

MAR 14 1995

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March 1, 1995

Brown E. Duff
~~EXECUTIVE SECRETARY~~ (Task Force to Review Office Space & Building Sites--Action)
 (Land Committee--Action)
 To: Board of Directors (Organization & Personnel Committee--Action)
 (Engineering & Operations Committee--Information)
 From: General Manager
 Subject: Authorization to Enter an Agreement with CHCG Architects in an amount not to exceed \$460,000, for Master Planning Services for the La Verne Area.

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to enter into an Agreement with CHCG Architects, in a form approved by the General Counsel, for an amount not to exceed \$460,000, to retain Master Planning Services for Metropolitan's La Verne Area facilities.

BRIEF DESCRIPTION

The La Verne Area Master Plan will incorporate the 140-acre Weymouth Filtration Plant and associated facilities, including the expanded Water Quality Laboratory; 50,000 square feet of leased office space in the City of San Dimas; approximately 72-acres of vacant real property located near the Arrow Highway in the City of La Verne; as well as the potential use of non-Metropolitan owned properties located within reasonable proximity of these sites.

<u>CONTRACT TYPE</u>	<u>FUNDING</u>	<u>TYPE OF COMPETITION</u>
<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> CAPITAL	<input type="checkbox"/> RFQ
<input type="checkbox"/> AMENDED	<input checked="" type="checkbox"/> O & M	<input checked="" type="checkbox"/> RFP No. <u>140</u>
<u>CONTRACT FORM</u>	<u>BUDGET STATUS</u>	<input type="checkbox"/> INFORMAL RFP
<input type="checkbox"/> LEASE	<input checked="" type="checkbox"/> FY 94/95 AMT <u>\$210,000</u>	<input type="checkbox"/> OTHER COMPETITION
<input checked="" type="checkbox"/> PROFESSIONAL SERVICES	<input checked="" type="checkbox"/> OUT-YEAR AMT <u>\$250,000</u>	<input type="checkbox"/> SOLE SOURCE
	<input type="checkbox"/> NON-BUDGET AMT _____	

PURPOSE/BACKGROUND

At its August 30, 1994 meeting, the Board of Directors' Task Force To Review Office Space and Building Sites discussed the issues of facilities planning and asset management, and the significance of these activities to Metropolitan's strategic planning efforts. As a result of this discussion, various Board members and the General Manager have advocated formalizing Metropolitan's current property development activities into a centralized Asset Management Program.

The Asset Management Program will be organized as a cooperative venture between the General Manager's staff and the Operations, Engineering and Planning & Resources Divisions. An initial effort of the Asset Management Program will be to develop a Master Plan for all facilities located in the La Verne area. This La Verne Plan is ultimately anticipated to be used as a blueprint for the development of master plans for other Metropolitan facilities.

A Request for Proposals (RFP) to secure consulting services for developing the La Verne Area Master Plan was released on November 29, 1994. Proposals were evaluated, and interviews of short-listed respondents were conducted by a Review Committee comprised of staff from the Administrative Services, Engineering, Planning & Resources, Operations and Water Quality Divisions. Upon evaluation of the proposals and completion of the interviews, the selection of CHCG Architects is recommended.

Exhibit A details CHCG Architects' proposed scope of services. Exhibit B shows CHCG Architects' proposed project budget. The total amount of the consulting agreement would include both professional services and the reimbursement of incidental expenses.

MBE/WBE

CHCG Architects is a minority-owned firm. In compliance with Metropolitan's MBE/WBE Business Outreach Program goals, MBE participation is 55 percent (includes CHCG staff), and WBE participation is 5 percent. CHCG Architect's proposed project team includes the following subconsultants: McCann-Nay & Company, ASL Consulting Engineers, E.W. Moon Engineering (MBE), HYA Consulting, Corporate Design Consultants (MBE), Denis L. Kurutz and Associates, J.L. Hengstier & Associates, CALPEC Engineering (MBE), Bobby Knox Architects (MBE), Kal Krishnan Consulting Services, Inc., Cotton/Beland Associates, Inc., Keyser Marston, Hintz & Balvin (WBE), and Heliplanners.

Total participation: MBE \$253,000 - WBE \$23,000

CEQA COMPLIANCE/ENVIRONMENTAL DOCUMENTATION

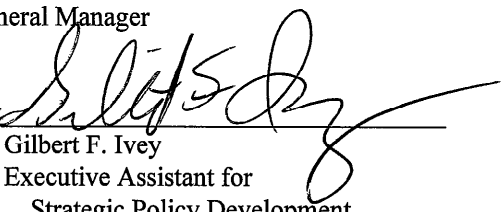
Pursuant to section 15262 of the California Environmental Quality Act (CEQA) Guidelines, the action requested by this Letter is exempt from the provisions of CEQA because it involves planning studies for a possible future action. This possible future action is the Board's approval of the implementation of recommendations resulting from the La Verne Master Plan, which, if required, will be preceded by the completion and certification of a final Environmental Impact Report in full compliance with CEQA.

<u>NUMBER OF CANDIDATES</u>	<u>EVALUATION CRITERIA:</u>
<input checked="" type="checkbox"/> INVITED TO RESPOND 85 <input checked="" type="checkbox"/> SUBMITTED PROPOSALS 17 <input checked="" type="checkbox"/> SHORT-LISTED 6	<u>RELEVANT EXPERIENCE (35 pts.): SIMILAR PROJECTS, INCLUDING EXPERIENCE WITH OTHER PUBLIC AGENCIES (35 pts.); TECHNICAL APPROACH/METHODOLOGY (20 pts.); MBE/WBE PARTICIPATION (10 pts.); PREVIOUS SO. CALIF. PROJECTS (2.5 pts.); PROJECT SCHEDULE (2.5 pts.).</u>
<u>CONTRACTS WITH CONSULTANT</u> <input type="checkbox"/> TOTAL <u>NO OTHER CONTRACTS</u> <input type="checkbox"/> MAXIMUM DOLLAR AMT. _____	

	<p><u>CONTRACTUAL DETAILS</u></p> <p><input checked="" type="checkbox"/> ANTICIPATED DURATION <u>10 MONTHS</u></p> <p><input checked="" type="checkbox"/> HOURLY RATES SEE ATTACHED SCHEDULE</p>
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Approval of Request

John R. Wodraska
General Manager

By 
Gilbert F. Ivey
Executive Assistant for
Strategic Policy Development

Concur:

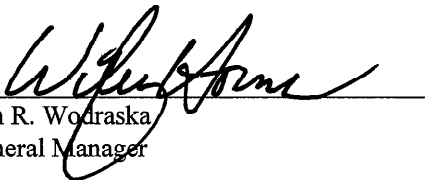

John R. Wodraska
General Manager

EXHIBIT A

Proposed Scope of Services

1. Evaluate the possible relocation of administrative support functions and coordinate the siting and scheduling of those functions to be displaced as a result of future treatment process implementation.
2. Evaluate the possible use of non-Metropolitan owned properties and the potential benefit to Metropolitan of purchasing additional properties, including vacant or improved properties in proximity to the individual La Verne Area Master Plan sites.
3. Establish and define a unified architectural theme to blend with the existing landscape and architecture.
4. Deliver the architectural and landscaping report and recommendations which address the blending of the existing Administration Building and Headhouse and the existing Water Quality Laboratory with the proposed Laboratory expansion.
5. Review, analyze, and assess the current applicability of all previously prepared and current studies/documents and other existing information. Advise Metropolitan of additional recommendations or findings to improve the La Verne Area Master Plan project.
6. Utilize existing drawings and documents and conduct on-site surveys to verify or determine existing items that may affect the implementation of the Plan, including: a) building plans, b) grades or contours, c) structures and roads, and d) pipelines, utilities and drainage systems.
7. Conduct and perform investigations, as needed, to determine as-built conditions for those areas impacted by the Master Plan.
8. Verify the programming and space requirements for all presently housed and anticipated functions over the next 25 years for the ultimate development of the Weymouth Facility, the Arrow Highway site, San Dimas leased space and other potential locations.

9. Identify programmatic and space needs of the existing Zeolite Water Softener Buildings to determine, in conjunction with Metropolitan, the highest and best use of these buildings.
10. Evaluate the existing infrastructure and estimate future infrastructure needs based on anticipated growth. Make recommendations for infrastructure improvements required to service the entire Weymouth Facility site once the Plan is fully implemented.
11. Identify all infrastructure and utility improvements required to service the vacant Arrow Highway site to fully implement the Plan and recommend a schedule for infrastructure improvements.
12. Review and assess recommendations for site access, external and internal vehicular traffic patterns, pedestrian circulation traffic patterns, security, and parking requirements based upon future projected needs.
13. Address the development of the individual sites within the Plan with regard to compliance with local city regulations and ordinances, as well as other applicable codes and regulations.
14. Consult with appropriate agencies on site specific requirements and anticipated expansion of the Brackett Airfield as related to the potential use of the Arrow Highway site.
15. Prepare implementation schedules for each master plan option, including the implementation of new treatment processes, the displacement of existing facilities and the relocation and/or construction of any new facilities.
16. Prepare detailed and comprehensive cost estimates for each master plan option, with final cost estimates to be incorporated into the final report.
17. Make presentations to Metropolitan's Board of Directors and Board Committees regarding the Master Plan, as needed.
18. Assist with other matters related to the La Verne Area Master Plan, as requested by the Agreement Administrator.

Metropolitan Water District
 Master Planning Services for the La Verne Area Master Plan

Budget and Fee Schedule

As requested in Section 2 of RFP No. 140 for Master Planning Services for the La Verne Area Master Plan, we submit the following estimated cost breakdown:

1.0	<u>PHASE 1 INVENTORY AND DOCUMENTATION</u>	<u>ESTIMATED COST</u>
	Interviews and Programming	\$ 40,000
	Survey and Documentation of Existing Conditions	35,000
	Topographic Aerial Survey (Outside Service)	10,000
	General Site Plan Analysis	6,000
	Space Utilization Study Analysis	4,000
	System Overview Study Analysis	9,000
	ADA Study Analysis	3,000
	Phase 1 Report	7,000
	Subtotal -	\$114,000
2.0	<u>PHASE 2 MASTER PLAN DESIGN</u>	
	Architecture and Landscape Guidelines for the Blending of Water Quality Laboratory	10,000
	Adaptive Reuse of Zeolite Softener Buildings	20,000
	Architectural Theme/Vision	25,000
	Architectural Guidelines for Master Plan	25,000
	Alternative Site Plan Designs	105,000
	Space Planning	20,000
	Draft Master Plan Report	40,000
	Subtotal -	\$245,000
3.0	<u>PHASE 3 FINAL REPORT</u>	
	Final Master Plan	Subtotal - \$ 55,000

Metropolitan Water District

Master Planning Services for the La Verne Area Master Plan

Budget and Fee Schedule (Continued)

4.0	<u>PROJECT SUPPORT FUNCTIONS</u>	<u>ESTIMATED COST</u>
	Estimating and Scheduling	\$20,000
	Real Estate Asset Management	<u>26,000</u>
		Subtotal - \$ 46,000
		Total - \$460,000
5.0	<u>ADDITIONAL SERVICES</u>	
	Community Outreach	\$14,000
	Environmental Analysis	\$28,000
	Architectural Renderings	\$ 7,000
	Architectural Model	\$10,000
	Ground Control and Aerial Survey (1" = 40')	\$15,000

**FEE SCHEDULE
(HOURLY)**

CHCG Architects

Secretarial/Clerical/Architectural Aide	\$ 9.50-\$24.00
Draftsperson	\$11.50-\$25.00
Job Captain	\$22.00-\$36.00
Designer	\$12.50-\$39.00
Project Architect	\$24.00-\$39.00
Department Manager	\$22.00-\$47.50
Associate	\$33.50-\$47.50

McCann-Nay & Co.

Partner in Charge	\$105.00
Partner	\$ 90.00
Technical Level I	\$ 70.00
Technical Level II	\$ 55.00
Technical Level III and Clerical Time	\$ 40.00

ASL Consulting Engineers

Technician	\$ 48.00
Draftsperson	\$ 60.00
Designer Draftsperson	\$ 65.00
Designer/CAD Operator/Engineer I	\$ 75.00
Engineer I and II	\$ 80.00
Sr. Engineer/ Project Coordinator	\$ 88.00
Project Engineer/Sr. Project Coordinator	\$ 98.00
Project Manager/Managing Engineer	\$115.00
Sr. Project Manager/Sr. Managing Engineer	\$125.00
Principal	\$135.00
Sr. Construction Inspector	\$ 62.00
Construction Inspector	\$ 56.00
Word Processor/Administrative Support	\$ 45.00
Mapping Coordinator	\$ 78.00
Planner	\$ 88.00
Chief of Surveys	\$ 95.00
Two-Person Survey Party	\$150.00
Three-Person Survey Party	\$200.00
Survey Travel Time (Two-person)	\$ 90.00
Survey Travel Time (Three-person)	\$110.00