

Additional Services Proposal #01

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April 9, 2025

Revision #1

TRD 23-050.01

ARCHITECT:



TR Design Group, Inc.

Thomas Riggle, Architect, License #: C24877
2900 Adams Street, Studio A-400
Riverside, CA 92504
951 – 742 – 7179

CLIENT:

City of Murrieta

Bryce Wilson, Management Analyst
1 Town Square
Murrieta, CA 92562
951 – 461 – 6429

**PROJECT: RENOVATION OF FIRE STATION NO. 1 BUILDING ON THE SITE LOCATED:
41825 JUNIPER ST., MURRIETA, CA**

SCOPE: PREPARATION OF CONSTRUCTION DRAWINGS WITH PERMITTING, BIDDING ASSISTANCE, LIMITED CONSTRUCTION ADMINISTRATION SERVICES INCLUDING THE FOLLOWING DISCIPLINES:

- ARCHITECTURAL
- STRUCTURAL ENGINEERING
- MECHANICAL, PLUMBING AND ELECTRICAL ENGINEERING
- SPECIFICATIONS

SCOPE / INTENT AND EXTENT OF ARCHITECT'S BASIC SERVICES:

Phase 01	Conceptual Design
Phase 04	Contract Documents - 30% to Completion Prepare Detailed Construction Drawings. Coordinate with Consultants. Coordinate with City and Agencies. Coordinate with Client. Back check plans for Quality Assurance. Minor* revisions to the plans per the Client's requirements. Permit Submittals and plan check comments. Revise plans per Plan Check submittal requirements. * Major changes will require Additional Services. ** The required time to complete this Phase is approximately 8 weeks depending on the Consultants' preparation times. This Phase is complete upon the Construction Documents package being ready for submittal to the Agency. † Available reference drawings and data are anticipated to be Preliminary. Revisions to the plan will be required as more accurate and engineered drawings and data become available.
Phase 05	Bidding Assistance Bidding Assistance up to 26 hours included. Typical tasks include: Prepare Bid Plans and Documents for printing. Prepare and issue Bid Sets. Attend up to (1) one meeting during Bid Phase. (Bid Forms and information to Contractors by Client). Receive and respond to RFI's.

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Phase 06 Construction Administration

Construction Administration up to 210 hours included. Typical tasks include: Reviewing progress payments, reviewing and responding to RFI's and up to 25 submittals, clarifications, up to 14 Site Progress, Client and/or Contractor meetings. Meetings shall be at key interval points for the project. Additional meetings above the amount listed shall be compensated as Additional Services.

The Construction Administration phase of the services shall be required as part of the Architectural Services if the project is constructed. The anticipated construction timeline for this project is approximately 6 months. If the construction timeline exceeds 7 months it will require Additional Services for the A&E team to provide CA support.

* Changes during Construction will require Additional Services.

** This proposal anticipates that a licensed, insured and bonded General Contractor will be constructing the project.

Phase 09 Project Management Services (Optional)

Project Management During the Bidding and Construction phases.

Includes up to 300 hours which is 43 hours / month for 7 months.

Coordination with Client.

Coordination of Client-direct vendors / suppliers.

Coordination with the GC and Client.

Advisory Project Management on behalf of the Client as Owner's Rep.

Reviewing deliverables and time constraints.

Tracking GC's adherence to the schedule.

Reviewing progress payments.

Coordinating suppliers and equipment orders.

Coordination with the City if issues arise.

Reporting to the Client.

Coordinating RFI's and Clarifications with GC.

Up to 47 progress, Client and/or GC meetings (or conferences). Meetings during construction shall be up to, but not more than an average of, 1.5 times per week and not more than 3 hours / meeting.

Additional meetings above the amount listed shall be compensated as Additional Services.

* Changes during Construction will require Additional Services.

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Please note, the following items are NOT included in this proposal:

General: Any additional plans or drawing beyond those listed above. Unusual or project specific requests which the City may require. BIM or Revit. CAD files of our drawings. LEED. ADA work outside of the immediate area of work. Signage or Sign Permits. Additional meetings beyond what is noted above (additional meetings up to (2) hours shall be \$ 350 if at our office and \$500 if not at our office. Meeting times in excess of (2) hours will be billed as an Additional Service at the hourly rates herein).

Architectural: Additional Concepts more than what is listed above. Perspectives, renderings, or other exhibits not listed above. Planning Dept. processing of any application. EIR. Variances. Initial Assessment. TIA. Environmental Assessment. Special Studies.

Property Information: Title Report, Grant Deed, or other Title Information. Soils Reports or Testing. Hazardous Materials Removal, Testing or Inspections.

Engineering: Civil Engineering. ALTA, Boundary, or Topographic Survey services. Parcel Map, Lot Line Adjustment. Street Improvement Plans. WQMP. SWIPP. Traffic Study. Traffic Signal Plans.

Landscape: Landscape or Irrigation Plans.

MEP: Fire Alarm or Fire Sprinkler Drawings. Commissioning.

Permitting: AQMD, Haz Mats, or other unusual permit submittals or assistance (this can be done as an Additional Service). Utility Coordination other than noted. Will serve letters or coordination. Cable TV service Coordination. Internet Service Coordination.

Bidding: Value Engineering to bring the project in "under budget". Bid Forms.

Construction: Unforeseen issues during construction. Project Management of the Construction (if not selected). Construction Management. Verification of the contractor's qualifications. Overseeing the Contractor. Inspections. More than 25 submittals (submittals shall be complete and grouped per trade, if found incomplete they will be rejected). More than 75 RFIs.

Post Construction: Revised construction plans to conform or reflect the "As-Built Drawings" from the Contractor.

Reimbursables: Application fees, plan check fees, City Review Submittal fees, permit fees, or any other fees. Ownership listing notices, or the fee for the consultant to prepare them.

*** Services beyond the SCOPE/INTENT AND EXTENT OF ARCHITECT'S BASIC SERVICES will be billed as Time and Materials per the attached Rate Schedule.

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COMPENSATION FOR BASIC SERVICES OF THE ARCHITECT:

Shall be FIXED FEE in the amount as follows:

Architectural & Consultant Services		Phase Total
Phase 04	Contract Documents - 30% to Completion	\$ 119,330.52
Architecture	TR Design Group	
Structural Engineering	DCSE - Misc. Structural Design calculations	
MEP Engineering	RPM - Mechanical, Plumbing and Electrical Design and T-24 calculations	
Specifications	InSpec - Project Specifications	
Phase 05	Bidding Assistance	\$ 4,981.68
Phase 06	Construction Administration	\$ 49,816.80
Architecture	TR Design Group	
Civil Engineering	Not included.	
Landscaping	Not included.	
Structural Engineering	DCSE - up to 8 hours of CA	
MEP Engineering	Up to 12 hours of CA	
Other:	Not included.	
TOTAL		\$ 174,129.00
Phase 09	Project Management Services (Optional)	\$ 70,000.00
TOTAL WITH PROJECT MANAGEMENT SERVICES		\$ 244,129.00

Services on a Time and Materials basis will periodically be billed at the hourly rate schedule within.

BASIS OF COMPENSATION:

FOR BASIC SERVICES, as described above, Basic Compensation shall be computed as follows:

FIXED FEE IN THE AMOUNT OF:

FOR PHASES 01 – 08 WITH SCOPE IN THEM AS NOTED ABOVE:

One Hundred Seventy Four Thousand One Hundred Twenty Nine Dollars and No Cents, \$174,129.00,
plus reimbursable expenses.

FOR PHASE 09 – PROJECT MANAGEMENT SERVICES ONLY:

Seventy Thousand Dollars and No Cents, \$70,000.00,
plus reimbursable expenses.

FOR THE PHASES WITH SCOPE IN THEM NOTED ABOVE INCLUDING THE REIMBURSABLES BUDGET:

Two Hundred Forty Five Thousand Six Hundred Twenty Nine Dollars and No Cents, \$245,629.00,
including the reimbursable expenses budget.

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PAYMENT SCHEDULE:

\$	119,330.52	plus Reimbursables due during the Contract Documents - 30% to Completion
\$	4,981.68	plus Reimbursables due during Bidding Assistance
\$	49,816.80	plus Reimbursables due during Construction Administration
\$	174,129.00	TOTAL plus Reimbursables
\$	70,000.00	plus Reimbursables due during Project Management Services (Optional)
\$	244,129.00	TOTAL including Project Management Services (Optional) plus Reimbursables
\$	1,500.00	Reimbursables Budget
\$	245,629.00	TOTAL with Reimbursables Budget

COMPENSATION FOR ADDITIONAL SERVICES beyond those listed in the basic services will be billed on an hourly basis at the following rates:

Position	Rate
Principal	\$ 275.00
Senior Architect / Project Architect / Senior Project Manager	\$ 225.00
Architect / Project Manager	\$ 195.00
Permit Specialist / Project Coordinator	\$ 180.00
Job Captain / Senior Draftsman	\$ 165.00
Draftsman	\$ 135.00
Project Assistant	\$ 75.00

COMPENSATION FOR SERVICES OF THE ARCHITECTS CONSULTANTS: All Consultants (if engaged as part of the Scope) including, but not limited to, civil, landscape, structural, mechanical, plumbing and electrical engineering shall be a multiple of one and twenty-five one hundredths (1.25) times the amounts billed to the Architect for such services.

REIMBURSABLE EXPENSES:

FOR REIMBURSABLE EXPENSES, a multiple of one and fifteen one hundredths (1.15) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the project. Reimbursable will periodically be billed.

Reimbursables Budget \$ 1,500.00