



EXECUTIVE SUMMARY

DATE ISSUED: March 24, 2010

REPORT NO: HCR10-058

ATTENTION: Chair and Members of the Housing Commission
For the Agenda of May 14, 2010

SUBJECT: Amendment to Davis Davis Architects, Inc. Contract **COUNCIL DISTRICT:** 2

SUMMARY:

Davis Davis Architects, Inc. is currently responsible for designing the build outs, creating construction documents, and providing limited construction monitoring services necessary to complete the build out of the second floor space. The additional construction monitoring services contained in the proposal from Davis Davis Architects (Attachment 2) will be used in connection with the first and second floor tenant improvements. These services were not included in the original contracted scope and include:

- Daily field monitoring
- Preparation of Daily Construction Observation Reports and Field Observation Notices
- Coordination of owner requests and additional information logs
- Schedule meetings related to building
- Process vendor information requests and bulletins related to security, AV, equipment and testing
- Observe and coordinate the new HVAC controls

STAFF RECOMMENDATION:

- 1) That the SDHC approves a contract amendment in the amount of \$24,500 to cover additional construction monitoring of the first and second floor tenant improvements at the Smart Corner. This amendment will increase the total contract amount to \$134,000 inclusive of \$10,000 reimbursable expense already contained in the original contract.
- 2) Authorize the President & CEO, or designee, to be authorized to execute the contract amendment in a form approved by General Counsel, and all necessary documents, in the amount of \$24,500 (Attachment 1).

FISCAL CONSIDERATIONS:

Funding for this contract is contained in the FY10 Housing Commission budget previously approved by the Housing Commission and the Housing Authority on May 15, 2009, and June 16, 2009, respectively.

Report Contact: Dan P. Turpin Telephone: (619) 578-7481



SAN DIEGO
HOUSING
COMMISSION

REPORT

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ATTENTION: Chair and Members of the Housing Commission
For the Agenda of May 14, 2010

SUBJECT: Amendment to Davis Davis Architects, Inc. Contract

COUNCIL DISTRICT: 2

REQUESTED ACTION:

Approval of San Diego Housing Commission (SDHC) contract amendment to a previously approved "Sole Source" architectural services contract with Davis Davis Architects, Inc.

STAFF RECOMMENDATION:

- 1) That the SDHC approves a contract amendment in the amount of \$24,500 to cover additional construction monitoring of the first and second floor tenant improvements at the Smart Corner. This amendment will increase the total contract amount to \$134,000 inclusive of \$10,000 reimbursable expense already contained in the original contract.
- 2) Authorize the President & CEO, or designee, to be authorized to execute the contract amendment in a form approved by General Counsel, and all necessary documents, in the amount of \$24,500 (Attachment 1).

SUMMARY:

Davis Davis Architects, Inc. is currently responsible for designing the build outs, creating construction documents, and providing limited construction monitoring services necessary to complete the build out of the second floor space. The additional construction monitoring services contained in the proposal from Davis Davis Architects (Attachment 2) will be used in connection with the first and second floor tenant improvements. These services were not included in the original contracted scope and include:

- Daily field monitoring
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- Coordination of owner requests and additional information logs
- Schedule meetings related to building
- Process vendor information requests and bulletins related to security, AV, equipment and testing
- Observe and coordinate the new HVAC controls

FISCAL CONSIDERATIONS:

Funding for this contract is contained in the FY10 Housing Commission budget previously approved by the Housing Commission and the Housing Authority on May 15, 2009, and June 16, 2009, respectively.

EQUAL OPPORTUNITY AND CONTRACTING INFORMATION:

Davis Davis Architects, Inc. is not certified as a Disadvantaged, Women Owned or Disabled Veteran Business Enterprise. A Certificate of Compliance and a Workforce Analysis has been provided, and shows that this vendor is in compliance with the San Diego Housing Commission Equal Opportunity Program, Federal, State and Local laws. Information on the Workforce Analysis indicates that 17 percent of the company's workforce is disadvantaged.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

The SDHC Board awarded a "sole source" contract to Davis Davis Architects, Inc. on December 18, 2009, under report number HCR09-128.

ENVIRONMENTAL REVIEW:

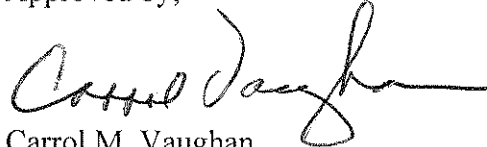
This activity is not subject to the State of California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15060. Processing under the National Environmental Protection Act is not required since no federal funds are implicated in the action.

Respectfully submitted,



D. Lawrence Clemens
Senior Vice President

Approved by,



Carrol M. Vaughan
Executive Vice President &
Chief Operating Officer

Attachments: 1) Contract Amendment
2) Davis Davis Proposal

Hard copies are available for review during business hours at the Housing Commission offices at 1122 Broadway, San Diego, CA 92101, Main Lobby and at the Office of the City Clerk, 202 C Street, San Diego, CA 92101. You may review complete docket materials on the San Diego Housing Commission website at www.sdhc.org.

Attachment 1

SAN DIEGO HOUSING COMMISSION

AGREEMENT FOR ARCHITECTURAL SERVICES
FOR DESIGN AND CONSTRUCTION MONITORING OF THE
2ND FLOOR TENANT IMPROVEMENTS
AT THE SMART CORNER

WITH

DAVIS DAVIS ARCHITECTS, INC.

AMENDMENT NO. 1

The agreement for architectural services for design and construction monitoring of the 2nd floor tenant improvements at the Smart Corner between the SAN DIEGO HOUSING COMMISSION (SDHC) and DAVIS DAVIS ARCHITECTS, INC. effective December 18, 2009, is hereby amended as follows:

1. The total compensation for all services performed pursuant to this Agreement was in the fixed amount of \$99,500 plus an additional amount not to exceed \$10,000 to cover reimbursable expenses. The parties agree that the Agreement amount shall be increased in the amount of TWENTY-FOUR THOUSAND FIVE HUNDRED DOLLARS AND 00/100 (\$24,500.00). The aggregate agreement amount shall not exceed the sum of ONE HUNDRED THIRTY SEVEN THOUSAND AND 00/100 (\$134,000.00).
2. The following services are added to Attachment Section 101 – Additional Description of Work of the original agreement:

Additional field monitoring, preparation of Daily Construction Observation Reports and Field Observation Notices, coordination of owner requests and additional information logs, schedule meetings related to building, process vendor information requests and bulletins related to security, AV, equipment and testing, Observe and coordinate the new HVAC controls

All other provisions of the Agreement shall remain in effect.

END OF AMENDMENT NO. 1

SAN DIEGO HOUSING COMMISSION

DAVIS DAVIS ARCHITECTS, INC

By: _____

By: _____

Title: D. Lawrence Clemens
Senior Vice President

Title: Robert L. Davis, Jr.
Principal

Date: _____

Date: _____

ATTACHMENT 2

8 March 2010

Mr. Dan Turpin
San Diego Housing Commission
1122 Broadway, Ste. 300
San Diego, CA 92101

Dear Dan,

This proposal is for additional services related to the first and second floor Tenant Improvements located in the San Diego Housing Commission Building at 1122 Broadway San Diego CA 92101.

SCOPE OF SERVICES

Davis Davis Architects will perform Construction Administration services during the 120 day construction period for the Tenant Improvement on the first and second floors. The first floor (HOC / EDA) is 12,000 SF and the second floor (Family Justice Center) is about 22,000 SF. This proposal is a response from the San Diego Housing Commission that they would like more construction observation than is currently described in our original proposal. Davis Davis Architects will perform:

1. Additional Field Monitoring on a daily basis
2. Complete Daily Construction Observation Reports
3. Develop additional Field Observation Notices
4. Coordinate owner requests and additional information logs
5. Consult with SDHC about scheduling issue as it relates to the existing building.
6. Process vendor information requests and bulletins related to security, AV equipment, and testing.
7. Observe and coordinate the new HVAC controls

This proposal includes a fee for McParlane to perform project observation for the installation of HVAC control systems.

SCHEDULE:

We understand that the schedule is aggressive and that we need to move as quickly as possible. We will endeavor to have a certificate of occupancy by September 3, 2010.

Start of construction	May 8, 2010
Completion of construction	September 3, 2010
Begin move in	September 6, 2010
Move in	October 1, 2010

FEE:

We have assumed that we will have a person available for 12 hours a week at the enclosed billing rate.

Our T & M fee for the scope of work described herein as outlined above:

Total **\$24,500**

REIMBURSABLE EXPENSES

Plan Check fees
Cost of copies of drawings, specifications, reports and cost estimates used during construction
Costs of commercial carrier, lodging, car rental, and parking, and out-of-pocket expenses.
Cost of postage and shipping expenses other than first class mail.
Long distance telephone charges and fax charges
Photographic services and film processing
Costs to professional models and renderings

STATEMENTS:

Fees for professional services and reimbursable costs shall be billed monthly. The amount of fee will be defined by hours of work completed.

We would be pleased to answer any questions you may have or to clarify various points above. If this proposal meets with your approval, please sign below and return one copy for our files.

Sincerely,

Robert L. Davis, Jr.
Architect

Dan Turpin
San Diego Housing Commission
8 March 2010