November 16, 2022

Samuel Klemek, EMT-P
Fire Chief
City of Salinas Fire Department
65 W. Alisal Street
Salinas, CA 93901

Re: Project Management and Construction Management for Renovation of the Salinas Fire Stations 1-6 Facilities

CSG Consultants, Inc. (CSG) is pleased to present this proposal to the **City of Salinas Fire Department** (SFD) to provide Project Management and Construction Management (PM & CM) services for the above referenced project (project).

For this project, **Peykan Abbassi, PE,** will serve as the Point of Contact and performs PM & CM services for the **City of Salinas** (City). Mr. Abbassi brings over 30 years of engineering management experience for large projects in municipal government. His contact information is as follows:

(714) 568-1010 phone | (818) 800-6326 cell | peykana@csgengr.com

Summary

The purpose of this proposal is to provide project and construction management services for the completion of renovation work at the Fire Station 1-6 facilities. This will include the selection of an architectural firm to provide a building assessment and to complete design packages for bids.

This proposal is based on information from the following:

- A 2019 Community Risk Assessment Final Report that included a general description of some of the items to be addressed during renovation work at each facility.
- A September 27, 2022, email from SFD that identified repair projects at each facility with the priority ranking and status for each item of work. Some of the repair work has been listed as being in progress.
- A job-walk between SFD and CSG personnel on October 13, 2022 to do a preliminary assessment of the scope of work for six (6) facilities.

During the job walk, renovation work at Fire Station No. 1 was identified as the top priority. As such, this proposal has been structured to be completed in three (3) phases to meet this priority requirement.

Scope of Work

Project Management

1. Provide project management oversight of all aspects of the fire stations renovation project from design consultant selection through construction and acceptance of the completed work.
2. Collaborate extensively with City representatives, contracted project vendors, and key internal and external stakeholders to ensure long- and short-term plans are met.
3. Serve as primary point of contact for the project.
4. Prepare and present project status reports to City representatives and other key stakeholder groups.
5. Assist with the preparation and execution of project-related documents including contracts, amendments, informational notices, press releases, presentations, etc.
6. Work with the City representatives to develop project plans, set targets for milestones, allocate resources and adhere to deadlines.

7. Work with selected City representatives to develop administrative and operational policies and procedures for the ongoing operation of the facilities.

Construction Management

1. Oversee construction site, general contractor, and workers to ensure a high level of quality and safety.
2. Ensure that all work is performed in accordance with approved manuals and procedures.
3. Ensure that the renovation of the fire stations is constructed and documented in accordance with the contract documents and good engineering practices.
4. Provide technical support to the City representatives regarding the project.
5. Develop and maintain project cost/change controls, and project budget and accounting records.
6. Evaluate proposed change orders, manage change order negotiations, and make recommendations to City representatives.
7. Coordinate and monitor schedule updates, invoices, and submittals.
8. Assist in managing and reviewing the progress of contractors' construction schedules.
9. Review weekly and monthly reports on the status and progress of the contracts, including project costs and potential changes.
10. Report the status of the project to City on a weekly basis and as requested.
11. Attend project meetings as requested.
12. Host weekly construction meetings with representatives from the City, general contractor, subcontractors, and third parties.
13. Manage project closeout including jurisdictional requirements, systems training, client deliverables, and warranty walks.

Work Breakdown and Proposed Fee

CSG Consultants recommend that the renovation work for the fire stations be performed in two (2) phases to maintain continuity of operations.

1. **Phase I:**
   - Prepare RFP and assist the City with selection of the Architect.
   - Assist the City with management of the selected Architect who will complete a building assessment for updated as-built drawings, then develop the schematic and design development documents and cost estimate for Fire Station No. 1-6.
2. **Phase II (Fire Station No.** 1):
   - Assist the City with management of the selected Architect who will develop a complete set of construction documents for bid.
   - Assist the City with bid and award and construction of the project. The construction Management and Inspection also includes the task required labor compliance monitoring activities as described below:

     Labor Compliance

     1. Monitors and audits contractors' certified payroll, timecards, payroll ledger and various supporting documents to verify the accuracy of contractors' compliance with wage, labor and apprenticeship laws and fair employment practices
     2. Conducts construction jobsite interviews
     3. Conducts audits and field investigations pertaining to contracted labor compliance provisions ensuring compliance with Department of Industrial Relations (DIR) Prevailing Wage Determinations

3. **Phase III (Fire Stations No. 2-6):**
   - Assist the City with management of the selected Architect who will develop a complete set of construction documents for bid.
   - Assist the City with bid and award and construction of the project. The construction Management and Inspection also includes the task required labor compliance monitoring activities as described below:

     Labor Compliance

     1. Monitors and audits contractors' certified payroll, timecards, payroll ledger and various supporting documents to verify the accuracy of contractors' compliance with wage, labor and apprenticeship laws and fair employment practices
     2. Conducts construction jobsite interviews
     3. Conducts audits and field investigations pertaining to contracted labor compliance provisions ensuring compliance with Department of Industrial Relations (DIR) Prevailing Wage Determinations

   Design work on Phase III for Sire Stations No. 2-6 can begin immediately after completion of the construction documents for work on fire station No. 1 in Phase II.

The CSG proposed fee to perform the project management and construction management efforts is as follows:

1. For services to complete the work of Phase I, the proposed fee is $17,500. This fee includes two (2) in-person meetings with the City.
2. For services to complete the work of Phases II and III, the proposed fee will be 10% of the estimated construction costs established above.

Additional services that may be needed will not be performed without prior authorization from the City.

We look forward to working with the City of Salinas Fire Department. If you have any questions or require additional information, please contact Cyril Charles, Sr. Project Manager (cyrilc@csgengr.com) or myself in the contact information provided below.

Sincerely,

Peykan Abbassi, PE, *Vice President*
(818) 800-6326 *cell*
peykana@csgengr.com

Encl.: Preliminary Job Walk Assessment (10/13/22)

Additional services requested by the City of will be billed at the following rates:

CSG Consultants Schedule of Fees
October 27, 2022

PROFESSIONAL STAFF	HOURLY RATE
Principal Engineer	**$185.00**
Sr. Project Manager	**$165.00**
Asst. Project Manager	**$ 95.00**
Meetings:	
In person meetings	**$1500.00/Meeting**

PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT
FOR
RENOVATION OF THE SALINAS FIRE STATIONS 1-6 FACILITIES
PRELIMINARY JOB WALK ASSESSSMENT
OCTOBER 13, 2022

FIRE STATION NO. 1

For this Fire Station No. 1, the following were noted during the job walk:

1. Per SFD, work on this facility is priority No. 1 work. SFD understands that the most cost effective and efficient method to complete this work would require relocation of operations and this can be accommodated.
2. An assessment of the plumbing system in the bathroom areas that have drainage problems related to frequent blockage is required. (Could be a design issue.)
3. There are electrical issues that may be related to lack of capacity.
4. A complete remodel of the kitchen is required. There are electrical power issues and non-working appliances.
5. New flooring is required throughout the day room (where floor is being replaced, except for the sleeping areas, VCT should be used). Carpets are not an acceptable floor finish.
6. A full height retractable divider is to be installed in the day room.
7. A new cooling system should be installed. (There is no air-conditioning in the building, only heating from gas furnaces.)
8. Complete interior painting of the building is required.
9. An upgrade to the meeting room layout is required.

10. Since the renovation work may require new lighting fixtures, and HVAC diffusers and grilles, the installation of new ceiling tiles throughout the affected areas should be included since there was damage to the many of the tiles from roof leaks.
11. Provide new concrete paving in the parking lot.
12. Replacement of the rear (west) apparatus bay doors to match the front doors is required.
13. Complete replacement of the vent extractor system for the trucks since the existing system vendor is out of business and parts are no longer available.
14. An evaluation by the design consultant of the options to reduce the response time and path of travel for employees to get to the trucks.
15. Privacy screens to be added to the dormitory.
16. Add a card reader system for the building entry.

During the job walk it was observed that:

1. A new roof had been installed
2. A new metal fascia had been installed
3. Fencing, gate, and generator replacement work has been scheduled by the City. An option discussed was to place this work on hold to be completed with the other work listed above for a complete project.
4. The building is non-sprinklered. Since this is an essential facility, should sprinklers be added?

For this Fire Station No. 2, the following were noted during the job walk:

1. This building is sprinklered.
2. A complete remodel of the kitchen is required (priority no. 2).
3. The complete painting of interior and exterior is required.
4. Demolition and replacement of the existing onsite storage shed with a new storage shed to be included.
5. Signage "Keep Clear" upgrade to front of station for truck emergency egress is required.
6. A solution to the workout room open to the apparatus bay and exposed to the exhaust emissions is required.
7. A new cooling system should be installed. (There is no air-conditioning in the building, only heating.)
8. New paving in the parking lot is required.
9. Complete replacement of the vent extractor system for the trucks is required since the existing system vendor is out of business and parts are no longer available.
10. SFD noted that this is a backup only apparatus bay, and when the truck is fully backed up the clearance between the rear of the truck and the adjacent wall/door does not allow for a free and easy pedestrian pathway. Is there a solution?

For this Fire Station No. 3, the following were noted during the job walk:

1. A complete remodel of the kitchen is required.
2. A new cooling system (maybe a central system) is required since there are non-working window air-conditioning systems at this facility.
3. Complete replacement of the vent extractor system for the trucks is required since the existing system vendor is out of business and parts are no longer available.
4. The dormitory is directly connected to the apparatus bay and exposed to the exhaust emissions. A solution is required.
5. A solution to the workout room open to the apparatus bay and exposed to the exhaust emissions is required.
6. There are numerous leaks throughout the building so a new roof may be required.
7. There are significant plumbing issues that may require a building drain and sewer replacement.
8. Complete painting of interior and exterior should be included.
9. Demolition of the training tower with a 1-story underground that will backfill should be included.
10. Bathroom remodel to be discussed. Facility does not have a co-ed bathroom and a shower with two small heads. Access to the shower is limited and not code compliant.
11. Provide dividers in the dormitory area.
12. The area for the staff jackets and other clothing is not ventilated.
13. Floor covering replacement is required.
14. The building is non-sprinklered.

For Fire Station No. 4, the following were noted during the job walk:

1. Complete repair/replacement of vehicle ramp at front of building is required.
2. New paving in the parking lot is required.
3. Exterior painting is required.
4. A complete remodel of the kitchen is required (priority no. 2 work).
5. Windows and bay doors in this building are single pane and require upgrade to more energy efficient double pane windows.
6. There are non-working window air-conditioning systems at this facility, so a new central system is proposed.
7. Complete replacement of the vent extractor system for the trucks is required since the existing system vendor is out of business and parts are no longer available

FIRE STATION NO. 5

For Fire Station No. 5, the following were noted during the job walk:

1. There is no air-conditioning at this facility, so a new central air-conditioning system is requested.
2. There was localized water damage at some windows and wall areas that require investigation.
3. Complete replacement of the vent extractor system for the trucks is required since the existing system vendor is out of business and parts are no longer available.
4. A solution to the workout room open to the apparatus bay and exposed to the exhaust emissions.

FIRE STATION NO. 6

From field visit on 10/12/22, the following were noted during the job walk:

1. There is no air-conditioning at this facility, so a new central system is proposed
2. A solution to the workout room open to the apparatus bay and exposed to the exhaust emissions.
3. Complete interior and exterior painting should be included.
4. Complete replacement of the vent extractor system for the trucks since the existing system vendor is out of business and parts are no longer available
5. Replacement of the apparatus room doors is required.