



June 9, 2026

TO:

Grant Leonard
Planning Manager
City of Salinas
Community Development Department
65 West Alisal Street, 2nd Floor
Salinas, CA 93901
grant.leonard@salinas.gov

Re: Additional Service Request for Schematic Design of the Asian Cultural Experiences of Salinas Museum

Dear Grant,

We are pleased to present this additional service request to assist ACES in the schematic design of the Asian Cultural Experiences of Salinas Museum, to be located in the rehabilitated former Republic Cafe at 37-39 Soledad Street in Salinas. Schematic design will be built upon previous programming and conceptual design activities and the initial floor plan accepted by the City on 02/10/2025, but will adapt these materials to ACES' operational and design goals.

PROJECT LOCATION

Former Republic Cafe, 37 Soledad St., Salinas, CA 93901

REFERENCES

37-39 Soledad Stakeholder Engagement meeting with Community stakeholders, TEF Design and City of Salinas, 10/27/2025

Current conceptual design floor plans reflecting minor revisions from conceptual design plans

BACKGROUND AND PROJECT DESCRIPTION

The Republic Cafe at 37 Soledad Street was designed and constructed in 1942 and owned by the prominent local Salinas Chinatown family of Wallace Ahtye. 39 Soledad, historically the Lotus Inn, is directly adjacent the Republic Cafe (with a shared party wall) and was constructed the year before in 1941, also for Wallace Ahtye. These two addresses are considered one building. This building played an important part in the development of Salinas' Chinatown. 39 Soledad was listed in the National Register of Historic Places in 2011, and is a State and local landmark. TEF recently prepared a Historic Structure Report (HSR) for the building and found 37 Soledad also eligible for listing in the National Register. Both addresses were recognized as historic resources in the Salinas 1989 Historical and Architectural Resources and Survey Plan.

The City of Salinas Community Development Department has recently purchased the building. They have engaged TEF Design for completion of an Historic Structures Report (HSR) (completed), emergency building stabilization including structural strengthening and addition of a fire protection system (submitted for permit), and building rehabilitation which will incorporate future uses of a museum, bar/restaurant, residential unit and office suite (design in progress).

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The intent of this proposal is to assist ACES in developing a clear concept for the Museum, a floor plan that supports their operational needs, an interior palette of finishes, lighting and casework that complements the museum's collection, and renderings that could be used to fundraise for the next phases of the project, including the mounting of exhibits and operation of the Museum. Once defined, the design decisions will be integrated into the Schematic Design drawings and specifications.

SCOPE of SERVICES

Our understanding of the scope of work and project assumptions is listed below. Any variance from the items outlined below may require a revision to the proposed fees.

Task 1: Programming & Concept Design

The primary scope of work of this phase is a series of three (3) Stakeholder Engagement meetings with associated prepared materials and deliverables listed below. Proposed meetings are each virtual and a two-hour duration.

Note that some physical material samples may need to be shared to support the proposed meetings. TEF will mail physical materials to the City of Salinas for placement in a location where stakeholder participants can view materials in advance of a subsequent meeting.

Meeting #1: Establish Floor Plan and Space Use Guidelines

TEF brings:

- ACES Questionnaire (distributed in advance as a Google Form)
- Proposed program, floor plan and 3D views (white model)

ACES brings:

- Completed questionnaires
- Examples of pieces in the ACES collection
- General description of artifact quantities

Decisions made:

- Identify adjustments required to floor plan
- Identify types and quantities of artifacts to be displayed and stored
- Identify various uses of museum spaces

Meeting #2: Establish Material Concept

TEF brings:

- Revised floor plan and 3D views adjusted to reflect revisions (white model)
- 2-3 Preliminary material palette concepts and material types (precedent images)
- Preliminary diagram of millwork and furniture types and placement

ACES brings:

- Report out on follow-ups from previous meeting, if any
- Review of notes from previous meeting and acknowledgement / acceptance of documented decisions

Decisions made:

- Sign-off on floor plan
- Consensus around preferred material palette concept images and material types
- Consensus around millwork and furniture types and placement

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Meeting #3: Select Material Palette

TEF brings:

- Final floor plan
- 2-3 Material Palette proposals to include material samples, light fixture types, and use of the 3D model to indicate arrangement of materials in space
- Development of millwork to establish design intent at each location

ACES brings:

- Report out on follow-ups from previous meeting, if any
- Review of notes from previous meeting and acknowledgement / acceptance of documented decisions

Decisions made:

- Consensus around preferred material palette components and arrangement
- Consensus around millwork development

Final Deliverables:

- Final Floor Plan
- Material Palette which includes: Interior finishes; Breakroom and restroom fixtures & finishes; Millwork finishes
- Millwork types, locations and preliminary design
- Light fixtures types and locations
- Three (3) rendered views showing final space configuration and materiality
- Cost estimate for rehabilitation of overall building will include this scope of work (cost estimating service previously approved and not included in this ASR)

Task 2: Schematic Design Documentation

This task integrates decisions made during Programming and Concept Design into the Schematic Design drawings and specifications so that project documentation reflects the design intent and represents an accurate basis for pricing.

Final Deliverables:

- Schematic Design drawings representing ACES' preferred design, including floors plans and first floor reflected ceiling plan
- Schematic Design narrative, including basis of design specifications, representing ACES' preferred design

SCHEDULE

The work can begin upon approval. A nine week duration is anticipated with two weeks of preparation prior to each Stakeholder meeting and one week of follow-up.

ASSUMPTIONS

In determining TEF's scope of work under this Agreement, TEF has made the following assumptions:

1. All studies shall comply with current codes.
2. Regular meetings shall be conducted online via Zoom.
3. TEF's work will be drawn in REVIT software.
4. ACES museum will not inhabit any portion of 39 Soledad

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EXCLUSIONS

This Letter of Agreement specifically excludes the following:

1. Work related to the investigation or handling of Hazardous Materials.
2. Materials testing and inspections or selective demolition.
3. Geotechnical Investigations.
4. Site surveys outside those noted in Exhibit A, including but not limited to; utilities, topographic, floor leveling, window surveys, etc.
5. In person meetings and/or site visits other than those described in the Scope of Work
6. Changes to previously approved work and/or work beyond the scope of this agreement.
7. Unreasonable delays in the progress of the work through no fault of TEF.
8. Coordination or provision of any engineering or design consultants not included in this proposal.
9. Field measuring of any existing spaces.
10. Preparation for, or attendance at, hearings before any commissions, boards or agencies.
11. Preparation of physical models or presentation renderings prepared by outside professional artists.
12. Furniture selection
13. Mechanical, electrical and plumbing design
14. Architectural phases of work other than Schematic Design
15. Signage and branding

TEF would be pleased to provide written additional service proposals for any of these items, if requested, except for Items #1 through #4.

FEES

We propose to perform services on a percent complete basis to be invoiced monthly per the fee summary table below. I am pleased to offer my services on a pro-bono basis, you will see that reflected in the detailed task and fee summary - included as Exhibit A.

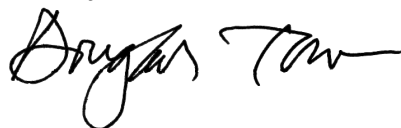
Fee Summary Table

TEF Design	Task 1: Programming and Concept Design	\$28,040
	Task 2: Schematic Design Documentation	\$20,960
	TOTAL	\$49,000

CONCLUSION

Please feel free to contact me with questions or comments.

Sincerely,



Doug Tom, FAIA
Principal
TEF Architecture & Interior Design, Inc.

ATTACHMENTS

Exhibit A: Task & Fee Summary

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EXHIBIT A

TEF Design
ACES Museum at 37 Soledad
Date: June 9 2026

TASK & HOURS SUMMARY: Architectural Services

SCOPE of SERVICES

PROGRAMMING + CONCEPT DESIGN		HOURS & FEES						
TASKS		Principal	Rate \$0.00	Project Manager	Rate \$200.00	Arch III	Rate \$190.00	Total Fee
1.1	Three workshops with ACES. Includes preparing presentation slide deck, workshop attendance and meeting notes.	6	\$0.00	9	\$1,800.00	12	\$2,280.00	\$4,080.00
1.2	Develop Questionnaire. Includes drafting questions, distribution and input analysis.	1	\$0.00	2	\$400.00	4	\$760.00	\$1,160.00
1.3	Develop 3D model and render views using Rhino and Enscape. Includes development from preliminary white model views through final high quality renders with three rounds of intermediate process renders.	2	\$0.00	6	\$1,200.00	40	\$7,600.00	\$8,800.00
1.4	Develop Material Palette. Includes aggregating precedent images, product samples and integrating materials into 3D model	4	\$0.00	12	\$2,400.00	20	\$3,800.00	\$6,200.00
1.5	Develop Millwork Package. Includes producing a plan diagram and developing millwork types through 3D model from massing through design intent	2	\$0.00	4	\$800.00	16	\$3,040.00	\$3,840.00
1.6	Develop Light Fixture Package: Includes aggregating light fixture options	1	\$0.00	4	\$800.00	4	\$760.00	\$1,560.00
1.7	Coordination, meetings and project administration	0	\$0.00	12	\$2,400.00	0	\$0.00	\$2,400.00
	Total	16	\$0.00	49	\$9,800.00	96	\$18,240.00	\$28,040.00

SCHEMATIC DESIGN DOCUMENTATION		HOURS & FEES						
TASKS		Principal	Rate \$0.00	Project Manager	Rate \$200.00	Arch III	Rate \$190.00	Total Fee
2.1	Integration of concept design outcomes into Schematic Design drawings	2	\$0.00	16	\$3,200.00	32	\$6,080.00	\$9,280.00
2.2	Integration of concept design products and materials (i.e. finishes, millwork, lighting), into	2	\$0.00	12	\$2,400.00	32	\$6,080.00	\$8,480.00
2.3	QA/QC review	2	\$0.00	8	\$1,600.00	0	\$0.00	\$1,600.00
2.4	Coordination, meetings and project administration	0	\$0.00	8	\$1,600.00	0	\$0.00	\$1,600.00
	Total	6	\$0.00	44	\$8,800.00	64	\$12,160.00	\$20,960.00

COMBINED TOTAL	\$49,000.00
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