

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: NOVEMBER 13, 2018

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: 
AIDA HERCULES-DODARO, District Engineer


CATHERINE CERRI, General Manager

SUBJECT: APPROVE A CONTRACT WITH SGH ARCHITECTS FOR ARCHITECTURE/ENGINEERING SERVICES RELATED TO DESIGN AND CONSTRUCTION MANAGEMENT ASSISTANCE FOR THE FIELD OPERATIONS HEADQUARTERS PROJECT NO. 177

A. RECOMMENDATION

Authorize the General Manager to execute a Professional Services Agreement with SGH Architects (SGH) for architecture/engineering services related to the design, bid and construction assistance for the Field Operations Headquarters Project No. 177 ("Project"). The amount of this contract shall not exceed \$266,795.

B. REASON FOR RECOMMENDATION

On August 31, 2018, District staff sent a Request for Proposal (RFP) to six architectural/engineering firms for the design and assistance with bidding process and construction management of the Project. On October 30, 2018, the District received the following proposals:

	Architect/Engineering Co.	Total
1	SGH Architects	\$ 266,795
2	Michael Baker International	\$ 699,935
3	TR Design Group	\$ 793,845

The budget for design, bid process and construction management is \$241,500

The three architectural/engineering firms are experienced on this type of project and are also highly qualified to perform the scope of work defined in the RFP.

C. BACKGROUND INFORMATION

The District needs a facility to house the Field Operations & Mechanical Maintenance personnel after the Willow Creek facility was sold. Currently, the field crew is located at the Cedar Glen Water Treatment Plant and the Administration Building with equipment and materials spread-out through other District facilities within the Lake Arrowhead community.

Last year, the District acquired two parcels located in the unincorporated area of Lake Arrowhead in the County of San Bernardino, with gross acreages of 3.46 and 0.99 with the intention to construct a single or multiple buildings to serve as the Field Operations Headquarters within the subject parcels. Field Operations personnel was engaged during the preparation of the RFP to assure their needs were covered during the planning and design phases of the Project. The RFP requested the companies to include in their proposal a conceptual site plan, which is included below.



SGH's proposal includes planning, preliminary design, final design, bidding and construction management assistance. The planning and design phases also include coordination with the County for a Conditional Use Permit and Planning Department review purposes. The design phases also include civil structural, architectural, mechanical and electrical design tasks along with processing through several County departments such as Fire, Building and Safety and Land Development. SGH is not just looking at planning for the present needs but also looking to future expansion plans.

SGH provided 3D views of the above conceptual layout to aid the District with the planning process. Refer to exhibits below.



At the award of the construction contract for the offsite sewer for the Operations Facilities during the regularly scheduled Board meeting held on October 9, 2018, the Board was informed that the District prepared and filed an Initial Study/Mitigated Negative Declaration for the original project back in 2007. In August 2018, the District prepared an Administrative Addendum which included minor modifications for this Project and the offsite sewer alignment. The Administrative Addendum didn't need recirculation and it was filed at the District offices.

D. FISCAL INFORMATION

The cost associated with the approval of this item is \$266,795. The total budgeted amount is \$3 million and is included in the 2018-19 and 2019-20 Budget. The total budgeted amount includes \$379,500 for engineering, construction management and inspection. Funding for this project is provided by both Water Capital Improvement Fund 110 (\$1.05 million) and Wastewater Fund 220 (\$1.95 million).