

SAWPA Building

Phase 3 - Lobby Security Improvements Design, Bidding Support and Construction Administration

April 18, 2023



Recommendation

Approve \$74,600 from the Building Fund for design, bidding support and construction administration for the SAWPA Lobby Security Improvements project.

Project Update

- December 2022, Commission directed SAWPA to prepare bid documents for Lobby Security Improvements project
- Gillis + Panichapan Proposal cost \$74,600
- Time frame for design and construction documents is 4 months
- Estimated range for total project cost is \$430,000 - \$490,000

Scope of Work

- Task One: Design Development and Construction Documents
 - Refine the final conceptual design
 - Prepare construction documents and review at 60, 90, and 100%
 - Includes plans and specs for architectural, plumbing, HVAC, and electrical work
 - Includes civil engineering drawings for retrofitting front entrance and ADA ramp

Scope of Work

- Task Two: City Plan Check and Coordination
 - Aid in obtaining required permits and approvals from local authorities
 - Attend meetings and revise plans as needed
 - Project management to coordinate City requirements with engineer sub-consultant

Scope of Work

- Task Three: Bidding Support
 - Assist in obtaining bids and in awarding construction contract
 - Attend bid walk
 - Prepare addenda in response to requests for information/clarification
 - At conclusion of bid phase, prepare conformed set of contract documents

Scope of Work

- Task Four: Construction Administration
 - Respond to requests for information
 - Periodic onsite review of construction activities
 - Attend construction coordination meetings
 - Assist with quality control
 - Submittal and shop drawing review
 - Assist in change order review and negotiations
 - Participate in creation of punch list
 - Provide project close out and record set



Proposed Lobby

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