

# **CITY OF LAGUNA BEACH**

**Issue Date: November 9, 2020**

## **Request for Proposal Conceptual Design and Professional Engineering Services for DOWNTOWN PARKING STRUCTURE**

Proposal Due Date: Friday, December 4, 2020  
Time: 5:00 p.m.  
Electronic Submittal Only

**REQUEST FOR PROFESSIONAL SERVICES  
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**ATTACHMENTS**

1. WALKER CONSULTANTS STUDY
2. VILLAGE ENTRANCE PHASE I ENVIRONMENTAL ASSESSMENT
3. DESIGN REVIEW AND COASTAL DEVELOPMENT PERMIT REQUIREMENTS
4. VILLAGE ENTRANCE MITIGATED NEGATIVE DECLARATION
5. PARTIAL VILLAGE ENTRANCE IMPROVEMENT PLAN

## **I. PROJECT DESCRIPTION**

The City of Laguna Beach intends to construct a parking structure in Downtown Laguna Beach on a CITY owned property located at 725 Laguna Canyon Road (PROJECT). The PROJECT shall be an iconic structure that is complimentary and integrated into the existing fabric of development and incorporates elements of the adjacent hillside and the character of adjacent historic buildings. The design shall be unique and be respectful of the local character and the Village Entrance development. It should also minimize visual impacts of the structure's height and mass to provide a structure that fits cohesively with the surrounding area. PROJECT constraints include a large undeveloped natural topography at the rear of the site, which is available for development if integrated into the PROJECT concept, an active sewer lift station, historic digester building, City Hall, and public parking lots. In addition to the parking structure, other major components include retaining walls, decommissioning the existing fuel island, and improvements at Loma Terrace to improve circulation.

### **I.1 BACKGROUND AND PREVIOUS CONSULTING SERVICES**

The City Council reviewed a feasibility study prepared by Walker Consultants (**ATTACHMENT 1**) and directed staff to proceed with soliciting proposals for preliminary design, preparation of environmental documents and geotechnical engineering for a three-level parking structure that provides 327 parking spaces within the city's 36-foot height restriction. The layouts in the study are for general information only, and not intended to influence the conceptual design of the site. The successful CONSULTANT shall be responsible for determining the ideal layout to provide a creative solution that provides the suggested parking spaces, efficient circulation, is sensitive to the immediate surroundings and provides the best aesthetic solution.

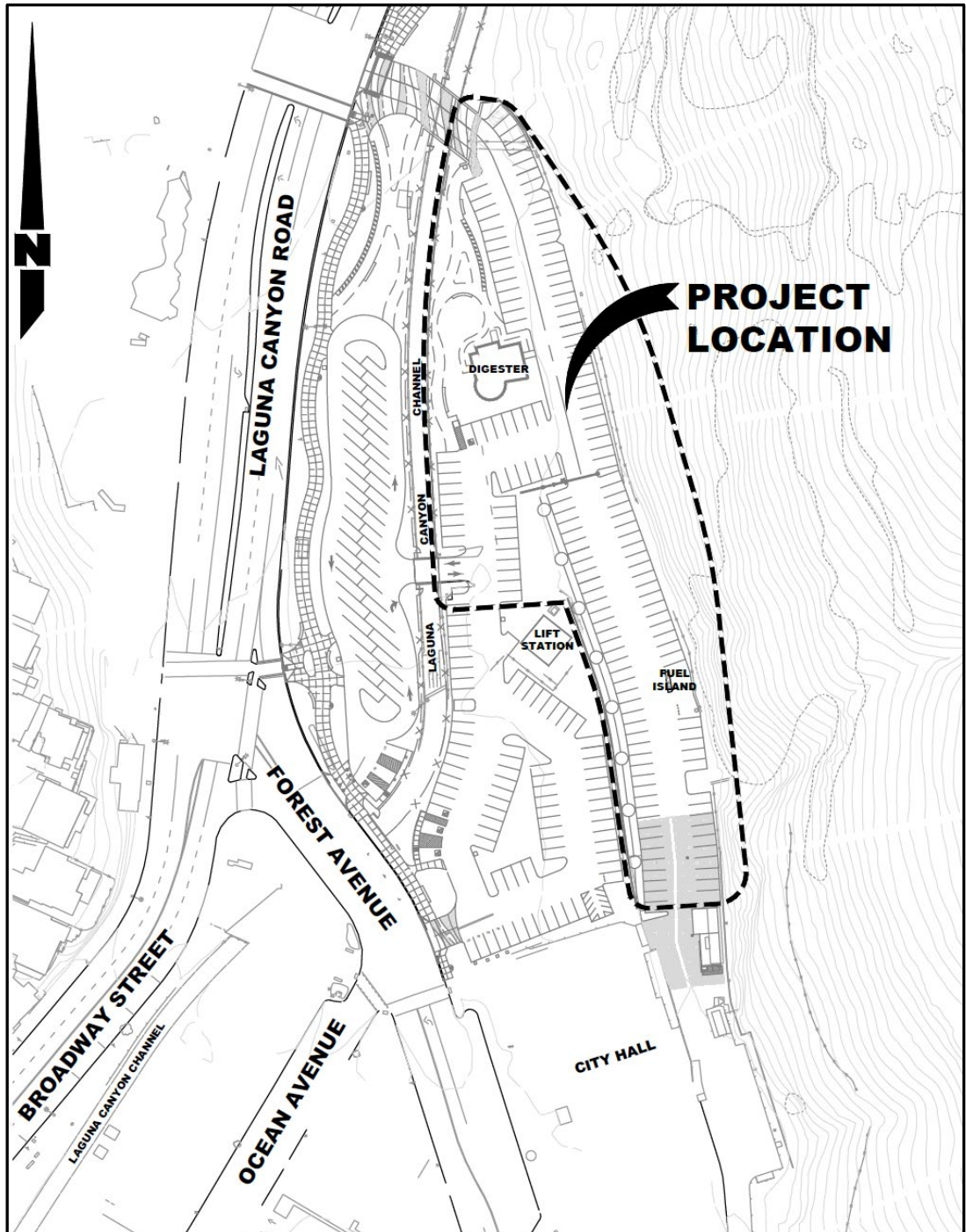
### **I.2 PROPOSED PROJECT**

This RFP is for professional services for the design of a parking structure. The RFP focusses on four phases of work, 1) Conceptual Design/Design Development, 2) Entitlements, 3) Final Design Services (PS&E), and 4) Construction Support Services. CITY may award a contract for one or multiple phases of work. Award of one phase of work does not guarantee work for the remaining phases. The CONSULTANT will be required to prepare an Initial Study to determine whether a Mitigated Negative Declaration (IS/MND) or Environmental Impact Report (EIR) will be required to meet CEQA requirements for the project. The proposed work effort includes, but is not limited to concept development, CEQA compliance, Coastal Development Permitting, and City of Laguna Beach Design Review approval. Elements of work include a site survey, architectural elevations and renderings, a model, color and materials boards, viewshed analysis, preliminary landscape plans, preliminary grading and drainage plans, review of geologic conditions, geotechnical recommendations, certified staking plan, parking structure layouts, technical studies, preliminary footing design including structural calculations, site improvement plans, circulation/stripping plans, utility coordination, soil sampling, fuel island decommissioning and construction cost estimates for the PROJECT.

The CONSULTANT will also be expected to propose innovative construction methods to implement the approved concept, minimize costs, construction durations, and impacts to adjacent properties.

The CONSULTANT is expected to fully complete the Entitlements phase by March 2022.

### I.3 PROJECT LOCATION



## II. PROPOSAL REQUIREMENTS

### II.1 GENERAL REQUIREMENTS

The CONSULTANT is requested to submit their proposal concise and to the point. Examples of previous work shall be submitted and will be considered in the scoring of the proposal.

The CITY recognizes that significant effort is expended in the preparation of a thorough and responsible proposal. However, a proposal is a voluntary response on the part of a CONSULTANT, and this Request for Proposal (RFP) does not commit the CITY to pay any costs incurred in its preparation.

The CITY reserves the right to award all or any portion of the work described in the RFP and may accept or reject any additional elements provided in the CONSULTANT's proposal. The CITY also reserves the right to reject all proposals in their entirety.

All data, documents and other products used or developed during the project will become the property of the CITY.

Consultants shall make themselves aware of all federal, state, and local laws, rules and regulations concerning coastal development, parking structure design, fuel island decommissioning, and public works construction. The deliverables provided to CITY shall conform to those regulations to ensure a complete and conforming project.

#### **\*\*\*QUESTIONS ON RFP\*\*\***

All questions related to this RFP shall be in writing and directed to **Thomas Perez, Project Director** at [tperez@lagunabeachcity.net](mailto:tperez@lagunabeachcity.net) no later than 5:00 PM, Wednesday, November 25, 2020. Questions received after this date may not receive a response from the CITY. Responses to all questions received by the deadline above will be provided to all interested firms by 3:00 PM, Tuesday, December 1, 2020.

#### **\*\*\* PROPOSAL SUBMITTAL \*\*\***

One (1) digital copy of the Technical Proposal in Portable Document Format (PDF) form along with one (1) separate digital copy of the Cost Proposal in PDF form shall be uploaded into PlanetBids no later than Friday, December 4, 2020 at 5:00 p.m. No exceptions to this requirement will be considered.

CONSULTANT SELECTION:

Technical Proposals will be evaluated by a Selection Committee based on the following criteria:

#	Criteria	Point Value
1	Project Understanding	20
2	Project Team and Key Personnel	20
3	Relevant Experience	25
4	Methodology/Project Approach	20
5	Key Personnel Availability & Resources	10
6	Work Progress Schedule	5
Total Maximum Points		100

After completion of the Technical Proposal review, CITY will establish a shortlist of four (4) firms based on qualifications, to be interviewed.

As a part of the interview, the short list firms will be required to present their proposed preliminary concept rendering in the form of a 3D model, renderings, images or story boards that demonstrates their creative vision for the site. CITY will compensate the shortlist firms up to \$5,000 for the preparation of the required preliminary concept design and 3D model.

The proposed preliminary concept shall provide a vision of the parking structure's design, size, location, and integration into the site. It shall also include an architectural vision for the structure illustrating how it will complement and integrate into the surrounding area. The renderings are intended to convey the CONSULTANT's creativity and ability to deliver an iconic structure that compliments the local setting. These documents will affect the overall scoring of the interview.

CITY will disseminate interview details and grading criteria to the shortlist firms at the time the shortlist is created.

Once the shortlist firms have been ranked on the results of the interview, all submitted Cost Proposals will be reviewed and considered for the purpose of assisting CITY in determining a fair and reasonable compensation with the best qualified CONSULTANT. CITY will attempt to negotiate a contract with the best qualified CONSULTANT at a compensation which CITY determines is fair and reasonable. Should CITY be unable to negotiate a satisfactory contract with the CONSULTANT, negotiations with the CONSULTANT shall be terminated and negotiations undertaken with the second best qualified CONSULTANT and so on, until a CONSULTANT is chosen or CITY rejects all proposals.

## II.2 ORGANIZATION OF TECHNICAL PROPOSAL

Technical Proposals must be presented as a single document including the following:

Cover Letter

Table of Contents

- I. Project Understanding
- II. Project Team & Key Personnel
- III. Relevant Experience
- IV. Methodology and Approach - Scope of Services
- V. Project Schedule
- VI. Samples of CONSULTANT's Work for Similar Projects

## II.3 CONTENT OF TECHNICAL PROPOSAL

### Cover

The cover shall include the title of the project as it appears in this RFP, the name of the Prime CONSULTANT, and the name, address, and telephone number of the responsible person having knowledge of, and authority for the proposal. The City of Laguna Beach logo shall not be used anywhere on the proposal.

### Cover Letter

Please attach a brief cover letter which states objectives and highlights the proposed contents and qualifications for this project.

### Table of Contents

Please list in table form the contents of your proposal.

#### I. Project Understanding

Elaborate on the project team's technical approach and understanding in the following areas:

- a) Understanding of overall scope of the project.
- b) Multi-level public parking structures.
- c) Proposed written solution for a parking structures taking into consideration the desired stall counts, height restrictions, and site constraints.
- d) Involvement of the local community in the design process with specific focus on public outreach and presentations to various stakeholder groups.
- e) Cost estimating at Conceptual, Schematic, and Design Development phases.

#### II. Project Team & Key Personnel

This section should include a graphic or matrix that illustrates the project team by firm and key personnel that will be performing work on the project.

Project Manager. The designated Project Manager shall be the primary contact with CITY during the contract period and shall function in that capacity while employed by the firm. In addition, CITY must be notified of and approve any changes of project personnel.

Firm Descriptions. Brief firm descriptions for the team shall be provide for all firms included as part of the CONSULTANT team. Descriptions shall include:

- a) Brief overview, including size of the firm legal entity, date of firm inception, name, telephone number and e-mail address of contact person, and office from which services will be provided.
- b) Resume summaries of key personnel (if desired, full resumes of key personnel may be included as an Appendices).
- c) For each key person proposed, list current assigned projects, anticipated projects, and percentage availability for this project.
- d) Elaborate on additional resources available from the project team.
- e) Elaborate on firm's experience in working with other firms on the project team.

III. Relevant Experience:

This section shall include relevant project experience including the design of multi-level public parking structures, transit-oriented development, and historic preservation. It is recommended that the Project Team include an architect that meets the Secretary of Interior Standards for a Qualified Historic Architect and at least one Certified Access Specialist (CASp) for ADA accessibility design. The information can be displayed in spreadsheet, table, or paragraph format. Project experience shall be listed for the prime CONSULTANT and all sub-consultants and disciplines, including but not limited to architectural, structural, electrical, mechanical, civil, surveying, landscape architectural, and cost estimating.

- a) All projects listed must be in progress or have been completed within the last five years by the Firm listed. Include completion (or anticipated completion) date.
- b) Key personnel proposed must have played a major role in the project as a member of the listed Firm. Name the key person and their role on the listed project.
- c) Include a brief description of the project scope for all projects listed.
- d) Include total project value and consultant contract value for each project including final construction cost compared to original construction contract value.
- e) Owner and Contractor references must be provided for each project including a contact name, mailing address, email address and telephone number.



- f) If desired, more detailed project profiles may be included in the Appendices.

IV. Methodology and Approach - Scope of Services

Elaborate on the project team's technical approach and understanding of the overall scope of the project. Discussion shall include CONSULTANT's proposed written solution for the project taking into consideration the desired stall counts, height restrictions, and site constraints. CONSULTANT shall also define how the following elements will be addressed as part of the project.

- 1) Developing an architectural concept complimentary to the local setting.
- 2) Involvement of the local community in the design process with specific focus on public outreach and presentations to various stakeholder groups.

Where the Scope of Services identified in this RFP does not adequately define or include the tasks required to provide complete professional services, describe your additional recommended services. Include descriptions of your unique approach, work plan clarifications needed, assumptions made, and proposed techniques or methods.

Provide a description and a sample of your past Quality Control Program documents and explain how it will ensure quality work and on-time product delivery.

V. Project Schedule

**Time is of the essence.** The overall project schedule is defined in Section IV of the Schedule for Performance of Services.

Include a CPM Activity Schedule that details the tasks involved in the design services. The Activity Schedule should allow for all required noticing periods, review periods (City Staff, City Building and Safety, outside agencies and Project Manager), and account for comments received from public outreach.

The proposed schedule can be formatted as an 11"x17" sheet.

Note: Please do not replicate the schedule provided in the RFP; but offer recommendations and solutions for streamlining the overall design and approval process.

Since the schedule forms an integral part of this work program, the costs to maintain the schedule must be reflected in your Cost Proposal.

VI. Samples of Consultant's Work for Similar Projects

Provide several sample projects including renderings, photos of completed work and project descriptions from projects completed within the last five years. Provide a copy of a Project Management Plan you prepared on a similar project.

## **II.4 CONTENT OF COST PROPOSAL**

The Cost Proposal shall be broken down on the provided Cost Summary Form by task and list the number of hours by discipline, hourly rates, and be subtotaled for each task. A list of fees and expenses, including all incidental blueprinting, photocopying and miscellaneous costs estimated to be accrued during the life of the contract must be provided in the reimbursable costs.

Section V includes a Cost Summary Form to be used for this proposal.

Tasks listed in the Cost Proposal must match the tasks described in the Technical Proposal. The Cost Proposal must be submitted as a separate PDF file from the Technical Proposal.

Markup on sub-consultant's services is limited to 5%.

All services related to this contract shall be paid on a time and materials basis, not to exceed the individual task items and agreed upon total fixed project cost.

### III. SCOPE OF SERVICES

The work of this RFP is to be performed in an expeditious, professional manner, consistent with the following Scope of Services.

#### PHASE 1 – CONCEPTUAL DESIGN/DESIGN DEVELOPMENT

The objective of this work is to obtain consensus on a preferred conceptual parking structure design.

##### 1.1 Conceptual Options

CONSULTANT is to develop three (3) conceptual parking structure options including site plans, floor plans, elevations, renderings, 3D models and preliminary cost estimates for presentation to the City Council for selection of the preferred option. CONSULTANT shall obtain approval of the preferred option from CITY prior to proceeding to preliminary plan preparations for the parking structure.

This task also requires the CONSULTANT to identify design/construction alternatives that may be employed to shorten construction duration, reduce costs, and minimize conflicts with existing site improvements and utilities.

##### Deliverables

Consultant shall provide the following for each of the three (3) conceptual options:

- 1) Preliminary Layout Exhibit
- 2) Conceptual Rendering
- 3) 3D Model
- 4) Color Elevations
- 5) Architectural Narrative
- 6) Preliminary Cost Estimate
- 7) Preliminary Construction Duration
- 8) Value Engineering alternatives and cost calculations

##### 1.2 Research

CONSULTANT shall research all work performed to date in the project vicinity such as existing improvement plans, engineering reports of record, environmental documents, and mitigation measures. CONSULTANT shall research the project area and evaluate existing conditions. In regard to the utilities, CONSULTANT shall provide proof of property rights through the above referenced documents. Site review shall include a detailed investigation of the existing fuel island to be decommissioned.

Property ownership from assessor records, assessor parcel numbers and parcel size shall be researched. Right-of-way data shall be graphically plotted onto base maps. CONSULTANT shall make preliminary contact with utility agencies/owners having facilities within the project area. Utilities, which may impact the project, shall be plotted on the base plans with the respective utility's disposition.

Use of the information from "as-built" or "record" documents shall not release CONSULTANT

from its responsibility to verify the accuracy of the information. Due to regular elevation datum adjustments, record plan elevation data should not be relied upon without independent survey and/or pothole verification.

Deliverables

- 1) Maps documenting research results
- 2) Utility contact letters/correspondence
- 3) Photo log of existing project site conditions

### **1.3 Structural Analysis – Digester**

CONSULTANT shall review record drawings for the digester building and perform necessary field investigations and testing to determine the structural integrity of the structure. The analysis shall identify minimum requirements to bring the structure to compliance with current codes for a habitable structure to be incorporated into the design of the proposed parking structure.

Deliverables

- 1) Structural Analysis Report

### **1.4 Site Surveying/Base Mapping**

A site survey shall be conducted to collect and verify horizontal and vertical location of existing improvements. Survey data should extend outside of project limits sufficiently to plot joins to existing improvements, verification of unimpeded intersection sight distance triangles, etc. Survey notes and mapping shall include, but not be limited to, curb, drainage features, gutter, tree diameter (at breast height)/type, signs/sign message, improvements, buildings, ROW encroachments/overhangs, utility poles/ facilities/markers, fencing, survey horizontal/vertical monuments, surface break lines/feature lines, striping, sidewalk, ADA ramp limits, street furniture, etc.

All survey data shall be in the California state plane horizontal coordinate system, North American Datum 1983 and North American Vertical Datum 1988 and their latest adjustments/epochs.

Provide sufficient survey information to prepare right-of-way (ROW) exhibits necessary to secure temporary construction easements if needed.

Deliverables

- 1) Submit all survey files, aerial orthophotos, calculations, and notes/sketches.

### **1.5 Potholing**

Pothole existing utility crossings, underground structures or other facilities that could potentially conflict with the proposed project. Prepare an exhibit of all planned potholes for CITY review prior to scheduling work. A no fee encroachment permit required for potholing within existing right-of-way shall be included in this task. Potholes in AC pavement shall be

slurry backfilled and traffic striping restored. **Include twenty (20) potholes as part of this work.**

#### Deliverables

- 1) Pre-potholing exhibit prior to scheduling work.
- 2) Notes showing the location, horizontal and vertical size of excavation.
- 3) Plot pothole information on plans and verify no design conflicts exist.

### **1.6 Project Management and Meetings**

This item of work shall include meetings to coordinate the project design and satisfy requirements of this RFP. "Meetings" under this item shall be limited to CITY, community, or board meetings. Consultant project management activities shall be included in CONSULTANT's overhead costs and will not be billed separately. Meeting minutes shall be delivered to CITY within one day of each meeting summarizing issues discussed and action items. Action items shall be tracked until resolved. Submit written Weekly Project Status Reports to CITY. Additionally, copies of all correspondence, minutes of meetings, and other communications shall be submitted on a continuous basis during the project duration.

Host one (1) community stakeholder meeting and provide project information to interested stakeholders. CONSULTANT will be responsible for preparing color displays and exhibits, preparing a PowerPoint presentation, leading the meeting, and preparing detailed meeting minutes. Provide color exhibits for display.

Support CITY during presentations at the Planning Commission and City Council meetings for the purpose of obtaining approval of the conceptual design pursuant to the requirements of this RFP.

#### Deliverables

- 1) Meeting agendas and meeting minutes
- 2) Weekly updated project status report, schedule, budget, deliverables status
- 3) PowerPoint Presentation
- 4) Three 24" x 36" color community presentation exhibits

### **1.7 Reimbursables**

Reprographic services shall be itemized on the invoice to CITY with backup documentation. Reimbursable expenses such as messenger services and other project specific out-of-pocket expenses will be paid at cost. CONSULTANT shall provide sufficient expenses to supply hardcopies to other agencies and utility companies for their review along with any other required data, including permit application costs.

NOTE: Vehicle use, mileage, and travel expenses are specifically excluded as reimbursable items and should be accounted for in CONSULTANT's hourly rates.

## PHASE 2 – ENTITLEMENTS

The objective of this phase is to prepare all necessary preliminary plans and environmental documents necessary to secure entitlements for the approved conceptual parking structure design.

### 2.1 Geotechnical Engineering

This item of work shall include all material testing, analysis and recommendations required for the design of the proposed project including but not limited to grading, structure foundations, slab on grade, lot paving, site concrete and retaining walls. Report shall provide design parameters including recommendations for foundation design, retaining wall design, pavement sections, over excavation and soil preparation. The report shall also identify any areas of unsuitable soil and estimate the quantity that would need to be exported.

Construction of the Village Entrance project was completed in May 2020. As part of the Village Entrance project, the existing hydraulic lifts noted in the Phase I Environmental Report (**Attachment 2**) were removed and properly disposed of, and all RECs were excavated. No hazardous materials were observed during the Village Entrance construction. The fuel island is now proposed to be decommissioned; therefore, a focused soil investigation shall be conducted, and soil gas samples shall be collected in close vicinity to the existing fuel island. All collected samples shall be analyzed in the lab, and results shall be used to prepare a report summarizing all environmental work and data collected. The CONSULTANT shall use this information to identify and quantify any soil remediation and/or groundwater monitoring requirements for the project.

#### Deliverables

- 1) Geotechnical Reports
- 2) Boring Logs

### 2.2 Preliminary Design

Provide all plans and exhibits to fulfill the submittal requirements for Laguna Beach Design Review and Coastal Development Permit approval. Guidelines for Laguna Beach Design Review and Coastal Development Permits are attached as **Attachment 3**. Preliminary plans shall be prepared for the project in accordance with applicable local, state, and federal codes and standards. Efforts under this task include but are not limited to the subtasks listed below.

- 1) Identify code requirements
- 2) Site plan (topo, proposed improvements, proposed striping, and utilities)
- 3) Dry utility coordination plan
- 4) Grading plan indicating all proposed drainage, storm drain, erosion control, and other NPDES requirements
- 5) Fire Master Plan indicating access, circulation, hydrants, water supply, fire protection systems, fuel modification, etc.)
- 6) Floor plans
- 7) Furniture and equipment plan
- 8) Exterior elevations

- 9) Landscape Plans
- 10) Roof plan including drainage and slopes.
- 11) Building sections showing general construction methods and materials
- 12) Structural engineering deliverable to include basis of design report incorporating the recommended geotechnical foundation systems
- 13) Security, CCTV, Fire Alarm, Audio Visual, and specialty low voltage systems
- 14) Parking control systems
- 15) Outline specifications including basis of design for materials and equipment.

CONSULTANT shall review results of the Digester Structural Analysis and identify opportunities to incorporate the building into the design of the parking structure. One such concept is to modify the tower portion to act as a stairwell for the parking structure. CONSULTANT shall identify all modifications to existing improvements that are required to construct the project.

#### Deliverables

- 1) Plans plotted on 24" x 36" bond/vellum paper at 1" = 40' scale unless otherwise noted.
- 2) Plans in the latest version of AutoCAD (.DXF or .DWG file format) and PDF on a USB thumb drive.
- 3) Exhibits and analysis supporting the constructability of the project
- 4) Specifications

## **2.3 Environmental Analysis**

### Environmental Document (CEQA Compliance)

CONSULTANT shall prepare the environmental document that is deemed appropriate, including any necessary studies, manage public review including agency reviews, provide responses to comments and prepare the Mitigation Monitoring and Reporting Program. This task shall include the preparation of an Initial Study and EIR pursuant to CEQA and in accordance with the City of Laguna Beach CEQA Implementation Handbook.

If the IS determines that an MND is sufficient to meet the CEQA requirements for the project, the scope shall be reduced appropriately to match the level of work required.

CONSULTANT shall manage distribution and coordinate the environmental document submittal, including the filing of required CEQA Notices, payment of all applicable filing fees, and mailing of all public notices.

CONSULTANT shall be responsible for the overall management and supervision of the environmental review, including consultation with the appropriate state and local agencies.

A Phase I Environmental Assessment was prepared for the Village Entrance Project in September 2013. The area studied included the proposed project site. The Phase I Environmental Site Assessment (ESA) is provided as **Attachment 2**. In addition, the Village Entrance MND was adopted by the Planning Commission in December 2017, a copy of which is included as **Attachment 4**. These documents are provided for reference only and should not be construed to serve as approvals or technical support for the proposed project.

### Community and Stakeholder Outreach

CONSULTANT shall assist and participate in all public meetings relative to the environmental documentation phase of the PROJECT. CONSULTANT shall provide presentation materials, graphics, exhibits, information fact sheets, and other pertinent tools and resources for these meetings.

### Public Hearings

CONSULTANT shall assist and participate in all necessary public hearings with the Planning Commission and City Council relative to the approval of the environmental documentation.

### Deliverables

- 1) Initial Study (Draft and Final)
- 2) CEQA Document (Draft and Final) and technical studies
- 3) Mitigation Monitoring and Reporting Program
- 4) Required CEQA Notices
- 5) Mailing Labels

## **2.4 Permits**

Prepare and submit permit applications to each regulatory agency required for plan approvals. Permits issued by the City of Laguna Beach will be "No Fee." If a permit(s) is required for any work outside of CITY's jurisdiction, CONSULTANT shall include permit application and processing services as necessary to complete this scope of work. CITY will reimburse CONSULTANT for agency permit application fees with no additional mark-up.

### Deliverables

- 1) Provide copies of draft permit applications and final approved permits.

## **2.5 Critical Path Method Schedule**

Prepare a detailed critical path method (CPM) schedule for all work under this phase showing all relevant tasks, deliverables, and review times. The schedule shall allow for sufficient review time by CITY for all required CITY reviews and shall also consider all public noticing and comment periods. CONSULTANT shall provide schedule updates throughout the PROJECT duration and revise the schedule as necessary and appropriate. Updated schedules shall be submitted to CITY monthly for review and comment. Recovery schedules will be required to maintain milestone dates.

### Deliverables

- 1) Monthly CPM Schedule (PDF and Microsoft Project format)

## **2.6 Cost Estimating**

Provide a quantity take-off list and an updated cost estimate for each submittal and a final engineer's estimate of the project cost.

### Deliverables

- 1) Electronic cost estimates in Microsoft Excel and PDF format at each plan submittal.



## **2.7 Water Quality Compliance**

Comply with and incorporate into the design the latest requirements of the Orange County MS4 permit.

### Deliverables

- 1) Draft WQMP

## **2.8 Right-of-Way Engineering (ROW) and Legal Descriptions**

The following is the minimum required Scope of Work for right-of-way Engineering services by CONSULTANT: 1) Obtain Preliminary Title Reports for all affected parcels. 2) Prepare Legal description, plats and exhibits for any temporary construction easements (2 maximum).

### Deliverables

- 1) Preliminary Title Reports
- 2) Legal Description and Plat Maps for Temporary Construction easement Parcels.

## **2.9 Utility Coordination**

Coordinate with all utility companies having facilities within or adjacent to the project area and all utilities required for the proposed parking structure. Any new service requests, utility relocation, including adjustments to grade shall be processed and permitted with the various agencies and utility companies. CONSULTANT shall coordinate and notify CITY of any costs to be paid by CITY for utility relocations early in the design process. CONSULTANT shall track the progress/schedule of the utility company responses and relocation plan preparation.

### Utility Notice Form

Transmit notice and location map to all utility agencies requesting copies of the as-built maps and subsequently transmit notice and preliminary plans to all utility agencies with facilities in the project area (existing or proposed) to confirm their facilities have been shown correctly on the plans and return redlined corrections, if necessary. Request and review prior rights documentation if CITY is requested to pay for relocation costs.

### Deliverables

- 1) Utility maps
- 2) Utility correspondence
- 3) Correspondence tracking matrix

## **2.10 Project Management and Meetings**

This item of work shall include meetings to coordinate the project design and satisfy requirements of this RFP. "Meetings" under this item shall be limited to CITY, community, or board meetings. Consultant project management activities shall be included in CONSULTANT's overhead costs and will not be billed separately. Meeting minutes shall be delivered to CITY within one day of each meeting summarizing issues discussed and action

items. Action items shall be tracked until resolved. Submit written Weekly Project Status Reports to CITY. Additionally, copies of all correspondence, minutes of meetings, and other communications shall be submitted on a continuous basis during the project duration.

Host one (1) community stakeholder meeting and provide project information to interested stakeholders. CONSULTANT will be responsible for preparing color displays and exhibits, preparing a PowerPoint presentation, leading the meeting, and preparing detailed meeting minutes. Provide color exhibits for display.

Support CITY during presentations at the Planning Commission and up to two (2) City Council meetings for the purpose of obtaining design review and coastal development approval, including approval of the project plans and environmental documents pursuant to the requirements of this RFP

#### Deliverables

- 1) Meeting agendas and meeting minutes
- 2) Weekly updated project status report, schedule, budget, deliverables status
- 3) PowerPoint Presentation
- 4) Three 24" x 36" color community presentation exhibits

### **2.11 Plan Check Processing**

CONSULTANT will track and respond to plan check comments to minimize the number of plan check cycles required. Costs for plan processing shall be included in the appropriate items of work listed above.

CONSULTANT shall deliver plan check documents (plans, reports, calculations, etc.) to the CITY's project manager and in Adobe PDF format on a non-returnable USB thumb drive. Plans shall be black print on white background. All other reviewing agencies will be provided hardcopy documents per their requirements.

### **2.12 Reimbursables**

Reprographic services shall be itemized on the invoice to CITY with backup documentation. Reimbursable expenses such as messenger services and other project specific out-of-pocket expenses will be paid at cost. CONSULTANT shall provide sufficient expenses to supply hardcopies to other agencies and utility companies for their review along with any other required data, including permit application costs.

Permit application fees for permits/approval from other agencies (Caltrans, Orange County Public Works, Regional Water Quality Control Board, etc. if applicable) will be paid by CITY.

NOTE: Vehicle use, mileage, and travel expenses are specifically excluded as reimbursable items and should be accounted for in CONSULTANT's hourly rates.

## **PHASE 3 – FINAL DESIGN SERVICES – PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E)**

This phase shall include development of Construction Documents (PS&E) for the construction of the Parking Garage.

### **3.1 Design**

CONSULTANT will track and respond to plan check comments to minimize the number of plan check cycles required. Costs for plan processing shall be included in the appropriate items of work.

CONSULTANT shall deliver hardcopy and electronic plan check documents (plans, reports, calculations, etc.) to the CITY's project manager. Electronic documents shall be in PDF format on a non-returnable USB thumb drive. Plans shall be black print on white background. All other reviewing agencies will be provided hardcopy documents per their requirements.

CONSULTANT shall prepare and submit to CITY 65%, 95% and 100% Construction Documents (PS&E) for review and comment by the City. This includes services necessary to prepare the Construction Documents consisting of detailed drawings for site development and building construction together with specifications, engineering calculations and all architectural, civil, structural, mechanical, electrical, interior and landscape systems and equipment and materials cut sheets. The Construction Documents shall be based upon the Entitlement Documents approved by CITY. All drawings submitted to the City shall be both in "hard copy" and electronic format.

CONSULTANT shall address all comments received and submit revised plans to City and/or other authorities having jurisdiction for code review; continue submission/revisions until approval is obtained.

Upon acceptance by all parties, CONSULTANT shall submit the Final Construction Document Package to CITY for Bidding Purposes. Final construction documents shall include and have incorporated all Plan Check comments. Final Submittal shall contain all approvals from authorities having jurisdiction necessary to proceed with construction. Final submission shall be in AutoCAD 2009 or later, PDF, and hard copy versions. CONSULTANT shall provide three (3) copies of Final Construction Documents (PS&E) on bond and 1 set of plans on high quality Mylar.

Plans required for this effort shall at a minimum include the following:

#### **3.1.1 Architectural Design**

- 1) Floor plans of each area. Walls, doors, and windows shall be clearly referenced, and all materials clearly indicated.
- 2) Floor plans showing interior finishes.
- 3) Roof plans with refined equipment layout including ductwork and attachments.
- 4) Reflected ceiling plans showing lighting, grill layouts, and penetrations.

- 5) Elevations showing all wall features, including details of all awnings or shade systems, materials indications, and refined dimensions.
- 6) Sections with refined features in specific areas, dimensions, materials indications.
- 7) Schedules: All partition/demising wall types defined, complete paint/finish schedule. Complete door/frame schedule, complete window schedule.
- 8) Interiors: Final interior elevations, reflecting ceiling plan, finishes, furniture and fixtures, casework and millwork layout, and material selection.
- 9) Provide final material and color board for exterior and interior finishes.
- 10) Provide recommendation for all door and window hardware.

### **3.1.2 Civil Design**

- 1) Grading plans showing finish grades at all vehicular streets, join points, public walkway, and proposed floor slab elevations.
- 2) Drainage Plans including storm drain profiles and sanitary sewer profiles.
- 3) Utility Plans for water and sewer showing points of connection, location of all underground utilities, including existing that must be re-located, points of connection locations for buildings.
- 4) Utility study and calculations.
- 5) Coordinate with the MEP engineer for all utility connection locations and capacity requirements.
- 6) BMP erosion and sediment control plan and report.
- 7) Water Quality Management Program (WQMP) report.
- 8) Site plan with horizontal control for building corners and other major site elements.

### **3.1.3 Landscaping/Irrigation Design**

- 1) Site plan showing buildings and landscape features to include but not limited to major graphics, lighting locations, etc.
- 2) Detailed landscape (soft and hard) plans at appropriate scale.
- 3) Landscape palette.
- 4) Elevations, sections and details of walls, planters, and other hardscape features.
- 5) Details for curbs and paving edges, fences, railings, waste and recycle receptacles.

### **3.1.4 Structural Design**

- 1) Foundation and framing plans and sections fully defined.
- 2) Structural design calculations for typical elements.
- 3) Framing layout drawings.
- 4) Typical detail sheets.
- 5) Identify pre-engineered structural elements (trusses, walls, etc.)

### **3.1.5 Mechanical and Plumbing Design**

- 1) HVAC plans showing supply and return air and thermostat locations (if applicable).
- 2) HVAC equipment schedule including approximate load, weight, and power

requirements (if applicable).

- 3) Plumbing equipment and fixture schedule.
- 4) Mechanical room layouts.
- 5) Ductwork single line layout.
- 6) Piping layout.
- 7) Standard details.
- 8) HVAC load calculations, plumbing fixture count, and utility load calculations.
- 9) Title 24 plan

### **3.1.6 Electrical Design**

- 1) Electrical load calculations and summaries (normal and emergency).
- 2) Lighting layouts.
- 3) Photometric plan
- 4) Power plans.
- 5) Electrical/electronic room layouts.
- 6) Fire alarm, communications telephone LAN device layouts
- 7) Security, CCTV, and emergency response systems
- 8) Completed single line diagram with feeder lengths.
- 9) Lighting protection plan and grounding.
- 10) Equipment schedule with approximate loads, weights, and power requirements.
- 11) Panel and load schedules coordinated with distribution panel sizes and locations.
- 12) Electrical details.
- 13) Location of building intrusion detection devices and keyless entry devices
- 14) Criteria for design-build fire alarm systems
- 15) Lighting Fixtures.
- 16) Plans and Building Elevations showing the location of lighting fixtures

### **3.1.7 Signage & Graphics Design**

- 1) Site and buildings plans showing the locations of all signage and graphics at appropriate scales. List signage type and copy.
- 2) Designs for all signage, specifying colors, materials, dimensions, and attachment details.
- 3) Wayfinding, level, and vehicle traffic signage.

## **3.2 Permits**

CONSULTANT shall complete the permit processing as required to obtain all approvals, including outside agency permits as identified during the Entitlements phase.

Permits issued by the City of Laguna Beach will be "No Fee." If a permit(s) is required for any work outside of CITY's jurisdiction, CONSULTANT shall include permit application and

processing services as necessary to complete this scope of work. CITY will reimburse CONSULTANT for agency permit application fees with no additional mark-up.

Deliverables

- 1) Provide CITY one copy of final approved permits.

**3.3 Critical Path Method Schedule**

Prepare a detailed critical path method (CPM) schedule for all work under this phase showing all relevant tasks, deliverables, and review times. The schedule shall allow sufficient review time by CITY for all required CITY reviews. CONSULTANT shall provide schedule updates throughout the PROJECT duration and revise as necessary and appropriate. Updated schedules shall be submitted to CITY monthly for review and comment. Recovery schedules will be required to maintain milestone dates.

Deliverables

- 1) Monthly CPM Schedule (PDF and Microsoft Project format)

**3.4 Cost Estimating**

Provide a quantity take-off list and an updated cost estimate for each submittal and a final engineer's estimate of the project cost for inclusion in the project specifications and Notice Inviting Bids.

Deliverables

- 1) Electronic cost estimates in Microsoft Excel and PDF format at each plan submittal.

**3.5 Utility Coordination**

Coordinate with all utility companies affected by the project. All utility related work shall be fully incorporated into the plans and specifications. Specifications shall define work to be done by CITY or Utility Agency. Specifications shall include a schedule for utility coordination and identify windows for work to be performed by Utility Agencies and the required notice. Any permits or agreements shall be included in the project specifications. CONSULTANT shall confirm all utility payments have been made, and all utility plans are complete and ready for construction. CONSULTANT shall track the progress of the utility company responses and disposition of facilities.

Utility Notice Form

Transmit notice and 95% level plans to all affected utility agencies to confirm their facilities have been shown correctly on the plans.

Deliverables

- 1) Utility maps
- 2) Utility correspondence
- 3) Correspondence tracking matrix

### **3.6 Right-of-Way Engineering (ROW) and Legal Descriptions**

CONSULTANT shall refine all necessary documents as required for temporary construction easements if required for the construction of the proposed project.

#### Deliverables

- 1) Final Legal Description and Plat Maps for Temporary Construction easements.

### **3.7 Project Management and Meetings**

This item of work shall include meetings to coordinate the scope of work identified in this phase. "Meetings" under this item shall be limited to CITY, community, or board meetings only. Consultant project management activities shall be included in CONSULTANT's overhead costs and will not be billed separately. Meeting minutes shall be delivered to CITY within one day of each meeting summarizing issues discussed and action items. Action items shall be tracked until resolved. Submit written Weekly Project Status Reports to CITY. Additionally, copies of all correspondence, minutes of meetings, and other communications shall be submitted on a continuous basis during the project duration.

Support CITY during presentations at the City Council meetings for the purpose of awarding a construction contract.

#### Deliverables

- 1) Meeting agendas and meeting minutes
- 2) Weekly updated project status report, schedule, budget, deliverables status

### **3.8 Reimbursables**

Reprographic services shall be itemized on the invoice to CITY with backup documentation. Reimbursable expenses such as messenger services and other project specific out-of-pocket expenses will be paid at cost. CONSULTANT shall provide sufficient expenses to supply hardcopies to other agencies and utility companies for their review along with any other required data, including permit application costs.

Permit application fees for permits/approval from other agencies (Caltrans, Orange County Public Works, Regional Water Quality Control Board, etc. if applicable) will be paid by CITY.

NOTE: Vehicle use, mileage, and travel expenses are specifically excluded as reimbursable items and should be accounted for in CONSULTANT's hourly rates.

### **3.9 Bid Support Services**

- 1) Assist CITY in preparation of a prequalification package to create a list of qualified contractors who will be eligible to bid on the proposed project.
- 2) Assist CITY in the review of Prequalification submittals.

- 3) Assist CITY in the preparation of the bid package to incorporate final construction documents into the City's front-end specifications. Review final bid specifications for errors and omissions.
- 4) Participate in pre-bid job walks.
- 5) Prepare responses to prospective Bidder's requests for information and clarification related to the construction documents.
- 6) Assist in the preparation of contract addenda.
- 7) Review proposed material substitutions during bidding period and recommend approval or rejection providing explanations as required.

## **PHASE 4 – CONSTRUCTION SUPPORT SERVICES**

### **4.1 Meetings**

Attend pre-construction meeting with Contractor and subsequent weekly scheduled site construction progress meetings. CONSULTANT's subconsultants shall only attend the weekly site construction progress meetings when requested to address specific issues. A CONSULTANT representative shall attend each weekly meeting during construction.

### **4.2 Submittal Review**

Review and respond to contractor's submittals and shop drawings as appropriate. As requested by CITY, during the construction, CONSULTANT shall review all samples, material data sheets, equipment "cut" sheets, shop drawings, and any other technical documentation submitted by the General Contractor for review for conformance with the standards prescribed in the Construction Contract Documents. Response times for submittals shall be no more than (10) business days as a standard practice.

### **4.3 Requests for Information**

Respond to Requests for Information (RFI): The A/E Design Firm shall review and provide responses to all RFIs and Clarification requests submitted by the General Contractor within five (5) calendar days of receipt.

Prepare and distribute to all appropriate persons and entities, any correspondence, bulletins, drawings, supplemental specifications, addenda etc. necessary to clarify or supplement Construction Documents throughout the construction phase. Includes complying with the Building Department for issuing engineered stamped RFI's or Bulletins for approval to support the construction inspection process.

### **4.4 Change Order Review**

When requested by the Project Construction Manager, review General Contractor's requests for change orders and make recommendations to accept or deny, as appropriate.



#### **4.5 Site Inspections**

As Engineer of Record, perform regular site visits and report findings to the City. Site visits shall be adequate to satisfy the requirements of applicable code(s). Issue field reports, recommendations, and/or corrections as required within (3) business days of conducting site visits.

#### **4.6 Closeout**

Provide Final Walk-Through and Punch List: The CONSULTANT shall assist CITY in conducting a walk-through of the Project to determine a construction “punch list” of items to be completed or corrected by the General Contractor prior to final acceptance of the Project by CITY. Punchlists will be issued in Microsoft excel for ease of sorting by building, floor, area, etc.

Prepare the AIA Substantial and Final Completion documents.

Review prime contractors’ or construction manager’s submission of their Record Drawings, Warranties and Operation and Maintenance Manuals for all systems for approval prior to the issuance of a final Certificate of Payment. In their review, CONSULTANT shall advise PM of any apparent unacceptable items, problems, and discrepancies between the intent of their work and such Record Drawings. Such review shall not relieve the prime contractors or construction manager of responsibilities for the accuracy or completeness of its work or of the information recorded.

Incorporate General Contractor’s redlined changes on the original bid drawings and submit “as-built” drawings to CITY. “As-Built” Drawings and Specifications: The CONSULTANT shall document all changes to the drawings and specifications reflecting the actual “as-built” conditions as provided by the General Contractor on a marked-up (“red lined”) set of documents and all applicable design changes. This documentation of “as-built” conditions will consist of one complete set of reproducible Mylar “record drawings” and specifications which shall be submitted to CITY within thirty (30) days after receipt of the General Contractor’s “red-lined” set of documents. “Record Drawings” are to be produced in AutoCAD format and submitted in “hard copy” and electronic format.

Post Construction Evaluation and Inspection: Within one month prior to expiration of the General Contractor’s one-year guarantee period, the A/E Design Firm shall inspect the Metrolink Parking Structures Project with the City and the Project Construction Manager, and assist with providing an itemized list of corrections required to the General Contractor. At the same time, the A/E Design Firm shall interview the users of the facility and prepare a post evaluation of the design and construction based on these interviews and the A/E Design Firm’s own observations

**IV. SCHEDULE FOR PERFORMANCE OF SERVICES**

**IV.1 PROJECT SCHEDULE**

This project is an essential element in the development of parking solutions for the City of Laguna Beach. Time is of the essence in completing this project. Please refer to the schedule of services (see Section 4.4) for major milestone dates. Schedule may be revised and/or compressed at any time as determined by CITY.

**IV.2 TIME EXTENSIONS**

There will be no time extensions for routine delays in project development design, plan check, or permit processing. These must be anticipated in your schedule. Time extensions may **only** be authorized in writing due to **increase** in Scope of Services. CONSULTANT shall notify CITY at the earliest time CONSULTANT is aware of a potential delay and provide corrective measures to resolve the time delay.

**IV.3 ALTERNATIVE WORK SCHEDULE**

CONSULTANT should discuss the project schedule and the ability to meet or exceed the milestones given. In the event it is determined that there are major deficiencies in the provided work schedule or that the work can be accomplished in less time, an alternative work schedule may be submitted along with an appropriate explanation. CITY is under no obligation to consider such an alternative schedule.

**IV.4 SCHEDULE OF SERVICES**

Not all milestone delivery dates are shown. CONSULTANT shall complete all required work by the agency approval date.

RFP to Consultants .....	11/9/2020
Proposals to CITY.....	12/4/2020
Shortlist Interviews	12/29/2020
Consultant Selection .....	12/30/2020

**Project Report and Environmental Schedule**

Notice to Proceed .....	1/18/2021
Conceptual Options Approval .....	7/5/2021
Environmental Approved .....	3/16/2022

## V. COST PROPOSAL

### V.1 PURPOSE OF COST SUMMARY FORM

The Cost Proposal should be prepared in accordance with the tasks outlined in the RFP. Each task should be broken down into sub-tasks as shown in the Cost Summary Form and must identify the hourly rates, number of hours and staff position for each sub-task. For certain sub-tasks, a lump sum cost may be more appropriate such as small items of work done by a subconsultant, e.g., preparation of title reports; however, lump sum items shall only be approved at the City's sole discretion.

Each task will have a sub-total fee which will act as a Not-to-Exceed total for that task. CONSULTANT will be compensated based on the number of hours charged at the hourly rates identified in the proposal, but the overall fee for each task shall not exceed the sub-total identified in the proposal for that task.

All work is to be invoiced to CITY in accordance with the approved Cost Proposal. CITY will make payments no more than once monthly on approved invoices up to the negotiated fee.

CONSULTANT invoices shall include the list of tasks and subtasks corresponding to the same format as the approved Cost Proposal, number of hours and dates worked, and name and title of person. The invoice shall be reviewed and signed by CONSULTANT Project Manager certifying its accuracy. **The amount invoiced shall not exceed the amount shown for each phase of work.** CONSULTANT shall not proceed with any additional scope items without an approved addendum executed by CITY. Compensation is related to tasks performed and not time elapsed between start and completion of project.

Payments shall be based on the detailed scope of work prepared by CONSULTANT and the correspondent costs of the tasks. Schedule delays due to unforeseen conditions and reasons beyond the control of CITY are not grounds for CONSULTANT to request additional compensation.

### V.2 CHANGES TO TASKS

You are free to make additions to the list of tasks on the Cost Summary Form, provided that these changes are highlighted, listed, and explained in the proposal. Include in the explanation any advantages or disadvantages that you believe would accrue to the project should these changes be implemented. If the CONSULTANT feels any items of work are not required, the item shall remain, but the task total shall be shown as zero dollars (\$0.00). Additional columns may also be added for additional job titles and subconsultants as needed.

### V.3 COST SUMMARY FORM

Please fill out the provided Cost Summary Form with the amount of effort in terms of hours and fees for the delivery of each product\tasks and deliverable products requested in the Scope of Services.

**V.3 Cost Summary Form**  
**Professional Engineering Services for Downtown Parking Structure**

TASK NO.	Work Task or Item* DESCRIPTION	LUMPS SUM FEE	PRINCIPAL		PROJECT MANAGER		PROJECT ENGINEER		SENIOR ENGINEER		DESIGN ENGINEER		STRUCTURAL ENGINEER		LANDSCAPE DESIGNER		CADD TECHNICIAN		SUBCONSULTANT		SUBCONSULTANT		TASK TOTALS		
		\$	\$	HRS	COST	\$	HRS	COST	\$	HRS	COST	\$	HRS	COST	\$	HRS	COST	\$	HRS	COST	\$	HRS	COST	HOURS	FEE
<b>PHASE 1 - CONCEPTUAL DESIGN</b>																									
1.1	Conceptual Options																								
1.2	Research																								
1.3	Structural Analysis - Digester																								
1.4	Site Surveying/Base Mapping																								
1.5	Potholing																								
1.6	Project Management & Meetings																								
1.7	Reimbursables																								
<b>PHASE 1 - SUBTOTALS</b>																									
<b>PHASE 2 - ENTITLEMENTS</b>																									
2.1	Geotechnical Engineering																								
2.2	Preliminary Design																								
2.3	Environmental Analysis																								
2.4	Permits																								
2.5	Critical Path Method Schedule																								
2.6	Cost Estimating																								
2.7	Water Quality Compliance																								
2.8	Right of Way Engineering																								
2.9	Utility Coordination																								
2.10	Project Management & Meetings																								
2.11	Plan Check Processing																								
2.12	Reimbursables																								
<b>PHASE 2 - SUBTOTALS</b>																									
<b>PHASE 3 - DESIGN SERVICES</b>																									
3.1	Design																								
3.1.1	Architectural Design																								
3.1.2	Civil Design																								
3.1.3	Landscape/Irrigation Design																								
3.1.4	Structural Design																								
3.1.5	Mechanical & Plumbing Design																								
3.1.6	Electrical Design																								
3.1.7	Signage & Graphics Design																								
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4.1	Meetings																								
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<b>Total</b>																									