

**AGREEMENT FOR PROFESSIONAL SERVICES
WITH GROUP 4 ARCHITECTURE FOR THE
PHASE 1 IMPROVEMENTS AT WASHINGTON PARK
FOR THE BURLINGAME CITY PARKS YARD**

THIS AGREEMENT is made and entered into in the City of Burlingame, County of San Mateo, State of California, by and between the **CITY OF BURLINGAME**, a municipal corporation [hereinafter City], and **GROUP 4 ARCHITECTURE, RESEARCH, + PLANNING, INC.** engaged in providing **Professional Services** herein called the "Consultant", as of the ____ day of August, 2026.

RECITALS

- A. The City is considering for Consultant to provide professional services for the design development and preparation of construction documents for the Phase 1 Improvements at Washington Park, 420 Carolan Ave, Burlingame, CA for the Burlingame City Parks Yard Project.
- B. The City desires to engage a professional consultant to provide professional services because of Consultant's experience and qualifications to perform the desired work, described in Exhibit A.
- C. The Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.

AGREEMENTS

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1. Scope of Services. The Consultant shall provide the services described in Exhibit A, attached hereto and made part of this agreement.
- 2. Time of Performance. The services of the Consultant are to commence upon the execution of this Agreement until December 30, 2027.
- 3. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state, and local laws. Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all

times during the term of this Agreement any licenses, permits, and approvals which are legally required for Consultant to practice its profession. **Consultant shall maintain a City of Burlingame business license.**

4. Nonexclusivity. Nothing contained in this Agreement shall be construed or interpreted as giving the Consultant any exclusive right or priority to provide any or all of the services described in this Agreement, and the City shall remain free to use its own forces or any other person to provide some or all of those services as the City may in its sole discretion determine best meets the City's needs and wishes.
5. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
6. Information/Report Handling. All documents furnished to Consultant by the City and all reports and supportive data prepared by the Consultant under this Agreement are the City's property and shall be delivered to the City upon the completion of Consultant's services or at the City's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the City to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the City without the written consent of the City before such release. The City acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and City's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at City's risk, unless Consultant expressly consents to such use in writing. City further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
7. Cost of Services and Materials. Pricing for those services shall be in conformance with the price listing in **Exhibit B** attached hereto, including services in the amount not to exceed **Six Hundred Eighty-three Thousand, Three Hundred Eighty-five dollars (\$683,385)**. Billing shall include current period and cumulative expenditures to date and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for City review, even if only in partial or draft form.

8. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three (3) years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the City at the Consultant's offices during business hours upon written request of the City.
9. Project Manager. The Project Manager for the City for the work under this Agreement shall be Margaret Glomstad, Parks and Recreation Director.
10. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the City.
11. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

To City: Margaret Glomstad, Parks and Recreation Director
Parks and Recreation Department, City of Burlingame
850 Burlingame Ave.
Burlingame, CA 94010
Ph. (650) 558-7307
E-mail: mglomstad@burlingame.org

To Consultant: Jonathan Hartman, Principal
Group 4 Architecture, Research + Planning, Inc.
211 Linden Ave
So. San Francisco, CA 94080
Ph. (650) 871-07911
E-mail: jhartman@g4arch.com

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to City.

12. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent consultant and not an agent or employee of the City. As an independent consultant he/she shall not obtain any rights to retirement benefits or other benefits which accrue to City employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by

subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement.

13. Conflict of Interest. Consultant understands that its professional responsibilities is solely to the City. The Consultant has and shall not obtain any holding or interest within the City of Burlingame. Consultant has no business holdings or agreements with any individual member of the Staff or management of the City or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the City in the subject of this Agreement, and it shall immediately disassociate itself from such an interest should it discover it has done so and shall, at the City's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify City of this employment relationship, and shall, at the City's sole discretion, sever any such employment relationship.
14. Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.
15. Insurance.
 - A. Minimum Scope of Insurance:
 - i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: One million dollars (\$1,000,000) combined single limit per occurrence and two million dollars (\$2,000,000) aggregate for bodily injury, personal injury and property damage in a form at least as broad as ISO Occurrence Form CG 0001.

- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than two million dollars (\$2,000,000) each claim/aggregate sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.
- iv. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

B. General and Automobile Liability Policies:

- i. The City, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant. The endorsement providing this additional insured coverage shall be equal to or broader than ISO Form CG 20 10 11 85 and must cover joint negligence, completed operations, and the acts of subcontractors. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. The Consultant's insurance coverage shall be endorsed to be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
 - iv. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- C. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
- D. All Coverages: Each insurance policy required in this item shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice by mail, has been given to the City (10 days for non-payment of premium). Current certification of such insurance shall be kept on file at all times during the term of this agreement with the City Clerk.
- E. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-:VII and authorized to do business in the State of California.
- F. Verification of Coverage: Upon execution of this Agreement, Contractor shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the City. All certificates and endorsements are to be received and approved by the City before any work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

16. Indemnification.

- a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to

property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

- b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims to the extent actually caused by the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault. Consultant has no obligation to provide an immediate defense or to pay for any of the indemnitees' defense-related costs prior to a final determination of liability.

- 17. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- 18. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed under the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of San Mateo.
- 19. Termination of Agreement. The City and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of termination. In the event of termination, the Consultant shall deliver to the City all plans, files, documents, reports, performed to date by the Consultant. In the event of such termination, City shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to

the City bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

20. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the City and the Consultant.
21. Entire Agreement. This Agreement constitutes the complete and exclusive statement of the Agreement between the City and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date of _____.

City of Burlingame

“Consultant”

By _____
Lisa K. Goldman
City Manager

Group 4 Architecture, Research + Planning Inc.
Print Name: Jonathan Hartman
Title:

Approved as to form:

Michael Guina, City Attorney

ATTEST:

Meaghan Hassel-Shearer, City Clerk

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EXHIBIT A

SCOPE OF SERVICES

THE PROJECT

1. The Project consists of professional services for the conceptual design of planned utilities and the schematic design for Phase 1 improvements to the 9,500-square-foot Burlingame Parks Yard and associated site work. This work will build upon the final organization of site elements shown in the 2025 Master Plan for this location. The Parks Yard is located at Washington Park, 420 Carolan Ave, Burlingame, CA.

SCOPE OF BASIC SERVICES

2. General:
 - 2.A The intent of the Consultant's Basic Services is to provide design and participation services in support of the Project as identified in Section 3. Consultant's Basic Services include a civil engineer, landscape architect, geotechnical engineer, environmental consultant, structural engineer, mechanical engineer, electrical engineer, low-voltage designers, and cost estimator, in addition to architectural services.
 - 2.B In selecting the Consultant, the City recognizes that the Consultant has the qualifications to provide full planning, architecture, and interior design services including conceptual design, schematic design, design development, construction documents, bidding, construction administration, and post-construction phase services. The City, at its discretion, may choose to amend this contract to add services to the Consultant's Scope of Services for Additional Compensation if mutually agreed to by the Client and Consultant.
 - 2.C Basic Services for this Project are based on completing the 2025 Master Plan for this location.
 - 2.D The Consultant's assumption is that the project will be constructed through a conventional public design-bid-build delivery method. Basic and Optional Services assume the construction work for Phase 1B will be developed as a single bid package to be constructed in a single phase. Phase 1A will be documented in the Concept Design herein but it is anticipated that the City will lead the creation of the final, detailed, procurement documents for Phase 1A.
 - 2.E The governing code for this project will be 2025 California Building Code (CBC). Plan check will be carried out by the City of Burlingame.
 - 2.F The City shall provide the following for the Project as needed:
 1. A City representative who can render decisions on behalf of the Project in a timely manner.
 2. Scheduling and invitations for public meetings.
 3. Information about:
 - a. City Standards
 - b. City Requirements
 4. Any other information not included in Consultant's Basic Services or Optional Services that is reasonably needed for the Project.

5. The tGeneral and Supplemental Conditions for the Project, as well as any other City front end documents necessary for Bidding and Award.
- 2.G During each phase of the project, direction will be given to the Consultant in Project Management Team (PMT) meetings. Attending these meetings will be the Consultant, City representatives, the City's Project Manager, and others as determined by the City. Agreements and action items will be documented in meeting minutes.
- 2.H Except where otherwise specified in this agreement, summaries of decisions, design direction, establishment of project requirements may be communicated and documented through written meeting minutes and e-mails.
- 2.I Sustainable Design: The Consultant shall include sustainable design strategies. The project will be designed in accordance with the sustainable design practices described by the CALGreen state building code.
- 2.J At this time, the City does not have the intention to pursue LEED certification. The preparation of LEED analyses, LEED credit evaluation and identification of probable construction costs and design fees associated with LEED certification by the USGBC, if desired by the City may be provided as Additional Services.
- 2.K The City intends to engage the services of a third-party Project Manager to assist the City with coordinating the services of the Consultant and future contractor. Direction given to the Consultant by the Project Manager shall be interpreted by the Consultant as having been given directly by the City.
- 2.L Construction Costs
1. Evaluations of the City's Project budget, preliminary estimates of probable construction cost and detailed estimates of Construction Cost prepared by Consultant, represent the Consultant's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Consultant nor the City has control over the cost of labor materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Consultant cannot and does not warrant or represent that bids or negotiated prices will not vary from City's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by Consultant.
- 2.M Schedule
1. The Project schedule is set forth in EXHIBIT C – SCHEDULE OF SERVICE. Revisions to this schedule shall be mutually acceptable to the City and Consultant.
 2. Authorized City representatives shall attend meetings and participate in setting project direction that is on the critical path of the project schedule. The Consultant shall be entitled to an extension of schedule and Additional Services for changes in direction or decisions that extend the critical path of the project schedule.
 3. During each phase of the project, direction will be given to the Consultant in Project Management Team (PMT) meetings. Attending these meetings will be the Consultant, City representatives, the City's Project Manager, and others as determined by the City. Agreements and action items will be documented in meeting minutes.
 4. The City's review of formal phase submissions will be to evaluate conformance with decisions and directions set in previous meetings and also to give advance input to guide the next stages of the Project's development.
 5. The City shall issue a Notice to Proceed on a phase-by-phase basis.
 6. The Consultant shall be excused from performing any obligation or undertaking provided in this Agreement in the event and so long as the performance of any such

obligation is prevented or delayed, retarded or hindered by an act of God, fire, earthquake, flood, explosion, actions of the elements, war, invasion, insurrection, riot, mob violence, sabotage, inability to procure or general shortage of labor, equipment, facilities, materials or supplies in the open market, failure of transportation, strikes, lockouts, action of labor unions, condemnation, requisition, laws, orders of governmental or civil or military or naval authorities, or any other cause, whether similar or dissimilar to the foregoing, not within the respective control of the Consultant.

3. **Consultant's Basic Services:** Basic Services includes the services described in this Section 3 including subsections and subparagraphs.

The intent of the Consultant's Basic Services is to provide conceptual utility design and schematic design for Phase 1 of the Parks Yard improvements based on the final phased site strategy developed by the Consultant in collaboration with City of Burlingame staff. The Phase 1 improvements will include:

1. Phase 1A
 - a. Installation of electrical and data utilities for new temporary modular breakroom and restroom.
 - b. Installation of a new temporary modular breakroom and restroom.
2. Phase 1B
 - a. Site preparation
 - (1) General site clearing, grading, and compaction.
 - (2) Existing building demolition.
 - (3) Existing tree removal.
 - (4) Installation of water and sewer utilities for a new breakroom building.
 - b. Site development
 - (1) New paving.
 - (2) Construction of materials bays with CMU walls and a metal canopy roof structure.
 - c. New construction of a breakroom building.

3.B Consultant's Basic Services include the services of the following subconsultants:

1. Electrical and Lighting Engineering – O'Mahony & Myer
2. Civil Engineering – BKF Consultants
3. Geotechnical Engineering – Romig Engineers
4. Phase 1 Environmental Site Assessment – Geare Group
5. Phase 2 Environmental Site Assessment – Trinity Source Group
6. Low Voltage and Security Engineering – Smith Fause & McDonald, Inc.
7. Structural Engineering – Degenkolb
8. Landscape Architect – Callander Associates
9. Mechanical and Plumbing Engineering – Blue Forest
10. Cost Estimator – TBD Consultants

3.C The governing code for this project will be the 2025 California Building Code (CBC), and others as applicable.

3.D During each phase of the project, direction will be given to the Consultant in Project Management Team (PMT) meetings. Attending these meetings will be the Consultant, City Parks Department representatives, the City's Project Manager, and others as determined by the City. Agreements and action items will be documented in meeting minutes.

- 3.E Except where otherwise specified in this agreement, summaries of decisions, design direction, establishment of project requirements may be communicated and documented through written meeting minutes and e-mails.
4. **Consultant's Basic Services:** Basic Services includes the services described in this Section 4 including subsections and subparagraphs.
- 4.A Task 1: Project-wide site survey and analysis. In support of the concept design and implementation of Phase 1 as well as future phases of development, site survey and analysis tasks will be provided. This work will precede and parallel other project phases. The Consultant shall provide:
1. Geotechnical Services. The Geotechnical Engineer shall:
 - a. Evaluate subsurface soil conditions in the vicinity of the proposed improvements for all project phases and provide geotechnical recommendations relating to the foundation and earthwork components of the Project. The initial services shall include:
 - (1) County drilling notification form
 - (2) Underground service alert
 - (3) Subsurface exploration
 - (4) Laboratory testing
 - (5) Office Studies
 - b. Review the field and laboratory data and perform engineering analyses to evaluate the planned improvements, from a geotechnical perspective, including building foundations, slabs-on-grade, pavements, tie earthwork, and surface drainage.
 - c. Prepare a report that summarizes the investigation and conclusions and presents geotechnical recommendations for design of the proposed improvements. The Engineer will provide site class and spectral accelerations for seismic design based on the 2025 California Building Code. To graphically illustrate the site conditions, several figures will be presented in the report, including a vicinity plan, site plan, local geologic map, boring logs, and laboratory test results.
 2. Land Surveying Services: The Civil Engineer shall:
 - a. Provide land surveying services, consisting of the following:
 - (1) Obtain block maps for water systems, storm drains, sanitary sewer and street lights.
 - (2) Review existing infrastructure to be mapped onto topographic survey
 - (3) Site visits to verify field conditions
 - (4) Aerial Survey
 - (5) Topographic Survey, including property lines and easements
 - (6) Base Sheet Production
 - (7) Record Boundary
 3. Environmental Site Assessments. The Environmental Consultant shall conduct a Phase I environmental site assessment (ESA) for past underground storage tank(s) on the site and, based on the findings of the Phase I ESA, shall conduct a limited Phase II ESA.
 - a. Phase I ESA. The Environmental Consultant shall conduct and prepare, according to the scope and limitations of ASTM-1527-21, all appropriate inquiries (AAI) into the previous ownership and uses of the subject property in accordance with 42 U.S.C. § 9601(35)(B) and 40 C.F.R. Part 312, including:
 - (1) A visual inspection for evidence of underground storage tanks.
 - (2) A visual inspection for the presence of equipment that may contain polychlorinated biphenyls (PCBs), such as electrical transformers and capacitors.
 - (3) An evaluation of onsite hazardous substance storage.

- (4) An overview of current uses of surrounding properties.
- (5) An evaluation of historical site and adjacent property use through a review of readily available aerial photographs and/or building and planning records.
- (6) A review of relevant regulatory database records to locate historic information on documented area uses that may have impacted environmental conditions at the site.
- (7) A review of any other information which the consultant feels is necessary and appropriate.
- (8) A final report in digital format (PDF).
- b. Phase II ESA. The Environmental Consultant shall:
 - (1) Conduct pre-field work, coordination, and HASP, prepare and submit a Drilling Permit, and schedule drilling.
 - (2) Conduct drilling and Sampling of one (1) boring to collect one (1) grab-groundwater sample; collect up to two (2) soil samples; analyze the collected samples for TPHg, TPHd, full scan VOCs, and naphthalene; drill and install one (1) 5.5 foot temporary soil vapor probe; and analyze the temporary soil vapor probe results for full scan VOCs.
 - (3) Prepare a laboratory data summary table, drilling/sampling location map, and brief summary description of the limited Phase II ESA results.

4.B Task 2: Project Participation. The Consultant shall:

- 1. Attend project meetings and presentations as directed by the City or as reasonably needed for the project.
- 2. City Council Presentations:
 - a. The Consultant shall attend, as required, up to two (2) City Council meetings, presenting the design to the Council for their action and approval. The Consultant shall preview the presentation with the PMT for their input prior to Council meetings.
- 3. Boards and Commissions:
 - a. The Consultant shall, attend one (1) Planning Commission meeting as required.
 - b. The Consultant shall attend two (2) Park and Recreation Commission Meetings as required.
 - c. The Consultant shall attend other Boards or Commission meetings as directed by the City.
- 4. Meetings:
 - a. Planning Commission: One (1)
 - b. Park and Recreation Commission: Two (2)
 - c. City Council: Up to Two (2)
- 5. Deliverables:
 - a. Meeting agendas, exhibits and minutes

4.C Task 3: Conceptual Design Services. The Consultant shall:

- 1. Based on the previously prepared site strategies, prepare updated conceptual design exhibits for all three anticipated phases of Parks Yard site development:
 - a. Building Program Spreadsheet
 - b. Site plans, floor plans and elevations, including:
 - (1) Conceptual utility plans for Phase 1A, Phase 1B, and future phase improvements, including temporary utilities to be used during construction.
 - c. Narrative (Architectural, Civil, Geotechnical, Electrical, Plumbing, Low Voltage and Security, Landscape)
 - d. Vignettes of exterior and/or interior (2 exterior and 2 interior)
- 2. Define exterior material palette and interior spaces.

3. Prepare a updated cost model corresponding to the updated conceptual design documents. Design and construction contingencies appropriate to each phase of the project shall be included. This is an update of the 2025 Master Plan cost model.
 4. Prepare an estimated project schedule for future phases.
 5. Upon direction from City Council on the preferred conceptual option, the Consultant shall prepare final conceptual design report.
 6. Meetings:
 - a. Project Management Team (PMT): three (3)
 - b. Technical Meetings: Up to four (4) meetings with City Staff
 - (1) Planning
 - (2) Building
 - (3) Fire
 - (4) Public Works Engineering
 - c. City Council: Up to three (3) meetings, *allowance included in Task 2 Project Participation*
 7. Deliverables:
 - a. Updated Conceptual Design Report
 - (1) Building Program
 - (2) Design Drawings (floor plan and massing options, site plan, site sections)
 - (3) Narratives
 - (4) Vignettes of exterior and/or interior (2 exterior and 2 interior)
 - (5) Refined Project Cost Model
 - b. Estimated Project Schedule
- 4.D Task 4: Schematic Design (15% Construction Documents). Upon written Notice to Proceed by the City and receipt of the City's comments on the Conceptual Design documents, the Consultant shall advance the design of the Phase 1 improvements during the schematic design phase. The Consultant shall:
1. Conduct Integrated Design Workshop with the City and design and engineering team to confirm and integrate building and site systems for efficiency, sustainability, functionality, performance, first and life cycle costs and other project considerations.
 2. Develop the Schematic Design package for Architectural, Civil, Geotechnical, Structural, Mechanical, Electrical, Plumbing, Low Voltage and Security, and Landscape for the Phase 1A and Phase 1B improvements, consisting of:
 - a. Civil Site Plan, including parking layout, preliminary grading, drainage, hydrology, utility routing
 - b. Landscape preliminary site plan showing hardscape and landscape areas
 - c. Floor and roof plans
 - d. Reflected ceiling plans
 - e. Exterior elevations
 - f. Building sections
 - g. Structural design sketches and narrative and preliminary sizes of key structural members.
 - h. Mechanical and Plumbing schematic drawings showing the main HVAC ducts and piping as single-line plans and/or diagrams and preliminary equipment schedules supported by a narrative.
 - i. Preliminary lighting plan - buildings and site
 - j. Renderings (two interior and two exterior)
 - k. Outline specifications and/or narratives of each of the major building systems
 - l. Building program spreadsheet
 - m. Estimate of probable construction costs

3. Prepare an estimate of probable construction cost corresponding to the Schematic Design documents. Design and construction contingencies appropriate to each phase of the project shall be included.
4. Conduct four (4) technical meetings with City Parks and Recreation Department staff to review the schematic design.
5. Conduct one (1) technical meeting with the Planning Department to review the schematic site and building plans.
6. Conduct one (1) technical meeting each with the Building, Fire, and Police Departments to review the updated schematic code analysis.
7. Review the schematic design with the Planning Commission.
8. Review the schematic design with the Parks & Recreation Commission.
9. Review the schematic design with the City Council.
10. Meetings:
 - a. Project Management Team (PMT): Up to three (3)
 - b. Technical Meetings: Up to Eight (8)
 - c. Integrated Design Workshop
 - d. Planning Commission: One (1), *allowance included in Task 2 Project Participation*
 - e. Park & Recreation Commission: One (1), *allowance included in Task 2 Project Participation*
 - f. City Council: One (1), *allowance included in Task 2 Project Participation*
11. Deliverables:
 - a. Schematic Design (15% Construction Documents) Report
 - (1) Building program
 - (2) Design drawings
 - (3) Outline Specifications/ Narratives
 - (4) Project Cost Model
 - b. Schematic 15% Design Review Submittal
 - c. Meeting Agendas, exhibits and minutes

4.E Task_5: Design Development (30% Construction Documents):

Upon receipt of written Notice to Proceed by the City and City's comments on the Schematic Design package, the Consultant shall develop the Design Development Construction Documents that will include plans, elevations, building sections, renderings, and other documents that will describe the character and scale of the project components.

The Consultant shall:

1. Conduct PMT meetings throughout this phase to ensure continued project team involvement in design decisions.
2. Update and refine design, budget, sustainable design strategies.
3. Conduct technical meetings with City representatives as needed to focus on specific aspects of the project, such as confirmation of the code compliance strategy.
4. Prepare design development level building systems design and coordination for landscape, civil, structural, mechanical, plumbing, electrical, and low voltage/security disciplines.
5. Update the estimate of probable construction cost to reflect the decisions made in this phase.
6. Conduct an Integrated Design Workshop (IDW) that will be attended by the Consultant and select engineers who will meet with representatives of the City to review the design from technical, operational, functional, maintenance, durability perspectives and confirm the alignment of design strategies and budget.
7. Meetings:
 - a. PMT: Up to Four (4)
 - b. Integrated Design Workshop (IDW): One (1)

- c. Technical meetings: Up to three (3) with City's Parks and Recreation Department Staff, Building and Planning, Fire, Police or Public Works department staff
 - d. Parks & Recreation Commission: One (1), *allowance included in Task 2 Project Participation*
 - e. Planning Commission: One (1), *allowance included in Task 2 Project Participation*
 - f. City Council Meeting: One (1), *allowance included in Task 2 Project Participation*
 - 8. Deliverables:
 - a. 30% Design Development Drawings (plans, interior elevations, sections for Architectural, Landscape, Civil, Structural, Mechanical, Electrical, Plumbing, Low Voltage/Security)
 - b. Draft Specifications
 - c. Updated estimate of probable construction costs
 - d. Presentation graphics
 - e. Meeting agendas, exhibits and minutes
 - 9. City Responsibilities:
 - a. The City shall give written Notice to Proceed with Task 1.
 - b. The City shall give the Consultant direction on design decisions as the project progresses through this Phase.
 - c. City shall provide review and input into the Consultant's 30% estimate of probable construction cost included in the 30% Construction Documents submittal.
 - d. The City shall provide coordinated written comments on the Consultant's deliverables that will establish and confirm design direction for Task 2.
- 4.F Task 6: Construction Documents (60% CD, 90% CD/Plan Check, Backcheck/Bid Set): Upon receipt of written Notice to Proceed by the City and City's comments on the Design Development package, the Consultant shall develop the Construction Documents for the building systems and design concepts which will include construction details and calculations. All building systems, including structural, mechanical, electrical, plumbing, lighting design, low voltage and security, interior design concepts, and finishes will be documented and refined.

The Consultant shall:

- 1. Conduct PMT meetings throughout this phase to ensure continued project team involvement in design decisions.
- 2. Update and refine design, budget, sustainable design strategies, and schedule information that reflects the most current project information.
- 3. Meet with the City to review and evaluate options for finishes and other interior design elements.
- 4. Develop code-required signage in conjunction with the design concepts for non-code wayfinding signage and branding as outlined in Task 7 Furniture, Fixtures and Equipment & Signage.
- 5. Conduct technical meetings with City representatives as needed to focus on specific aspects of the project, such as confirmation of the code compliance strategy.
- 6. Conduct an Integrated Design Workshop which will focus on technical information, coordination among systems, and value engineering opportunities.
- 7. Perform Title 24 Calculations for applicable interior areas and prepare Compliance Documents.
- 8. Prepare a 60% Construction Documents Package and estimate of probable construction costs for the City's review
- 9. Prepare a 90% Construction Documents/Plan Check Package and estimate of probable construction costs for the City's review, including all jurisdictions necessary for

obtaining the building permit (i.e., Building Department, Fire Department, County Environmental Health, etc.).

10. Coordinate, upon receipt of the 90% Construction Documents/Plan Check comments, corrections and meetings necessary to facilitate resolution of outstanding items required for plan check approval.
11. Prepare the Back Check/Bid Set submittal for the City's review and approval.
12. Meetings:
 - a. PMT: Up to Six (6)
 - b. Technical meetings: Up to Six (6)
 - c. Integrated Design Workshop: One (1)
 - d. Parks & Recreation Commission: One (1), *allowance included in Task 2 Project Participation*
 - e. City Council Meeting: One (1), *allowance included in Task 2 Project Participation*
13. Deliverables:
 - a. 60% Construction Documents
 - b. 90% Construction Documents/ Plan Check Set
 - c. Backcheck/ Bid Set
 - d. 60% Construction Documents A/E estimate of probable construction cost
 - e. 90% Construction Documents A/E estimate of probable construction cost
 - f. Meeting agendas, exhibits and minutes
14. City Responsibilities
 - a. The City shall give written Notice to Proceed with Task 2.
 - b. The City shall give the Consultant direction on design decisions as the project progresses through this Phase.
 - c. The City shall provide peer review and input into the Consultants 60% estimate of probable construction cost included in the 60% Construction Documents submittal
 - d. The City shall provide Division 0 with bidding, contract forms, and conditions of the construction contract and Division 1 of the Technical Specifications.
 - e. The City shall pay all permit and utility connection fees associated with the project and shall shepherd applications.
 - f. The City shall provide coordinated written comments on the Consultant's deliverables that will establish and confirm design direction for Task 3.

4.G Task 7: Bidding and Award:

The Consultant shall:

1. Provide bid phase services, as requested by the City, through award of the Contract for Construction. Services include assistance with responses to bidders' inquiries; preparation of addenda; attendance at one (1) prequalification and (1) pre-bid meeting; and assistance in the City's evaluation of bids.
2. Prepare a digital plot of the Permit Set/Conform Set (revised with all bid addenda, City reviews and plan check comments) for the City's use in printing and shall make available to the City an electronic version of the Construction Documents.
3. Meetings:
 - a. PMT: Up to Two (2)
 - b. Prequalification meeting: One (1)
 - c. Pre-bid conference: One (1)
4. Deliverables:
 - a. Permit Set/Conform Set (including bid addenda)
5. City Responsibilities:
 - a. Prequalification of bidders, or evaluation of bidders such as reference checks if desired.
 - b. Advertisement of bid; printing of bid sets
 - c. Collection and review of bids

d. Contract award

4.H Task 8: Phase 1A Package:

The Consultant:

6. Shall attend up to three (3) coordination meetings with the City to develop the site plan for the Phase 1 temporary facilities based on holistic design concepts for both Package #1 & 2. These meetings will be coordinate to coincide with PMT meetings for Phase 1.
7. No domestic water, fire water, or sanitary sewer connections are anticipated for this phase – the City intends to lease portable modular buildings for temporary a temporary breakroom, all-gender restroom, men’s locker room, and men’s restroom.
8. No low-voltage connections to the existing buildings on site are anticipated. All security system work will be coordinated by the City outside of this agreement and the connection will be cellular. No hardwired data connections are proposed for Phase 1A.
9. Based on direction given by the PMT, shall prepare design intent drawings consisting of:
 - a. Demolition Site Plan
 - b. Civil Site Plan with modular building layout and access and security fencing.
 - c. Electrical Site Plan with temp power connections
10. Prepare a Design Development Package and estimate of probable construction costs for the City’s review
11. Prepare a Construction Document/Bid Package and estimate of probable construction costs for the City’s review
12. Shall, for the early site package, perform the same services described in Task 3 and Task 4.
13. Meetings:
 - a. PMT: shared with Tasks 1 & 2
 - b. Technical Meetings: Up to Three (3)
 - c. Site Visits: Up to Three (3)
14. Deliverables:
 - a. Design Development Documents (site plans and outline specifications/narratives for Architectural, Landscape, Civil, Electrical, and Low Voltage/Security)
 - b. Construction Documents (site plans and specifications for Architectural, Landscape, Civil, and Electrical)

SCOPE OF OPTIONAL SERVICES

Consultant’s Optional Services: Optional Services includes the services described in this Section 4, including subsections and subparagraphs. The following services are not part of the Consultant’s Basic Services and shall only be performed by Consultant upon direction of the City.

- 4.I Task 9: Construction Administration
4.J Task 10: Furniture, Fixtures & Equipment (FF&E)
4.K Task 11: Project Closeout

4.I Task 9: Construction Administration:

The Consultant shall provide construction administration services as described below.

1. Visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the City and Consultant to attend a pre-construction conference and once construction has begun to become generally familiar with the progress and quality of the work completed and to determine, in general, if the work is being performed in a manner indicating that the work when completed will be in accordance with the Contract Documents. However, the Consultant shall not be required to make exhaustive continuous on-site inspections to check the quality or quantity of the work. Agenda, reports and minutes shall be prepared by a party other than the Consultant.

2. Participate in regular weekly Owner-Architect-Contractor (OAC) meetings that may be held on-site in conjunction with the above indicated site visits or via web conference. At OAC meetings the Consultant shall discuss progress of the work. Agenda, reports and minutes shall be prepared by the General Contractor or City's Project Manager.
3. Submittals: The Consultant shall review Contractor's submittals, including Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant's action shall be taken with such reasonable promptness so as to cause no delay in the work, while allowing sufficient time in the Consultant's judgment to permit adequate review unless otherwise agreed to. Submittals critical to work flow as indicated on the Contractor's critical path construction and submittal schedules and as mutually identified and agreed to by the Consultant, Construction Manager, and Contractor at the OAC shall be prioritized and responded to within a timely manner from receipt, targeting a maximum review time of 15 working days while recognizing that submittals that require coordination with subconsultants and/or large/complex submittals will take additional review time. Submittals that are mutually agreed to as not being on the critical path by the Construction Manager and Contractor will be reviewed and returned in a timely fashion after critical path submittals have been reviewed. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The Consultant's review shall not constitute review of safety precautions or, unless otherwise specifically stated by the Consultant, of construction means, methods, techniques, sequences or procedures. The Consultant's review of specific items shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, the Consultant shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.
4. Request for Information (RFIs): The Consultant shall respond to Contractor's Requests for Information (RFI). Interpretations and decisions of the Consultant shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Consultant shall secure faithful performance by both City and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith. Consultant will target a maximum of fourteen (14) calendar days to respond but will endeavor to respond promptly where possible to allow for the orderly progress of construction. Large/complicated RFIs will be reviewed with all parties (Contractor, sub-contractor, Consultant, sub-consultants and City) to establish a deadline. RFIs mutually determined at the OAC to be non-critical will be reviewed and returned in a timely fashion after RFIs determined to be critical have been responded to.
5. Review items submitted by the Contractor for general conformance and consistency with the project design concept and for compliance with the Contract Documents, including but not limited to submittals, O&M Manuals, written guarantees, warranties, instruction books, diagrams and charts, etc.
6. Substitutions: The Consultant shall review and recommend approval or rejection of substitutions for general conformance and consistency with the project design concept and for compliance with the Contract Documents. Consultant shall briefly review each substitution and provide the City's Project Manager with a fee and time schedule for detailed review of each substitution. Time and cost for detailed review of substitutions shall be negotiated with Contractor on a case-by-case basis. Detailed review of each

substitution cannot begin until authorized by the City's Project Manager. Detailed review of substitutions is subject to the requirements of Additional Services when approved and authorized by the City's Project Manager prior to beginning the detailed review.

7. Construction Means and Methods: The Consultant shall not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work, since these are solely the Contractor's responsibility under the Contract for Construction. The Consultant shall not be responsible for the Contractor's schedules or failure to carry out the work in accordance with the Contract Documents. The Consultant shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the work.
 8. Access to the work: The Consultant shall have access to the work wherever it is in preparation or progress.
 9. Duties, responsibilities and limitation of authority: Duties, responsibilities and limitation of authority of the Consultant shall not be restricted, modified or extended without written agreement of the City and Consultant.
 10. City Responsibilities:
 - a. The City shall manage the construction of the Project and provide building code and quality control inspections.
 - b. The City's Owners Representative Project Manager shall be on-site during construction and make daily observations and facilitate the inspections that will be required in the specifications. This party shall maintain independent logs of RFIs, ASI, and Change Orders and Contractor requests for payment.
- 4.J Task 10: Furniture, Fixtures & Equipment (FF&E) and Signage: Concurrent with Tasks 4, the Consultant will develop the furniture and signage procurement packages.
1. Furniture:
 - a. The Consultant shall work with the PMT to set the furniture budget, and work with the City to develop furniture concepts, and select furniture and finishes that enhance the architectural design concepts and meet the program goals. The furniture package will be developed to facilitate procurement of the FFE through established pre-negotiated contracts available to the City.
 - b. Based on direction given by the PMT, the Consultants shall provide the following procurement services for furniture.
 - (1) The Consultant shall prepare furniture plans and specifications to identify selected furniture, finishes and quantities
 - (2) The Consultant shall assist the City in preparing purchase details. The City will be responsible for preparing and processing purchase orders.
 2. The Consultants shall provide the following installation services for furniture.
 - a. The Consultant will provide one (1) day to observe furniture installation.
 - b. The Consultant shall prepare a punch list of outstanding furniture installation issues.
 3. Meetings:
 - a. PMT: shared with design phases
 4. Deliverables:
 - a. FF&E Options and Procurement package
 - b. Installation review
 5. City Responsibilities
 - a. The City shall provide a detailed inventory/quantities of current furniture to be reused with dimensions and finishes identified
 - b. The City shall provide a detailed inventory/quantities and specifications of Owner Furnished Contractor Installed (OFICI) equipment and/or Owner-furnished, Owner Installed (OFOI) Equipment which requires coordination with other trades and provide desired installation locations.

- c. The City shall give the Consultant direction on furniture selection and finishes.
 - d. The City shall prepare purchase details and prepare and process purchase orders for the procurement of the furniture.
 - a. For the signage package, the City shall be responsible for:
 - (1) Prequalification of bidders, or evaluation of bidders such as reference checks if desired.
 - (2) Advertisement of bid; printing of bid sets,
 - (3) Collection and review of bids,
 - (4) Contract award
- 4.K Task 11: Project Closeout Services: The Consultant shall provide project closeout services, which includes reviewing the Contractor's final punch list, noting additional required corrections, non-conforming work, and work remaining to be completed and reviewing Close-out documents and submittals.
- 1. Project Close-Out: The Consultant shall review the Contractor's letter of Substantial Completion and Punchlist, and if in agreement that Contractor is ready for Punchlist, provide one (1) site visit for Punchlist review and up to two (2) site visits for back check to review for general conformance with the design intent of the Contract Documents. The Consultant shall review Close-Out documents, including but not limited to submittals, "As Built" drawings, O&M Manuals, written guarantees, instruction books, diagrams and charts, etc., within eighteen (18) calendar days of receipt.
 - 2. Record Documents: The Consultant shall prepare Record Documents by modifying the conformed Contract Documents with all changes and clarifications recommended by the Consultant and accepted by the City during construction. Such changes may be the result of information that was approved in RFIs, Change Orders, or field memoranda written by the Consultant. These will be delivered as PDF files for the City's use. The Consultant is not required to produce CAD drawings for the marked-up Contractor As-Built drawings.
 - 3. Meetings:
 - a. One (1) site visit for Punchlist
 - b. Up to two (2) site visits for back check
 - 4. Deliverables:
 - a. Record Documents
 - 5. City Responsibilities
 - a. The City shall manage the construction of the Project and provide building code and quality control inspections.

ADDITIONAL SERVICES

- 5. The following services are not included in the Consultant's Scope of Basic Services and shall be provided if requested by the City. The Consultant shall be compensated for Additional Services in addition to compensation for Basic Services and Reimbursable Expenses.
 - 5.A Any other service not included in Basic Services or Optional Services.
 - 5.B Detailed analysis or engineering analysis of existing facilities.
 - 5.C Services of Subconsultants to the Consultant other than those included in Basic Services or Optional Services.
 - 5.D Providing services to verify the accuracy of drawings or other information furnished by the City.
 - 5.E Providing financial feasibility or other special studies.
 - 5.F Providing cost estimates beyond what is included in Basic Services or Optional Services.

- 5.G Preparation of communication, marketing, and fundraising materials including PowerPoint, flyers, kiosks, animations, artist renderings, physical presentation models, videos, web design and content other than those included in basic services or optional services.
- 5.H Providing services for preparing measured drawings of existing building conditions with the exception of the site survey and site plan.
- 5.I Additional architectural images of new facilities other than those included in Basic Services or Optional Services.
- 5.J Making revisions in drawings, or documents when such revisions are:
 - 1. Inconsistent with directions or instructions previously given by the City.
 - 2. Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
 - 3. Due to changes required as a result of the City's failure to render decisions in a timely manner.
- 5.K Site Surveys, including on site features, sub surface features, topography, boundary, survey, etc. other than those included in Basic Services or Optional Services.
- 5.L Testing and/or evaluation of any off-site utilities
- 5.M Hazardous material assessments or documentation of any removal or abatement if required.
- 5.N Preparation, attendance and follow-up for meetings or presentations that are in addition to those that are specified and budgeted in Basic Services or Optional Services.
- 5.O Preparation of LEED analyses, LEED credit evaluation and identification of probable construction costs and design fees associated with a LEED certification by the USGBC if desired by the City.
- 5.P LEED services including LEED project management services, preparation of LEED documentation, Design Phase LEED submission to USGBC, LEED-based reviews during Construction phase services, Construction Phase LEED submission, and other related services.

RESPONSIBILITIES OF THE CITY

- 6. Throughout the Project, the City will have responsibilities and will provide services on behalf of the Project such as the following:
 - 6.A Written Notice to Proceed with each phase.
 - 6.B Management of the overall project budget.
 - 6.C Information about the City's needs and the project site.
 - 6.D A project representative who is authorized to make decisions in a timely manner with respect to the Project.
 - 6.E Consultant access to the site.
 - 6.F Identify reviewing departments and agencies that are stakeholders in the Project.
 - 6.G City's typical street and curb details.
 - 6.H Special studies, testing and the services of special consultants if required by agencies having jurisdiction over the project.
 - 6.I Testing of sewer and other site systems if needed.
 - 6.J Identification and cost estimation of off-site improvements required for the project.
 - 6.K The Consultant shall be able to rely on the accuracy of information provided by the City.

EXHIBIT B

CITY OF BURLINGAME
PARKS YARD - PHASE 1

8/3/2026 9:20 AM

FEE SUMMARY

PHASE / DESCRIPTION	DISCIPLINE / CONSULTANT												Consult. Fee Subtot.	Consult. Markup 10.0%	Consult. Fee Incl. Markup	PHASE SUBTOTAL FEES
	Architect Group 4	BKF Civil	Romig Geotech	BlueForest M/P	Degenkolb Structural	OMM Electrical	SFMI Low Voltage	CALA Landscape	Trinity ESA Phase II	Geare Group ESA Phase I	Cost Estimator					
Task 1: Project-wide site survey and analysis	\$6,000	\$20,000	\$13,600						\$16,483	\$2,400			\$52,483	\$5,248	\$57,731	\$63,731
Task 2: Project Participation	\$15,000							\$5,500					\$5,500	\$550	\$6,050	\$21,050
Task 3: Conceptual Design	\$35,000	\$8,000		\$2,500	\$2,000	\$4,000	\$2,500	\$11,991			\$4,500		\$35,491	\$3,549	\$39,040	\$74,040
Task 4: Schematic Design	\$130,000	\$12,000		\$13,800	\$10,400	\$19,000	\$7,250	\$10,268			\$11,760		\$84,478	\$8,448	\$92,926	\$222,926
Task 5: Design Development	\$135,000	\$20,000		\$38,500	\$14,000	\$22,000	\$7,150	\$10,000			\$13,720		\$125,370	\$12,537	\$137,907	\$272,907
Task 6: Construction Documents	\$165,000	\$35,000	\$5,000	\$38,500	\$24,500	\$55,000	\$9,280	\$12,000			\$14,700		\$193,980	\$19,398	\$213,378	\$378,378
Task 7: Bidding & Award	\$16,000	\$3,500		\$4,000	\$3,000	\$4,500	\$1,200	\$1,200					\$17,400	\$1,740	\$19,140	\$35,140
Task 8: Phase 1A Package	\$8,000	\$5,000				\$8,000					\$3,000		\$16,000	\$1,600	\$17,600	\$25,600
Task 9:																
SUBTOTALS:	\$510,000	\$103,500	\$18,600	\$97,300	\$53,900	\$112,500	\$27,380	\$50,959	\$16,483	\$2,400	\$47,680		\$530,702	\$53,070	\$583,772	Tot. Fee \$1,093,772

SUMMARY OF ALL HOURS & REIMBURSABLE EXPENSE

PHASE / DESCRIPTION	Architect Group 4 #DIV/0!	BKF Civil	Romig Geotech	BlueForest M/P	Degenkolb Structural	OMM Electrical	SFMI Low Voltage	CALA Landscape	Trinity ESA Phase II	Geare Group ESA Phase I	Cost Estimator		PHASE SUBTOTAL HOURS	Group 4 Reimb. Exp. Incl. 5%MU	Consult. Reimb. Exp. Incl. 15%MU	ESTIMATED REIMB. EXPENSE
Task 1: Project-wide site survey and analysis																\$8,000
Task 2: Project Participation																\$6,000
Task 3: Conceptual Design																\$2,000
Task 4: Schematic Design																
Task 5: Design Development																\$3,000
Task 6: Construction Documents																\$3,000
Task 7: Bidding & Award																\$1,000
Task 8: Phase 1A Package																\$500
Task 9:																
SUBTOTALS:																Tot. RE \$23,500