

21) **Change Order No. 1 to the Professional Services Agreement with STK Architecture, Inc. for Architectural Services for City Hall Facility**

Approve and authorize the City Manager to execute the Change Order to the Professional Services Agreement for architecture services related to the schematic design phase, design development phase, and construction document phase for the new City Hall Facility in an amount not to exceed \$389,480.00 with STK Architecture, Inc.



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council

**From:** Jason Simpson, City Manager

**Prepared by:** Shannon Buckley, Assistant City Manager

**Date:** October 24, 2023

**Subject:** Change Order No. 1 to the Professional Services Agreement with STK Architecture, Inc. for Architectural Services for City Hall Facility

### **Recommendation**

Approve and authorize the City Manager to execute the Change Order to the Professional Services Agreement for architecture services related to the schematic design phase, design development phase, and construction document phase for the new City Hall Facility in an amount not to exceed \$389,480.00 with STK Architecture, Inc.

### **Background**

On March 8, 2022, the City entered into a design agreement with STK Architecture, Inc. to develop and provide a conceptual design of a new City Hall and complete construction documents. The existing City Hall needs significant repairs and upgrades for Americans with Disabilities Act (ADA) compliance and mechanical, electrical, and security systems. There are four separate buildings with adjoining modifications comprising City administrative offices. Previous efforts have exhausted expansion possibilities as current office spaces are insufficient. Several significant considerations paramount to optimal space utilization, catalyst for redevelopment, and business incubator for Main Street have driven the design concept to unparalleled limits.

At every opportunity, the architectural conceptual design capitalizes on existing City-owned properties fronting Main Street and building elevations consistent with the Downtown Elsinore Specific Plan that calls for an eclectic blend of both historic buildings and modern designs that reflect efficiency, innovation, and uniqueness with emerging views of the lake. With a focused attainment of economic improvement on Main Street, opportunities rarely evolve for Cities to capitalize on such an endeavor. Below is a list of only a few features that will quickly gain and sustain public tributes.

4-Story Facility Approximately 40,000 Square Feet  
Sufficient Administrative Space Brick Exterior Finishes  
Connection with Undergrounding Utilities Floor to Ceiling Glazing  
Council Chambers Security Elements with Metal Detection  
Expansive Lobby/Counter ADA Accessibility Throughout  
Interiors that Open to Large Outdoor Areas Large Multipurpose Spaces  
Connection to Existing City Hall Future Retail Spaces

All these amenities and more will provide, most importantly, the space needed to administer city operations effectively. The opportunities are great, as every effort is centered on maximizing the positive impact on Main Street business, creating a civic and entertainment destination to expand local economic outcomes.

### **Discussion**

This change order contains the engineering design documentation for all construction requirements with the addition of preserving the parking area to the rear of City Hall and undergrounding the utilities. The area behind City Hall will now easily accommodate the water, sewer, gas, and underground electrical and data communication utilities.

Parking and service vehicle access have been a significant consideration for the newly designed City Hall. With the recent purchase of the property located at 114 South Main Street, parking behind City Hall will remain undisturbed and will provide needed area access for first responders and service vehicles. Also, the new City Hall will be constructed to join the old City Hall between the two buildings without a third-party property owner. The outcome will allow the old City Hall to adjoin the newly constructed City Hall. This is a key element for the construction of the new City Hall and one that has been highly pursued by staff.

In conclusion, the existing City Hall is being prepared for separation from the adjoining building, where code enforcement office space is located. These preparations included enclosing from the inside the opening between the current City Hall at 130 South Main Street and 114 South Main Street. Following this construction, demolition can begin to clear the construction site location for the new City Hall building.

### **Environmental Consideration**

Approval of Change Order No. 1 to the Professional Services Agreement for Architectural Services for the City Hall Facility is in furtherance of implementing the City Hall project approved by the City Council on May 10, 2022. Additionally, there is no substantial change to the project, no new circumstances under which the project will be developed, nor new info analysis. Accordingly, no further environmental review is required.

### **Fiscal Impact**

Funding costs are included in the Fiscal Year 23/24 – 27/28 Capital Improvement Plan (CIP) budget, CIP Project #Z20006.

**Attachments**

Attachment 1 - Change Order No. 1

Attachment 2 - STK Proposal Dated August 30, 2023



**CITY OF LAKE ELSINORE**  
**130 S. MAIN STREET**  
**LAKE ELSINORE, CA 92530**  
**(951) 674-3124**

**PROJECT CHANGE ORDER**

**CHANGE ORDER #** 1  
**DATE:** October 24, 2023

-----  
**THIS CHANGE ORDER IS APPLICABLE TO:**

CITY PROJECT # #Z20006  
PROJECT TITLE: City Corporate Facility

CONTRACT AWARDED TO:  
STK Architecture LLC

DATE AWARDED: March 8, 2022

Authorized by: Jason Simpson  
City Manager

TOTAL AMOUNT OF CONTRACT  
PRIOR TO THIS CHANGE ORDER  
\$964,712.00

-----  
**CONTRACTOR IS AUTHORIZED TO MAKE THE FOLLOWING CHANGES:**

QUANTITIES INCREASED				
ITEM	QUANTITY	UNIT	UNIT PRICE	EXTENSION
See Attached Proposal Dated 8/30/2023	Lump Sum	1.00	\$389,480.00	\$389,480.00
QUANTITIES DECREASED				
ITEM	QUANTITY	UNIT PRICE	EXTENSION	
None				
<b>TOTAL</b>				<b>\$389,480.00</b>

**THE AMOUNT OF THE CONTRACT WILL BE (INCREASED) BY THE  
SUM OF \$389,480.00**

Change Order No. 1

Review by:                      Initials                      Date                      Approved by:                      Date

Assistant City Manager \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_ Contractor \_\_\_\_\_

City Manager: \_\_\_\_\_                      \_\_\_\_\_



August 30, 2023

Jason Simpson, City Manager  
City of Lake Elsinore  
130 South Main Street  
Lake Elsinore, CA 92530

RE: A/E PROPOSAL FOR SERVICES (PLAN REVISIONS)  
COMMERCIAL BUILDING (CORNER OF MAIN AND GRAHAM)  
LAKE ELSINORE, CA

Dear Mr. Simpson:

STK Architecture, Inc. is pleased to submit our Proposal for Services on the above-referenced project.

#### **1.0 Scope of Project**

- 1.1 The City of Lake Elsinore has recently purchased the property to the south and now wants STK Architecture to increase the building square footage from 35,000 S.F. to approximately 44,250 S.F. (see attached drawings). Also, move the building's East exterior wall Westerly so the building does not enter/cross into the existing alley. Provide coordination with Civil, MPE and Title 24 Consultants. Lastly, provide an assembly/covered roof for approximately +400 people.
- 1.2 Consultants provided with this scope to include Structural Engineering. (The MPE Engineering and Civil Engineering is by Owner.)
- 1.3 STK's Construction Administration services will include the following:
  - A. Coordinate STK's consultants.
  - B. Coordinate with City Departments and City Project Manager.
  - C. As-builts will be provided on disc in ACAD.
  - D. The construction drawings will take 2 months to complete.
- 1.4 Exclusions – The following items are not included in the fee:
  - A. Topographic map
  - B. Wet and dry utilities
  - C. CEQA/CUP application

- D. SWPPP
  - E. Geotechnical report, soil compaction testing, and material testing
  - F. FFE/appliances
  - G. Mechanical, Plumbing, Electrical Engineering, Interior Finishes and Interior Elevations/Details – by Owner
  - H. LEED
  - I. Commissioning
  - J. Low voltage design
  - K. Fees and permits
  - L. Finish & Schedule door schedule. (STK will show only finishes and doors required by code.)
- 1.5 STK will provide multiple Bid sets for a multi-prime type project.
- 1.6 Additional services will be billed on an hourly basis per the attached hourly rate schedules.

## 2.0 **Professional Service Fee**

2.1 STK proposes the following:

Architecture	\$255,930
Structural Engineering	48,000
Plumb/Elect Engineering	23,670
Title 24	6,900
STK Coord	64,980
Reimbursables	10,000
Good Customer Discount	<u>-20,000</u>
<b>Total</b>	<b>\$389,480</b>

- 2.2 The Fee will be invoiced monthly, based on the percentage of work completed, plus any reimbursable expenses. For budget purposes, miscellaneous reimbursable expenses will be approximately \$10,000.
- 2.3 All invoices are payable upon presentation and fully due within 30 days of invoice date. Unpaid invoices, over 30 days past invoice date, bear interest at the rate of 1.5% per month, or 18% per year.
- 2.4 Reimbursable expenses shall include, but not be limited to, all mailing, printing, and photocopying. These costs will be fully itemized and shall be reimbursed in accordance with this Proposal. Travel expenses outside of the Southern California Region (if any) will also be reimbursable at the above rates.

2.5 Insurance:

STK maintains general Errors and Omissions Professional Liability Insurance in the amount of \$2,000,000 per occurrence, with an annual aggregate limit of \$2,000,000.

If you have any questions regarding this Proposal, or wish to discuss specifics in detail, please do not hesitate to call me.

Sincerely,



G.V. Salts  
Architect, NCARB  
C-22977

Attachments:

Miyamoto Proposal  
Design West Proposal  
ADE Proposal  
STK Hourly Billing Rates  
T1.2 Exiting Plans

August 21, 2023

GV Salts  
STK Architecture, Inc.  
42095 Zevo Drive, Suite A-15  
Temecula, CA 92590  
gvsalts@stkinc.com

**Subject: Proposal for Additional Structural Engineering Services related to  
City of Lake Elsinore Commercial Building  
Plan Geometry Changes and increase third floor height  
Lake Elsinore, CA  
MI2228050**

Dear Mr. Salts:

Supplemental to our previous Agreement for the above-referenced project, dated Feb 4, 2022, with supplemental Additional Services proposal dated 2-21-2023 Miyamoto International, Inc. ("Miyamoto") is pleased to submit this proposal to STK Architects ("Client") to modify the scope, as follows:

Various modifications and scope increase items have occurred since project inception.

1. Building geometry footprint changed, plan dimensions of the building altered from 100 ft x 160 ft to plan dimensions approximately 125 ft x 135 ft. Plan changes impact the column layout, lateral bay spacing, requiring globally revised vertical and lateral calculations and structural construction drawings.
2. The roof structural system was raised 3 feet (46'-0" to 49'-0") in height relative to the third floor, resulting in a revised lateral analysis.
3. Stair layout and architectural plan revisions were required for each height change due to rise/run impact. The rooftop amenities structures, including the restroom and storage building, stair enclosures, and the monumental shade structure are revised requiring new vertical and lateral analysis and revised structural drawings.
4. The revised plan dimensions require revisions to the analysis for the foundations, including gradebeams for the new lateral loads, and pad footings for vertical loads, etc.

We propose to provide these services for a fixed fee of \$48,000.00 (total fee of \$241,000.00). Our services will be billed monthly as services are rendered.

If you agree to the above, please send a signed copy of this agreement to Miyamoto International, Inc., as notice to proceed.

For an electronic payment option, please contact [accounting@miyamotointernational.com](mailto:accounting@miyamotointernational.com).

We appreciate the opportunity to work with you. The conditions of this proposal shall be applicable for 90 days from the date of this proposal, after which Miyamoto reserves the right to review and/or negotiate them with the Client.

Best regards,  
Miyamoto International, Inc.

  
Rick Byrd S.E.  
Principal

---

**I, the Client, agree to the above terms:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Billing Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Billing Contact Email Address

\_\_\_\_\_  
Client Purchase Order or Project Number

\_\_\_\_\_  
Billing Contact Phone Number

RB/ah  
Byrd S3350



# DESIGN WEST ENGINEERING

Date: August 28, 2023

Company: STK Architects  
42095 Zevo Drive, Suite A15  
Temecula, CA 92590

Attention: **G.V. Salts**

Subject: **Lake Elsinore City Hall**  
Our Proposal #23-027

## PROJECT FOR ENGINEERING SERVICES – AS-I

The following proposal is based on plans and information received to date. If accepted, this proposal will become the contract for services rendered.

We intend to provide Engineering Services for the Lake Elsinore City Hall project for **\$23,670.00**. Services to include the following:

### Electrical Scope:

- Redesign electrical/lighting drawings to accommodate additional building area and adjacent reconfigured spaces Owner's request
- Revise electrical equipment locations
- Revise Title 24
- Revise lighting RCP plans
- Revise lighting control device plans
- Update backgrounds
- Revise Single Line Diagram, panel schedules and load summary

### Plumbing Scope:

- Revise plumbing layout for expanded restrooms
- Revise plumbing layout for relocation of restroom on 4<sup>th</sup> floor
- Revise roof drain locations including mezzanine area
- Redesign electrical/lighting drawings to accommodate additional building area and adjacent reconfigured spaces Owner's request
- Revise electrical equipment locations
- Revise Title 24
- Revise lighting RCP plans
- Revise lighting control device plans
- Update backgrounds

- Revise Single Line Diagram, panel schedules and load summary

Payment terms and other terms and conditions for services rendered outlined above shall be as stated in the original contract for the above referenced project.

If the above terms and conditions meet with your approval, please acknowledge below by signing and returning a copy to our office.

Respectfully,



Adrian Jacquez

**DESIGN WEST ENGINEERING**

Accepted by (Sign): \_\_\_\_\_

Accepted by (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Client Job Number: \_\_\_\_\_

DWE Proposal Number: 23-027 AS-1





# PROPOSAL

**ADE Consulting**  
1177 Idaho Street  
Suite 200  
Redlands, California 92374  
United States

Phone: (909) 884-9484  
Fax: (909) 307-0148

BILL TO  
**STK Architecture**  
Gerald Salts  
42095 Zevo Drive  
Ste. A-15  
Temecula, California 92590  
United States

951-296-9110  
gvsalts@stkinc.com

**Estimate Number:** 3111

**P.O./S.O. Number:** City of Lake Elsinore  
Bldg

**Estimate Date:** August 21, 2023

**Expires On:** August 21, 2023

**Grand Total (USD): \$6,900.00**

Product	Quantity	Price	Amount
<b>T24 Energy Calculations</b> T24 California Energy Calculations report for project	1	\$6,900.00	\$6,900.00
Envelope, Lighting, Mechanical Calculations New Lake Elsinore City Hall Building- Commercial Building 100 South Main Street Lake Elsinore, CA 92530			

**Total:** \$6,900.00

**Grand Total (USD): \$6,900.00**

## Notes / Terms

This estimate is valid for 30 days from date listed herein.



*STK ARCHITECTURE, INC.*

HOURLY AND REIMBURSABLE RATES

February 2022

Principal .....	\$237/Hr
Associate.....	171/Hr
Project Manager .....	149/Hr
Senior Draftsperson .....	105/Hr
Junior Draftsperson .....	88/Hr
Administration .....	66/Hr
Consultants .....	Cost x 1.15
Reimbursables .....	Cost x 1.00
Reimb. Agency Fees .....	Cost x 1.05

