

**Kensington Police Protection and Community Services District
Park Buildings Committee**

Monday, September 26, 2016

7 pm

Kensington Community Center

Agenda

Roll Call

Public Comment

New Business

1. For informational purposes the September 22, 2016, Notice to the Community is attached.
2. Discussion of Community Center upgrades.
3. Review of proposals submitted for Community Center remodel.

Future Meetings

Wednesday, October 5, 2016, 6 pm

Monday, October 17, 2016, 6 pm

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

KENSINGTON COMMUNITY NOTICE

It has recently been discovered, thanks to the astute observation of a Kensington resident, that there is a small outcropping of what is known as "serpentine" rock in the Kensington Park. This is significant because serpentine rock is known to contain a form of asbestos known as "chrysotile," which can be hazardous to those exposed to it depending on the amount of chrysotile fibers breathed into the lungs over a long period of time.

Because asbestos becomes a hazard only if it enters the breathing zone in significant amounts, it is important to avoid situations that make it become airborne. Accordingly, I have taken steps to fence off the area so that nobody can enter and create any disturbance of the material.

At this stage, we are unsure of the degree of the hazard posed by this phenomenon, although preliminary sampling of the material has indicated the presence of chrysotile in the range of 2 to 3 percent, which is considered sufficient to constitute a potential hazard if it enters the breathing zone in significant amounts. It is for this reason that we are preventing access to the specific marked off area in the park until we have a better handle on how to mitigate any hazard the presence of this serpentine rock may pose.

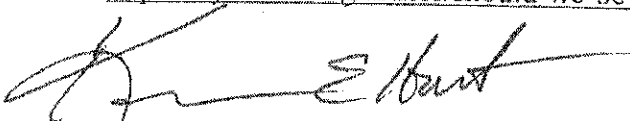
We will soon be retaining an expert to help us determine the degree of actual hazard posed by this situation, and we will also be contacting the East Bay Regional Parks District to determine how they have dealt with this phenomenon over time in some of the East Bay Parkland, which we understand they have had experience with.

We will be updating this information on the District Website as we receive it.

More information about the presence of serpentine rock in California can be found in the articles contained in the links below.

<https://ww2.kqed.org/quest/2010/08/05/learn-the-facts-about-serpentinite-before-its-removed-as-californias-state-rock/>,

<http://baynature.org/article/should-we-be-worried-about-asbestos-in-serpentine-rock/>.



Kevin E. Hart
Kensington Interim General Manager

Date: September 22, 2016



Kensington Community Center Remodel Project
Kensington, California,
August 2016

 **GLASS Associates, Inc.**
architecture & planning

337 17th street, suite 100
oakland, ca 94612
415.864.1234
www.glassarchplan.com

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I. Letter of Interest

August 30, 2016

Kevin Hart, Interim General Manager
Kensington Police Protection Community Service District
Public Safety Building
217 Arlington Avenue
Kensington, CA 94707-1401

Dear Mr. Hart:

Glass Associates, Inc. is pleased to submit our Letter of Interest, Fee Proposal and Qualifications for the **Kensington Community Center Remodel Project**. We have extensive experience with the full range of experience appropriate for this project. We would welcome the opportunity to work with you and your colleagues at the Kensington Police Protection Community Service District and the community of Kensington. I would be the primary District contact throughout the project and personally direct all aspects of the design services. I am available by phone at 415-864-1234 and EMail at wrglass@glassarchplan.com.

In the Proposal that follows this letter we provide a scope of services that responds to your RFP. Our team includes experienced consultants, all of whom we have worked with successfully on past projects: IDA Structural Engineers, Inc., Oakland; Eddie Padilla Consulting Engineers, Vallejo (Mechanical -- HVAC, plumbing, and fire sprinkler); Bay Area Consulting Engineers, Inc., San Francisco & Oakland (Electrical -- power, lighting, fire alarm and data); Patrick Stein & Associates, San Jose (Food Service Consulting); and Paul Welschmeyer, Paul Welschmeyer Architects/Energy Consultants (Energy Consulting).

To summarize some of our relevant project experience:

- We have extensive experience on public bid projects, including for public agencies, not-for-profit organizations, and over fifty projects of varying sizes and scopes at the Berkeley, Santa Cruz, and Davis campuses of the University of California.
- Experience with remodel projects, including the Chancellor's Office Relocation Project, Kerr Hall, UC Santa Cruz, renovation of 20,000 s.f. for the Chancellor and support staff in an occupied building and the simultaneous Kerr Hall Elevator Replacement Project, total combined project budgets \$3.9M.
- Experience with the design of and Health Department approvals process for commercial kitchens, having completed restaurants and food service facilities in Berkeley, Oakland, San Carlos, Santa Cruz, and Danville.
- Experience with public outreach on highly visible projects in Oakland, Berkeley, San Francisco and Santa Cruz, has involved presentations at public meetings and other large assemblies, including student and community participation groups, community outreach, academic faculty and administrative groups, planning commissions, city councils, county boards of supervisors, boards of directors of private schools and institutions, and the Regents of the University of California. Such presentations are carefully prepared and structured to be clear, understandable, and to the point. Jargon is avoided, and illustrations, which may include models and 3D imaging, are developed with the primary goal being communication ... facilitating an understanding of the project by the audience.

August 30, 2016

Kevin Hart, Kensington Police Protection Community Service District

Kensington Community Center Remodel Project

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Glass Associates will take on only commissions we can successfully complete with our current staff and do not "hire by project." Key elements in this approach include:

- **Participation of Key Personnel:** I will be the Principal-in-Charge and Project Manager for your project. Coordination of the project consultants and resources will be the responsibility of Virginia Rice, Project Associate (M. Arch. University of Oregon; 31 years with Glass Associates). Coordination of the design team production and technical efforts will be the responsibility of Farhat Daud, Project Architect (B. A. Architecture, UC, Berkeley; M. Arch, University of Pennsylvania; 5 years with Glass Associates).
- **Team Organization:** Glass Associates undertakes all projects, regardless of size, with a Project Team approach. Staff assigned to the project at its inception remain with the team through completion.
- The above elements, combined with our quality control, schedule, and project cost control procedures have resulted in a track record of high quality documents and very low change order rates. Taisei Construction Co., Construction and Design Managers on our Gekkeikan Sake project in Folsom, California, requested a full set of our project drawings and specifications to forward to its offices in Japan as a reference example of a thorough, well-coordinated set of documents.
- **Sustainable Design:** Our design approach has always included the consideration of Sustainable Architecture, including energy conservation. Principles of energy conservation, active and passive solar systems, the use of renewable resources, the responsible specification of building materials, utilization of daylighting to reduce artificial lighting requirements, natural ventilation, and taking maximum advantage of opportunities presented by specific micro-climates have shaped our designs and influenced our materials selections for over thirty years. Our recent Saltbox Restaurant in San Carlos received a 2015 Green Building Award from Sustainable San Mateo County and the San Mateo Chapter of the American Institute of Architects.

Glass Associates undertakes only a handful of projects each year. We have kept the size of our office small so that each project receives direct Principal participation in all phases of our services. We feel that the care that we take and our commitment to our work is rewarded by the quality of our projects. Glass Associates is keenly interested in this project. We look forward to the opportunity to apply our energy, experience, creative outlook, and commitment to helping you realize a successful project.

Very truly yours,
GLASS ASSOCIATES, INC.

William R. Glass, FAIA, LEED® AP
Principal

2. Proposal

PROPOSAL FOR ARCHITECTURAL SERVICES

Kensington Community Center Remodel
Kensington, California

TO: Kevin Hart, Interim General Manager
Kensington Police Protection Community Service District
Public Safety Building
217 Arlington Avenue
Kensington, CA 94707-1401

FROM: Bill Glass
Glass Associates, Inc., Architecture & Planning
(415) 864-1234 EMail wrglass@glassarchplan.com

DATE: August 30, 2016

Per your request, the following PROPOSAL FOR ARCHITECTURAL SERVICES:

General. Alterations to the Kensington Community Center to remedy structural and access deficiencies and improve the general appearance and functionality of the building. The following description and scope are drawn from the District's Request for Proposals:

The Kensington Community Center is located at 59 Arlington Avenue, Kensington. It was constructed in 1956 and remodeled and expanded in 1988. The building's total area of 4,430 square feet includes a main assembly room of 1,815 square feet. There are three other meeting rooms, toilet rooms, a kitchen that does not meet commercial standards, and a small storage area. The building is utilitarian in design, consisting of reinforced concrete block walls, slab on grade floor with resilient tile surface, exposed ceiling structure with skylights and exposed metal trusses. There is no insulation in the main room and heating is provided by space heaters, with ventilation provided by operable windows and doors.

The building was initially constructed to serve the needs of Kensington's youth, hence its original name as the "Youth Hut." Over the years the building's purpose evolved to include more adult uses, such as yoga, painting classes, and an occasional venue for private parties. However, the majority of uses continue to have a youth focus (scouts/gymnastics/after school programs). Given these uses, upgrades will need to recognize the importance of durability, such as impact-resistant glazing on any windows and doors, and surfaces that are scuff-resistant and designed for easy cleanup. The building's western exposure creates heat gain issues during the afternoon, which should be considered. The construction scope will include, but may not be limited to:

PROPOSAL FOR ARCHITECTURAL SERVICES

Kensington Community Center Remodel

Kensington, California

August 30, 2016

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- Modifications required to remedy seismic resistance deficiencies identified in the structural report prepared by the District's consultant
- Modifications required to remedy accessibility deficiencies identified in the access survey report prepared by the District's consultant
- Modifications to improve the general appearance and function of the building and site. Among these are the following Alternates that will be priced separately and may or may not become part of the final project:
 - Alternate 1: A new west wall that will provide an indoor/outdoor feel by incorporating more use of glass and a possible central entrance
 - Alternate 2: An upgraded kitchen to provide community cooking classes and meals for social events
 - Alternate 3: Enhancement to the restrooms, interior main room wall covering, floor finishes, interior and exterior painting, and possible lighting and heating upgrades.
- At this time it is anticipated that the total project budget will be \$1,000,000 or less.

Scope of Services. Pre-Design, Schematic/Preliminary Design, Construction Documents, Bidding and Construction Administration services phased as follows:

1. Pre-Design Phase Services:

- a. Documentation and Verification of Existing Conditions: Site measurement and documentation of existing buildings. Where existing drawings are available, they will become the basis for our drawings and we will field verify construction-critical dimensions.
- b. Program Assessment: Review of program requirements and verification of conceptual program approach as the basis for schematic design.

2. Schematic Design / Design Development Phase Services:

Combined Schematic Design / Design Development renovations design phase; preparation of design drawings, including the construction scope alternatives, for review and evaluation by the District; selection of a design approach for development as Construction Documents.

3. Construction Documents Phase Services:

Based on a mutually-accepted Preliminary Design, development and preparation of Construction Documents, consisting of drawings and specifications, setting forth in detail the architectural, mechanical, plumbing, electrical and food service equipment requirements for the proposed project.

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4. Bidding & Reviews Phase Services:

- a. Filing Construction Documents and pertinent forms for review with Kensington, Contra Costa County, and the East Bay Regional Park District.
- b. Responses to inquiries from review agencies.
- c. Revisions to Construction Documents as required
- d. Assistance in obtaining bids and negotiating proposals

5. Construction Administration Phase Services:

- a. Observing the construction work to determine if the construction is proceeding in accordance with the construction schedule and is being accomplished in accordance with the requirements and quality called for in the Construction Documents. On the basis of on-site observations, the Architect shall keep the District informed of the progress and quality of the Work.
- b. Construction Phase consultation, including review and processing of shop drawings, product data, and other required submittals.
- c. Preparation of documents supporting requests for Change Orders if required and/or directed by the District and Field Orders as deemed necessary by the District to avoid delays, expense, code violations, or hazardous conditions.
- d. Review and certification of Contractor's Application(s) for Payment, and determining the dates of Substantial and Final Completion.
- e. Preparation of Project Completion List ("Punch List") defining items requiring completion by contractor prior to release of construction contract retention.
- f. Preparation of Record Drawings ("as-built") based on contractor's documentation of field variations to the Construction Documents.

6. Subconsultant Services:

- a. Fees include the following engineering and consulting services:
 - 1) Structural engineering services provided by our subconsultant, IDA Structural Engineers, Inc., Oakland, CA.
 - 2) Mechanical engineering services (HVAC, plumbing, and fire sprinkler) provided by our subconsultant, Eddie Padilla Consulting Engineers, Vallejo, CA.
 - 3) Electrical engineering services (power, lighting, fire alarm and data) provided by our subconsultant, Bay Area Consulting Engineers, Inc., San Francisco & Oakland, CA.
 - 4) Food service consulting services provided by our subconsultant, Patrick Stein & Associates, San Jose, CA.
 - 5) Energy consulting services by our subconsultant, Paul Welschmeyer, Paul Welschmeyer Architects/Energy Consultants
- b. Architectural fees include assisting the District in obtaining preliminary cost estimates with the assistance of the District's cost consultant. Should the Architect and the District agree that cost consulting services should be added to the Architect's scope of services, they shall be added at a mutually-agreed upon fee.

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- c. Security & Telecom Consultant services are not anticipated. Should the Architect and the District agree that such services are required by the project, they shall be added to the scope of services at a mutually-agreed upon fee.
7. Optional Services: The following, if required by the project and requested by the District, can be added to the Scope of Services as optional additional services:
- a. Full time on-site construction observation or Contractor representation
 - b. Any Additional Services deemed appropriate by the District or the Architect and agreed to by the District based on the requirements of the project.

Schedule.

The services shall be scheduled as follows:

- 1. Pre-Design Phase Services: 2 weeks, commencing with receipt of a contract authorization.
- 2. Schematic and Preliminary Design Phase Services: 4-6 weeks, depending on the timeliness of District reviews and approvals.
- 3. Construction Documents Phase Services: 8 weeks, depending on the timeliness of District reviews and approvals.
- 4. Construction Administration Phase Services: As determined by Contractor's schedule but not to exceed 20 weeks.

Fees.

Lump sum fees are projected below for those aspects of the scope which have been adequately defined to do so. Fees will be billed on a percent complete basis according to the rate schedule in **Terms of Compensation** below (please refer to attached detailed schedule):

1.	Consulting Services	
	a. Pre-Design Phase Services:	\$ 2,000.00
	b. Design Phase Services:	\$ 36,500.00
	c. Construction Documents Phase Services:	\$ 67,000.00
	d. Bid Phase Services:	\$ 4,500.00
	e. Bidding and Construction Administration Phase Services:	\$ 39,000.00
	Subtotal, Architectural Services:	\$149,000.00
2.	Reimbursable Allowance	\$ 1,500.00
	Total Fees plus Reimbursable Allowance:	\$150,500.00

PROPOSAL FOR ARCHITECTURAL SERVICES

Kensington Community Center Remodel

Kensington, California

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Notes:

- a. As requested, our fees are proposed as "Lump Sum." Consultant fees are passed through at direct cost. Architectural fees include our time for coordinating consultant services. The amount of our liability insurance premium costs affected by gross receipts, including consultant fees, is included in our overhead. Our consultants have worked with us on numerous previous projects and we are confident in their ability to successfully execute their project responsibilities.
- b. With certain exceptions, the California Building Code (CBC) and the access provisions of the Americans with Disabilities Act (ADA) mandate equivalent access for all users and patrons of public accommodations and for employees of businesses and institutions, whether serving the public or not. Renovation/remodel projects trigger general path of travel upgrades under the California Building Code (CBC) and the provisions of the Americans with Disability Act (ADA) and subsequent related legislation. Our services will include a detailed assessment of access compliance, including path of travel upgrades and access for restrooms. The District has included a CASp Accessibility Survey report prepared by Gilda Puente Peters. We do not, therefore, include a CASp compliance report in our scope.
- c. Reimbursable expenses projected above are allowances based on our experience with previous projects. We will periodically review these allowances with you and increase them only if necessary. These expenses include plotting and printing costs for presentations and submittal requirements (not printing or plotting for "in-house" coordination or other similar uses), courier, and FedEx shipping charges. It is anticipated that printing of bid and construction documents will be provided by the District at your preferential vendor rates. These costs are, therefore, not included in the above allowances.

Terms of Compensation.

- I. Compensation for approved Additional Services and Design Services contracted on an hourly basis are billed at the rates listed below, plus Reimbursable Expenses and Subconsultant Services, as follows:

a.	Principal	\$200.00
b.	Employees :	
	Project Associate	\$140.00
	Project Architect	\$110.00
	Draftsperson	\$85.00
	Administrative	\$62.00
c.	Sub-Consultants	Direct cost

PROPOSAL FOR ARCHITECTURAL SERVICES

Kensington Community Center Remodel

Kensington, California

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2. FEES AND RATES QUOTED DO NOT INCLUDE:

- a. General community ADA access upgrades: This project will trigger a number of building and site path-of-travel upgrades that will be provided for as a part of the Services but will not include any broader-scope access upgrades, such as modifications to access via public transit.
 - b. Toxics assessment or removal, asbestos abatement, acoustic surveys, EIR or CEQA coordination, or other special studies which may be required by District, local, state, or federal zoning, building, or regulatory authorities.
 - c. Special architectural and engineering requirements, including:
 - Building system mechanical upgrades beyond those described in the Scope of Services above.
 - Building system electrical upgrades: Fees assume sufficient existing power in the facility, ability to utilize the existing lighting circuits for the new lighting, and that the District will define tie-in locations and coordination information for the various utilities, specifically, but not limited to, communication/data, and the fire alarm system.
 - Exhaustive "As-built" architectural or engineering surveys during Pre-Design or for Record Documents; fees assume District-provided "as-built" documents and contractor-provided documentation of field changes to work called for in the Construction Documents.
 - d. Commissioning Services
 - e. Full time on-site construction observation or Contractor representation
 - f. Formal presentation renderings or models
 - g. Graphics and branding design services other than code-related/required building and accessibility signage
 - h. LEED certification processing
 - i. Review agency and jurisdiction review and permit fees
 - j. Reimbursable expenses incurred in the performance of the Services, including Federal Express, or other shipping charges and copying/reproduction charges for drawings or other documents provided for use by the District
3. Fees are billed monthly based on an accounting of services completed and are payable on receipt. Interest in the amount of Wells Fargo Bank, N.A., prime interest rate plus 2% shall accrue to balances 30 days or more past due.
4. Rates and terms above will remain in effect until December 31, 2017.

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Kensington Community Center Remodel
Kensington, California
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Additional Terms of Services

1. **Note:** General path of travel improvements may be required. **The District acknowledges that the Architect's scope and fees have been limited to design of the access improvements triggered by the project and do not include broader path of travel upgrades.**
2. Should the architectural services not be completed prior to December 31, 2017, through no fault of the Architect, fees and rates of compensation will be equitably adjusted.
3. Verification of Existing Conditions: Inasmuch as the remodeling and/or rehabilitation of an existing building requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the building, **the District acknowledges that the Architect's scope and fees have been limited to the design of the proposed alterations within generally-accepted standards of practice related to alteration and renovation projects and the availability of information related to existing conditions as may be ascertained by District-provided "As-Built" documents and field investigations not requiring destructive testing or demolition.**
4. Limitations of Services: The Architect shall not have control over or be in charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractors' responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractors' schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.

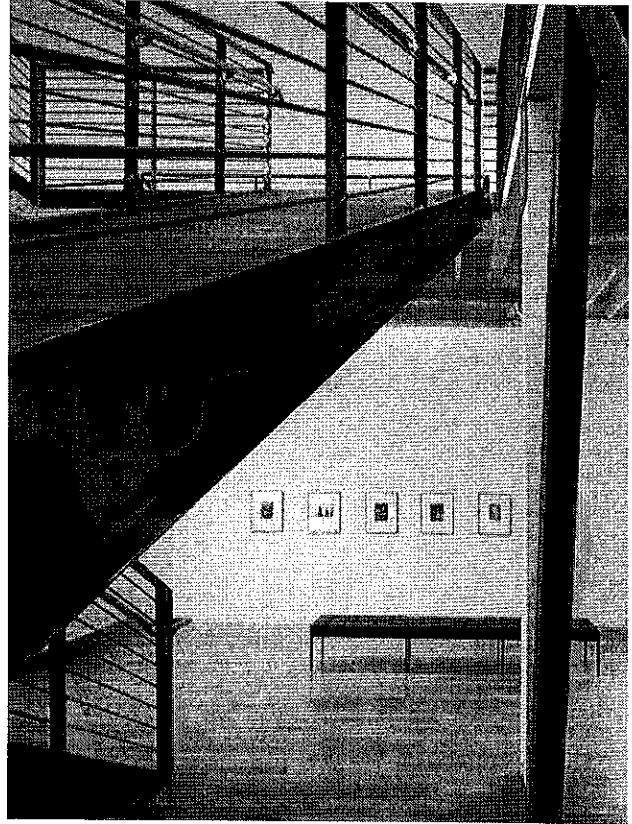
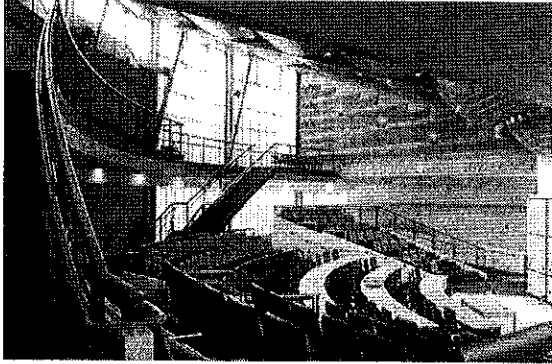
I appreciate the opportunity to propose our services for the Kensington Community Center Remodel. We look forward to working with you and your colleagues at the District on this project.

For
GLASS ASSOCIATES, INC.



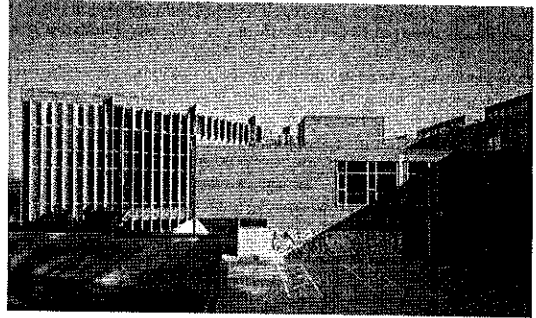
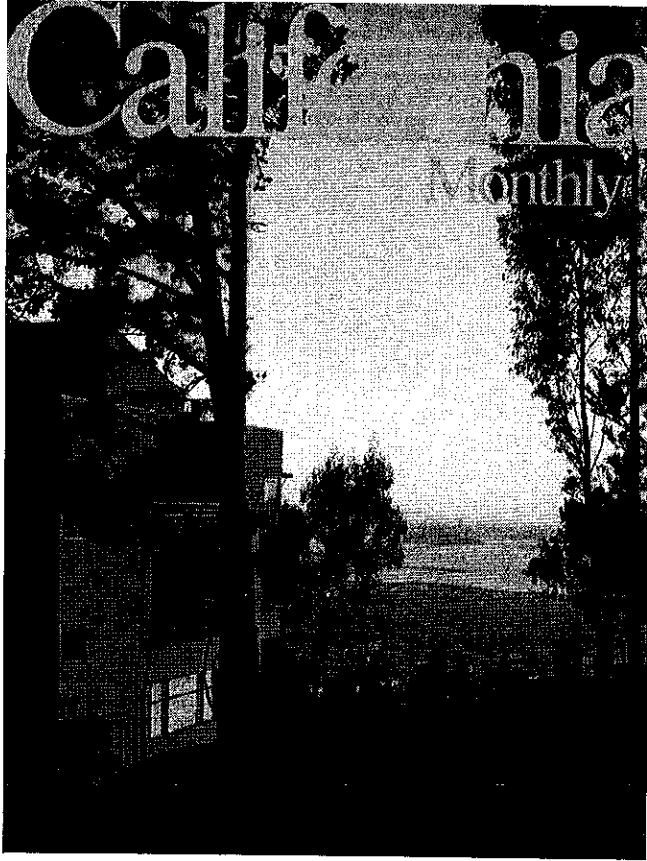
William R. Glass, FAIA
President
Lic. No. C-8557

3. Firm Introduction & Qualifications



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Mathematical Sciences Research Institute,
U.C. Berkeley

Glass Associates, Inc. was established in Berkeley, California in 1979 as Shen/Glass Architects and Incorporated in 1989 as Glass Associates, Inc. We offer architectural design, urban design, interior design, and planning services to private, commercial, institutional, and governmental clients.

SELECTED CLIENT LIST:

INSTITUTIONAL & EDUCATIONAL

University of California
 Berkeley Campus
 Davis Campus
 Santa Cruz Campus
 Office of the President, University of California
 Office of the Treasurer of the Regents, University of California
 The Bentley School
 Ecole Bilingue (East Bay French-American School)
 Sierra School
 International Computer Sciences Institute
 Mathematical Sciences Research Institute
 San Francisco Bay Girl Scout Council
 WestEd
 WASC Senior College and University Commission



CORPORATE

California Bank & Trust
 Fort James Corporation
 Jacuzzi Whirlpool Bath
 Kivera Software, Inc.
 NightFire Software, Inc.
 Salestar
 The Santa Cruz Operation
 TCSI Corporation
 TRW Financial Systems
 Versata, Inc.
 Xpede



PRIVATE DEVELOPERS

Kaiser Center, Inc.
 The Swig Company
 Gerson Bakar & Associates
 Wave Crest Development, Inc.
 Encinal Partnership No. 1
 Cushman & Wakefield
 Addison Street Properties



INDUSTRIAL & PROCESS

Gekkeikan Sake (USA), Inc.
 Takara Sake USA, Inc.
 (North American Taisei Corporation)
 CSC Laboratories, Inc.

GOVERNMENTAL

San Francisco Bay Area Rapid Transit System (BART)
 City of El Cerrito, California
 City of Santa Cruz, California
 County of Solano, California
 Western Division Naval Facilities Engineering Command
 Lawrence Livermore National Laboratory

1 SCO Headquarters,
 Santa Cruz

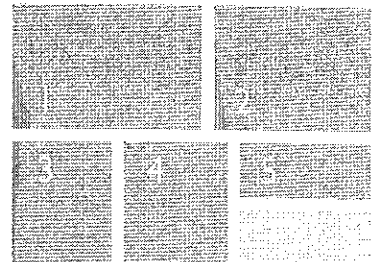
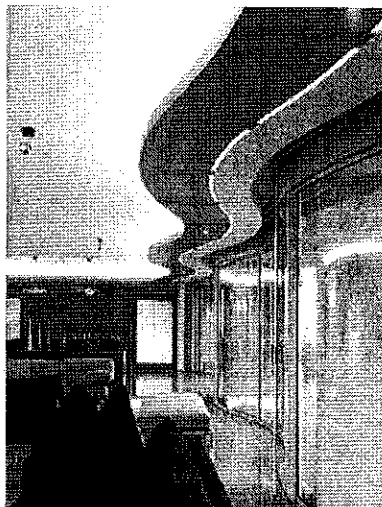
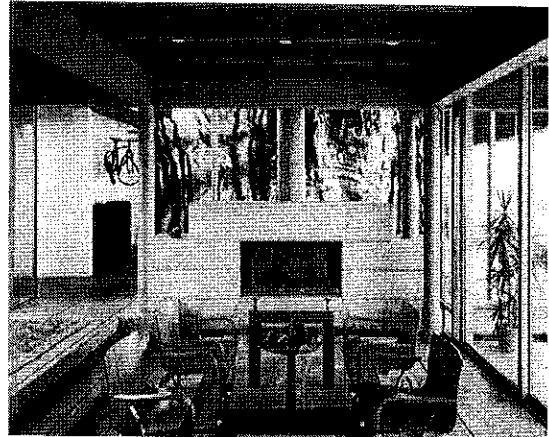
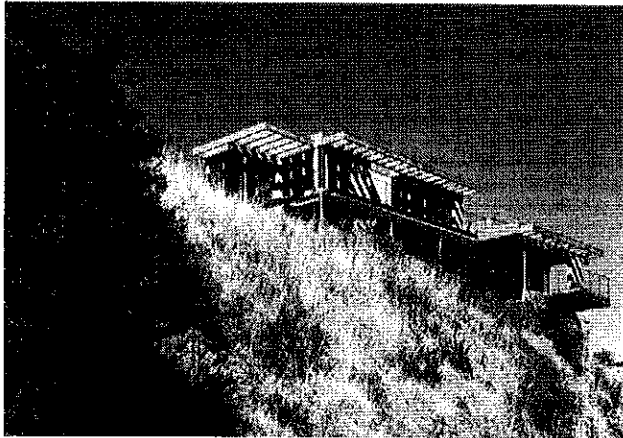


2 Versata Inc.,
 Oakland



3 TCSI,
 Alameda

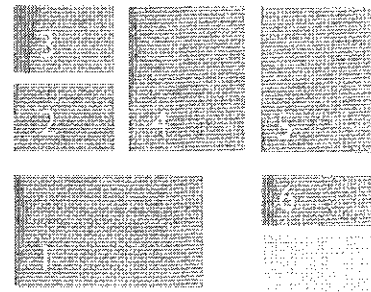
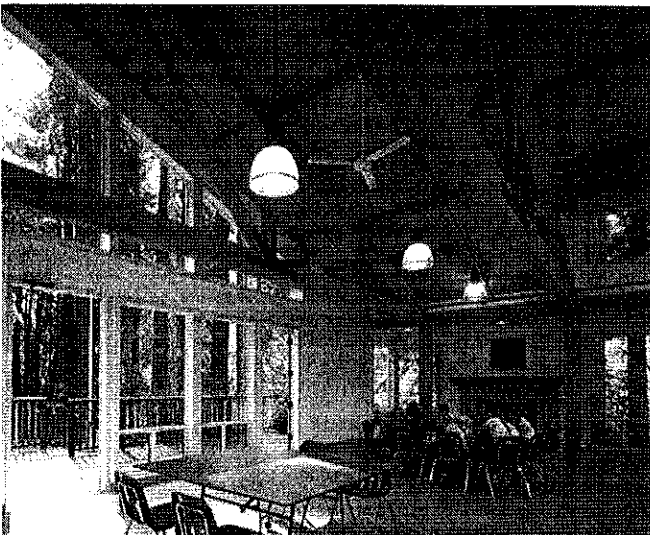
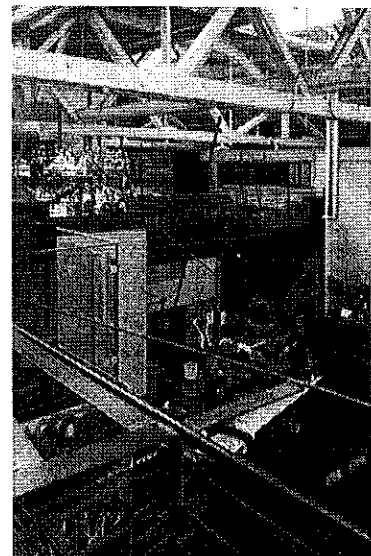
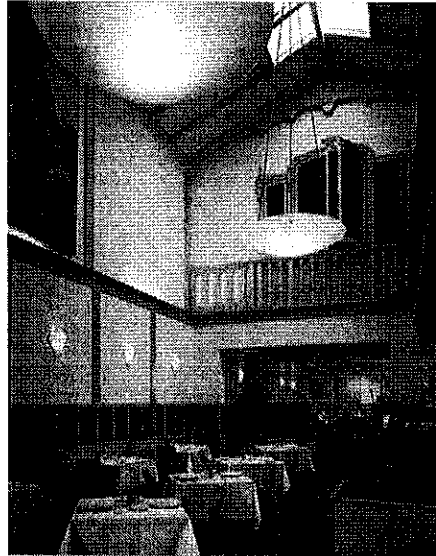
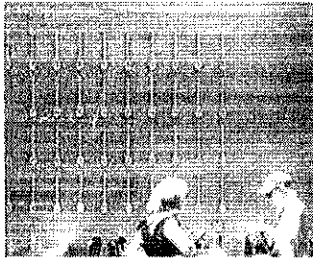




- 1 & 2 Gilleland Residence, Oakland
- 3 Nelson Residence, Oakland
- 4 Atassi Residence, Beirut
- 5 Chestnut Street Apartments,
Santa Cruz

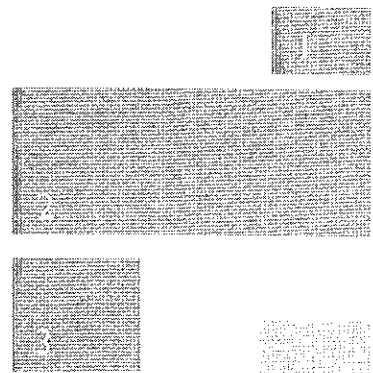
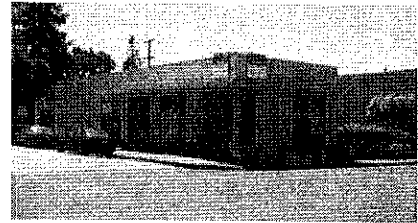
Glass Associates has undertaken commissions for architectural design, building renovations and rehabilitation, and master planning ranging in size from small remodelings to projects in excess of \$20 million.

Building types have included residential, community facilities, educational, corporate, commercial, institutional, industrial and governmental projects.



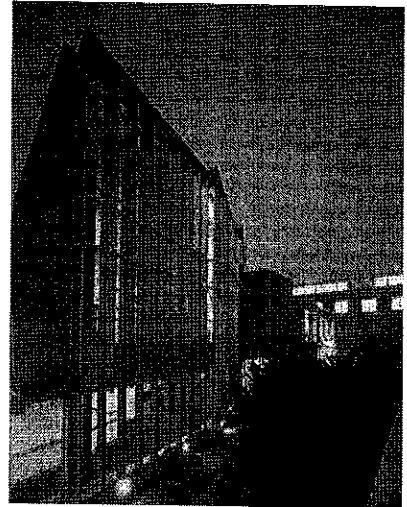
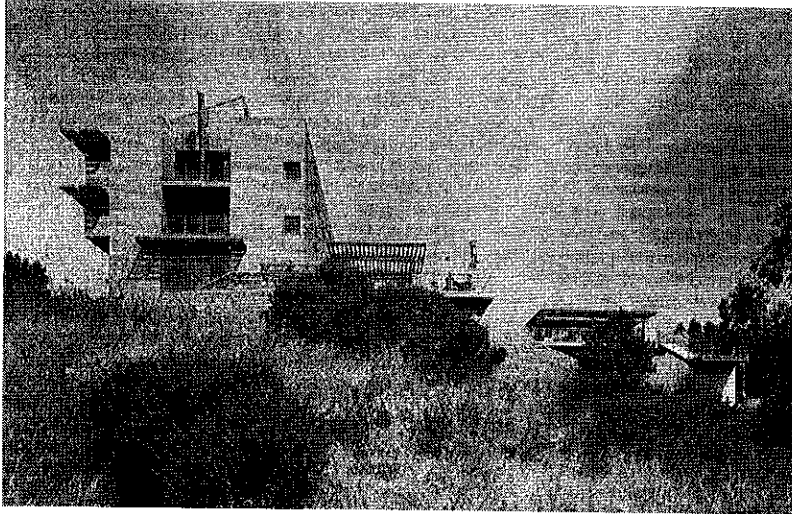
1 Girl Scout Dining Hall, Pescadero
 2 & 3 Johnston's Saltbox, San Carlos
 4 Cafe Piper, Berkeley
 5 Mua Cafe, Oakland
 6 Gekkeikan Sake Visitor's Facility, Folsom

Glass Associates' experience with restaurants and commercial kitchen projects began in 1985 with a corporate headquarters dining facility for the Santa Cruz Operation. Since then we have completed three restaurants, a dining hall for the Girl Scouts of America, a sorority house kitchen remodel at UC, Berkeley, tasting room facilities for Gekkeikan Sake, Folsom, and two limited service kitchens for institutional clients, the Reutlinger Center in Danville and the Mathematical Sciences Research Institute at UC, Berkeley.



The Johnston's Saltbox Restaurant in San Carlos is an example of providing a completely new appearance to an existing structure by the addition of new doors and windows, creating an indoor-outdoor environment that takes advantage of San Carlos' inviting climate.

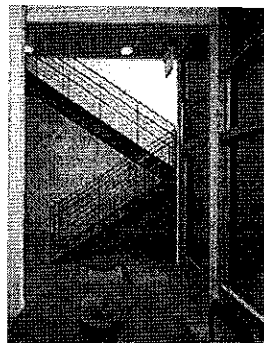
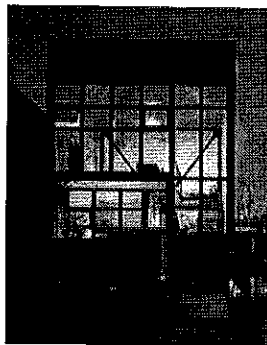
- 1 Exterior "Before"
- 2 Remodeled Building - Evening View
- 3 Outdoor Dining along St. Francis Way



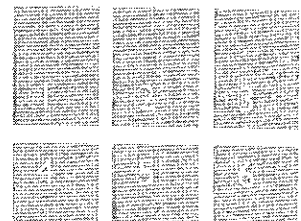
Mathematical Sciences Research Institute Expansion,
 U.C. Berkeley

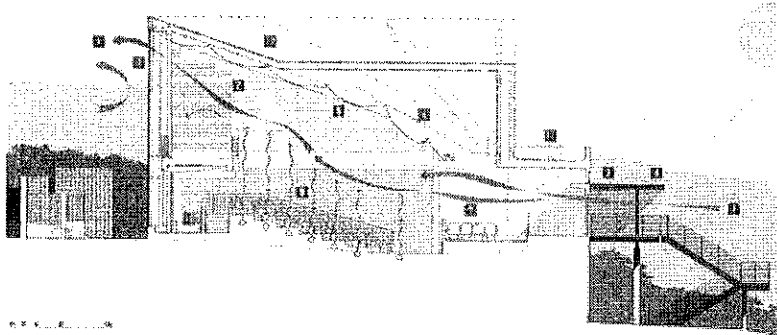
Among our commissions are over fifty projects at three campuses of the University of California, including the Mathematical Sciences Research Institute at the Berkeley campus, the design for its auditorium addition, and both the Chancellor's Office Relocation project and the Baskin Center for Computer Engineering and Information Sciences at the Santa Cruz campus.

Since 1979, Glass Associates has gained recognition for design excellence through design competitions, design awards, and the publication of its projects. We maintain a staff of five design professionals with professional registrations in California, Massachusetts, and Oregon.



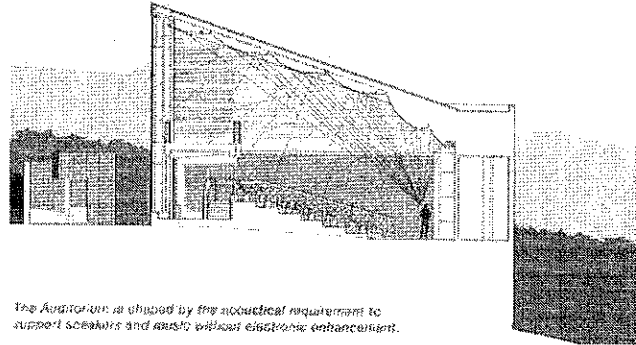
1, 2, & 3 LUX Design,
 San Francisco
 4, 5, 6 Kivera Inc., Oakland





- 1 Natural Ventilation/Cross Ventilation (Positive Pressure on Windward Side, Negative Pressure on Leeward Side)
- 2 Continuous Glazery with Shading Device at Rear of Auditorium Provides Daylight
- 3 Light Shelf Provides Indirect Daylight at South-facing Wall
- 4 Trellis Shades South-facing view Windows
- 5 Acoustic Acoustics Designed to Support Voice and Music without Electronic Enhancement
- 6 Full Thermal Insulation at Ceiling above Acoustical Baffles
- 7 Acoustical Ceilings and Side walls Clear (Low-VOC), Finish Formaldehyde-Free MDF
- 8 Displacement HVAC Distribution (Low Speed/Low Noise Convectors)
- 9 Sustainable-fasteners (FSC-Certified) Nailheads at Stairs into Backdrop
- 10 High-Recycled Content Carpet
- 11 High-Emissivity Roof
- 12 Real Structure Designed to Accommodate Future Photovoltaic Array

SUSTAINABLE FEATURES

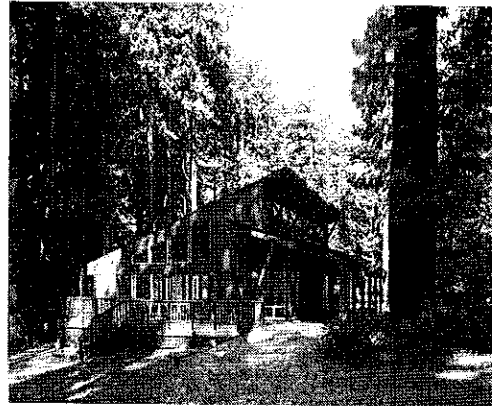


AUDITORIUM SECTION

*Mathematical Sciences Research Institute
Expansion,
UC Berkeley*

The Auditorium is shaded by the acoustical requirement to support speakers and audio without electronic enhancement.

Glass Associates' design approach always includes the consideration of **Sustainable Architecture**, including energy conservation. Our familiarity with these issues predates the current focus on the subject. Principles of energy conservation, active and passive solar systems, the use of renewable resources, the responsible specification of building materials, utilization of daylighting to reduce artificial lighting requirements, natural ventilation, and taking maximum advantage of opportunities presented by specific micro-climates have always shaped our designs and influenced our materials selections. We have completed numerous projects within the University and Berkeley campus policy of designing to LEED® standards and with LEED EB and LEED® OMB requirements. Among other projects, we have assisted Oakland's iconic Kaiser Building (2,000,000 s.f.) on studies leading to its recent LEED® EB-O&M Gold certification. Our recent Saltbox Restaurant in San Carlos received a 2015 Green Building Award from Sustainable San Mateo County and the San Mateo Chapter of the American Institute of Architects.



Portions of the structure at the Girl Scouts Dining Hall and Meeting Facility, Camp Butano Creek, Pescadero were constructed from lumber harvested on site.



4. Key Staff Resumes



WILLIAM R. GLASS, FAIA, LEED® AP

Principal

EDUCATION

Master of Architecture in Urban Design, Harvard University
Graduate School of Design, 1971
Bachelor of Architecture, University of California,
Berkeley, 1969
Eisner Prize in Architecture, U.C. Berkeley, 1969

**REGISTRATIONS &
CERTIFICATIONS**

National Council of Architectural Registration Boards Certificate
Registered Architect: California, Massachusetts, and Oregon

**PREVIOUS
EXPERIENCE**

Hugh Stubbins & Associates, Architects, Cambridge,
Massachusetts, 1969-71
Daniel, Mann, Johnson & Mendenhall, Honolulu, Hawaii, 1972
David A. Crane & Partners, Boston, Massachusetts, 1973
Bechtel, Inc., San Francisco, California, 1973-79
Glass Associates, Inc., Oakland, California, 1979-

**HONORS &
ACTIVITIES**

Guest Speaker, Harvard University Graduate School of Design,
Urban Design Program, 1973, 1974, 1976
Visiting Lecturer, University of California, Berkeley,
1980, 1981, 1983
Faculty Member, AIA Energy in Architecture Program, 1981
American Institute of Architects, Board of Directors,
East Bay Chapter AIA, 1982-1983
Presentation of Design Work, CCAIA Monterey Design
Conference, 1980, 1984, 1989; CVCAIA Speakers Forum, 1989
Juror, Chicago Chapter AIA Design Awards Program, 1991
Campus Design Review Committee, University of California,
Berkeley, 1992 - 1999
Elected to College of Fellows, American Institute of Architects, 1998
Juror, AIA Central Valley Design Awards Program, 2000
Chair, UC-CED/AIAEB Joint Lecture Committee, 1984-2003

SELECTED PROJECTS

Mathematical Sciences Research Institute, U.C. Berkeley
Baskin Center for Computer Engineering and Information
Sciences, U.C. Santa Cruz
Russell Park Child Care and Community Center, U.C. Davis
Chestnut Street Apartments, Santa Cruz
The Santa Cruz Operation, Santa Cruz
The Bentley School, Oakland
Applied Sciences Building Alterations, Phase I, UCSC
Cesar Chavez Center Space Planning Studies, U.C. Berkeley
Camp Butano Creek Dining Hall (San Francisco Bay Girl Scout Council), Pescadero
Programming for Alterations for Engineering, Phases 2 & 3-
Baskin Engineering Building, U.C. Santa Cruz
Lab for Adaptive Optics, Thimann Labs Building, U.C. Santa Cruz
Lux Design, San Francisco
Art & Art History Space Planning Studies, U.C. Davis
Chancellor's Office Relocation Project, Kerr Hall, U.C. Santa Cruz
Mathematical Sciences Research Institute Auditorium Addition, U.C. Berkeley
Programming for Alterations for Physical, Biological, and Social Sciences –
Thimann Labs & Social Sciences I Buildings, U.C. Santa Cruz
CIRM Shared Stem Cell Facility, Sinsheimer Labs, U.C. Santa Cruz
Diamond Youth Shelter, San Francisco
Ancient DNA Laboratory & Expansion, Alterations to Thimann Labs, UC Santa Cruz
Physics Reading Room and Collaboration Center, LeConte Hall, U.C. Berkeley
Marvin L. Cohen Condensed Matter Interaction Area, Birge Hall, U.C. Berkeley



VIRGINIA RICE

Partner; Project Associate

EDUCATION

Master of Architecture, University of Oregon,
Eugene, Oregon, 1983
Bachelor of Arts in Art and Art History, Mills College,
Oakland, California, 1971

PREVIOUS
EXPERIENCE

Fairlawn School, Columbus, Indiana, 1971-1973
Irwin-Sweeney-Miller Foundation, Columbus, Indiana, 1973-1974
University of Oregon, Office of Career Planning and
Placement, 1977-1979
Gary W. Moye, Architect, Eugene, Oregon, 1980-1981
Glass Associates, Inc., Oakland, California, 1984-

SELECTED
PROJECTS

Baskin Center for Computer Engineering and Information
Sciences, U.C. Santa Cruz
Mathematical Sciences Research Institute, U.C. Berkeley
Master Plan, The Bentley School, Oakland
Classroom Building, Multi-Purpose Building and Library, The Bentley School, Oakland
Ecole Bilingue (East Bay French American School) Expansion
Berkeley
Apex Showroom, Jacuzzi Whirlpool Bath, Atlanta
Bally Showroom, Jacuzzi Whirlpool Bath, Washington, D.C.
TRW Financial Systems, Berkeley and Oakland
Takara Sake USA, Inc. Expansion, Berkeley
International Computer Science Institute, Berkeley
Science Classroom Addition and Multi-Purpose Building,
The Bentley School, Oakland
Camp Butano Creek Dining Hall (San Francisco Bay Girl Scout Council),
Pescadero
TCSI Corporation, Berkeley and San Jose
Kindergarten Classroom Addition, The Bentley School,
Oakland
Surge Building Site Studies, U.C. Santa Cruz
Cafe Piper, Berkeley
Wulfsburg, Reese, & Sykes, Oakland
Lower Sproul Revitalization Plan, U.C. Berkeley
NightFire Software, Inc., Oakland
Versata, Inc., Oakland
Art & Art History Space Planning Studies, U.C. Davis
Lab for Adaptive Optics, U.C. Santa Cruz
Chancellor's Office Relocation Project, Kerr Hall, U.C. Santa Cruz
Community Dining Room, Reutlinger Community for Jewish Living,
Danville
Mathematical Sciences Research Institute Auditorium Addition, U.C. Berkeley
CIRM Shared Stem Cell Facility, Sinsheimer Labs, U.C. Santa Cruz
Diamond Youth Shelter, San Francisco
Campbell Hall Surge: Astronomy & Radio Astronomy to HFA, UC Berkeley
Ancient DNA Laboratory, Alterations to Thimann Labs, UC Santa Cruz
Physics Reading Room and Collaboration Center, LeConte Hall, U.C. Berkeley
Marvin L. Cohen Condensed Matter Interaction Area, Birge Hall, U.C. Berkeley



FARHAT DAUD

Project Architect

EDUCATION

Bachelor of Arts in Architecture, University of California,
Berkeley, 1991

Master of Architecture, University of Pennsylvania, 1997

**REGISTRATIONS &
CERTIFICATIONS**

Registered Architect, California

**PREVIOUS
EXPERIENCE**

FBN Construction, Los Angeles, California
1991

Collaborative Design Architects, San Francisco, California
1992

Emmet L. Wempel, Landscape Architects, Los Angeles, California
1993-1994

Miroglio Architecture + Design, Oakland, California
1997-1999

Glass Associates, Inc., Oakland, California
1999-2003

Independent Practice, Kensington, California
2003-2015

Glass Associates, Inc., Oakland, California
2015-

**SELECTED
PROJECTS**

Arts Building, The Bentley School, Oakland

Multi-Purpose Building, The Bentley School, Oakland

Kindergarten Classroom Addition, The Bentley School,
Oakland

Camp Butano Creek Dining Hall (San Francisco Bay Girl Scout Council),
Pescadero

TRW Financial Systems, Oakland

Rao Residence, Palo Alto

NightFire Software, Inc., Oakland

Kivera, Oakland

Wulfsburg, Reese, & Sykes, Oakland

TCSI Corporation, Berkeley and San Jose

Wong-Pezja Residence, San Leandro

Versata, Inc., Oakland

Waters Residence, Oregon City, Oregon

Programming for Alterations for Engineering, Phases 2 & 3-

Baskin Engineering Building, U.C. Santa Cruz

Lux Design, San Francisco

Firdosy - Mazzotta Residence, Pasadena

5. References



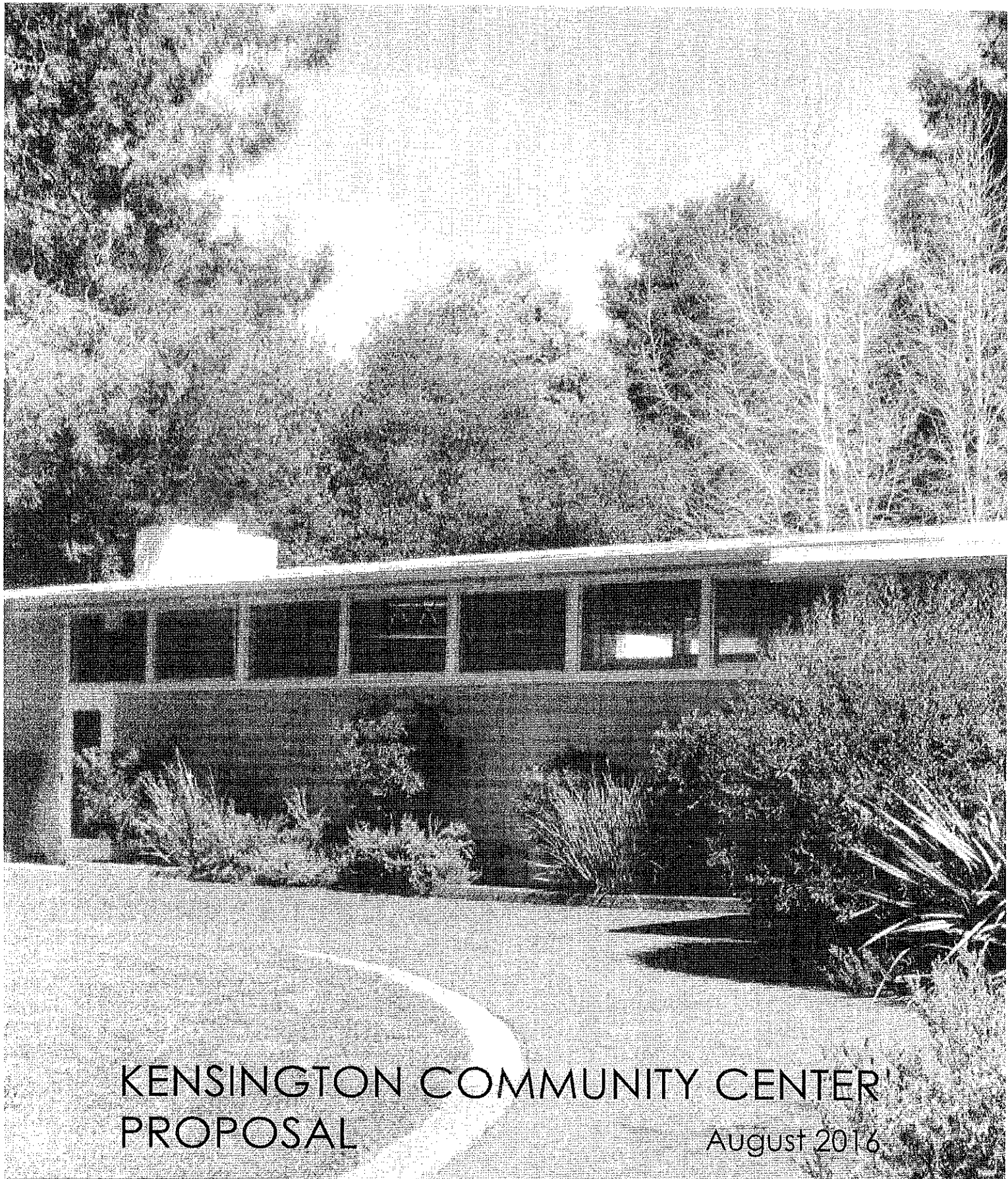
REFERENCES

David Eisenbud, Ph.D., Director
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Sean Johnston, Owner
Johnston's Saltbox Restaurant
1696 Laurel Street
San Carlos, CA 94070
(650) 592-7258

Irma Flores, RPA
Property Manager
Kaiser Center
The Swig Company
300 Lakeside Drive
Oakland, CA 94612
(510) 271-6186

Eleanor G. Crump
Facilities and Operations Manager
Physics Department
366 Le Conte Hall #7300
University of California
Berkeley, CA 94720-7300
(510) 642-2241



KENSINGTON COMMUNITY CENTER PROPOSAL

August 2016

MH+S architecture
1511 valley road
kensington, ca 94707

August 31, 2016

Dear Mr. Hart and KPPCSD Board,

Kensington is a special place in the Bay Area. Its close-knit community of 5000 often enjoys celebrating together and organizing events that reinforce that familiar small town feeling. Nestled in the hills with extraordinary views of the San Francisco Bay, our town also feels very much a part of the vibrant life of the greater Bay Area. Kensington also has a noteworthy architectural heritage with buildings designed by the likes of Maybeck, Olson, and Escherick, so it makes sense that it should have a community center that serves Kensington's needs and reflects its' values.

We believe the remodel of the Kensington Community Center (KCC) should integrate all of the most critical components from the studies and reports that have been produced, including the structural remediation, the functional desires of the Community, and the site's overall accessibility. We are confident that all these needs can be integrated into a beautiful design that will also improve the space, natural light, connection to the garden, and take advantage of the site's extraordinary potential it has to offer.

We have been part of the Kensington community for many years -- ever since our kids were in kindergarten at Kensington Hilltop -- and we have spent many hours in the Kensington Community Center in all manner of events. We have enjoyed cub scout meetings, middle school dances, graduation parties for our Hilltop 'graduates', movies in the Summer, indoor tennis classes on rainy days, and of course community meetings -- including KMAC Meetings for many of our projects. It is clear to us just how the KCC can be improved to better support all these diverse activities.

To best serve the needs of this project Mitchell Holladay Architects (MHA) and Sherman Architecture (SA) have joined forces as a joint venture. This project perfectly fits our talent, expertise, and passion and will allow us to provide the necessary time and resources this project deserves. We have witnessed first-hand the qualities and short falls of the KCC and are excited about the possibilities to improve the local Community Center that better supports the needs of our town in both form and function, as well as its ability to delight us all.

We are thrilled by the prospect of working with you, and we are pleased to present our proposal for your consideration.

Sincerely the MH+SA Team,



MH+S architecture

1511 valley road
kensington, ca 94707

Firm + Staffing

At MH+S Architecture we love to design – to craft architectural solutions that work beautifully, in every respect, for our clients. As experienced architects, we bring a variety of skills and design tools to bear on each project, but our greatest skill may be in our ability to listen and to see, and to bring out the best in each opportunity. Since 1993 we have been in the Bay Area working on a wide range of projects – from schools to cafes to non-profits to single family residences. Over the years we've realized that a good client is the key to an interesting design opportunity – clients who are seeking the same level of excellence in design and service that we seek to deliver. Once we are committed to a project, we are committed to its success at every level – from meeting the clients' budget and programmatic requirements, to inventive detailing and material selection, all the way to final completion. We look to achieve fresh, clean, timeless spaces with warmth and texture and an abundance of natural light. Green materials and technologies inform our projects, but we believe that, at its core, good design has a permanence and respect for its environment that is truly sustainable.

LILLIAN MITCHELL

BS Arch from University of Virginia, M Arch from UC Berkeley. More than 25 years of experience running an architecture firm in the Bay Area with community based projects ranging from Adult Day Care Centers, Residential Care Facilities, School and Childcare renovation projects, various non-profit offices and community service centers; Clients have included the Downtown Berkeley YMCA, Alzheimer's Services of the East Bay, Bay Area Community Services, the East Bay Conservation Corps (Civicorps), the Jewish Community Center of the East Bay, Saint Joseph Notre Dame High School, Corpus Christi School, Prevention Institute. Volunteer work as Commissioner at Berkeley Design Review Committee, and team manager of ABSC Lightning Flash soccer team (go Flash!). Lives in Berkeley with her husband and daughter.

EMI SHERMAN

Graduated from the University of Architecture in Venice (Italy). More than 20 years of experience in the Bay Area. She worked on community projects while at Buttrick Projects A+D, such as Red Cross and Sierra Club Offices in San Francisco. Has experience with the Contra Costa Department of Conservation and Development and KMAC. She has been running her own practice since the year 2000, based in Kensington, where she lives with her husband and her 2 sons (ECHS students).

LORI BOCKHOLT

Staff Architect.

JAY CASTLE

Staff Designer.

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1511 valley road
kensington, ca 94707

References

- MICHAEL POPE**
micheal@aseb.org
Executive director of Alzheimer's Services of the East Bay (ASEB).
- JAMIE ALMANZA**
jalmanza@bayareacs.org
Executive director of Bay Area Community Services (BACS).
- HAE WON RHOW**
hrhow@ymca-cba.org
Executive director of the Downtown Berkeley YMCA.
- ANDREW REED**
areed@sjnd.org
Project manager for Saint Joseph Notre Dame High School.
- PATRICK TAHARA**
patricktahara@comcast.net
KMAC, Chair

Consultants

- GREGORY P. WALLACE** Structural Engineer.
Relevant projects include: Institute of Technology San Francisco, Conversion of historic building for the Marine Mammal Center Golden Gate National Recreational Area, Renovation of the Oakland Convention Center Oakland, CA
- ACIES** Mech, elec, plumbing engineers.
Relevant projects include: BACS Fremont Center, ASEB DS Siena House Adult Day Care Center.
- GATES + ASSOCIATES** Landscape designers.
Relevant projects include: ASB DS Siena House Adult Day Care Center, BACS Rosewood Center.
- DOUG BIBBY LLC** Cost consultant.

Contact info available upon request.

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kensington, ca 94707

Sample of Projects

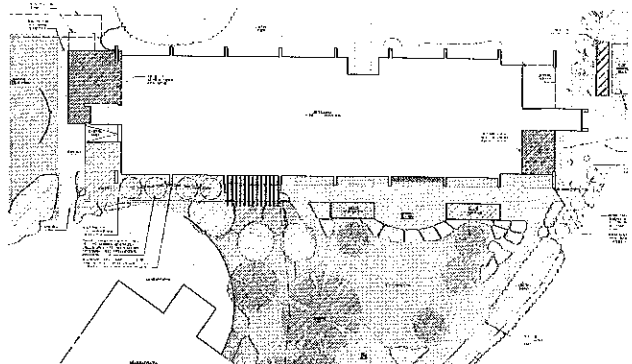
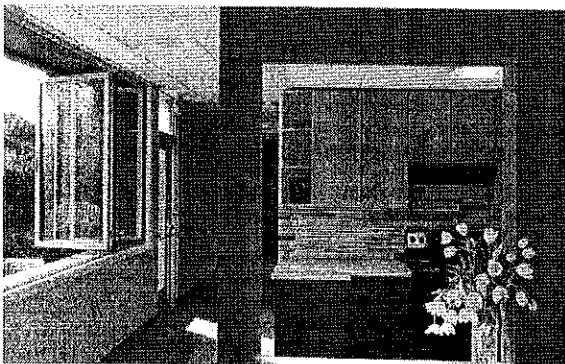
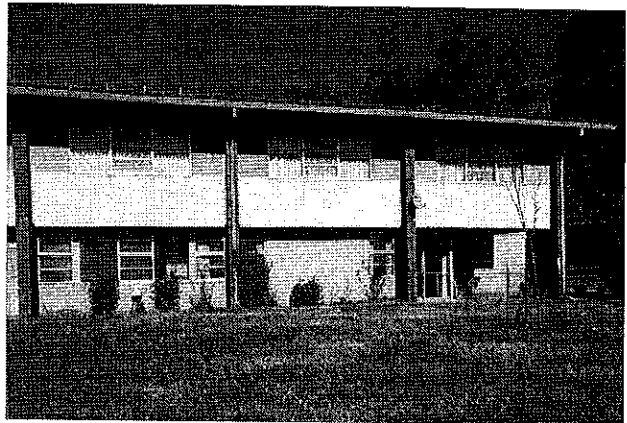
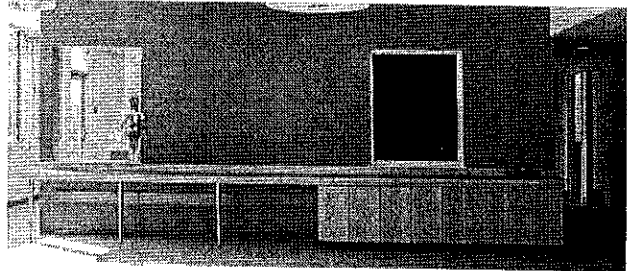
The following images include snapshots of projects that have similarities with yours.

1. Alzheimers Services of the East Bay - Siena Center in Fremont
2. Bay Area Community Services (BACS) - Fremont Center
3. Downtown Berkeley YMCA
5. Prevention Institute
6. Pilates Studio
7. Saint Joseph Notre Dame High School
8. Collective images

Alzheimers Services of the East – ADULT DAY CARE CENTER

PROJECT: Our third project with ASEB (Alzheimer's Services of the East Bay) involves their new collaboration with the Dominican Sisters of the Mission San Jose in Fremont, CA. The intent is to open a new program to serve adults with Alzheimer's Disease and related dementias in an existing building on the historic Mission San Jose campus. This project is currently in process, and is targeted to open in 2014.

SOLUTION: Emphasize the relationship of the interior spaces to the large garden to the south, so that the garden is both visible and accessible from all the activity spaces. Create new spaces for both the staff and the participants which support the life of the programs, emphasizing natural light, comforting spaces, and the possibility of a range of activities. Walking paths (both interior and exterior), an art space, large and small activity areas, an open kitchen with direct access to an outdoor eating area surrounded by raised beds of edible gardens are all features of this proposed design.



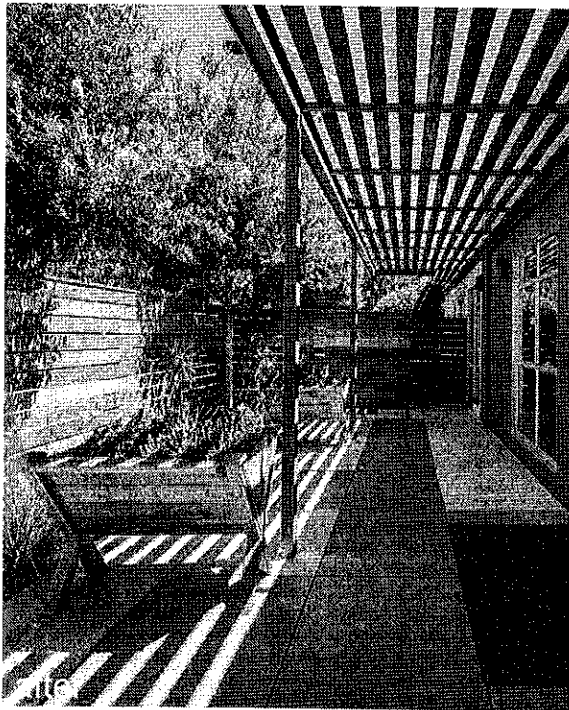
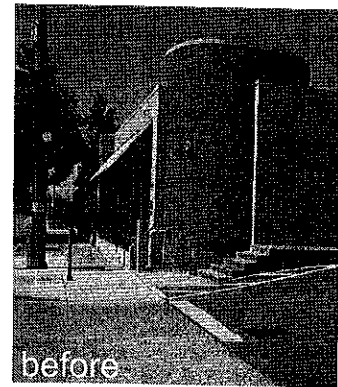
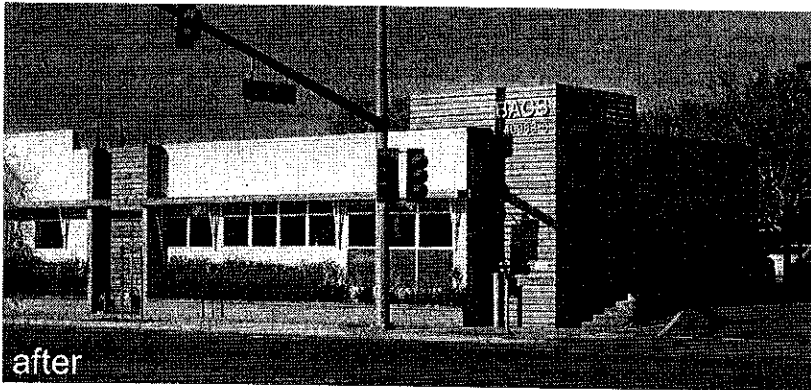
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kensington, ca 94707

BAY AREA COMMUNITY SERVICES – ADULT DAY CARE CENTER and WELLNESS CENTER

PROJECT: The Bay Area Community Services (BACS) is a non-profit centered in the East Bay which serves adults with a broad range of mental illnesses. They have asked us to provide architectural design services to renovate and add on to one of their existing buildings to provide a better environment for 2 core programs – an Adult Day Care Center for elderly individuals with dementia, and a Wellness Center for adults transitioning from mental health institutions back into community life.

SOLUTION: Exterior improvements include not only façade and window upgrades, but also garden improvements to allow for activities to flow from the interior to the outside patio areas. Classroom, offices and seminar spaces will be provided for the Wellness Center, while the Adult Day Care Center will relocate to the opposite side of the building to larger, more open activity spaces which can be locally divided for small groups.



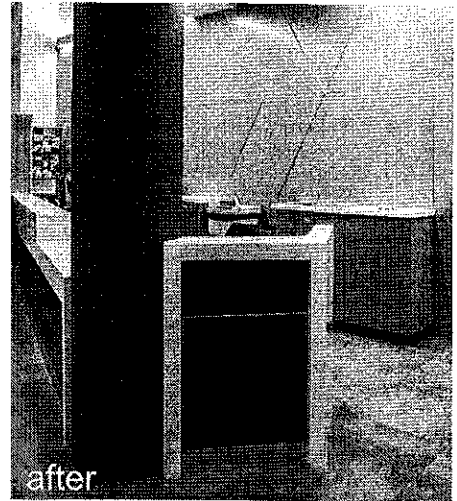
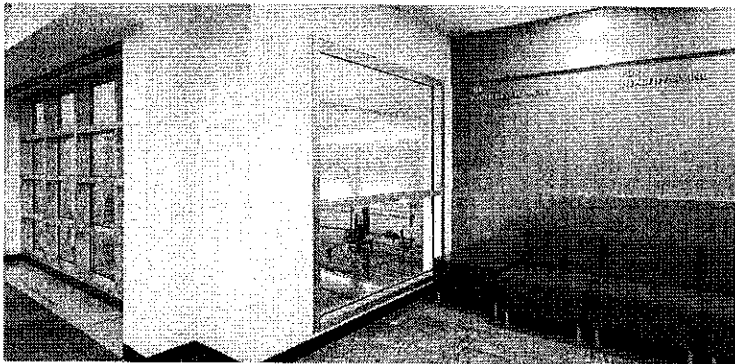
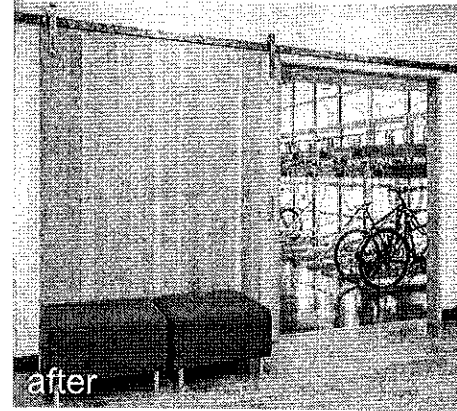
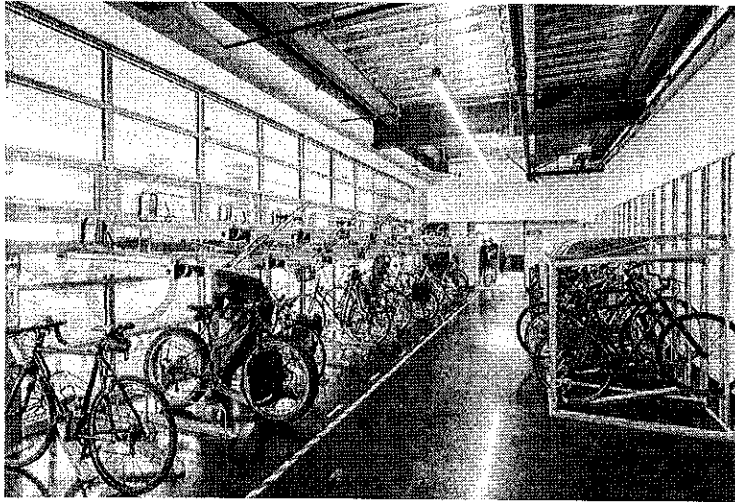
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DOWNTOWN BERKELEY YMCA – INTERIOR RENOVATIONS

PROJECT: The Downtown Berkeley YMCA serves approximately 2,000 persons a day, a number that was not anticipated when the entry building was constructed in the 1980's. The YMCA asked that we renovate the first floor of the building to accommodate not only their members, but also their staff, and the broadening programs of community services that they offer.

SOLUTION: Improvements included a new entry lobby, a new reception desk which was expanded and oriented to receive more people, a more generous circulation path through the lobby, a new indoor bicycle parking facility, upgraded offices and a new conference room.



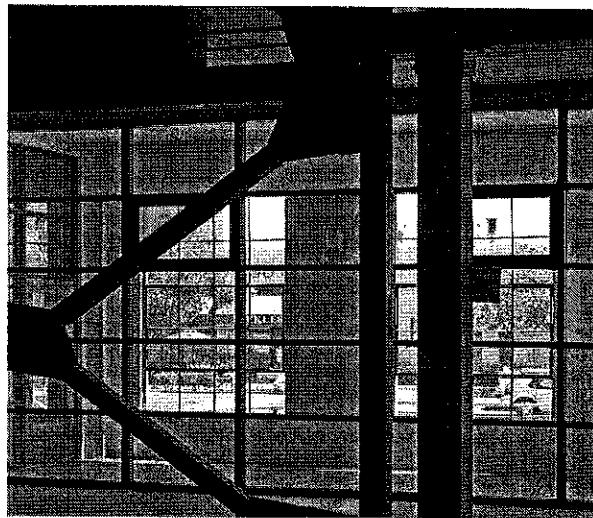
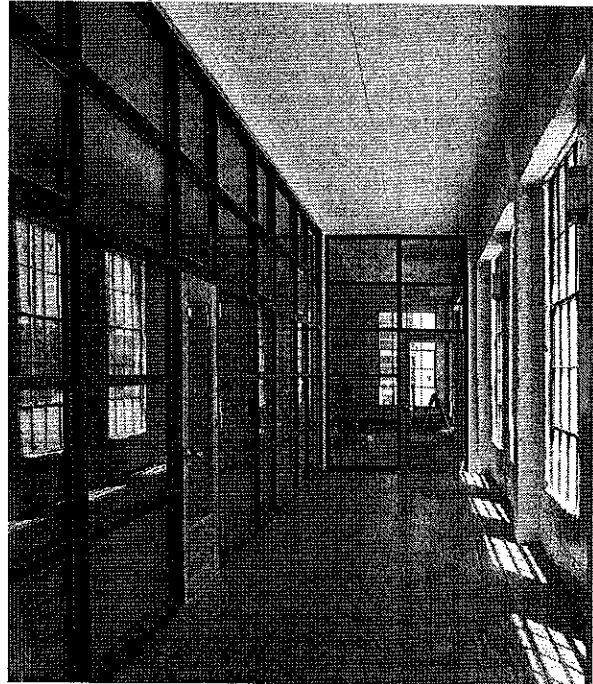
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PREVENTION INSTITUTE

PROJECT: Renovate whole building for national non-profit which had just acquired an existing vacant warehouse near Jack London Square, Oakland.

SOLUTION: Provide dynamic interconnected spaces with a long visual axis, shaped ceiling cut-out for roof garden access, aggressive re-use of salvaged materials to uncover and reflect the building's inherent character. Incorporate and expose structural elements (both new and old) as design features



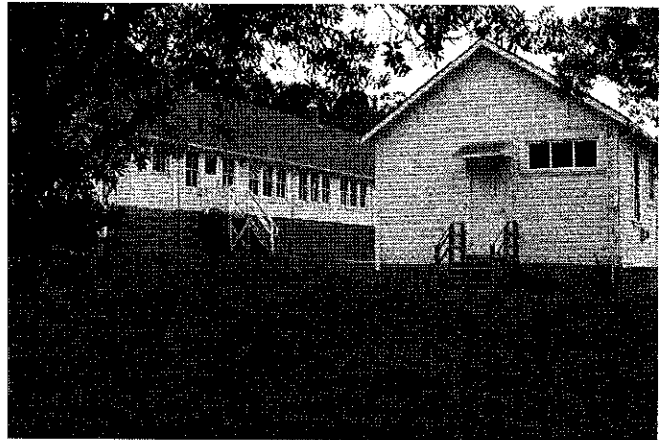
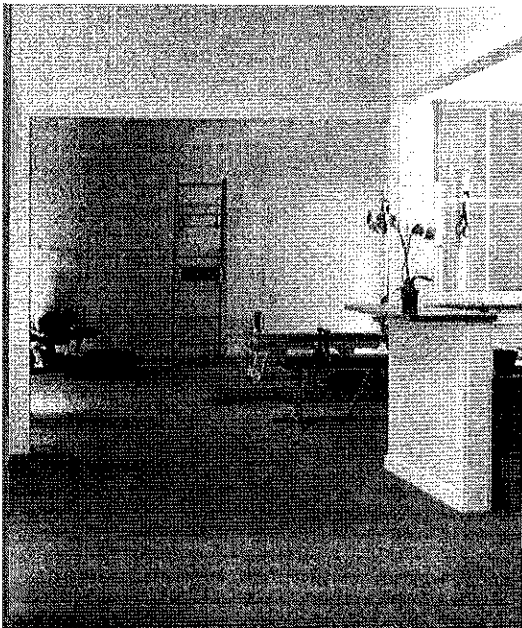
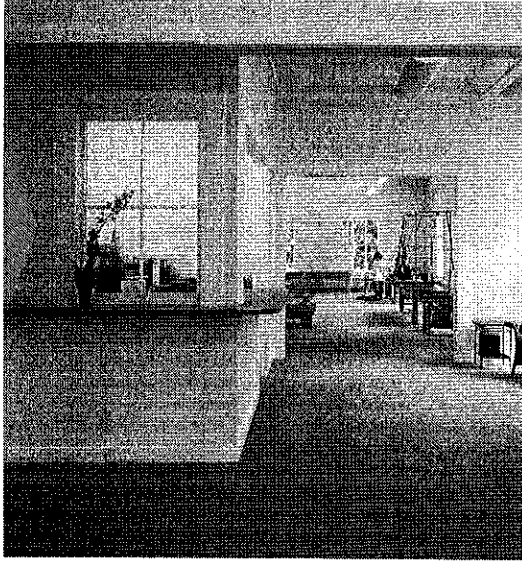
MH+S architecture

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kensington, ca 94707

A BODY OF WORK PILATES AND YOGA STUDIO

PROJECT: Install a pilates and yoga studio in a dilapidated but charming historic barracks building in the Presidio in SF.

SOLUTION: Design studio to reflect the natural serenity of its park setting, incorporating elements of the original historic structure as well as modern, ecologically friendly materials, while meeting the requirements of both the Presidio Trust's Historic Review Board, and their strict environmental guidelines.



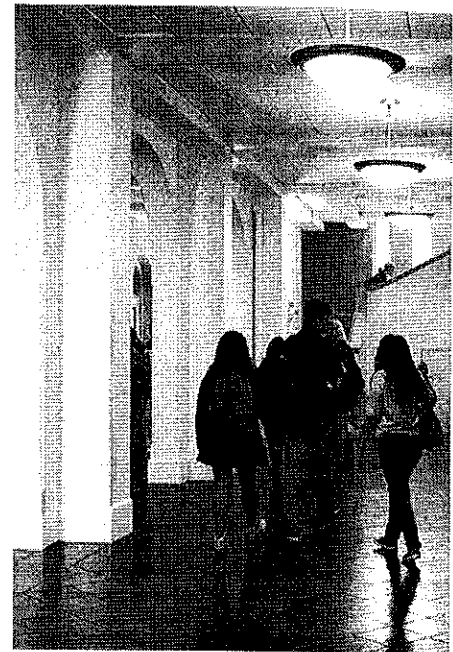
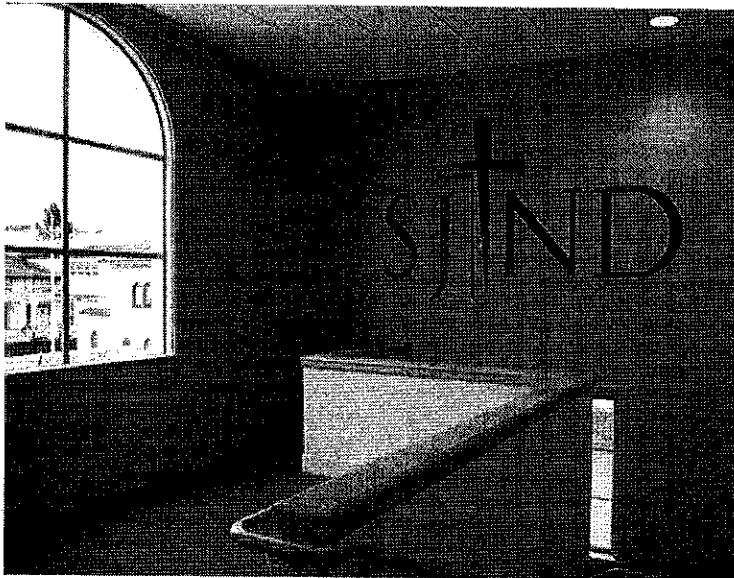
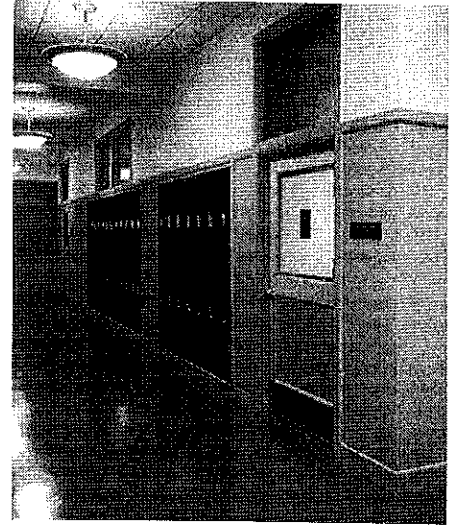
MH+S architecture

1511 valley road
kensington, ca 94707

SAINT JOSEPH NOTRE DAME HIGH SCHOOL

PROJECT: Interior renovations to historic classroom building for a Catholic high school located in the city of Alameda. This is the first of several phases of improvements planned for this building, as well as around the campus.

SOLUTION: Clean lines, crisp finishes, new lighting, networking and furnishings along with the installation of new smart board teaching technologies bring this handsome structure into the 21st century of education. We worked closely with both the school and the general contractor to bring out the best in this lovely old building, both on time and on budget.

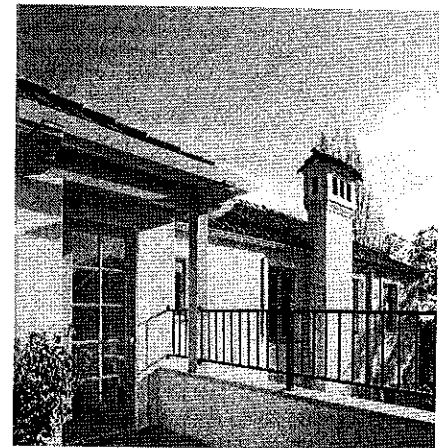
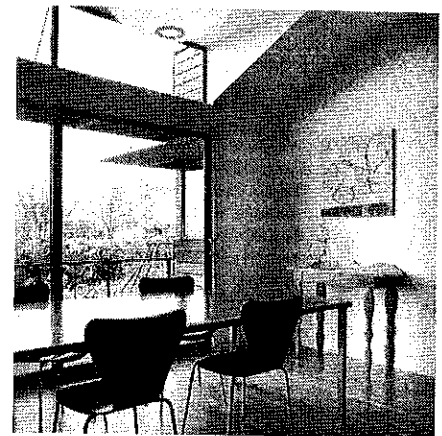
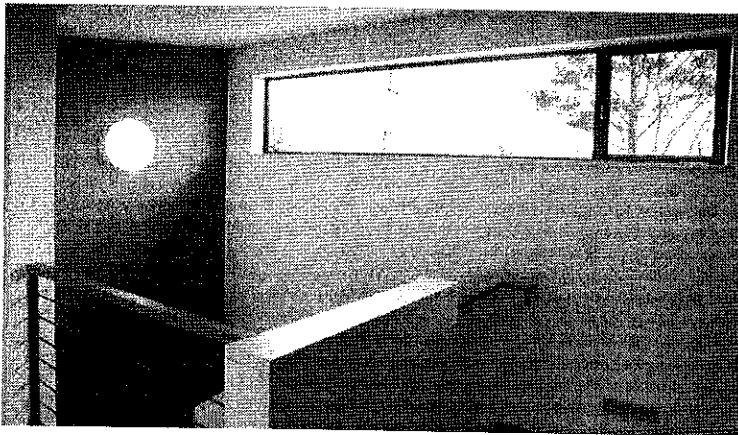
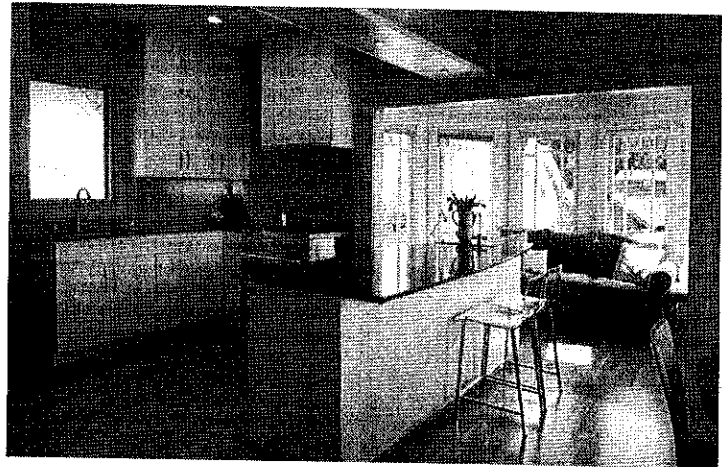
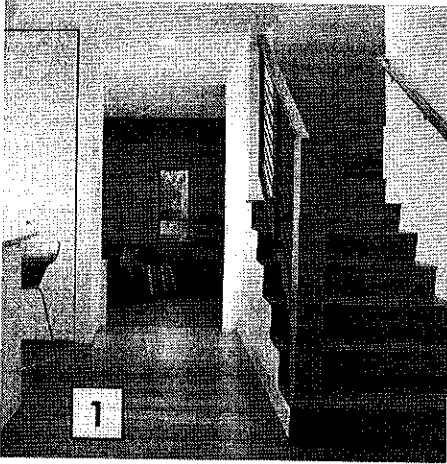


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1511 valley road
kensington, ca 94707

COLLECTIVE IMAGES

PROJECTS: Residential remodels and additions.



MH+S architecture

1511 valley road
kensington, ca 94707

Fees Proposal and Additional Requested Information

MH+S architecture

1511 valley road
kensington, ca 94707

August 30, 2016

Kevin Hart, Interim General Manager
Public Safety Building
217 Arlington Avenue
Kensington, CA 94707

Email:

c/o Rachele Sherris-Watt: rsherriswatt@kensingtoncalifornia.org

Re: Kensington Community Center Project
Proposal for Architectural Services

Dear Mr. Hart,

Thank you for opportunity to submit a proposal for architectural services in response to the Kensington Police Protection Community Service District's (KPPCSD or District) RFP regarding improvements to the Kensington Community Center. Below is our proposal for your consideration to provide the required architectural services as a joint venture between Mitchell Holladay and Sherman Architecture (MH+SA).

PROJECT UNDERSTANDING

As defined in the RFP, the project includes design of modifications and Improvements to the existing 4,430 sf Kensington Community Center (KCC) that was originally built in 1956, and expanded in 1988. The Base Scope of improvements include remedial work to the building's structure that are required to meet current code requirements for seismic resistance as identified in the structural report by Gregory Paul Wallace, Structural Engineer. The Base Scope also includes significant improvements required to bring the KCC into compliance with current ADA standards of accessibility as identified in the analysis by Gilda Puente-Peters.

Additionally, the District would like to improve the general appearance and function of the building and its site -- if the budget permits. These improvements include the following three Alternates that can be priced separately and may, or may not, become part of the final Project:

Alternate 1: A new west wall for the Community Center building that will provide an indoor/outdoor feel by incorporating more use of glass and possibly a central entrance.

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Alternate 2: An upgraded kitchen to provide community cooking classes and meals for social events.

Alternate 3: Enhancements to the restrooms, interior main room wall covering, floor finishes, interior and exterior painting, and possible lighting and heating upgrades.

These Alternates shall be subject to reviews with the District, with cost containment a principal objective.

The initial phases of design shall fully explore the cost/benefit of these alternatives, and if accepted shall be added to the latter design phases for incorporation into the project.

We understand the Project is anticipated to be substantially complete and ready for occupancy by December, 2018.

The District will have full visibility of Sub-Consultant selection. Furthermore we understand that MH+SA may be required to interface and coordinate our design work with concurrent work of other design consultants, contracted directly to the District, on other scope, such as:

- Geotechnical Surveys
- ADA Accessibility Consulting
- Utility Service Upgrades
- Network/Data Cabling Infrastructure
- Security Systems
- AV and IT Systems
- Hazardous Materials testing and abatement

It is understood that MHSA will assist the Client with the permitting process. This task will include reviewing requirements with authorities having jurisdiction (KMAC, CCCounty) at the appropriate phases of design. MHSA will assist with the scheduling, coordinating, and moderation of required meetings, as well as the coordination and assembly of stamped and signed drawing sets, calculations, application forms, and photos as required for obtaining planning approval and a building permit. Obtaining all other permits will be the responsibility of the General Contractor.

Based on the desired occupancy and the milestone dates outlined below, in overview, our Proposal anticipates the following design schedule scenario for your project:

The initial Pre-Design phase of due diligence will begin as soon as our contract is signed (anticipated to be sometime in November, 2016). During this initial phase, we plan to meet with the District to discuss the priorities and scope of the program and the conceptual design. Once the priorities are established, MH+SA will provide schematic design options of the Base Scope and all three Alternates. The second meeting with the District will be to review the schematic design options and alternatives. Upon review and approval of a selected schematic design, MH+SA will begin Design Development on the desired scope, and conclude with a presentation and DD Package submission to the District –

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including cost estimates of the Base Scope and each Alternative. Following approval of the Design Development Package, MH+SA will prepare Contract Documents for submission to the CC County Planning and Building Departments which will include the Base Scope and selected Alternates.

To allow adequate time for General Contractor selection, bidding and construction to conclude before December 2018, a six-month construction period is anticipated and the full building permit submittal is scheduled for October 1, 2017 – with a start of construction scheduled for March, 2018. Construction is anticipated to conclude by December, 2018.

PROJECT TEAM

Architect / Interiors	Mitchell Holladay+Sherman Architecture (MH+SA)
Structural Engineer	Gregory Paul Wallace
MEP Design Engineer	ACIES
Civil Engineer	Aliquot and Associates
Landscape Architect	Gates and Associates
Cost Estimating	Doug Bibby LLC
Code/ADA Consultant	District
Network/Data Cabling	District
Security Consultant	District
Audiovisual Systems	District

Our sub-consultant agreements will be tied to the final form of the Owner-Architect Master Agreement, and we will contract with these consultants after we have been released to advance the scope of work in this proposal.

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SCOPE OF WORK

1. Kensington Community Center

Phase One PRE-DESIGN – Due Diligence / As-Builts

Included in the scope of this Agreement are Services related to project start-up activities including the following:

- A. Undertake Base Building due diligence to become familiar with its physical properties and for coordination with the Architect's Services:
 - 1. Gather and review Reports, Recommendations and As-built documentation from the District.
 - 2. Site visit to measure and photograph existing building. Draft existing plans and exterior elevations into CAD system to use as a background for the design work.
 - 3. Obtain topographic survey as necessary to start design work for ADA accessible parking and path to west (main) building entrance (topographic survey to be performed by licensed consultant. This service is included in MH+SA proposal. Area of survey work to be limited to existing 4 car parking area, path between parking area and west entrance, and paved area between west wall and west planted area.

- B. Work with District to confirm project program in accordance with Architect's services outlined below:
 - 1. Participate in preliminary visioning sessions to understand and help develop, as necessary, the design aesthetic, culture, project goals, and look and feel for the Project.
 - 2. Review all programmatic information provided by District's previous design team and provide input and feedback on the elements that need further development.
 - 3. Determine the technical and code-related requirements for the proposed improvements including structural, mechanical, electrical, plumbing, lighting, and acoustical requirements.

2. Kensington Community Center

Phase Two – Schematic Design

- A. Develop initial floor plan options for the Base Scope and three Alternatives for District review and approval. The floor plans shall conform to the approved program and conceptual design and shall illustrate the locations of the various program uses, areas required and functional relationships.
- B. Provide sketch options for architectural and structural improvements to the west wall, to provide better connection to the west garden area, ADA accessibility and seismic improvements.
- C. Coordinate with MEP engineering consultants for schematic design elements, spatial and technical requirements.

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- D. Coordinate with Civil Engineer and Landscape Designer for improvements to site at areas of ADA improvements (parking and path to main building entrance, and exterior area immediately adjacent to west wall).
- E. Meet with District to review Schematic Design for the Base Scope and Alternatives.

**3. Kensington Community Center
Phase Three – Design Development**

Upon District's written approval of the schematic design, Architect shall develop the architectural components of the space as related to design development for the Base Scope and Alternatives including the following:

- A. Further refine and develop the approved space plans to describe the three-dimensional aspects of the space and major details.
- B. Conduct coordination meetings with District's consultants as required.
- C. Develop a finish legend and annotated finish plans.
- D. Develop lighting, power and signal concepts.
- E. Coordinate the design with Architect's consultants, and District's consultants (if any).
- F. Provide pricing drawings to the Cost Estimator for preparation of a detailed cost estimate which will include an estimate for the Base Scope, and separate estimates for each Alternative.
- G. Meet with the District to review the estimate, and help to evaluate cost benefit analysis of including Alternatives. Participate in value engineering discussions, as necessary.

**4. Kensington Community Center
Phase Four - Construction Documentation**

Upon District's written approval of design development, Architect shall prepare construction documents for the Base Scope and Alternatives including the following:

- A. Further develop, refine and coordinate the approved design development documents such that they are suitable to obtain building permits and procure construction services. Issue the set to the municipal authorities and to selected General Contractors.
- B. Update, refine and coordinate the construction documents, incorporating all building and plan check corrections and any major scope revisions resulting from construction procurement, and reissue as a "For Construction" set.
- C. Such drawings shall include sufficient scope, detail and coordination to facilitate the full build-out of the project, including but not limited to demolition, floor plans, reflected ceiling plans, elevations and details,

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door and hardware schedules, finish plans and schedules, millwork plans, elevations and details, furniture layouts, food service equipment plans and schedules, lighting layouts and power and signal plans that are coordinated with security, IT and AV infrastructure.

- D. Incorporate the mechanical, electrical and plumbing plans, and landscape plans provided by the Consultants, into the construction and building permit set.
- E. Coordinate the design with Architect's consultants, and District's consultants (if any).

5. Kensington Community Center

Phase Five – Bidding and Negotiation

- A. Assist District with finding qualified General Contractors to participate in Bidding process.
- B. Provide selected General Contractors with electronic versions (PDF's) of the construction documents for bidding.
- C. Attend scheduled walk-thru's to introduce General Contractors to project, prior to bidding.
- D. Review bids as submitted to District, and consult with District on General Contractor selection.

6. Kensington Community Center

Phase Six - Construction Administration

Architect shall provide construction administration services as pertains to the Base Scope of the Project the following:

- A. Issue clarification bulletins (including summary narratives) at reasonable intervals, as required, to reflect any changes made in the actual construction of the Work.
- B. Review Submittals and respond to RFI's as submitted by General Contractor.
- C. Review applications for payment.
- D. Participate in a punch list walkthrough prior to the date of Substantial Completion to identify any deficiencies related to the construction.
- E. Coordinate the punch list walkthroughs of Architect's Consultants for all corresponding systems.
- F. Coordinate with the Contractor, Architect's Consultants, District's consultants and suppliers/installers during punch list corrections and re-inspect items after completion by the Contractor.

MH+SA Team COMPENSATION SUMMARY

As compensation for all known architectural services performed as outlined above, the MH+SA Team shall be paid a fixed fee of **One Hundred and Twenty-Five Thousand Dollars** (\$ 125,000). This amount does not include reimbursable expenses.

REIMBURSABLE EXPENSES

Reimbursable expenses are billed in addition to the fee proposed, and include only actual expenditures made in the interest of the project. Allowable reimbursable expenses include, but are not limited to, cost of plotting/reproduction, photography and express delivery. **For the scope outlined above, we estimate the reimbursable expenses will likely not exceed \$3,000. Permit fees are not included in this estimate of reimbursable expenses.**

Reimbursable expenses for additional services will be estimated at 5% of the MH+SA Team additional fee.

ADDITIONAL SERVICES

When approved in writing by the Owner, effort expended for additional services will be billed on an hourly basis in accordance with the hourly rate sheet attached, (Exhibit B), or for a mutually agreed-upon lump-sum fee. Additional services that the District may want to consider include (but are not limited to): presentation graphic materials for community interface and/or fund-raising, physical model of proposed design for community interface and/or fund-raising, additional scope to the landscape and civil engineering design (currently limited to area at new ADA path between parking and main entrance, and immediately adjacent to west wall), etc...

DESIGN SCHEDULE

The design phase durations and activities in the proposed Outline Schedule are appropriate to the scope of the Project as we currently understand it – with final occupancy anticipated by mid-December 2018.

BUDGET

It is understood the District's Budget for the total construction cost, inclusive of Base Scope and all Alternatives, is \$1,000,000.

Since certain aspects of the Base Scope including structural and ADA remediation of the site will likely consume much of the budget, it is imperative to apply a rigorous approach to alignment of the budget with design scope, Alternatives, and the existing base building upgrades -- in order to get the highest benefit of the dollars spent.

ASSUMPTIONS

1. All base building information provided to MH+SA is readily available in digital format, is accurate and is an adequate basis for the design and documentation of the Project. This scope of Basic Services does not include the production of digital or hand-drawn base drawings of existing building conditions. Any production of such drawings required will be an additional service.
2. The Project will be reviewed and permitted by the CC County Building Department and will not require CEQA or historical review. Any other reviews required by CC County Planning Dept will be considered an additional service.
3. If the existence of hazardous materials is suspected, these materials will be identified and removed by District under separate contract, independent of these services.
4. The Project Schedule is dependent upon timely approvals of project submittals at the end of each design phase milestones. Any deviations from the agreed-to "Design Schedule" may be subject to Project delays and additional services.
5. The General Contractor is responsible for all building permit fees, utility connection fees, plan filing fees, special inspection fees, or any other unforeseen fees required for approvals or construction of the Project.
6. The General Contractor is responsible for all testing of assemblies, materials and environmental conditions including cost, scheduling and review unless such testing is explicitly described in the construction documents, (and therefore integral to the construction contract).
7. Reimbursable expenses do not include the printing of pricing, bidding and construction document sets and/ or specifications. These items are to be conveyed electronically as PDF's.
8. The Project is not pursuing a LEED or other rating certification. MH+SA will assist in coordinating the tracking and submittal of all information through the LEED organization if this scope is added to the project.

BILLING

Upon acceptance of this proposal and your authorization to proceed, the fees for services referred to above will be billed monthly and are due within 30 days of submission of the invoice to the Owner.

Please confirm acceptance of this proposal by emailing us an authorization to proceed based upon our proposal pending the execution of a formal contract or work order. Any adjustment to the fees, method of billing or other terms can be made in the formal contract. Your approval of this proposal will enable us to proceed with our services pending execution of the formal agreement.


We want to thank you for this terrific opportunity, and hope this Proposal meets with your approval. Please contact either Lillian or Emi should you have any questions. We are available to review assumptions and fees at your convenience.

We look forward to working with you and your team on this very exciting project.

Sincerely **MH+SA Team,**



Lillian Mitchell, Principal



Emi Sherman, Principal

Approved by

.....
Title:

Date:

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KENSINGTON COMMUNITY CENTER - proposed outline schedule

August 30, 2016

TASK	2016			2017			2018			OCT	NOV	DEC
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL			
PRE-DESIGN - confirmation of program, and conceptual design work												
SCHMATIC DESIGN - schematic design for base scope and 3 alternatives, present to District												
DESIGN DEVELOPMENT/PRELIMINARY COST ESTIMATE DRAWINGS - develop selected schematic design for cost estimating, meet with District to review and discuss scope of work to be finalized												
CONSTRUCTION DOCUMENTS/BUILDING PERMIT SUBMITTAL - prepare permit drawings, coordinate with consultants, and make submittal to County, respond to review comments as necessary to obtain permit. Drawings available for bidding												
BIDDING AND NEGOTIATION - review bids as submitted by general contractors, assist District in assessment of bids and qualifications of general contractors												
CONSTRUCTION OBSERVATION - includes review of submittals, responses to RFI's, site visits												

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**KENSINGTON COMMUNITY CENTER
FEE STRUCTURE - August 30, 2016**

Based on Estimated Construction Contract of \$ 1,000,000

ARCHITECTURAL BASIC SERVICES	Pre-Design 5%	Schematic Design 20%	Design Development/ Cost Estimating 25%	Construction Documents Permit Submittals 30%	Bidding and Negotiations 5%	Construction Administration 15%	Overall Fee	% of Construc. Contract
Architect MH+SA	\$4,000	\$16,000	\$20,000	\$24,000	\$4,000	\$12,000	\$80,000	8%
CONSULTANT BASIC SERVICES								
Structural Engineering Gregory Paul Wallace	\$4,400		\$4,400	\$8,800	\$0	\$1,122	\$14,322	1.5%
Mech, Elec, Plumbing Engineering** ACIES			\$4,400	\$8,470	\$0	\$1,100	\$13,970	1.40%
Surveying and Civil Engineering Aliquot Associates, Inc			\$5,973	\$4,888	\$0	\$0	\$10,861	1.10%
Landscape Design Gates + Associates			\$5,335	\$0	\$0	\$0	\$5,335	0.05%
Construction Cost Estimating Bibby, LLC		\$20,400	\$1,760	\$0	\$0	\$0	\$1,760	0.02%
			\$41,868	\$46,158	\$4,000	\$14,222	\$126,248	12.50%

Notes:

*** Electrical and Plumbing Engineering assumes no service upgrades required - if required, \$ 4,200 additional fee will be required

1. Consultant costs (as listed above) include 1.1 percent mark-up of fees invoiced to MH+S architecture.
2. Fees listed do not include reimbursable expenses (printing and reproduction of drawings, permit fees, travel expenses). Reimbursables are typically marked up 1.1 percent.

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Deborah Lane ARCHITECT

**To: Kensington Police Protection Community Service District
REQUEST FOR PROPOSAL, KENSINGTON COMMUNITY CENTER**

Summary of the Firms Qualifications, History and related project History

Deborah Lane has been practicing architecture for over 35 years, delivering a responsive, superior service to clients throughout the Bay Area. Deborah lives in Kensington and has had extensive experience with The Park, first as The Architect of the Building "E" Renovation in 2000 and then as The Architect for The Community Center Renovation in 2010. Building "E" was publically bid. Work on the Community Center stopped short of Construction due to a lack of funds.

Deborah has a very thorough understanding of the KCC Building Issues, the work involved in the three alternatives, and Kensington Community Concerns. She knows how to address each issue based on her work on The Community Center in 2010 and her attendance at The Building Committee meetings for The Community Center.

Qualifications of Additional Persons working on the Project

Debbie Klein, Architect, AIA, has focused on public sector projects and accessibility, including schools modernizations, a new elementary school in Boulder Creek, the Chabot Space and Science Center, the Berkeley Hills fire station in Berkeley, and the Oakland Fox Theater with the Oakland School for the Arts wrapping around the Theater. She has considerable expertise in design, and detailing, as well as a wealth of experience in all phases of Pre-Construction and Construction.

CONSULTANTS

Sandis Civil Engineers Surveyors Planners are highly regarded Civil Engineers with experience in a wide array of both public and non-public sector projects including Eden Community Center in San Jose, Wildcat Activity Center, and Underhill Fields in Berkeley. Sandis's Fee is \$15,500.

Belden Engineers, electrical, mechanical and plumbing consultants, have completed a multitude of public sector projects including: Pleasant Hill City Hall and Council Chambers, Police and Council Chambers, Brisbane and City Hall Complex, Emeryville. Belden would be used for the basic project (4K) and the front elevation changes (2.8K). Other consultants will be solicited for the project if options 2 or 3 are implemented.

Rick Reed (as Project Manager if he is not awarded the Contract for Construction) In addition to being a General Contractors for over 25 years, Rick was Project Manager for many projects throughout the California State System including at Sonoma State, Cal State Hayward and San Jose State. Rick's Fee for Construction Management is \$18,000. Rick will not be involved in the planning or design of the project so he can be eligible to bid it. If he is awarded The Contract for Construction, I will be The Construction Manager.

Ken Defiebre, President of KMD Group has five decades of experience in Construction Management, constructability analysis and public bid drawing review. His expertise will be used on an as needed basis.

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www.dlancearch.com

deborahlanearchitect@gmail.com
510-918-0166 (mobile)
510-527-5677 (office)
510-526-0376 (fax)



Deborah Lane ARCHITECT

Proposed Approach to The Project

The Committee has made great progress towards solutions to the Community Center Remodeling Project. Deborah's approach would be to develop this work.

BASE BID shall include preliminary drawings of the Front Elevation, and upgraded kitchen for the purposes of a preliminary cost estimate and determining the scope of the project.

FRONT ELEVATION MODIFICATIONS, Alternate 1

Passive solar: Deborah would incorporate clearstory windows that can remain open, even when the building is locked, to moderate heat build up.

Visual Structural Sense/Consistency: She would put vertical structural elements in line with the existing reuses for visual consistency.

Trellis or Other Exterior Elements: Deborah would suggest a trellis or other exterior elements to highlight the building entrance.

OTHER CONSIDERATIONS FROM 2010

New Acoustical ceiling or other noise attenuating system (Removing existing tile may trigger the building department to require upgrading the lighting in the main room)

Fireplace Surround Redesign

New Flooring

Schedule

Deborah is available immediately to begin working on The Community Center.

Here is her preliminary schedule that may require less time than allocated.

Planning and Defining Scope 9/16-2/10/17	5 months
Including preliminary design, community input, building and planning code requirements and times required for permits, and preliminary costs estimates to define the scope of work.	
Client approval	
Apply for Zoning Approval 2/14	
Design Development 2/12/17-6/12/17	4 months
Refine cost estimates, client approval	
Permit Documents 6/13/17-10/10/17	5 months
Apply for a Permit 10/11/17	
Construction & Bid documents 10/12/17/	2 months
Bidding and Contract 1/15/17-3-15/18	2 months
Construction 3/15/18-9/10/18	6-8 months

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Deborah Lane ARCHITECT

Base Fee:

			\$62,000
	Including		
	Sandis civil engineers	\$16,000	
	Belden Mechanical, Plumbing and Heating	\$4,000	
Alternate 1	(New Front Entry)		\$8,000
	Including Belden Mechanical, Plumbing and Heating	\$3,000	
Alternate 2	(kitchen)		\$4,000
Alternate 3	(Lighting, New Heating, material changes)		\$6000

Hourly Rates:

Deborah Lane & Debbie Klein \$100/hour

Exclusions:

Structural Engineering Services

Architectural Errors and Omissions Insurance for this project

Plumbing Mechanical & Electrical Engineers for options 2 & 3

References

Bart Jones, Bart Jones Architect, 524-0426

Ann Forest, President KCC, 332-5441 / 5274560 (Community Center Remodeling Project) 2010

Tim Gerson, (for Debbie Klein and Deborah Lane) 415-989-3830

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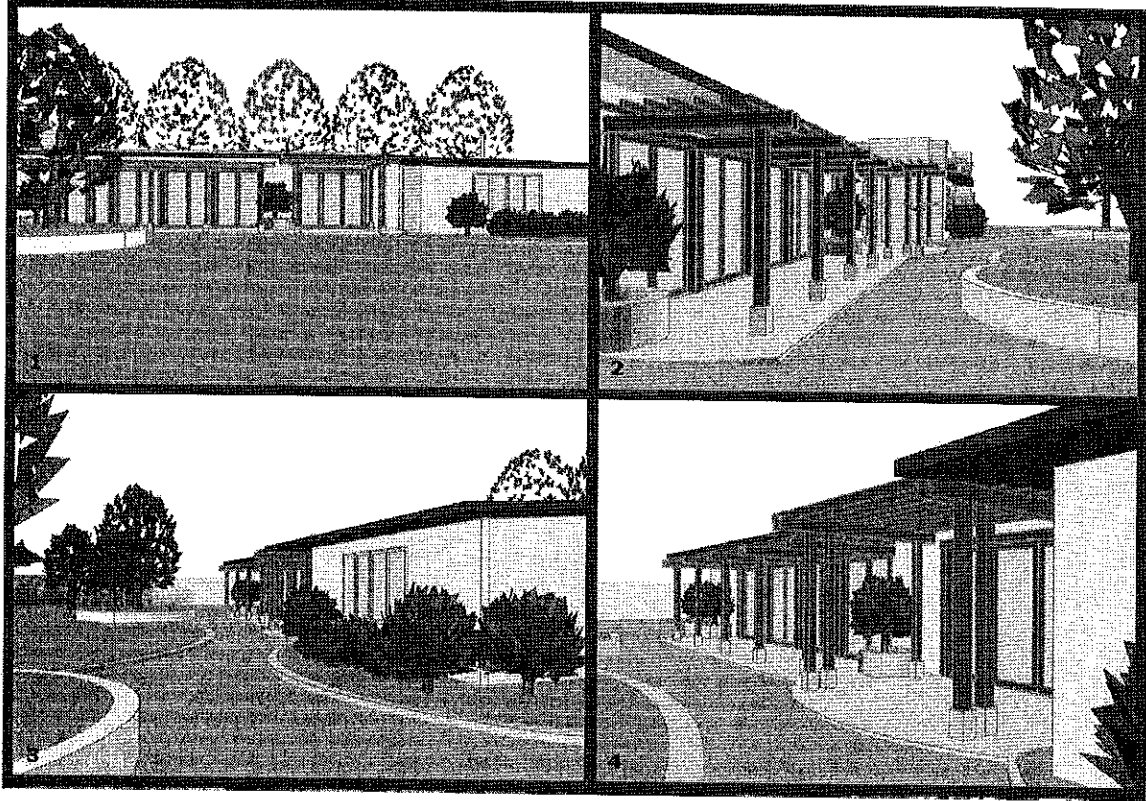
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Deborah Lane ARCHITECT

Remodeling Preliminary Sketches for the Community Center 2010



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Deborah Lane ARCHITECT

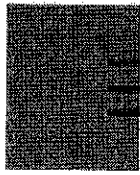
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Deborah Lane ARCHITECT

Debbie Klein

Fox Theater Architect



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Deborah J. Klein, A.I.A., LEED Green Associate Berkeley, CA 94709 (510) 549-1019
debbiej.klein@gmail.com

Education: Master of Architecture, University of California, Berkeley
Bachelor of Arts, Comparative Literature, University of California, Berkeley

Work Experience:

Lerner + Assoc. Architects

San Francisco, CA, 12/12 – present

Haas-Lilienthal Accessibility and Life Safety Upgrades, San Francisco, CA. Preparation of drawings and consultant coordination for upgrades to historic house / museum.

Women's Daytime Drop-in Center Entrance Ramp, Berkeley CA. Project manager for permit drawings for accessible entrance ramp, and accessibility survey of facility.

Accessibility Upgrades at Berkeley Women's Shelter, Berkeley, CA. Project manager for permit/construction documents for accessibility upgrades at restrooms on 1st & 2nd Floors, and 2nd Floor kitchen.

Residential Remodel and Addition, 537 Chenery St., San Francisco, CA. Project manager for permit/construction documents remodel and addition to make existing 2-story house accessible for person in wheelchair.

Accessibility Upgrades at Palace Hotel, 2 New Montgomery St San Francisco, CA. Project manager for upgrades to public areas at Palace Hotel including stairs, and restrooms. Reviewed signage.

Accessibility Upgrades at Doubletree by Hilton, Rohnert Park, CA. Project manager for accessibility upgrades at Doubletree, including upgrades to ramps, stairs, guest rooms, public restrooms, and site improvements.

Accessibility Upgrades at John's Grill, San Francisco, CA. Project manager for accessibility improvements to entry, tables, and took over project management for new elevator and stairs for access to the 3 floors.

Residential Remodel and Addition, 101 Topeka Ave., San Francisco, CA. Took over project management of residential project drawn in Revit for submission for Site Permit.

Accessibility Upgrades at Holy Innocents Church, San Francisco, CA. Project manager for new accessible entrance and restroom at historic church originally designed by Ernest Coxhead.

San Francisco Housing Authority

San Francisco, CA, 9/10 – 10/11

Upgrades at Sunnysdale and Alemany Head Start Preschools, San Francisco, CA. Prepared permit, bid, and construction documents for accessibility and other upgrades at Alemany and Sunnysdale Head Start programs.

Retaining Wall upgrades at 1880 Pine Street, San Francisco, CA. Project manager working with structural engineer for design of upgrades to three retaining walls at back of site of 12-story residential building.

Upgrades at Rainbow Child Care at Ping Yuen, San Francisco, CA. Project manager advising on accessibility upgrades, checking into hazardous materials, and other concerns before project for interior upgrades.

Lerner + Assoc. Architects

San Francisco, CA, 7/06 – 12/09

Central City Hospitality House Accessibility Upgrades, San Francisco, CA. Team architect on project for accessibility upgrades at homeless shelter in San Francisco.

Nueva School, Crocker Mansion Accessibility Upgrades, Hillsborough, CA. Project Manager for remodel and accessibility upgrades at lower school building at a private school. Upgrades included an elevator, an inclined lift, accessible restrooms, ramps, and various alterations.

Residence Remodel and Addition, 1808 Bush St., San Francisco, CA. Project Manager for remodel and addition to historic residence, including infill of non-historic first floor drive-thru at existing ell, horizontal addition on second floor, lowering of basement to add a legal unit, addition of an elevator.

Accessibility Monitoring, U.C. Berkeley, Berkeley, CA. As part of settlement of Gustafson case, took part in annual surveys of improvements for accessibility to buildings on U.C. Campus.

The KPA Group

Oakland, CA, 9/05-6/06

Rehabilitation of the Oakland Fox Theater, Oakland, CA. Project Architect at one of three firms in team designing the Rehabilitation of the 1920's Oakland Fox Theater and the Oakland School for the Arts. The School portion involved remodeling a former office building that wraps around the Theater, and new three-story additions.

SFSU University Park North – Site Accessibility Improvements, San Francisco CA. Project Architect for site accessibility improvements at residential buildings along Buckingham Way and Winston Avenue at San Francisco State University.

Hamilton + Aitken Architects

San Francisco, CA, 9/04-8/05

Rosa Parks Elementary School Modernization, San Francisco, CA. Project Manager for accessibility and fire and life safety improvements at a 53,000 SF elementary school in San Francisco. The \$2.84 million project bid within 2% of budget.

Marcy Wong & Donn Logan Architects

Berkeley, CA, 11/03-8/04

Central Park Lawn Bowl Club House, Santa Clara, CA. Project Manager for a clubhouse for Santa Clara Parks and Recreation. Project includes locker room, kitchen, equipment storage, patio, restrooms and meeting room.

Hills Fire Station, Berkeley, CA. Team architect for a two-story new fire station on a steep site. This \$30 million project, bordering a residential neighborhood and a regional park, attained the LEED Silver rating.

Vintage Berkeley Wine Store - Berkeley, CA, Project Manager for project of adaptive reuse of historic PG&E pumping plant.

Charles F. Jennings Architects

Oakland, CA, 3/00-10/03

Oakland Athletics Headquarters Offices, Oakland, CA. Project Architect for new 11,000 sf two-story office space within the Oakland Colosseum Arena.

Oakland International Airport, Third Curbside, Oakland, CA. Project Architect for addition of 4-lane roadway for commercial passenger vehicles, with expanded sidewalk, bus shelters, signage, and relocation of rental car area.

Gerson/Overstreet, Architects

San Francisco and Oakland, CA, 11/92-3/00

Boarding Area A, San Francisco International Airport, Redwood City, CA. Team member for a 13-gate boarding facility at the San Francisco International Airport.

Chabot Observatory and Science Center, Oakland, CA. Team member for construction documents for an educational observatory and science center for Oakland, the Regional Parks, School District, and East Bay Astronomical Society. The two main buildings include a domed planetarium, IMAX theatre, laboratories, classrooms, café, library, a barrel-vaulted gallery, and three observatories.

San Francisco State University Corporation Yard and Central Plant, San Francisco, CA. Team member for the design of eight-buildings serving the infrastructure needs of SFSU.

Modernizations of Schools, Oakland and Emeryville, CA. Job Captain for the Modernizations of four elementary Schools in Oakland, and in Emeryville, for modernizations of the elementary, middle and high school. The work included upgrading restrooms, adding elevators, lifts, and ramps for accessibility, and working with DSA to obtain approval on the projects.

University of California Office of the President, Oakland, CA. In joint contract with KMD, team member for construction documents for 12-story 300,000 sf office building for University of California Office of the President.

Daniel G. Smith & Associates

Berkeley, CA, 8/90-8/92

Sikh Temple, El Sobrante, CA. Team member for the expansion of the Sikh Temple of the Greater East Bay. The project included a room for worship, resident quarters, five onion domes, corner pavilions, columns with lotus-leaf capitals, and a grand stairway.

Goodwill Stores, San Francisco and San Mateo, CA. Job Captain for Goodwill stores in San Mateo and San Francisco.

Associated Architects

Oakland, CA, 1/85-8/90

Redwood Elementary School, Boulder Creek, CA. Team Member for the design of new 7-building elementary school on terraced site, including library, kindergarten, admin. building, classrooms, and multi-purpose room with food service.

Special Education Vocational Facilities, Liberty Union High School, Brentwood, CA. Team member for two special education buildings that included a cafeteria, a multi-purpose room, classrooms, and vocational training rooms.

Contra Costa County Office of Education, Pleasant Hill, CA. Team member the design and documents for of a two-story office building for the Superintendent of Schools and Educational Services.

Languages: Fluent in French, Italian, Spanish and English.

Computer Skills: Autocad, Microsoft Word, Excel, Power Point, UC Extension courses and some work in Revit,

Award: Grant to study reconstruction after an earthquake in area SE of Naples, Italy, Center for Planning & Development Research, College of Environmental Design, U.C. Berkeley

August 26, 2016
Promo No. 616469

Deborah Lane
Deborah Lane Architect
8 Eagle Hill Road
Kensington, CA 94707
T: 510.918.0166
E: deborahlanearchitect@gmail.com

**RE: KENSINGTON COMMUNITY CENTER
CIVIL ENGINEERING AND SURVEYING
KENSINGTON, CA**

Dear Deborah,

Thank you for the opportunity to submit our proposal to provide surveying and engineering services for the above referenced project. Our proposal is based on the project RFP dated July 2016 and recent telephone conversations/email correspondence.

PROJECT UNDERSTANDING

The Kensington Community Center is in need of seismic and accessibility upgrades to bring it into compliance with current building code standards. The civil engineering scope is limited to addressing ADA compliance issues for the site improvements (exterior to the building).

In 2016 the site was evaluated by GPPA Architects who prepared a detailed inventory of the existing ADA barriers (elements that are not compliant with current code) and made recommendations as to the needed repairs or modifications. The final implementation of these improvements may vary depending on the specific seismic upgrades and whether any of the alternative design elements noted in the RFP are selected.

There is no topographic or boundary survey currently available for the project. While the RFP notes that the preparation of a survey is not one of the requested services, it is unclear if the client will be providing one or not. In our opinion an accurate survey will be required in order to provide a complete design. A scope and fee is included here as an alternate service that can be exercised.

PART 1 – ADA BARRIER REMOVAL

PRELIMINARY DESIGN

\$4,500

- ◆ Perform a site visit to review the existing conditions and the conclusions presented in the GPPA assessment.
- ◆ Based on the site visit and owner provided survey, prepare a preliminary site plan reflecting the location and general extents of site improvements needed to address the identified ADA barriers.
- ◆ Participate in one (1) review meeting to discuss the preliminary design.
- ◆ Issue preliminary civil documents to Deborah Lane Architect in electronic format.

CONSTRUCTION DOCUMENTS

\$8,500

- ◆ Based upon client feedback, finalize the site plan including dimensions, finish grades, and detail references.
- ◆ Prepare construction notes and details for the civil scope of work.



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Deborah Lane
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Page 2

- ◆ Prepare a site demolition plan.
- ◆ Provide plans to client for review.
- ◆ Revise plans based on client comments and provide to architect for permit submittal to Contra Costa County. Assist architect in completing permit applications.
- ◆ Revise plans based on county comments and issue for approval.
- ◆ Attend one (1) coordination meeting with the owner/client to discuss civil related issues and participate in web-based coordination.

BIDDING AND CONSTRUCTION SUPPORT

TIME AND MATERIALS ESTIMATE \$2,500

Given the relative small scale of this project, we do not anticipate much of our support will be needed. We propose to provide support on a time and materials basis with the following as our anticipated scope:

- ◆ Provide feedback to client on received bids.
- ◆ Provide two (2) site visits during construction to review the progress of construction.
- ◆ Respond to contractor RFI's (assumes approximately five).

PART B – TOPOGRAPHIC SURVEY (OPTIONAL SERVICE)

\$11,500

- ◆ We propose to provide a supplemental topographic survey at a scale of 1" = 20' of the improved areas of the property. This survey will show the location of existing trees, structures, walkways, fences, adjacent roadways, and utility information within the project areas. The location of utility vaults, manholes, catchbasins and invert information of storm and sanitary sewers will be shown based upon a field survey. The location of underground utilities lines such as gas, water, electric, and any onsite utilities will be shown based upon available agency records. Mechanical detection of existing utilities is specifically excluded.
- ◆ Contours will be shown at one (1) foot intervals or as appropriate to clearly define the slopes. Spot elevations will be shown to an accuracy of ±0.1 (one tenth) of a foot. Finish floor elevations will be shown to an accuracy of 0.01' (one hundredth) of a foot.
- ◆ An approximate property boundary will be shown based on available record documents. This will not constitute a formal boundary survey and will be included for guidance only.

SCOPE OF WORK ASSUMPTIONS

- ◆ It is assumed that a boundary, topographic and utility survey in AutoCAD format with the information and accuracy necessary for the preparation of construction documents will be provided by the owner/client.
- ◆ It is assumed that no utility upgrades/modifications are part of the project.
- ◆ We assume that our plans will be constructed in accordance with industry standards, utilizing a licensed land surveyor for construction layout and staking.



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Promo No. 616489
Deborah Lane
Deborah Lane Architect
Page 3

- ◆ We assume all project coordination meetings will be held in the San Francisco Bay area or can be handled via teleconference. Should travel outside the San Francisco Bay area be required each meeting will be billed as a time and materials and may include travel time, airfare, ground transportation, hotel and per diem.
- ◆ The scope of work does not include the design of any offsite improvements for utilities or street work.
- ◆ Our work will be performed using AutoCAD Version 2015, MS Word 2013, MS Excel 2013, and Adobe Acrobat VII.
- ◆ The above services will be provided under the assumption that boundary corners or other suitable horizontal control has been established for this project and is available for our use.
- ◆ The cost of utility research and maps from utility companies such as PG&E, AT&T, Comcast, EBMUD, etc. will be charged at cost to the client. Recent experience indicates that a typical project will require between \$500 and \$1,000 for copies of utility block maps.
- ◆ Pursuant to the Professional Land Surveyors Act (B&P Code 8762), if a material discrepancy is found between the public record and measured dimensions, if a retracement is made of one or more points or lines not shown on any subdivision map, official map or record of survey, or if new monuments are established, a Record of Survey must be filed with the County Surveyor's Office. If required, this work will be performed under separate agreement.

TERMS AND CONDITIONS

- ◆ This proposal and the master services agreement provided by Deborah Lane Architect will become our contract for services upon execution.
- ◆ Our services will be provided in a manner consistent with the degree and skill ordinarily exercised by a member of the civil engineering and survey profession practicing in the State of California.
- ◆ All reports, plans, specifications, field data, notes and other documents (either electronic or hardcopy) prepared by our office as instruments of service shall remain the property of SANDIS.
- ◆ The client acknowledges the instruments of service of SANDIS shall become the property of the client when the documents are complete and when compensation for services is paid in full. The client is prohibited from making any alterations to the instruments of service without the written consent of SANDIS.
- ◆ Neither SANDIS nor the client shall be liable to the other for consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the client, SANDIS, their employees, agents, subconsultants or vendors.
- ◆ The scope of work included in the proposal is limited to the specific scope included and specified only. Any exclusions listed are for clarity only and do not represent a complete list of exclusions to the scope. Any additional scope proposed or done other than that listed in the proposal as included shall be done as an additional service.
- ◆ Agency review and permit fees will not be paid by SANDIS and are not included in this proposal.



August 26, 2016
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Page 4

- ◆ We assume that this project will be designed in two (2) phases. Should our work on this project be delayed or put on hold for a period of thirty (30) days or more, we reserve the option to negotiate a start-up fee.
- ◆ This proposal is firm for thirty (30) days from the date of this letter.
- ◆ SANDIS at its sole discretion may utilize one or both of its subsidiaries (BSI and CTS) to perform the services presented in this proposal. Bryant Survey Inc. (BSI) to perform structural surveys and as-builts as specified in the "AISC 3003-10 Code of Standard Practice for Steel Buildings and Bridges." CTS Inc. to perform BIM, scanning and other 3D related services. Invoices by the subsidiaries will be rolled up and included with SANDIS invoices.

Our services will be provided for the amounts listed above and will be performed under the master services agreement provided by Deborah Lane Architect. Should a master services agreement not be provided, SANDIS will provide the provisions of the agreement for professional surveying and engineering services.

Pursuant to state law, no work can proceed on this project without written acceptance. Please return one signed copy of this proposal and one signed copy of the master services agreement to our Oakland office as our authorization to proceed.

Regards,

SANDIS

Michael Kuykendall, PE
Associate Principal

Approved

DEBORAH LANE ARCHITECT

By: _____

Title: _____

Date: _____

Attachment: SANDIS Hourly Rates

**SANDIS STANDARD HOURLY CHARGE RATES**

Effective September 1, 2016 through August 31, 2017

ENGINEERING SERVICES / QSD & QSP SERVICES**Hourly Rate**

Project Accountant/Coordinator		\$90.00
Computer/Field/Engineer Technician	Level I	\$80.00
	Level II	\$90.00
	Level III	\$105.00
Design Engineer	Level I	\$90.00
	Level II	\$100.00
	Level III	\$115.00
Project Engineer/Traffic Engineer	Level I	\$120.00
	Level II	\$130.00
	Level III	\$140.00
Associate Project Manager		\$145.00
Project Manager		\$165.00
Associate Principal/Senior Project Manager/Senior Traffic Engineer		\$185.00
Principal		\$300.00

SURVEYING SERVICES

Computer/Surveying Technician	Level I	\$90.00
	Level II	\$100.00
	Level III/Steel Draft Person	\$120.00
Project Surveyor	Level I	\$120.00
	Level II	\$130.00
	Level III/Steel Office Support	\$140.00
Senior Project Surveyor/Steel Office Support (LSIT)		\$175.00
Survey Manager/Steel Office Support (PLS)		\$185.00
Senior Field Survey Supervisor /AISC, Steel Supervisor		\$185.00
1-Person Survey Crew		\$200.00
2-Person Survey Crew		\$260.00
2 Person Survey Crew for Structural Steel Surveys and As-builts		\$295.00
2-Person Survey Crew with Apprentice		\$275.00
3-Person Survey Crew		\$325.00
Utility Locating Field Crew (1-Man Crew)		\$175.00
Utility Locating Field Crew (2-Man Crew)		\$225.00

HIGH DEFINITION SCANNING / 3-D MODELING SERVICES

Laser Scanning Field: 2-Person Union Crew	\$260.00
Laser Scanning Field: 1-Person Union Crew	\$225.00
3-D Model/Scan Post Processing Project Manager	\$175.00
3-D Scanning Technician	\$145.00

REIMBURSABLE COSTS: Printing, monuments, materials, outside services and consultants, courier/delivery services, express/overnight mail, travel/per diem, agency fees advanced, etc., at cost plus 10%.

OVERTIME: All overtime charges are invoiced on the basis of one and one-half times the above rates. Double time invoiced at two times above rates.

ESCALATION: Escalation for future years shall be at a minimum of 3.5% increase per year.

Sandis at its sole discretion may utilize one or both of its subsidiaries (BSI & CTS) to perform the services presented in this proposal. Bryant Survey Inc. (BSI) to perform structural surveys and as-builts as specified in the "AISC 3003-10 "Code of Standard Practice for Steel Buildings and Bridges". CTS Inc. to perform BIM, Scanning and other 3D related services. Invoices by the subsidiaries will be rolled up and included with Sandis invoices.



August 24, 2016
(Revised August 29, 2016)

Deborah Lane, Architect
8 Eagle Hill Road
Kensington, CA 94707

Attention: Deborah Lane

Subject: **Kensington Community Center - Remodel
59 Arlington
Kensington, CA**

Our firm proposes to furnish Professional Electrical, Mechanical and Plumbing Engineering Design Services for the subject project in one permit/bid package. The scope of work is to include the following:

1. Construction/bid documents/deliverables per the following items discussed on site:
 - a. New convenience outlets per owner criteria in large meeting room. (Base contract)
 - b. New emergency lighting in large meeting room. (Base contract)
 - c. New fire alarm system devices as required. (Base contract)
 - d. New lighting and controls throughout. (fixture selection and layout by architect) (This is Alternate #3).
 - e. New HVAC system using single unit. (Alternates #2 & #3)
 - f. Electrical connections to all new HVAC equipment. (Alternate #3)
 - g. Energy management systems for HVAC and lighting systems per Title 24 requirements. (Alternate #3)
 - h. Load calculations for new heating system. (Alternate #3)
 - i. New hood and make up air in kitchen. (Alternate #2)
2. Title 24 calculations and documentation for new lighting, new HVAC and envelope as required for west elevation window changes. (Envelope-Alternate #1) Lighting and HVAC Title 24. (Alternate #3)
3. Maximum of one meeting with owner's representative and architect if requested.
4. Specifications on plans.
5. One site investigatory visit.
6. Owner's review and City plan check comments.
7. Provide written responses to plan check comments.
8. Incorporate Building Department plan check comments into the construction documents.
9. Construction administration limited to review of shop drawings, bid questions, RFI responses, submittal reviews and one final site visit.

Exclusions:

1. Revisions to plans initiated by owner or architect after 50% completion of construction documents (50% submittal).
2. Preparation of cost opinions.
3. Additional construction administration.
4. Value engineering and its review during design and construction.
5. Record drawings.
6. Review of change orders.
7. Work beyond what is required for this renovation.
8. Design of all low voltage systems which include: telephone, data, security, sound system and CCTV system.
9. Electrical service upgrade/gas service upgrade (optional), includes PG&E application and coordination.
10. Plumbing work in restroom upgrade/ADA work.

Compensation:

The fees shall be as follows:

	<u>Base Contract</u>	<u>Alt.#1</u>	<u>Alt.#2</u>	<u>Alt.#3</u>	<u>Electrical Service Upgrade (Optional)</u>
Construction Documents	\$2,500	\$2,000	\$4,000	\$10,000	\$2,500
Title 24	\$ N/A	\$(included)	\$ N/A	\$ 2,000	\$ N/A
Plan Check/Final Coordination	\$ 500	\$ 200	\$ 200	\$ 800	\$ 200
Construction Administration (hourly est.)	\$ 500	\$ 500	\$1,000	\$ 2,000	\$ 400
Estimated Reimbursable Expenses	\$ 400	\$ 100	\$ 400	\$ 600	Included
Electrical Service Upgrade					

All fees are billable upon percentage of completion. If for any reason the project should terminate before completion of drawings, work completed to-date shall be billed. To the maximum permitted by law, the Client agrees to limit the liability of the Engineer's, it's Officers, Directors, Partners, Employees and Sub-consultants for the client's damages to the sum of \$500,000 or the Engineer's fee, whichever is greater. This limitation shall apply regardless of the cause of action of legal theory pled or asserted.

Optional/additional services shall be billed on a time and material basis at the following rates:

Principal	\$215
Project Manager/Sr. Engineer	\$185
Project Manager/Engineer	\$170
Project Designer	\$145
CAD Supervisor	\$145
Sr. CAD Technician/Design/Draft	\$120
CAD Technician	\$110
Clerical	\$ 70

This proposal fee does not include any taxes or fees that may be imposed by a governmental agency.

In addition to the foregoing compensation, we shall be reimbursed at 110% for all printing (other than in-office check prints), plotting, reproductions (including electrostatic plots on vellum), sending of electronic files to contractors/vendors for shop drawings and/or record drawings, travel expenses, and any delivery service requested.

Additional Service Authorization "ASA" letters shall be issued and returned signed prior to commencing any extra service compensation work.

Invoices will be rendered once a month, either as a final or partial billing. All invoices are payable in full 30 days from the invoice date unless other mutually acceptable arrangements have been made in advance in writing. Attorney's fees or other costs incurred by BELDEN Consulting Engineers, in collecting any delinquent accounts shall be paid by the client.

Interest at a rate of 1.5% per month shall be accrued on all invoices more than 30 days past invoice date.

Items listed under exclusions, major changes before substantial completion and all changes after completion of basic services are billable as an additional service on an hourly basis.

CAD Drawings: Where CAD drawings are desired: a) Background CAD files suitable for AutoCAD Release 2016 shall be furnished at no cost to BELDEN Consulting Engineers. b) Where CAD files or PDFs are to be furnished to the client or owner at design completion or project completion there will be no cost to the client or owner. c) Electrostatic plots shall be billed to client monthly or at project completion.

In accepting and utilizing any drawings or other data on any form of electronic media generated by BELDEN Consulting Engineers, the Client covenants and agrees that all such drawings and data are instruments of service of BELDEN Consulting

Engineers, who shall be deemed the author of the drawings and data, and shall retain all common law, and other rights, including copyrights. The Client acknowledges BELDEN Consulting Engineer's plans and specifications, including all documents on electronic media, as instruments of professional service. Nevertheless, the plans and specifications prepared under this agreement shall become the property of the Client upon completion of the services and payment in full of all monies due to BELDEN Consulting Engineers. The Client shall not reuse or make or permit to be made any modifications to the plans and the specifications without prior written authorization of BELDEN Consulting Engineers. The Client further agrees not to use these drawings and data, in whole or in part, for any reason, or project other than the project which is the subject of this agreement. The Client agrees to waive all claims against BELDEN Consulting Engineers in any way from any unauthorized changes or reuse of the drawings and the data for any other project by anyone other than BELDEN Consulting Engineers. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold BELDEN Consulting Engineers, harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made by anyone other than BELDEN Consulting Engineers, or from any reuse of the drawings and data without the prior written consent of BELDEN Consulting Engineers. Under no circumstances shall transfer of the drawings and other instruments of service on electronic media for use by the Client be deemed a sale by BELDEN Consulting Engineers, and BELDEN Consulting Engineers makes no warranties, either express or implied, of merchantability and fitness of any particular use.

If a project is "**VALUE ENGINEERED**", all such recommendations shall be furnished to BELDEN Consulting Engineers for review and response. Review and response of all such items and incorporation into the documents of those value engineered items acceptable to BELDEN Consulting Engineers and the client, shall be an extra service to BELDEN Consulting Engineers. If value engineered items are acceptable to the client, but are not acceptable to BELDEN Consulting Engineers, the client shall hold BELDEN Consulting Engineers harmless from any damage, liability or cost (including reasonable attorney's fees and costs) which arise in connection with or as a result of incorporation of such design changes insisted upon by the client including but not limited to any problem relating to such changes after the sale of the property.

Design professional shall use his best effort to conform the construction document to the requirements of any legislation protecting the disabled, including the American with Disabilities Act and regulations thereunder (collectively 'disabled legislation'). However, the standards for design practice under disabled legislation are still evolving. Therefore, the design professional shall not be responsible if any aspect of the design does not conform to disabled legislation if the claim for non-conformance arises by virtue of an interpretation made after the preparation of construction documents and such interpretation was not generally known to similarly situated design professionals when the plans were prepared.

All claims, disputes, and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof, shall be submitted to non-binding mediation under the auspices of American Intermediation Service prior to initiation of any lawsuit or other litigation unless the parties mutually agree otherwise. The cost of said Mediation shall be split equally between the parties. This agreement to mediate shall be specifically enforceable under the prevailing law of the jurisdiction in which this agreement was signed.

If the design services are not started within two months from the date of this proposal or do not progress in a timely manner the fee shall be subject to a cost of living increase based on the U.S. Cost of Living Increase for the San Francisco Bay Area. This proposal is good for ninety days. Design shall progress in a timely manner without material delay during design.

Our firm is not responsible for the job safety in, on, or around the site. Any reviews I may make are not to be intended as reviews of the safety practices. Client understands and agrees that the Engineer is not responsible for means, methods, or sequences of construction, job site safety, nor for the Contractor's errors.

Nothing in this agreement shall impose liability on the Engineer for claims, lawsuits, expenses or damages arising from, or in any manner related to the exposure to, or the handling, manufacture or disposal of asbestos, asbestos products, or hazardous waste in any of its various forms, as defined by the Environmental Protection Agency.

Deborah Lane, Architect
Kensington Community Center – Remodel, Kensington
August 24, 2016 (Revised August 29, 2016)
Page 4

Please sign and return one copy of this proposal and upon receipt we will incorporate your project into our working schedule. Please provide us with a project schedule and we will be diligent in our efforts to provide the necessary service in a timely manner.

Very truly yours,
BELDEN CONSULTING ENGINEERS

ACCEPTED FOR DEBORAH LANE, ARCHITECT

BY: _____

DATE: _____

Dennis R. Hay
President

DH/kb

Kensington comm. Center remodel(rev).prp



PROPOSAL FOR

**KENSINGTON
COMMUNITY CENTER**

KENSINGTON POLICE PROTECTION
COMMUNITY SERVICE DISTRICT

August 31, 2016



ARKIN + TILT ARCHITECTS
Ecological Planning & Design

ARKIN · TILT ARCHITECTS
Ecological Planning & Design



August 31, 2016

Kevin Hart, Interim General Manager
Public Safety Building
217 Arlington Avenue
Kensington, CA 94707

Dear Mr. Hart:

We are pleased to present this Proposal and express our interest in collaborating with the Kensington Community Service District in the improvements and renovations of the Kensington Community Center. Our team shares your commitment to not only provide the necessary improvements, but to find opportunities to add value and function to your Community Center that will be enjoyed for years to come.

Arkin Tilt Architects is uniquely able to bring together a focus on innovative building, and timeless, award-winning design across a variety of project types; this marriage of design and ecology is a perfect fit for the present needs of the Kensington Community Center. We have assembled a team of consultants who balance ecological innovation and cost-effective pragmatism, and have proven track records delivering projects similar to yours. Our primary team members include:

Arkin Tilt Architects – Architectural and Site Design Leadership
Larman-Garro – Landscape Architecture, ADA Compliance
Verdant Structural Engineer – Building and Site Structural Engineering
Beyond Efficiency – Energy Modeling & Systems Optimization
mack^s – Cost Planning, Estimating & Management

In addition to these we bring a group of long-time collaborators, including lighting designers, geotechnical engineers, and solar integration specialists, should any of these be needed.

Finally, as a small, local firm, we are excited to collaborate with your team. Our process lends itself well to working with large client groups: gathering information to guide the process, exploration of options with collective analysis, and refining these to hone in on a final design that has broad support. This process results in projects that are an excellent fit to their climate and setting, meeting the goals and needs of the users, in an inspirational, engaging design.

We look forward to collaborating with the Kensington Community Center team on this project!

Sincerely,

Anni Tilt, AIA

David Arkin, AIA, LEED AP

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FIRM SUMMARY

ARKIN TILT ARCHITECTS

1101 8th Street, Suite 180, Berkeley, CA 94710, 510.528.9830

Established: 1998

8 staff (4 CA licensed Architects)

Areas of Expertise:

- Ecological Planning
- Energy & Resource Efficiency
- Natural Building Systems
- Renewable Energy Integration
- Visitor Education/ Interaction

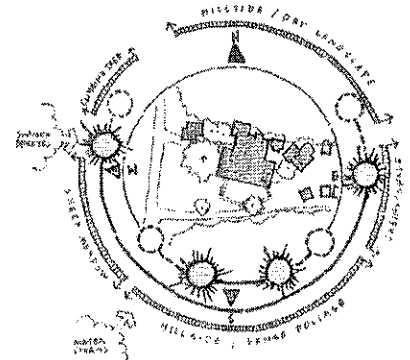
Summary:

Arkin Tilt Architect's projects embody a marriage of thoughtful design and ecology, creating spaces that are comfortable and lyrical. Our projects pay particular attention to the integration of the built and natural environments - from siting to careful detailing. We offer a full range of services, from analysis through construction, depending on the needs of our client and have extensive experience with a broad range of construction typologies and renewable energy systems. Our projects include residential and commercial spaces, park structures, religious facilities, and educational buildings.

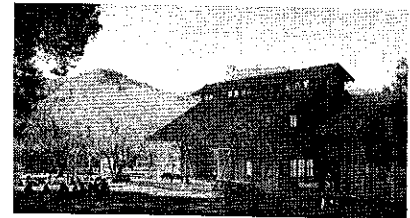
ATA believes design is a collaborative process in which the client is central. With no prescribed style, the particulars of the site and user needs and desires are the guideposts of the design process. Our process starts by defining a program and assessing the site conditions, and then generating a series of schematic design options. Thoroughly evaluating each option with all of the stakeholders allows a final design to evolve.

ATA is an Alameda County Certified Green Business, 50% woman-owned and integrates sustainability into our practice daily by riding bicycles, reducing waste in the office, and supporting local businesses. With electric and biodiesel cars and solar electricity, we keep the office's carbon footprint small.

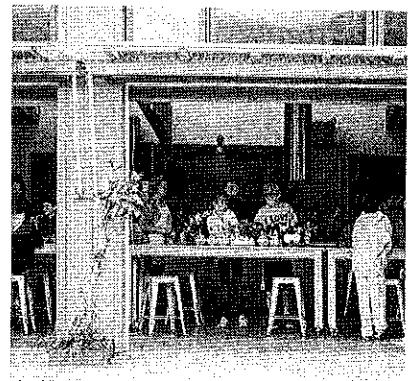
ATA has designed a significant number of award-winning ecological structures, including the Carmel Green Classroom, a winner of the 2013 AIA East Bay Design Award, and numerous other design awards including the three AIA / COTE Top Ten Green Project Awards and multiple ED+C Excellence in Design awards.



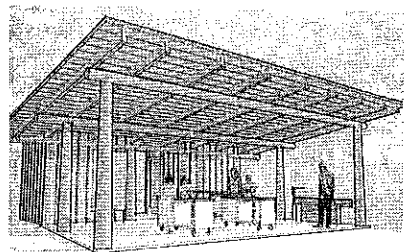
*Hidden Villa Hostel Site Analysis Diagram
Los Altos Hills, CA*



*Vida Verde Nature Education Rendering
San Gregorio, CA*



*Carmel Green Classroom
Carmel, CA*



*Grace Hudson Museum - Outdoor Shelter
Ukiah, CA*



PROJECT TEAM + QUALIFICATIONS

ATA is committed to providing a thorough design process, complete pricing and permitting documents, and efficient support services during construction for the Kensington Community Center. We bring expertise in assessing the existing conditions, identifying opportunities for efficiency, and providing beautiful designs based in the community they are built in.

We build our internal project teams to have three permanent members – a Principal-in-Charge, a Project Manager and a staff member. During times of high production, the team is supplemented with additional staff. While everyone at ATA has been a Project Manager, we are all willing and able to act as support staff when called upon, and are all capable of completing any of the phases or services that we offer. This flexible team structure allows us to be attentive and responsive, and to adapt our services to the needs of the project.

We have years of experience in optimizing buildings for our local climate, and an investigation of the site and micro-climate will be integrated into our study. To confirm our strategies, we work with our consultants to produce thermal modeling studies that look at the performance of the existing building, and at any proposed improvements.

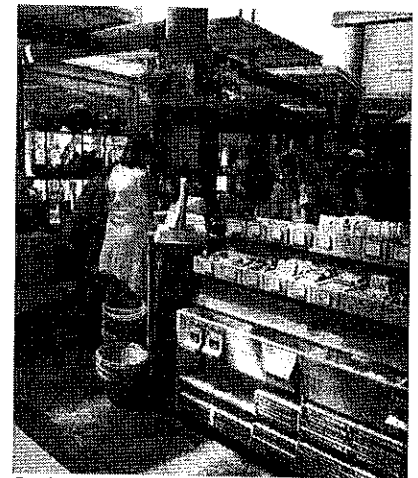
We seek out opportunities to engage the local community, holding public meetings during design, and workshops during construction. We believe public work is an opportunity to educate visitors about natural building materials, ecological construction, and sustainable building operations.

ATA is capable of delivering a project on a specific budget. With our experience in the local building economy, we have an innate understanding of the cost of various building techniques, and we check these often with our cost-estimating consultant. In order to create inspiring spaces on budget, we develop focal points in the design that highlight the priorities of our clients, while seeking out efficiencies in the other elements.

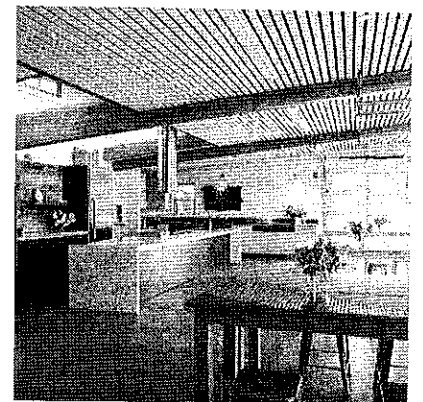
Members of our team of consultants have worked together on Bay Area projects similar to the Kensington Community Center. We have developed a team structure that has helped us to deliver studies and designs to our clients on schedule and on budget, and we expect to do the same for this project.



Arastradero under construction, Palo Alto, CA



Real Goods Solar Living Center, Hopland, CA



Carmel Green Classroom, Carmel, CA

CONSULTANT TEAM

LARMAN-GARRO LANDSCAPE DESIGN & INSTALLATION

1171 Bayview Ave, Oakland, CA 94610

510.526.8346

Established: 1990

2 licensed staff (1 L. Arch, 1 L. Contractor)

Areas of Expertise:

Landscape Design & Construction

ADA compliant ramps, handrails, paving and masonry

Site Lighting

Drought tolerant planting and water efficient irrigation



*Residential Entry Path
Larman Garro Landscape Design*

Our company has been designing and installing landscapes throughout the Bay Area for over twenty-five years, bringing expertise in design, horticulture and construction to public green spaces. We are devoted to honoring the particular requirements and assets of each environment we design. We work to maximize the potential benefits in each project, for both the users and the environment. We have experience in community planning for the design and stewardship of public parks, medians, schools and natural areas.

VERDANT STRUCTURAL ENGINEERS

1101 8th Street, Suite 180, Berkeley, CA 94710,

510.528.5394

Established: 2003

6 staff (2 SE, 2 CE, 1 EIT)

Areas of Expertise:

Structural Engineering

Existing Building Analysis

Alternative Building Systems



*Church of the Good Shepard
Verdant Structural Engineers*

VSE has experience in a large variety of structural materials and applications. The firm particularly emphasizes green building techniques such as straw bale construction, advanced framing, SIPs, and insulated concrete forms. The firm has worked on a number of unreinforced masonry buildings including the remodel and seismic upgrade of the historic Elmwood Hardware building in Berkeley. The firm has also conducted numerous seismic evaluations of existing buildings, and places emphasis on efficient design solutions, achieving the greatest results with the least construction costs. VSE has been the engineer-of-record on many award-winning projects including a six unit "green" live/work development, and the restoration of the Church of the Good Shepard in Berkeley.



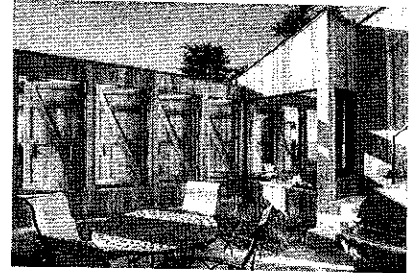
BEYOND EFFICIENCY

1502 Walnut Street, Suite C, Berkeley, CA 94709, 415.236.1333

Established: 2009 4 staff (2 PE - mechanical & civil)

Areas of Expertise:

- Energy Modeling & Optimization Studies
- Mechanical Systems Guidance & Engineering
- Building Enclosure Durability Analysis & Detailing
- Low-Water Plumbing Design & Non-Potable Water
- Green Program Consulting



*Sea Ranch Residence, LEED Platinum
Beyond Efficiency*

Beyond Efficiency provides a range of technical services to support high-performance systems design, maximize comfort and health, and optimize long-term energy and water performance. The team's practical experience and pragmatic approach to solving design and engineering challenges set them apart from the rest. Services include energy modeling and optimization studies; building enclosure consulting; mechanical systems engineering; existing building audits and benchmarking; low-water plumbing advising; indoor air quality optimization; and green certification program support.

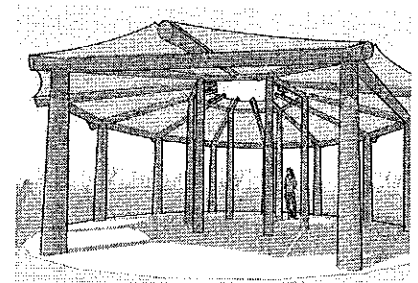
MACK⁵

1900 Powell Street, Suite 470, Emeryville, CA 94608, 510.595.3020

Established: 2001 10 staff (2 AIA, 2 GC)

Areas of Expertise:

- Cost Planning, Estimating & Management
- Project Management & Project Controls
- Construction Management
- Scheduling

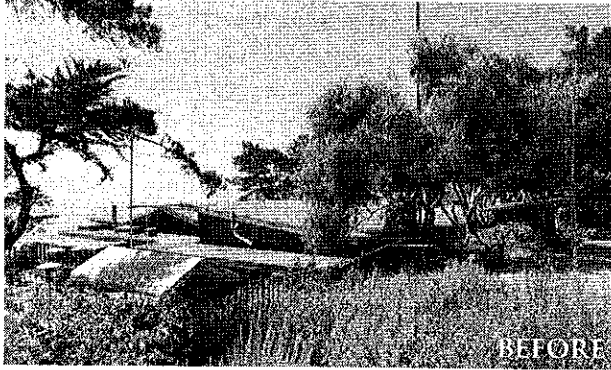


*Grace Hudson Museum Nature Project
mack⁵*

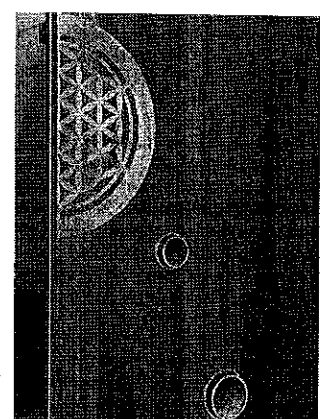
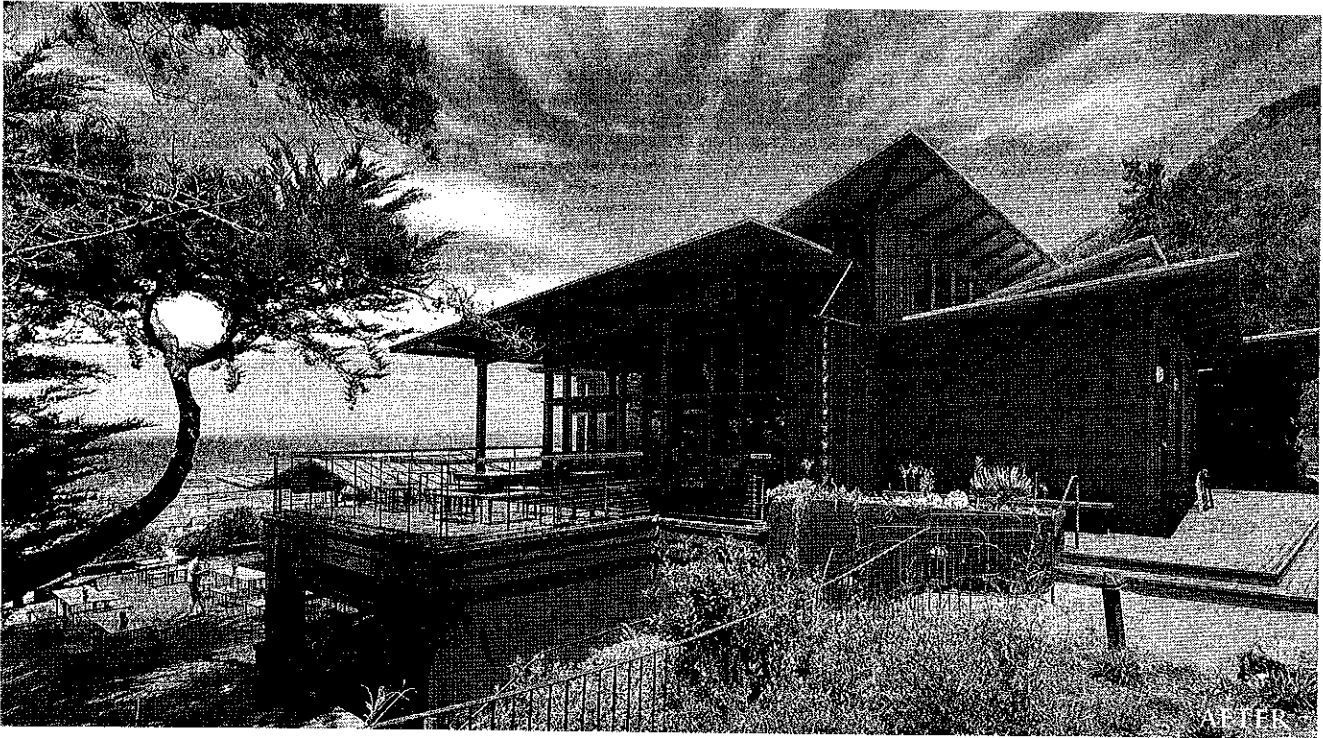
mack⁵ was established by design and construction professionals to provide planning and management for complex construction projects. Located in Emeryville CA, they specialize in public and nonprofit works, customizing their services for each project's needs. mack⁵ includes seasoned construction professionals with diverse backgrounds: cost estimators, architects, engineers, and contractors. Their staff brings unique perspectives and broad knowledge to planning for, managing and controlling costs.



BEFORE + AFTER - ESALEN INSTITUTE LODGE RENOVATION

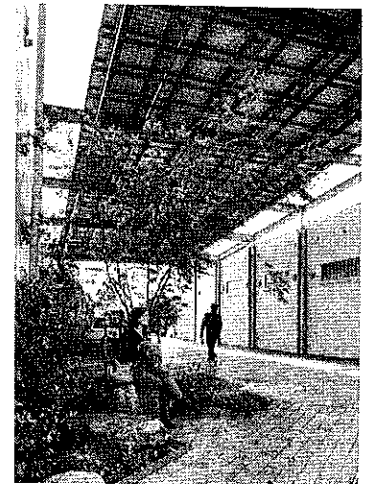
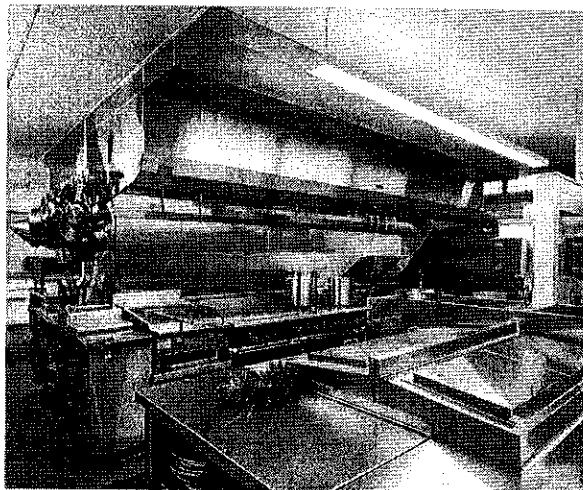
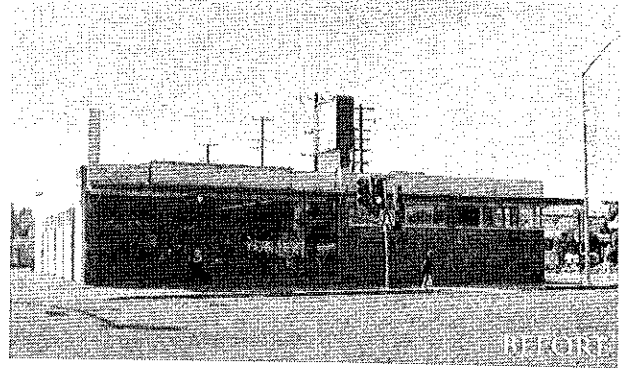


ATA worked with the Esalen Institute in renovating and expanding their revered, but dilapidated lodge - the heart of the campus in which all staff and seminarians gather. With the need to preserve portions of the lodge for both historic and sentimental reasons, we developed a plan that is budget-minded and practical, yet celebrates the essence of Esalen in emphasizing connections to the outdoors, creating comfortable and vibrant communal spaces. Throughout the space, small and large details ground the design - from the beautiful tile mosaic of the coastline, to the solstice windows that track the passing of the seasons.

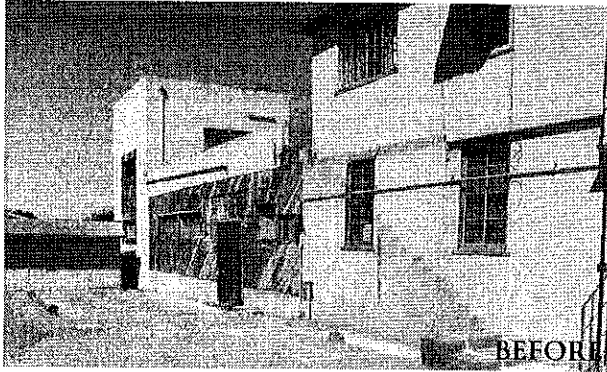


BEFORE + AFTER - EL CERRITO NATURAL GROCERY ANNEX

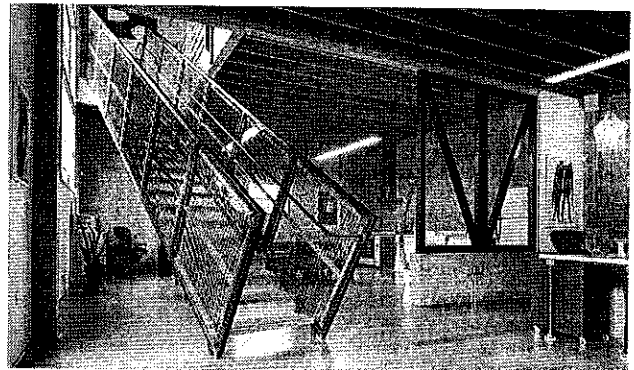
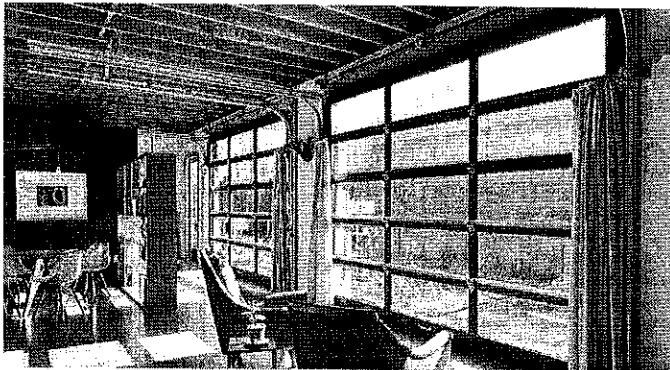
The grocery expanded its El Cerrito location by leasing a long-vacant paint store. The primary building entrance is highlighted with a salvaged cedar-clad facade and storefront windows that provide daylight and enliven the street. Inside, the ceiling joists and diagonal sheathing are exposed, providing texture and warmth to the space. As a manifestation of the Natural Grocery Company's values, the Annex embodies a passion for vibrant community and respect for the planet, with healthy, carefully-sourced honest materials, energy efficiency, and a meaningful customer experience.



BEFORE + AFTER - CELERY DESIGN COLLABORATIVE

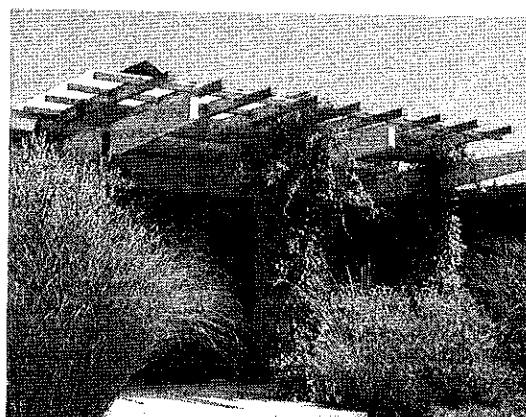
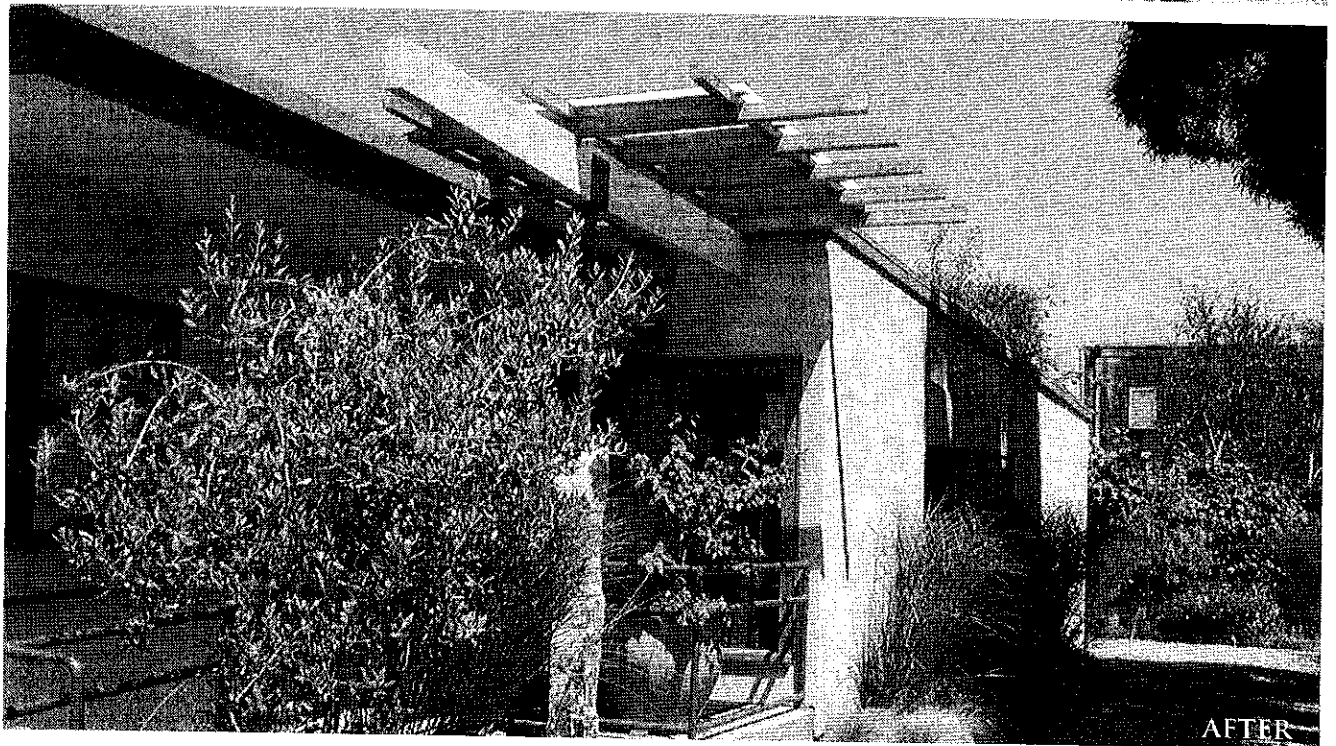
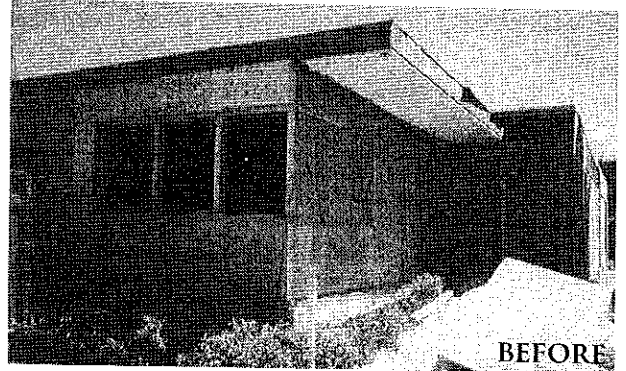


This mixed-use building was designed as a rug maintenance and sales store. The industrial rug cleaning area was converted into a flexible work studio that opens onto a garden. With a limited budget, the block building was upgraded structurally and fully insulated. An angled stair allows maximum floor space above while preserving the existing structure. Added glazed garage doors to the south and a small clerestory to the north balance light and provide ventilation. Existing materials such as the block wall and diagonal sheathing remain, giving the space texture and history.



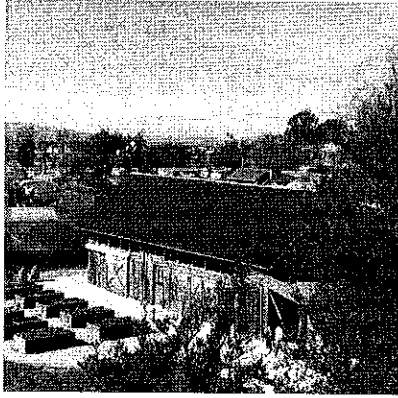
BEFORE + AFTER - BERKELEY OFFICE REMODEL

These commercial offices were originally constructed as a medical office building in 1959. Our challenge was to be true to the modernist roots while overcoming its lack of daylight, lack of connection to the interior courtyard, and a lack of character. We located the central conference room adjacent to the reshaped courtyard, making them one "room." A butterfly-roof cupola with external louvers on the south and north faces allow daylight into the space while controlling glare. Entry canopies feature hand-stripped fir logs supported with steel pipe columns surrounded by salvaged limestone fence posts.



ADDITIONAL RELEVANT PROJECTS

Arkin Tilt Architects (ATA) has provided services to many projects with similar goals to the Kensington Community Center. We have designed a wide range of education, community and park facilities. Whenever possible, we look to renovate and revive existing structures within the community fabric, minimizing a project's carbon footprint. Our projects strive to be inspirational spaces, which demonstrate sustainable and natural building techniques, as well as frame and emphasize their specific landscape.



Wanlass Park Environmental Education Center

WANLASS ENVIRONMENTAL EDUCATION CENTER

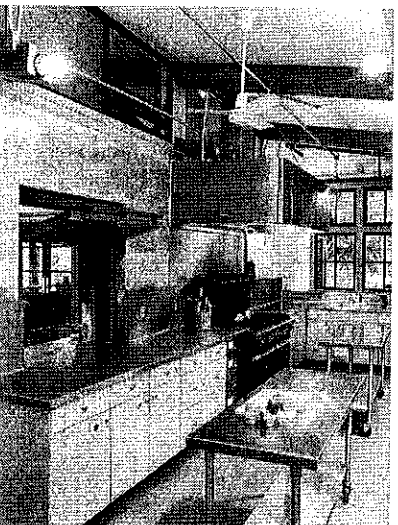
Wanlass Park is one of the last remaining rural properties in the densely populated East Bay. By working with a team of consultants, the design for the park maintains the rural character of the site while providing park amenities to the surrounding neighborhood. The focus of ATA's efforts was the Environmental Education Center, essentially replacing the old dilapidated barn. With energy-efficient SIP construction, the photovoltaic array on the roof offsets the energy for the building, as well as some of the greater park. The project was awarded the Outstanding Park award for District 3 by the California Parks and Recreation Society, in 2013.



Arastradero Preserve Gateway Facility

ARASTRADERO PRESERVE GATEWAY FACILITY

Through a unique public/private partnership, the facility helped transform a degraded site in Palo Alto into a 600-acre preserve, inspiring stewardship and respect for its natural resources. We worked with a 10-member task force to define the program and study design options: multiple competing stakeholders were brought together in a facilitated planning process. The facility is integrated into the natural landscape with minimal impact, and consists of a series of off-grid structures. They feature passive and active solar design, solar hot water, and a mix of straw-bale and recycled timber construction using materials from a dismantled barn on site. The project received the AIA Savings by Design Merit Award in 2007, and the Award for Community Planning and Participation from the California Park and Recreation Society.



Hidden Villa Hostel

HIDDEN VILLA HOSTEL AND SUMMER CAMP FACILITY

ATA worked with a 21 member Hostel Reconstruction Committee in developing a design that replaced the small existing hostel facilities. Within the constraints of a narrow canyon between the existing cabins and the sacred "climbing tree," the expanded program is sited to the north, allowing for winter sun to reach into the dining space. Flexible outdoor spaces allow the summer population to expand out on to screened porches via large bi-fold doors, while limiting the size of the heated envelope. In addition to happy clients and campers, the project has won numerous awards, including an AIA/COTE Top Ten Green Project, an AIACC Merit Award, an AIA East Bay Honor Award, and others.



APPROACH

1 - ASSESS EXISTING FACILITIES: CHALLENGES & OPPORTUNITIES

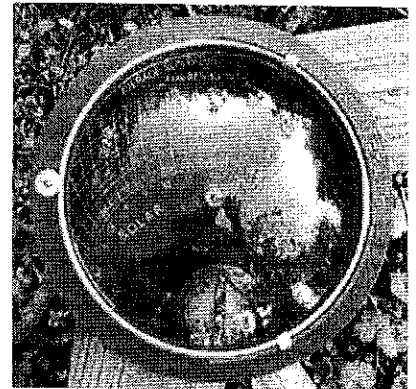
Our involvement will start with an investigation of the existing Community Center. In addition to reviewing the prepared structural and ADA reports, our team will examine the site for structural integrity, envelope condition, system efficiency, spatial organization, code compliance, site drainage, solar access, daylighting, and any other relevant aspects. If appropriate, we will reach out to user groups to access their knowledge of the space and structure. The site conditions will inform our designs, where we will strive for function and integration with the site.



Building Assessment, El Cerrito Natural Grocery

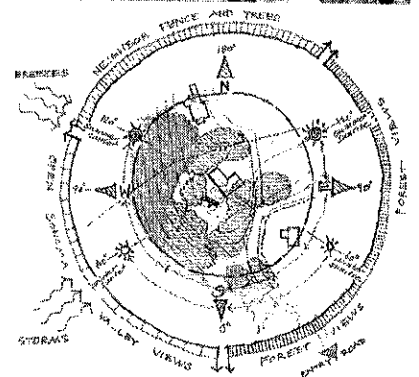
2 - REFINE PROJECT REQUIREMENTS & PROGRAM

A programming questionnaire will be developed for the Community Center to guide the discussion with the relevant stakeholders, helping them to "think big," while also prioritizing goals and understanding trade-offs. While not all of the "wish list" may fit within the current scope of the budget, this document can serve as a guide for continued improvements. Each program element will be reviewed for code requirements, and the relevant oversight agencies will be identified.



3- DEVELOP OPTIONS

With the above information gathered, quick preliminary options, possibly with variations, will be developed that include the required upgrades, as well as the alternative scope elements. We will internally review the options with our team of consultants to ensure efficiency and function of each. The goal of this process is not to select final options, but to identify the pros and cons of each with the client group. That feedback is used to develop a final schematic design.

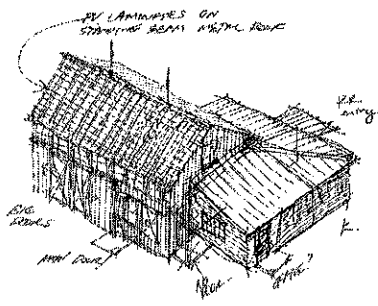


Site and Climate Analysis

MEETING 1 - PRESENT DESIGN OPTIONS



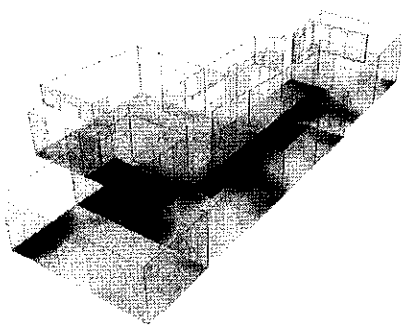
Stakeholder Charette, Arastradero Preserve



Schematic Design Sketch

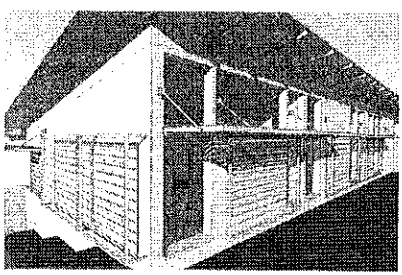
4 - DEVELOP FINAL SCHEMATIC DESIGN

Our team will work to integrate the responses to each option into a single final schematic design. During this phase, the site, climate, and program studies will cycle back in to further strengthen the proposal. Our team of sub-consultants will be engaged to maximize the value, building performance, and site-integration. A final presentation to the client group will be assembled to highlight the design's features, and provide an opportunity for additional feedback.



5 - PRELIMINARY COST ESTIMATES

The final schematic design presentation will be supplemented by a preliminary cost estimate that clearly delineates the core scope work from the proposed alternate scope items. Additionally, when feasible and appropriate, we will identify elements of the project that could be opportunities to engage local artisans or community members through workshops or art installations.

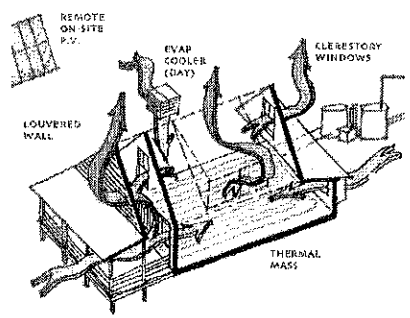


Thermal & Solar Digital Modeling

MEETING 2 - PRESENT DESIGN & COST ESTIMATES

6 - REFINE SCOPE

Using further feedback from the client group, and with the cost implications of each scope element identified, we will work together to define the extent of the project scope. If alternates must be removed from the scope, there may be small, simple, and effective improvements to those elements that will increase their functionality while minimizing cost. Alternatively these items that have been identified as beyond the scope of the current grant funding can inform the development of the Community Center in the future.

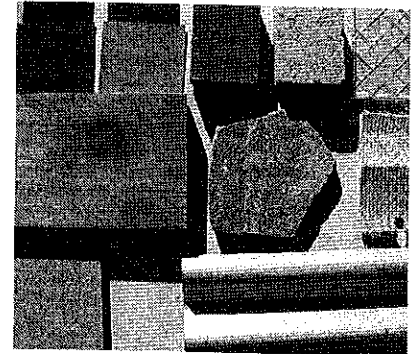


Heating & Cooling Strategies



7 - DEVELOP CONSTRUCTION DOCUMENTS + SPECIFICATIONS

We will provide a complete and coordinated set of construction documents and specifications that clearly enumerates the scope of work and describes the elements in detail for bidding and permitting purposes. At roughly 75% completion of construction documents ("Draft Final"), we will meet with the client group to review the documentation, and gather any feedback to be incorporated into the final Construction Documents.



Proposed Materials Board

MEETING 3 - REVIEW DESIGN DOCUMENTS

8 - SUBMIT FOR PERMITS

Complete documents will be provided to the appropriate reviewing agencies as required for planning and building review throughout the design process. If a reviewing agency has comments or questions, we will respond to those, and update the Construction Documents as necessary.



Straw Bale Building Workshop

9 - OBTAIN BIDS FROM CONTRACTORS

We will assist the KPPCSD in preparing materials for obtaining bids, and make available complete construction documents for the project. We will address any questions that arise through addenda, as needed. We will help the client to review the submitted bids and proposed contracts.

10 - CONSTRUCTION ADMINISTRATION

During construction, we will attend site meetings as needed to review progress for conformance with the construction documents. In addition, we will review questions and submittals from the contractor to ensure that the project is built as intended. If appropriate, we will guide workshops that involve the community with the process of building and improving the community center. We will work with the client to complete grant documents, and will review payment applications made by the contractor to ensure accuracy.

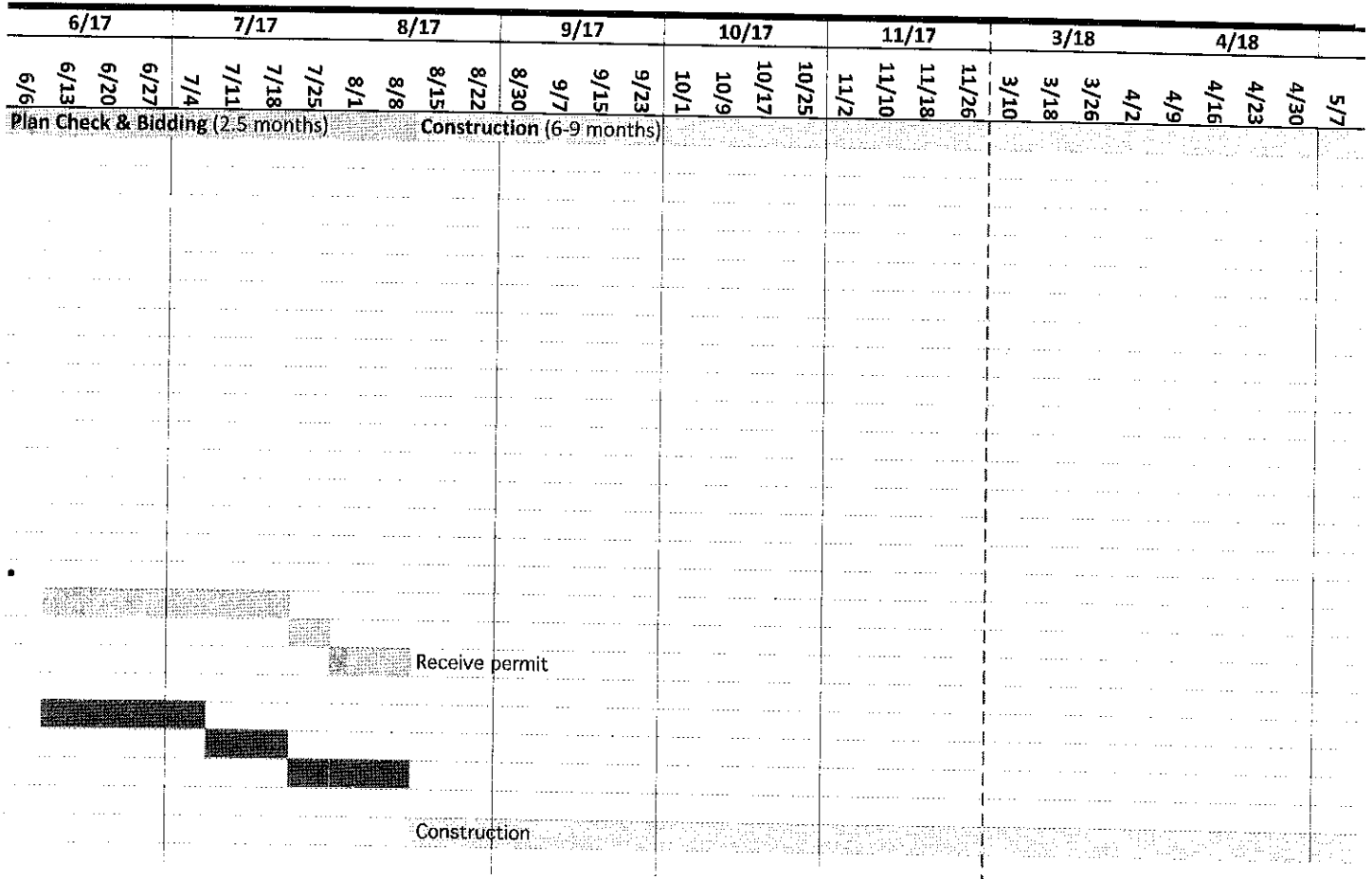


Esalen Lodge Renovation Under Construction

PROPOSED SCHEDULE

	12/16			1/17			2/17			3/17			4/17			5/17								
	12/1	12/9	12/17	12/25	1/2	1/10	1/18	1/26	2/3	2/11	2/19	2/27	3/7	3/15	3/23	3/31	4/8	4/16	4/24	5/2	5/9	5/16	5/23	5/30
PHASE:	SD (2 months)						Cost Estimating						Construction Docs (3 months)											
Schematic Design:																								
1 Assess Existing Facilities	■																							
2 Refine Project Requirements	■																							
3 Develop Options							■																	
Meeting - Design Options																						●		
4 Develop Final Schematic							■																	
Cost Estimating:																								
5 Preliminary Cost Estimate							■																	
Meeting - Design & Estimate																						●		
6 Refine Scope										■														
Construction Documents:																								
7 Develop Construction Docs													■											
75% Review																								
Finalize Documents																						●	■	
Plan Check:																								
8 Submit for Permits																								
Plan Check #1																								
Prepare Plan Check Response																								
Plan Check #2 (if req'd)																								
Bidding & Negotiation																								
9 Obtain Bids from Contractors																								
Bid Review																								
Contract & Negotiations																								
Construction Administration:																								
10 Construction																								





FIXED FEE PROPOSAL

DESIGN PHASES:

Schematic Design:	\$ 27,605
Cost Estimating:	\$ 11,940
Construction Documents:	\$ 57,000
Bidding & Negotiation:	\$ 3,695
Construction Administration:	\$ 26,745

Reimbursables:	\$ ±1,600
TOTAL LABOR & EXPENSES:	\$128,585

EXCLUSIONS:

- Mechanical Design/Build Plans, Specifications, & Construction Observation (beyond concept design/drawings)
- Structural Modifications (beyond seismic improvements described in Kensington Community Center Seismic Study, dated Oct 29, 2015, and west wall improvements)
- Additional Landscape Design (beyond ADA improvements described in CASp Accessibility Survey - Kensington Youth Hut, dated Oct 12, 2015)
- Additional Cost Estimating Rounds, Value Engineering, and Reconciliation of Cost Estimate with the third party
- Additional Meetings (beyond three requested in RFP)
- LEED or other rating systems
- Renderings , Public Meetings
- Changes made after approval of a phase

HOURLY BILLING RATES

ARKIN TILT ARCHITECTS

Principal:	\$165
Project Manager / Architect:	\$125
Senior Staff:	\$105
Junior Staff:	\$ 85
Admin Support:	\$ 85

VERDANT STRUCTURAL ENGINEER

Principal:	\$140
Associate:	\$130
Senior Engineer:	\$120
Engineer:	\$110
Senior Designer:	\$100
Designer:	\$95
CAD Technician:	\$90
Administration:	\$80

BEYOND EFFICIENCY

Principal:	\$175
Mechanical Engineer:	\$150
Specialist:	\$130

LARMAN GARRO LANDSCAPE DESIGN

Principal:	\$125
Designer:	\$100

MACK^s

Principal/Managing Principal:	\$185 - 200
Senior Cost and Project Managers:	\$165 - 185
Cost and Project Managers:	\$135 - 165
Project and Cost Engineers:	\$110 - 135
Administrative Support:	\$ 72



REFERENCES

1. Bob Gerner, The Natural Grocery Company, Owner
Client, El Cerrito Natural Grocery Prepared Food Annex
10367 San Pablo Avenue, El Cerrito, CA 94530 bgenerer@naturalgrocery.com
2. Katie Marsolan, City of Ukiah, Project Analyst
Client Representative and Collaborator on Grace Hudson Nature Education Project
300 Seminary Avenue, Ukiah, CA 95482 kmarsolan@cityofukiah.com
3. Ian-Michael Herbert
Project Manager, Esalen Institute Renovation & Expansion
55000 Highway One, Big Sur, CA 93920 ian-michael.hebert@esalen.org



David Gerard Arkin, AIA, LEED AP

Arkin Tilt Architects
 1101 8th Street, Suite 180
 Berkeley, California 94710
 (510) 528-9830 FAX: (510) 528-0206
 e-mail: david@arkintilt.com

Married, children ages 20 and 22
 Registered Architect, 1991
 California Lic. No. C 22459
 Nevada Lic. No. 5030
 Oregon Lic. No. 6738

EDUCATION

College of Environmental Design, University of California, Berkeley
 Architecture and City & Regional Planning, Joint Masters Degree Program

College of Architecture and Landscape Architecture, University of Minnesota, Twin Cities
 Bachelor of Architecture, with distinction, 1989
 Five-year Professional Degree; Thesis: Light Rail Transit in the Twin Cities

EXPERIENCE

Arkin Tilt Architects 1995 - present
 Berkeley, California
 Principal, Architect: Esalen Lodge Renovation & Staff Housing; Carmel Green Classroom; Commercial and Residential Projects, Remodel and New, Park Facilities and Eco-Resorts; Awards include several AIA/COTE Top Ten Green Projects

Ecological Design Institute/Van der Ryn Architects 1993 - 1997
 Sausalito, California
 Design Director: Ecological design and analysis, ranging from building systems to new communities
 Project Architect: Real Goods Solar Living Center, Hopland, CA; other projects

Calthorpe Associates, Architecture and Planning 1992 - 1993
 San Francisco, California
 Design, workshops, feasibility studies, drafting and rendering: Mixed-use/Transit-oriented development

Obie G. Bowman, Architect AIA, Architecture 1989 - 1991
 The Sea Ranch, California
 All phases of design; award-winning environmentally conscious architecture

ACTIVITIES & AWARDS

California Straw Building Association (CASBA) Current Director and Founding Member	S.P.Q.R. Fellowship, University of Minnesota Rome Travel Scholarship 1986; Relaunched 2010
City of Albany, California Planning & Zoning Commissioner, 2005 - 2015	President, Responsible Government Action Group Nonprofit Public Interest Action Group since 1995
Harvard GSD Summer Course, Guest Speaker "The Natural House: Redefining Sustainability," July 2012	American Solar Energy Society Presenter, Member, Sustainability Division since 1995
Solar Living Institute, Real Goods Center Board Member and Instructor 1999-2012	1993 B of A Low Income Housing Challenge First Place Award, UC Berkeley April 1993
Architects, Designers and Planners for Social Responsibility National President, 2002; Board of Directors, 1995-2004	American Institute of Architects (AIA), East Bay Member, Committee on the Environment since 1995
College of Environmental Design, UC Berkeley Course Instructor, 'Building the Urban Ecology' Spring Semester 2000	AIAS National Design Competition Second Place Award May 1987
Graduate Student Instructor - Arch 150: Structures College of Environmental Design, UC Berkeley Fall Semester 1991	Search for Shelter, Minneapolis/St. Paul Architects and the Homeless 1987
	Big Brothers/Big Sisters, Minneapolis Wilderness Director/Recreation Leader 1984, 1985, 1988



Anne Katharine Tilt, AIA

Arkin Tilt Architects
 1101 8th Street, Suite 180
 Berkeley, California 94710
 (510) 528-9830 FAX: (510) 528-0206
 e-mail: anni@arkintilt.com

Married, children ages 20 and 22
 Principal, Arkin Tilt Architects
 Registered Architect
 California Lic. No. C32386

EDUCATION

College of Environmental Design, University of California, Berkeley
 Masters of Architecture, 1992

Princeton University, Princeton, New Jersey
 Bachelor of Science in Engineering, Certificate in Architecture, cum laude, 1986

EXPERIENCE

Arkin Tilt Architects 1995 - Present
 Berkeley, California

Principal-in-charge: El Cerrito Natural Grocery Annex, El Cerrito, CA; Wanlass Park Environment Education Building, San Pablo, CA; Hidden Villa Youth Hostel & Summer Camp Reconstruction, Los Altos Hills, CA; Arastradero Preserve Gateway Facility, Palo Alto, California; Portal San Miguel Master Plan, Baja Sur, Mexico; residential projects

Fernau and Hartman Architects 1990 - 1998
 Berkeley, California

Project Designer/Manager: Napa Valley Museum Design Competition, Evergreen Valley College Child Development Center, various residential projects

Lease Crutcher Construction Company 1987 - 1988
 Seattle, Washington

Construction Management, Shop Drawings, Plan Review and Cost Estimating

D.E.G.W., Architecture, Interiors, Facility Management 1986 - 1987
 London, United Kingdom

Designer/Project Manager: Operational Headquarters for British Airways, Team Member: Headquarters for Reed International, all phases of design

ACTIVITIES & AWARDS

AIA Award Juries
 AIACC Residential, 2012
 Sunset/AIA, 2007
 AIA SF Sustainability Award, 2006
 Idaho/AIA, 2004

Ecological Building Network
 Past Board Member

Lectures
 UCB Sustainability Forum, 2016
 NW EcoBuilding Guild 2013
 Women in Architecture, 2009
 West Coast Green, 2007
 AIA Minnesota, 2007
 Ball State University, Indiana 2007
 California College of the Arts, 2006
 Nevada AIA COTE lecture, Las Vegas, 2005
 University of Idaho, Boise and Moscow, 2004
 Washington State University, Spokane, 2004
 University of Washington, Seattle, 2004
 Pacific Energy Center featured lecture, 2003
 UC Berkeley ED-1, 2000, 2001, 2002, 2003

Children's Community Center, Pre-school Co-op, Berkeley
 Buildings and Grounds Chair, 1999-2001

California Straw Building Association (CASBA)
 Founding Member, 1996 - present, Detail Committee Member

Habitat for Humanity & Rebuilding Together
 volunteer 1992-Present

John K. Branner Traveling Fellowship
 UC Berkeley, College of Env. Design, 1991

Chester Miller Scholarship
 UC Berkeley, College of Env. Design, 1991

Graduate Student Instructor
 Arch200: Graduate Introductory Design Studio
 UC Berkeley, College of Env. Design, 1990 - 1991

Graduate Student Instructor
 Arch150: Intro to Structures
 UC Berkeley, College of Env. Design, 1988, 1989, 1990

Outstanding Graduating Civil Engineering Student Award
 American Concrete Institute, New Jersey, 1986



Thomas M. Beil

Arkin Tilt Architects
1101 8th Street, Suite 180
Berkeley, California 94710
(510) 528-9830 FAX: (510) 528-0206
e-mail: tom@arkintilt.com

Married, daughter age 12
Registered Architect
California Lic. No. C23664

EDUCATION

University of Texas, Austin
B.A. in Architecture 1984

EXPERIENCE

Arkin Tilt Architects
Berkeley, California 2013 - present
Project Manager for Esalen Institute - Lodge Renovation & Staff Housing, Big Sur, CA

Goring & Straja Architects
Berkeley, California 1995-2013
Project Manager/Architect: Homestead Valley Community Center, Marin County, CA; Valley Christian Center Sanctuary, Dublin, CA; Dharma College and Tibetan Cultural Center, Berkeley, CA; St. Anselm Rectory, Ross, CA; Montclair Presbyterian Church, Oakland, CA; Saint Matthew Lutheran Church, Walnut Creek, CA; Jesuit School of Theology at Berkeley, Berkeley, CA; St. Stephen's Episcopal Church, Belvedere, CA; Executive Learning Center, Haas School of Business, Berkeley, CA; First Unitarian Church of Oakland, Oakland, CA

Gary Earl Parsons Architects
Berkeley, California 1990-1995
Project Manager: Nature Conservancy Facilities in Gorda, CA and others

William Turnbull Associates
San Francisco, California 1987-1990
Project Manager: Foothill Student Housing at UC Berkeley, CA and others

Charles Moore & Associates
Austin, Texas 1986

Black Atkinson Vernoooy Architects
Austin, Texas 1985-1986

Selected Other Projects:

Summit Bechtel Reserve, New River, WV; Portola Valley Town Center, Portola Valley, CA; Mill Valley Public Library Addition, Mill Valley, CA; Life Sciences Building Addition, UC Berkeley, Berkeley, CA

ACTIVITIES:

Berkeley Historic Review Board, 2011-present
Various pro-bono projects
Painting exhibited at Civic Center Art Exhibition, City of Berkeley, 2011
Instructor, Berkeley Archery at La Loma Park, City of Berkeley, 2015-present



Hyer Architecture : Summary of Qualifications

My name is Fred Hyer and I am the owner of Hyer Architecture. Hyer Architecture is a thriving architectural design practice, specializing in small scale (under \$2 million) commercial projects and custom residential work.

I worked as a carpenter for 10 years prior to my graduate study in Architecture at UC Berkeley. After graduating I worked for two years in large architecture offices, primarily on schools and emergency operation centers. Following that, I spent 6 years working for a small development company as a designer and construction foreman, completing two mixed-use, multi-unit, ecologically sensitive projects. I founded Hyer Architecture in 2004. I am a California licensed architect and a California licensed general contractor. If awarded the contract, I am the person who would be working on this project. I bring an extremely creative and artistic approach to each project, informed by many years working in the trades and studying sustainable design and construction practices.

Recently completed commercial projects include the Fieldwork Brewing Company's brewery and taproom in Berkeley, The Covenant Winery in Berkeley, Mission Heirloom Garden Café in Berkeley, Robinson Real Estate Office in Berkeley, The Klinknerville Restoration in Emeryville, and ADA improvements to the Kensington Community Church. References are provided on in this proposal.

The completion of the above mentioned projects gives me a breadth of architecture experience in the commercial sector working with a variety of building typologies. This is experience I will bring to bear on the KCC project. I mention the ADA improvements for the Arlington Church, which while smaller in budget than the KCC job, is relevant because it shows my problem solving ability and ability to work with a committee of decision makers.

I have lived in Kensington, California for 20 years. My company, Hyer Architecture, is based Kensington, and my daughter attended both Kensington Nursery School and Kensington Hilltop School. Over the years I have been both a user and admirer of the KCC, attending parties, KMAC meetings, and my daughters 6th grade graduation. I have strong ties to the community and believe that I will bring a uniquely personal and committed approach to this project.

My Approach:

The Kensington Community Center, or "Youth Hut" as some still call it, is a good building that is perfectly scaled to fit the community it serves and sits on a beautiful site. It hasn't been updated in almost 30 years and really just needs some love, plus some seismic and ADA upgrades. I believe simple improvements/upgrades to the site and access, the landscape around it, and some of the infrastructure pieces are a worthwhile

investment, and will help the community get another 30 years of service from this cool little building and its surrounding grounds.

Bringing the parking area and path of travel to the front door into ADA compliance will be a bit tricky (there is a fair bit of grade differential to deal with) but it can definitely be done. As part of that work I recommend building an Entry Trellis (see accompanying sketch) to frame the entry to the site and the walkway to the building: A new paving surface that differentiates the main access path from surrounding surfaces and will help direct those unfamiliar with the grounds toward the front door - think "follow the yellow brick road" for the concept but not necessarily the color of the surfacing. I like the idea of having this new main pathway lead to a central trellised pergola that will serve as a sort of organizing focus of the building and site. From the pergola to the left (West) there would be steps and a ramp down into the lawn area as needed for maintaining accessible pathways. Turning to the right from the pergola, following along the main pathway would lead you to a new front door that would be part of a new front wall (built between the existing doors - keeping the structurally relevant end walls to the north and south of the existing doors). The idea is that rather than simply bracing the front wall as shown in the structural retrofit proposal by Gregory Wallace, I would remove the section of wall between the two doors of the assembly space and rebuild it with double pane glass in the windows, new doors and a better visual connection to the western yard. The gravity support of the trusses and any seismic bracing would be accomplished as part of the new wall new design. Of course the new wall would be detailed in such a way as to easily stand up to the rigor of the youthful uses common to the main assembly room. I believe you should be able to rebuild the front wall and deal with all the seismic issues raised in the Wallace study for the \$350K budget noted.

The ADA compliance issues as noted in the CASp report should be addressed throughout the building and site. Primary focus should be toward the parking, the paths of travel to the front door and inside the building, and the bathrooms. The farther reaches of the site should be addressed as the budget allows.

I think it is worth studying the cost and implementation of a new forced air heating and ventilation system. A two zone system may be possible with one zone for the assembly and related spaces and one zone for the small meeting rooms. Better ventilation would be good everywhere, particularly in the bathrooms. Re-roofing and installing 3 inches of rigid foam (polyiso) as part of the re-roof will greatly improve energy efficiency, along with new insulated glass windows.

It might be worthwhile to remove the fireplace and replace it with a window (insulated glass) that looks out to the redwood trees. The fireplace is a bit of a seismic and heating liability. Also, its use is often limited by "spare the air" days. That said, fireplaces are particularly nice aesthetically when they have a fire going in them. I would look to the committee for how valuable they think the fire place is for the function of the building vs. the energy savings and increased safety realized from removing it.

Schedule

If you award the bid on November 30, I would want to meet with the committee in December to finalize the contract and kick-off the project. I would expect to start design work in January, 2017. My assumption is that the design process will take some time as the decisions will be made by the committee and will therefore be deliberated. Please note that I cannot control the speed with which the district will make decisions. I also cannot control the speed with which Contra Costa County will make their decisions. I assume that the project will be subjected to Kensington Design Review by the CCC Planning Department (34 day noticing requirement). I am also assuming that the building permit plan check will involve at least one round of comments and revisions.

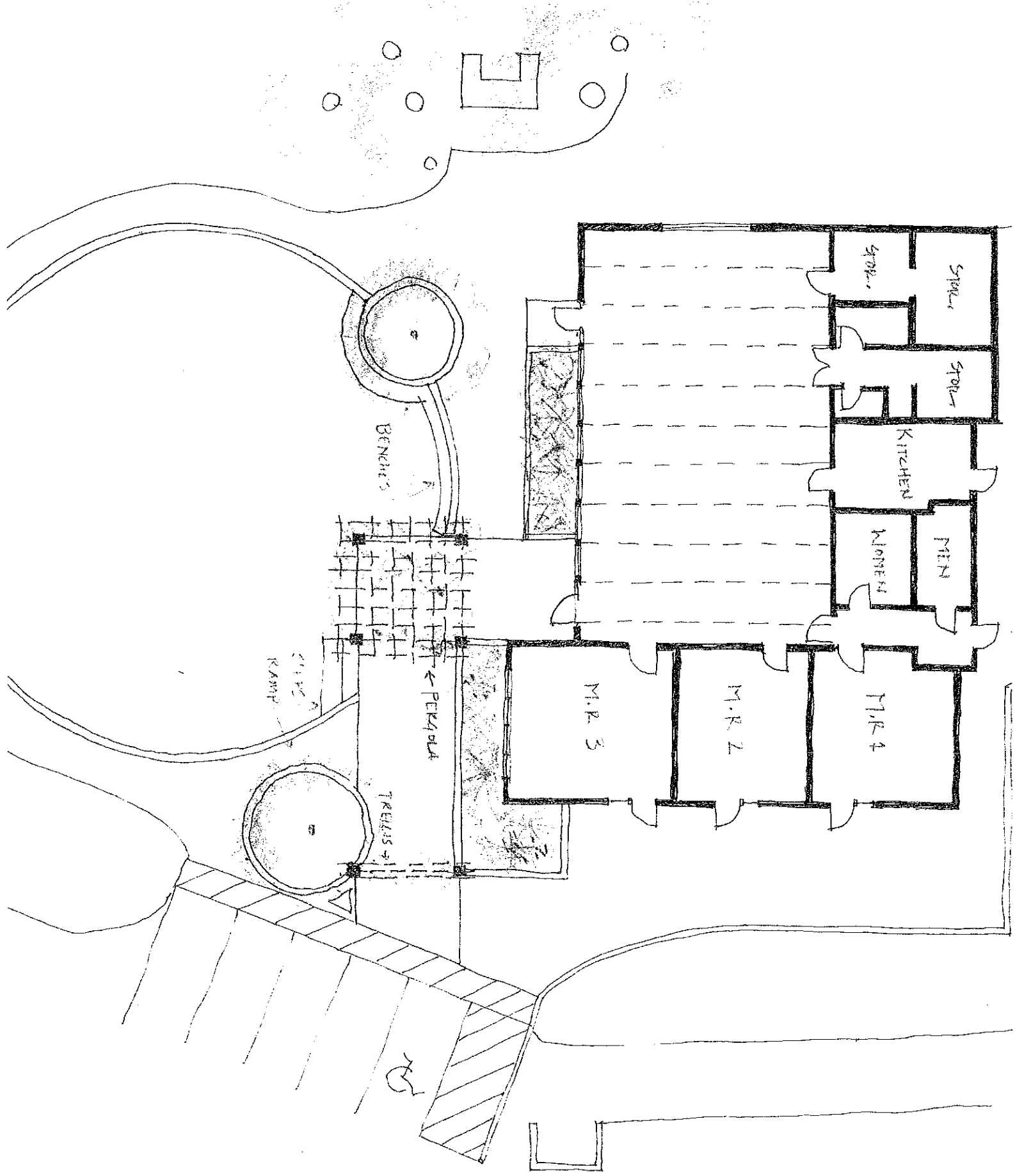
- December 15 - Kickoff - first meeting with district, discuss program and goals and budgets in more detail, iron out owner architect contract if necessary
- February 15 - schematic design presentation, meeting 2 with district
- April 1 - design development meeting with district, final comments on design
- April 30 - Submit to county for design review, 34- day noticing period
- June 15 - assuming no public hearings are required - district approval to start preparing construction documents and specifications
- September 15- submit to county plan check for building permit
- November 15 – permit awarded, issue Instructions to Bidders
- December 15 – open bids and award contract.
- Start construction when contractor is ready to go

Fee

My Fixed Fee is 10% of the cost of construction. This is described in more detail in the attached sample contract – see section 6. At this point neither the scope of the design work or the budget are fixed amounts, so a percentage based fee is a typical and fair way to handle this.

My Scope of service is detailed in Section 1, “Architect’s Responsibilities,” in the attached sample contract. Note that in paragraph 1.8 I include a reference to the scope outlined in your RFP.

My fee only covers my work. Consultant’s fees are excluded from my scope of service. I will help you pick any consultants we need, and I will coordinate their work with the architectural drawings as part of my scope of service, but you (the owner) pay their fees. This is described in the attached sample contract in section 2, “Owner’s Responsibilities.”



KCG PROPOSAL 3/11/11
 HYER LINDA...
 EA

HYERARCHITECTURE

August 31, 2016 : KCC Proposal : References

Barry Braden – Fieldwork Brewery and Taproom

619-300-9936

Project involved building a brewery, tap room, and restaurant in an existing 10,000 sf warehouse.

Andrew Allen – Klinknerville Restoration

415-987-7471

Project involved a voluntary seismic and facade retrofit of an old concrete warehouse building from the 1940's. Scope included demising the 22,000 sf building into 2 - 11,000 sf spaces, each containing roughly 2000 sf of new office space.

Scott Robinson – Robinson Real Estate

510-914-8785

Project involved converting the old Shattuck Veterinary Clinic into an office space.

David Hertzner – Arlington Community Church

510-393-3225

Project involved voluntary ADA upgrades to the path of travel and building access. ADA deficiencies were identified in a CASp report, similar to the one prepared for KCC.

Jodie Morgan, Jeff Morgan – Covenant Winery

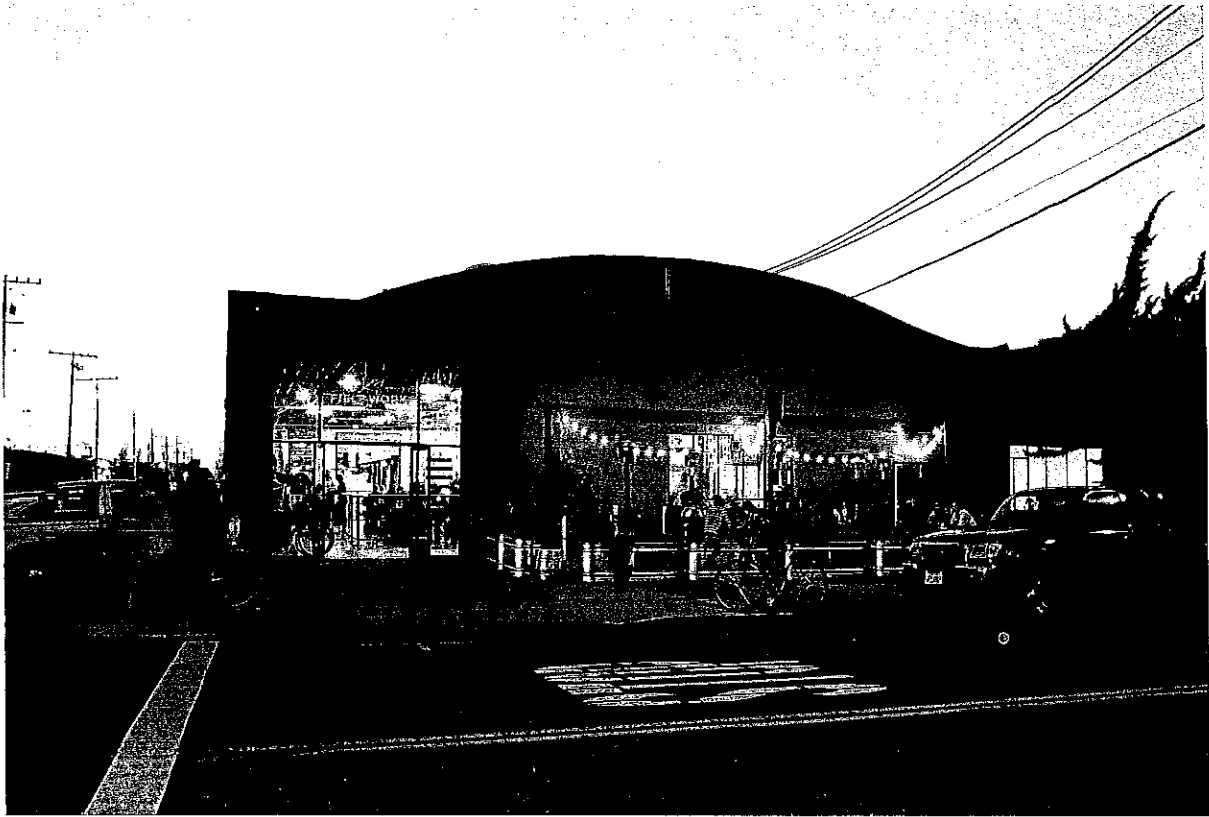
510-559-9045, 707-337-8149

Project involved converting an old plumbing supply warehouse into a Kosher winery with offices, private tasting room, and kitchen.

Bart Jones – Architect

510-524-0425

Consultant to KCC and architect of 1988 addition and remodel of the KCC.



Fieldwork Brewing Company, Brewery and Taproom, 1160 6th Street, Berkeley



1160 6th Street Before

HYER ARCHITECTURE
4200 Marin Avenue, Suite 100, San Francisco, CA 94133
 263 Amherst Avenue
 Kensington CA 94708
 510.527.1915 (t.f.)

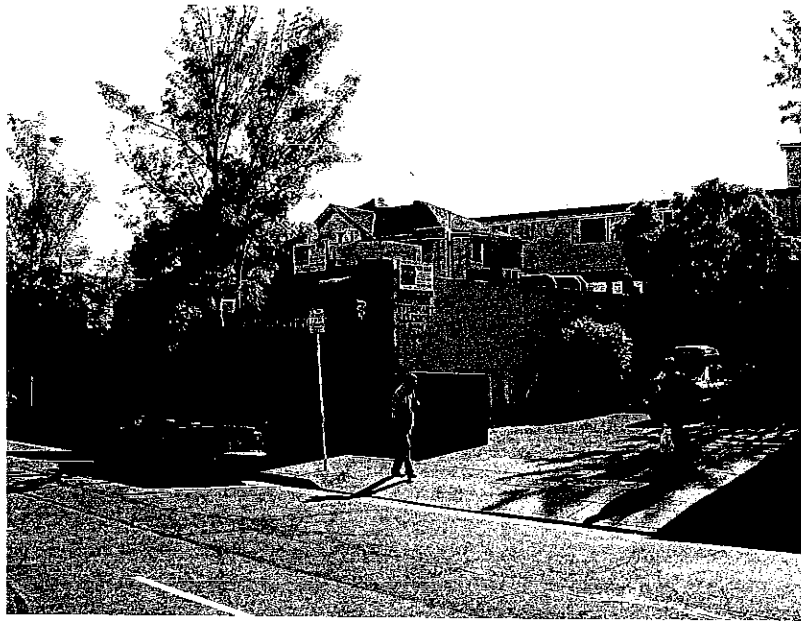
Request For Proposal
Kensington Community Center
59 Arlington Avenue
Kensington, CA 94707

Date:	08.31.16	1
Detail:		
Drawn by:		





Robinson Real Estate Offices, 1720 Shattuck Avenue, Berkeley



1720 Shattuck Avenue, Before

HYER ARCHITECTURE
 263 amherst avenue
 kensington ca 94708
 510.527.1916 (t.f)

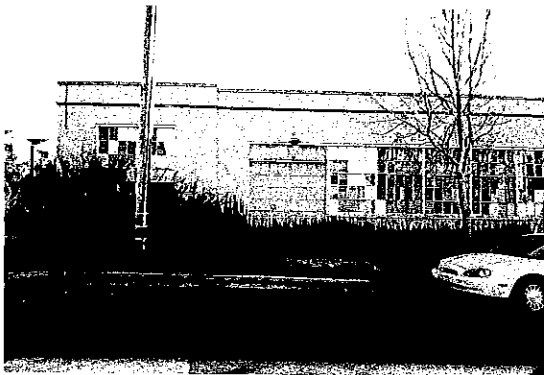
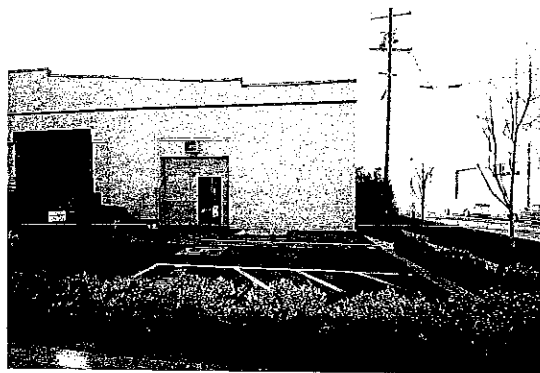
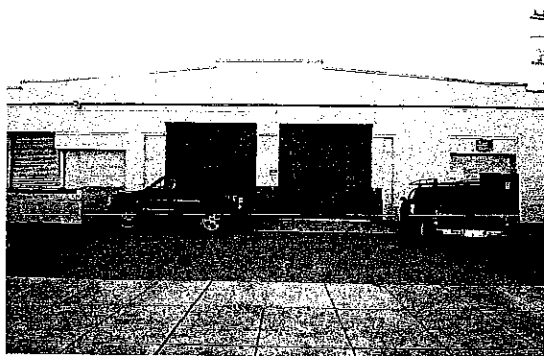
Request For Proposal
Kensington Community Center
 59 Arlington Avenue
 Kensington, CA 94707

Date:	08.31.16	2
Detail:		
Drawn by:		





Klinknerville Restoration, 6315 Doyle Street, Emeryville Corner view showing East and North Facades



6315 Doyle Street, Emeryville, North Facade, Before

HYER ARCHITECTURE
 263 Amherst Avenue
 Kensington, CA 94708
 510.627.1915 (t, f)

Request For Proposal
Kensington Community Center
 59 Arlington Avenue
 Kensington, CA 94707

Date: 08.31.16

Detail:

Drawn by:

3



AGREEMENT BETWEEN OWNER AND ARCHITECT

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AGREEMENT MADE:

August 31, 2016

BETWEEN OWNER:

Interim General Manager Kevin Hart
Public Safety Building
217 Arlington Avenue
Kensington, CA 94707

AND THE ARCHITECT:

Hyer Architecture
Frederick L. Hyer (CA lic.# C28799)
263 Amherst Avenue
Kensington, California 94708

FOR THE FOLLOWING PROJECT:

As described in the section "Project scope of work" from the Request for Proposal dated July 2016.

1. ARCHITECT'S RESPONSIBILITIES

1.1 The Architect shall provide architectural services for the project as described in this agreement. Services shall be performed in a manner consistent with locally accepted standards for professional skill and care. The architect shall assist the Owner in determining consulting services required for the Project.

1.2 During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect will submit the Construction Documents to the city building department in order to obtain the issuance of the building permit.

1.3 During the construction phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor

1.4 The Architect's services during construction are limited to review and observation to determine if work when completed will be in accordance with the Construction Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quantity or quality of work. The Architect shall not have control over or charge of the construction means, methods, techniques, sequences, or for safety precautions, since these are solely the Contractor's responsibility. The Architect shall not be responsible for the Contractor's schedules or failures to carry out the work in accordance with the Construction Documents.

1.5 The Architect shall attend regular construction meetings and visit the job site at intervals appropriate to the stage of construction.

1.6 The Architect shall review shop drawings and submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Construction Documents. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor.

1.7 The Architect shall review the Contractor's punch list and walk through the project with the owner when the project is substantially complete to review the project for completeness and consistency with the contract documents.

1.8 And as further described in the section "Scope of Architectural Services" in the Request for Proposal dated July 2016.

2. OWNER'S RESPONSIBILITIES:

2.1 The Owner shall provide full information regarding requirements for the Project, including a program which shall set forth the Owner's objectives, a schedule, constraints and criteria, space requirements and relationships, needs for flexibility or expandability, special equipment needs, and siting requirements. The Owner shall establish an overall budget for the Project, including the Construction Cost, the Owner's other costs, and a reasonable contingency related to these costs.

2.2 The Owner shall furnish all surveys and written descriptions providing the physical and legal characteristics and parameters of the site of work. The Architect shall assume these documents are accurate and correct.

2.3 With the assistance of the Architect regarding selection of consultants, the Owner shall furnish the services of consultants such as structural engineering, civil, mechanical, plumbing and electrical engineering, geotechnical engineering, surveying, title 24 energy analyses, cost estimating, etc. when such services are required.

2.4 The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

2.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Construction Documents.

3. TERMINATION, SUSPENSION OR ABANDONMENT:

3.1 This agreement may be terminated by either party with not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

3.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed, together with any reimbursable expenses, prior to notice of

termination or suspension. It will be the responsibility of the Architect to determine the amount of work performed prior to termination.

3.3 If the Owner fails to make payment for services within 30 days of invoice date, the Architect may, upon seven days written notice to the Owner, suspend performance of services under this Agreement. In the event of suspension of services, the Architect shall have no liability to the Owner for the delay or damage caused the Owner because of such suspension of services. The Architect reserves the right to commence services upon payment of invoice(s).

3.4 In the event of termination not the fault of the Architect, the Architect shall be compensated in full for the percentage of work completed at the time the Architect receives notice of termination, together with Reimbursable Expenses due. The Architect shall be responsible for determining the percentage of work completed.

4. OWNERSHIP AND USE OF DOCUMENTS:

4.1 The Drawings, Specifications and other documents prepared by the Architect for this Project are the Architect's Instruments of Service for use solely with respect to this Project, and the Architect shall retain all rights, including the copyright. Upon execution of this Agreement the Architect grants to the Owner the non-exclusive license to reproduce the Architect's Instruments of Service solely for the purpose of constructing, using and maintaining the Project, provided the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. Any termination of this Agreement prior to completion of the Project shall terminate this license. Upon such termination, the Owner shall refrain from making further reproductions of the Architect's Instruments of Service and shall return to the Architect within seven days of termination all originals and reproductions in the Owner's possession or control.

4.2. Without written permission from the Architect, or unless the Architect is deemed at fault, the Owner shall not use the Architect's Instruments of Service for future alterations, additions or the completion of the Project by others.

4.4 The Owner agrees to cooperate with the Architect in regards to reasonable access to the finished work for photography. The Architect shall have the right to include photographic or artistic representations of the project in the Architects promotional material.

5. DISPUTES/MEDIATION/ARBITRATION:

5.1 Claims or disputes with a value of \$7,500.00 or less, to be adjudicated in Contra Costa County Small Claims Court.

5.2 Claims and disputes in excess of \$7,500.00, or other matters in question between the parties to this agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

5.3 If any action at law or in equity is necessary to enforce or interpret the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, in addition to any other relief to which such party is entitled.

6. COMPENSATION FOR BASIC SERVICES:

6.1 The amount of Total Compensation for Basic Services rendered under sections 1 through 4 (Part 2 of Project Description above) shall be **10% (Ten Percent)** of the total Cost of Construction.

6.2 The amount of Total Compensation for Basic Services shall be based on the Project Budget for Cost of Construction until such time as a contractor is hired to build the project. At the end of the Schematic Design Phase and the Design Development Phase the Architect shall provide the owner with written notice of any adjustment to the Project Budget for Cost of Construction as necessary to reflect the project as it has developed. If the project has significant changes during the Construction Phase the Cost of Construction will be reevaluated with each Construction Change Order and further adjustments to the Total Compensation will be made. The Owner should be aware that the Total Compensation due the Architect may change, either up or down, depending on the final Cost of Construction.

6.3 Invoices for payment will typically be issued monthly, and will be based on percentage completion of the current phase of work, additional Services performed, and Reimbursable Expenses incurred during the billing period. Payments are due upon receipt of invoice. A late fee of 1 1/2% per month will apply to all payments more than 30 days past due.

6.4 The District shall make a deposit with the architect equal to 10% of the architect's total cost of services and shall thereafter make monthly payments on a mutually agreed upon retention.

7. ADDITIONAL SERVICES:

7.1 The following are beyond the scope of Basic Services (described in section 1) and will be billed as Additional Services.

- Work resulting from changes in scope or magnitude of the project as described and agreed to under this agreement.
- Additional work and/or revisions resulting from changes requested and/or authorized by the Owner, including changes in construction methods, after the Architect's work has been previously approved by the Owner.
- As-built drawings both before and after construction phase.
- Significant changes to the design of the project required by design review, planning or zoning officials after the project as been submitted for zoning or planning approval, if the project as designed meets both the intent and the requirements of the zoning or planning ordinance.
- Interior Design Services
- Landscape Architecture.

7.2 Additional services will be compensated at the rate of \$140.00/hr (One Hundred Forty Dollars per hour)

HYERARCHITECTURE



AGREEMENT BETWEEN OWNER AND ARCHITECT

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7.3 This list does not comprise a complete list of additional services. Before commencing work on any additional service, the Architect will obtain approval from the Owner to perform said service.

8. REIMBURSABLE EXPENSES:

8.1 The following are reimbursable expenses and will be billed at cost plus 10% (Ten Percent):

- Reproductions,
- CAD plotting,
- Photo documentation,
- Postage and delivery costs,
- Fees of consultants retained by the architect in the interest of the project and not already provided by the owner such as structural engineering, mechanical engineering, and lighting.
- Permit fees associated with obtaining approval of City or County authorities.

This does not comprise a complete list of reimbursable expenses. Before incurring any reimbursable expenses not on the above list, the Architect will obtain approval from the Owner.

9. SCOPE OF AGREEMENT:

9.1 The above 8 sections represents the entire agreement between the Owner and Architect for design services, and there are no agreements or representations between the parties except as expressed herein. This Agreement may be amended only by written instrument signed by both Owner and Architect.

I agree to the terms of this agreement as set forth above:

ARCHITECT (signature) (name) (date)

OWNER (signature) (name) (date)

OWNER (signature) (name) (date)