

TASK ORDER NO. 1  
OVER

AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES – RFQ 694-18  
SERVICE GROUP CATEGORY 11 – ARCHITECTURAL AND ENGINEERING  
DESIGN SERVICES – ON-SITE FACILITIES

DATED FEBRUARY 5, 2019

BETWEEN

THE CITY OF LANCASTER, "OWNER"  
AND  
HUITT-ZOLLARS, INC. "CONSULTANT"

PROJECT TITLE: Public Safety Building Improvements (Reference: PWCP 23-027)

PROJECT DESCRIPTION: Architectural and Engineering Design Services

SCOPE OF WORK: Per Attached Exhibit "1", Scope of Services

PERIOD OF SERVICES: Per Attached Exhibit "2", Schedule

COMPENSATION  
FOR SERVICES: Per Fee Schedule - Not to Exceed \$347,376.27

"OWNER"

"CONSULTANT"

CITY OF LANCASTER

HUITT-ZOLLARS, INC.

By: \_\_\_\_\_

Jason Caudle  
City Manager

By: \_\_\_\_\_

Steve White  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Dept. Head: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Allison E. Burns, Esq.  
City Attorney

## EXHIBIT “1”

### SCOPE OF SERVICES

The work to be performed under this task order shall include:

- A. Task Order 1 – Scope of Services

## **EXHIBIT 1: SCOPE OF SERVICES**

### **PROJECT BACKGROUND, DESCRIPTION, AND LOCATION**

The City of Lancaster has recently acquired the former Antelope Valley Union Highschool District (AVUHSD) building located at 44811 Sierra Highway, Lancaster CA, 93534 and intends to renovate and convert into the City of Lancaster Public Safety Building. Consultant shall provide Architectural and Engineering (A&E) services to assist the City in the phased planning and design of the Public Safety Building Improvements.

This work shall include design and construction contract documents for:

- Fencing of parking lot with hurricane fencing including topographic and record boundary survey (excluding ADA requirements)
- Fiber Extension (roadway and on-site)
- Replacement of all cabling with cat 6a
- Restroom repairs to carriers and toilets, wall repair and tile selection (excluding ADA requirements)

This work shall also include:

- Roof Assessment – implementation will be in an additional authorization
- Structural assessment including roof and mezzanine – implementation will be in an additional authorization
- MEP assessment – with Schematic Design phase recommendations
- Existing cubicle assessment and minimal level programming to seat the staff

### **GENERAL SCOPE OF SERVICES**

Scope of Services for the project will also include:

- Assessment reports for Roof, Restroom, Structural, MEP, Interiors
- Aerial Survey of the full site

- Civil generated site plan and fencing
- Civil Study
- One cost estimate at the end of the assessments and repair recommendations
- Specifications for work as agreed in the above project description
- Low voltage Schematic Design thru Design Development drawings
- Hazmat assessment of Asbestos, Lead and Universal Waste, excluding Mold
- Geotechnical study of pavement condition and potential for stormwater infiltration

Milestone tasks and Schedule are included in Exhibit 2 and Payment and Fees is included in Exhibit 3.

## **ITEMS TO BE PROVIDED BY THE CITY**

The following items shall be provided by the City:

- Copies (hardcopy or PDF as available) of all record drawings within the City archives, to include: building plans, street plans, storm drain plans, street lighting plans, traffic signal plans, fiber interconnect plans, signing and striping plans, landscape plans, sewer plans, and/or recycled water plans.
- Copies (hardcopy or PDF as available) of information provided by previous Owner at the time of sale including Property ID Report and Work Order Log.

## **DESIGN STANDARDS AND CONSULTANT EXPECTATIONS**

This project shall comply with all applicable City, County, State and Federal regulations.

The proposed improvements shall, at a minimum, follow the City of Lancaster Municipal Code, adopted Building Codes, Engineering Design Guidelines Policies and Procedures Manual, and Trench and Pavement Restoration Policy.

Wherever the City guidelines are absent of the latest industry updates, standards or details, Consultant shall utilize the latest Building Codes, Standard Specifications and Plans for Public Works Construction (“Green Book”), the Los Angeles County Department of Public Works Design Standards and Caltrans Standards. Wherever there is a conflict in design standards, Consultant shall submit a clarification in writing to the City Project Manager (PM) for direction and approval. In most cases, the more stringent design standards shall apply.

The Consultant shall provide to the City deliverables in hardcopy and electronic format as detailed in the City’s Standards for CAD Deliverables. All drawings shall be prepared in AutoCAD.

All plans and exhibits generated shall be for the renovation, however, all existing conditions to remain, to be modified, to be relocated, and/or to be replaced shall be dually noted with the intent that, upon project completion, the Consultant will provide the City with a complete as-built plan for the entire property and all facilities.

In addition, the Consultant shall coordinate and work with the following City Divisions and Departments during design: Capital Engineering Division (primary), Community Development Division (Traffic Engineering Section), Real Estate and Economic Development Division (Building and Safety Section), Parks, Arts, Recreation & Community Services (PARCS) Department, Public Safety Department, and Information Technology (IT) Department. Any correspondence between Consultant and City employees, other than the PM, shall be copied same day to the PM as well as in the final deliverables.

## **ADDITIONAL INFORMATION**

The Consultant shall establish and apply internal accounting methods and procedures acceptable to the City for documenting and monitoring contract costs. The Consultant shall submit a consolidated monthly invoice in a format acceptable to the City and broken down in a manner consistent with the Task Order. The Consultant shall include with the monthly invoice a progress report that reflects the work completed within the invoice period. Payments to the Consultant are to be in arrears. The Consultant must have actually incurred and paid the costs prior to invoicing the City.

The City shall make progress payments per the completed units detailed in Exhibit 3 submitted by the Consultant. The Consultant shall generate an invoice that details the specific units completed with a cost breakdown with hourly rates for each field function, shall provide sufficient back up to verify expenditures claimed and Consistency with fee grids submitted in the cost proposal and

Rate Schedule, and a brief progress report describing work completed during the invoicing period, delay details if schedule is slipping, how the Consultant will recover the schedule to meet the contract completion date, and work to be completed in the next invoicing period.

The invoice must include a summary table that details the total contract price, previously paid, current invoice amount, and remaining balance.

Consultant shall not start work prior to receiving Notice to Proceed. The Notice to Proceed shall be issued in writing once the insurance documents are submitted and approved and a Task Order has been executed.

Consultant shall not perform additional work without written authorization from the City of Lancaster PM. Written Authorization shall come in the form of a Revised Task Order.

## **INCORPORATION BY REFERENCE AND PRECEDENCE OF DOCUMENTS**

The Consultant's Proposal dated November 11, 2022 is hereby incorporated in and made a part of this Task Order.

If there is a conflict between documents, the document highest in precedence shall control. The precedence shall be:

First: Task Order No. 1

Second: Agreement and all Amendments

Third: The CONSULTANT'S Proposal

## EXHIBIT “2”

### SCHEDULE

#### A. Task Order 1 – Schedule

## **EXHIBIT 2: SCHEDULE**

The multi-year agreement which was extended through December 2022 with Amendment No. 2 shall be extended through the end of this project, estimated December 2023.

All stakeholders will be available the first week of January to meet with Consultant.

Due to limited schedule the development of plans will continue simultaneously to the Stakeholder review of each phase.

<b>MILESTONES</b>	<b>DATES</b>
Notice to Proceed (NTP)	Anticipated January 2023*
Construction Advertisement	May 2023
Award Construction Contract	June 2023
Construction NTP	July 2023
Construction Complete/Move-In	November 2023

\*Anticipated NTP based on Council Award in December 2022.



## EXHIBIT “3”

### FEE SCHEDULE

The Consultant shall maintain separate costs and shall identify the specific costs. The costs under this task order shall include:

#### A. Task Order 1 – Fees Schedule

Firm Name: **Huitt-Zollars**  
 Project No.: **R309071.04**  
 Project Title: **CITY OF LANCASTER**  
 Date: **11/11/22**

DISCIPLINE	FIRM NAME	BLENDED HOURLY RATE	TOTAL DESIGN FEE (PROJECT)	TOTAL REIMBURSABLES			TOTAL FEE W/ REIMBURSABLES
				PRINTING	RENDERINGS	OTHER	
<b>BASIC SERVICES:</b>							
PROJECT MANAGEMENT	Huitt-Zollars		\$ -				\$ -
ARCHITECTURAL	Huitt-Zollars	\$ 177.35	\$ 60,300.00				\$ 60,300.00
INTERIOR DESIGN	Huitt-Zollars		\$ 34,750.00				\$ 34,750.00
STRUCTURAL	Huitt-Zollars		\$ 13,960.00				\$ 13,960.00
MECHANICAL/ELEC/PLUMBING	Huitt-Zollars		\$ 46,670.00				\$ 46,670.00
CIVIL	Huitt-Zollars		\$ 68,250.00				\$ 68,250.00
SURVEY	Huitt-Zollars		\$ 17,500.00				\$ 17,500.00
		\$ -	\$ -				\$ -
<b>SUB-TOTAL BASIC SERVICES</b>			<b>\$ 241,430.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 241,430.00</b>
<b>BASIC SERVICES % TOTAL FEE</b>			<b>70%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>70%</b>
<b>ADDITIONAL SERVICES:</b>							
COST ESTIMATING	WT Partnership		\$ 7,654.00				\$ 7,654.00
SPECIFICATIONS	AWC WEST		\$ 10,000.00				\$ 10,000.00
SECURITY FIRE ALARM IT	EXANTE 360		\$ 44,380.00				\$ 44,380.00
ASBESTOS LBP	ECO & ASSOC.		\$ 26,912.27				\$ 26,912.27
GEOTECHNICAL	EARTH SYSTEMS		\$ 17,000.00				\$ 17,000.00
<b>SUB-TOTAL ADDITIONAL SERVICES</b>			<b>\$ 105,946.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,946.27</b>
<b>ADDITIONAL SERVICES % TOTAL</b>			<b>30%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>30%</b>
<b>GRAND TOTAL</b>			<b>\$ 347,376.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 347,376.27</b>
<b>% TOTAL</b>			<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

Firm Name:

Project No.:

Project Title:

Date:

Huitt-Zollars

R309071.04

City of Lancaster

11/11/22

	TASK ORDER #1: Project Management(Design Phase)			TOTAL		
DISCIPLINE	RATE	HRS	FEE	RATE	HRS	FEE
BASIC SERVICES: PROJECT MANAGEMENT						
Blended Rate / Subtotals	#DIV/0!	0	\$ -	#DIV/0!	0	\$ -
ARCHITECTURAL						
Principal-in-Charge	\$ 280.00	20	\$ 5,600.00	280.00	20	\$ 5,600.00
QA Manager	\$ 220.00	20	\$ 4,400.00	220.00	20	\$ 4,400.00
Senior Project Architect	\$ 215.00	160	\$ 34,400.00	215.00	160	\$ 34,400.00
Architect Intern, 1	\$ 120.00	80	\$ 9,600.00	120.00	80	\$ 9,600.00
CADD Technician	\$ 115.00	40	\$ 4,600.00	115.00	40	\$ 4,600.00
Project Support	\$ 85.00	20	\$ 1,700.00	85.00	20	\$ 1,700.00
Blended Rate / Subtotals	\$177.35	340	\$ 60,300.00	177.35	340	\$ 60,300.00
INTERIOR DESIGN						
Senior Interior Designer	\$ 170.00		\$ -	#DIV/0!	0	\$ -
Interior Designer	\$ 120.00		\$ -	#DIV/0!	0	\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 34,750.00	#DIV/0!	0	\$ 34,750.00
STRUCTURAL						
Team Leader	\$ 225.00		\$ -	#DIV/0!	0	\$ -
Senior Structural	\$ 190.00		\$ -	#DIV/0!	0	\$ -
Structural Engineer	\$ 155.00		\$ -	#DIV/0!	0	\$ -
Designer	\$ 130.00		\$ -	#DIV/0!	0	\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 13,960.00	#DIV/0!	0	\$ 13,960.00
MECHANICAL/ELEC/PLUMBING						
Principal-in-Charge	\$ 280.00		\$ -	#DIV/0!	0	\$ -
Team Leader	\$ 265.00		\$ -	#DIV/0!	0	\$ -
Senior MEP	\$ 225.00		\$ -	#DIV/0!	0	\$ -
MEP	\$ 170.00		\$ -	#DIV/0!	0	\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 46,670.00	#DIV/0!	0.000	\$ 46,670.00
CIVIL						
Sr Project Manager	\$ 250.00	0	\$ -	#DIV/0!	0	\$ -
Civil Engineer	\$ 215.00			#DIV/0!	0	\$ -
Engineer In Training	\$ 145.00			#DIV/0!	0	\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 68,250.00	#DIV/0!	0	\$ 68,250.00
SURVEY						
Survey Manager	\$ 220.00	0	\$ -	#DIV/0!	0	\$ -
Sr Project Surveyor	\$ 185.00	0	\$ -	#DIV/0!	0	\$ -
Field Crew (2 Person)	\$ 250.00		\$ -	#DIV/0!	0	\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 17,500.00	#DIV/0!	0	\$ 17,500.00
SUB-TOTAL BASIC SERVICES	\$ 710.09	340	\$ 241,430.00	#DIV/0!		\$ 241,430.00
BASIC SERVICES % TOTAL FEE		#DIV/0!	100%		#DIV/0!	100%
ADDITIONAL SERVICES:						
COST ESTIMATING						

Firm Name:

Project No.:

Project Title:

Date:

Huitt-Zollars

R309071.04

City of Lancaster

11/11/22

	TASK ORDER #1: Project Management(Design Phase)			TOTAL		
DISCIPLINE	RATE	HRS	FEE	RATE	HRS	FEE
Principal in Charge	\$ 275.00		\$ -	#DIV/0!	0	\$ -
Team Leader	\$ 235.00		\$ -	#DIV/0!	0	\$ -
Senior MEP	\$ 195.00		\$ -	#DIV/0!	0	\$ -
MEP QS	\$ 165.00		\$ -	#DIV/0!	0	\$ -
Arch/Str QS	\$ 125.00		\$ -	#DIV/0!	0	\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 7,654.00	#DIV/0!	0	\$ 7,654.00
SPECIFICATIONS						
AWC West			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 10,000.00	#DIV/0!	0.00	\$ 10,000.00
SECURITY FIRE ALARM IT						
EXANTE 360			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 44,380.00	#DIV/0!	0	\$ 44,380.00
ASBESTOS LBP						
ECO & ASSOCIATES			\$ -			\$ -
			\$ -			\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 26,912.27	#DIV/0!	0	\$ 26,912.27
GEOTECHNICAL						
Earth Systems - Geotechnical			\$ 17,000.00	#DIV/0!	0	\$ -
Earth Systems - Environmental			\$ -	#DIV/0!	0	\$ -
Blended Rate / Subtotals	#DIV/0!	0	\$ 17,000.00	#DIV/0!	0	\$ 17,000.00
SUB-TOTAL ADDITIONAL SERVICES	#DIV/0!	0	\$ 105,946.27			\$ 105,946.27
ADDITIONAL SERVICES % TOTAL		#DIV/0!	100%		#DIV/0!	100%
GRAND TOTAL	\$ 1,021.69	340	\$ 347,376.27	#DIV/0!	0.000	\$ 347,376.27
% TOTAL		#DIV/0!	100%		#DIV/0!	100%

# HUITT-ZOLLARS

## Southern California

2022

### HOURLY RATE SHEET

#### Engineering/Architecture

Principal	\$ 280.00
Sr. Project Manager	\$ 250.00
Design Principal	\$ 220.00
QA Manager	\$ 220.00
Project Manager	\$ 215.00
Sr. Civil Engineer	\$ 215.00
Sr. Structural Engineer	\$ 205.00
Sr. Mechanical Engineer	\$ 185.00
Sr. Electrical Engineer	\$ 190.00
Civil Engineer	\$ 160.00
Structural Engineer	\$ 170.00
Mechanical Engineer	\$ 170.00
Electrical Engineer	\$ 170.00
Plumbing Engineer	\$ 170.00
EIT	\$ 145.00
Sr. Architect	\$ 215.00
Architect	\$ 200.00
Architect Intern 3	\$ 165.00
Architect Intern 2	\$ 135.00
Architect Intern 1	\$ 120.00
Sr. Designer	\$ 185.00
Designer	\$ 160.00
Sr. CADD Technician	\$ 145.00
CADD Technician	\$ 115.00

#### Interior Design

Sr. Interior Designer	\$ 170.00
Interior Designer	\$ 120.00

#### Survey

Survey Manager	\$ 220.00
Sr. Project Surveyor	\$ 185.00
Project Surveyor	\$ 155.00
Survey Technician	\$ 125.00

#### Survey Crews

1-Person Survey Crew	\$ 165.00
2-Person Survey Crew	\$ 250.00
3-Person Survey Crew	\$ 315.00

#### Construction

Construction Manager	\$ 180.00
Resident Engineer	\$ 165.00
Inspector/Owner's Representative	\$ 130.00
Sr. Project Representative	\$ 125.00
Resident Project Representative	\$ 100.00

#### Administrative

Sr. Project Support	\$ 110.00
Project Support	\$ 85.00

#### Reimbursable Expenses

Consultants	Cost + 10%
Other Direct Costs	Cost + 10%
Mileage	IRS Standard Business Mileage Rate