum of approximately 2,900 sq. ft.. of paving, for a total of 3,712 sq. ft.. Since this total is less than 5,000 sq. ft.. and the Project disturbs less than 50% of the property, City

(19.33.020) and County (12.84.430) LID (Low Impact Development) requirements will need to be considered. For the current design, stormwater quality measures need only to mitigate for the proposed area of disturbance. Under these ordinances, several BMP (Best Management Practice) options are allowed, such as infiltration, capture and use, or biofiltration, in accordance with ordinance criteria.

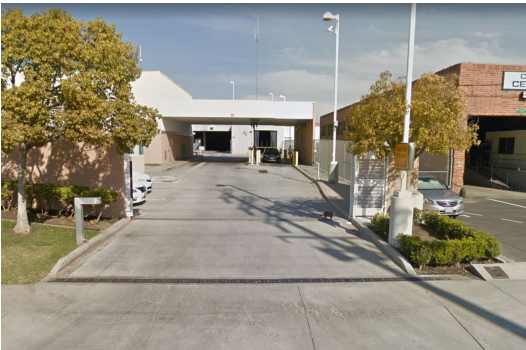


Photo of Existing Trench Drain

At the southeast corner of the property is an existing parkway drain. To the northeast of the drain is a narrow swath of partially-vegetated dirt. This exposed area may be the optimal location for the stormwater BMP(s). At the entrance to the property is an 8-inch wide trench drain along the width of the driveway. It is assumed that there are no other storm drain catch basins or inlets within the Project area, with the exception of a clarifier located very close to the Project limits. The building addition will not drastically change the pervious area of the site as the existing condition of the area of disturbance is primarily paved.

The project site has three existing utilities crossing the Project footprint. Closest to the east wall of the building is a 4-inch gas line along the existing gutter and gas meter at the corner of the building. The existing gas line coincides with the location of the proposed exterior building wall. Approximately 4-feet to the east, is a 4-inch water main that connects to a backflow preventer located at the south property line. The proposed sidewalk is located approximately centered over the existing water main. Approximately 10-feet to the east of the water main is an existing 6-inch VCP sewer line. An existing clarifier is connected to the sewer line with a 4-inch VCP lateral.

## Recommendations

To the greatest extent possible, the site should be graded to maintain the existing drainage pattern, particularly along the realignment of the curb and gutter, and at the sections of paving for utility relocation. However, grades may need to be adjusted to accommodate specific BMPs. Special attention should be made to protect-in-place the existing clarifier and ensure no sediment from construction activities enters the clarifier. Furthermore, paving surfaces should be replaced with similar materials or replaced in kind where possible.

The site should be assessed to identify existing areas of perviousness and determine the change in overall site perviousness. A drainage report will be required to document hydrologic, hydraulic, and LID calculations.

This project will require the existing gas line to be relocated and possible relocation of the water main and sewer line. The gas line coincides with the location of the proposed exterior building wall and footings, thus requiring that the gas line be realigned approximately 7.5 feet to the east. Maintaining existing utility offsets would then require that the existing 4-inch water line be realigned to the east approximately 17.5 feet, that is 2.5 feet to the east of the existing clarifier. Alternatively, if it is acceptable for the water line to be under the sidewalk, then a second option is to protect in place the water line and the sewer line, and relocate the gas line to the east side of the clarifier. This option also needs to consider the dimensions of the building footings which may be in conflict with the water main. Other relocation alignments options not mentioned here may exist. An option that relocates the sewer line, will require a capacity analysis to be completed to assess the pipe capacity taking into account the new pipe slope and material. Furthermore, options to relocate the gas line and water main should be analyzed to ensure pressure requirements are maintained.

A thorough utility investigation should be completed to verify the location of the existing utilities and to locate any possible conflicts.

### **Project Feasibility**

Based on the initial design and preliminary findings, it is feasible to relocate the existing utilities and maintain or adjust the existing drainage pattern to accommodate the building addition. Should the design change significantly, a new assessment and investigation should be completed.

Additional investigation is required to make a determination on the feasibility of each of the stormwater BMPs.

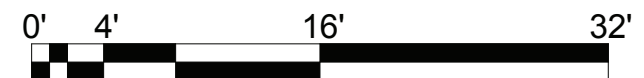
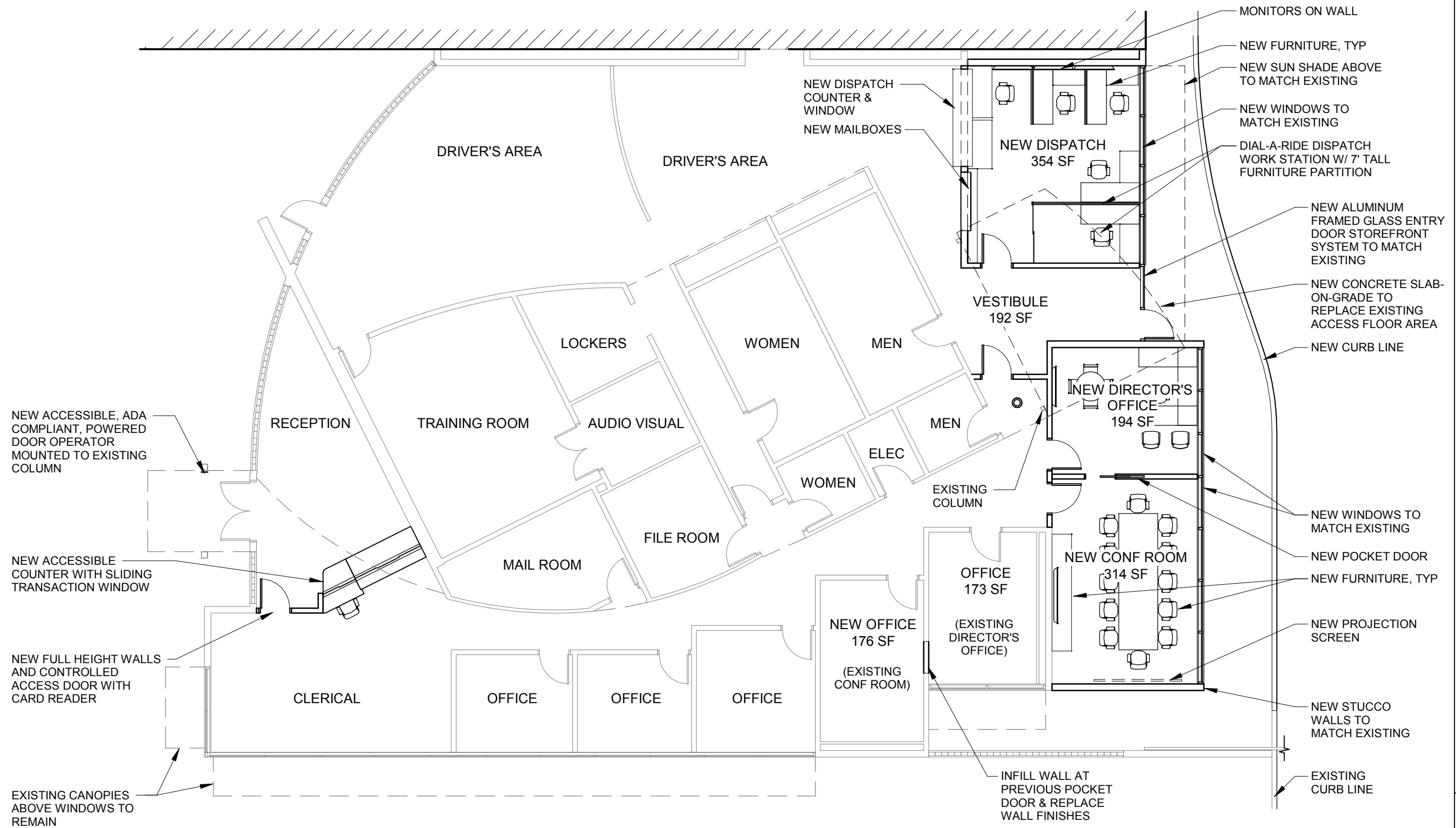
Particular points to note include protecting the existing clarifier, and relocating the existing gas meter.





# Section Three

## New Space Standards



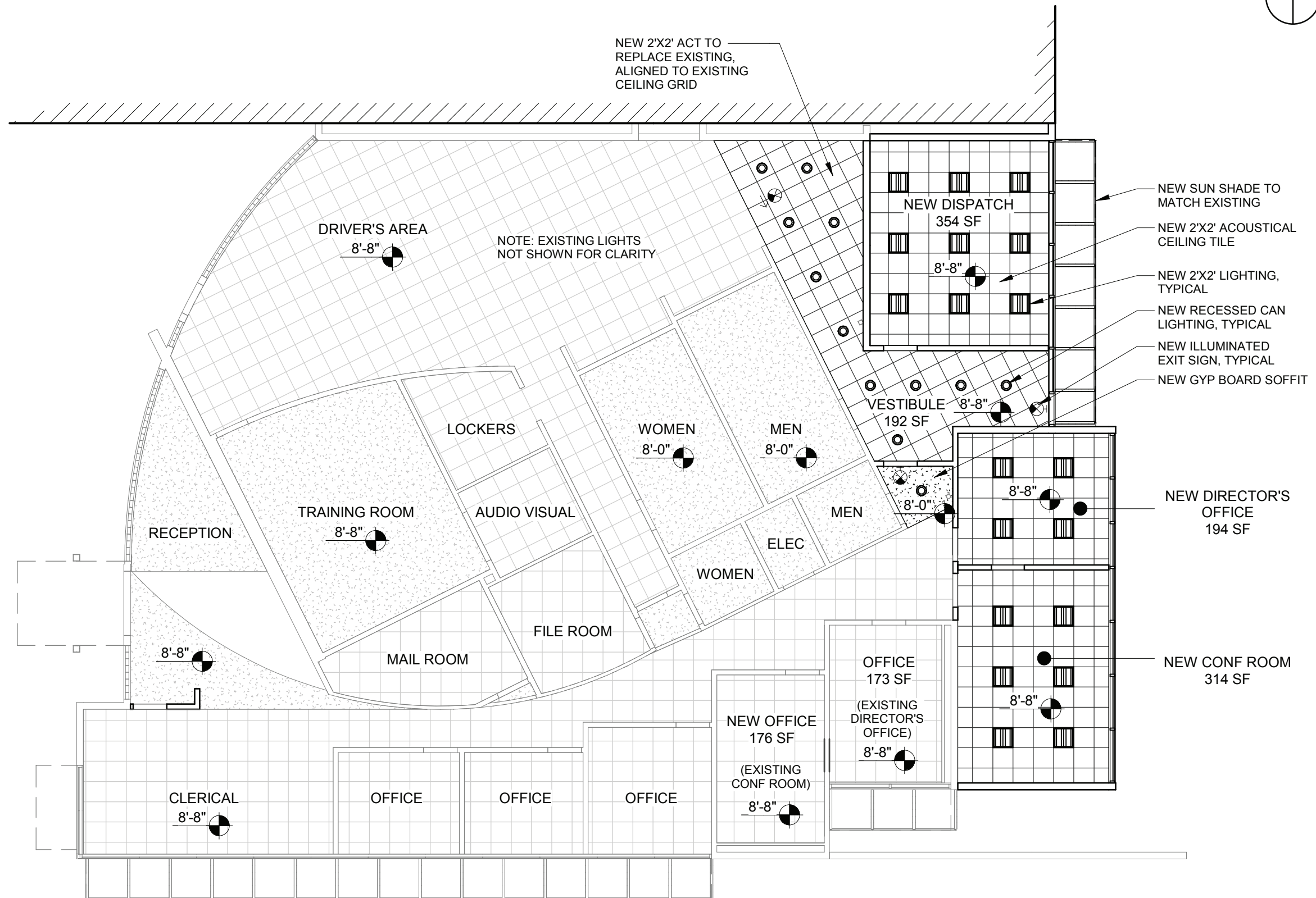
COMMERCE TRANSPORTATION FACILITY  
FLOOR PLAN

3/32" = 1'-0"

#4422

A1-1  
1 OF 5





LEVEL 1 REFLECTED CEILING PLAN  
3/32" = 1'-0"

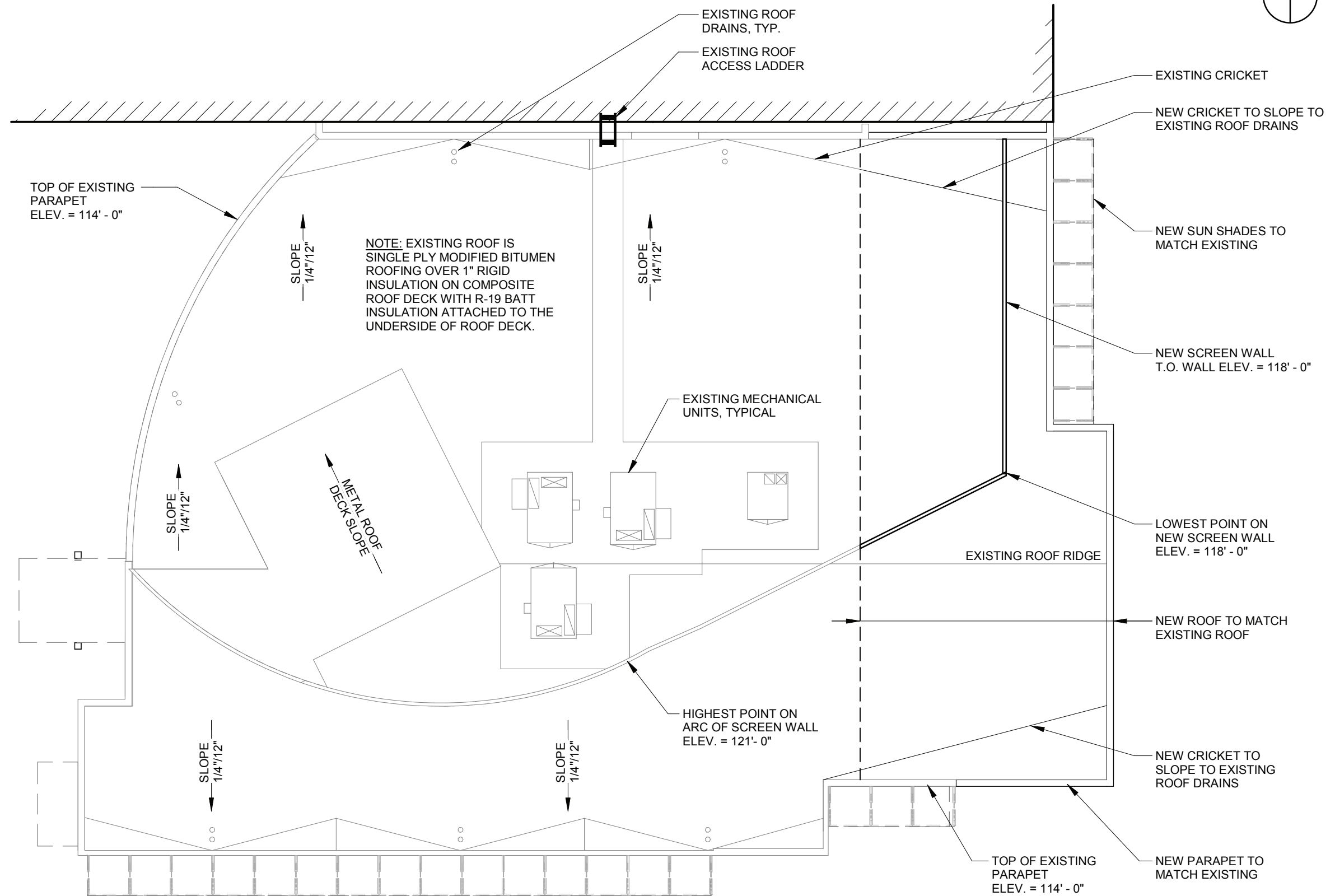


COMMERCE TRANSPORTATION FACILITY  
REFLECTED CEILING PLAN

3/32" = 1'-0"

#4422

A1-2  
2 OF 5



ROOF PLAN  
3/32" = 1'-0"

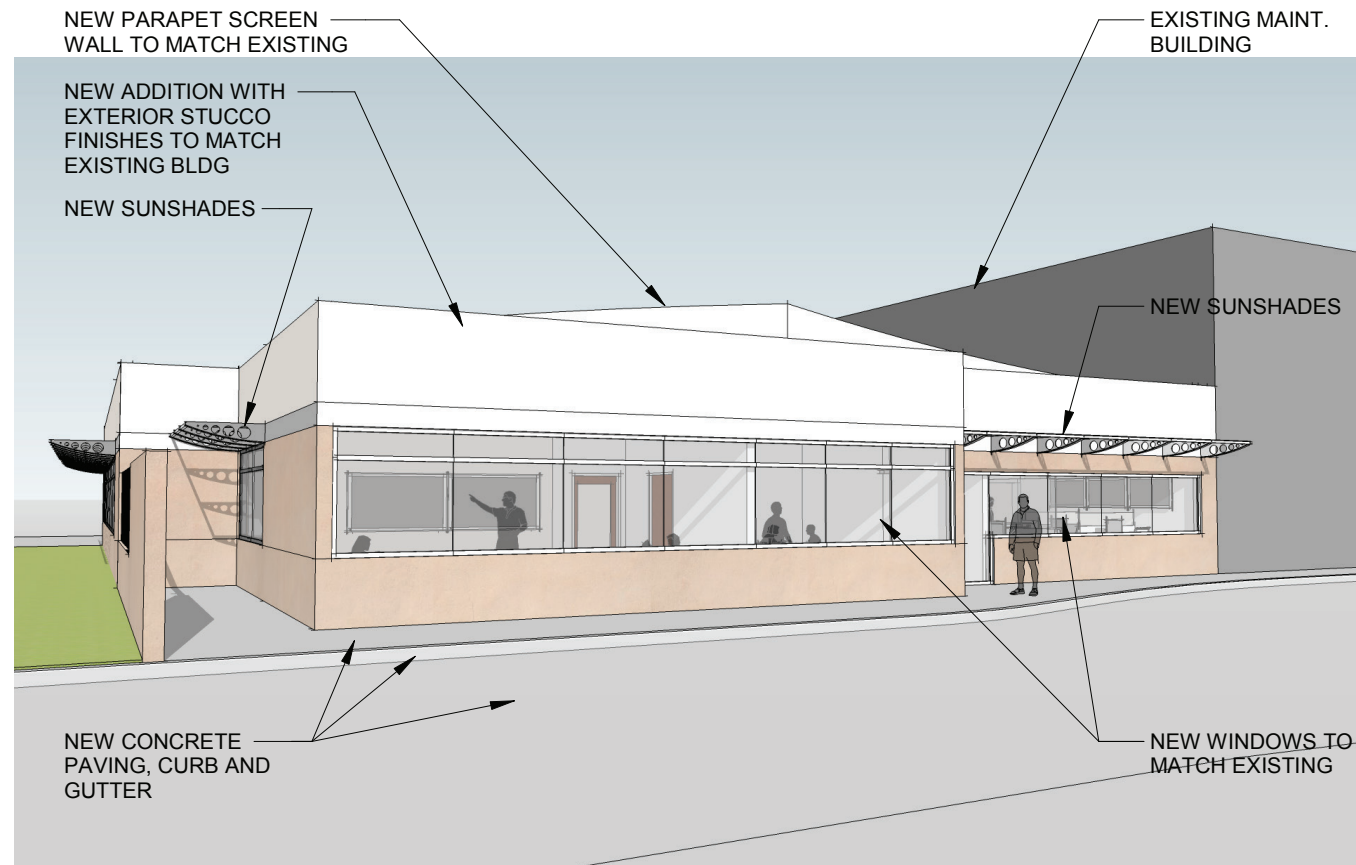


COMMERCE TRANSPORTATION FACILITY  
ROOF PLAN

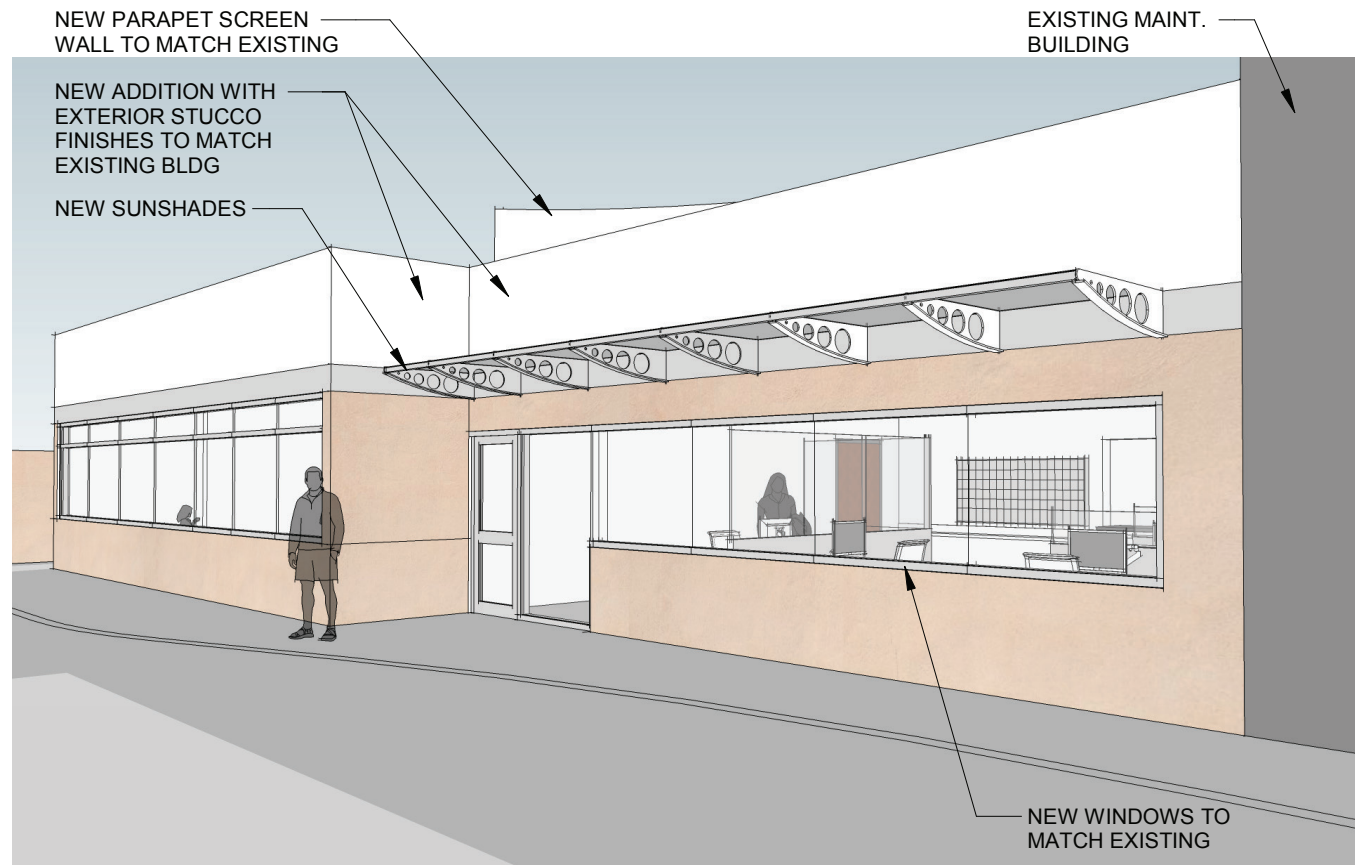
3/32" = 1'-0"

#4422

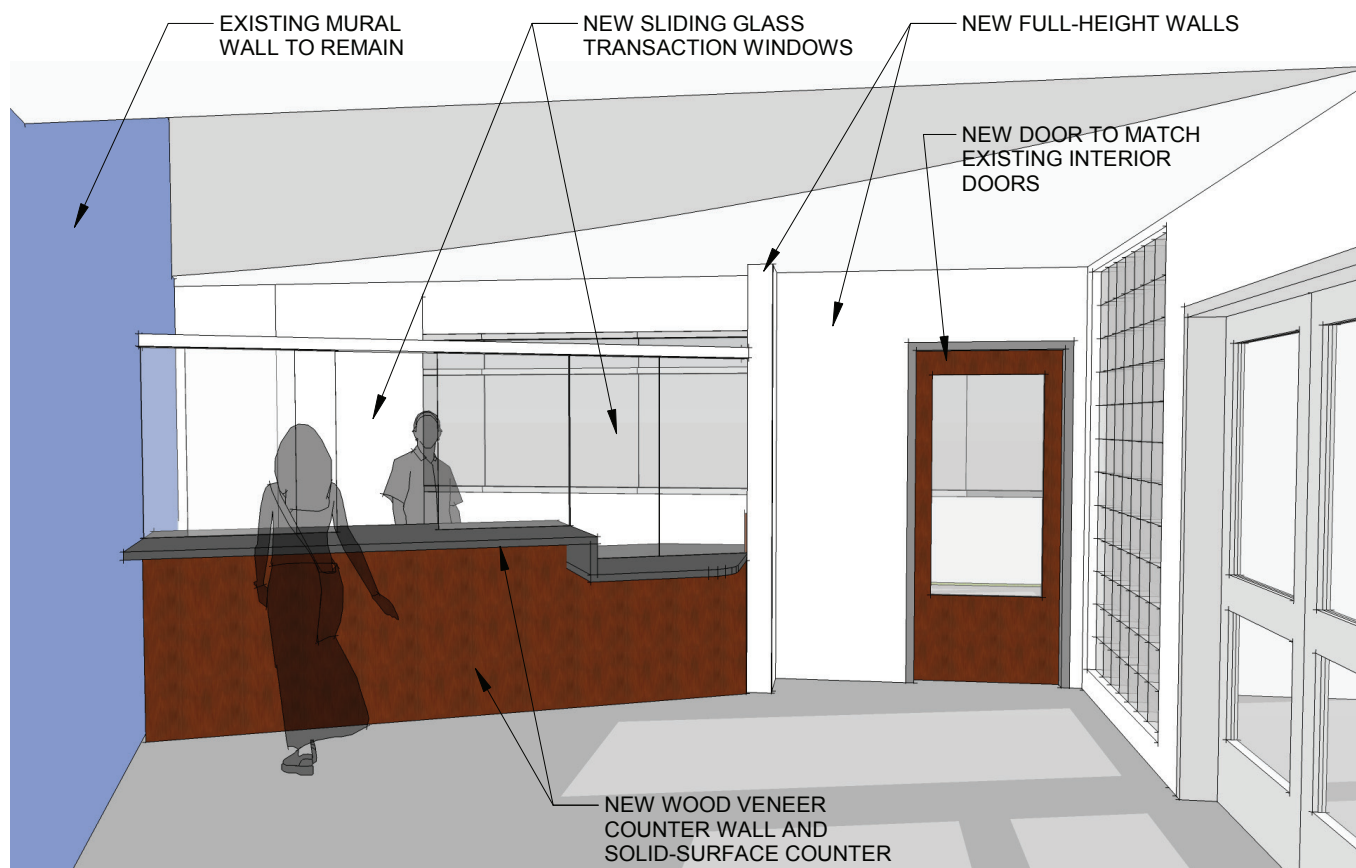
A1-3  
3 OF 5



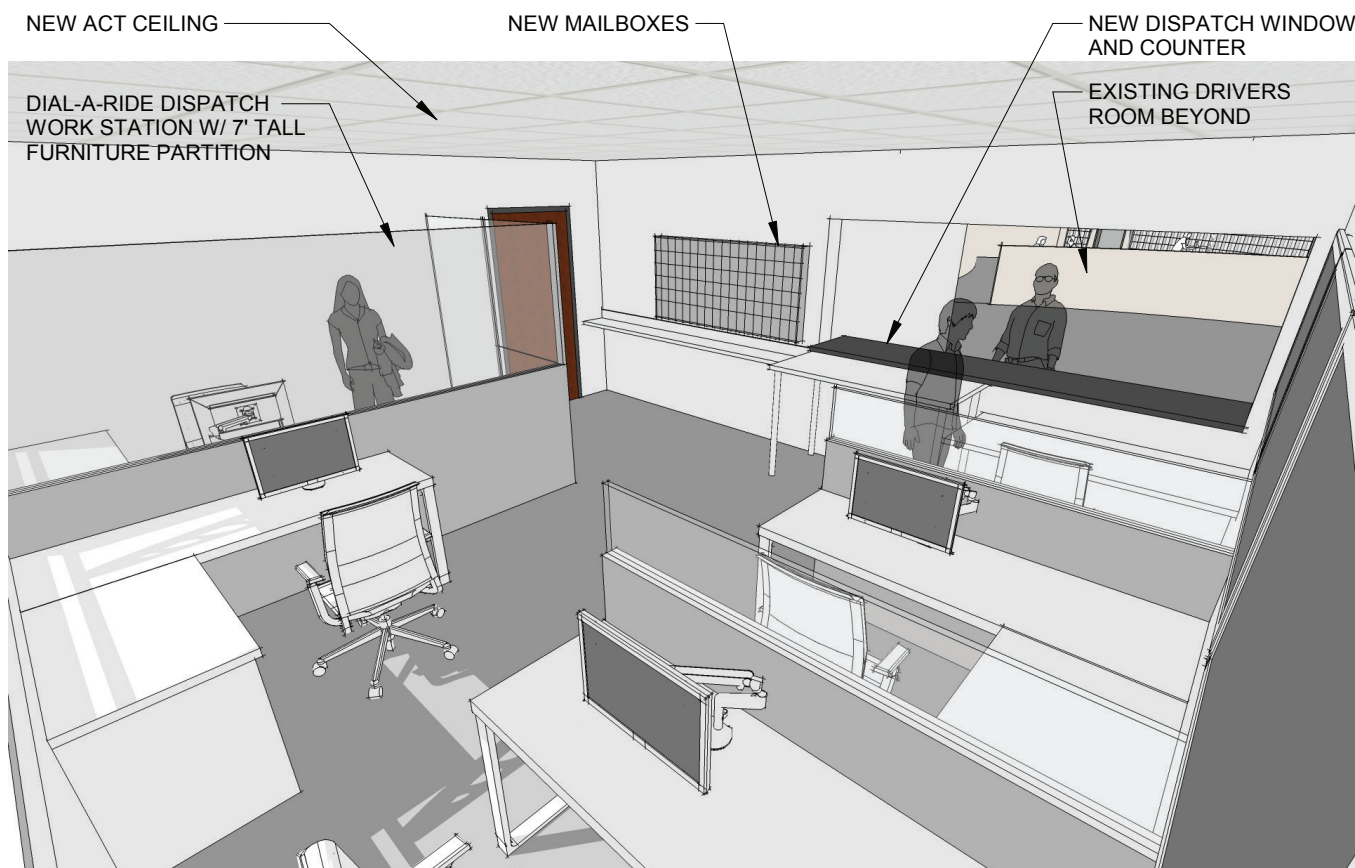
**A. VIEW OF ADDITION FROM DRIVEWAY (SOUTH/EAST)**



**B. VIEW OF ADDITION FROM WITHIN PROPERTY (NORTH/EAST)**



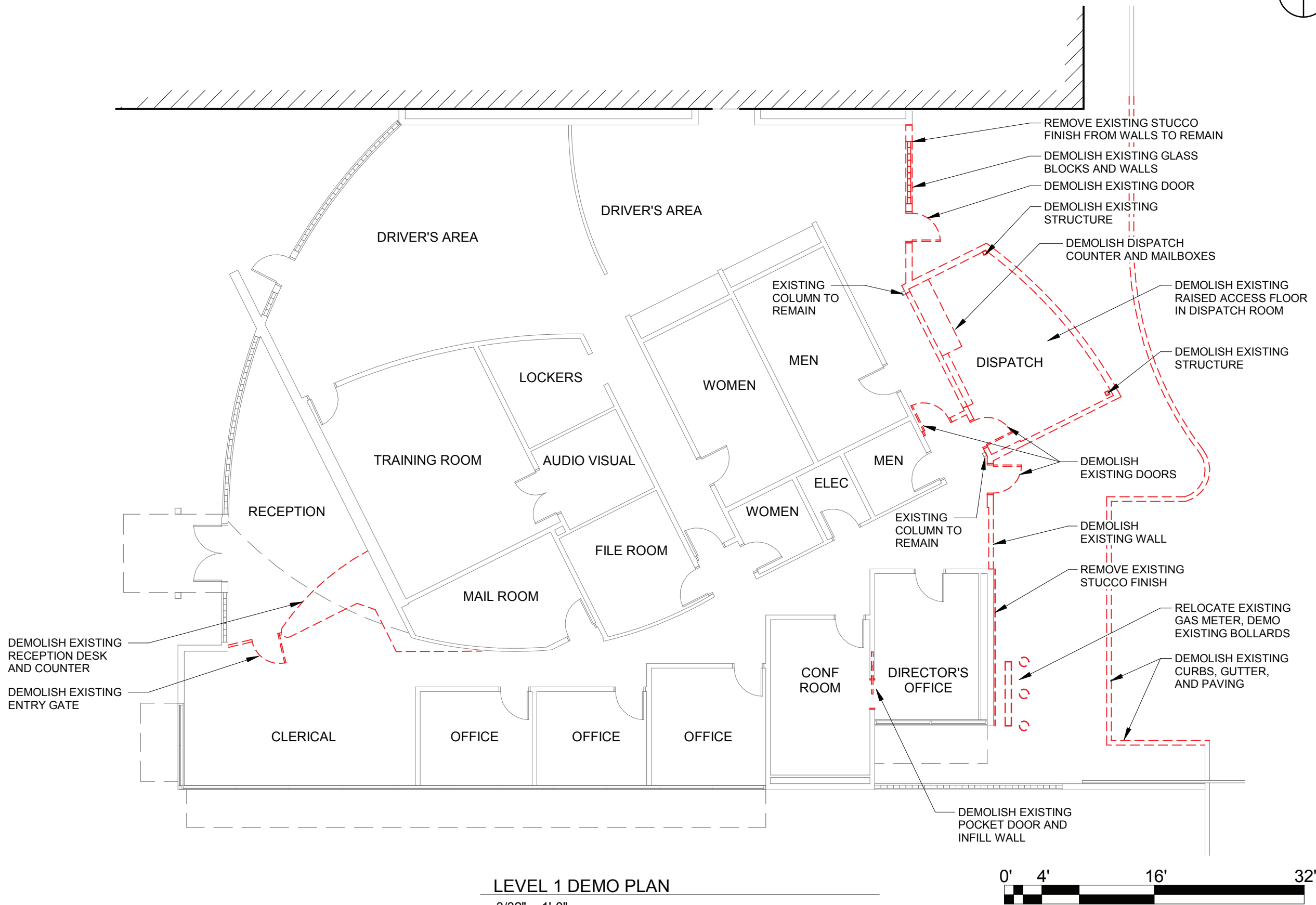
**C. VIEW OF NEW RECEPTION AND SECURED ACCESS DOOR**



**D. VIEW OF NEW DISPATCH SUITE**



DRAWING SIZE IS 11x17  
COPYRIGHT: RNL DESIGN 2011 12/21/2017 5:08:43 PM  
Author





# Section Four

## Code Analysis

## **Codes in Effect**

### **Architectural Codes and Standards (New Construction)**

- 2016 California Building Code (CBC)
- Title 24 California Building Code

#### City of Commerce Municipal Code

- 2017 Los Angeles County Building Code – Title 26
  - 2016 California Building Code (CBC)
- 2017 Los Angeles County Electrical Code – Title 27
  - 2016 California Electrical Code (CEC)
- 2017 Los Angeles County Plumbing Code – Title 28
  - 2016 California Plumbing Code (CPC)
- 2017 Los Angeles County Mechanical Code – Title 29
  - 2016 California Mechanical Code (CMC)
- 2017 Los Angeles County Green Building Code – Title 31
  - 2016 California Green Building Standards Code (Cal Green)
- 2017 County of Los Angeles Existing Building Code – Title 33
  - 2016 California Existing Building Code
- 2017 Consolidated Fire Protection District of Los Angeles County Fire Code
  - Portions of 2013 California Fire Code (CFC)
  - Portions of 2012 International Fire Code (IFC)

### **Structural Codes and Standards**

The following codes and standards shall be applied to this project:

- 2016 CCR Title 24 Part 2 Vol 2 - California Building Code, Chapters 16-19, 22.
- 2016 CCR Title 24 Part 10 – California Existing Building Code
- ASCE 7-10, Minimum Design Loads for Buildings and Other Structures
- ACI 318-14, Building Code Requirements for Structural Concrete
- AISC Steel Construction Manual, Fourteenth Edition
- AISC 341-10. Seismic Provisions for Structural Steel Buildings

## **Mechanical Codes and Standards**

The following codes and standards shall be applied to this project:

- CBC – California Building Code
- 2016 CEC – California Energy Code: 2016 Building Energy Efficiency Standards for Nonresidential Buildings
- CFC – California Fire Code 2016
- CMC – California Mechanical Code 2016
- CPC – California Plumbing Code 2016
- CalGreen – California Green Building Standards 2016
- ASHRAE Handbook of Fundamentals.
- ASHRAE Handbook of HVAC Systems and Equipment.
- ASHRAE Standard 15: Safety Code for Mechanical Refrigeration.
- ASHRAE Standard 52.2: Method of Testing: General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size.
- ASHRAE Standard 55: Thermal Environmental Conditions for Human Occupancy.
- ASHRAE Standard 62.1: Ventilation for Acceptable Indoor Air Quality.
- ASHRAE Standard 90.1: Energy Standard for Buildings Except Low-Rise Residential Buildings.
- ASHRAE Standard 111: Practices for Measurement, Testing, Adjusting and Balancing of Building HVAC Systems.
- NFPA - National Fire Protection Association, Section 96
- SMACNA - Sheet Metal and Air Conditioning Contractor's National Association
  - SMACNA HVAC Duct Construction Standards: Metal and Flexible.
  - SMACNA HVAC Air Duct Leakage Test Manual.
  - SMACNA Fire, Smoke and Radiation Damper Installation Guide for HVAC Systems
  - SMACNA Seismic Restraint Manual Guidelines for Mechanical Systems.



## **Plumbing Codes and Standards**

The following codes and standards shall be applied to this project:

- CBC – California Building Code 2016
- CEC – California Energy Code: 2016 Building Energy Efficiency Standards for Nonresidential Buildings
- CMC – California Mechanical Code 2016
- CPC – California Plumbing Code 2016
- CalGreen – California Green Building Standards 2016
- NFPA 54, National Fuel Gas Code, latest edition.

## **Electrical Codes and Standards**

The following codes and standards shall be applied to this project:

- CBC – California Building Code 2016
- CEC – California Energy Code: 2016 Building Energy Efficiency Standards for Nonresidential Buildings
- CFC – California Fire Code 2016
- CEC – California Electrical Code 2016
- CalGreen – California Green Building Standards 2016
- NFPA - National Fire Protection Association, Section 96

## **Fire Protection Codes and Standards**

The following codes and standards shall be applied to this project:

- CBC – California Building Code 2016
- CEC – California Energy Code: 2016 Building Energy Efficiency Standards for Nonresidential Buildings
- CFC – California Fire Code 2016
- NFPA 13, Installation of Sprinkler Systems, Latest Edition.

## **Civil Codes and Standards**

The following codes and standards shall be applied to this project:

- American Public Works Association Plans and Specifications 2015 or latest edition.
- American Water Works Association
- California building Standards Code (Title 24, California Code of Regulations)
- California Green Building Standard Codes (CALGreen)
- California Stormwater BMP Handbook for New Development and Re-Development
- City of Commerce LID Guidelines

- County of Los Angeles Department of Public health
- County of Los Angeles Department of Public Works Low Impact Development Standards Manual
- Leadership in Energy and Environmental Design
- Los Angeles County Hydrology Manual
- National Fire Protection Association Codes and Standards
- Standard Specifications for Public Works Construction “Greenbook”
- State of California Department of Public Health
- State of California Fire Code
- State Water Resources Control Board, 2009-0008 DWQ Construction General Permit

## Code Analysis

### Architectural Code Analysis

Code references in **bold** text are 2016 California Building Code (CBC), unless noted otherwise. Text in *italics* is a verbatim reference to the cited code.

### Building Use Classification/ Occupancy

- Per 1991 Uniform Building Code: B-2, Offices (Table 5A, Chapter 7)
- Per 2016 California Building Code: Business Group B. Occupancy includes the use of a building or structure for office, professional or service-type transactions. (CBC 304.1)

### Construction Type

- Per 1991 Uniform Building Code: Type II-N (Table 5C & 5D)
- Per 2016 California Building Code: Type II-B (Section 602)

### Fire Resistance Ratings for Building Elements

The existing facility is Type II-B construction and therefore unrated construction.

- Per 2016 California Building Code Table 601:
  - Primary Structural Frame: 0 hours
  - Bearing Walls Exterior: 0 hours
  - Bearing Walls Interior: 0 hours
  - Nonbearing Walls and Partitions Exterior: Per Fire Separation Distance (Table 602)

- Nonbearing Walls and Partitions Interior: 0 hours
- Floor Construction & Associated Secondary Members: 0 hours
- Roof Construction and Associated Secondary Members: 0 hours

## Fire Separation Distance

Only applicable if significant modifications to the existing building's exterior envelope are made.

- Per 2016 California Building Code **Table 602** Ratings for Exterior Walls:
  - $X < 5'$  1hr North walls adjacent to Maintenance Building
  - $5' \leq X < 10'$  1hr Not Applicable
  - $10' \leq X < 30'$  0hr South walls
  - $X \geq 30'$  0hr East and West walls

## Fire Separation between Building Occupancies

- Per 1991 Uniform Building Code: Not required (Table 5B)

## Building Height and Area

### Building Height

Per 1991 Uniform Building Code:

- 22 feet (Table 5D & Section 507)
- Allowable Building Height: 55 feet (Table 5D)
- Number of Stories: 1 story (Table 5D & Section 507)
- Allowable Number of Stories: 1 stories

Per 2016 California Building Code:

- Allowable Building Height: 55 feet (Table 504.3)
- Allowable Number of Stories: 3 stories (Table 504.4)

### Building Area

- First Floor: 5,693 SF
- Total Floor Area: 5,693 SF
- New Floor Area: 6,793 SF

Per 1991 Uniform Building Code:

- Base Allowable Floor Area: 12,000 SF (Table 5C & Section 505b)
- Allowable Floor Area Increase: Open on three sides – 100% Increase: 24,000 SF

Per 2016 California Building Code:

- $A_a = A_t + (NS \times I_f)$ , where **(Equation 5-3)**
  - $A_a$  = Allowable area (square feet).
  - $A_t$  = Tabular allowable area factor (NS, S1 or S13R value, as applicable) in accordance with Table 506.2.
  - NS = Tabular allowable area factor in accordance with Table 506.2 for nonsprinklered building (regardless of whether building is sprinklered).
  - $I_f$  = Area factor increase due to frontage (percent) as calculated in accordance with Section 506.3
- $W = (L_1 \times w_1 + L_2 \times w_2 + L_3 \times w_3 \dots) / F$ , where **(Equation 5-4)**
  - W (Width: weighted average) = Calculated width of public way or open space (feet).
  - $L_n$  = Length of a portion of the exterior perimeter wall.
  - $w_n$  = Width ( $\geq 20$  feet) of a public way or open space associated with that portion of the exterior perimeter wall.
  - F = Building perimeter that fronts on a public way or open space having a width of 20 feet (6096 mm) or more.
    - W = 362 feet
- $I_f = [F/P - 0.25]W/30$ , where **(Equation 5-5)**
  - $I_f$  = Area factor increase due to frontage.
  - F = Building perimeter that fronts on a public way or open space having minimum distance of 20 feet (6096 mm).
  - P = Perimeter of entire building (feet).
  - W = Width of public way or open space (feet) in accordance with Section 506.3.2.
    - $I_f = 6$

- $A_t$  = Allowable Area Factor (S1): 92,000 SF
- NS = Allowable Area Factor (NS): 23,000 SF
- $A_a$  = 230,000 SF

### Automatic Fire Sprinklers

- An automatic sprinkler system has been provided throughout the entire building.

### Portable Fire Extinguishers

- Portable fire extinguishers shall be installed as required per CFC Chapter 9, Section 906.

### Means of Egress

There will be minimal impact on means of egress for the Admin Area.

### Accessibility Improvements

Chapter 11B in the CBC (California Building Code) outlines the extent and scope required for accessibility improvements in buildings and facilities that undergo various forms of modification. In the case of the proposed expansion and renovation, a substantial enough renovation/addition is proposed to require that the entire facility be fully brought up to the current accessibility standards of the CBC. These requirements are outlined below as quoted directly from the CBC.

Scoping Requirements per Chapter 11B, Division 2:

- **11B-202 Existing buildings and facilities**
  - **202.1 General.** Additions and alterations to existing buildings or facilities shall comply with Section 11B-202.4.
  - **202.3 Alterations.** Where existing elements or spaces are altered, each altered element or space shall comply with the applicable requirements of Division 2.
    - **202.3.2 Alteration of single elements.** If alterations of single elements, when considered together, amount to an alteration of a room or space in a building or facility, the entire room or space shall be made accessible.
  - **202.4 Path of travel requirements in alterations, additions and structural repairs.** When alterations or

*additions are made to existing buildings or facilities, an accessible path of travel to the specific area of alteration or addition shall be provided. The primary accessible path of travel shall include:*

- 1. A primary entrance to the building or facility,*
- 2. Toilet and bathing facilities serving the area,*
- 3. Drinking fountains serving the area,*
- 4. Public telephones serving the area, and*
- 5. Signs.*

▪ **Exceptions:**

*8. When the adjusted construction cost, as defined, is less than or equal to the current valuation threshold, as defined, the cost of compliance with Section 11B-202.4 shall be limited to 20 percent of the adjusted construction cost of alterations, structural repairs or additions. When the cost of full compliance with Section 11 B-202.4 would exceed 20 percent, compliance shall be provided to the greatest extent possible without exceeding 20 percent.*

*When the adjusted construction cost, as defined, exceeds the current valuation threshold, as defined, and the enforcing agency determines the cost of compliance with Section 11B-202.4 is an unreasonable hardship, as defined, full compliance with Section 11B-202.4 shall not be required.*

*Compliance shall be provided by equivalent facilitation or to the greatest extent possible without creating an unreasonable hardship; but in no case shall the cost of compliance be less than 20 percent of the adjusted construction cost of alterations, structural repairs or additions. The details of the finding of unreasonable hardship shall be recorded and entered into the files of the enforcing agency and shall be subject to Chapter 1, Section 1.9.1.5, Special Conditions*

*for Persons with Disabilities Requiring Appeals  
Action Ratification.*

*For the purposes of this exception, the adjusted construction cost of alterations, structural repairs or additions shall not include the cost of alterations to path of travel elements required to comply with Section 11 B-202.4.*

*In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access in the following order:*

- 1. An accessible entrance;*
- 2. An accessible route to the altered area;*
- 3. At least one accessible restroom for each sex;*
- 4. Accessible telephones;*
- 5. Accessible drinking fountains; and*
- 6. When possible, additional accessible elements such as parking, storage and alarms.*

*If an area has been altered without providing an accessible path of travel to that area, and subsequent alterations of that area or a different area on the same path of travel are undertaken within three years of the original alteration, the total cost of alterations to the areas on that path of travel during the preceding three-year period shall be considered in determining whether the cost of making that path of travel accessible is disproportionate.*

Per the criteria set forth in Exception #8 to section 202.4, as outlined above, and the current valuation threshold established by the DSA, the cafeteria space will be required to be made fully accessible per the CBC Chapter 11B. The cost of the project will certainly exceed the 2017 (\$156,162) or 2018 (TBD) valuations established by the DSA which can be found at the following web address: <http://www.dgs.ca.gov/dsa/Programs/progAccess/threshold.aspx>

The actual costs associated with the accessibility improvements are anticipated be relatively minor compared to the cost of constructing the building addition and renovation. The anticipated accessibility improvements will include minor improvements to the toilet rooms, replacement of interior and exterior door hardware, and minimal signage. However, a full accessibility analysis will need to be provided with the future construction documents in order to meet the requirements for permitting.



Photo of existing accessible parking at facility with non-compliant curb ramps.

One noticeable existing accessibility deficiency are the curb ramps for the accessible parking in the parking lot at the front of the facility. The current built-up asphalt curb ramps, ramping into the access aisle are not allowed by the current code. A curb ramp shall ramp into the sidewalk space and have tactile warning strips where the curb and sidewalk is flush with the parking surface. These curb ramps and portions of the existing sidewalk will need to be replaced if the facility undergoes the proposed modifications.

### **Structural Code Analysis**

Section 402.4 of The California Existing Building Code allows additions and alterations to be made to existing structural components without seismic strengthening provided that the additions and alterations do not cause the seismic loads on these components to be increased by more than 10%, or do not reduce their strength by more than 10%. In order to achieve this, the proposed addition will be made as light as possible. A bare metal roof deck with no concrete topping will be used.

Along the East façade of the addition, a new seismic frame will be required. This will consist of a steel Special Moment Resisting Frame (SMRF) which, because it has no braces, will cause the minimum disruption to the appearance of the building.

### **Civil Code Analysis**

It is the intent of the Project to be in accordance with all applicable codes and standards. Stormwater mitigation should follow the criteria identified in the City of Commerce LID Guidelines publication, and supplemented with the Los Angeles County Department of Public Works Low Impact Development Standards Manual. Irrigation may fall under the criteria listed in the California Green Building Standard Codes (CALGreen).





## Section Five

# Opinion of Cost

**JACOBUS & YUANG, INC.**

**COMMERCE TRANSPORTATION FACILITY  
ADMINISTRATION BUILDING  
MODIFICATION AND EXPANSION  
  
CONCEPTUAL DESIGN OPINION OF  
PROBABLE COST**

JYI# C2284A

December 29, 2017

PREPARED FOR:

**RNL now STANTEC ARCHITECTURE, INC.**

BY:

**JACOBUS & YUANG, INC.**

355 North Lantana Street, #220  
Camarillo, CA 93010

TEL (213) 688-1341 or (805) 339-9434  
FAX (866) 431-3256

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION</b>			<b>JYI #:</b>	<b>C2284A</b>
<b>BUILDING MODIFICATION AND EXPANSION</b>				
<b>LOCATION: COMMERCE, CA</b>			<b>DATE:</b>	<b>29-Dec-17</b>
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>			<b>REVISED:</b>	
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - GRAND SUMMARY</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
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**SUMMARY OF ESTIMATE**

\$

\$

ADMINISTRATION BUILDING MODIFICATION AND EXPANSION	1,570	SF	509.89	800,532
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<b>TOTAL OPINION OF CONSTRUCTION COST</b>	<b>1,570</b>	<b>SF</b>	<b>509.89</b>	<b>800,532</b>
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ADD ALTERNATE:  
 RE-ROOFING OF THE ENTIRE ADMIN BUILDING  
 ROOF (rest of roofing area aside from base bid)

			\$	144,401
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<b>TOTAL OPINION OF CONSTRUCTION COST PLUS ADD ALTERNATE</b>	<b>1,570</b>	<b>SF</b>	<b>601.87</b>	<b>944,933</b>
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**ESCALATION PARAMETERS**

ESCALATION INCLUDED IN THE ABOVE, IS BASED  
 ON THE FOLLOWING:

BASE MONTH	Dec-17
CONSTRUCTION START MONTH	Oct-18
CONSTRUCTION DURATION (MONTHS)	5
MID POINT OF CONSTRUCTION	Dec-18
% ANNUAL ESCALATION	5.00%
ALLOWANCE FOR ESCALATION (TO MIDPOINT OF CONSTRUCTION)	4.82%

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION</b>		<b>JYI #:</b>	<b>C2284A</b>
<b>BUILDING MODIFICATION AND EXPANSION</b>			
<b>LOCATION: COMMERCE, CA</b>		<b>DATE:</b>	<b>29-Dec-17</b>
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>		<b>REVISED:</b>	
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - GRAND SUMMARY</b>			

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
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**NOTES:**

- 1 ESTIMATE ASSUMES THAT ALL COMPONENTS WILL BE BID AS A SINGLE BID PACKAGE
- 2 ESTIMATE ASSUMES 8-HOUR SHIFTS DURING REGULAR WORK HOURS
- 3 ESTIMATE ASSUMES BID COVERAGE FROM AT LEAST 4-5 RESPONSIVE DESIGN BUILD BIDDERS
- 4 ESTIMATE IS DERIVED FROM CONCEPTUAL DRAWINGS AND REPORT PREPARED BY RNL now STANTEC DATED 12/21/2017, RECEIVED ON 12/22/2017

SPECIFIC EXCLUSIONS

- 1 **F, F & E** (GROUP II EQUIPMENT) EXCEPT AS NOTED
- 2 COMPUTER MAIN FRAME AND DESKTOP
- 3 TELEPHONE HANDSET EQUIPMENT
- 4 AUDIO AND VIDEO EQUIPMENT
- 5 CONCRETE FILL TO NEW ROOF DECK
- 6 PROJECTOR
- 7 RAISED FLOOR SYSTEM
- 8 HVAC ENERGY MANAGEMENT SYSTEM
- 9 NEW ROOF DRAINS - NEW ROOF ASSUME TO DRAIN TO EXISTING ROOF DRAIN.

SPECIFIC INCLUSIONS

- 1 PREVAILING UNION WAGE RATES IN THE AREA OF THE PROJECT
- 2 ESCALATION TO MIDPOINT OF CONSTRUCTION
- 3 ALLOWANCE FOR ASBESTOS OR HAZARDOUS MATERIAL ABATEMENT
- 4 SLAB REPLACEMENT AT FORMER DISPATCH ROOM
- 5 SHALLOW FOUNDATION FOR ADDITION
- 6 ROOF METAL DECK AND STEEL FRAMES
- 7 SUNSHADES
- 8 PROJECTION SCREEN AT CONFERENCE ROOM
- 9 DISPATCH ROOM EQUIPMENT
- 10 FIRE SPRINKLER WET SYSTEM TO NEW AREAS
- 11 GAS HOOK-UP TO NEW ROOFTOP UNIT
- 12 NEW (1) RTU AND (3) VAVs
- 13 NEW LIGHTING FIXTURES W/ T8 LAMPS
- 14 ADA-COMPLIANT ELECTRIC DOOR OPERATOR AT EXISTING DUAL-LEAF EXTERIOR DOOR
- 15 NEW BRANCH POWER AND HVAC POWER SYSTEM
- 16 NEW FIRE ALARM AND SECURITY SYSTEM
- 17 ALLOWANCE FOR OVEREXCAVATION TO 3' DEEP BELOW NEW SLAB ON-GRADE
- 18 NEW CONCRETE WALKWAY WITH CURB AND GUTTER
- 19 RELOCATION AND EXTENSION OF WATER MAIN
- 20 RELOCATION OF SEWER ENTRY POINT AND EXTENSION
- 21 RELOCATION OF GAS METER AND PIPING EXTENSION

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION</b>		<b>JYI #:</b>	<b>C2284A</b>
<b>BUILDING MODIFICATION AND EXPANSION</b>			
<b>LOCATION: COMMERCE, CA</b>		<b>DATE:</b>	<b>29-Dec-17</b>
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>		<b>REVISED:</b>	
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - GRAND SUMMARY</b>			

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
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**DEFINITIONS****OPINION OF COST**

An Opinion of Cost is prepared from a survey of the quantities of work-items prepared from written or drawn information provided at the Conceptual or Schematic stage of the design.

Historical costs, information provided by contractors and suppliers, plus judgmental evaluation by the Estimator are used as appropriate as the basis for pricing.

Allowances as appropriate will be included for items of work which are not indicated on the design documents, provided that the Estimator is made aware of them, or which, in the judgement of the Estimator, are required for completion of the work.

JYI cannot, however, be responsible for items or work of an unusual nature of which we have not been informed.

**BID**

An offer to enter a contract to perform work for a fixed sum, to be completed within a limited period of time.

**MARKET CONDITIONS**

In the current market conditions for construction, our experience shows the following results on competitive bids, as a differential from JYI final estimates:

Number of bids	Percentage Differential
1.....	+ 25 to 50%
2-3.....	+ 10 to 25%
<b>4-5.....</b>	<b>+ 0 to 10%</b>
6-7.....	+ 0 to - 5%
8 or more....	+ 0 to -10%

**Accordingly, it is extremely important to ensure that a minimum of 4-5 valid bids are received**

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION BUILDING</b>			<b>JYI #:</b>	<b>C2284A</b>
<b>MODIFICATION AND EXPANSION</b>			<b>DATE:</b>	<b>29-Dec-17</b>
<b>LOCATION: COMMERCE, CA</b>			<b>REVISED:</b>	
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>			<b>WORK AREA:</b>	<b>1,570</b>
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
<b>SUMMARY OF ESTIMATE</b>				<b>\$</b>	<b>\$</b>
1.0	GENERAL REQUIREMENTS				
2.0	EXISTING CONDITIONS	6.88%	24.03		37,731
3.0	CONCRETE	5.22%	18.22		28,612
4.0	MASONRY				
5.0	METALS	15.32%	53.52		84,025
6.0	WOOD, PLASTICS & COMPOSITES	2.32%	8.12		12,748
7.0	THERMAL & MOISTURE PROTECTION	4.84%	16.90		26,536
8.0	OPENINGS	11.13%	38.89		61,052
9.0	FINISHES	15.46%	54.03		84,828
10.0	SPECIALTIES	0.14%	0.50		778
11.0	EQUIPMENT	6.83%	23.88		37,490
12.0	FURNISHINGS	0.56%	1.95		3,060
13.0	SPECIAL CONSTRUCTION				
14.0	CONVEYING EQUIPMENT				
21.0	FIRE SUPPRESSION	2.34%	8.17		12,820
22.0	PLUMBING	1.68%	5.85		9,189
23.0	HVAC	8.57%	29.96		47,037
26.0	ELECTRICAL	5.08%	17.74		27,852
27.0	COMMUNICATIONS	3.08%	10.75		16,870
28.0	ELECTRONIC SAFETY & SECURITY	3.00%	10.47		16,431
31.0	EARTHWORK	1.33%	4.64		7,279
32.0	EXTERIOR IMPROVEMENTS	6.24%	21.81		34,235
<b>SUBTOTAL</b>		<b>100.00%</b>	<b>\$349.41</b>		<b>548,573</b>
51.00	PRORATES:				
51.10	GENERAL CONDITIONS	8.50%	29.70		46,629
51.20	DESIGN/ESTIMATE CONTINGENCY	12.50%	47.39		74,400
51.30	ESCALATION	4.82%	20.54		32,241
51.40	MARKET FACTOR	5.00%	22.35		35,092
<b>SUBTOTAL</b>			<b>\$469.39</b>		<b>736,935</b>
51.50	BOND & INSURANCE	2.00%	9.39		14,739
51.60	CONTRACTOR'S FEE	6.50%	31.12		48,859
<b>TOTAL OF OPINION OF CONSTRUCTION COST</b>				<b>\$509.90</b>	<b>800,532</b>

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION BUILDING</b>		<b>JYI #:</b>	<b>C2284A</b>
<b>MODIFICATION AND EXPANSION</b>		<b>DATE:</b>	<b>29-Dec-17</b>
<b>LOCATION: COMMERCE, CA</b>		<b>REVISED:</b>	
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>		<b>WORK AREA:</b>	<b>1,570</b>
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>			

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
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**ADD ALTERNATE:**

RE-ROOFING OF THE ENTIRE ADMIN BUILDING ROOF (rest of roofing area aside from base bid)				\$91.97	144,401
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<b>TOTAL OF OPINION OF CONSTRUCTION COST</b>				<b>601.87</b>	<b>944,933</b>
<b>PLUS ADD ALTERNATE</b>					

**WORK AREA TABULATION**

FLOOR AREA ADDITION - EAST	812	SF
AFFECTED FLOOR AREA - EAST	600	SF
DEDUCTED AREA - EAST	(12)	SF
AFFECTED FLOOR AREA - WEST	170	SF
<b>TOTAL WORK AREA</b>	<b>1,570</b>	<b>SF</b>



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<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
<b>1.0 GENERAL REQUIREMENTS</b>					\$
SEE SEPARATE GRAND SUMMARY					
<b>SUBTOTAL</b>					
<b>2.0 EXISTING CONDITIONS</b>					\$
SITE DEMOLITION					
	SAWCUT (E) CONCRETE WALKWAY	17	LF	8.00	136
	SAWCUT (E) PARKING PAVING	72	LF	5.00	360
	SAWCUT (E) CURB & GUTTER	2	EA	150.00	300
	REMOVE (E) CURB & GUTTER	89	LF	10.00	890
	REMOVE (E) CONCRETE WALKWAY	964	SF	2.44	2,356
	REMOVE PORTION OF (E) PARKING PAVING	317	SF	1.50	476
	REMOVE (E) BOLLARD	3	EA	168.75	506
	MISC. SITE DEMO & PROTECTION WORK	1	LS	250.00	250
SELECTIVE BUILDING DEMOLITION					
	REMOVE (E) EXT. DOOR/FRAME, PER LEAF	2	EA	233.75	468
	REMOVE (E) EXT. GLASS BLOCK - ASSUME 10'H	7	LF	50.00	350
	REMOVE (E) EXT. STUCCO WALL, COMPLETE INCL. CURB - ASSUME 16'H	76	LF	52.00	3,952
	SAWCUT/REMOVE PORTION OF (E) EXT. STUCCO WALL/PARAPET - ASSUME 2'H	17	LF	10.00	170
	REMOVE (E) EXT. STUCCO FINISH ONLY, STUD REMAINS - ASSUME 14'H	17	LF	45.50	774
	REMOVE PORTION OF (E) ROOFING MEMBRANE, BOARD, & INSULATION	662	SF	2.50	1,655
	REMOVE (E) R-19 BATT INSULATION U/S ROOF DECK	662	SF	0.38	248
	REMOVE (E) PARAPET CAP & FLASHING	103	LF	3.00	309
	REMOVE (E) CANT STRIP & FLASHING	103	LF	2.63	270
	SAWCUT (E) ROOF DECK & TOPPING	66	LF	5.00	330
	REMOVE (E) ROOF DECK & TOPPING	662	SF	5.00	3,310
	REMOVE (E) STRUCTURAL STEEL	662	SF	4.22	2,793
	REMOVE (E) RAISED FLOORING SYSTEM - DISPATCH	288	SF	3.00	864
	SAWCUT/REMOVE (E) SLAB ON-GRADE - DISPATCH	288	SF	3.50	1,008
	REMOVE (E) INT. DOOR/FRAME, PER LEAF	2	EA	205.70	411
	REMOVE (E) INT. POCKET DOOR/FRAME	1	EA	233.75	234
	REMOVE (E) RECEPTION LOW ENTRY GATE	1	EA	187.00	187
	REMOVE (E) RECEPTION LOW WALL	3	LF	15.00	45
	REMOVE (E) 6'L MAILBOX	1	EA	180.00	180
	REMOVE (E) 30"W DISPATCH COUNTER	8	LF	55.00	440
	REMOVE (E) RECEPTION DESK/COUNTER	62	SF	50.00	3,100
	REMOVE PORTION OF (E) FLOOR FINISHES & WALL BASES - AFFECTED AREAS	758	SF	1.50	1,137
	REMOVE PORTION OF (E) CEILING FINISH, COMPLETE	592	SF	1.75	1,036

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<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	REMOVE (E) INT. PARTITION, COMPLETE, +/-14'H	26	LF	21.00	546
	HAZARDOUS MATERIAL ABATEMENT - ALLOWANCE	1,570	SF	5.00	7,850
	MISC. SELECTIVE DEMO & PROTECTION WORK	1	LS	790.00	790
	<b>SUBTOTAL</b>				<b>37,731</b>
<b>3.0</b>	<b>CONCRETE</b>				<b>\$</b>
	FOUNDATION				
	SHALLOW FOUNDATION, COMPLETE	15	CY	725.00	10,754
	DOWEL TO (E) WALL FOOTING	2	LOC	600.00	1,200
	SLAB ON-GRADE/CURBS				
	SLAB ON-GRADE - ADDITION	812	SF	9.88	8,022
	SLAB ON-GRADE - DISPATCH SLAB REPLACEMENT	276	SF	9.88	2,727
	TIE TO (E) SLAB	22	LF	50.00	1,100
	THICKENED SLAB	3	CY	450.00	1,469
	CONCRETE CURB	99	LF	20.00	1,980
	MISC. CONCRETE				
	MISC. CONCRETE ALLOWANCE	1	LS	1,360.00	1,360
	<b>SUBTOTAL</b>				<b>28,612</b>
<b>4.0</b>	<b>MASONRY</b>				<b>\$</b>
	THIS SECTION NOT APPLICABLE				
	<b>SUBTOTAL</b>				
<b>5.0</b>	<b>METALS</b>				<b>\$</b>
	STRUCTURAL STEEL				
	CORR. METAL DECK - NO FILL	1,454	SF	5.75	8,361
	STEEL FRAMES, COMPLETE	1,454	SF	38.50	55,979
	METAL FABRICATION				
	HVAC SCREEN WALL	49	LF	125.00	6,125
	4'W SUNSHADE	41	LF	300.00	12,300
	PROJECTOR MOUNTING	1	EA	475.00	475
	MISC. METALS ALLOWANCE	1,570	GSF	0.50	785
	<b>SUBTOTAL</b>				<b>84,025</b>
<b>6.0</b>	<b>WOOD, PLASTICS &amp; COMPOSITES</b>				<b>\$</b>
	FINISH CARPENTRY				
	42"W DUAL-HT. ACCESSIBLE TRANSACTION COUNTER W/ SOLID SURFACE TOP + WOOD-VENEERED FRONT WALL	11	LF	575.00	6,325
	24"W DISPATCH PASS-THRU COUNTER, SOLID SURFACE	10	LF	205.00	2,050
	12"W WALL/OPEN COUNTER, SOLID SURFACE	10	LF	250.00	2,500
	MISC. FINISH CARPENTRY ALLOWANCE	1,570	GSF	0.69	1,088

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ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	ROUGH CARPENTRY				
	MISC. ROUGH CARPENTRY ALLOWANCE	1,570	GSF	0.50	785
	<b>SUBTOTAL</b>				<b>12,748</b>
<b>7.0 THERMAL &amp; MOISTURE PROTECTION</b>					<b>\$</b>
	ROOFING & RELATED				
	SINGLE-PLY ROOFING MEMBRANE	1,454	SF	8.00	11,632
	ROOFING BOARD	1,454	SF	1.35	1,963
	1" RIGID INSULATION	1,454	SF	3.60	5,234
	TAPERED RIGID INSULATION FOR CRICKETS	200	SF	7.00	1,400
	PARAPET METAL COPING	117	LF	18.00	2,106
	CANT STRIP + COVER FLASHING	117	LF	12.75	1,492
	12"W METAL FLASHING - ADJACENT BUILDING	19	LF	8.00	152
	R-19 BATT INSULATION U/S ROOF DECK	1,454	SF	1.05	1,527
	MISCELLANEOUS				
	MISC. SHEET METALS ALLOWANCE	1,570	GSF	0.35	550
	CAULKING & SEALANTS ALLOWANCE	1,570	GSF	0.31	480
	<b>SUBTOTAL</b>				<b>26,536</b>
<b>8.0 OPENINGS</b>					<b>\$</b>
	EXTERIOR DOORS & HARDWARES				
	ALUM-GL DOOR /ALUM FRAME, SINGLE, Assume 8'H	1	EA	3,600.00	3,600
	EXTRA FOR PANIC HARDWARE - ALLOWANCE	1	EA	1,800.00	1,800
	POWERED DOOR OPERATOR FOR (E) DUAL-LEAF DOOR, ADA COMPLIANT, MOUNTED TO (E) EXT. COLUMN	1	EA	1,850.00	1,850
	INTERIOR DOORS				
	WOOD-GLASS DOOR/HM FRAME, SINGLE	1	EA	2,835.00	2,835
	SC WD DOOR/HM FRAME, SINGLE	4	EA	2,205.00	8,820
	WOOD POCKET DOOR/FRAME, SINGLE	1	EA	1,890.00	1,890
	EXTRA FOR ELECTRIC DOOR OPERATOR	1	EA	1,850.00	1,850
	PAINT TO NEW DOOR/FRAME, PER LEAF	6	EA	225.00	1,350
	PAINT (E) INT. DOOR/FRAME, PER LEAF - ALLOWANCE	3	EA	225.00	675
	EXTERIOR WINDOWS				
	ALUM. STOREFRONT W/ INSULATED GLAZING - ASSUME 8'H	4	LF	600.00	2,400
	ALUM. WINDOW W/ INSULATED GLAZING - ASSUME 5'H	21	LF	393.75	8,269
	ALUM. WINDOW W/ INSULATED GLAZING - ASSUME 7'H	35	LF	525.00	18,375
	INTERIOR WINDOWS				
	ALUM. INT. WINDOW @ DISPATCH - ASSUME 4'H	40	SF	70.00	2,800
	SLIDING TRANSACTION WINDOW - ASSUME 5'H	55	SF	82.50	4,538
	<b>SUBTOTAL</b>				<b>61,052</b>
<b>9.0 FINISHES</b>					<b>\$</b>
	EXTERIOR WALLS				

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	STUD/STUCCO WALL - ASSUME 6" METAL STUD + STUCCO + LATH/V.B. + SHEATHING - ASSUME 16'H	1,124	SF	29.25	32,871
	FURRING STUD ADJACENT TO (E) BUILDING WALL	288	SF	5.00	1,440
	BATT INSULATION	1,200	SF	1.10	1,320
	GWB + PAINT - INT. OF EXT.	1,200	SF	4.00	4,799
	INTERIOR WALLS				
	STUD PARTITION - ASSUME 4" STUD + BATT + GWB/PAINT BOTH SIDES	1,400	SF	15.30	21,420
	STUD + GWB/PAINT BOTH SIDES - INFILL TO (E) SINGLE DOOR OPENING	1	EA	336.00	336
	GWB + PAINT TO (E) STUD WALL	238	SF	4.00	952
	ATTACH (E) STUD TO U/S OF NEW ROOF DECK	17	LF	8.00	136
	PATCH & PAINT TO (E) WALLS - AFFECTED AREAS	830	SF	1.25	1,038
	FLOOR FINISHES				
	CARPET FLOOR	568	SF	5.50	3,124
	RESILIENT FLOOR - MATCH EXISTING	994	SF	7.00	6,958
	RUBBER BASE	370	LF	3.25	1,203
	CEILING, INTERIOR				
	2' X 2' ACT T-BAR CEILING SYSTEM	1,365	SF	6.41	8,753
	GYPSUM BOARD + PAINT + STUD FRAMES	35	SF	12.60	441
	BATT INSULATION - GWB CEILING	35	SF	1.05	37
	<b>SUBTOTAL</b>				<b>84,828</b>
<b>10.0</b>	<b>SPECIALTIES</b>				<b>\$</b>
	MISC. SPECIALTIES				
	SIGNAGE - ALLOWANCE	1,570	GSF	0.40	628
	MISC. SPECIALTIES ALLOWANCE	1	LS	150.00	150
	<b>SUBTOTAL</b>				<b>778</b>
<b>11.0</b>	<b>EQUIPMENT</b>				<b>\$</b>
	DIRECTOR'S OFFICE/CONFERENCE ROOM				
	PROJECTION SCREEN	1	EA	2,500.00	2,500
	PROJECTOR	1	EA		N.I.C.
	DISPATCH ROOM				
	DIAL-A-RIDE DISPATCH WORK STATION W/ 7'H X 11'L	1	EA	25,000.00	25,000
	FURNITURE PARTITION				
	6'L MAILBOX	1	EA	990.00	990
	WALL MOUNT MONITOR	3	EA	3,000.00	9,000
	<b>SUBTOTAL</b>				<b>37,490</b>
<b>12.0</b>	<b>FURNISHINGS</b>				<b>\$</b>
	WINDOW SHADES				

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<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>			<b>WORK AREA:</b>	<b>1,570</b>
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	WINDOW SHADES, MANUAL - ALLOWANCE	422	SF	7.25	3,060
	FURNITURES				
	ALL MOVABLE FURNITURES, FF&E - N.I.C.				
	<b>SUBTOTAL</b>				<b>3,060</b>
<b>13.0</b>	<b>SPECIAL CONSTRUCTION</b>				<b>\$</b>
	THIS SECTION NOT APPLICABLE				
	<b>SUBTOTAL</b>				
<b>14.0</b>	<b>CONVEYING EQUIPMENT</b>				<b>\$</b>
	THIS SECTION NOT APPLICABLE				
	<b>SUBTOTAL</b>				
<b>21.0</b>	<b>FIRE SUPPRESSION</b>				<b>\$</b>
	NEW FIRE SPRINKLER SYSTEM (Extended from (e) fire sprinkler mains)				
	POINT OF CONNECTION TO (E) FIRE MAINS	1	LS	3,500.00	3,500
	DISPATCH	394	SF	7.00	2,758
	DIRECTOR'S OFFICE	216	SF	7.00	1,512
	CONFERENCE ROOM	352	SF	7.00	2,464
	VESTIBULE	198	SF	7.00	1,386
	CORRIDOR - MODIFICATION TO EXISTING	240	SF	5.00	1,200
	<b>SUBTOTAL</b>				<b>12,820</b>
<b>22.0</b>	<b>PLUMBING</b>				<b>\$</b>
	MAIN WATER LINE				
	EXTEND PIPING & RELOCATE (E) 2" WATER MAINS, +/-20' AWAY	1	EA	1,184.85	1,185
	MAIN SEWER LINE				
	EXTEND PIPING & RELOCATE (E) 4" SEWER ENTRY	1	EA	1,459.50	1,460
	NATURAL GAS				
	REMOVE & RELOCATE (E) 4" GAS METER & ASSOCIATED SPECIALTIES, COMPLETE, +/-20' AWAY	1	EA	1,203.25	1,203
	GAS HOOK-UP TO ROOFTOP HVAC UNIT - POC @ ROOF	1	EA	731.25	731
	ROOF DRAINS				
	NOT APPLICABLE				
	CONDENSATE DRAINS				
	CONDENSATE DRAINS & ROUTED TO (E) ROOF RECEPTOR-FOR (1) RTU	1	EA	379.47	379

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION BUILDING</b>			<b>JYI #:</b>	<b>C2284A</b>
<b>MODIFICATION AND EXPANSION</b>			<b>DATE:</b>	<b>29-Dec-17</b>
<b>LOCATION: COMMERCE, CA</b>			<b>REVISED:</b>	
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>			<b>WORK AREA:</b>	<b>1,570</b>
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	FUEL SYSTEM				
	REMOVE & RELOCATE (E) OVERFILL ALARM & ACKNOWLEDGEMENT SWITCH, AUTOMATIC TANK GAUGE, FUEL MANAGEMENT CONTROL UNIT, pH MONITOR & RECORDER, & ASSOCIATED SPECIALTIES TO NEW DISPATCH ROOM, COMPLETE	1	LS	1,751.40	1,751
	MISCELLANEOUS				
	MISC. VALVES & SPECIALTIES	1	LS	1,010.00	1,010
	MISC. PLUMBING SYSTEM	1	LS	1,160.00	1,160
	TESTING	1	LS	310.00	310
	<b>SUBTOTAL</b>				<b>9,189</b>
<b>23.0</b>	<b>HVAC</b>				<b>\$</b>
	HVAC DEMO				
	REMOVE (E) BRANCH DUCTWORK/DIFFUSERS - DISPATCH	288	SF	3.00	864
	NEW HVAC				
	NEW RTU W/ DX COOLING & GAS HEATING	1	EA	7,500.00	7,500
	NEW VAV BOXES	3	EA	1,475.00	4,425
	DUCTWORK DISTRIBUTIONS & ACCESSORIES	1,400	SF	12.48	17,472
	THERMOSTAT + CONDUIT/WIRES	3	EA	750.00	2,250
	RTU CONTROLS	1	EA	4,000.00	4,000
	VAV CONTROLS	3	EA	2,000.00	6,000
	EMS				N.I.C.
	ROOFTOP PAD & VIBRATION ISOLATIONS	1	EA	750.00	750
	EXTRA FOR ROOF DUCTWORK PENETRATION	2	EA	250.00	500
	MISC. HVAC SYSTEM	1,400	SF	1.52	2,126
	TESTING	1	LS	1,150.00	1,150
	<b>SUBTOTAL</b>				<b>47,037</b>
<b>26.0</b>	<b>ELECTRICAL</b>				<b>\$</b>
	ELECTRICAL DEMO				
	REMOVE (E) BRANCH POWER & LIGHTING SYSTEM, COMPLETE - DISPATCH	288	SF	2.25	648
	NEW ELECTRICAL				
	BRANCH POWER				
	- DISPATCH	394	SF	6.00	2,364
	- DIRECTOR'S OFFICE	216	SF	4.00	864
	- CONFERENCE ROOM	352	SF	4.50	1,584
	- VESTIBULE	198	SF	3.50	693
	- CORRIDOR - MODIFICATION TO EXISTING	240	SF	3.00	720
	HVAC/PLUMBING POWER				
	- POWER TO RTU	1	EA	391.50	392
	- POWER TO VAV	3	EA	195.75	587

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION BUILDING</b>			<b>JYI #:</b>	<b>C2284A</b>
<b>MODIFICATION AND EXPANSION</b>			<b>DATE:</b>	<b>29-Dec-17</b>
<b>LOCATION: COMMERCE, CA</b>			<b>REVISED:</b>	
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>			<b>WORK AREA:</b>	<b>1,570</b>
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
	LIGHTING SYSTEM				
	- RECESSED 2' X 2' FIXTURE W/ T8 LAMPS	19	EA	475.00	9,025
	- RECESSED CAN FIXTURE	12	EA	365.00	4,380
	- EXIT LIGHT	3	EA	400.00	1,200
	- LIGHTING CONTROL SYSTEM - INTEGRATED INTO (E) TIMECLOCK & W/ OCCUPANCY SENSORS	1,400	SF	1.50	2,100
	MISCELLANEOUS				
	- MISC. ELECTRICAL SYSTEM	1,570	GSF	1.50	2,355
	- TESTING	1	LS	940.00	940
	<b>SUBTOTAL</b>				<b>27,852</b>
<b>27.0</b>	<b>COMMUNICATIONS</b>				<b>\$</b>
	COMMUNICATIONS DEMO				
	REMOVE (E) COMMUNICATIONS SYSTEM - DISPATCH	288	SF	4.86	1,401
	NEW COMMUNICATIONS				
	DISPATCH	394	SF	17.50	6,895
	DIRECTOR'S OFFICE	216	SF	10.00	2,160
	CONFERENCE ROOM	352	SF	12.00	4,224
	VESTIBULE	198	SF	5.00	990
	CORRIDOR - MODIFICATION TO EXISTING	240	SF	5.00	1,200
	<b>SUBTOTAL</b>				<b>16,870</b>
<b>28.0</b>	<b>ELECTRONIC SAFETY &amp; SECURITY</b>				<b>\$</b>
	FIRE ALARM SYSTEM				
	DEMO				
	- REMOVE (E) FIRE ALARM SYSTEM - DISPATCH	288	SF	2.00	576
	NEW				
	- DISPATCH	394	SF	6.25	2,463
	- DIRECTOR'S OFFICE	216	SF	6.25	1,350
	- CONFERENCE ROOM	352	SF	6.25	2,200
	- VESTIBULE	198	SF	6.25	1,238
	- CORRIDOR - MODIFICATION TO EXISTING	240	SF	5.00	1,200
	SECURITY SYSTEM				
	DEMO				
	- REMOVE (E) SECURITY SYSTEM - DISPATCH	288	SF	2.00	576
	NEW				
	- DISPATCH	394	SF	5.00	1,970
	- DIRECTOR'S OFFICE	216	SF	4.00	864
	- CONFERENCE ROOM	352	SF	4.00	1,408
	- VESTIBULE	198	SF	7.00	1,386
	- CORRIDOR - MODIFICATION TO EXISTING	240	SF	5.00	1,200
	<b>SUBTOTAL</b>				<b>16,431</b>

<b>PROJECT: COMMERCE TRANSPORTATION FACILITY - ADMINISTRATION BUILDING</b>			<b>JYI #:</b>	<b>C2284A</b>
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<b>LOCATION: COMMERCE, CA</b>			<b>REVISED:</b>	
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>			<b>WORK AREA:</b>	<b>1,570</b>
<b>SUBJECT: CONCEPTUAL DESIGN OPINION OF COST - ADMIN BUILDING</b>				

ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
<b>31.0 EARTHWORK</b>					\$
	SITE PREP				
	SITE CLEARING	1,450	SF	1.25	1,813
	ROUGH GRADING	1,450	SF	0.28	403
	ALLOWANCE FOR SITE PAVING OVEREXCAVATION - ASSUME 18"D	638	SF	3.21	2,051
	EROSION CONTROL	1,450	SF	0.50	725
	OVER EXCAVATION				
	BUILDING PAD OVER EXCAVATION, 3'-0"D - ALLOWANCE @ NEW SLAB ON-GRADE	152	CY	15.00	2,287
	<b>SUBTOTAL</b>				<b>7,279</b>
<b>32.0 EXTERIOR IMPROVEMENTS</b>					\$
	HARDSCAPE				
	CONCRETE WALKWAY	498	SF	9.88	4,920
	CONCRETE CURB & GUTTER - ASSUME 24"W	70	LF	375.00	26,250
	JOIN CONCRETE PAVING TO EXISTING	17	LF	55.00	935
	JOIN CURB & GUTTER TO EXISTING	2	EA	250.00	500
	MISC. SITE IMPROVEMENTS	1	LS	1,630.00	1,630
	<b>SUBTOTAL</b>				<b>34,235</b>



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<b>LOCATION: COMMERCE, CA</b>			<b>REVISED:</b>	
<b>CLIENT: RNL now STANTEC ARCHITECTURE, INC.</b>			<b>WORK AREA:</b>	<b>1,570</b>
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ITEM NO.	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL COST
<b>ADD ALTERNATE</b>					\$
	RE-ROOFING OF THE ENTIRE ADMIN BUILDING ROOF (rest of roofing area aside from base bid)				
	REMOVE (E) ROOFING MEMBRANE, BOARD, INSULATION, PARAPET CAP, FLASHINGS, WALKWAY PADS, CANT STRIPS, COMPLETE	5,035	SF	3.50	17,623
	SINGLE-PLY ROOFING MEMBRANE	5,035	SF	8.00	40,280
	ROOFING BOARD	5,035	SF	1.35	6,797
	1" RIGID INSULATION	5,035	SF	3.60	18,126
	TAPERED RIGID INSULATION FOR CRICKETS	220	SF	7.00	1,540
	PARAPET METAL COPING	222	LF	20.00	4,440
	CANT STRIP + COVER FLASHING	310	LF	7.50	2,325
	EDGE FLASHING - EQUIPMENT PAD	88	LF	10.50	924
	12"W METAL FLASHING - ADJACENT BUILDING	54	LF	15.00	810
	WALKWAY PADS	500	SF	8.75	4,375
	PROTECT (E) ROOF/OVERFLOW DRAIN	6	PR	65.25	392
	PROTECT (E) HVAC SCREEN WALL	80	LF	16.50	1,320
<b>SUBTOTAL</b>					<b>98,952</b>
<b>TOTAL + PRORATES</b>					<b>145.9%</b>
					<b>144,401</b>