



DEPARTMENT OF PLANS & PUBLIC WORKS

August 3, 2016

Garrett Otto, P.E., Associate Electrical Engineer
Cannon Corporation
1050 Southwood Drive
San Luis Obispo, CA 93401

Subject: Notice to Proceed for POM Buildings 650, 651, 652, 660 and 701 Electrical Services Upgrade Project (Ag-5637-01)

Dear Mr. Otto:

This is your "Notice to Proceed" to provide engineering design services for the POM Buildings 650, 651, 652, 660 and 701 Electrical Services Upgrade Project, per your proposal dated August 2, 2016 (copy enclosed). This work will be performed under your firm's On-Call Electrical Engineering Design Services Agreement (Ag-5637) on a time and materials basis, plus reimbursable costs, for a not-to-exceed amount of Thirty One Thousand Nine Hundred Twenty Dollars (\$31,920).

The work shall commence upon receipt of this Notice to Proceed, and shall be completed in accordance with the schedule listed in your proposal. Please contact Elvie Camacho, Senior Engineer, at (831) 646-3783, to coordinate the work.

We will forward the City Purchase Order to you once we receive it from our Accounting staff. Please include the PO number on all invoices to the City for this project.

We look forward to working with you on this project.

Sincerely,

Steve Wittry, P.E.
City Engineer

Enclosure: Cannon Corporation Proposal, dated August 2, 2016

cc: E. Malissa Williams, Contracting Officer
Clementine Bonner Klein, CMC, Senior Assistant City Clerk
Elvie Camacho, Senior Engineer
File



August 02, 2016

Elvira Morla-Camacho, P.E., QSD
Senior Engineer
City of Monterey - Capital Projects Division
353 Camino El Estero, Monterey CA 93940

Project: **ELECTRICAL SERVICE UPGRADES
PRESIDIO OF MONTEREY**

Dear Ms. Morla-Camacho:

In response to your request, Cannon is pleased to submit this proposal to provide professional engineering services to the City of Monterey (City) for the project reference above.

We have prepared this proposal for the subject project per the City's Performance Work Statement W9124J-14-D-0001, dated 1 December 2015 and a subsequent meeting and site visit on Monday, July 25, 2016.

Our team is dedicated to facilitating the success of the Electrical Service Upgrades project from inception through construction. We look forward to further conversations about the opportunity to serve the City. This proposal is valid for 90 days following the submission date of July 29, 2016.

Sincerely,

A handwritten signature in blue ink, appearing to read "Garrett Otto", is written over a faint horizontal line.

Garrett Otto, P.E.
Associate Electrical Engineer
E 20833



PROJECT BACKGROUND AND APPROACH

To support the new DFAC/Admin facility, PG&E must install a new 21kV primary service line from Franklin Gate to this new facility. Several buildings along this line are presently served by PG&E's service which is 4kV; therefore, the primary service to these buildings must be upgraded to the 21kV primary service. By upgrading the service, PG&E will have to install new transformers which will require USAG POM to upgrade the electrical service equipment at these buildings to meet present PG&E Greenbook standards.

The City of Monterey wishes to retain an electrical engineering consultant to provide the engineering design services to prepare bid documents for the installation of switchboards, panels, and other equipment as required by PG&E Greenbook standards. The specific locations where new equipment is to be installed are at the following:

- Building 660: Replace the existing 480Y/277V, 600A, 3 Phase, 4 Wire switchboard with a UL listed switchboard in accordance with PG&E's Greenbook requirements. Due to space constraints in the existing electrical room, the new switchboard will most likely need to be installed outdoors, near the location of the new transformer.
- Building 701 (Hilltop Field): Replace the existing 480Y/277V, 600A, 3 Phase, 4 Wire switchboard with a UL listed switchboard in accordance with PG&E's Greenbook requirements. It's assumed one transformer will be installed at the same location as the existing transformer.
- Buildings 650, 651 & 652: Remove the existing switchboard next to the existing transformer – it is assumed the new transformer will be installed in this same location. A new 208Y/120V, 2000A, 3 Phase, 4 Wire switchboard will be located near the new transformer but in a location that will accommodate a larger switchboard than the existing.

SCOPE OF SERVICES

The following scope of services is based on the City of Monterey Performance Work Statement W9124J-14-D-0001, subsequent conversations, and a site visit with the City.

Task 1 – Kick-off Meeting and Site Visit

We will meet with City staff to discuss the project parameters and requirements, design considerations, and tie-in locations. The schedule of project deliverables will be discussed. After the meeting, our team and City staff will visit the site to determine the proposed power feeds and project constraints. It is anticipated the PG&E project manager will also attend this meeting to discuss their requirements.

The existing electrical equipment may need to be opened for documentation and research purposes. The City will need to provide an electrician to open existing equipment and assist Cannon in gathering the necessary information.

Task 2 – PG&E Utility Coordination

As this project is the result of the new PG&E conversion, we will be in contact with PG&E during the course of the design. We will base the design of the new switchboards on PG&E Greenbook requirements and submit preliminary switchboard drawings to PG&E for their pre-approval. Cannon is familiar with the utility's requirements as most utilities require switchboards be in



compliance with Electric Utility Service Equipment Requirements Committee (EUSERC). We will also coordinate the locations of the new transformers with PG&E and the City. Any fees required by PG&E will be paid by the City.

Task 3 – Preparation of 30% Design Documents

Using areal maps and some field measurements, we will prepare the 30% design documents. The design documents will consist of electrical plans and technical specifications. The specifications will only be the technical sections to be included in the City's standard front end specifications.

We will prepare the electrical construction drawings for the proposed sites, which will include the following:

- Electrical site plans
- Electrical calculations
- Locations of new electrical equipment for ease of maintenance and meeting code requirements
- Electrical conduit locations and routing including connections to existing electrical equipment

The proposed plan list for all sites is as follows:

1. Title sheet with vicinity and location maps
2. Electrical notes, legends and abbreviations
3. Demolition plans
4. Site plans
5. Single line diagrams
6. Electrical plans
7. Electrical elevations
8. Electrical details

The construction drawings will be 22" x 34" in size and will be prepared in AutoCAD version 2015 format. We will use the City's standard drawing border and title block.

Task 4 – 30% Design Review Meeting

We will meet with the City to review the 30% design and answer questions.

Task 5 – Preparation of 70% Design Documents

After receiving the 30% review comments, we will incorporate them into the 70% electrical design drawings. The 70% submittal will include the following:

- Complete electrical system drawings as described above
- Preparation of the electrical specifications

Task 6 – 70% Review Meeting

We will meet with the City to review the 70% design and answer questions.

Task 7 – Preparation of Final (100%) Bid Documents

After receiving the 70% review comments, we will prepare the final design documents. The final submittal will include the plans and specifications stamped and signed by a California registered electrical engineer.



Task 8 – Construction Administration

We will provide construction administration support which includes review of contract submittals, respond to RFIs, review change orders, and one site visit during construction or pre construction as requested by the City.

Deliverables

- Digital set of plans and specifications at the 30% submittal
- Digital set of plans and specifications at the 70% submittal
- Hardcopy set of signed plans and specifications at the final (100%) submittal
- CD containing all job related documents and final plans at the final (100%) submittal

ASSUMPTIONS AND EXCLUSIONS:

1. Conduit routing to Buildings 650, 651, and 652 will not be shown on the site plans as it is unknown of the conduit routing from the existing switchboard to these buildings.
2. There are no electronic files for the Buildings 650, 651, 652, 660 and 701 site, thus Cannon will have to prepare electronic plans from existing hard copies provided by the City.
3. No civil and/or mechanical design is included in the fees for this project.
4. Construction administration assumes the contractor will provides complete and accurate submittal packages and no more than two reviews of each package.

FEES

The total Time and Materials Not to Exceed fee is **\$31,920.00** and is based on the enclosed fee schedule. This fee does not include agency checking, recording fees, permit fees or title company fees. Should it be necessary to modify this fee, due to an increase in the scope of services and/or unexpected field conditions, we will prepare a formal request for a change order to the contract.



2016 FEE SCHEDULE

Engineering/Design Staff: Civil, Mechanical, Electrical, Structural, Planning, Landscape

Sr. Consultant / Director.....	163.00 - 225.00	Administrative/Clerical	65.00 - 85.00
Sr. Principal Engineer	160.00 - 195.00	Sr. Principal Designer	105.00 - 135.00
Principal Engineer.....	145.00 - 185.00	Principal Designer.....	100.00 - 125.00
Sr. Associate Engineer	135.00 - 165.00	Sr. Project Designer.....	95.00 - 120.00
Associate Engineer	125.00 - 150.00	Lead Designer	90.00 - 115.00
Sr. Project Engineer	115.00 - 140.00	Project Designer	80.00 - 110.00
Project Engineer	105.00 - 130.00	Sr. CAD Tech / CAD Tech	80.00 - 95.00
Design Engineer	95.00 - 120.00	Technical Writer I, II, III.....	85.00 - 116.00
Engineering Assistant I, II	70.00 - 90.00	Planner / Landscape Arch.....	70.00 - 115.00
Project Coordinator I, II, III, IV.....	85.00 - 115.00	Associate Planner / Land Arch.....	125.00 - 150.00
Grant Funding Manager I, II.....	125.00 - 140.00	Sr. / Chief Planner	145.00 - 165.00

Automation Staff

Sr. Automation Specialist.....	165.00 - 174.00	Lead Automation Technician	100.00 - 110.00
Lead Automation Specialist.....	140.00 - 147.00	Automation Technician	90.00 - 100.00
Automation Specialist	130.00 - 137.00	Sr. Automation Analyst	115.00 - 130.00
Sr. Automation Technician	120.00 - 126.00	Lead Automation Analyst	110.00 - 120.00
Automation Const. Coord I, II.....	85.00 - 110.00	Automation Analyst.....	100.00 - 105.00
IE Services Coordinator	70.00 - 80.00		

Prevailing Wage

Inside Wireman, Communications & System Technician / Installer	110.00 - 130.00
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Construction Management Staff

Principal Construction Manager ...	160.00 - 190.00	Structures Representative	130.00 - 150.00
Sr. Construction Manager	165.00 - 180.00	Associate Construction Engineer..	100.00 - 125.00
Construction Manager	130.00 - 165.00	Construction Inspector I, II.....	90.00 - 120.00
Sr. Resident Engineer	155.00 - 165.00	Office Engineer	105.00 - 125.00
Resident Engineer	140.00 - 155.00	Construction Coordinator I, II.....	85.00 - 110.00
Assistant Resident Engineer	125.00 - 140.00		

Forensics/Expert Testimony Staff

Expert Testimony (Deposition/Trial)	450.00	Technical Support.....	230.00 - 280.00
Office Administrator	150.00	Research & Investigation.....	200.00 - 300.00

Survey Office Staff

Chief Surveyor / Sr. Consultant....	160.00 - 175.00	Land Surveyor I-V.....	120.00 - 160.00
Sr. Land Surveyor	160.00 - 175.00	Survey Technician I-VI.....	85.00 - 145.00
Survey Manager.....	150.00 - 175.00	GIS Specialist / Tech	110.00 - 140.00

This schedule provides ranges for various staff classifications. The actual rate may differ depending on the discipline; however, it will not be higher than the given range.

Survey Field Staff

Three-Man Crew	275.00 – 350.00	Three-Man HDS Crew	350.00
Two-Man Crew.....	230.00 – 275.00	Two-Man HDS Crew	285.00
One-Man Crew.....	150.00 – 200.00	One-Man HDS Crew.....	220.00
One-Man Crew (no robot)	130.00	Two-Man UMO Crew	150.00 - 230.00
3D HDS Data Modeling.....	90.00 – 110.00	One-Man UMO Crew	100.00 - 150.00

Prevailing Wage

Three-Man Crew	375.00	Three-Man HDS Crew	375.00
Two-Man Crew.....	285.00 – 290.00	Two-Man HDS Crew	285.00
One-Man Crew.....	190.00 – 205.00	One-Man HDS Crew.....	220.00
Two-Man UMO Crew	285.00	One-Man Crew (no robot)	160.00
One-Man UMO Crew	200.00		

All of the above hourly rates include all direct labor costs and labor overhead, general and administrative expenses and profit. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the above rates for weekdays and 2.0 for weekends and holidays.



Other Direct Charges

In-House Reproduction	
Printing/Copies 8 1/2 x 11	\$0.05 per page
Printing/Copies 11 x 17	\$1.00 per page
Black Line Plots	\$2.00 per page
Color Plots	\$5.00 per page
Outside Reproduction.....	Cost + 15%
Travel and Related Subsistence.....	Cost + 15%
Truck or Field Vehicle.....	\$80.00 per day
CAD and Simulation Software	\$15.00 per day
Mileage Reimbursement (or IRS allowable rate)	IRS Rate per mile
Automation & Electrical Materials	Cost + 25% (+tax)
Subconsultant Fees.....	Cost + 10%

All direct expenses, such as special equipment, shipping costs, travel other than by automobile, parking expenses, and permit fees will be billed at the actual cost plus 15%.

If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the stated rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays.

If the client requests field services to be provided outside of normal working hours (between 6:00 p.m. and 6:00 a.m.), a multiplier of 1.5 will be applied to the stated rates.

Survey Crews and Automation Field staff are billed portal to portal, and mileage charges are included in the hourly rate. A minimum charge of 4 hours will be charged for any Automation Field Service calls outside of normal working hours (between 6:00 p.m. and 6:00 a.m.).

The stated rates are subject to change, typically on an annual basis.



ACCEPTANCE OF PROPOSAL

Proposal Date: August 02, 2016

Client: City of Monterey - Capital Projects Division
353 Camino El Estero
Monterey, CA 93940

Project: Electrical Service Upgrades

Scope of Work: Electrical Design of Service Upgrades for the
Presidio of Monterey

T&M Not to Exceed: \$31,920.00

Cannon bills monthly for work in progress and payment is due within 10 calendar days of receipt of the bill. Overdue amounts will be surcharged at 18 percent per annum or 1.5 percent monthly. If the client requests or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the above rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays.

Please indicate your acceptance of this proposal by signing below.

In witness whereof, the parties hereto have caused this agreement consisting of proposal letter and any other necessary and applicable documents to be executed of the date and year first above written. Cannon Corporation hereinafter referred to as Cannon. The Client, as noted below, hereinafter referred to as Client.

Client: City of Monterey Cannon

x Elvira Morla-Camacho, P.E., QSD Jeff Spannbauer, PE
Senior Engineer Director of Automation and Electrical
Engineering

Date: _____ Date: _____



**FEE PROPOSAL
Electrical Service Upgrades
Presidio of Monterey
CITY OF MONTEREY**

Cannon
1050 Southwood Drive
San Luis Obispo, CA 93401

	QA/QC		Electrical Engineer		Electrical Designer		Administrative Assistant		Reimbursable Expenses	Totals	
	Hourly Rate		\$147		\$115		\$70			Cost	Hrs
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost			
Design Services¹											
Task 0. Project Management		\$0	20	\$2,940		\$0	2	\$140		22	\$3,080
Task 1. Kickoff Meeting and Site Visit		\$0	8	\$1,176	8	\$920		\$0	\$50	16	\$2,146
Task 2. PG&E Coordination		\$0	4	\$588		\$0		\$0	\$50	4	\$638
Task 3. 30% Plans and Specifications	2	\$390	16	\$2,352	30	\$3,450	2	\$140		50	\$6,332
Task 4. 30% Review Meeting		\$0	4	\$588	4	\$460		\$0	\$50	8	\$1,098
Task 5. 70% Plans and Specifications	2	\$390	16	\$2,352	60	\$6,900	4	\$280		82	\$9,922
Task 6. 70% Review Meeting		\$0	4	\$588	4	\$460		\$0	\$50	8	\$1,098
Task 7. 100% Final Plans and Specifications	2	\$390	8	\$1,176	20	\$2,300	2	\$140	\$200	32	\$4,206
Task 8. Construction Administration		\$0	20	\$2,940	4	\$460		\$0		24	\$3,400
Total	6	\$1,170	100	\$14,700	130	\$14,950	10	\$700	\$400	246	\$31,920

1 - Fees are based on T&M-Not to Exceed.

Electrical Service Upgrades
 Presidio of Monterey
 CITY OF MONTEREY

ID	Task Mode	Task Name	Duration	Start	Finish	2017																							
						August				September				October				November				December				January			
						7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	
1		Presidio of Monterey - Electrical Services Upgrade	67 days	Wed 8/3/16	Thu 11/3/16																								
2		Notice to Proceed	1 day	Wed 8/3/16	Wed 8/3/16																								
3		Design Services	67 days	Wed 8/3/16	Thu 11/3/16																								
4		Kickoff Meeting and Site Visit	1 day	Tue 8/16/16	Tue 8/16/16																								
5		PG&E Coordination	57 days	Tue 8/16/16	Wed 11/2/16																								
6		Prepare 30% Plans and Specifications	4 wks	Wed 8/3/16	Tue 8/30/16																								
7		<<City Review Period>>	1 wk	Wed 8/31/16	Tue 9/6/16																								
8		30% Design Review Meeting	1 day	Wed 9/7/16	Wed 9/7/16																								
9		Prepare 70% Plans and Specifications	4 wks	Thu 9/8/16	Wed 10/5/16																								
10		<<City Review Period>>	2 wks	Thu 10/6/16	Wed 10/19/16																								
11		70% Design Review Meeting	1 day	Thu 10/20/16	Thu 10/20/16																								
12		Prepare 100% FINAL Plans and Specifications	2 wks	Fri 10/21/16	Thu 11/3/16																								
13		Submit 100% FINAL Plans and Specifications	0 days	Thu 11/3/16	Thu 11/3/16																								

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			