

SUPPLEMENTAL SERVICES AGREEMENT NO. 1
CAPITAL PROJECT MANAGEMENT SERVICES

THIS SUPPLEMENTAL SERVICES AGREEMENT NO. 1, hereinafter referred to as Supplemental Agreement, is made and entered into this _____ day of _____ 2024, by and between the County of Lake, hereinafter referred to as COUNTY, and California Engineering Company, Inc., hereinafter referred to as CONSULTANT:

W I T N E S S E T H:

WHEREAS, the COUNTY has entered into a General Services Agreement dated _____, with CONSULTANT to perform services in support of project delivery of capital projects; and,

WHEREAS, the COUNTY and CONSULTANT now desire to also enter into this Supplemental Agreement with the scope of services described herein for project development.

NOW, THEREFORE, IN CONSIDERATION OF the covenants and agreements herein set forth, it is hereby agreed:

1. The General Services Agreement remains in full force and effect, and in the performance of this Supplemental Agreement CONSULTANT is held to all provisions and the terms of the General Services Agreement.

2. PROJECTS

The projects covered by this Supplemental Agreement shall include the following:

- a. Project management related tasks and on-call services relating to the design and construction of the Kelseyville Senior Center Project.

3. SCOPE OF WORK

The scope of work covered by this Agreement is described in the Scope of Work

and Cost Proposal prepared by CONSULTANT, which is attached as Exhibit "A".

4. COMPENSATION

As full compensation for all work or services to be provided by CONSULTANT hereunder, County shall make payments to CONSULTANT based on monthly invoices for all services performed under this Agreement. Invoices shall reference the project title and include a detailed breakdown of work items completed to date and the cost of work remaining. Invoices shall be separate for each facility. Payment will be based on time and materials. Invoices are due and payable upon receipt. The total fee for the project will not exceed \$339,715.00 without prior approval of the County. Upon satisfactory completion of services summarized in Attachment "A", the final payment of any balance will be due upon receipt of the final invoice. The final invoice shall be submitted within 60-calendar days after completion of the CONSULTANT's work.

In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. COUNTY will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until mutually resolved.

If COUNTY fails to make payment in full to CONSULTANT for services within sixty (60) days of the date due for any uncontested billing, CONSULTANT may, after giving seven (7) days written notice to COUNTY, suspend services under this Agreement until paid in full, including interest. In the event of suspension of services, CONSULTANT will have no liability to COUNTY for delays or damages caused COUNTY because of such suspension of services.

5. TERM

CONSULTANT shall begin immediately on the work as assigned and this AGREEMENT shall remain in full force for a period of three (3) years from the date of approval or until terminated by either party .

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first written above.

County of Lake, a political
subdivision of the State of California

CONSULTANT

By _____
Chair, Board of Supervisors



California Engineering Company, Inc.

ATTEST: SUSAN PARKER
CLERK TO THE BOARD

APPROVED AS TO FORM:
LLOYD GUINTIVANO
COUNTY COUNSEL

By _____



EXHIBIT A

COUNTY OF LAKE – PUBLIC SERVICES

PROPOSAL

PROFESSIONAL DESIGN SERVICES

KELSEYVILLE SENIOR CENTER

DESIGN TEAM:



CALIFORNIA ENGINEERING COMPANY INC.

HEWITT CONSULTING GROUP

ENDEMIC ARCHITECTURE

April 29, 2024



Scope of Services

Our design team has put together a project work scope for your consideration which can also be used as an exhibit for the agreement between the County and California Engineering Company Inc. (CEC). CEC is the prime consultant and shall contract directly with all subconsultants for this project and manage their work quality, performance and schedules. The main team members are listed above, however there are other subconsultants we will utilize to complete the work, but their roles and defined work scopes are dependent on the final design layout, so we have included reasonable allowances based on conversation with them on what we understand to date.

Project Approach

Our approach as the Engineering/Architecture Design Team for this project will be performed as follows:

1.) Kick-Off Meeting

CEC will host an onsite meeting with all stakeholders at the Senior Center at which time we will meet, listen and conduct our own on-site evaluation of the project as a team to discuss the opportunities and constraints with the project.

2.) Existing Facilities and Site Evaluation

During our onsite meeting we intend to develop a technical memorandum that covers the existing facilities and site evaluation which will be instrumental in deriving a set of master plans for consideration that are pragmatic and feasible.

3.) Master Plans

Our team will develop three master plans with two rounds of feedback from the stakeholders that will define the long term planning and strategy for the project.

4.) Design Process 30%

The selected design alternative shall then enter the design phase of the project where we will commence to providing a 30% design of the project, which will accompany an engineers cost estimate for Stakeholder review. Adjustments may be made to the project to either expand or reduce the project depending on the budget estimates. During this stage, we will determine the electrical load capacity needed for the project, and if an upgraded electrical service panel is necessary. Additionally, we intend to submit an application to PGE for power pole relocation. We will also assess the cost benefit to placing solar panels on the roof tops of the new project.

5.) Design Process 60%

Based on feedback and review of the 30% design, the team will refine it's work and produce a 60% design submittal which will also accompany an updated budget which will reflect the higher level of design, along with any changes/modifications made with the 30% design submittal above. At this stage, we anticipate that minor design requests maybe incorporated, and changes generated by a new updated budget may be considered, but the foundational design will be set and the project will largely reflect like these design plans.



6.) Design Process 90%

Based on feedback and review of the 60% design, the team will refine its work and produce a 90% design submittal which will also include the technical specifications, and county approved bid documents. We anticipate that some minor changes may be necessary to refine the project namely due to budgets and with these minor changes the project final drawings will be stamped, certified and approved for bidding.

7.) 100% Contract Documents and Bidding

The County will be responsible for placing the project out to bid, and the team members will attend a pre bid meeting, and respond to all RFI's and produce any bid addenda that may be necessary during the bidding process. Once bids are received the team will work directly with County staff on bid evaluation and analysis and produce a technical memo recommending the lowest responsive bidder.

8.) Construction Administration

Once the bid is awarded the team will host a pre-job meeting with the selected general contractor, and conduct construction progress meetings, site visits as necessary, provide responses to RFI's and Change Order Requests, review and approve submittals, and provide some periodic on site inspections of the work conducted. The team will review job pay requests from the general contractor to ensure the requests match the work product provided. The team will provide final site work walkthroughs and punch lists prior to the project completion.

Note: Environmental documentation and analysis to be done by County staff, as we anticipate this to be considered as maintenance resulting in a categorical exemption under CEQA. All tribal coordination and fees to be responsibility of the County. We will be executing this contract as the first task order (supplemental services agreement #1) to the master agreement of the on-call architecture & engineering RFQ (general services agreement), all work will be performed in accordance with the terms & conditions of the general services agreement.



Project Schedule

County BOS Approval	May 15th, 2024
Contract Execution and Approval	May 30th, 2024
Kickoff Meeting On Site	June 7 th , 2024
Master Plans to County	July 12 th , 2024
30% Design Plans	August 16th, 2024
60% Design Plans	September 20th, 2024
90% Design Plans, Contract Documents, and Engineer's Estimate	October 25th, 2024
100% Design Plans, Contract Documents and Engineer's Estimate Project Bid	November 8th, 2024
Open Bids for Construction	December 17th, 2024



CALIFORNIA ENGINEERING COMPANY INC

ESTD 1996

Task Number	Work Scope Task	Totals
	Civil Improvement Plans 60%; 90%	
1	Kickoff Meeting w/ Senior Center Staff and County	\$880.00
2	Team Scoping Meeting	\$1,760.00
3	Existing Site Evaluation and Summary Report on Findings	\$2,320.00
4	Project Master Planning with three versions and 1 onsite meeting	\$6,080.00
5	Site topographic Survey and Mapping including City Park Area	\$3,700.00
6	Application for Relocation of power pole, pending Franchise Agreement review	\$1,440.00
7	Offsite Site Plan 1-2 options including frontage improvements and bus stop	\$6,080.00
8	Parking Lot Lighting Plan - Included in Elect. Below	\$0.00
9	Civil Improvement Plans 60%; 90%	\$14,320.00
10	Engineering Estimate 60%; 90%	\$3,760.00
11	Technical Specifications	\$3,760.00
12	Bid Package	\$3,760.00
13	Bidding and RFI's	\$2,880.00
14	Construction Administration (Allowance) Includes managing all subs	\$14,900.00
15	QA/QC	\$4,400.00
	Subtotal Dollars	\$70,040.00
	Architectual Services	
16	Existing Conditions and Code Analysis	\$6,353.75
17	Master Planning Phase	\$25,415.00
18	Schematic Design Phase	\$25,415.00
19	Design Development, Construction Documents, Interior Design Specification Services,	\$38,122.50
20	Bidding and Negotiation	\$6,353.75
21	Construction Administration	\$25,415.00
	Subtotal Dollars	\$127,075.00
	Structural Engineering Services	
22	Pre Design	\$7,820.00
23	Design Development	\$15,640.00
24	Construction Documents	\$39,100.00
25	Permitting and Bidding	\$3,910.00
26	Construction Administration	\$11,730.00
	Subtotal Dollars	\$78,200.00
	Electrical/ HVAC Services (allowance)	
27	Exterior Electrical Work, Parking Lot Lighting	\$9,200.00
28	Interior Electrical Design Work	\$17,250.00
29	PGE Electrcial Coordation for new Electrical Panel Service and Pole Relocation	\$5,750.00
30	HVAC Design Services	\$9,200.00
31	Fire Sprinkler Design	\$5,000.00
	Subtotal Dollars	\$47,150.00
	Geotechnical Services (Allowance)	
32	Geotechnical Services (Allowance)	\$17,250.00
	Subtotal Dollars	\$17,250.00
	Totals	\$339,715.00

April 26, 2024

Mr. Lars Ewing, Public Services Director
Lake County Public Services
333 Second Street
Lakeport, CA 95453

Subject:

Dear Lars: Kelseyville Senior Center 5245 Third Street

We are pleased to present our work scope and proposal for the remodeling and expansion of the Kelseyville Senior Center. We have put together a complete team and comprehensive proposal which provides master planning, public/county input, design, bidding and construction management services. Please review and let me know if you have any questions or concerns and we can put together a team call to address them.

Once the project starts we will have team meetings bi-weekly and will invite you and your staff to participate in those meetings, so that we can keep everyone informed and keep the project schedule commitment.

This is a great project and will have a positive impact on the community and residents. We look forward to getting started.

Kind Regards,



David L. Swartz, PE, PLS, QSD, QSP
Chief Executive Officer