

**EXHIBIT A**  
**SCOPE OF SERVICES**

- I. Consultant will perform services described in Consultant's Proposal and attached hereto.**
  
- II. All work product is subject to review and acceptance by City, and must be revised by Consultant without additional charge to City until found satisfactory and accepted by City.**



## Project Approach

IDS Group (IDS) implements into its project approach a well-coordinated, integrated project delivery method for every project undertaken, from pre-design through end user occupancy. This approach engages the City of Perris representatives, stakeholders, user groups, and the community, to be an integral participant through a collaborative, proactive design process. Through this process, IDS seeks efficiencies that achieve the ideals, milestones, objectives, schedule, budget, and overall project goals. This project will involve a designated architectural point of contact's whose responsible to oversee the project team on each project phase: programming, development, consultant coordination, graphics, city processing, entitlement, constructability, BIM/Revit Modeling, quality assurance, quality control, value engineering, and documentation phases.

The following itemized list highlights many of the key services performed for the City of Perris partners during the feasibility, design, and construction phases that ensures that the IDS team will follow up and will follow through to achieve the confirmed project's objectives and goals:

- Review and analysis existing documents and surveys.
- Provide a concise and complete Project Schedule inclusive of all disciplines and participants.
- Assess existing conditions, identifying California Building Code compliant issues, accessibility, sustainability, National Fire Protection Association (NFPA), Planning Commission for Design Review and the City of Perris Architectural Design Review Board and the City Council to provide design options and alternatives based on the City's Planning Guidelines.
- Validate the existing infrastructure conditions of the site during all phases of the design study to understand the challenges in direct conjunction with the project, and document them accordingly.
- Review Building Systems, Common Use Spaces, Site Layout and Conditions for functionality, adjacencies, and accessibility.
- Schedule a series of meetings with City Representatives, Staff, user groups, and stakeholders to confirm proposed program uses and support space requirements.
- Conduct workshop charrette sessions to further the design study of the project in collaboration with City Representatives, and the Design Consultants.

## Design Intentions

IDS proposes the following design intentions that will begin as part of a collective team discussion to formulate the design of spaces and environments that are high-functioning, safe, creative, and economically attainable.

- Sustainability, accessibility, energy analysis and efficiencies in conceptual design, connections to and from interior space to the outdoor areas, and adherence to Fire, Life, and Safety (FLS).

## Project Deliverables

### Task 1. Planning and Conceptual Design Phase

- Deliverables shall include up to two (2) concept designs, with drawings/renderings for each option and refine by incorporating City comments.
- Final concept design approved by City Staff.



### Task 2. Schematic Design Phase

- Prepare and deliver a set of design plans, including site building, floor plan section studies, and an Opinion of Probable Cost to the City.

### Task 3. Design Development (DD) Phase

- Prepare and deliver a set of design plans, including site building, floor plan section studies, draft project specifications, and an Opinion of Probable Cost to the City.

### Task 4. Construction Documents (CD) Phase

IDS will prepare 50% and 100% plans, structural calculations, final technical specifications, and finalized Opinion of Probable Cost. 50% plans will go through a constructability review that includes value engineering and recommendations for a complete set of deliverables to the City.

#### Plan Deliverables

- Title Sheet
- Civil Engineering
  - New parking areas.
  - Grading and on-site drainage plan of the developed new areas.
  - Site utility plan with connections to the project renovation areas.
- Landscape Architecture
  - Site Layout/Construction Plans and Details
  - Planting Plans/Details/Notes
  - Irrigation Plans/Details/Calculations/Notes
- Architecture
  - Demolition Plans (interior and exterior)
  - Construction Plans (interior and exterior)
  - Reflected Ceiling Plans
  - Exterior Elevations
  - Interior Elevations
  - Architectural Details
  - Door/Window/Finish/Hardware Schedules

- ADA Path of Travel design

- Signage Plan

- Structural Engineering

- Structural Design

- Structural Calculations

- Detailing

- Mechanical Engineering & Plumbing/Title 24

- Include existing HVAC systems (as approved)

- Include existing water service meters (1-domestic, 1-irrigation) (as approved)

- Electrical Engineering

- Electrical Site Plan (new landscaped exterior lighting)

- Electrical Floor Plan (interior lighting at multipurpose room)

- New light fixture schedule

- Security System (Expansion of the existing system)

- Photometrics

- Location of existing panels, switchgear, meters

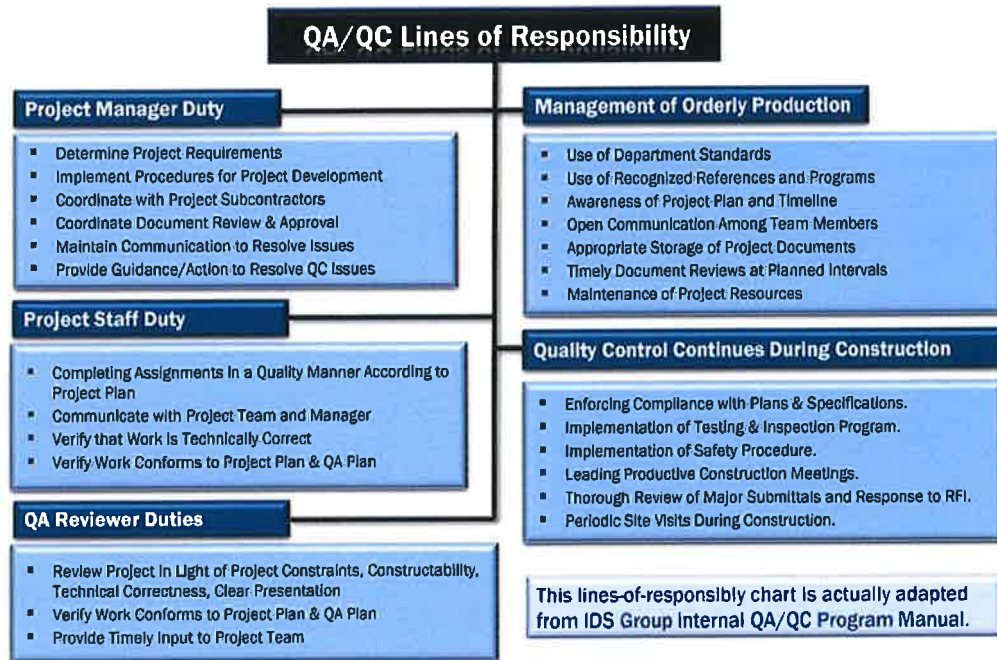
- Details

- Notes, specifications

**Technical Specifications** - Technical specifications for all components listed above shall be provided by IDS to the City in CSI (Construction Specifications Institute) format. Technical specifications combined with the City's Boiler Plate specification section will be the Project Manual.

**Final Opinion of Probable Cost** - IDS will provide an updated opinion of probable construction cost that reflect the finalized plans, materials, systems, details of construction, and known or anticipated changes in the bidding market relative to the project.

**Record Drawings / As-Built Plans** - Upon construction completion of the project, IDS will incorporate as-built information, as provided by the General Contractor, into the drawing files to provide record drawings for the City archives.



### **QUALITY ASSURANCE / QUALITY CONTROL**

Our program requires the review of all engineering-architectural work by a QC Manager, who is qualified in these types of reviews. The main objective of this program is to satisfy the City’s expectations for quality work from our design team and to limit the exposure of the City to problems that may arise during construction. The QC Manager and will be in continuous contact with our project manager throughout the progress of the assessment and design.

Our practice stresses response to project requirements, adherence to applicable codes and regulations, developing work products consistent with standards prevailing in the profession, and producing reports conforming to our established in-house standards.

Throughout the course of the project, our Project Manager will be in continuous contact with our team members to ensure efficient use of the capabilities of the entire team. The QC Manager will interact frequently with the City’s core group to ensure that we understand the requirements and preferences and to assure adherence to the project schedules and deliverables in a timely manner.

**EXHIBIT B**  
**SPECIAL REQUIREMENTS**  
**(Superseding Agreement Boilerplate)**  
**“NOT APPLICABLE”.**

**EXHIBIT C**

**SCHEDULE OF COMPENSATION**

- I. Consultant will be compensated for Services provided under this Agreement in accordance with the schedule in Consultant's Proposal and attached hereto.**
- II. City will compensate Consultant for the Services performed upon submission of a valid invoice, as described in Section 2.2.**
- III. The total compensation for the Services shall not exceed the Contract Sum, as provided in Section 2.1 of this Agreement.**



# H. Fees & Costs

Staff Allocations per Discipline: Role/Classification	TOTAL		Architecture/ Landscape Arch				Structural				Electrical/Low Voltage				Mechanical/Plumbing				Civil Engineering				Estimation		Additional Support																		
	Hours	Fees	Senior PM	Principal	Senior Sr. Arc Designer	CAD Admin.	Subtotal	Principal Sr. Eng.	Pr. Eng.	CAD Admin.	Subtotal	Principal Sr. Eng.	Pr. Eng.	CAD Admin.	Subtotal	Principal Sr. Eng.	Pr. Eng.	CAD Admin.	Subtotal	Pr Est.	Subtotal	AV	Surveying	Geotech																			
Hourly Rate:			\$225	\$200	\$175	\$145	\$108	\$ 67	Hrs	Fees	\$ 225	\$ 175	\$ 140	\$ 108	\$ 67	Hrs	Fees	\$ 225	\$ 175	\$ 140	\$ 108	\$ 67	Hrs	Fees	\$ 345	Hrs	Fees																
<b>Task 1: Planning and Concept Plan</b>	263	\$68,063																																									
Project Kick-off	21	\$57,340																																									
Prepare & Submit 1 Design Options	54	\$14,722																																									
Review & Submit the Preferred Option	58	\$15,821																																									
Meetings	38	\$7,080																																									
<b>Task 2: Schematic Design</b>	243	\$36,300																																									
Schematic Design 50%	111	\$16,901																																									
Schematic Design 100%	102	\$14,510																																									
Meetings	28	\$4,889																																									
<b>Task 3: Design Development</b>	290	\$43,600																																									
Design Development to 50% Submittal	146	\$33,364																																									
Design Development to 100% Submittal	128	\$18,614																																									
Meetings	16	\$4,620																																									
<b>Task 4: Construction Documents</b>	332	\$51,297																																									
Construction Documents to 50% Submittal	149	\$32,337																																									
Construction Documents to 100% Submittal	186	\$25,575																																									
Meetings	15	\$2,485																																									
<b>Task 5: Processing Phase</b>	102	\$14,882																																									
City of Perris Plan Check Processing and Approvals	102	\$14,882																																									
<b>Task 6: Bid Review and Recommendations</b>	71	\$10,495																																									
Client Support during Bidding	45	\$6,054																																									
Bill Review & Recommendations	10	\$1,584																																									
Meetings	16	\$2,857																																									
<b>Task 7: Construction Administration</b>	275	\$45,523																																									
Monthly Submittal Meetings - 8 months (Volunteer)	42	\$7,640																																									
Submittal Reviews	33	\$5,844																																									
RFI Responses	96	\$17,008																																									
Project List Process & Communication	30	\$5,295																																									
Review Drawings & Close Out	47	\$8,686																																									
General Mobilization Items	0	\$0																																									
Other Costs - To Be Determined (If Required)	0	\$0																																									
<b>TOTALS</b>	<b>793</b>	<b>\$134,110</b>	<b>68</b>	<b>242</b>	<b>160</b>	<b>148</b>	<b>110</b>	<b>54</b>	<b>741</b>	<b>\$22,883</b>	<b>1</b>	<b>27</b>	<b>91</b>	<b>210</b>	<b>0</b>	<b>219</b>	<b>\$31,140</b>	<b>6</b>	<b>18</b>	<b>65</b>	<b>81</b>	<b>0</b>	<b>190</b>	<b>\$26,848</b>	<b>6</b>	<b>29</b>	<b>72</b>	<b>81</b>	<b>0</b>	<b>197</b>	<b>\$28,223</b>	<b>5</b>	<b>43</b>	<b>68</b>	<b>67</b>	<b>0</b>	<b>185</b>	<b>\$23,116</b>	<b>30</b>	<b>186</b>	<b>\$4,930</b>	<b>50,000</b>	<b>\$10,000</b>

**EXHIBIT D**  
**SCHEDULE OF PERFORMANCE**

- I. **Consultant shall perform all services and deliver all work products timely in accordance with the schedule described in Consultant's Proposal and attached hereto.**



# G. Timeline



Task	Start Date	Days	End Date	Duration
<b>Task 1: Planning and Concept Plan</b>				
Project Kick off	6/18/2024	1	6/19/2024	0 Week
Prepare & submit 2 Design Options	6/20/2024	14	7/4/2024	3 Week
Revise and submit the Preferred Option	7/5/2024	4	7/9/2024	1 Week
Meetings	7/10/2024	1	7/11/2024	0 Week
<b>Project Award and Planning and Concept Plan</b>				
<b>Number of Calendar Days</b>		<b>20</b>		
<b>Task 2: Schematic Design</b>				
Schematic Design Draft	7/12/2024	15	7/29/2024	3 Week
Schematic Design 1 Refinement	7/30/2024	5	8/5/2024	1 Week
Meetings	8/6/2024	1	8/7/2024	0 Week
<b>Schematic Design</b>				
<b>Number of Calendar Days</b>		<b>21</b>		
<b>Task 3: Design Development</b>				
Design Development to 50% Submittal	8/8/2024	15	8/23/2024	3 Week
Design Development to 100% Submittal	8/26/2024	14	9/9/2024	3 Week
Meetings	9/10/2024	1	9/11/2024	0 Week
<b>Design Development Number of Calendar Days</b>		<b>30</b>		
<b>Task 4: Construction Documents</b>				
Construction Documents to 50% Submittal	9/12/2024	15	9/27/2024	3 Weeks
Construction Documents to 100% Submittal	9/30/2024	14	10/14/2024	3 Weeks
Meetings	10/15/2024	1	10/16/2024	0 Week
<b>Construction Documents Number of Calendar Days</b>		<b>30</b>		
<b>Task 5: Processing Phase</b>				
City of Perris Plan Check Processing and Approvals	10/17/2024	25	11/11/2024	5 Weeks
<b>Processing Phase Number of Calendar Days</b>		<b>25</b>		
<b>Task 6: Bid Review and Recommendations</b>				
Bid Review & Recommendations	11/12/2024	15	11/27/2024	3 Weeks
<b>Bid Review and Recommendations Number of Calendar Days</b>		<b>15</b>		
<b>Task 7: Construction Administration</b>				
Construction Documents to 100% Submittal	11/28/2024	160	5/7/2025	32 Weeks
<b>Construction Documents Number of Calendar Days</b>		<b>160</b>		
<b>Project Schedule Summary:</b>				
Design Days Total		126		
CA Thru Close Out - Days Total		175		
<b>Total Project Days</b>		<b>301</b>		
<b>Notes:</b>				
1. All dates are approximate and are subject to Project Award/NTP and Project Kickoff Meeting.				



# CITY OF PERRIS

COMMUNITY SERVICES

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## ATTACHMENT 3: REQUEST FOR PROPOSAL SUMMARY

Due to size, the RFP and Proposals are available on file at the City Clerk's Office or at this link:

<https://www.cityofperris.org/government/city-council/council-meetings>



# City of Perris

## Community Services Department

### Senior Center Multipurpose and Nutrition Room Improvements

### Design Services RFP Grading: Results

Senior Center Multipurpose and Nutrition Room Improvements  
Design Services Estimate \$300,000

**City Department Review Meeting Date: 5/21/2024**  
**Department Review Committee Staff:**  
 Planning Manager, Patricia Brenes  
 Engineer Sr Project Manager, Kamran Saber  
 Community Services Director, Sabrina Chavez  
 Community Services Assistant Director, Arcenio Ramirez  
 Recreation and Public Services Manager, Crystal Lopez  
 Community Services Management Analyst, Martin Martinez

Score	Organization Name	Design Cost	Total Project Days	Review Committee	Strengths/Weaknesses
SC- 97 AR- 92 CL-92 PB- 89 KS-92  <b>Average: 92.4</b>	IDS GROUP	\$268,160	301 Days	Community Services  Engineering  Planning	<p><b>Strengths:</b> IDS Group has in-house landscape and structural architect, structural engineering, civil engineering, mechanical engineering, electrical, landscape, and structural engineering. The design cost is under budget. Ample experience working with municipalities and counties. Presented a clear understanding of the project scope and deliverables. Proposal included professional resumes, credentials, and qualifications.</p> <p>The proposal was delivered as a spiraled booklet designed professionally. Described understanding of potential use of project area space and surrounding area.</p> <p><b>Weaknesses:</b> Did not provide experience with architectural design of a senior center building, however included relevant project experience with county, city, and Riverside County Sheriff Offices.</p>

<p>SC- 94 AR- 91 CL-93 PB- 96 KS-84</p> <p><b>Average: 91.6</b></p>	<p>SVA Architects</p>	<p>\$298,840</p>	<p>314 Days</p>	<p>Community Services</p> <p>Engineering</p> <p>Planning</p>	<p><b>Strengths:</b> SVA architects has some in-house personnel but has sub-consultants for civil, structural and geotechnical engineering. The design cost is under budget. Proposal included professional resumes, credentials and qualifications. Provided detailed more relevant experience designing senior centers at City of Moreno Valley and City of Riverside. The proposal was delivered as a spiraled booklet designed professionally.</p> <p><b>Weaknesses:</b> The project timeline is not detailed and is missing some critical dates. Their cost was the highest of the three proposals submitted.</p>
<p>SC- 77 AR- 90 CL-83 PB- 76 KS-75</p> <p><b>Average: 80.2</b></p>	<p>Everett Smith Designs</p>	<p>\$95,500</p>	<p>180 Days</p>	<p>Community Services</p> <p>Engineering</p> <p>Planning</p>	<p><b>Strengths:</b> Everett Smith Designs has experience working on smaller scale projects with the City of Perris. The design cost is the lowest of the three proposals received.</p> <p><b>Weaknesses:</b> Everett Smith Designs has all engineering services sub-contracted. The proposal is missing a detailed organizational chart, qualifications, roles and key deliverables for the project. The proposal does not provide previous experience designing a Senior Center building. Deliverables are not detailed and do not offer potential dates. Timeline does not include dates and does not specify when the project will be completed. None of the references are connected to previous work completed. The proposals were delivered with low quality presentation. The designer is contracted for two City projects currently in construction, which may potentially impact the responsiveness of the design process and timeline of the project.</p>