



July 10th, 2023
Christina Gonzalez, Community Development Analyst
Community Development Department
City of Salinas
65 W. Alisal Street, 2nd Floor
Salinas, CA 93901
cristinag@ci.salinas.ca.us

Agreement No. 23CDBG03

Re: Project Management and Design Consultant Services for Sherwood Recreation Center (Phase 4)

CSG Consultants, Inc. (CSG) is pleased to submit this Proposal to assist the City of Salinas (City) with the design and project and construction management for miscellaneous improvements to the Sherwood Recreation Center (Phase 4).

Peykan Abbassi, PE, will serve as the Point of Contact to perform the project and construction management services for this Project. Mr. Abbassi brings over 30 years of facility and engineering management experience for large and small projects in municipal government. His contact information is as follows:

3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868
(714) 568-1010 phone | (818) 800-6326 cell | peykana@csgengr.com

Scope of Work

CSG will act as an extension of the City's staff managing the Project(s), communicating with the City staff, design consultant, and stakeholders. Tasks that CSG will be responsible for include the project management and design consultant services as follows:

- Complete design plans, specifications (short form) and permitting.
- Project management and coordination including consultant administration and contract management. Constructability reviews.
- Provide bid and award support.
- Complete CEQA.
- Complete NEPA requirements per additional city scope, discussed in April 27th, 2023 meeting.
- Monitor all expenditures and track grant funding.
- Provide construction management and inspection support (a fee for this work is yet to be determined).

Work Breakdown and Proposed Fee

Please see the attached schedule of fees for a detailed breakdown.

Exclusions

The following is a list of assumptions and other contractual provisions that will be required by CSG to complete the required work:

1. This scope of work does not include a geotechnical soils report. CSG assumes that the project can be completed within the guidelines allowed by the code.
2. Technical Studies (environmental site assessments, photometric lighting studies) can be provided as an additional service to the City.
3. This proposal does not include additional phasing. Additional cost will be required for multiple stage construction components.

Should additional work be required beyond the scope of work enumerated in this letter, whether it be due to unforeseen site conditions or Owner requests, additional work shall be compensated either on a T&M basis or fixed fee as requested by the Client.

We look forward to working with the City of Salinas on this Project. If you have any questions or require additional information, please contact Cyril Charles, P.E., Sr. Project Manager (cyril@csgengr.com) or me in the contact information provided below.

Sincerely,



Peykan Abbassi, PE, *Vice President*
(818) 800-6326 cell,
peykana@csgengr.com

Attachment:

1. Sherwood Recreation Center Project Fee Schedule
2. MEI Fee Proposal dated April 24, 2023
3. MEI Design Schedule
4. Salinas "RFQ for the PM and Design Consultant Services of Multiple Public Facilities and Improvement Projects" dated November 18, 2022

City of Salinas' approval for performance and compensation



Francisco Brambila
Acting Planning Manager

Lisa Brinton, Director

Staffing Plan and Cost Proposal for Design and Project Management Services for the Sherwood Recreation Center Project

		2023															TOTAL HOURS	HOURLY RATE 2023	HOURLY RATE 2024	TOTAL COST	
ROLE	STAFF	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14	WK 15					
TASK 1.0: DESIGN PHASE																					
Principal Engineer	Peykan Abbassi	2.0	2.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.0	2.0	25	\$250.00		\$6,125.00	
Sr. Project Manager	Cyril Charles	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	120	\$235.00		\$28,200.00	
Sr. Engineers (Constructability Review)	TBD	0	0	0	0	0	0	0	0	0	0	0	16	16	0	0	32	\$235.00		\$7,520.00	
Asst. Project Manager	Bronwyn Callero	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	30	\$140.00		\$4,200.00	
TASK 2.0: BID and AWARD																					
ROLE	STAFF	WK 16	WK 16	WK 16	WK 16																
Principal Engineer	Peykan Abbassi	0	0	0	0												0	\$250.00		\$0.00	
Sr. Project Manager	Cyril Charles	4	4	4	4												16	\$235.00		\$3,760.00	
Asst. Project Manager	Bronwyn Callero	4	4	4	4												16	\$140.00		\$2,240.00	
TASK 3.0: CONSTRUCTION																					
ROLE	STAFF	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH					
Principal Engineer	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$250.00		\$0.00	
Sr. Project Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$235.00		\$0.00	
Construction Manager (Associate Engineer)	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$185.00		\$0.00	
Construction Inspector	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$165.00		\$0.00	
Asst. Project Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$140.00		\$0.00	
TASK 3.0: POST CONSTRUCTION																					
Construction Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$185.00		\$0.00	
Document Control	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$140.00		\$0.00	
SUB-TOTAL		0	0	0	0	0	0	0	0	0	0	0	11.5	27.5	27.5	12	12	91			\$52,045.00

Sub-Consultant Cost		TOTAL COST
MEI (Design Consultants)		\$136,164.00
CEQA Consultant (TBD)		\$3,720.00
NEPA Consultant (Additional scope requested by city, environmental clearance required by funding source - TBD)		\$45,000.00
SUB-TOTAL		\$184,884.00
Additional Services		TOTAL COST
MEI (Design Consultants) CAD Backgrounds		\$12,992.00
TOTAL COST		\$236,929.00

- Notes:
- Overtime will be billed in accordance with our Master Agreement Fee Schedule.
 - Construction and Post-Construction Phase costs and staffing are not included and will be based on the estimated construction costs from the developed design.

Contract Change Order #1

(To be included in the following pages)

Staffing Plan and Cost Proposal for Design and Project Management Services for the Sherwood Recreation Center Project

		2023															TOTAL HOURS	HOURLY RATE 2023	HOURLY RATE 2024	TOTAL COST	
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Sr. Project Manager	Cyril Charles	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	120	\$235.00		\$28,200.00	
Sr. Engineers (Constructability Review)	TBD	0	0	0	0	0	0	0	0	0	0	0	16	16	0	0	32	\$235.00		\$7,520.00	
Asst. Project Manager	Bronwyn Callero	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	30	\$140.00		\$4,200.00	
TASK 2.0: BID and AWARD																					
ROLE	STAFF	WK 16	WK 16	WK 16	WK 16												TOTAL HOURS	HOURLY RATE 2023	HOURLY RATE 2024	TOTAL COST	
Principal Engineer	Peykan Abbassi	0	0	0	0												0	\$250.00		\$0.00	
Sr. Project Manager	Cyril Charles	4	4	4	4												16	\$235.00		\$3,760.00	
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TASK 3.0: CONSTRUCTION																					
ROLE	STAFF	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	TOTAL HOURS	HOURLY RATE 2023	HOURLY RATE 2024	TOTAL COST	
Principal Engineer	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$250.00		\$0.00	
Sr. Project Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$235.00		\$0.00	
Construction Manager (Associate Engineer)	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$185.00		\$0.00	
Construction Inspector	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$165.00		\$0.00	
Asst. Project Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$140.00		\$0.00	
TASK 3.0: POST CONSTRUCTION																					
Construction Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$185.00		\$0.00	
Document Control	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$140.00		\$0.00	
SUB-TOTAL		0	0	0	0	0	0	0	0	0	0	0	11.5	27.5	27.5	12	12	91			\$52,045.00
Sub-Consultant Cost																					
																		TOTAL COST			
																		\$136,164.00			
																		\$3,720.00			
																		\$45,000.00			
																		\$184,884.00			
Additional Services																					
																		TOTAL COST			
																		\$12,992.00			
																		\$12,992.00			
																		\$249,921.00			

Notes:
1. Overtime will be billed in accordance with our Master Agreement Fee Schedule.
2. Construction and Post-Construction Phase costs and staffing are not included and will be based on the estimated construction costs from the developed design.



03 July 2023

Mr. Peykan Abassi
Vice President, Engineering So Cal
CSG Consultants, Inc
3707 W. Garden Grove Blvd, Ste 100
Orange, CA 92868
peykan@csgengr.com

Re: City of Salinas; Add Service 1, CAD backgrounds
MEI Project # 821

Dear Peykan:

Per CSG's request, we are submitting this request to prepare CAD backgrounds for the Chinatown Navigation Center and Sherwood Recreation Center projects.

As noted in our original scoping and fee proposal from April 2023, we observed that the PDFs given to MEI Architects were based on CAD drawings prepared by the previous AOR for the two facilities. We assumed that CAD backgrounds would be made available to the team and noted that in our proposal. Since the City has been unable to obtain these files, we need to create new backgrounds for the two projects.

Navigation Center: The PDFs provided to us are complete enough to where this should be a relatively simple drafting exercise to create backgrounds for our MEP consultant. We have budgeted 16 hours of draftsman time and 4 hours of principal time to perform this task.

Sherwood Recreation Center: As noted previously, there appears to have been at least 3 phases of work done at the Sherwood Center and we have only been provided with Phase 1 and Phase 3 drawings. These drawings, while prepared on CAD, are much more limited in information than the Chinatown Navigation Center drawings. Phase 1 was the original demolition of the pool and infill. Phase 3 was the more recent interior renovation work which gives us our current plan. While the basic room layouts are present, we will need to come down to the site to take measurements and photos so we can accurately locate these elements and create exterior elevations that are accurate enough to prepare our work from. We will need to do this in 3 phases; initial creation of CAD plans so we can prepare plots to bring down for our site visit, followed by final drafting of plans.

We will prepare the projects in Revit and the database will be turned over to the City after completion of the project. While this work will allow us to proceed with the design work, there may be some critical information in the missing Phase 2 Sherwood drawings that will shed some light on the construction of the infill wall on the south side of the gymnasium space. We can only guess as to what foundation exists under the infill walls and we were informed that there was a potential water intrusion issue at the base of that wall, so we can only design to the information that we have been given or to what is observable to the eye.

Our fee for the scope listed above.

Classification	Billing Rate				
Principal in charge	\$265.00	Michael Wang			
Project Manager	\$211.64				
Designer 1	\$156.29				
Designer 2	\$136.75	Grace Lai			
MEI Fees	HOURS				
Staff	Principal	PM	Design1	Design2	
Rate	\$265.00	\$211.64	\$156.29	\$136.75	
\$ 3,248.00	4			16	CNC Drafting
\$ 3,248.00	4			16	Sherwood initial drafting
\$ 3,214.00	8			8	Sherwood/Site Visit
\$ 6,530.00	4			40	Sherwood follow up drafting
\$ -					
\$ -					
\$ -					
\$ -					
\$ 16,240.00	20	-	-	80	Total labor
\$ 146.30					Travel
\$ 16,386.30					Total

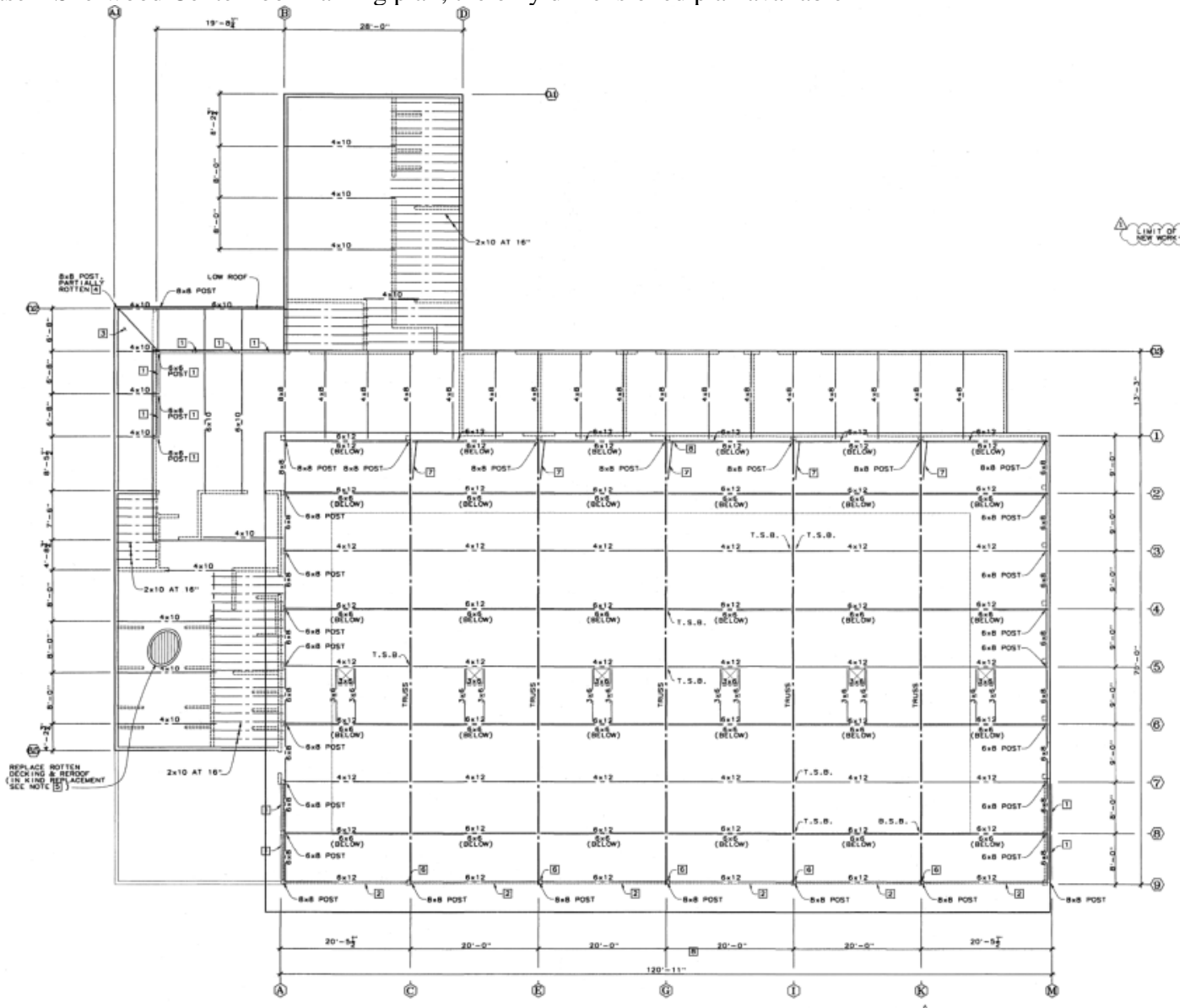
Our proposed fee for this project includes costs for the 220 mile round trip from SF.

Regards,

Michael Wang
Principal, MEI Architects

Attachment: Sherwood Recreation Center Phase 1 roof plan and Phase 3 Architectural Plan

Phase 1 Sherwood Center roof framing plan; the only dimensioned plan available



ROOF FRAMING PLAN

1/8" = 1'-0"

SEE ALSO ROOF PLAN DRAWING A3



LIMIT OF WORK

REPLACE ROTTEN
DECKING & RE-ROOF
IN KIND. REPAIR
SEE NOTE (1)

6x8 POST,
PARTIALLY
ROTTEN (1)

LOW ROOF

2x10 AT 16"

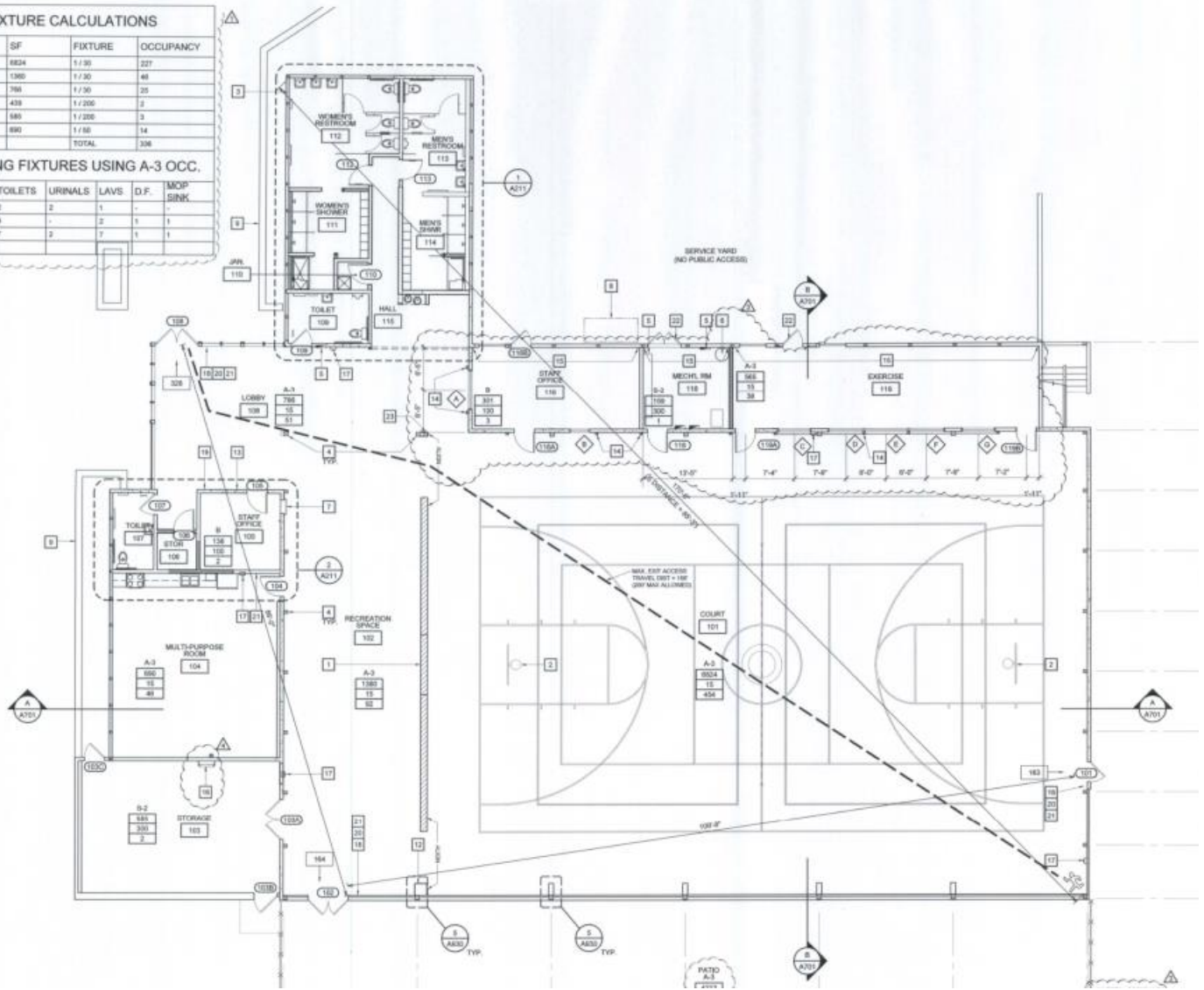
Phase 3 Sherwood Recreation Center Architectural Plan

PLUMBING FIXTURE CALCULATIONS

	SF	FIXTURE	OCCUPANCY
OFFICE	8824	1/30	227
TRON SPACE	1360	1/30	40
	764	1/30	25
	439	1/200	2
E	880	1/200	3
E	890	1/80	14
TOTAL			336

PLUMBING FIXTURES USING A-3 OCC.

	TOILETS	URINALS	LAVS	D.F.	MOP SINK
B	2	2	1	-	-
(180)	4	-	2	-	-
D	7	2	7	1	1



Contract Change Order #2

(To be included in the following pages)

Staffing Plan and Cost Proposal for Design and Project Management Services for the Sherwood Recreation Center Project

		2023															TOTAL HOURS	HOURLY RATE 2023	HOURLY RATE 2024	TOTAL COST	
ROLE	STAFF	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14	WK 15					
TASK 1.0: DESIGN PHASE																					
Principal Engineer	Peykan Abbassi	2.0	2.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.0	2.0	25	\$250.00		\$6,125.00	
Sr. Project Manager	Cyril Charles	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	120	\$235.00		\$28,200.00	
Sr. Engineers (Constructability Review)	TBD	0	0	0	0	0	0	0	0	0	0	0	16	16	0	0	32	\$235.00		\$7,520.00	
Asst. Project Manager	Bronwyn Callero	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	30	\$140.00		\$4,200.00	
TASK 2.0: BID and AWARD																					
ROLE	STAFF	WK 16	WK 16	WK 16	WK 16																
Principal Engineer	Peykan Abbassi	0	0	0	0												0	\$250.00		\$0.00	
Sr. Project Manager	Cyril Charles	4	4	4	4												16	\$235.00		\$3,760.00	
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TASK 3.0: CONSTRUCTION																					
ROLE	STAFF	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH	MTH					
Principal Engineer	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$250.00		\$0.00	
Sr. Project Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$235.00		\$0.00	
Construction Manager (Associate Engineer)	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$185.00		\$0.00	
Construction Inspector	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$165.00		\$0.00	
Asst. Project Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$140.00		\$0.00	
TASK 3.0: POST CONSTRUCTION																					
Construction Manager	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$185.00		\$0.00	
Document Control	TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$140.00		\$0.00	
SUB-TOTAL		0	0	0	0	0	0	0	0	0	0	0	11.5	27.5	27.5	12	12	91			\$52,045.00

Sub-Consultant Cost		TOTAL COST
MEI (Design Consultants)		\$136,164.00
CEQA Consultant (TBD)		\$3,720.00
NEPA Consultant (Additional scope requested by city, environmental clearance required by funding source - TBD)		\$45,000.00
SUB-TOTAL		\$184,884.00
Additional Services		TOTAL COST
MEI (Design Consultants) CAD Backgrounds 08.30.2023 (Add Service #1)		\$12,992.00
MEI Design Fee Proposal for Misc. Scope Changes 08.30.2023 (Add Service #2)		\$26,442.00
CSG Fee Proposal for Misc. Scope Changes (Add Service #2)		\$3,966.00
SUB-TOTAL		\$43,400.00
TOTAL COST		\$280,329.00

- Notes:
- Overtime will be billed in accordance with our Master Agreement Fee Schedule.
 - Construction and Post-Construction Phase costs and staffing are not included and will be based on the estimated construction costs from the developed design.



30 August 2023

Mr. Charles Cyrill
CSG Consultants, Inc
3707 W. Garden Grove Blvd, Ste 100
Orange, CA 92868
peykan@csgengr.com

Re: City of Salinas; Add Service 2, Misc scope changes at CNC and Sherwood Center
MEI Project # 821

Dear Charles:

During our site visit of 8/16/23 and subsequent communication with the City, various changes to the original scope of the project have been made. This additional service is meant to capture the additional design costs anticipated by the Design team to assist with the completion of the project.

Navigation Center:

1. The existing building was discovered to have only two roof drains, with no overflow drains, one of which was visibly plugged with debris. During the site visit of 8/16/23, it was discussed and agreed with Mr. John Falkenberg, that both internal roof drains should be replaced with a roof scupper with and overflow. The existing roof drain will be capped off and all roof drainage diverted to the new scupper drain. MEI estimates this to require additional time detailing the new wall penetration and repair to the existing roof membrane system to incorporate new roof scupper drains. There is no MEP cost associated with this work. We estimate this to take 4 hours of principal time and 12 hours of drafting/design time to complete this work.
2. Laundry Room: The City discussed the desire to replace the existing residential grade washer and dryers with more robust commercial/industrial type machines. To this date, we have discussed via email different types of washer/extractors and dryers and the need for additional expertise to make recommendations to the City as it involves an analysis of the use and anticipated laundry load as well as staff operation of the machines. This is beyond the expertise of this design team and we recommend that CSG/City of Salinas retain an independent consultant experienced with commercial laundry operations to make final recommendations on this matter. Based on our talk today, 8/30/23, we understand that the desire is to use a commercial grade washer that is not physically attached to the structure. We will look into options for this, but have included \$850 of RPM time for structural analysis and 8 hours of principal time and 8 hours of draftsman time for MEI for research and incorporation of final recommendation/selection by the City. It is assumed that we will be able to use the existing infrastructure/utilities in the room to support the replacement equipment. There is no provision to accommodate any sorting/storage beyond the available space in the existing laundry room.

Sherwood Recreation Center:

1. During our previous site walks, we discussed and confirmed the removal of the abandoned stair and associated roof structure at the NE corner of the center. There is no added cost for this work.
2. During our 8/16/23 site visit, the City asked us to remove the existing CMU screen walls on the west side of the building in front of the multipurpose room on the west side and the Women's restroom and shower on the north side of the building. As part of this work, we agreed to add a parapet to the top of the women's restroom wing to match the existing CMU wall that will remain. We are requesting \$3,300 for RPM to perform structural analysis for this work, including the new parapet design, and 8 hours of principal time and 24 hours of draftsman time for the additional design work in these areas.
3. During our 8/16/23 site visit, we discussed removing the existing access door to the storage room on the west side of the facility and to replace the existing concrete paving on the south side of the facility with new concrete paving and trench drains. The original scope of work did not include repaving this area. We are requesting \$4,500 for RPM to perform civil work related to drainage and paving of this area and 3 hours of principal time and 12 hours of draftsman time for MEI to coordinate and incorporate these design changes.
4. During our 8/16/23 site visit, we took photos of the existing roof and rooftop equipment. It appears that the roof is in basically good shape and the water intrusion that we noted earlier was from improperly sealed skylights. We are not including any reroofing scope for the Sherwood Center in our project, but can advise the GC as to removing the existing skylights/curbs and reroofing this area at no additional cost.
5. Subsequent to our 8/16/23 site visit, there have been emails from the City discussing the possibility and desire to remove the existing painted wood shingles from the building and replacing them with another material. There was also the mention of the likelihood of Lead Based Paints being present on the wood, given the age of the facility. The City circulated previous surveys and removal specifications which we have responded to separately in an email to CSG and the City representatives. *Hazardous material removal is not included in our work scope* and we recommend that CSG or the City contract separately for this scope of work; we are happy to provide access to our drawings/documents to any remediation professional. Regarding replacement of the existing wood shingles (which are in very poor shape and need replacement anyway) with a different material, the City has mentioned the need to go through NEPA/Environmental review for this project. We are including with this add service request, an allowance of 16 principal hours and 48 designer/draftsperson hours for design work with rendered elevations/perspectives for community/city review.

Add Service 2 Fees:

Chinatown Navigation Center

RPM:	\$ 850.00
MEI	\$ 5,915.00
Total	\$ 6,765.00

Sherwood Recreation Center

RPM:	7,800.00
MEI	18,642.00
Total	\$ 26,442.00

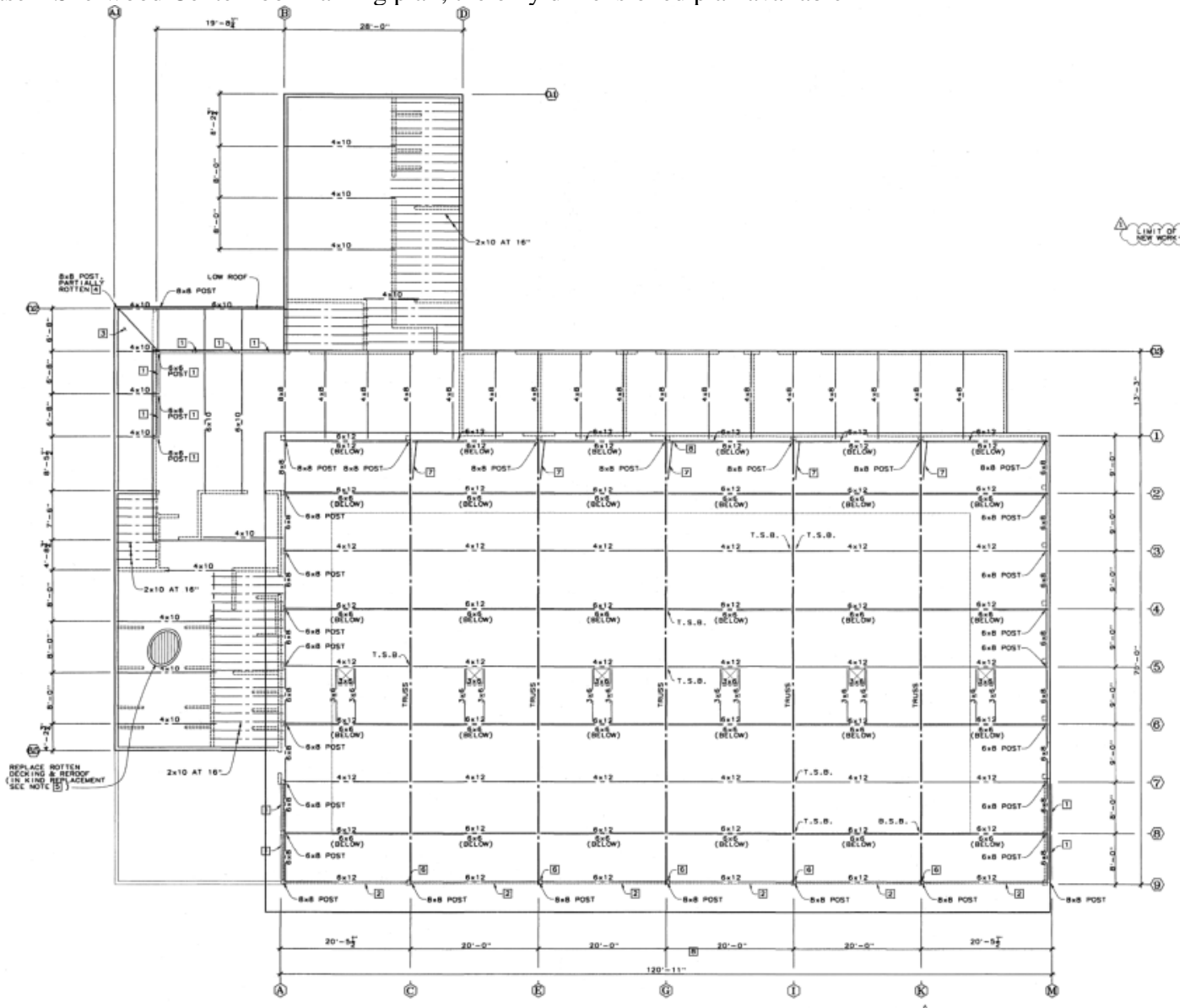
Total Fee Summary:

	Add Service 2	Add Service 1	Base Contract	Total All fees
RPM	\$ 8,650.00	\$ 0.00	\$60,400.00	\$ 69,050.00
MEI	\$ 24,557.00	\$ 16,240.00	\$127,993.00	\$ 168,790.00
Groundworks	\$ 0.00	\$ 0.00	\$15,000.00	\$ 15,000.00
Total	\$ 33,207.00	\$ 16,240.00	\$203,393.00	\$237,840.00

Regards,

Michael Wang
Principal, MEI Architects

Phase 1 Sherwood Center roof framing plan; the only dimensioned plan available



ROOF FRAMING PLAN

1/8" = 1'-0"

SEE ALSO ROOF PLAN DRAWING A3



LIMIT OF WORK

REPLACE ROTTEN
DECKING & RE-ROOF
IN KIND. REPAIR
SEE NOTE (1)

6x8 POST,
PARTIALLY
ROTTEN (1)

LOW ROOF

2x10 AT 16"

Phase 3 Sherwood Recreation Center Architectural Plan

PLUMBING FIXTURE CALCULATIONS

	SF	FIXTURE	OCCUPANCY
OFFICE	8824	1/30	227
TRON SPACE	1360	1/30	40
	764	1/30	25
	439	1/200	2
E	880	1/200	3
E	890	1/80	14
TOTAL			336

PLUMBING FIXTURES USING A-3 OCC.

	TOILETS	URINALS	LAVS	D.F.	MOP SINK
B	2	2	1	-	-
(180)	4	-	2	-	-
D	7	2	7	1	1

