

City of Commerce, City Hall  
2535 Commerce Way  
Commerce, CA 90040

Aug. 12, 2019

Attention: Mr. Chidi Ugwueze

**Re: Architectural-Engineering Fee for Bristow Library Roof and HVAC Replacement**

From our site-walk meeting with you on 8-1-19, you have asked us to provide architectural and engineering services to provide plans, specifications, and estimate to secure public bids from general contractors to install R-30 rigid insulation, new roofing, and replacement of all HVAC equipment and water heater. Our Scope of Work is as described below and our itemized fee is attached. Note that we have provided a separate fee for extensive field measurements-investigation to create drawings of floor-roof-mechanical plans that reflect the existing conditions.

**Scope of Work**

1. Provide coordination with City.
2. Do site visit(s) to confirm existing conditions, photos, size of roof, floor plan, mechanical plan.
3. Provide architectural drawings; details, and specifications for new roofing, flashing, equipment platforms and rigid insulation.
4. Maintain existing roof drain locations.
5. Provide mechanical-electrical-plumbing engineering drawings for replacement of all HVAC equipment and water heater that is currently on the roof.
6. Possibly consolidate HVAC equipment from 4 to 5 units a more efficient 2 bigger units.
7. Provide structural engineering to justify new equipment weight and location on the roof.
8. BOA will submit to Building-Safety Dept. and resolve their comments and corrections.
9. Provide cost estimate.
10. Provide limited Construction Support services.

**Items NOT in Scope**

- a. Asbestos/environmental report
- b. Civil engineering, topographic survey
- c. Soils report

**Time Schedule**

BOA will complete our Construction Documents that will be ready for Building-Safety Dept. review within 2-months from Notice to Proceed.

We are looking forward to successfully completing this project, and we welcome any inquiries you may have regarding our design fee. If you have any questions, please contact me personally at (310) 480-7730 cell.

**BOA Architecture**

 DATE 8-13-19

Edward Lok Ng, Architect, LEED AP

# FIXED FEE PROPOSAL

## Architectural & Engineering Services for City of Commerce Bristow Library Roof & HVAC Replacement

date: August 13, 2019

prepared by: BOA, Edward Lok Ng, Architect

Construction Cost Estimate: to be determined

prepared for: City of Commerce, Chidi Ugwueze

	HOURS	UNIT	HR RATE	COST	TOTAL
<b>PRE-DESIGN</b>					
kick-off meeting to verify scope of work, obtain as-built dwgs.	6 hrs		150	900	
project management, confirm cost/work plan & prep field work	2 hrs		150	300	
site assessment, as-built measurements & photos	6 hrs		100	600	
CADD	0 hrs		100	0	
					1,800
<b>ARCHITECTURAL SCHEMATIC DESIGN</b>					
preliminary design	6 hrs		150	900	
CADD-3D modeling	20 hrs		100	2,000	
color renderings	0 hrs		100	0	
project management, coordination with engineers	6 hrs		150	900	
construction cost estimate	3 hrs		150	450	
1-meeting or coordination with Client	3 hrs		150	450	
					4,700
<b>ENGINEERING and EXPENSES</b>					
structural engineering-engineer				2,000	
mechanical				17,000	
plumbing				6,000	
electrical				5,000	
expenses for blueprints, photocopies, mailing, misc.				200	
					30,200
<b>ARCHITECTURAL CONSTRUCTION DOCUMENTS</b>					
CADD-3D modeling of construction document drawings	28 hrs		100	2,800	
project management, coordination with engineers	10 hrs		150	1,500	
1-meeting or coordination with Client	4 hrs		150	600	
specifications in CSI format	10 hrs		150	1,500	
construction cost estimate	4 hrs		150	600	
quality control	6 hrs		150	900	
client/bldg dept dept submittal and corrections to comments	10 hrs		100	1,000	
					8,900
<b>DESIGN PHASE TOTAL FEE</b>					<b>\$45,600</b>

### AS-BUILT FIELDWORK A& DRAWINGS

field measure & CADD for Arch & Mech **\$5,000**  
(if City does not have accurate existing drawings)

### CONSTRUCTION SUPPORT

pre-bid meeting	0 hrs		150	0	
pre-construction meeting	0 hrs		150	0	
project management, RFI & submittal response	8 hrs		150	1,200	
1 construction site meeting, 1 punchlist meeting	8 hrs		150	1,200	
mechanical engineer construction support				1,500	
expenses for blueprints, photocopies, mailing, mileage, misc.				100	
					4,000

**TOTAL FEE** **\$54,600**

### NOTES AND RESTRICTIONS

1. Construction Administration is limited to amount of hours indicated.
2. BOA will provide blueprints for Client meeting & submittals to Bldg & Safety Dept..
3. The ADA parking stalls and ADA Path-of-Travel is assumed to be in compliance and NOT part of this Scope of Work.
4. Client will be responsible for procurement of an asbestos/environmental report if required.
5. Client will provide all printing for bidding purposes to Contractors

*E. Lok Ng*  
*DATE 8-13-2019*