

City of Millbrae Recreation Center Project Schematic Design

The scope of basic services in the Second Addendum to the Agreement for Professional Services with Group 4 Architecture, Research, and Planning, Inc. (Group 4) is to develop the Schematic 30% Design package for Architectural, Landscape, Civil, Structural, Mechanical, Electrical, Plumbing, Kitchen, Audio Visual, and Security and Access Control for the Recreation Center buildings, consisting of:

- Floor and roof plans
- Reflected ceiling plans
- Exterior elevations
- Building sections
- Renderings (two interior and two exterior)
- Outline specifications and/or narratives of each of the major building systems
- Building program spreadsheet
- Estimate of probable construction cost
- LEED checklist (for reference)
- Life Cycle Cost Analysis for HVAC Building Systems and Building Envelope

As the design work progresses, there will be frequent meetings and technical work sessions to ensure that the City's decision-making is thoughtful, efficient and well documented. The scope of work calls for:

- Conduct up to two technical meetings with City recreation staff to review the schematic design.
- Conduct up to one technical meeting with the Planning Department to review the schematic site and building plans.
- Conduct up to one technical meeting each with the Building, Fire, and Police Departments to review the updated schematic code analysis.
- Review the schematic design with the Planning Commission.
- Five Project Management Team meetings
- Two technical meetings with City recreation staff
- Up to one technical meeting with the Planning Department
- Up to one technical meeting with Building/Fire/Police Departments
- One Integrated Design Workshop

The key policy and advisory participation tasks include:

- Three City Council Study Sessions
- Up to two City Council briefings
- Up to two City Council meetings
- Up to one Planning Commission Meeting
- Up to one Parks and Recreation Commission Meeting

Optional Services included in the recommended authorization, to be performed by the Consultant upon direction of the City: Preparation of up to two City-wide newsletters to update the community on the progress of the project.