

Council Meeting  
December 4, 2007

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: General Services - Contract amendment with G A Design  
Architecture and Planning for the design and structural upgrade of  
the One Stop Permit Center (FEAP #295) Expenditure: \$52,500.**

**RECOMMENDATION**

Recommendation of the General Services Director that City Council:

- 1) Authorize a contract amendment for \$52,500 for a new not to exceed total of \$143,500 with G A Design Architecture and Planning (C2007-049) for the design and structural upgrade of the One Stop Permit Center (FEAP #295).
- 2) Extend the contract term from June 30, 2008 to December 31, 2008.

**FUNDING**

Funding is available from FEAP #295- Implementation of a Permit Center

**BACKGROUND**

The Community Development Department Planning, Building and Safety Divisions have current deficiencies in their existing areas which if corrected would substantially improve customer service in permitting, licensing and development areas. The concept of a One Stop Permit Center was presented during the 2007-2011 Capital Budget process. Council approved development of this project with a budget of \$1,000,000 as FEAP 295. Council approved a design contract with G A Design Architecture and Planning (G A Design) for the design of the One Stop Permit Center in March 2007. During initial stages of design it became evident that structural upgrades of the existing building to meet current codes as well as more renovation of an expanded area to meet the projects intent of consolidating all permit functions in one location. Project estimates were at that time revised to \$1.9 million. The expanded scope would allow creation of adequate public and staff spaces to house the required public counter functions through the relocation of restrooms and also modify the building to meet current seismic codes. Council approved the expanded project scope and budget on November 20, 2007.

## ANALYSIS

As a result of the expanded project scope, additional design services are now required beyond the original contract with G A Design. A proposal was provided by G A Design to include the increased services at an added cost of \$52,500. These additional fees would provide earthquake structural design services along with addition of design work for the added project area and inclusion of relocation of existing restrooms. With the increased fees the design costs are approximately 8.3 percent of construction costs. If approved the overall design contract would be \$143,500.

The fees proposed are consistent with design fees for similar design work on previous City renovation projects. The General Services Director recommends Council approve a Contract amendment with G A Design Architecture and Planning for the design of the One Stop Permit Center in the amount of \$52,500 for a new contract amount of \$143,500. The contract term would be extended from June 30 to December 31, 2008 to cover design and construction.

Respectfully submitted,

SHERYL BALLEW  
General Services Director



By Jon Landis  
Facility Services Manager

CONCUR:

  
Sheryl Ballew  
General Services Director

  
LeRoy J. Jackson  
City Manager



Attachment A: Contract Amendment  
B: G A Design Fee Proposal for Architectural/Engineering Services

## AMENDMENT TO AGREEMENT

This Amendment to Agreement is made and entered into as of December 4, 2007 by and between the CITY OF TORRANCE, a municipal corporation ("CITY") and GA Design Architecture and Planning, a California Corporation ("CONSULTANT").

### **RECITALS:**

- A. CITY and CONSULTANT entered into an Agreement on March 27, 2007, whereby CONSULTANT agreed to provide architecture and engineering services for Torrance One Stop Permit Center.
- B. The original Agreement was effective through June 30, 2008.
- C. The CITY is satisfied with the level of service provided by CONSULTANT and wishes to increase the amount of the contract and extend the term until December 31, 2008.

### **AGREEMENT:**

- 1. Paragraph 2 "TERM" is amended to read in its entirety as follows:

**"2. TERM**

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect until December 31, 2008"

- 2. Paragraph 3.A, "COMPENSATION," is amended to read in its entirety as follows:

**"3. COMPENSATION**

A. CONSULTANT's Fee.

For services rendered pursuant to this Agreement, CONSULTANT will be paid in accordance with the Amended Proposal attached to this Amendment to Agreement as Exhibit A-1, provided, however, that in no event will the total amount of money paid CONSULTANT, for services initially contemplated by this Agreement, exceed the sum of \$143,500 (including the \$91,000 authorized on March 27, 2007) ("Agreement Sum"), unless otherwise first approved in writing by CITY."

- 3. In all other respects, the Agreement dated March 27, 2007, between CITY and CONSULTANT is ratified and reaffirmed and is in full force and effect.

CITY OF TORRANCE,  
a Municipal corporation

GA Design Architecture And Planning,  
a California Corporation

\_\_\_\_\_  
Frank Scotto, Mayor

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

ATTEST:

\_\_\_\_\_  
Sue Herbers, City Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

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

Attachments: EXHIBIT A-1 - Amended Proposal

**EXHIBIT A-1**

**AMENDED PROPOSAL**



November 13, 2007

Jon Landis  
 Facility Service Manager  
 Department of General Services  
 City of Torrance  
 3031 Torrance Boulevard  
 Torrance, California 90503-5059

**Re: Fee Proposal for Architectural/Engineering Services  
 Torrance One Stop Permit Center**

Dear Mr. Landis:

As per your request, enclosed, we are presenting our Architectural/Engineering fee proposal for the required Additional Tasks for the above mentioned project.

**Original Contract**

1- Space Programming and Space Planning for City Hall	\$12,500.00
2- Tenant Improvement of "One Stop Permit Center	\$72,500.00
3- Preparation of As-Built Drawings in Auto CADD Format	<u>\$6,000.00</u>
<b>Total Original Contract</b>	<b>\$91,000.00</b>

**Additional Services**

1- Earthquake Upgrade	\$20,000.00
2- GA DESIGN Architectural/Engineering Fee for Additional Tasks	<u>\$32,500.00</u>
<b>Total Fee for Additional A/E Services</b>	<b>\$52,500.00</b>

**Note:**

- Please be informed that our original fee agreement was for project construction costs of only \$650,000.00. The new project cost has increased to \$1,800,000.00.
- Our fee proposal does not include hazardous material removal or mitigation and reimbursable expenses.

It is our understanding that all terms and conditions of our previously executed contract for this Center will remain unchanged.

If you have any question or require additional information, Please do not hesitate to call us.

Respectfully submitted,

**GA DESIGN**

By:

  
 Mahmood Gharachedaghi, FAIA, President