

EXHIBIT A  
SCOPE OF WORK  
For A/E Services for the  
**COUNTY OF SANTA CRUZ**  
**LIVE OAK LIBRARY ANNEX PROJECT**  
At Simpkins Swim and Community Center  
March 12, 2018

**PROJECT DESCRIPTION**

**A. Feasibility and Concept Design:**

Consultant shall develop Feasibility, Concept Plans and Implementation Plan for the County of Santa Cruz, based upon the Conceptual Program Statement and scope dated December 12, 2017 provided by County of Santa Cruz Department of Public Works and stakeholder/community process.

**B. Building Data**

Existing Center: +/-21, 400 SF

Existing Stories: 2 Stories

Proposed Addition: +/-2,750 SF

**C. Sustainable Goals**

Owner/Client Goals LEED system certification Level or California Green Building Standards Tiers: Goals to be determined based on Phase 1 final plan.

**D. Budget**

Construction Budget: Measure S Funded Work preliminary construction budget of \$2.7 Million. Other funds for non-Measure S funded facilities to be identified.

**E. Schedule:**

The timeline for Phase 1 runs from mid-May to December of 2018. Meeting with stakeholders will occur approximately once per month. Anticipated schedule duration and outline shown below:

**May-June:**

Gather existing information, owner, regulatory agencies

Kickoff meeting (mtg 1)

Create building evaluation and reports

**July-August:**

Stakeholder Meeting (mtg 2)

Develop materials and approach for community meetings

**September:**

Develop concept design alternatives and draft narratives

Stakeholder Meeting (mtg 3)

Community Meeting #1 – (Anticipated early September)

**October-November:**

Create concept design alternatives and draft narratives  
Stakeholder Meeting (mtg 4)  
Prepare draft developed concept plan and implementation plan with associated cost estimate rough order of magnitude  
Community Meeting #2 – (Anticipated mid-October)  
Develop final selected concept alternative and narrative  
Stakeholder Meeting (mtg 5)

**December:**

Community meeting #3 - (Anticipated early December)  
Finalize Phase 1, final concept plan, implementation plan and anticipated project cost  
Develop Phase 2 Scope of Work, Fees, and Schedule  
Phase 1 Stakeholder Closeout Meeting (mtg 6)

**F. Assumptions and Owner / Client Documentation to be provided:**

1. Site Survey, Monument, Boundary Line and property line locations
2. Site topographic survey and Contour Map at 2' maximum intervals
3. Existing As-built documentation for current facility
4. Geotechnical Report, including soils testing and analysis

**I. PRE-DESIGN / FEASIBILITY / EXISTING CONDITIONS**

**A. Gather and Review Existing Information, Create Base Drawings:**

1. Architect and Engineering Team task: Gather and review existing drawings, reports, studies, evaluations, and other relevant materials on the existing building. We will then create measured CAD drawings, based on as-built documents provided by Owner for use in creating concept design studies.

**B. Kick-off Meeting with SCPL, Santa Cruz County Parks, and County Staff (Stakeholder group):**

1. Owner / AE Team: Kick-off meeting attended by all key stakeholders and key members of the design team. Kick-off meeting to establish the goals of the project, necessary outcomes and deliverables, communications and decision-making protocols, the schedule for project process, the budget, and other important aspects of the project.

**C. Building Evaluation by Architects and Engineering Consultants:**

1. Architect and Engineering Team task: Evaluating all building systems, determining what is working well and what should be considered for renovation or replacement. Review of existing systems includes those that are nearing end of useful life and would be prescribed for replacement as part of a building addition and/or renovation project. AE team will compile conclusions into a building narrative report that will assist us in the conceptual planning and design.
2. Evaluate Relevant Codes and Regulations for the Project: Review existing site/building conditions and application of the 2016 California Building Code, including building accessibility components. Review Federal, State and County planning/code overlays for the existing site and report considerations for concept planning and land regulation. Review to include riparian

protection zones, zoning regulations, storm water management requirements, and current parking quantities.

**D. Program Review:**

1. Owner and Architect Task: Review owner provided program in relation to the project scope, schedule, and budget, and make recommendations for revisions that best suit the needs of the stakeholders. Scope components developed in Phase 1 may not all fall within available funding sources, but will be provided as a long-term plan for improvements to the facility.

**E. Develop Three (3) Project Concepts:**

1. Development of design alternatives that address the stakeholder and community goals for the project. Concepts will consider, building additions, reconfiguring existing internal spaces for greater efficiency and better wayfinding, reutilizing existing spaces for alternative uses, and addressing deferred maintenance issues. Study will demonstrate how the revised building could connect to adjacent facilities and features like the school, Boys & Girls Club, rail-trail, and state park. Each project concept will include:
  - a. Site Plan
  - b. Floor Plans
  - c. Conceptual building elevations and/or concept visualizations to describe approach.
2. Anticipated Project Cost Estimate: Development of a rough order of magnitude (ROM) cost estimate for each of three (3) project concept.

**F. Community Meetings:**

Proposal includes three (3) community focused meetings to engage public participation and facilitate communication of project approach, goals and concept designs. Architect to work with Owner to establish meeting agendas and content. Owner to provide direction for a public outreach program. Noll & Tam to provide graphics for community outreach program, including email announcement, postcard and format to allow "poster" size printing for three (3) community meetings. County of Santa Cruz to provide Spanish translation material for community meeting content.

1. Community Meeting #1: Visioning and Needs workshop
2. Community Meeting #2: Presentation of three (3) project concepts and pros and cons review
3. Community Meeting #3: Presentation of preferred concept plan, project overview and schedule

**G. Final Developed Concept Plan and total Project budget:**

1. With input from the stakeholders group, and Community process, a final preferred concept approach will be developed. Materials will be assembled to produce a Final Developed Concept Plan for review and approval. The package will include:
  - a. Site Plan
  - b. Floor Plans
  - c. Sections and Elevations as needed
  - d. Building system narratives
  - e. Reference Images
  - f. Reports
  - g. Selected interior and exterior conceptual visualizations to convey project design intent

2. Project Cost Estimate for the final selected alternative. Costs will be organized to separate library annex costs from other community center upgrade costs, maintenance approach and additional proposed project scope.
3. Total project budget to include construction estimated costs, design/engineering fees, approvals fees and furniture, fixtures and equipment estimates.

#### H. Implementation Plan

1. A final implementation plan will be developed to describe how the scope described in the concept plan can be phased to allow the existing facility to continue operations. The implementation plan will serve as a guide for the continuation of the process into Phase 2 of the project. Implementation plan to include:
  - a. Phase planning for development of the Library annex project and phase planning for concurrent or future development projects of the swim center facility.
  - b. Implementation plan to address potential for project phases to be delivered through separate construction processes.

#### I. Meetings

In order to accomplish this work and review it appropriately with staff, stakeholders, and the community, we propose the following number of meetings for Phase 1. Additional meetings, if requested, will be considered an Additional Services.

##### **Stakeholder Meetings (6 total):**

- 1 Kickoff meeting
- 4 progress review meetings
- 1 Phase Completion Meeting

##### **Community Meetings (3 total):**

- 1 Project Visioning and Needs Meeting
- 1 Present / Review three (3) project concepts
- 1 Presentation meeting of final concept and implementation plan

**J. Deliverables:** Materials are noted above in individual sections.

#### **K. Additional Services Not Included in Phase 1 as described above:**

- a. 3d Visual Renderings: Publication quality visualizations
- b. Physical project models
- c. Life cycle cost analysis (LCCA). Consultant will advise on anticipated life of service for building systems and materials.
- d. Fundraising and Donor Recognition: Assistance with fundraising or grant applications, and the preparation of any donor recognition materials may be provided as an additional service.
- e. Any services not specifically described above.

#### **L. Exclusions:**

- a. Consultant shall not be responsible for reviewing, summarizing or providing reports for materials considered Hazardous by Federal or State regulations.

- b. Consultant shall not be responsible for the preparation of California Environmental Quality Act (CEQA) documentation, but will provide architectural project materials to support CEQA entitlement process