



26 November 2025 **revised 9 January 2026**

Grant Leonard  
 Planning Manager  
 Community Development Department  
 City of Salinas  
 grandl@ci.salinas.ca.us  
 831.758.7975

**Re: Proposal for Additional Services #5- City of Salinas - Additional Scope Items**

Dear Grant,

Based on work that exceeds our initial task order agreement, TEF Architecture & Interior Design, Inc. (TEF, TEF Design or Design Team) is asking the City of Salinas (Client) for additional services to complete entitlement drawings for 34-40 Soledad, **37-39 Soledad**, and 45 Soledad. Additional scope items are outlined below.

**FEE SUMMARY**

TASKS	HOURS & FEES								
	Prncpl	Rate	Sr	Rate	Arch	Rate	Arch	Rate	Total
		\$275	PM	\$200	Level 3	\$180	Staff 1	\$145	Fee
<b>Additional Scope Items</b>									
Delivery of drawings sets at two separate entitlement packages, in lieu of one complete package	2	\$550	4	\$800	4	\$720	4	\$580	\$2,650
Adjusting unit mix to meet Large Family CTCAC requirements	4	\$1,100	8	\$1,600	20	\$3,600	20	\$2,900	\$9,200
Preliminary study at test fit level of 45 Soledad to senior use, with goal of potentially doubling unit count at this address	2	\$550	4	\$800	20	\$3,600	30	\$4,350	\$9,300
<b>Tasks related to taking 45 Soledad through Entitlements Process as per above design change as per direction from City of Salinas</b>	<b>12</b>	<b>\$3,300</b>	<b>24</b>	<b>\$4,800</b>	<b>48</b>	<b>\$8,640</b>	<b>60</b>	<b>\$8,700</b>	<b>\$25,440</b>
<b>Consultant fees to revise 45 Soledad per above, includes MEP only**</b>									<b>\$2,500</b>
Design investigation of adding more traditional character defining features at both 34-40 and 45 Soledad	2	\$550	2	\$400	4	\$720	6	\$870	\$2,540



Incorporation of housing comments delivered to design team including: addition of trash chutes, consolidation of laundry room from in-unit laundry services; addition of maintenance shop and residential services office suite; transformer location at ground level - does not include change of construction type at 45 Soledad, should the City desire to change this.	4	\$1,100	6	\$1,200	40	\$7,200	40	\$5,800	\$15,300
Update existing renderings and deliver a total of (4) renderings per 34-40, and 45 Soledad (total of 8 renderings)	8	\$2,200	8	\$1,600	60	\$10,800	80	\$11,600	\$26,200
Preparation for and attendance of additional (2) community meetings	8	\$2,200	2	\$400	4	\$720	4	\$580	\$3,900
<b>Include installation of NFPA-13 compliant Fire sprinkler system into emergency stabilization CDs, CA of 37-39 Soledad St</b>	<b>0</b>	<b>\$0</b>	<b>6</b>	<b>\$1,200</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$1,200</b>
<b>Plumbing Engineer fees to complete sprinkler install per above. (Specs only)**</b>									<b>\$5,000</b>
<b>Provide Cost Estimate for 37-39 Schematic Design Package (includes cost narrative by TEF)</b>	<b>0</b>	<b>\$0</b>	<b>8</b>	<b>\$1,600</b>	<b>24</b>	<b>\$4,320</b>	<b>0</b>	<b>\$0</b>	<b>\$5,920</b>
<b>Cost Estimator fees to provide SD level estimate per above**</b>									<b>\$20,400</b>
<b>Provide Permit &amp; Bid Documents, Construction Administration for Rehabilitation of 37-39 (includes fees for TEF, Structural, MEP, Civil and Spec Writer)***</b>									<b>\$344,060</b>
<b>Total Proposed Fee</b>	<b>42</b>	<b>\$11,550</b>	<b>58</b>	<b>\$14,400</b>	<b>200</b>	<b>\$40,320</b>	<b>244</b>	<b>\$35,380</b>	<b>\$473,610</b>
** See Exhibit B for Consultant Proposals									
*** See Exhibit C for Breakdown of Fees									

### 37-39 Soledad Street Scope Clarification

This ASR also acknowledges that the design team effort in doing schematic drawings at 37-39 Soledad has exceeded our original understanding of the project in that there is still currently no decision with respect to the program of 39 Soledad: it may be either B occupancy for the whole building and represent minimal plan changes, transform to group/transitional housing or single family at the second floor, cafe, restaurant or community space at the first floor. We have verbally agreed that the deliverables for that property will now include: 90% SD drawings and one rendering, and will not include Entitlements drawings (these are not required for the purpose of getting a building permit as per a meeting with City officials). A schematic level cost estimate has been added to the scope of work for the approved schematic design scheme. TEF will provide a cost narrative for this effort.

A schematic design scheme has been approved and the design team will proceed to bring the project forward through construction of the building, per the tasks outlined below:



### **60% Construction Document for Building Permit**

1. Advance design documentation to 60% Construction Documents

#### *Meetings:*

1. Bi-weekly call-in meetings with the City, Architect and appropriate AE Team members.

#### *Deliverables:*

1. PDF of Progress Construction Document Drawings
2. Drawings to include:
  - i. Title and building code summary sheets;
  - ii. Site plan
  - iii. Demolition plans, and demolition elevation(s);
  - iv. Proposed Floor plans;
  - v. Building elevations and sections – elevations to include facade repair/restoration notes;
  - vi. Exterior repair details;
  - vii. Appropriate exterior and interior detailing

#### *Deliverables Date:*

1. Estimated Set Submittal: May, 2026

### **90% Construction Document for Building Permit**

1. Advance design documentation to 90% Construction Documents and Technical Specifications for Building Permit Submittal for City's approval and as bid documents.
  - a. Construction Drawings and Specifications shall be sufficient for construction of the project.

#### *Meetings:*

1. Bi-weekly call-in meetings with the City, Architect and appropriate AE Team members.

#### *Deliverables:*

1. PDF of Permit Submittal Construction Documents (drawings, technical specifications in CSI format Division 2 through 32, structural calculations) for Building Permit. PDF of 100% Submittal Construction Documents for Building Permit:
  - b. Drawings to include:
    - i. Title and building code summary sheets;
    - ii. Site plan
    - iii. Demolition plans, and demolition elevation(s);
    - iv. Proposed Floor plans;
    - v. Building elevations and sections – elevations to include facade repair/restoration notes;
    - vi. Exterior repair details;
    - vii. Appropriate exterior and interior detailing
  - c. Technical specifications in CSI format Division 2 through 32;
    - i. Division 1 specifications pertaining to historic preservation treatment plans, selective demolition, and building monitoring;
  - d. Structural calculations
3. Ten copies of Construction Documents for Bidding and make available "camera-ready" PDF copies

#### *Deliverables Date:*

1. Estimated Building Permit Set Submittal: June, 2026



*Needed from the City:*

1. The City shall provide "front-end" specifications of Project Manual including Instruction to Bidders, Contract, General Conditions and Division 1.

**Conformed Set (100% Construction Documents)**

1. Meet with City permit review staff as needed to refine plans for resubmittal. Obtain final permit.
2. After receipt of City's approval of Working Drawings, Technical Specifications, and results/changes based on external cost estimate and constructability review, assemble 100 % Final specifications and drawings.
3. Respond to bidders questions, review bidder RFP and attend bid walk.

*Meetings:*

1. Up to two (2) meetings with Permit Service Center (virtual, 1 hour each)
2. Bi-weekly call-in meetings with the City, Architect and appropriate AE Team members (virtual, 1 hour each)
3. One (1) in-person bid walk

*Deliverables:*

1. Building Permit Set Resubmittal including Building Department permit comment responses

*Deliverable Dates:*

1. Building Permit Set Resubmittal: TBD.
2. 100% Submittal Construction Documents: TBD

**Construction Administration and Project Closeout**

1. Support the City and the Contractor in the construction of the project in accordance to the contract documents, schedule and budget; and in the turnover of a complete project. The City shall provide prompt written notice to the Architect if the City becomes aware of any fault or defect in the project, including errors.
2. Lead the design team and coordinate with the contractor and the City during construction.
  - a. Review General Contractor's Construction Schedule.
  - b. Response to field inquiries and RFI's – Assume 20 RFIs
  - c. Create Architect's Construction sketches – Assume 10 ASKs and 30 per each consultant
  - d. Review submittals and coordination of reviews by the City – Assume 10 submittals plus (1) resubmittal per each submittal
  - e. Develop and issue Supplemental Instructions – Assume 10 ASIs
  - f. Review change order proposals and change orders prepared by others.(up to 15)
  - g. Review contractor pay applications (assume 12)
  - h. Attend monthly project construction meetings. (GC to lead meetings and issue minutes.)
  - i. Perform quality-assurance/field observation walks following regularly scheduled project meetings, and prepare site observation reports – assume 6 reports
  - j. Coordinate code-related changes to the project with the City.
3. Manage the Design Team's final review and punch list efforts
  - a. Coordinate the design team and perform punch list walks, and issue in writing to GC the observations or corrections required for inclusion in punch list – assume 2 punch lists
    - i. Conduct two rounds of on-site review.
    - ii. Approve completed punch list.

*Meetings:*

1. On-site Construction meetings – 6, bi-monthly



2. Telephone Construction meetings- 24, every other week except for on-site per above
3. Two site walks total for punch list

#### *Schedule Estimate*

1. Construction and construction close-out duration assumed 12 months

#### **ASSUMPTIONS**

1. Project drawings will be generated in Revit. Delivery of AutoCAD to the City may be requested but no specific CAD standards are required.
2. All work shall comply with current codes.
3. The Client will provide continuity of staff to serve as the primary contact(s) through the duration of the project.
4. The following are the responsibility of the City:
  - a. Geotechnical investigation and report including foundation design recommendations and seismic site.
  - b. Pest and termite inspection and report.
  - c. Destructive testing.
  - d. Permit submittal costs

#### **EXCLUSIONS**

##### GENERAL

1. Work related to the investigation or handling of Hazardous Materials
2. Materials testing and inspections or selective demolition
3. Geotechnical Investigations
4. Design or installation of building security systems
5. Meetings and presentations additional to those listed in Scope of Services.
6. Overall project management, including overall project and construction schedule, project budget and project bidding process.
7. Presentation drawings and renderings (of elevations, floor plans and 3-D views), and physical and computerized models (hard copy and/or digital) for the City's use.
8. Phasing plans and strategy.
9. Environmental review, documentation, coordination or completion of required mitigation measures required by Salinas Planning Department, California Environmental Quality Act (CEQA), or National Environmental Protection Act (NEPA) may be completed as an additional service to this proposal.
10. Not responsible for tests, inspections, and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
11. Not responsible for all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the City's needs and interests.
12. Energy, comfort (temperature) and thermal computational modeling and related graphic imagery.
13. LEED or any other sustainable design program documentation and submittal for certification..
14. Redraw or redesign due to unforeseen conditions – including unknown site conditions, impact of surrounding project (as identified by City's approval process), unpredictability of bid climate and escalating construction cost.
15. Emergency generator.
16. Renewable energy such as photovoltaic arrays and systems.



17. Front End Documents including the following typically included in a Project Manual: Introductory Information, Bidding Requirements, Instructions to Bidders, Contracting Requirements, Division 1 and Division 2 of the Specifications Sections
18. Special documentation of additive or deductive bid alternates in Construction Documents.
19. Review of bidders' pre-qualifications.
20. Construction means and methods.

#### CONSTRUCTION ADMINISTRATION

1. Meetings and presentations additional to those listed in Scope of Services
2. Overall project management and construction management, including overall project and construction schedule, project budget, bidding process and direction to selected general contractor
3. Establishing design criteria for designing or making field observations of shoring for building excavations or underpinning of adjacent structures, or temporary support of building elements during construction.
4. Continuous and/or detailed inspections of construction including Special Inspections as defined in Section 1704 of the California Building Code.
5. Special construction and inspections – Typically conducted by the City's engineering testing laboratory.
6. Submittal list – Typically prepared by the General Contractor.
7. Construction administration services beyond 12 months
8. Additional RFI or Submittal review beyond the assumptions listed above
9. Prepare Requests for Proposal (RFP)
10. Review proposals prepared by General Contractor

#### **SCHEDULE**

Please see attached Exhibit A for revised understanding of schedule as of the writing of this proposal.

#### **CONCLUSION**

Please feel free to contact me if you have any questions or comments. If you agree with the terms of this additional service, please prepare a Contract Modification. We look forward to continuing to support San Mateo County with this critical work.

Sincerely,

Maryam Rostami, AIA, NOMA, LEED AP, LFA  
Principal  
TEF Architecture & Interior Design, Inc.

\_\_\_\_\_  
Agreed by \_\_\_\_\_ Date

#### ATTACHMENTS:

1. Exhibit A - Schedule Overview
2. Exhibit B - Consultant Proposals
3. Exhibit C - Fee breakdown for 37-39 Rehabilitation Construction Documents



## **EXHIBIT A - Schedule Overview**

### 34-40 Soledad

90% SD - December 23rd

Site Plan Review (Entitlements) Set submission - December 23rd

TEF assumes 8 weeks total Planning review time with one round of revisions with completion prior to February 20th.

City Council Design Presentation Material (3 weeks prior to meeting) - January 6th

Attendance at City Council meeting - January 27th

### 45 Soledad - TBD pending redesign

90% SD - Jan 20th

Site Plan Review (Entitlements) Set submission - Jan 20h

TEF assumes 8 weeks total Planning review time with one round of revisions with completion prior to February 20th.

City Council Design Presentation Material (3 weeks prior to meeting) - January 20th

Attendance at City Council meeting - February 10th

### 37-39 Soledad HSR (under separate contract)

HSR Findings Client Review meeting - Week of 01/26/26

Submit HSR to Client - 02/10/26

### 37-39 Soledad Emergency Stabilization (under separate contract)

Verify Building Conditions - week of 01/28/26 (*pending completion of building cleanup, assumed access to building week of 01/26/26*)

Complete 90% CDs - 03/30/26

Submit for Building Permit - 03/30/26

### 37-39 Soledad Conceptual Design

Present Concept Design Plans and Renderings to Client - week of 12/15/26

Community Presentation - January 2026

90% Schematic Design Schemes (two schemes) - 03/05/26

### 37-39 Rehabilitation Construction Documents

60% CDs - May 2026

90% / Permit Drawings - June 2026

**EXHIBIT B - CONSULTANT'S PROPOSALS**



**Interface Engineering, Inc**  
49 Stevenson Street, Suite 660  
San Francisco, CA 94105  
TEL 415.489.7240  
[www.interfaceengineering.com](http://www.interfaceengineering.com)

January 8, 2026

Elisabeth Mackay  
TEF Design  
1420 Sutter Street, 2nd Floor  
San Francisco, CA 94109

Re: 39 Soledad Street & 34-40/45 Soledad Street Entitlements  
2025-0498  
Additional Services Proposal – 45 Soledad Program Revisions

Dear Elisabeth:

Per our email communication on January 5, 2026 we have added the following scope of service to your project: Revision of Interface’s deliverables due to a change in the building program at 45 Soledad. The revised program significantly increases the number of dwelling units, which has a significant impacts on the calculations and space planning done to date.

This additional service will be invoiced for an hourly-not-to-exceed amount of **\$2,500**. Reimbursable expenses will be billed per the base contract.

Please indicate your authorization of these extra services by signing below and emailing or mailing this letter back to us so we can set up our records and begin work.

If you have any questions, please contact this office.

Sincerely,

Wesley Lou, PE, LEED AP  
Principal  
WL

COMPANY: TEF Design

CONTACT: \_\_\_\_\_  
Elisabeth Mackay, Architect

\_\_\_\_\_  
Date

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January 7, 2026

Lindsey Moder  
TEF Design  
1420 Sutter Street, 2nd Floor  
San Francisco, CA 94109

Re: 37-39 Soledad Emergency Stabilization  
Professional Services Proposal

Dear Lindsey:

Thank you for the opportunity to provide you with our proposal for the 37-39 Soledad Emergency Stabilization project.

This proposal is based on our Standard Provisions of Agreement for Professional Services, which is attached and incorporated by this reference.

## **PROJECT DESCRIPTION**

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### **Project Owner**

City of Salinas

### **Project Location**

37-39 Soledad Street, Salinas, CA 93901

### **Project Description**

The project is the emergency stabilization of the subject property. The property is two adjoining buildings, one two-story and one three-story. Interface's scope is to provide design-build specifications and submittal reviews for the fire sprinkler system. The existing buildings are not sprinklered.

## **INFORMATION SOURCE**

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- Based on RFP/email from Lindsey Moder dated January 5, 2026.

## **ASSUMPTIONS**

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Based on our conversation and information received, we understand that this project:

- Will have a single bid/construction packet.
- Will have a single document/construction phase.
- Final bidding and/or GMP of the project will be done after submission of permit and/or issuance of 100 Percent CD.
- Project Funding: We have assumed and understand that funding for this project has been secured or will be in place when project design starts. We have not assumed that payment for services will be held or delayed due to any funding delays or issues.

## **PROJECT SCHEDULE**

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This proposal is based on a mutually agreeable schedule.

## **MEETINGS AND DESIGN SITE VISITS**

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- Up to two virtual meetings and conference calls.

## **DESIGN SUBMITTALS**

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- 90 Percent Construction Documents (Specifications)
- 100 Percent Construction Documents (Specifications)

## **CONSTRUCTION COSTS**

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Total Construction Cost is undisclosed.

## **ENGINEERING SERVICES DESCRIPTION**

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Our scope of services is limited to the following. Services not included are additional services.

### **Fire/Life Safety Engineering Services**

#### **Fire Protection Sprinkler Services**

1. Performance specifications only based on the following. No drawings are included in this approach.
  - a. State and local code requirements.
2. The design will be performed by the contractor. We will review the design for conformance to our specifications.
3. Preliminary sizing of fire main service and coordination with civil engineer. Incoming fire main location shown on civil drawings.
4. Riser location and room size estimate.
5. Determination of need for standpipes.
6. Review of adequacy of water supply for supplying the automatic fire sprinkler systems.

## **CONSTRUCTION ADMINISTRATION**

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1. Two reviews of the submittals for each Division are included; additional reviews will be billed at our hourly rates with prior written approval. Fee is based on submittals being provided per Interface standard specifications.
2. Answer RFIs, DCVRs, and construction questions.
3. Issue of ASIs, change orders, plan revisions, etc. generated by others is not included. Additional fees will be submitted for prior approval for these services.
4. Review of change order costs initiated by others is not included.

## **EXCLUSIONS**

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1. Attendance at prebid and preconstruction meetings.
2. Construction observation site visits.
3. Construction record drawings.
4. Shop drawings, fabrication drawings, and construction coordination drawings.
5. Structural calculations for the seismic restraint and anchorage of equipment.
6. Waterproofing details/requirements for building components.
7. Commissioning of systems.
8. Commissioning participation.

**FEE**

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**Fixed Fee**

<b>Project Phase</b>	<b>Fire/Life Safety</b>
Construction Documents	\$3,200
Construction Administration	\$1,800
<b>Discipline Totals</b>	<b>\$5,000</b>

**Total Fee: \$5,000**

\*Plus reimbursable expenses noted below.

**PAYMENT TERMS**

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Standard reimbursable expenses include, but are not limited to: final plots, project mileage to jobsite or meeting locations, parking, shipping, and messenger services.

Billed in addition to the above fee at cost plus 10 percent processing fee.

We will bill fees and reimbursable expenses monthly as services are performed. Payment is due within 60 days of receipt of invoice. Finance charges may be added after that time at a rate of 1.5 percent per month (annual rate of 18 percent). Finance charges will be applied to delayed payments resulting from lack of project funding. Upon aging of fees and reimbursable expenses beyond 90 days, Interface reserves the right to meet with Architect and holder of Prime Contract to determine resolution prior to continuation of services.

This proposal is valid for 90 days from the date first written above. Interface Engineering Inc (Interface) reserves the right to modify or update this proposal after that date.

**ADDITIONAL SERVICES**

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Services requested beyond those included in this proposal will be considered extra services and will be billed either at hourly rates listed below or will be estimated on a lump sum basis. Interface may decline to perform additional work until authorization is received in writing.

Additional services will be billed at our standard hourly rates at the time the work is performed\*. Our current standard hourly rates (2026) are:

Senior Principal:	\$385/Hour
Principal:	\$335/Hour
Associate Principal:	\$280/Hour
Associate/Project Manager:	\$265/Hour
Sr. Engineer-Designer:	\$235/Hour
Engineer-Designer:	\$195/Hour
Project Designer-Drafter:	\$175/Hour
Administrative:	\$145/Hour

\*Annual rate changes are expected to be 4% per year.

## **DESIGN-BUILD SERVICES**

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If design-build services are provided, Client acknowledges that Interface will provide performance specifications. In the event that drawings are provided, they will be conceptual drawings only. Conceptual drawings and performance specifications are intended as guidelines for the design of system(s) by the design-build contractor. Conceptual drawings and performance specifications are not intended for use to obtain a building permit or as bid documents. The design-build contractor is responsible for complete design, engineering, permit documents, construction documents, and coordination with architectural, all trades and utilities, and governing jurisdictions and licensing agencies. The design-build contractor is responsible for system quantities, capacities, routing, and installation adequate for its intended use. All detailing by design builder. Client agrees that Interface is not responsible for the design and will indemnify and hold harmless Interface for any and all claims, damages, allegations, and costs, including attorneys' fees at trial, arbitration and on appeal, arising out of the design and installation of design-build systems.

Client acknowledges that Interface's review of submittals by design-build contractor is for the limited purpose of checking for conformance with the performance concept expressed in the contract documents. Interface's review does not constitute approval of safety precautions, means and methods, approval of an assembly, or approval of a component.

Attached is our Standard Provisions of Agreement for Professional Services. If this Proposal and the Standard Provisions of Agreement meet with your approval, please sign below, initial the Standard Provisions, and return to us. By your signature, you acknowledge that you have read the Standard Provisions of Agreement and that you read and agree to the Limitation of Liability paragraph. We will not proceed with the work until this signed Agreement is returned to us. In addition, you represent that you have authority to bind TEF Design. If you have modified this proposal, we will review your modifications. This Agreement shall not be in effect until we sign, accepting your modifications.



If you have any questions, please contact this office.

Sincerely,

Wesley Lau, PE, LEED AP  
Principal

WL:ah

Enclosures: Standard Provisions

COMPANY: TEF Design

CONTACT: \_\_\_\_\_  
Lindsey Moder, Associate

\_\_\_\_\_  
Date

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January 7, 2026

Lindsey Moder  
TEF Design  
1420 Sutter Street, 2nd Floor  
San Francisco, CA 94109

Re: 37-39 Soledad Rehabilitation  
Professional Services Proposal

Dear Lindsey:

Thank you for the opportunity to provide you with our proposal for the 37-39 Soledad Rehabilitation project.

This proposal is based on our Standard Provisions of Agreement for Professional Services, which is attached and incorporated by this reference.

## **PROJECT DESCRIPTION**

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### **Project Owner**

City of Salinas

### **Project Location**

37-39 Soledad Street, Salinas, CA 93901

### **Project Description**

The project is the rehabilitation and renovation of the subject property. 37 Soledad is currently programmed for the Asian Cultural Experience of Salinas Museum on the first floor, mezzanine, rear of second floor, and third floor; the second floor is programmed for a single 2-bedroom apartment unit. 39 Soledad is current programmed for a commercial space with a bar (no commercial cooking) on the first floor and a commercial/retail cold shell on the second floor. The buildings have been vacant for some time and has no active utility services.

The MEP scope will be to provide a cold dark shell space, which includes a new electrical service, new domestic water and sanitary sewer services stubbed and capped at the interior, and code-required fire alarm and fire sprinkler systems. We will provide plumbing connections for the fixtures in the apartment kitchen and bathroom.

### **Sustainable Design Requirements**

Project is not anticipated to pursue LEED® certification or any other third-party green building certifications/incentive programs. We will include energy efficiency designs where feasible and cost effective.

## **INFORMATION SOURCE**

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- Based on RFP/email from Lindsey Moder dated January 5, 2026.

## **ASSUMPTIONS**

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Based on our conversation and information received, we understand that this project:

- Will have a single bid/construction packet.
- Will have a single document/construction phase.
- Is shell only with no tenant improvement.
- Final bidding and/or GMP of the project will be done after submission of permit and/or issuance of 100 Percent CD.
- Project will be developed as a Revit model to meet Level of Development 300 and Clash Classification as outlined in the attached Revit Deliverables document.
- Project will not be a LEED® project.
- Project Funding: We have assumed and understand that funding for this project has been secured or will be in place when project design starts. We have not assumed that payment for services will be held or delayed due to any funding delays or issues.

## **PROJECT SCHEDULE**

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This proposal is based on a mutually agreeable schedule.

## **MEETINGS AND DESIGN SITE VISITS**

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- Virtual meetings and conference calls with architect and design team as required.
- One Client Review meeting at 60% submittal.

## **DESIGN SUBMITTALS**

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- 60 Percent Construction Documents, (CD Drawings and Specifications)
- 90 Percent Construction Documents (CD Drawings and Specifications)
- 100 Percent Construction Documents/Permit (CD Drawings, Specifications and Code Forms)

## **CONSTRUCTION COSTS**

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Total Construction Cost is undisclosed.

## **ENGINEERING SERVICES DESCRIPTION**

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Our scope of services is limited to the following. Services not included are additional services.

### **Plumbing Engineering Services**

#### **Plumbing Systems**

1. We have assumed that there are no existing plumbing systems within the buildings and all systems will be new.
2. Sanitary drainage, domestic water design from 5 feet outside each building, stubbed and capped at the interior.
3. Plumbing connections (no fixtures or fixture specifications) in the apartment kitchen and bathroom.

## Electrical Engineering Services

### Electrical Utilities Coordination

1. We have assumed that there are no existing electrical systems within the buildings and all systems will be new.
2. Power Utility: revenue meter location/requirements, transformer pad location (if applicable).

### Building Power Distribution

1. Building power distribution design. Design of incoming power with termination at main distribution panel.
2. Egress lighting design and illuminated exit sign placement design per CBC requirements, based on a complete and comprehensive egress plan provided by Architect, indicating occupant load calculations and designated egress paths and exit sign locations.
3. Design of code-required emergency and egress lighting using unit battery equipment as the backup source.

## Fire/Life Safety Engineering Services (OPTIONAL SERVICE)

### Fire Protection Sprinkler Services

1. Performance specifications only based on the following. No drawings are included in this approach.
  - a. State and local code requirements.
2. The design will be performed by the contractor. We will review the design for conformance to our specifications.
3. Preliminary sizing of fire main service and coordination with civil engineer. Incoming fire main location shown on plumbing drawings.
4. Riser location and room size estimate.
5. Determination of need for standpipes.
6. Review of adequacy of water supply for supplying the automatic fire sprinkler systems.

### Fire Detection and Alarm Services

1. Performance specification only based on the following. No device drawings.
  - a. State and local code requirements.
2. The design will be performed by the contractor. We will review the design for conformance to our specifications.

## Prescriptive Envelope Compliance Documentation (OPTIONAL SERVICE)

1. Provide guidance on envelope performance requirements per Title 24-2025 (preliminary guidance document provided upon review of design documents).
2. Provide Prescriptive energy analysis to meet California Title 24-2025.
3. Document and submit analysis results for permit.
4. Respond to city comments.

## **BIDDING/NEGOTIATIONS AND PERMITTING**

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1. Answer questions during bidding phase.
2. Issue addenda as may be required under the original design scope during the bidding phase.
3. Review of substitution requests. Maximum of two reviews per vendor.
4. Respond to jurisdiction permit comments and issue addenda as required to address comments. Maximum of two responses and addenda issuances. Meetings with code officials can be provided as a supplemental service.

## **CONSTRUCTION ADMINISTRATION**

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1. Two reviews of the submittals for each Division are included; additional reviews will be billed at our hourly rates with prior written approval. Fee is based on submittals being provided per Interface standard specifications.
2. Answer RFIs, DCVRs, and construction questions.
3. Issue of ASIs, change orders, plan revisions, etc. generated by others is not included. Additional fees will be submitted for prior approval for these services.
4. Review of change order costs initiated by others is not included.

## **EXCLUSIONS**

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1. Substantial cost reduction requiring redesign after 60% Design.
2. Redesign work associated with substantial floor plan changes after 60% Design.
3. Changes to the MEP design related to change orders initiated by others, supply chain issues, ASIs, and/or value engineering.
4. Construction cost estimates. We will review cost estimator's pricing and provide comments.
5. Life cycle cost analysis for electrical systems.
6. Attendance at prebid and preconstruction meetings.
7. Construction record drawings.
8. Shop drawings, fabrication drawings, and construction coordination drawings.
9. Structural calculations for the seismic restraint and anchorage of equipment.
10. Design of temporary power for construction.
11. Design of building footing drainage and/or sub-slab groundwater drainage.
12. Radon system design.
13. Waterproofing details/requirements for building components.
14. Acoustical analysis, design of noise attenuation requirements, and special vibration isolation requirements for mechanical systems. We will include modifications to our systems per your acoustical consultants' recommendations within our base fee.
15. Determination/interpretation of egress lighting paths with local officials.
16. Work associated with public street lighting or power design.
17. Commissioning of systems.
18. Commissioning participation.
19. Lightning protection system design.
20. Project related services associated with LEED and/or other third-party Green Building Certification.
21. Project related services associated with utility incentives, including energy modeling for custom track incentives, charrettes and incentive documentation.
22. Mechanical system design.
23. Information and Communications Technology (ICT) system design.

**FEE**

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**Fixed Fee**

<b>Project Phase</b>	<b>Plumbing Engineering</b>	<b>Electrical Engineering</b>	<b>Phase Totals</b>
Construction Documents	\$9,100	\$11,100	<b>\$20,200</b>
Bid/Negotiation and Permitting	\$1,100	\$1,300	<b>\$2,400</b>
Construction Administration	\$2,600	\$3,100	<b>\$5,700</b>
<b>Discipline Totals</b>	<b>\$12,800</b>	<b>\$15,500</b>	<b>\$28,300</b>

**Total Fee: \$28,300**

\*Plus reimbursable expenses noted below.

**OPTIONAL SERVICES (ADDITIVE)**

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<b>Project Phase</b>	<b>Fee</b>	<b>Client Initials</b>
Fire/Life Safety Engineering Services	\$7,000	
Prescriptive Envelope Compliance Documentation	\$6,000	
Site visit conducted on an as-requested basis. Cost per person and per site visit.	\$2,000	

**PAYMENT TERMS**

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Standard reimbursable expenses include, but are not limited to: final plots, project mileage to jobsite or meeting locations, parking, shipping, and messenger services.

Billed in addition to the above fee at cost plus 10 percent processing fee.

We will bill fees and reimbursable expenses monthly as services are performed. Payment is due within 60 days of receipt of invoice. Finance charges may be added after that time at a rate of 1.5 percent per month (annual rate of 18 percent). Finance charges will be applied to delayed payments resulting from lack of project funding. Upon aging of fees and reimbursable expenses beyond 90 days, Interface reserves the right to meet with Architect and holder of Prime Contract to determine resolution prior to continuation of services.

This proposal is valid for 90 days from the date first written above. Interface Engineering, Inc (Interface) reserves the right to modify or update this proposal after that date.

## **ADDITIONAL SERVICES**

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Services requested beyond those included in this proposal will be considered extra services and will be billed either at hourly rates listed below or will be estimated on a lump sum basis. Interface may decline to perform additional work until authorization is received in writing.

Additional services will be billed at our standard hourly rates at the time the work is performed\*. Our current standard hourly rates (2026) are:

Senior Principal:	\$385/Hour
Principal:	\$335/Hour
Associate Principal:	\$280/Hour
Associate/Project Manager:	\$265/Hour
Sr. Engineer-Designer:	\$235/Hour
Engineer-Designer:	\$195/Hour
Project Designer-Drafter:	\$175/Hour
Administrative:	\$145/Hour

\*Annual rate changes are expected to be 4% per year.

## **DESIGN-BUILD SERVICES**

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If design-build services are provided, Client acknowledges that Interface will provide performance specifications. In the event that drawings are provided, they will be conceptual drawings only. Conceptual drawings and performance specifications are intended as guidelines for the design of system(s) by the design-build contractor. Conceptual drawings and performance specifications are not intended for use to obtain a building permit or as bid documents. The design-build contractor is responsible for complete design, engineering, permit documents, construction documents, and coordination with architectural, all trades and utilities, and governing jurisdictions and licensing agencies. The design-build contractor is responsible for system quantities, capacities, routing, and installation adequate for its intended use. All detailing by design builder. Client agrees that Interface is not responsible for the design and will indemnify and hold harmless Interface for any and all claims, damages, allegations, and costs, including attorneys' fees at trial, arbitration and on appeal, arising out of the design and installation of design-build systems.

Client acknowledges that Interface's review of submittals by design-build contractor is for the limited purpose of checking for conformance with the performance concept expressed in the contract documents. Interface's review does not constitute approval of safety precautions, means and methods, approval of an assembly, or approval of a component.

Attached is our Standard Provisions of Agreement for Professional Services. If this Proposal and the Standard Provisions of Agreement meet with your approval, please sign below, initial the Standard Provisions, and return to us. By your signature, you acknowledge that you have read the Standard Provisions of Agreement and that you read and agree to the Limitation of Liability paragraph. We will not proceed with the work until this signed Agreement is returned to us. In addition, you represent that you have authority to bind TEF Design. If you have modified this proposal, we will review your modifications. This Agreement shall not be in effect until we sign, accepting your modifications.



Interface Engineering, Inc  
37-39 Soledad Rehabilitation  
January 7, 2026

If you have any questions, please contact this office.

Sincerely,

Wesley Lau, PE, LEED AP  
Principal

WL:ah

Enclosures: Standard Provisions; Revit Deliverables

COMPANY: TEF Design

CONTACT: \_\_\_\_\_  
Lindsey Moder, Associate

\_\_\_\_\_  
Date

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2063 Grant Rd.  
Los Altos, CA, 94024  
Tel: 415.981.9430

Our ref.: DB-01

January 8, 2026

Maryam Rostami  
TEF Design  
1420 Sutter Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94109

**Re: Fee Proposal – Cost Estimating Services for Renovations: 37-39 Soledad Street Project in Salinas, CA (Rev 1)**

Dear Maryam,

Further to your email, we are pleased to offer Cost Estimating services for the above project.

**Scope of Services**

We understand the scope of our services is to prepare cost estimates per following:

- Asian Cultural Experience of Salinas Museum at first floor, mezzanine, rear of second floor, and third floor
- Single Apartment unit at the existing second floor unit; Commercial space at First Floor (rear one story building to be demolished), and open cold shell at second story
- Limited structural work; New utility services (water, electrical); some MEP work.

The estimate will be based on the measurements of quantities from the drawings with composite unit rates reflecting the scope of work and the current market conditions. We will not obtain any bids or opinions of cost from subcontractors unless the work is of such a unique nature that no other cost information is available. No bids or third-party opinions will be obtained without prior approval from the client.

We have included time required to review and discuss our cost estimate with the Design Team and for incorporating any requested revision to the estimate as a result of the Design Team review. We have excluded any time required to reconcile our estimate with another cost estimate prepared by others. We have also excluded time required to attend any meetings or any Value Engineering cost services from this proposal. Should additional work be required, our standard hourly rate of \$255 per hour will apply.

**Fees**

We propose to provide the above services based on the following Fees –



100% SD Cost Estimate (80hrs, \$255/hr.) \$ 20,400

**Total Fees \$ 20,400**

Expenses such as drawing reproduction, courier services, special mailing services (Federal Express, Express Mail etc.), and other abnormal costs are excluded and will be charged at cost plus 0% administration.

Our fees exclude travel costs outside the San Francisco Bay Area, any such travel costs as incurred will be billed separately.

**Payment and Terms**

We will issue a monthly invoice. Payment will be due thirty (30) calendar days.

Our proposal remains open for a period of ninety (90) days. After this time, we will be pleased to review the proposal, make any required amendments, and re-submit for your review and approval.

Work will be completed under the direction of Deo Bhalotia.

We trust that we have interpreted your requirements correctly, if you have any questions or suggested amendments, please do not hesitate to contact the undersigned. If you would like to proceed with the above services, please complete and return the authorization below.

We look forward to working with you on this project.

On behalf of TBD Consultants

On behalf of TEF Design

\_\_\_\_\_

Accepted by: \_\_\_\_\_

Deo Bhalotia  
Associate Principal

Date:

\_\_\_\_\_

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



Lindsey Moder &lt;lindsey@tefarch.com&gt;

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## 37-39 Soledad Street, Chinatown Salinas

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Emily Borland <EB@emilyborland.com>  
To: Lindsey Moder <lindsey@tefarch.com>  
Cc: Maryam Rostami <maryam@tefarch.com>

Fri, Jan 9, 2026 at 3:22 PM

Hi Lindsey,

### Scope

1. Exterior Architectural specs & rehab specs (with Lindsey's assistance), including waterproofing specs.
2. Interior Specs: Architectural specs for 39 Soledad bar restoration; architectural specs for white cold shells.
3. Roof Work is excluded.
4. General Conditions and Requirements (Div. 01) are excluded.
5. 90% CDs: Draft and Final Specs. EBS will compile consultant specs to form a project manual, including a table of contents.
6. Fee: \$16,130

\$9,240 for the draft spec

\$5,180 for the final spec

\$1,960 allowance/hourly rate of \$245/hr (8 hrs) to answer questions/update specs during bidding/CA

Please let me know if you have any questions.

Thanks, Emily

**Emily Borland, Principal Specifier**

**RA, CSI, CCS, CDT, LEED AP, SCIP**

**[Emily Borland Specifications, Inc.](#)**

**[www.emilyborland.com](http://www.emilyborland.com)**

**Phone: 415.971.4222**

**EBS Certifications:**

**WBE & Micro-LBE, San Francisco CMD**

**SB(Micro) & SB-Public Works, CA DGS**

January 7, 2026  
BKF No: 20250631



Ms. Lindsey Moder  
TEF Design  
1420 Sutter Street, 2<sup>nd</sup> Floor  
San Francisco CA 94109  
Transmitted via email [lindsey@tefarch.com](mailto:lindsey@tefarch.com)

**Subject: 37-39 Soledad Street, Salinas  
Civil Engineering Proposal**

Dear Ms. Moder:

BKF Engineers welcomes the opportunity to submit this proposal for civil engineering services associated with the mixed-use project located at 37-39 Soledad Street in the City of Salinas, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

**PROJECT UNDERSTANDING**

Based on your proposal request and information obtained, we understand the project as follows:

*The project proposes to construct Asian Cultural Experience of Salinas Museum at 37 Soledad St first floor, mezzanine, rear of second floor, and third floor. A single apartment unit is proposed at the existing second floor unit. A commercial space is proposed at 39 Soledad Street first floor (rear one story building to be demolished). Open cold shell is currently proposed at the second story.*

*At the time of proposal, no proposed floor plans were provided.*

*BKF's scope is limited to Civil Engineering services including grading, utility connections and erosion control. These will all be completed to a construction document level suitable for City permits and construction. As this is an internal remodel, we have excluded stormwater programming scope from this project.*

*This proposal assumes that public improvements along the project frontages will be limited to new sidewalks, curb & gutter, driveways, and utility service laterals.*

**BASIS OF DESIGN**

Our proposal is based on the following:

1. 37 Soledad Street survey by BKF Engineers, dated September 9<sup>th</sup>, 2025
2. 45 Soledad Street survey by BKF Engineers, dated March 18<sup>th</sup>, 2025

## SCOPE OF SERVICES

### TASK 1: CONSTRUCTION DOCUMENTS

1. **Existing Conditions Review:** BKF will review the existing site constraints and conditions. We will note any potential challenges to development to support the planning and permit processes.
2. **Project Coordination:** BKF will coordinate with the Architect and the design team regarding design concepts and electronic data exchange associated with the Permit Phase. Civil documents will be based on the digital site plan and building footprints provided by the Architect.
3. **Drawings:** We will be sure to prepare all civil-related items listed in the City's submittal checklist. The following plans will be prepared for the permit submittal:
  - a. Civil Cover Sheet
  - b. Notes & Legend
  - c. Existing Conditions
  - d. Public Frontage Improvements
  - e. Utility Plan
  - f. Construction Details
  - g. Sedimentation and Erosion Control Plan.
4. **Design Calculations:** BKF does not expect any calculations to be required for our scope.
5. **Specifications:** BKF will prepare technical specifications in CSI format for elements included in our scope of work.
6. **Meetings:** BKF has budgeted up to a maximum of **sixteen (16)** combined staff hours to attend meetings and participate in conference calls during the construction documents phase. Anticipated meetings include City coordination and internal coordination including a Client Review Meeting at 60% submittal. Attendance at formal hearings such as Planning Commission, City Council, would be considered as additional services and not part the scope and fee provided.
7. **Submittals:** BKF will provide Construction Document submittals at the 60%, 90% and 100% level of completion. We have not included time for additional intermediate coordination sets with this phase of the project. We have assumed that the 90% set will be used for the initial permit submittal. We have included a separate submittal to Cal Water in this scope
8. **Project Approval:** BKF will update the drawings based on agency comments and re-submit for review. We have allocated fee for up to **twenty (20)** combined staff hours to address minor comments that do not change the design of the civil improvements or site plan. We have assumed that no more than two plan submittals will be needed and that the agency will not be utilizing third party plan reviewers.

### TASK 2: BIDDING AND CONSTRUCTION SUPPORT

1. **Bidding Support:** We will assist the owner with the project bidding process. This includes attending answering questions during the bidding period. BKF has allocated up to a maximum of **four (4)** hours of combined staff time to support the project team during the bidding phase.
2. **Construction Support:** BKF has allocated up to a maximum of **sixteen (16)** hours of combined staff time to support the contractor and design team during the construction phase of the project. Anticipated services



include written response to requests for information (RFI's), submittal reviews, substitution requests, informational bulletins, attending pre-construction meetings, site visits to provide clarification of the consultant's design intent for the contractor, Architect or owner, stormwater facility construction observations, punch list walks, and record drawings. This does not include work (site visit, design, and permitting) related to field changes needed to address unknown or unforeseen conditions or changes to the design based on the contractor's sequencing design.

## SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

### 1) Basis of Design and Site Information

- a) **Topographic Survey:** The survey completed by BKF in September 2025 will be utilized for our civil engineering design.
- b) **Title Report:** A current title report for the property will be provided by the owner.
- c) **Geotechnical Report:** A geotechnical report for the project will be provided. At a minimum, this report should address the required paving structural sections, earthwork and compaction recommendations, soil bearing pressures, surcharge pressures, settlement issues, soil infiltration/percolation rates, groundwater levels, and corrosion recommendations.
- d) **Existing Utilities:** Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed. BKF highly recommends that critical facilities be underground service alert (USA) located and potholed during design or prior to construction.
- e) **Potholing:** Potholing services are not included in this proposal unless specifically identified.
- f) **Existing Utility Capacities:** Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.

### 2) Responsibilities

- a) **Civil Engineering Scope Items:** BKF's design tasks are limited to civil work outside of the structure(s) and utility connections 5-feet outside of the structure(s) including: site grading, non-structural concrete pavement, concrete sidewalks, concrete curbs and gutters, asphalt pavement, storm drainage, wastewater, and domestic water/fire water design.
- b) **Architect:** The Architect will be responsible for the overall site plan including accessible routes of travel, details of site accessibility signage, parking counts, site coverage calculations, trash areas/enclosures, fencing and walls. A site plan will be provided by the Architect prior to our beginning design. All work within the building (including any podium, porches, garages, or ramps) will be the Architect's scope of work.
- c) **Site Dry Utilities:** All electric, gas, communications, and lighting improvements will be designed by others, unless specifically included in the civil scope of work.



- d) **Fire System:** Certification of the fire protection system from the point of connection at the public water main to the building sprinkler system must be provided by a properly-licensed fire protection engineer or contractor.
- e) **Site Landscape/Irrigation:** The landscape architect will provide landscape, irrigation design, and layout and details of walks, plazas, trails, entry monuments, walls, and/or fences. The architect and landscape architect will lead the design development efforts for the design, grading, and detailing of interior courtyards, plaza areas, hardscape and landscape areas.
- f) **Structural Details:** Structural calculations, design, and details for such items as reinforced concrete slabs, foundations, pads, vaults, footings, ramps, stairs, sound/site walls, and/or retaining walls will be provided by others. This includes structural design and detailing for storm water treatment elements that retain ground, parking, or buildings foundations.
- g) **Mechanical, Electrical and Plumbing (MEP):** All site HVAC, power, gas, communications, and low voltage improvements, and existing water pressures will be coordinated, designed, and documented by others. MEP will also provide preliminary fire service sizing based on the California Plumbing and Fire Code requirements and provide fire service lateral locations and sizes to BKF.
- h) **Joint Trench Design:** Services to the buildings, main extensions, and/or relocation of existing 'dry' utilities (gas, electric, communication, fiber, etc.) will be led by the joint trench/electrical designers unless otherwise contracted. Any utility relocation/abandonment required is assumed to be coordinated and processed by the Joint Trench Consultant. Dry utilities designed by the joint trench consultant will be shown for coordination purposes only on the civil plans.
- i) **Lighting Design & Photometric Analysis:** Lighting design and photometric analysis for the site and public roadways will be provided by others.
- j) **Traffic Signal Design:** Design or modification of traffic signals is not currently included in our scope of work. BKF can provide these services if the City conditions these improvements to the project.
- k) **Water Design:** Proposal assumes that the project will require new water services for domestic, irrigation, and fire. We have not allocated budget to install public or private fire loops within the development or main extensions within the public right of way.
- l) **Mapping:** We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.
- m) **Cost Estimating:** All cost estimating will be provided by a project estimator. BKF will review the cost estimates for general consistency with the plans.
- n) **Pump Stations:** Pump station design (electrical, mechanical, plumbing, and sitework) is not included in the basic scope of services. We can provide pump station design service as an additional scope item at your request.
- o) **Earthwork:** We do not expect to provide any earthwork calculations.



### 3) CEQA, Entitlement, and Off-Site Improvements/Studies

- a) **CEQA/EIR Consulting:** Some jurisdictions allow project sponsors to provide technical studies to support the CEQA document and review by the sponsor of the administrative draft document. We have not included time for assisting in this effort. Should this be requested, we can provide a separate scope to support this effort.
- b) **Off-Site Improvements:** Off-site improvements are limited to designing new curb cuts along the project frontage and construction of new curb, gutter, sidewalk, and utility services to the public mains within the fronting public roads. If additional off-site improvements are subsequently required, we will notify you of the change in scope and provide an additional service request to cover the new scope.

### 4) Meetings

**Meetings:** Meetings are assumed to be held in the Bay Area or via remote conference. Meeting time requested beyond what we have budgeted is not included in this proposal.

### 5) Phasing, Delivery and Deliverables

- a) **Phasing:** The project will be permitted and constructed in one phase and that construction phasing plan(s), or interim condition plans, will not be required for this project. Proposal does not include preparing and processing split construction permits for demolition, rough grading, backbone utilities, etc.
- b) **Submittals:** All submittals, and the coordination thereof, will be facilitated by the lead consultant and /or owner representative.
- c) **Permits:** Unless otherwise specifically delineated in the scope of services, permit processing, applications, fees, and submittals to local, state, and federal agencies and utility purveyors will be provided by others. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.
- d) **Drawings:** All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.
- e) **Building Information Modeling (BIM):** We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files. We have assumed all conversions will be by the Architect.



## COMPENSATION

BKF proposes to provide the services on a lump sum basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Task	Description	Fee
1	Construction Documents	\$25,500
2	Bidding and Construction Support	\$5,200
	<b>Total Fee</b>	<b>\$30,700</b>

Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

For tasks requested by the owner or Architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 650-482-6475 if you have any questions regarding our scope of services.

Respectfully,  
**BKF Engineers**



Craig Smith, PE, QSD  
Project Manager



Jonathan Tang, PE  
Associate Principal





January 9, 2026

Maryam Rostami  
TEF Design  
1420 Sutter Street  
San Francisco, CA 94109

Re: 37-39 Soledad Street Rehabilitation  
37-39 Soledad Street  
Salinas, CA 93901  
Job No. 2024.294.01

Dear Maryam,

Thank you for considering Tipping for the proposed rehabilitation of 37-39 Soledad Street in the historic Chinatown district of Salinas. We are delighted to work with you on this important renovation.

We have worked with your office under a separate agreement to provide structural content for a Historic Structures Report and structural design work for stabilization work of the existing building. This proposal is related to a separate but related scope of work to design interior renovations for new programming at the building as part of its adaptive reuse plans.

The existing site includes two adjoining buildings constructed in 1942, each two-stories tall and totaling approximately 9,431 square feet of interior space. 37 Soledad Street, also known as the Republic Cafe, is on the National Register of Historic Places and recognized by the State of California as a historic building. A fire in October of 2022, along with much deferred maintenance, has rendered the wood-framed buildings uninhabitable. The building shell, including the primary structure, will be improved as part of the separate stabilization project. The proposed program for the interior rehabilitation improvements includes the following:

**37 Soledad:**

- Asian Cultural Experience of Salinas Museum at first floor, mezzanine, rear of second floor, and third floor.
- A single apartment unit at the existing second floor unit
- Design of a new interior transverse shear wall or braced frame (and associated foundations) as a voluntary seismic upgrade. This element will be integrated into the architectural space plan so as not to interrupt circulation or adversely impact the function of the space.

**39 Soledad:**

- Commercial space at first floor
- Demolition of rear one story building
- Open cold shell at second story

Given the lack of design development for the proposed program, aside for the specific voluntary seismic retrofit element (interior shear wall or braced frame), the scope of structural engineering required for the design is not clear at this time. The structural scope may be limited or non-existent for the rehabilitation, although it is possible structural consulting and design could be required for miscellaneous items such as the following:

- Framing modifications for MEP upgrades
- Trenching coordination and patch back details at SOG for new plumbing
- Framing evaluation for heavy loads (servers, operable partitions, other items)
- Seismic anchorage for suspended elements (soffits) or partial height walls
- MEP equipment or solar anchorage
- Design of new openings or supports for improved vertical circulation (elevators)

**SCOPE OF STRUCTURAL ENGINEERING SERVICES**

This proposal includes structural engineering services for the scope of work described above. Our basic services consist of the analysis, design, detailing, and specifications for the structural portions of the project and include construction services to review fabrication drawings, respond to clarification requests, and make periodic observations related to structural components and systems.

Our tasks, milestones, responsibilities, and deliverables for the project at each phase are described in detail below:

**Construction Documents**

- Attend regularly scheduled meetings with the owner, contractor, and design team to develop design strategies and establish key parameters.
- Create computational models for the proposed structural modifications and perform detailed analyses demonstrating adequacy for gravity, wind, and earthquake loading.
- Review the effects of secondary or nonstructural elements and design the components

required for their support.

- Prepare complete sets of drawings, structural note specifications, and calculations documenting the structural work for bidding, approvals, and construction of the project, including progress deliverables at 60% and 90% milestones.
- Establish testing and inspection requirements for all structural materials and workmanship.

### **Approvals and Bidding**

- Respond to plan check comments and revise plans as necessary.
- Advise and consult with client and architect during the solicitation and evaluation of contractor bids
- Issue final construction documents and addenda for construction.

### **Construction Administration**

- Attend a pre-construction conference to answer questions about design intent or interpretation of the documents, and to examine the contractor's understanding of the project and its requirements.
- Review fabrication drawings and construction submittals for overall compliance with the structural portion of the contract documents. We assume a single round of review of complete, coordinated, and timely submittal packages that are reviewed and approved by the contractor prior to review by our office.
- Review inspection and test reports for items detailed on the structural drawings or called out in the specifications. Take necessary action on reports indicating non-conforming items. This excludes significant design revisions that may result from non-conformance with and deviations from the contract documents.
- Respond to questions from the client and/or special inspector regarding interpretation of the structural portion of the contract documents.
- Respond to contractor RFIs. This excludes redesign effort or significant changes to the approved plans due to contractor's means and methods or requests for substitution. This also excludes the design of repair or remediation measures for damaged or inadequately performed work.
- Visit the construction site at appropriate times to observe the progress of construction and its general conformance to structural drawings and specifications. We estimate that the project would include up to two (2) site visits during construction for periodic structural observation.

This excludes site visits for inspection, field coordination, troubleshooting, repair or remediation of damaged or inadequately performed work, and quality control efforts.

**FEES**

Owing to the uncertainty in the scope required, we propose to provide basic structural engineering services on a time and materials basis. We estimate our fees will be in the range of \$35,000-\$45,000 although we caution this fee could increase somewhat significantly if extensive structural work is required (i.e. a scenario where a new elevator with pit and penthouse is required in conjunction with a new custom stair, extensive framing strengthening for equipment or occupiable roof loads, and the design and anchorage of 5 to 10 interior architectural elements such as moveable partitions, soffits, partial height walls, etc.)

If you find this proposal acceptable, please sign and return a copy as our authorization to proceed. Again, thank you for considering Tipping as part of your team for this project. We look forward to working with you. Please do not hesitate to contact us if you have any questions.

Sincerely,



Marc Steyer, SE, LEED AP  
Principal

Accepted:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

BASIC SERVICES		FIRM						
Rehabilitation CD Tasks		TEF Design Architect	Tipping Engineers** (Structural Engineer)	BKF Engineers (Civil Engineer)	Interface Engineers (MEP)	Emily Borland (Specs)**	Total	
<b>60% Construction Documents (6 weeks)</b>								
1.1	Develop Construction Documents	\$27,100	\$15,000	\$12,750	\$16,600	-	<b>\$71,450.00</b>	
1.2	Client Review Meeting	\$2,060	-	-	-	-	<b>\$2,060.00</b>	
1.3	Bi-weekly Project Meetings (3)	\$2,720	-	-	-	-	<b>\$2,720.00</b>	
1.4	Project Management + QC	\$5,910	-	-	-	-	<b>\$5,910.00</b>	
Task 2 Sub-total							<b>Task 2 Sub-Total</b>	<b>\$82,140.00</b>
<b>90% Construction Documents (6 weeks)</b>								
2.1	Develop Construction Documents	\$29,900	\$15,000	\$12,750	\$16,600	-	<b>\$74,250.00</b>	
2.2	Develop/ Review Technical Specifications	\$12,720	-	-	-	\$14,170	<b>\$26,890.00</b>	
2.3	Prepare Permit submission to City	\$650	-	-	-	-	<b>\$650.00</b>	
2.4	Bi-weekly Project Meetings (3)	\$2,470	-	-	-	-	<b>\$2,470.00</b>	
2.5	Project Management + QC	\$7,100	-	-	-	-	<b>\$7,100.00</b>	
Task 2 Sub-Total							<b>Task 2 Sub-Total</b>	<b>\$111,360.00</b>
<b>Conformed Set (100% Construction Documents) (3 weeks)</b>								
3.1	Respond to City Questions/ attend meeting with review staff (virtual)	\$3,540	-	-	-	-	<b>\$3,540.00</b>	
3.2	Revise Drawings	\$12,480	-	\$2,000	\$2,400	-	<b>\$16,880.00</b>	
3.3	Revise Specifications	\$3,000	-	-	-	-	<b>\$3,000.00</b>	
3.4	Bi-weekly Project meetings (2)	\$840	-	-	-	-	<b>\$840.00</b>	
3.5	Respond to Bidders Questions/ Review Bidder RFP/ Attend Bid Walk	\$5,700	-	-	-	-	<b>\$5,700.00</b>	
3.6	Project Management	\$3,040	-	-	-	-	<b>\$3,040.00</b>	
Task 3 Sub-Total							<b>Task 3 Sub-Total</b>	<b>\$33,000.00</b>
<b>Construction Administration and Project Close-out (assume 12 month construction duration)</b>								
4.1	Review GC Schedule	\$1,180	-	-	-	-	<b>\$1,180.00</b>	
4.2	Respond to RFIs (up to 30)	\$14,750	\$15,000	\$3,200	\$5,700	\$1,960	<b>\$40,610.00</b>	
4.3	ASKs (up to 15)	\$7,815	-	-	-	-	<b>\$7,815.00</b>	
4.4	Submittal Review (up to 25)	\$15,990	-	-	-	-	<b>\$15,990.00</b>	
4.5	ASIs (up to 15)	\$9,390	-	-	-	-	<b>\$9,390.00</b>	
4.6	Change Order review (up to 15)	\$5,190	-	-	-	-	<b>\$5,190.00</b>	
4.7	Contractor Pay Application Reviews (up to 12)	\$3,060	-	-	-	-	<b>\$3,060.00</b>	
4.8	OAC Meetings - virtual (24)	\$5,400	-	-	-	-	<b>\$5,400.00</b>	
4.9	Site Walks (6)	\$17,700	-	-	-	-	<b>\$17,700.00</b>	
4.1	Punch walk and write up (2)	\$7,900	-	-	-	-	<b>\$7,900.00</b>	
Task 4 Sub-Total							<b>Task 4 Sub-Total</b>	<b>\$114,235.00</b>
<b>Reimbursable Expenses</b>		<b>\$1,825.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$3,325.00</b>	
						<b>TOTAL</b>	<b>\$344,060.00</b>	
** Allowance provided by this consultant See Exhibit B for Consultant Proposals								