

**AMENDMENT NO. 2 TO THE AGREEMENT
BETWEEN THE CITY OF SAN MATEO AND SIEGEL & STRAIN ARCHITECTS
FOR DESIGN PROFESSIONAL SERVICES
FOR MARINA LIBRARY IMPROVEMENTS
(\$45,000 [Original Amount], [\$51,680] [Amendment 1], [\$265,434] [Amendment 2])**

WHEREAS, the City of San Mateo (“City”), a municipal corporation of the State of California, and Siegel & Strain Architects, a Corporation (“Consultant”), entered into an Agreement for Design Professional Services for Marina Library Improvements (“Agreement”) on July 27, 2023; and

WHEREAS, on December 8, 2023, City and Consultant executed Amendment No. 1, which increased the scope of work and compensation in the amount of \$51,680, for a total amount of \$96,680; and

WHEREAS, City and Consultant wish to amend the Agreement to increase scope, as described in Exhibit A attached and incorporated by reference, and to increase compensation for the services in the amount of \$265,434, for a total amount of \$362,114.

NOW, THEREFORE, the parties agree as follows:

1. Section 5 - Payment of the Agreement is amended to read:

“Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A, CITY agrees to pay CONSULTANT a fee, based on a time and expenses reimbursement basis, in an amount of \$362,114, pursuant to rates stated in Exhibit B to this Agreement, attached and incorporated by reference.

Cost adjustment for the second and subsequent year’s annual fixed amounts will be made using annual indexes of the “Consumer Price Index for All Urban Consumers,” Bay Area City Average, all items (1967=100) as published in the Monthly Review by the U.S. Department of Labor, (CPI). The annual increase in rates is not to exceed CPI or 3%, whichever is lower.”

2. The attached Exhibit A, noted in this Amendment No. 2, hereby replaces the existing Exhibit A in this Agreement in its entirety.
3. The remaining terms of the Agreement remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

EXHIBIT A SCOPE OF SERVICES

I. Task 1: Project Initiation, Project Management, and Coordination

Consultant shall perform the following project management activities to assist the City in Phase 1 (Pre-design) of the Marina Library Improvements Project (Project). This may include but not be limited to:

1. Finalize scope, fees, contract, and invoicing procedures
2. Finalize project schedule
3. Document project goals including those for sustainability
4. Gather and review relevant documentation: geotechnical reports, contract documents from previous San Mateo Library projects, existing building documentation, CASp reports, surveys, drawings, etc.
5. 1-hour weekly PM meetings via Zoom.
6. Coordination with City Staff and the other Project team members, which includes the Project's civil engineer, structural engineer, environmental consultant, constructability advisors, etc.

Task 1 Deliverables:

- Monthly Invoices and Progress Reports

II. Task 2: Building Condition Assessment

1. Walk building and site to evaluate condition of:
 - a. Existing building envelope and exterior finishes.
 - b. Mechanical, plumbing, and electrical systems.
 - c. Structural system components, including crawlspace
 - d. Interior finishes, furnishings, and equipment.
 - e. Accessibility compliance in reference to DAC's 2020 report.
2. Interview current maintenance and operations staff regarding building and site conditions - schedule simultaneously with site walk.
3. Coordinate with specialists regarding viability of foundation stabilization approaches:
 - a. Walk site with City arborist to evaluate condition of existing trees relative to foundation work.
 - b. Coordinate with Geotechnical report update, including recommendations for drainage and foundations.
 - c. Coordinate with foundation contractor regarding constructability approach.
 - d. Coordinate with BKF civil engineers on site drainage strategies.
 - e. Coordinate with environmental consultant for environmental review process
4. Summarize architectural, interiors, MEP, and structural findings in memo format:
 - a. Summary of existing conditions and information gathered.
 - b. Identify relevant codes, code deficiencies, and thresholds at which specific codes will be triggered.
 - c. Make initial recommendations for conceptual design solutions to be explored.
 - d. Identify additional studies required, such as waterproofing.
5. Develop up to two (2) Structural Conceptual Design options for stabilizing the existing foundation, formatted as PDF mark-ups.
6. Support cost estimating efforts by the City for the preferred Structural Conceptual Design.

Task 2 Deliverables:

- Condition assessment memos including plan markups as needed.
- Up to two (2) Structural Conceptual Design options including structural design narratives for alternatives and thresholds for code triggers.

Task 2 Meetings:

- Team Site Walk and interview with Maintenance Staff, 2 hours at site.
- One additional site meeting with specialists regarding foundation stabilization, as needed.
- Work session with the City's project management team to review the existing building evaluation memos and plan next steps, one (1) 1-hour meeting via Zoom.
- Work sessions with structural engineer and City's project management team to review draft structural design options, coordinate for structural cost estimating, and review cost estimate prepared by the City, two (2) 1-hour meeting via Zoom.

III. Task 3: General Consulting Services

Consultant shall provide limited general consulting services to additionally support the City with Phase 1 (Pre-design) of the Project. Consultant shall request the City's written authorization prior to commencing with any services as part of Task 3.

Task 3 Deliverables: To be determined.

IV. Task 4: Spatial Programming

1. Coordinate with Deputy City Librarian to gather information on the collection:
 - a. Quantity and types of volumes
 - b. How volumes are displayed
2. Interview Marina Branch Librarian and Supervising Librarian regarding:
 - a. Daily schedule, check-out procedures, program areas and activities (story time, hoteling, etc)
 - b. Adjacencies and any other specific space attributes
 - c. Needs for furniture (shelving, tables, chairs) and equipment (computers, printers, auto checkout, etc.)
 - d. Constraints of the existing facilities
3. Develop a spatial program document listing use areas and requirements; and functional area diagram to confirm spatial program requirements.
4. Update project goals with information gathered in interviews

Task 4 Deliverables:

- Spatial Programming and Functional Area Diagram

Task 4 Meetings:

- In-person interview with City Staff (e.g. City Librarian and Marina Branch Librarians)
- Presentation of Spatial Programming, one (1) 1-hour meeting via Zoom
- Two (2) 1-hour meeting PM meetings via Zoom

V. Task 5: Structural Foundation Stabilization Design Development & Construction Documents and Schematic Seismic Retrofit Design

1. Design Development for Foundation Retrofit
 - a. Perform preliminary calculations as required.
 - b. Prepare Design Development (DD) Drawings for the foundation retrofit from a Revit Model including foundation plans with member sizing as well as general notes and typical details.
2. Selective Demolition Plan for exploratory investigation of existing wall assemblies
 - a. Develop a Selective Demolition Plan for the super structure to convey where finishes need to be locally removed to verify existing wall sheathing, sill anchorage, etc. The selective demolition is to be completed by an owner-hired contractor based on direction provided by ZFA
 - b. Perform (1) site visit to observe structural after selective demolition has been completed.
3. Schematic Seismic Retrofit design of wood structure above foundation

- a. Perform preliminary calculations as required to validate seismic retrofit design. The seismic retrofit will be designed for 75% of the current Building Code requirements, which is in-line with the California Existing Building Code.
 - b. Provide Schematic Seismic Retrofit drawings via PDF markups on as-built and/or architectural drawings, with sufficient information to convey the design intent and allow a preliminary cost estimate to be performed by others if desired.
 - c. Schematic retrofit drawings to be incorporated into Conceptual Design Cost Estimate (see Task VI).
4. Structural Engineer Coordination:
 - a. Support environmental consultant with requested information
 - b. Participate in development of Revit model (foundation only) such that it is coordinated with the full Revit model produced in subsequent design phases
 - c. Coordinate with City on destructive testing and pile testing including review of results
 - d. Review of structural deliverables
 - e. Participate in structural review meetings review cost analysis of the foundation and site work.
 5. Develop structural foundation design to 50% CD level
 - a. Prepare 50% Construction Documents structural foundation design, including:
 - a. Update Design Development structural drawings with project specific notes, details and schedules.
 - b. Code summary
 - c. Demolition Plan sheets specifying structural and non-structural materials and elements to be demolished, protected in place, or replaced
 - d. Technical Specifications for foundation work only
 - e. Cost Estimate
 - b. MEP team to review and comment on non-structural demolition scope. Architectural and structural team to incorporate comments into design documents.
 - c. Submit 50% Construction Documents to City for review
 6. Develop structural foundation design to 90% CD level (Permit Submittal)
 - a. Meet with City to review 50% CD documents, construction cost estimate, and City comments.
 - b. Prepare 90% Construction Documents, including:
 - a. Update to 50% CD documents
 - b. Structural calculations for permit submittal
 - c. Revised Cost Estimate
 - d. MEP team to review and comment on non-structural demolition scope. Architectural and structural team to incorporate comments into design documents.
 - e. Submit permit documents and cost estimate for review by City
 - f. Revise and submit permit documents for review by City of San Mateo Building Department
 - g. Respond to up to two (2) rounds of plan check comments
 7. Develop structural foundation design to 90% CD level (Permit Submittal)
 - a. Meet with City to review 90% CD documents, construction cost estimate, permit comments, and City comments.
 - b. Incorporate permit comments, City comments, and full design team comments into Construction Documents.
 - c. Prepare 100% Construction Documents, including:
 - a. Update to 90%CD documents
 - d. Submit 100% Construction Documents to City

Task 5 Deliverables:

- Design Development (DD) drawings for the Foundation Retrofit
- Selective Demolition Plan for exploratory investigation of existing wall assemblies

- Schematic Design (SD) Seismic Retrofit drawings
- 50% Construction Documents, Drawings and Specifications
- 50% Cost Estimate
- 90% Construction Documents, Drawings, Calculation and Specifications (Permit Submittal)
- 90% Cost Estimate
- 100% Construction Documents, Drawings and Specifications

Task 5 Meetings:

- Attend up to two (2) 1-hour virtual meeting to coordinate design work as it relates to the foundation retrofit
- Attend up to two(2) 1-hour virtual meeting to coordinate design work as it relates to the schematic seismic retrofit
- Design Development review with City
- 50% CD Review with City
- 90% CD (Permit Set) Review with City
- Pre-permit submittal meetings with Regulatory Agencies (up to 2)
- Plan Check comments review meeting (2, if needed)
- Ongoing coordination and progress meeting (up to 6) with City

VI. Task 6: Conceptual Design Options & Costing

1. Coordinate Develop Conceptual Design, including the following:
 - a. Up to three (3) draft conceptual architectural plan options.
 - b. Concept for interior finishes and furnishings
 - c. Options for upgrades to mechanical, plumbing, electrical systems, fire suppression/alarm and roof assembly.
 - d. Support Civil Engineer in their development of site improvement
 - e. Develop Conceptual Design Cost Estimating package
2. Revit Modeling of Existing Building, to be used as a basis for developing conceptual design options.
3. Site Design
 - a. Two (2) draft conceptual landscape plan options.
 - b. Preliminary fine grading study
 - c. Coordination with A/E team, as well as with City on neighboring development
4. Coordinate conceptual designs with proposed structural retrofit.
5. Develop Construction Cost Estimate of non-structural foundation scope
6. Prepare Conceptual Design presentation documents
 - a. Design team would further develop interior design and furnishings selections and document in a presentation-level document, including a rendered floor plan, precedent images, interior materials sample board, images of proposed furnishing and up to two (2) 3-d rendered views of the library interior. This document would be presented to stakeholders and would be intended to build enthusiasm for funding the interiors fit-out.
 - b. Document also to include a list of all proposed furnishings with list pricing.
7. Convene draft Conceptual Design meeting. Review options and designate a single preferred plan and additive alternative options to be included in the cost estimating package.
8. Coordinate conceptual design package with the State's California Energy Design Assistance (CEDA) program.

Task 6 Deliverables:

- Slide presentation from draft Conceptual Design review meeting including plan options, site plans options, precedent images for interiors, and analysis of MEP and structural options.
- Conceptual Design Cost Estimating package including a conceptual floor plan and description of: architectural improvements, furnishings and finishes, MEP systems, and landscape improvements.

Cost Estimating package to be organized as a single preferred floor plan and site plan with additive alternatives.

- Construction Cost Estimate based on Conceptual Design Cost Estimating Package, including additive alternatives

Task 6 Meetings:

- Draft Conceptual Design review meeting, one (1) 1.5-hour meeting via Zoom
- Work sessions with City staff to select and organize options, coordinate approach to cost estimating, three (3) 1-hour meeting via Zoom held in lieu of weekly PM meetings.
- Meeting to review Cost Estimate (1) 1-hour meeting via Zoom.
- Three (3) 1-hour weekly PM meetings via Zoom.
- Three (3) 1-hour Zoom meetings with California Energy Design Assistance (CEDA) program administrator.