



MEMO OF UNDERSTANDING FOR FEE AND SCOPE RECONCILIATION

Salinas Fire Stations No. 1-6 Renovation

Based on the meeting between Salinas Fire Department and RRM Design Group (RRM) about the preferred layout for Station No. 1 that was selected by the Fire Department, RRM and its consultants will provide drawings for the complete reconfiguration of the fire fighter bunk rooms, restrooms, kitchen, and office/library space, along the associated mechanical, plumbing, electrical (MEP), and low voltage systems. Additionally, we will coordinate with the City of Salinas and its preferred vendors for the installation of a new generator, automatic transfer switch, and fire alerting system.

RRM will reallocate funds previously allotted for the design work at the other City fire stations into Station No. 1 for the design development and construction documents phases. The summary below outlines the proposed reallocation of funding from the other stations to complete the requested work at Station No. 1 for a revised Overall Task and Funding Phase fee summary.

Design Development:

- *Original Phase total: \$112,305 (for all stations)*
- *Station No. 1 original portion of total above: \$35,652 (for all consultants)*
- *New Phase total/Station No. 1 proposed: \$47,952 (\$12,280 shifted to Station No. 1 from other stations for added scope for architecture and MEP consultants)*

Construction Documents:

- *Original Phase total: \$195,620 (for all stations)*
- *Station No. 1 original portion of total above: \$56,627 (for all consultants)*
- *New Phase total/Station No. 1 proposed: \$77,047 (\$20,420 shifted to Station No. 1 from other stations for all architecture and MEP consultants)*

As part of the proposed scope, since RRM will include the structural ties, we would like authorization to use the Optional Roof Attachment task, total of \$8,500, for Station No. 1. This will leave the following as unbilled balances in each phase as outlined below.

Design Development: \$66,482.50

Construction Documents: \$116,462.50



Salinas Fire Stations No. 1-6 Renovation
Memo of Understanding for Fee and Scope Reconciliation

May 20, 2024

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The attached fee breakdown shows the increase in Station No. 1 fees in green, and the stations whose fees were reallocated in orange. Please note that the increase in the electrical work at Station No. 1 required the use of electrical engineering fees from several stations. Mechanical and architectural added scope was covered by the fees allocated for those disciplines for Station No. 5 with the total contract value remaining at \$1,016,215.

Moreover, RRM will work with the Fire Department at a future date to determine the level of support needed during the subsequent project phases. Bidding and construction administration fees for those phases will be negotiated with the City of Salinas to ensure that RRM and its consultants provide the level of support requested by the City.

If you have any questions or require clarification, please do not hesitate to call us.

Sincerely,

RRM DESIGN GROUP

A handwritten signature in blue ink that reads 'Kathryn Hicks'.

Kathryn Hicks
Project Manager
CA License No. C38079

A handwritten signature in blue ink that reads 'Mike Scott'.

Mike Scott
Principal
CA License No. C31544

CITY OF SALINAS FIRE STATIONS 1-6
CONSULTANT FEE PROPOSAL

LEAD CONSULTANT (ARCHITECT): RRM Design Group									
TOTAL DESIGN FEE: \$1,016,215 including all optional tasks. Please see following pages for breakdown by station and fee for optional tasks									
		FEE BREAKDOWN OF CONSULTANTS							
			TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	
		LOCAL BUSINESS							
DESIGN SERVICE	FIRM NAME	ENTERPRISE (Y/N)?	Project Tsk Planning and Building Assessment Phase	Schematic Design Documents Phase	Design Development Documents (100%) Phase	Construction Documents (50%, 90%, and Final) Phase	Bid and Award Phase	Construction Phase	CONSULTANT TOTAL FEE
Station 1			\$ 31,747.50	\$ 31,072.50	\$ 47,932.50	\$ 77,047.50	\$ 7,372.50	\$ 72,007.50	\$ 267,180.00
Station 2			\$ 1,732.50	\$ 15,062.50	\$ 12,917.50	\$ 25,202.50	\$ 4,077.50	\$ 22,135.00	\$ 81,127.50
Station 3			\$ 2,090.00	\$ 20,050.00	\$ 16,320.00	\$ 23,850.00	\$ 5,520.00	\$ 49,955.00	\$ 117,785.00
Station 4			\$ 1,732.50	\$ 14,812.50	\$ 14,787.50	\$ 28,727.50	\$ 4,077.50	\$ 22,135.00	\$ 86,272.50
Station 5			\$ 1,622.50	\$ 15,172.50	\$ 8,742.50	\$ 12,407.50	\$ 4,187.50	\$ 22,630.00	\$ 64,762.50
Station 6			\$ 1,375.00	\$ 14,045.00	\$ 13,715.00	\$ 26,275.00	\$ 3,940.00	\$ 21,887.50	\$ 81,237.50
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL FOR EACH CATEGORY			\$ 40,300.00	\$ 110,215.00	\$ 114,415.00	\$ 193,510.00	\$ 29,175.00	\$ 210,750.00	\$ 698,365.00
OPTIONAL: FULL STRUCTURAL RETROFIT - NOT SELECTED			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ESTIMATED REIMBURSABLE EXPENSES			\$ 1,500.00	\$ 1,500.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 20,500.00	\$ 27,250.00
TOTAL DESIGN FEE			\$ 41,800.00	\$ 111,715.00	\$ 115,665.00	\$ 194,760.00	\$ 30,425.00	\$ 231,250.00	\$ 725,615.00
Optional Tasks									
Cost Estimating*	Leland Saylor Associates	No	\$ -	\$ 30,900.00	\$ 39,400.00	\$ 47,800.00	\$ 25,000.00	\$ -	\$ 143,100.00
Civil - If Needed at 1, 2 and 4	RRM Design Group	No	\$ -	\$ 23,000.00	\$ 26,500.00	\$ 50,000.00	\$ 3,000.00	\$ 16,500.00	\$ 119,000.00
Structural - Roof Attachment	RRM Design Group	No	\$ -	\$ 6,500.00	\$ 8,000.00	\$ 10,000.00	\$ 2,000.00	\$ 2,000.00	\$ 28,500.00
*Note: RRM Recommends Cost Estimating of Station 1 for Schematic Level and 50% Con Doc Level totaling \$26,700 and using that as a tool to evaluate the work across all stations. This amount would be added to the total if selected.									
Civil Note: RRM Architects can provide site plan identifying area of new paving if acceptable to building department for this work. Optional Task for Civil is if building dept requires.									
TOTAL FEE TO REMAIN					\$ 66,482.50	\$ 116,462.50			\$ 1,016,215.00