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February 21, 2019

Ms. Elaine Gerety-Warner
Economic Development Manager
City of Culver City
9770 Culver Boulevard
Culver City, CA 90232

*Re: Proposal for Professional Services
Building Envelope Repair Construction Documents and Construction Administration Services
Ivy Substation – 9070 Venice Boulevard, Culver City, California*

Dear Ms. Gerety-Warner:

Walker Consultants (Walker) is pleased to submit this proposal to develop Construction Documents and perform Construction Administration services for the building envelope repairs at the above referenced project. We appreciate the opportunity to provide this proposal to the City of Culver City (Client) and hope that it provides the information necessary to meet your needs.

PROJECT UNDERSTANDING

Ivy Substation is a 5,197 square foot theater and multi-purpose building located at 9070 Venice Boulevard in Culver City, California. The building is a single-story Mission Revival structure that was built in 1907 as a traction substation and was renovated in 1989. It is constructed of brick masonry and the walls are covered with a textured cement plaster system along with multi-lite windows on all four façades of the building. There is a main roof and a raised shed roof with clerestory window openings on each side. The roofing consists of a multi-ply built-up system with granulated cap sheet in between two cement-plastered parapet walls that contribute to the Mission Revival style architecture of the building.

It is Walker's understanding that previous building remediation projects were performed in 1991 for structural repairs, in 1994 for plaster and coating repairs, and in 2002 for tenant improvements. Further, the building has been used primarily as a theater space since 2003. The Ivy Substation is also a historic building listed on the National Register of Historic Places (#81000155 designated in 1981) and is important to the transportation history of Los Angeles.

Walker performed a condition assessment of the exterior walls, roof, and the site landscaping in October 2017. Our findings were summarized in a report with repair recommendations, which were supplemented with a 10-year maintenance plan to address the repair priorities in a manner that is most advantageous to the City.

PROJECT OBJECTIVES

Walker's objective is to provide Construction Documents for the exterior wall repairs and the roofing replacement design per the Client's request. The following building envelope components will be included in our scope of work as recommended in Walker's December 2017 report:

- Exterior walls
 - Remove and repair delaminated cement plaster.
 - Repoint brick masonry mortar joints and repair cracks.
 - Waterproofing at exterior wall penetrations.
 - Waterproofing at wall-to-roof interface.
 - New elastomeric coating over cement plaster.
- Roofing
 - Replace existing roofing membrane.
 - New sheet metal flashing.
 - Replace wood fascia boards.
 - Replacement cement plaster at parapet walls.
 - New elastomeric coating at cement plaster parapet walls.
 - Reattach diagonal wood struts.

SCOPE OF SERVICES

PHASE 1 – CONDITIONS ASSESSMENT & REPORT

This phase has been authorized and is complete.

PHASE 2 – CONSTRUCTION DOCUMENTS

1. Prepare remedial Construction Document (CD) drawings to illustrate the repair work for the above mentioned building components. Walker will generate floor plans and elevations of the building and roof. We anticipate a total of twenty to twenty-five (20-25) details for the Construction Document package. Our drawings will be produced in AutoCAD, and PDF files of the plans and details will be submitted to the Client.
2. Prepare technical specifications outlining recommended products, warranty, and installation requirements. We anticipate that five to seven (5-7) technical specifications will be needed for the scope of repair work. The Client shall supply their own Division 1 General Requirements as specifications for the project.
3. Submit a 90% set of CDs for the Client's review.
4. Based on the Client's comments, make revisions and submit a final 100% CD set.

PHASE 3 – BID

Walker will provide Bid Phase services on an as-needed basis and at the Client's request. The following tasks are anticipated:

1. Provide a list of qualified and recommended restoration contractors for the repair work.
2. Attend one (1) Bid Walk and review the scope of work with the bidders.
3. Answer questions from bidders and issue bid addendum clarifications.
4. Review bids and provide an analysis comparing the estimates received from contractors.
5. Attend one (1) conference call with the Client to discuss the received bids.
6. Make recommendation to Client for contract award.

PHASE 4 – CONSTRUCTION ADMINISTRATION

Walker will visit the site periodically during the Construction Administration (CA) Phase to observe the building envelope repair progress for the exterior walls and roofing system. Walker will provide services for the following tasks during the CA Phase:

1. Review submittals and shop drawings related to the systems that were designed by Walker during the CD Phase.
2. Respond to Requests for Information (RFIs) related to the exterior wall and roofing systems.
3. Attend a pre-construction conference with the Client and restoration contractor.
4. Make visits to the jobsites at intervals appropriate to the stages of the construction in order to review the progress of the repair work:
 - a. Observe and document the progress and quality of the contractor's work.
 - b. Prepare written field reports including photographs to summarize our review of the construction progress, general observations, discussions, and action items.

A total of seven (7) site visits are approximated for the monitoring of the repair work. If the Client would like Walker to perform additional site visits, our services will be billed on a time and expense basis per our Standard Billing Rates.

5. Attend up to five (5) progress meetings or conference calls during the CD Phase. Jobsite meetings are anticipated to coincide with our scheduled CA observation trips.

PROFESSIONAL FEE

We propose to perform the above Phase 2 on a lump sum fee basis plus reimbursable expenses. Phase 3 and Phase 4 will be billed on a time and expense basis plus reimbursable expenses. All work shall be performed in accordance with the attached General Conditions of Agreement for Restoration Services.



Reimbursable expenses include 1.15 times the cost of travel and subsistence, reproductions, postage and delivery costs, and other project related expenses.

A summary of the estimated fees and expenses is shown in the following table:

PROFESSIONAL FEES AND EXPENSES	FEE TYPE	PROFESSIONAL FEE	ESTIMATED REIMBURSABLE EXPENSES
Phase 1 – Conditions Assessment & Report		Complete	Complete
Phase 2 – Construction Documents	Lump Sum	\$ 18,500	\$ 925
Phase 3 – Bid	Time and Expense	\$ 5,500	\$ 275
Phase 4 – Construction Administration	Time and Expense	\$ 11,500	\$ 575
TOTAL		\$ 35,500	\$ 1,775

SCHEDULE

We anticipate starting the Phase 2 work within one (1) week after receipt of authorization in order to meet the Client's project schedule.

We thank you for the opportunity to provide this proposal and look forward to continuing our work with the City of Culver City on this project. Please feel free to contact me at (415) 470-2901 or email alo@walkerconsultants.com if you have any questions about this proposal.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in black ink, appearing to read "Annie K. Lo".

Annie K. Lo, AIA, LEED AP
Director, Building Envelope and Forensic Restoration
California Architects Board License No. 34826

JT:AKL

Enclosures General Conditions of Agreement
2019 Standard Billing Rates



AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

THE CITY OF CULVER CITY

Authorized Signature	
Printed Name	
Title	
Date	

SERVICES

Walker Consultants (Walker) will provide the CLIENT professional services that are limited to the work described in the attached letter. Any additional services requested will be provided at our standard hourly rates or for a mutually agreeable lump sum fee. Professional services are provided solely in accordance with written information and documents supplied by the CLIENT, and our services are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT.

PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Payment is due upon receipt of invoice.

If for any reason the CLIENT does not deliver payment to Walker within thirty (30) days of date of invoice, the CLIENT agrees to pay Walker a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice.

OWNERSHIP OF DOCUMENTS

All documents prepared or provided by Walker are and remain the property of Walker as instruments of service. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at CLIENT's sole risk.

STANDARD OF CARE

Walker will perform the services called for in the attached letter and this agreement in accordance with generally accepted standards of the profession. No other warranty, express or implied, is made. Walker's liability to CLIENT and all persons providing work or materials to this project as a result of acts, errors or omissions of Walker shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by WALKER will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.



PRINCIPALS

Senior Principal	\$360.00
Principal	\$315.00

PROJECT MANAGEMENT

Senior Project Manager	\$285.00
Project Manager	\$245.00
Assistant Project Manager	\$190.00

CONSULTANTS

Senior Consultant	\$285.00
Consultant	\$245.00
Analyst / Planner	\$190.00

RESTORATION CONSULTANTS

Senior Restoration Consultant	\$285.00
Restoration Consultant	\$245.00
Assistant Restoration Consultant	\$195.00
Restoration Specialist	\$190.00

DESIGN

Senior Engineer / Senior Architect	\$240.00
Engineer /Architect	\$200.00
Designer	\$190.00

TECHNICAL

Senior Technician	\$170.00
Technician	\$150.00

SUPPORT

Senior Administrative Assistant / Business Manager	\$115.00
Administrative Assistant	\$95.00

Subject to annual adjustment on January 1 each year.