



DEPARTMENT OF PLANS & PUBLIC WORKS

January 13, 2017

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

Subject: Notice to Proceed for Electrical Design Services for the Install Electrical Component to Virtual Trainer Facility Project (DPW16115)

Dear Mr. Otto:

This is your "Notice to Proceed" to provide electrical design services for the Install Electrical Component to Virtual Trainer Facility Project (DPW16115), per your proposal dated January 11, 2017 (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 for a not-to-exceed amount of \$10,200.00.

The effective date of this Notice to Proceed is Monday, January 16, 2017. All work shall be completed within 60 calendar days from the effective date of this Notice to Proceed. Please continue to coordinate all work with Elvie Camacho, Senior Engineer, at (831) 646-3783.

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.

Sincerely,


Steve Wittry, P.E.
City Engineer

Enclosure: Cannon Corporation Proposal, dated January 11, 2017

cc: E. Malissa Williams, Contracting Officer
Elvie Camacho, Senior Engineer
Thomas Levendowski, Senior Administrative Analyst
Clementine Bonner Klein, CMC, Senior Assistant City Clerk
Scott Connolly, Accounting Specialist
File



January 11, 2017

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

Project: **BUILDING 235 ELECTRICAL SERVICE
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 referenced above.

We have prepared this proposal for the electrical design to upgrade of an existing 100 Amp metered PG&E service with a new 200 Amp service. The new service panel will serve the existing adjacent building and parking lot, and connect the new modular building B235.

Our team is dedicated to facilitating the success of the service upgrades project from PG&E coordination 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 December 13, 2016.

Sincerely,

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

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



PROJECT BACKGROUND AND APPROACH

The City of Monterey wishes to retain an electrical engineering consultant to provide the engineering design services to prepare bid documents for the demolition of existing 100A panel and the installation of new backplane and 200A metered service panelboard per PG&E Greenbook standards. The specific locations where new equipment is to be installed is based on the preliminary construction drawings developed by the City. The preliminary construction drawings will be used as the basis of design and will be supplied to Cannon to further develop into a complete construction package.

SCOPE OF SERVICES

Task 1 – Site Visit, Data Collection

The existing electrical equipment may need to be investigated to document and validate existing conditions, further develop demolition and construction plans, and gather pertinent data. The preliminary design documents will be reviewed and verified as accurate and code compliant. We will base the design of the new panelboard on PG&E Greenbook requirements and submit preliminary single line and panelboard drawings for PG&E approval. City will coordinate with PG&E and file any applications or fees required by the utility.

Task 2 – Preparation of 90% Design Documents

Using the preliminary design documents developed by the City, we will continue to develop and modify the design to 90%, to include additional information, details, and specifications, as part of this task. These documents will be provided to the City for the Amry's representative and City's Building and Safety department to review. We will develop an engineer's cost estimate as part of this task.

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 3 – 90% Design Review Meeting

We will meet with the City to review the 90% design and answer questions. This review meeting shall be a conference call or web meeting.

Task 4 – Preparation of Final (100%) Bid Documents

After receiving the 90% 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 5 – Construction Administration

We will provide construction administration support, which includes review of contract submittals, response 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 90% submittal
- Hardcopy set of signed plans and specifications at the Final (100%) submittal.
- Digital set of Final submittal.



ASSUMPTIONS AND EXCLUSIONS:

1. Preliminary design drawings will be supplied to Cannon in AutoCAD format, to be used in the design. Information and design techniques shown on the drawings may be used in the final design documents.
2. Application fees and any permitting are excluded.
3. All electrical equipment within the modular building is existing and only a new feed is to be extended to the building as part of this design.
4. Excludes any Title 24 calculations.
5. No civil and/or mechanical design is included in the fees for this project.
6. Construction administration assumes the contractor will provide 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 **\$10,200.00** 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: January 11, 2017

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

Project: B235 Electrical Service

Scope of Work: Electrical Design of Service Replacement Building
B235

T&M Not to Exceed: \$10,200.00

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 Building B235
Presidio of Monterey
CITY OF MONTEREY

Cannon
 1050 Southwood Drive
 San Luis Obispo, CA 93401

Hourly Rate	QA/QC		Electrical Engineer		Electrical Designer		Administrative Assistant		Reimbursable Expenses	Totals	
	\$195		\$153		\$120		\$70				
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Cost	Hrs	Cost
Design Services¹											
Task 0. Project Management		\$0	4	\$612		\$0	2	\$140		6	\$752
Task 1. Site Visit, Data Collection, PG&E Coordiantion		\$0	8	\$1,224		\$0		\$0		8	\$1,224
Task 2. 90% Design Document		\$0	8	\$1,224	20	\$2,400		\$0		28	\$3,624
Task 3. 90% Design Review Meeting (conference call only)		\$0	4	\$612		\$0		\$0		4	\$612
Task 4. 100% Final Plans and Specifications	2	\$390	4	\$612	8	\$960	2	\$140	\$50	16	\$2,152
Task 5. Construction Administration		\$0	12	\$1,836		\$0		\$0		12	\$1,836
Total	2	\$390	40	\$6,120	28	\$3,360	4	\$280	\$50	74	\$10,200

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