

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**DATE:** SEPTEMBER 24, 2019

**TO:** BOARD OF DIRECTORS  
Lake Arrowhead Community Services District

**FROM:**   
AIDA HERCULES-DODARO, District Engineer

  
CATHERINE CERRI, General Manager

**SUBJECT:** APPROVE CONTRACT AMENDMENT NO. 1 FOR ADDITIONAL ARCHITECTURAL AND ENGINEERING SERVICES WITH SGH ARCHITECTS

**A. RECOMMENDATION**

It is recommended that the Board of Directors:

1. Approve Amendment No. 1 to the contract with SGH Architects (“SGH”) for architectural and engineering services; and
2. Authorize the General Manager to execute the Amendment. A copy of Amendment No. 1 is included as Attachment 1.

**B. REASON FOR RECOMMENDATION**

SGH’s proposal initially included the design of a 10,130 square foot (SF) building with separated indoor parking. After meeting with District staff and completing a needs assessment, it was determined that the activities of the Mechanical Maintenance Department could not be combined with the indoor parking requirements of the Field Operations Department. The separated indoor parking was brought into the building and a 2,500 SF mechanic shop was added. This required several redesigns and resulted in additional effort required by SGH to complete the Project.

Additionally, for budgeting purposes, the District requested several alternatives to be prepared to see if the budget could be met under various scenarios. SGH assisted with the creation of a project cost benefit summary that included civil, mechanical and electrical operational costs to address staff’s concerns about the budget and to help the District make the best decision possible under the circumstances. This also required SGH to prepare a separate bid package for the metal building. SGH coordinated with Sourcewell and the competing metal building companies to make sure their bids accommodated the District’s requirements.

### C. BACKGROUND INFORMATION

On November 13, 2018, the District Board of Directors approved a contract with SGH for \$266,795 for architectural and engineering services for design, bid and construction assistance for the District’s Corp Yard on property recently acquired on the east side of Lake Arrowhead. SGH’s proposal initially included the design of a 10,380 SF building and a separate indoor parking area. After receiving input from District staff, the building was redesigned to include the Mechanical Maintenance Department’s offices and additional workshop bays. This will give the District the option of bringing fleet maintenance in-house if desired in the future. The Field Operations’ workshop was revised to include three drive through bays and mezzanines were added to utilize open space for additional storage at a low cost. Below is a comparison of the room sizes from the original proposal to the completed plans.

| <b>Room</b>                              | <b>Original SF</b> | <b>Revised SF</b> |
|--|--------------------|-------------------|
| Maintenance Shop, Laundry, Storage       | 4,920              | 5,380             |
| Mechanic Shop, Waste Area, Storage       | 900                | 2,587             |
| Training Room                            | 1,200              | 1,328             |
| Break Room                               | 180                | 204               |
| Office Space, Map Room, Meeting Room, IT | 2,170              | 2,609             |
| Restrooms, Locker Rooms, Quiet Room      | 760                | 1,000             |
| Entry                                    | 250                | 82                |
| Mezzanines                               | 0                  | 2,167             |

SGH recommended, and staff agreed, to create a separate bid package for the metal building which was provided to approved Sourcewell vendors. SGH assisted the District with a cost value comparison between CBC Steel Buildings, LLC, a Nucor Company (“CBC”) and BlueScope. This cost value comparison was used to select CBC’s bid as the best option for the District and was awarded on August 13, 2019. SGH was also able to assist the District in getting a discounted down payment (2.5%) in lieu of a typical 10% deposit to initiate the design of the metal building at the lowest risk possible. In order to move forward with the development of the project, we still need to prepare a concurrent bid package for the interior of the building and the site work.

Finally, and at the District’s request, SGH is preparing separate bid packages for the “reduced” footprint metal building, meaning no Mechanical Maintenance Department, and the respective building interior and site work. Each set of plans needs to stand alone for the bidding process. This offers the District the opportunity to select the best and most cost-effective option for its departments. The table below shows the cost for the additional work done, and to be done, to accomplish the completion of this project.

|   |                 |
|---|-----------------|
| Additional subconsultant work for mechanical, electrical and plumbing   | \$20,000        |
| Additional bid package for the building components, interior and site work  | \$10,000        |
| Redesign for the increased footprint, coordination with CBC during bid process, bid cost comparison, alternative reduced footprint bid packages | \$45,000        |
| <b>Total</b>  | <b>\$75,000</b> |

Although the footprint reflects an area increase of approximately 54%, SGH's fees reflect a 28% increase. The construction cost also reflects a 28% increase, from \$3.5M to the revised cost of \$4.5M.

**D. FISCAL INFORMATION**

The cost associated with the approval of this contract amendment will be \$75,000. The funding for this amendment is provided by both Water Capital Improvement Fund 110 (\$1.05 million) and Wastewater Capital Improvement Fund 220 (\$1.95 million).

**E. ENVIRONMENTAL IMPACT**

In 2018, an Administrative Addendum to the Initial Study was prepared documenting the reduction in square footage from the Initial Study and Mitigated Negative Declaration prepared in 2007 under State Clearing House #2007091061.

**F. ATTACHMENTS**

- Attachment 1 – Draft Contract Amendment No. 1
- Attachment 2 – Original Concept Floorplan
- Attachment 3 – Revised Floorplan

**FIRST AMENDMENT  
TO PROFESSIONAL SERVICES CONTRACT WITH  
SGH ARCHITECTS  
FOR ARCHHITECTURAL AND ENGINEERING SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT** is made and entered into this 25<sup>th</sup> day of September 2019, by and between LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT, a Public Agency, hereinafter referred to as DISTRICT, and SGH ARCHITECTS, hereinafter referred to as CONSULTANT.

**RECITALS**

A. The parties entered into that certain Contract, dated, November 21, 2018, for architectural and engineering services.

B. Pursuant to Section 3.5.14 of the Contract, the Contract may be amended only by written documents signed by both parties.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

**TERM.** The term of this Contract shall extend from the date this amendment is executed, and terminate upon satisfactory completion of the required services.

**COMPENSATION.** Consultant shall receive compensation for all Services rendered under this Contract at the rates set forth in Exhibit "A" attached hereto and incorporated herein by reference up to an amount not to exceed \$75,000.

**IN WITNESS WHEREOF,** DISTRICT and CONSULTANT have caused this CONTRACT AMENDMENT to be duly executed on the day and year first above written.

LAKE ARROWHEAD COMMUNITY  
SERVICES DISTRICT

Signed: \_\_\_\_\_  
Catherine Cerri, General Manager

SGH ARCHITECTS

Signed: \_\_\_\_\_

**EXHIBITS:**

A. Proposal dated April 12, 2019



April 12, 2019

Ms. Aida Hercules-Dodaro, PE  
District Engineer  
Lake Arrowhead Community Facilities District  
PO Box 700  
Lake Arrowhead, CA 92352  
[ahercules@lakearrowheadcsd.com](mailto:ahercules@lakearrowheadcsd.com)

Re: Proposal for Additional Architectural and Engineering Services  
Lake Arrowhead Community Services District Corporate Yard

Dear Ms. Hercules-Dodaro,

SGH Architects is pleased to submit the following Proposal to provide Additional Architectural and Engineering Services for the above-referenced Project.

## **1.0 PROJECT DESCRIPTION**

- 1.1 Architectural design and engineering for an addition of approximately 4,600 ft<sup>2</sup> of Mechanics Shop workspace and associative support components.
- 1.2 Revise site design to include diesel tanks, emergency generator, and the adjustment to the site for the added building area.
- 1.3 Assist in the creation of a Project Cost Benefit Summary that includes logistical, mechanical and electrical operational costs as well as exterior façade option summaries.
- 1.4 Creation of two (2) bid packages for the creation of separate bid packages for the metal building structure bid package and site/interior build-out package.

## **2.0 SCOPE OF SERVICES**

- 2.1 Additional Mechanics Shop
  - 2.1.1 Include the design and engineering of the additional Mechanics Shop program into the Project as a result of user group input and facility needs.
  - 2.1.2 Addition of Mechanics office space into the Program to accommodate user needs.
- 2.2 Site Revisions
  - 2.2.1 Additional design and coordination as a result of multiple changes to the site plan, including site walls/fencing, parking lot layout and utility services to accommodate user group input and additionally identified facility needs.

2.3 Cost Benefit Summary

2.3.1 Assist in the development of a Project Cost Benefit Summary, using logistical, architectural, mechanical and electrical costs to determine potential and estimated project operating costs.

2.4 Separate Bid Package Creation

2.4.1 Create separate architectural and engineering systems (as applicable) package to facilitate two (2) bid packages to allow the metal building structure to be procured separately from the site and interior build-out scope, allowing an expedited pre-fabricated structural building system.

**3.0 ASSUMPTIONS/EXCLUSIONS**

3.1 All requirements of the executed agreement dated November 21, 2018 remains in effect.

3.2 It is assumed that the design – specifically the building layout and primary site design as depicted in the Schematic Design Deliverables dated February 8, 2019 - remains unchanged.

**4.0 PROPOSED FEE**

4.1 SGH Architects proposes to provide the additional services in accordance with the Scope of Services outlined within **Section 2.0** above for a fixed fee of **Seventy-Five Thousand Dollars (\$75,000)**, increasing the Contract amount to a total of **Three Hundred Forty-One Thousand Seven Hundred Ninety-Five Dollars (\$341,795)**.

We look forward to working with you and the LACSD Team on this Project. If you should have any questions, please do not hesitate to give me a call.

Sincerely,

SGH Architects, Inc.



Michael J. Stephens, AIA  
Principal | Partner

Cc: Accounting, S. Griffith, D. Higginson, File



**LEGEND**

**SITE IMPROVEMENTS**

- ① INDOOR PARKING
- ② DISTRICT VEHICLE PARKING
- ③ EXTERIOR TRUCK WASH BAY
- ④ FUEL STATION
- ⑤ EMPLOYEE / GUEST PARKING

**MAIN BUILDING**

- ⑥ FITNESS ROOM 500 sf
- ⑦ MEN'S LOCKER & SHOWER 180 sf
- ⑧ WOMEN'S LOCKER & SHOWER 180 sf
- ⑨ MEN'S RESTROOM 120 sf
- ⑩ WOMEN'S RESTROOM 80 sf
- ⑪ FOUR PRIVATE OFFICES 480 sf
- ⑫ CUBICLE AREA 600 sf
- ⑬ KITCHEN 180 sf
- ⑭ TRAINING / LUNCH ROOM 1200 sf
- ⑮ IT & COMMUNICATIONS 160 sf
- ⑯ SCADA / COMMAND ROOM 220 sf
- ⑰ JANITOR'S CLOSET 60 sf
- ⑱ OFFICE SUPPLY 120 sf
- ⑲ COPY ROOM 150 sf
- ⑳ QUIET ROOM 200 sf

**WAREHOUSE**

- ㉑ WELDING BAY 900 sf
- ㉒ TOOL & PARTS STORAGE / LAUNDRY 4,800 sf

**FIELD OPERATIONS HEADQUARTERS**  
 LAKE ARROWHEAD  
 LACSD





**ROOM SCHEDULE**

| ROOM                | AREA    |
|---------------------|---------|
| AIR COMPRESSOR      | 30 SF   |
| AV                  | 38 SF   |
| BREAK               | 216 SF  |
| ELECT RM            | 96 SF   |
| ENTRY               | 112 SF  |
| HALL 1              | 189 SF  |
| HALL 2              | 225 SF  |
| HALL 3              | 95 SF   |
| I.T.                | 91 SF   |
| JAN. STOR.          | 83 SF   |
| LAUNDRY             | 269 SF  |
| MENS RESTROOM (M)   | 108 SF  |
| MAINTENANCE SHOP    | 4777 SF |
| MAP RM              | 185 SF  |
| MECH STAFF          | 519 SF  |
| MEETING ROOM        | 237 SF  |
| MENS LOCKER         | 410 SF  |
| MEZZANINE 1         | 549 SF  |
| MEZZANINE 2         | 1254 SF |
| OFFICE 1            | 155 SF  |
| OFFICE 2            | 155 SF  |
| OFFICE 3            | 155 SF  |
| OFFICE 4            | 155 SF  |
| OPEN OFFICE         | 1007 SF |
| PRINTER             | 98 SF   |
| QUIET               | 90 SF   |
| SECURED STOR.       | 267 SF  |
| STOR.               | 32 SF   |
| STORAGE             | 54 SF   |
| TRAINING            | 1478 SF |
| WOMENS RESTROOM (W) | 110 SF  |
| WASTE               | 24 SF   |
| WOMENS LOCKER       | 253 SF  |
| MECHANIC SHOP       | 2505 SF |

CORPORATE YARD  
 LAKE ARROWHEAD, CA 92352  
 LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT



SCHEMATIC PHASE  
 FLOOR PLAN | A1.0.



02.26.2019



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