



*City  
Council  
Report*

Item: 9  
Category: CONSENT CALENDAR  
Meeting Date: January 23, 2023

**TITLE: Authorization for the City Manager to Amend the Consultant Services Agreement with Jayson Architecture for Additional Design and Engineering Services for the Campbell Library Renovations Project (No. 23-SS) (Resolution/Roll Call Vote)**

**RECOMMENDED ACTION**

That the City Council adopt a Resolution authorizing the City Manager to amend the Consultant Services Agreement with Jayson Architecture for additional design and engineering services for the Campbell Library Renovations Project (No. 23-SS).

**BACKGROUND**

In May 2020, the City Council adopted Resolution No. 12589 authorizing the City Manager to execute a Consultant Services Agreement with Jayson Architecture for the design of the Campbell Library Renovations Project (No. 23-SS). Upon contract execution on May 9, 2020, consultants from Jayson Architecture began work on the design elements that would become the framework for the construction of the Library Renovations Project. By the end of 2021, Jayson Architecture had finalized the design of the Library Renovations, which prompted staff to begin the advertisement and selection process for qualified contractors and construction management firms that would oversee those respective facets during the project's construction phase.

In early 2022, staff submitted the City's application to the California State Library's Building Forward Grant Program, requesting funds for qualifying design and construction-related services of the Campbell Library Renovation Project (No. 23-SS). The purpose of the grant program is to address safety and critical maintenance needs for public library facilities throughout the State. In October 2022, the City received a confirmation letter with the State's intent to award a total amount of \$4,718,450 in grant funding to the City of Campbell on behalf of the Building Forward Grant Program.

On December 6, 2022, per the terms of the Building Forward Grant Program, the City formally adopted Resolution No. 12921 which authorized the grant application, acceptance and execution of the grant funds, and the City Manager to execute the official Funding Agreement and any Amendments with the State of California Library. The approved Resolution was uploaded to the State Library's Grant Management system and can be viewed here: <https://webportalapp.com/sp/buildingforward>.

On December 14, 2022, the State Library confirmed receipt of all required documents submitted by the City, thereby concluding the last phase of the grant acceptance process. The City was also notified that the State would be submitting a claim in the upcoming weeks for the request to issue the City a check in the amount of \$2,359,225.

## **DISCUSSION**

The \$4,718,450 in grant funds provided by the State Library's Building Forward Grant Program has created capacity within the project's existing budget for use of available City funds that were previously dedicated to cover safety and infrastructure improvement costs. As such, the available Measure O funds can be used to cover the costs of other much-needed improvements included in the project's original (and approved) scope-of-work, but that were later omitted due to budget constraints. These improvements included the conversion of the entire library building into an all-electric facility; the addition of a new emergency generator to provide back-up power to the entire library building in the event of a power outage, as well as other improvements that would improve the Santa Clara Library District's ability to provide services. As a result, the electrical conversion of the 24,000 square-foot Campbell Library would eliminate natural gas usage from one of the City's largest operated facilities and move the City one step closer to a cleaner and greener energy-efficient future.

If incorporated into the project, these improvements have the potential to reduce the City's long-term maintenance costs while greatly expanding citywide energy-conservation efforts. Furthermore, design elements that would improve the overall aesthetics and help reduce noise levels could also be added back into the project scope. However, to implement such improvements, additional design services are required. As such, staff has requested a proposal from Jayson Architecture to design and incorporate these additional elements into the project's current scope of work. Additionally, the associated costs of the additional design services would also be considered during staff's evaluation of the proposal.

As requested, Jayson Architecture has provided a proposal to the City for the design-related services of the additional improvement features (see Attachment C). The proposal includes the re-design and modification of project plans and specifications, acquisition of the required Building plan check and permit approval, and additional work improvements including:

- Removal of all gas-powered services and equipment; conversion of the library building to all-electric features.
- Addition of an emergency generator that powers the entire library as Alternate #1.
- Move Plaza Pavers from Add Alternate #1 into the base scope.
- Move Lower-level Stacks from Add Alternate #2 into the base scope.
- Move Upper-level Stacks from Add Alternate #3 into the base scope.
- Addition of acoustic wood wall finishes to the Community room.
- Addition of a sound-masking system as Alternate #2.
- Addition of acoustic felt in the group study rooms and booths as Alternate #3.

- Revisions to the Plans and Specifications.
- Construction administration for revisions.

The total cost of the proposed project additions is estimated at approximately \$1.9 million, with the associated design costs at approximately \$134,000.

### **FISCAL IMPACT**

The amendment to the Consultant Services Agreement has a proposed cost of \$133,976. The City has sufficient funds available within the approved Measure O Library Renovations Project Budget (Project No. 23-SS) to cover the costs of the additional design services as proposed by Jayson Architecture.

### **ALTERNATIVES**

1. Do not adopt the resolution authorizing the City Manager to amend the original Consultant Services Agreement with Jayson Architecture and proceed with the current design of the Library Renovations project.
2. Direct staff to take alternative action.

**Abdulla Ahmed**

Prepared by:

Abdulla Ahmed, Sr. Project Manager

Reviewed by:

  
Todd Capurso, Director of Public Works

Approved by:

  
Brian Loventhal, City Manager

### **Attachment:**

- a. Resolution
- b. First Amendment-Jayson Architecture
- c. Jayson Architecture Proposal and Scope of Services

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AUTHORIZING THE CITY MANAGER TO AMEND THE CONSULTANT SERVICES AGREEMENT BETWEEN THE CITY AND JAYSON ARCHITECTURE FOR ADDITIONAL DESIGN AND ENGINEERING SERVICES RELATED TO THE CAMPBELL LIBRARY RENOVATIONS PROJECT (NO. 23-SS)**

**WHEREAS**, on May 19, 2020, the City Council adopted Resolution No.12589 awarding the Measure O - Campbell Library Improvements Design Services contract to Jayson Architecture, authorizing the City Manager to execute the associated Consultant Services Agreement in a contract amount not-to-exceed \$1,704,210, and approving the corresponding budget amendment for Fiscal Year 2019-2020; and

**WHEREAS**, upon contract execution on May 9, 2020, Jayson Architecture began work on the design elements of the Library Renovations Project which were later finalized by the end of 2021; and

**WHEREAS**, in early 2022, the City of Campbell applied for the State Library's Building Forward Grant Program, intended to address safety and critical maintenance needs for public libraries throughout the State; and

**WHEREAS**, if awarded, the City would apply the grant funds toward any design and construction-related services of the Campbell Library Renovations Project (No. 23-SS); and

**WHEREAS**, in October 2022, the City received a confirmation letter with the State's intent to award a total amount of \$4,718,450 in grant funds to the City of Campbell on behalf of the Building Forward Grant Program for the Campbell Library Renovations Project (No. 23-SS); and

**WHEREAS**, on December 6, 2022, per the terms of the Building Forward Grant Program, the City Council of the City of Campbell adopted Resolution No.12921 authorizing the City Manager to execute the funding agreement with the California State Library and any amendments thereto; and

**WHEREAS**, an associated budget adjustment was authorized in the amount of \$4,718,450 for the acceptance and allocation of the grant funds into account 448.518.4543 for the Campbell Library Renovations Project (No. 23-SS); and

**WHEREAS**, the \$4,718,450 in grant funds awarded by the State Library's Building Forward Grant Program has created capacity within the project's existing budget for use of available City funds that were previously dedicated to cover safety and infrastructure improvement costs; and

**WHEREAS**, the available Measure O funds can be used to cover the costs of other much-needed improvements included in the project's original (and approved) scope-of-work, but that were later omitted due to budget constraints; and

**WHEREAS**, these improvements included the conversion of the entire library building into an all-electric facility; the addition of a new emergency generator to provide back-up power to the entire library building in the event of a power outage, as well as other improvements that would improve the Library's ability to provide services; and

**WHEREAS**, if incorporated into the project, the electrical conversion of the 24,000 square-foot Campbell Library would eliminate natural gas usage from one of the City's largest operated facilities and move the City one step closer to a cleaner and greener energy-efficient future; and

**WHEREAS**, additional design elements to improve the building’s overall aesthetics and help reduce noise levels could also be added back into the project scope; and

**WHEREAS**, to implement these improvements, staff has requested a proposal from Jayson Architecture to incorporate these additional features into the project’s current scope of work; and

**WHEREAS**, in response, Jayson Architecture has submitted a proposal for the additional design and engineering services to incorporate the related improvement features into the Library Renovations Project; and

**WHEREAS**, the total cost of the proposed project additions is estimated at approximately \$1.9 million, with the associated design costs at approximately \$134,000; and

**WHEREAS**, Jayson Architecture has proposed a total cost of \$133,976 for all design and engineering-related services to include these improvement features into the design of the Library Renovations project; and

**WHEREAS**, an amendment to the original Consultant Services Agreement is necessary to allow Jayson Architecture to perform the additional design and engineering-related services as outlined in the proposal; and

**WHEREAS**, this contract involves special services for engineering and architectural matters from persons specially trained, experienced, and competent to perform the special services required, pursuant to Campbell Municipal Code Section 3.20.030(4); and

**WHEREAS**, Staff recommends that the City Council authorize the City Manager to amend the Consultant Services Agreement with Jayson Architecture, in an amount not-to-exceed \$133,976, for the design and engineering services to incorporate additional safety and infrastructure improvements into the scope of work for the Library Renovations project (No. 23-SS); and

**NOW, THEREFOR, BE IT RESOLVED** that the City Council of the City of Campbell hereby authorizes the City Manager to execute the First Amendment to the Consultant Services Agreement between the City and Jayson Architecture, in a contract amount not-to-exceed \$133,976, for the implementation of additional design and engineering services required to incorporate additional improvement features to the scope of work for the Library Renovations Project (No. 23-SS).

**PASSED AND ADOPTED** this 23<sup>rd</sup> of January 2023 by the following roll call vote:

- AYES: Council Members:
- NOES: Council Members:
- ABSENT: Council Members:

Approved:

\_\_\_\_\_  
Anne Bybee, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Sanders, City Clerk

**FIRST AMENDMENT TO THE  
CONSULTANT SERVICES AGREEMENT BETWEEN  
JAYSON ARCHITECTURE AND  
THE CITY OF CAMPBELL FOR THE CAMPBELL LIBRARY RENOVATIONS  
PROJECT (PROJECT NO. 23-SS)**

The City of Campbell has authorized an amendment to the Consultant Services Agreement with Jayson Architecture for the purpose of Additional Design and Engineering Services for the Campbell Library Renovations Project (Project No. 23-SS), effective January 23, 2023, and expiring December 30, 2024.

In consideration of mutual provisions acknowledged between both parties, and as stipulated in section 10.9 of the original agreement dated May 19, 2020, Consultant and City agree to amend the original agreement as follows:

**Section 3.1 Compensation:**

City agrees to compensate Consultant for all services and direct costs associated with the performance of the project in an amount not to exceed One Hundred Thirty-Three Thousand and Nine Hundred Seven Six (\$133,976) dollars.

**Exhibit A - Scope of Services:**

Exhibit A includes the additional scope of design services for the Campbell Library Renovations Project (Project No. 23-SS) as attached to this amendment of the Consultant Services Agreement.

All other terms of the Consultant Services Agreement dated May 19, 2020, between the City of Campbell and Jayson Architecture, shall remain the same.

In witness whereof, City of Campbell and Jayson Architecture have executed this First Amendment to the AGREEMENT as of the date indicated next to their signatures.

**CITY OF CAMPBELL**

**JAYSON ARCHITECTURE**

By: \_\_\_\_\_  
Brian Loventhal      Date  
City Manager

By: \_\_\_\_\_  
Abraham Jason      Date  
Principal

Attachment: First Amendment-Jayson Architecture (Authorization for the City Manager to Amend Consultant Services Agreement for Jayson

City of Campbell  
Additional Service Request #03  
Date: 10/7/2022

**JAYSON**  
ARCHITECTURE

50 29<sup>th</sup> Street  
San Francisco CA 94110  
jaysonarch.com  
415.317.0529

**Attention:**  
Todd Capurso  
Public Works Director  
City of Campbell • Department of Public Works  
70 North First Street, Campbell, CA 95008  
(408) 866-2150

Jayson Architecture would like to request the following contract amendment to City of Campbell Contract “Measure O - Campbell Library Improvements Design Services”.

- Move Permit Set Alternate #1 Plaza Pavers into base scope.
- Move Permit Set Alternate #2 Lower Level Stacks into base scope.
- Move Permit Set Alternate #3 Upper Level Stacks into base scope.
- Remove gas service and equipment, convert library to all-electric.
- Add acoustic wood wall finishes to the Community room.
- Add an emergency generator that powers the entire library as Alternate #1.
- Add a sound masking system as Alternate #2.
- Add acoustic felt in the group study rooms and booths as Alternate #3.
- Plans and specifications for revisions
- Permitting for revisions
- Construction administration for revisions

We request compensation for the design and engineering for this additional scope, as follows:

• Mack5 Cost Estimation:	\$5,600
• Salter Acoustic Engineers:	\$20,000
• BKF Civil Engineers:	\$7,000
• JLJA Landscape Architects:	\$3,560
• Base Structural Engineers:	\$3,000
• Alter Mechanical/Plumbing Engineers:	\$8,000
• RIJA Electrical Engineers:	\$11,000
• Subconsultant Subtotal:	\$58,160
• <u>10% Subconsultant Markup:</u>	<u>\$5,816</u>
• <b>Subconsultant Total:</b>	<b>\$63,976</b>
• Jayson Architecture, 100 hours Principal @ \$155/hr:	\$15,500
• Jayson Architecture, 180 hours Project Manager @ \$125/hr:	\$22,500
• <u>Jayson Architecture, 320 hours Project Designer @ \$100/hr:</u>	<u>\$32,000</u>
• <b>Jayson Architecture Subtotal:</b>	<b>\$70,000</b>
• <b>Total Additional Service Request:</b>	<b>\$133,976</b>

See attached subconsultant proposals. Feel free to contact me with any questions. Thank you for your consideration.



Abraham Jayson  
Principal | Architect | LEED AP BD+C  
p: 415.317.0529  
e: abe@jaysonarch.com

Attachment: Jayson Architecture Proposal and Scope of Services (Authorization for the City Manager to Amend Consultant Services)



**Campbell Library Renovation  
Cost Planning and Estimating Services**

October 04, 2022

Abraham Jayson  
Jayson Architecture  
50 29<sup>th</sup> St  
San Francisco, CA 94110

Dear Mr. Jayson:

We are pleased to provide this proposal for Cost Planning and Estimating services for the proposed Campbell Library Renovation Project.

mack<sup>5</sup> Services:

Owner's Representative

Project Management

Construction  
Management

Cost Management

Cost Planning

mack<sup>5</sup>

**Headquarters**  
1000 Broadway  
Suite 260  
Oakland, CA 94607

**Richmond Office**  
322 Harbour Way  
Suite 16  
Richmond, CA 94801

phone 510.595.3020

*Background*

The City of Campbell wishes to renovate their existing 24,000 SF library located at 77 Harrison Ave., Campbell, CA 95008. The library has received a grant which has allowed for the following additions to be made to the project:

- Move three current alternates into base estimate
- Convert the library to all electric, which involves eliminating gas service and modifying (E) AHUs
- Add acoustic wood wall paneling in the community meeting room
- Add emergency generator as Alternate #1
- Add a Sound Masking system as Alternate #2
- Add acoustic felt in the group study rooms and lower floor booths as Alternate #3
- We will also have some revisions, TBD, from a CM constructability review.

*Objectives of the Assignment*

Provide an updated cost estimate as described on the following page, prepared and presented in component or Unifomat.

Attachment: Jayson Architecture Proposal and Scope of Services (Authorization for the City Manager to Amend Consultant Services

**scope of services/fee** Our proposed fee for the Project is as follows:

- Permit Set Revisions Cost Estimate Update** **\$5,600**

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**Total Fee** **\$5,600**

**conditions** The total fee is valid for ninety (90) days from the date of this proposal, should the scope of service be altered we reserve the right to adjust our fee proposal accordingly. Our fee does not include life cycle cost analysis.

**schedule** mack<sup>5</sup> is available to start as soon as required. Commonly we require 2-3 weeks to complete an estimate after receipt of documents.

**reimb expenses** Reimbursable expenses are included in the fee proposal.

**hourly rates** Our 2022 hourly rates are below. Rates are adjusted annually, normally about 3% per annum.

Principal/Managing Principal	\$240 - \$260/hr
Senior Cost and Project Managers	\$190 - \$240/hr
Cost and Project Managers	\$160 - \$190/hr
Project and Cost Engineers	\$130 - \$160/hr
Administrative Support	\$ 90/hr

**additional services** Site visits, Value engineering (unless specifically included above), additional estimates, estimating changes in scope, estimate comparisons, and reconciling estimates with those of a third party are not included in the scope of services/fee, and will all be deemed additional services apart from those specifically mentioned above.

**other services** mack<sup>5</sup> provides valuable additional services including our Cost Model Manager and Project / Construction Management.

Please do not hesitate to contact me should you require any further information or clarification.

Sincerely,

Cynthia Madrid, Senior Cost Consultant  
510-595-4730 direct, cmadrid@mack5.com

5 October 2022

Abraham Jayson  
**Jayson Architecture**  
 50 29th Street  
 San Francisco, CA 94110  
 abe@jaysonarch.com

**Subject: Campbell Library Renovation, Campbell, CA –  
 Proposal for Sound Masking Design Services**

Dear Abraham:

Thank you for requesting Sound Masking (SM) design services proposal for this renovation project at 77 Harrison Avenue, Campbell, CA. The project includes renovation of a two-story library facility.

## **PROJECT UNDERSTANDING**

- The building includes 23,621 gross square feet
- Space types include:
  - Open stacks
  - Reading rooms
  - Offices
  - Meeting rooms
  - Multi-use room
- Meetings will be in Bay Area

## **INCLUDED SYSTEMS**

We expect the design to include the following systems:

### **Audiovisual**

We assume the audiovisual scope will cover the following spaces and systems:

- Sound masking throughout occupied areas
- Building-wide background music and public address (optional)



## SCOPE OF SERVICES

### Schematic Design

1. Attend kickoff meeting with design team
2. Assist architect with space and infrastructure planning for SM systems
3. Issue a draft narrative that includes the following:
  - a. SM system design criteria
  - b. Preliminary space and infrastructure requirements
  - c. Rough-order Opinion of Probable Construction Cost (OPCC) for SM system

### Design Development

1. Design a pathway infrastructure for SM system, including conduits, backboxes, etc.
2. Provide architectural and MEP coordination for SM system
3. Provide cutsheets of proposed devices for coordination
4. Provide the following drawings:
  - a. Symbols list and drawing index
  - b. Equipment room plan
  - c. Floor plans and reflected ceiling plans showing horizontal pathways and device locations
5. Attend up to two meetings

### Construction Documents

1. Provide CSI formatted specification section 27 51 19
2. Finalize drawings and add the following to the sheets:
  - a. Mounting location information for control devices
  - b. Single-line audio/video/control functional diagrams
  - c. Installation details
3. Attend up to two meetings

### Bidding

We have estimated one consultant days (eight hours). We have not included any meetings. Our tasks could include the following:

1. Provide a list of qualified subcontractors
2. Address contractor questions and make necessary clarifications to contract documents
3. Prepare necessary addenda to clarify contract documents
4. Review bids and provide comments



### Construction (Add-Alternate)

The level-of-effort needed for RFI and submittal review is unknown. However, we have included twelve hours of in-office consulting and two site visits.

This effort assumes that the subcontractors properly implement modifications noted during our visits. If not, then there might need to be more site visits than expected for specific issues. We would perform the following tasks:

1. Review submittals and respond to contractor RFIs
2. Perform a punchlist walk after substantial completion
3. Review preliminary test reports
4. Conduct sound masking system acceptance testing with contractor to witness baseline system functionality; this site visit will not be conducted until preliminary test reports are received
5. Review of contractor closeout documentation

### FEES

Based on our experience with projects of this type and the attached Terms and Conditions sheet, our lump-sum fee to complete the above scope of services would be as shown below.

Schematic Design .....	\$3,000
Design Development .....	\$4,000
Construction Documents.....	\$5,500
Bidding .....	\$1,500
<b>Total .....</b>	<b>\$14,000</b>
 Construction (Add-Alternate).....	 \$6,000

Expenses would be billed in addition (at cost). Expenses would include sundry travel-related costs, and printing of drawings. We are expecting expenses to be approximately \$200.

### ASSUMPTIONS

- There will be no functional diagrams, CAD drawings, or specifications necessary during the schematic design phase
- This project will either use either Revit 2020 (or later) or standard AutoCAD (a change in software during the project might require an adjustment of our fees)
- Furniture and floor penetration locations will be dimensioned on the architectural drawings
- Graphical standards for deliverables will remain consistent throughout the project (e.g. title blocks and sheet sizes)
- All document distribution (drawings, specifications, etc.) will occur through the architect



## ADDITIONAL SERVICES

The following tasks are not included in the above scope of services. If desired, we can prepare a separate proposal for these tasks:

- Acoustical consulting (under separate proposal)
- Substantial redesign due to extensive value engineering or owner requested changes following the design development phase
- Neutral-host DAS design
- Additional meetings, milestone deliverables, drawings review, or site visits
- Public hearings
- Witnessing of performance tests
- Digital signage software and content
- Videowalls and exhibit-type audiovisual systems
- Mockups
- Providing hard copies of drawings or specifications

## EXCLUSIONS

The following tasks are not included in the above scope of services and are outside of our insurable areas of consulting:

- Structural calculations or details
- Electrical power design
- Mechanical or plumbing system design
- Building management systems (BMS)
- Fire protection design (sprinkler systems)



Please call if you have questions. To authorize us to proceed, please sign in the space below and return a copy to our office or forward a contract for review.

Best,

**CHARLES M. SALTER ASSOCIATES, INC.**

  
Josh Roper, PE, LEED AP  
Vice President

  
Dylan Mills, CTS  
Vice President

Enclosure

*maca/dymi 2022-10-05 Campbell Library Renovation Av Proposal Salter*

**AGREED AND ACCEPTED**

By: \_\_\_\_\_  
Jayson Architecture

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

Attachment: Jayson Architecture Proposal and Scope of Services (Authorization for the City Manager to Amend Consultant Services



## TERMS AND CONDITIONS

### Insurance

Type	Rate
General Liability	\$2,000,000
Workers Compensation	\$1,000,000
Automobile Liability	\$1,000,000

Professional Liability (“Errors and Omissions”): Professional liability of Charles M. Salter Associates, Inc. (Salter), its officers, employees, and subconsultants is limited to \$50,000 or our total fee, whichever is less. The above limitation of professional liability can be increased to \$1,000,000 by increasing our total fee by 10% prior to start of our services.

### Schedule of Hourly Rates

Role	Rate
President and Senior Vice President	\$400
Vice President	\$325
Senior Associate	\$275
Associate	\$225
Senior Consultant	\$195
Consultant	\$170
Technical Assistant	\$115

Reimbursable expenses such as travel, subsistence, meals, lodging, and project-related materials are billed in addition at cost. Measurement instrumentation-use charges are at our standard rates.

Invoices for technical labor, reimbursable expenses, and instrumentation use are rendered monthly for services performed during the previous month. Payment for each invoice is due within 30 days.

Proposals are valid for 60 days. The total fee will be applied as we deem appropriate among the tasks. All proposals assume that services proceed without unreasonable delays, redesign, or scope changes. Such occurrences may warrant a renegotiation of fees. The schedule of hourly rates is valid for one year from the proposal date. A renegotiation of our hourly rates may be required after this period.

Salter specifications input and details have all rights reserved by Charles M. Salter Associates, Inc. These documents are for use only on the project for which Salter is retained. It is the project architect’s and/or engineer-of-record’s responsibility to coordinate and verify the suitability of all specifications input and details as appropriate for the project. To facilitate drawing reviews, we require drawing files to be electronically transmitted to us or posted online (with notification of posting) in PDF file format, in addition to any AutoCAD or Revit background/model files necessary for design purposes.

Site visits and observations, if any, conducted by our firm relate only to our services. We are not responsible for the safety of others at the job site.



## SELECTED RELEVANT EXPERIENCE

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### NAPA VALLEY COLLEGE LIBRARY AND LEARNING RESOURCE CENTER

Napa, CA | TLCD Architecture

Contact: Elisabeth Anderson, LLRC, 707-256-7421

Design and specification of audiovisual and sound masking systems for a new college library.

### MENDOCINO COMMUNITY COLLEGE

Ukiah, CA | TLCD Architecture

Contact: Robert Parmenter, Head Librarian, rparmenter@mendocino.edu

Design and specification of audiovisual and sound masking systems for a new college library.

### SANTA CLARA NORTHSIDE BRANCH LIBRARY

Santa Clara, CA | Steinberg Architects

Contact: Lee Hagen, Facilities Manager, 408-615-2961

Design and specification of audiovisual and sound masking systems for a new college library.

### NAPA COUNTY HEALTH & HUMAN SERVICES CSOA OFFICE

Santa Rosa, CA | TLCD Architecture

Sound masking design services. Services include producing a biddable stand-alone specification section.

### NEWPORT BEACH CITY HALL

Newport Beach, CA | Bohlin Cywinski Jackson

Design and specification of audiovisual and sound masking systems for a new civic center.

### SAN DIEGO NEW MAIN LIBRARY

San Diego, CA | Tucker Sadler Architects Inc.

Design and specification of technology systems for a new city library.

### FEDERAL RESERVE BANK OF SAN FRANCISCO

San Francisco, CA | Interior Architects, Inc.

Design and specification of technology systems for a renovated public facility.



JONI L. JANECKI  
& ASSOCIATES

October 5, 2022

Abraham Jayson, Principal  
Jayson Architecture  
50 29<sup>th</sup> Street  
San Francisco, CA 94110  
abe@jaysonarch.com / (415) 317-0529

Project: Campbell Library  
Regarding: Additional Services Request No. 02 – Bid Set Updates

Dear Abe,

We are submitting Additional Services Request No. 02 in response to a City-initiated directive to update the Bid Set. We expect this work to include the following scope:

- Update CAD backgrounds to incorporate an emergency generator in the parking lot (produced by others).
- Update Bid Set to include plaza pavers as part of the base and eliminate the alternate.
- Coordinate with Design Team for one submittal.
- Deliverables: One (1) round of landscape drawing updates as outlined above.

Schedule: Work to be completed in one round of updates to the Bid Set. Any significant extension of the schedule, additional submittals, or changes to multiple sets may lead to additional fees.

Additional Services Request No. 02: \$3,560

All terms will be per our original agreement, dated June 17, 2020. Acceptance of this additional service request will be indicated by signing below or receipt of an addendum from Jayson Architecture.

515 SWIFT ST. SANTA CRUZ, CA 95060

PHONE 831.423.6040 | FAX 831.423.6054

EMAIL JLJ@JLJA.COM | WWW.JLJA.COM

California Landscape Architect License 3163

Jayson Architecture, Campbell Library  
Additional Services Request #02 – Bid Set Update

October 5, 2022

Respectfully submitted,  
JONI L. JANECKI & ASSOCIATES, INC.



Joni L. Janecki, ASLA  
President

Signature of Acceptance:

\_\_\_\_\_  
Abraham Jayson, Principal  
Jayson Architecture

\_\_\_\_\_  
Date

JLJA AddServ 02\_Campbell Library\_2022-10-05.doc

Attachment: Jayson Architecture Proposal and Scope of Services (Authorization for the City Manager to Amend Consultant Services



Via Email:

September 30, 2022

Abraham Jayson  
Jayson Architecture  
50 29<sup>th</sup> St.  
San Francisco, CA 94110

RE: Campbell Library Add Services  
BASE Design Project No. P20112.01

Dear Abe,

This proposal addresses BASE Design’s additional services to add a new 500-gallon water tank on roof.

Below is a list of additional work by BASE:

- Design for the roof framing revisions and revise drawings to accommodate the new water tank.

To the extent possible we have attempted to absorb some of the above effort per the current authorization. We request a fee adjustment of **\$3,000 (Three Thousand Dollars)** for our efforts in excess of our current fee limit.

Thank you for considering BASE Design to be your Structural Consultant and for giving us the opportunity to submit this proposal. We look forward to working on this project with you. If the above is acceptable to you, please sign and return this agreement.

Very truly yours,

**BASE Design**

Gokhan Akalan, SE 5594  
Principal

**ACCEPTED BY:**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Attachment: Jayson Architecture Proposal and Scope of Services (Authorization for the City Manager to Amend Consultant Services



October 5, 2022  
BKF No. C20200277

Abraham Jayson  
Jayson Architecture  
50 29<sup>th</sup> Street  
San Francisco, CA 94110  
*Transmitted Via Email: abe@jaysonarch.com*

**Subject: Campbell Library  
Additional Service Request – Emergency Generator and Remove Gas Service**

Dear Abe:

We have prepared this additional service request that addresses work outside the limits of our current contractual scope of work for the project. Below are identified BKF additional scope of services and associated fee.

## I. ADDITIONAL SCOPE OF SERVICES

1. Emergency Generator: BKF will coordinate with the design team for location of the proposed emergency generator and pad. We will show the emergency generator location, grading, paving, and utility routing in the civil construction document drawings. All structural pad and anchorage details will be provided by the structural consultant.
2. Remove Gas Service: The existing building will be converted to all electric. BKF will show the site gas utility service removal/abandonment in the civil construction document drawings. All coordination and approval with PG&E will be provided by a separate consultant.

## II. COMPENSATION

BKF proposes to provide the additional 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	Emergency Generator	\$5,000
2	Remove Gas Service	\$2,000
Total Labor Fee		\$7,000

Please contact me at (650) 482-6306 if you have any questions regarding the additional services request.

Respectfully,  
BKF Engineers

Jonathan Tang, PE  
Senior Project Manager

**Prepared for:**

Abraham Jayson  
Jayson Architecture  
50 29<sup>th</sup> St.  
San Francisco, CA 94110

**Prepared by:**

Matt Dehghani, Partner  
1624 Franklin Street, Suite 1300  
Oakland, CA 94612  
M 510-876-2591  
matt@alterengineers.com

**Issued Date:**

Oct. 4<sup>th</sup>, 2022

## Add Service Proposal for Engineering Services Campbell Library – Heating Plant Electrification

### Project Understanding

The following additional service proposal has been prepared in response to the City of Campbell's recent building electrification requirement for the Campbell Library renovation project. This new requirement has been imposed after significant completion of HVAC and Plumbing construction documents.

The timing of this new requirement represents an unplanned hardship. Alter Consulting Engineers has prepared this Additional Service proposal to request additional funding to cover this unforeseen engineering and design time.

## Scope of Professional Services

Alter will revise the mechanical and plumbing system design documentation based on the owner's intent to electrify the building's heating and hot water systems.

The new rooftop boiler, indicated in the latest construction documents, will be replaced with an electric air source heat pump. Ancillary storage tanks and distribution piping will be added to support stable operation of the air source heat pump.

The building's heating hot water loop will be optimized for sourcing heat from an air source heat pump operation. The design hot water supply and hot water return temperatures will be revised.

The building's new reheat coils, as indicated in the permit set, will be revised to be revised based on air source heat pump operation and abandonment of the air handling unit's gas fired furnaces.

Documentation will be revised to indicate existing gas fired furnaces, within existing air handling units, are to be abandon in place.

Plumbing gas distribution drawings will be revised to remove gas distribution to the roof. Gas distribution can be stubbed at the meter.

Alter Engineers will work with the project's structural engineer to coordinate weights of new equipment; electrical engineer to coordinate electrical requirements of new equipment; and project architect.

The following bullet points indicate the hours used to estimate a fee for this additional service proposal.

- Mechanical floor plans: 24 hours
- Title 24 calculations: 8 hours
- Schedules / Specification / Detail: 16 hours
- Review: 8 hours

## Basic Services Fees

The services described above and listed below will be provided on a fixed fee basis by the following project tasks:

Campbell Library Heating Plant Electrification	\$ 8,000
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The project will be invoiced on a monthly basis as scope and deliverables are completed.

## Compensation

Services which are authorized in writing by the owner and which are outside of the scope of work as detailed in this agreement shall be billed as additional services as a lump sum or time and materials as required. The time shall be billed according to the rate schedule in effect at the time the services are performed.

Fees assume that work proceeds in a straightforward manner without significant redesign, scope or schedule changes, any of which will warrant a renegotiation of fees. Our proposed level of effort and related fees are sensitive to changes in the project schedule. Since such changes in schedule may require additional time and input on our part, we carefully monitor each of our projects and notify our clients of any unforeseen changes in work scope or schedule. Such changes are our basis for negotiating additional fees.

Reimbursable expenses associated with a project include travel and all travel related expenses, parking, shipping, reproduction, in-house plotting of electronic files, models and mock-ups, permit fees and long-distance telephone normal to the conduct of the project. Unless stated otherwise, these are billed in addition to our consulting fees. They are itemized separately and are billed at cost.

Invoices for consulting fees and authorized reimbursable expenses are submitted monthly. We shall indicate the fees billed for the period, reimbursable expenses and amount billed to date. For fixed fee projects we invoice based on the percent of work completed.

Estimates and fees described in proposals reflect anticipated increases in consulting rates resulting from expected increases in salaries and inflation, and are tied to the project schedule, unless otherwise stated. Estimates and fees described in proposals are valid for a period of two months (sixty days). If this proposal has not been accepted after sixty days, these cost figures may be reviewed and revised.

## Standard Terms and Conditions

To resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the client agrees that all disputes arising out of or relating to this agreement shall be submitted to non-binding mediation in the State of California unless the parties mutually agree otherwise.

Our contract may be terminated by either party upon receipt of written notice at least seven days prior to the effective date of termination. All consulting fees and direct expenses accrued on a project as of the effective termination date shall be paid by client.

In providing services under this agreement, the consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

## Proposal Approval / Billing Confirmation

To: Abraham Jayson  
Jayson Architecture  
abe@jaysonarch.com

Re: Campbell Library Additional Service Request  
To confirm acceptance/approval of any element of this proposal, please sign and return to [matt@alterengineers.com](mailto:matt@alterengineers.com).

Accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Job or PO Number (if required)

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Attachment: Jayson Architecture Proposal and Scope of Services (Authorization for the City Manager to Amend Consultant Services



CONSULTING ELECTRICAL ENGINEERS  
5515 Doyle Street, #7  
Emeryville, CA 94608

Attachment: Jayson Architecture Proposal and Scope of Services (Authorization for the City Manager to Amend Consultant Services

**Additional Service Request AS03 – Generator Design**

Client Jayson Architecture  
50 29<sup>th</sup> St.  
San Francisco, CA 94110  
Attn: Abraham Jayson, Principal  
Project Campbell Library  
Date October 5, 2022

Abe,

Per our correspondence, we are submitting a request for additional fees. Scope of work is as follows:

Option 1: The current permit drawings include “generator-ready” provision for a building-wide generator to be incorporated into the system. We will revise the current drawings to include the generator sized to accommodate the whole building load, and include and CSI specification for the generator system.

Fee: \$4,000 \_\_\_\_\_ (Initial to Accept)

Option 2: Revise the current permit documents to include a standby power branch and normal power branch only. We understand the client is considering reducing the standby power goal for the project. Doing so requires recircuting plans, and revisions to the single line diagram, site plan, enlarged plans, schedules, and specifications.

Fee: \$8,000 \_\_\_\_\_ (Initial to Accept)

Building Electrification

Revise the current permit documents for converting the building to all-electric. The gas-fired boiler will be replaced with an electric air-source heat pump. We will revise the electrical distribution design to accommodate this electrical load, and confirm impacts on the current electrical service size. We have included time for additional correspondence with PG&E as they need to be aware of the proposed increase in load.

Fee: \$3,000 \_\_\_\_\_ (Initial to Accept)

(Note, fee assumes revisions for this scope item is in conjunction with Option 1 or Option 2.)

Submittals:

- Permit Resubmittal
- Permit Backcheck

If scope of work and additional fee outlined above is acceptable, please sign and return below as notice to proceed.

Thank you,

Ray A. Juachon, PE  
Principal

\_\_\_\_\_  
Signature Date Name