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**RESOLUTION 2015- XXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,  
COUNTY OF NAPA, STATE OF CALIFORNIA, AWARDING A  
PROFESSIONAL SERVICES AGREEMENT TO THOMAS STIMPert,  
ARCHITECT, FOR PREPARATION OF PLANS AND BID DOCUMENTS  
FOR RESTORATION OF THE MONHOFF RECREATION CENTER  
IN AN AMOUNT NOT TO EXCEED \$64,000**

**WHEREAS**, in February 2014 the Monhoff Recreation Center suffered significant damage due to a leaky roof; and

**WHEREAS**, the City of Calistoga desires to restore the Monhoff Recreation Center to it former functionality including racquetball courts and Teen Center; and

**WHEREAS**, it is necessary to engage the services of an architect to prepare the plans and bid documents; and

**WHEREAS**, staff has negotiated a scope of work with Thomas Stimpert, AIA who is qualified to provide the professional services needed for restoration of the Monhoff Recreation Center; and

**WHEREAS**, City staff recommends that a professional services agreement (PSA) be awarded to Thomas Stimpert in the amount of \$64,000 for the Monhoff Recreation Center Restoration Project; and

**WHEREAS**, \$241,000 has been included in the FY 14/15 Capital Improvement budget for this project, Account # 01-5503.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Calistoga hereby:

- 1. Approves the expenditure of up to \$64,000 for the preparation of plans and bid documents for the Monhoff Recreation Center Restoration Project.
- 2. Awards a PSA to Thomas Stimpert, Architect, for the preparation of plans and bid documents for the Monhoff Recreation Center Restoration Project in an amount not to exceed \$64,000.

**NOW, THEN, BE IT FURTHER RESOLVED** that the City Manager is authorized to execute the PSA and staff is otherwise directed to administer the Project.

46           **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga  
47 at its regular meeting held this **17th day of March 2015** by the following vote:

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49           **AYES:**

50           **NOES:**

51           **ABSTAIN:**

52           **ABSENT:**

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**CHRIS CANNING, Mayor**

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57           **ATTEST:**

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**KATHY FLAMSON, City Clerk**

SCOPE OF WORK- ARCHITECTURAL SERVICE  
 MONHOFF BUILDING REPAIRS  
 Grant Street  
 Calistoga California

Schematic Design Phase

- As Built documents- measure building, take photos, complete base drawings of site, floor plans, sections, framing, roof and exterior elevations.
- Meetings with building and public works officials and fire chief
- Initial meetings with fire protection company, mechanical engineer and structural engineer

Design Development Phase

- Design ADA compliant bathroom, exterior stairway, new roof and drainage system, new ADA compliant parking space and access to building

Construction Documents Phase

- Provide project drawings and full specifications including: site drainage, ADA access and fire suppression improvements plan, first and second floor plans, roof and roof framing plan, two sections, elevations as required, electrical and lighting plans, consultants drawings and calculations, Title 24 Report and Cal Green checklist.
- Prepare necessary bidding information, bidding forms, the Conditions of the Contract and the form of Agreement between the Owner and Contractor
- Assist with the filing of all documents

Bidding and Negotiation Phase

- Assist with obtaining and review of bids, negotiating proposals and awarding and preparing contracts for construction

Construction Phase

- Provide limited construction observation, course of construction consulting and site visits as required.

Based on a preliminary budget of \$800,000 for the project we propose the following budget for architectural services. These are "not to exceed" numbers with the following billing rates:

Principal Architect	\$100/hr.
Project Architect	90/hr.
Project Associate	80/hr.
Drafter	70/hr.
Clerical	50/hr.

Schematic Design Phase (15%)	\$9,600.00
Design Development Phase (30%)	\$19,200.00
Construction Documents Phase (40%)	\$25,600.00
Bidding and Negotiation Phase (10%)	\$6,400.00
Construction Phase (5%)	\$3,200.00

Architect's Cap Fee (8%) \$64,000