

# A G E N D A

## FINANCE COMMITTEE

REGULAR MEETING  
TUESDAY, APRIL 24, 2018, AT 9:00 AM  
BOARD ROOM – GATEWAY COMPLEX

1. MEETING CALLED TO ORDER: F. William Dorband, Vice Chairman
2. ROLL CALL: Smith, Dorband, Autrey, Neff, Rosenzweig, Temple, and Yearout
3. APPROVAL OF REPORT OF MARCH 27, 2018 (Attachment)
4. RESIDENTS' FORUM
5. CHAIRMAN'S REPORT – ANNOUNCEMENTS
6. STAFF REPORTS
  - a. CEO – General Comments
  - b. CFO – Monthly GRF Financials (copy in GRF Board Office Finance Committee mailbox)
  - c. Director of Mutual and Trust Operations – Trust Facilities and Property Maintenance, Projects, and Machinery/Equipment Acquisition Reports (Attachments)
7. UNFINISHED BUSINESS
  - a. Discuss Trust versus Operating expenditures policy. (Attachments)
8. NEW BUSINESS
  - a. Advise the Board that there are sufficient funds in the Trust Estate Fund to execute an agreement with PSM Architects, Inc., to complete the design and construction documents for the renovation of the workshops at Gateway Clubhouse in an amount not to exceed \$83,000. (Attachment)
  - b. Advise the Board that there are sufficient funds in the Trust Estate Fund to add several projects to the Tice Creek Fitness Center for a total expenditure of \$93,285 as recommended by the FCAC and AAC. (Attachment)
  - c. Advise the Board that there are sufficient funds in the Trust Estate Fund to approve an expenditure not to exceed \$13,000 to replace two radio repeaters. (Attachment)
9. ADJOURNMENT
10. NEXT REGULAR MEETING: Tuesday, May 29, 2018, at 9:00 a.m. in the Board Room at Gateway Complex.

cc: GRF Board

## FINANCE COMMITTEE REPORT

REGULAR MEETING  
TUESDAY, MARCH 27, 2018, AT 9:00 A.M.

A regular meeting of the Finance Committee was convened by David H. Smith, Chairman, at 9:00 a.m. on Tuesday, March 20, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were F. William Dorband, Vice Chairman, Jean A. Autrey, Mary K. Neff, Paul Rosenzweig, Della C. Temple, and Gery Yearout. Also attending were Geraldine Pyle, President, Stephen D. Roath, Vice President, Robert D. Kelso, Secretary, and Leslie Birdsall, Director, GRF; Timothy O'Keefe, CEO; Richard S. Chakoff, CFO; Paul J. Donner, Director of Mutual and Trust Operations; Deborah Rose, Senior Administrative Assistant, Executive Services; and three residents. Attendance

The report of the Committee's regular meeting of February 20, 2018, was approved as written. Report Approved

A motion was made by Mrs. Temple and seconded by Ms. Autrey, that the main motion found on page 2 of the report from its meeting on February 20, 2018, to recommend to the GRF Board that Policy 102.3, Trust Revenues, Section I, read as, "membership transfer fees; earnings on Trust assets held for investment, including interest and Medical Center rent; fees for capital equipment purchased for MOD Reimbursement by MOD for capital equipment purchased by the trust on their behalf; gifts to the Trust (either for construction of a specific Trust asset or for general Trust activities). Resale Community Facilities Fee (policy 102.1.2)." be amended to read as follows: "membership transfer fees; earnings on Trust assets held for investment, including interest and Medical Center rent; Reimbursement by MOD for capital equipment purchased by the trust on their behalf; gifts to the Trust (either for construction of a specific Trust asset or for general Trust activities). Resale Community Facilities Fee (policy 102.1.2)" and in addition, amend page 3 of the same report regarding its recommendation to the GRF Board on Policy 102.3, Allocation of Revenue and Expenses, Section II, read as, "Tangible property costing \$5,000 or less per item comprising a set or system, with an aggregate cost of \$80,000 or greater and a useful life in excess of one year, at the discretion of the GRF Board of Directors upon approval of the annual GRF budget. Pooled Assets - tangible property costing \$5,000 or less per item but capitalized when part of a set." be amended to read as follows, "Pooled Assets - tangible property costing \$5,000 or less per item but capitalized when part of a set." The vote was taken on the amended motion, and the motion, as amended, CARRIED, with Mr. Rosenzweig abstaining.

Motion to Amend Recommendations re. Policy 102.3, Sections I and II

During the Residents' Forum, Mr. Kelso asked if the Committee was going to discuss a line item that was discussed at the last GRF Board meeting. The Chairman addressed Mr. Kelso's question and confirmed that the Committee would be discussing the matter in question. Residents' Forum

Mr. O'Keefe provided an update regarding the Stanley Dollar bathroom and announced Staff Reports that the City has given its approval to open the bathroom. Mr. Donner confirmed that the bathroom is in fact open and operational. Mr. O'Keefe went on to share items that were passed by the GRF Board at its last meeting, noting the approval of the filing for a grant application for Measure J line 20(a) grant funds for the implementation of a pilot on demand transit program. Also, to begin the process for the Gateway Studio renovation by having staff obtain architectural bids for design. He then provided an update regarding the Solar Farm Project, noting that the project is now moving forward with an estimated completion in early Fall. Discussion followed.

Mr. Chakoff began his review of the GRF financial statements for February. Following discussion, Mrs. Temple asked for a progress update regarding Green Earthology, which Mr. Donner addressed by providing a detailed update on Green Earthology. Discussion followed.

Mr. Chakoff then completed his review of the GRF financial statements for February. Further discussion ensued.

Mr. Donner then reviewed the February Trust Facilities and Property Maintenance Report, the Capital Projects Budget and Expenditure Report, and the Machinery & Equipment Budget and Expenditure Report.

The Chairman introduced agenda line item 8a, with a discussion regarding the Mechanics Bank Loan Mechanics Bank loan following.

Mr. Chakoff reviewed agenda attachments 8a-1, Trust Estate Fund Project – Base Case, 8a-2, Trust Estate Fund Project – Potential Projects, 8a-3, Trust Estate Fund Projection - \$8 Million Loan, and 8a-4, Debt Capacity. Discussion followed.

The Committee held a discussion regarding the calculation of projected receipts from member transfer fees and made a decision on a base figure going forward. The Discussion re. MTF Base Figure Committee agreed to update the figure to read as \$4.2 million annually, up from \$3.6 million annually.

A motion was made by Mr. Dorband to recommend to the GRF Board that the total borrowing, including the \$5 Million that is currently committed, should be increased up to \$6.1 Million, Mrs. Neff seconded the motion.

Recommendation to GRB re. Loan Amount

Following discussion, a motion was made by Mr. Dorband to amend the main motion as follows: recommend to the GRF Board that it could safely borrow up to \$6.1 Million to insure the liquidity of the Trust in the near term. The vote was then taken on the amended motion, and the motion, as amended, CARRIED UNANIMOUSLY.

There being no further business to come before the Committee, the meeting was Adjournment adjourned at 10:51 a.m.

The next regular meeting of the Finance Committee will be held on Tuesday, April 24, Next Mtg. 2018, at 9:00 a.m. in the Board Room at Gateway Complex. 4/24/18

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David H. Smith, Chairman  
Finance Committee

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**CAPITAL PROJECTS  
BUDGET AND EXPENDITURE REPORT**  
Reporting Period MARCH 2018

Project	Approved Budget	Reporting Period Expenditures	Incurred To-Date	Forecast To-Complete	Est. Final Expenditure	Under/(Over) Budget
Del Valle Renovation Project	9,611,800	4,098	8,639,388	972,412	9,611,800	0
Valley-Wide Paving	460,000			460,000	460,000	0
Drop Creek Structure Construction	950,000		817,214	132,786	950,000	0
Del Valle Pools Project	520,000		523,740	0	523,740	(3,740)
Repave MOD Parking Lot	211,500			211,500	211,500	0
Hillside Clubhouse Improvements	130,000		21,355	108,645	130,000	0
Corp Yard Fire & Domestic Water Lines Replacement	120,000			120,000	120,000	0
Hillside Overhead Piping Project	90,000		83,637	6,363	90,000	0
Rossmoor Gardens Restroom	88,000		4,093	83,907	88,000	0
Dollar Clubhouse Accessibility Improvements	80,000			80,000	80,000	0
Storm Water Filtration System	70,000			70,000	70,000	0
Rossmoor & Cactus Gardens Fencing Replacement	65,000			65,000	65,000	0
Dollar Ranch Ninth Green Reconstruction	60,000			60,000	60,000	0
Electric Charging Stations	55,000	34,500	34,500	20,500	55,000	0
Landscape Median Renovation	25,000			25,000	25,000	0
Sportsman's Park Pergola	18,000			18,000	18,000	0
MOD Conference Room Remodel	16,500	76	2,891	13,609	16,500	0
<b>TOTAL</b>	<b>12,570,800</b>	<b>38,674</b>	<b>10,126,819</b>	<b>2,447,721</b>	<b>12,574,540</b>	<b>(3,740)</b>

Major Projects	Total Contingency	Contingency Reserved	Contingency Expended
Del Valle Renovation Project	805,000	330,390	474,610
Drop Creek Structure	70,000	5,500	64,500

**6c-2**

**MACHINERY & EQUIPMENT  
BUDGET AND EXPENDITURE REPORT**  
Reporting Period: MARCH 2018

<b>Project</b>	<b>Approved Budget</b>	<b>Incurred To-Date</b>	<b>Forecast To-Complete</b>	<b>Est. Final Expenditure</b>	<b>Under/(Over) Budget</b>
MOD Vehicles (9)	308,000		308,000	308,000	0
Backup Generators-Business Resumption	93,000		93,000	93,000	0
Mowers (2)	77,000		77,000	77,000	0
GRF Vehicles (2)	63,500	7,994	55,506	63,500	0
Nimble Data Storage System-Business Resumption	58,600	58,491	(0)	58,491	109
Rossmoor Website Redesign	49,000	19,600	29,400	49,000	0
Sprayer	45,000		45,000	45,000	0
NewTek TriCaster Streaming System	45,000		45,000	45,000	0
Windscreens Replacement Buckeye Tennis	30,000		30,000	30,000	0
Tractor	30,000		30,000	30,000	0
Heater Replacement Hillside Clubhouse Pool	28,000		28,000	28,000	0
Barracuda Cloud Backup System	20,000	16,933	3,067	20,000	0
Backup Network Server-Business Resumption	11,100	11,587	0	11,587	(487)
Phone System Controller-Business Resumption	10,350	7,817	2,533	10,350	0
Battery Backup Gateway-Business Resumption	9,000		9,000	9,000	0
Flat Screen TV Replacement Event Center	8,000	7,358	642	8,000	0
Scrubber for Hillside Clubhouse	7,900	7,490	410	7,900	0
Heater Replacement Dollar Clubhouse Pool	7,000		7,000	7,000	0
Sod Cutter	5,500		5,500	5,500	0
<b>TOTAL</b>	<b>905,950</b>	<b>137,270</b>	<b>769,058</b>	<b>906,328</b>	<b>(378)</b>

## POLICY COMMITTEE REPORT

REGULAR MEETING  
TUESDAY, MARCH 6, 2018, AT 1:32 P.M.

A regular meeting of the Policy Committee was convened by the Chairman, Robert D. Kelso, at 1:32 p.m. on Tuesday, March 6, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Sue DiMaggio Adams, Geraldine Pyle, Attendance and Stephen D. Roath. Also attending were Mary Neff, Treasurer, and Melvin C. Fredlund, Director, GRF; Timothy O'Keefe, CEO; Anthony W. Grafals, General Counsel; and two residents.

The Policy Committee's report of its meeting held on December 5, 2017, was Report approved as written. Approved

The Chairman reviewed the Finance Committee's recommendations to revise Policy Finance 102.3, Allocation of Revenue and Expenses. Discussion followed. Committee's

Mr. Grafals reviewed agenda page 6-13, a redlined copy of Policy 102.3. Discussion Recomm- followed. endations to

A motion was made by Ms. Adams and seconded by Mr. Kelso to amend page 6-13, Policy 102.3 (Redline Based on Finance Committee Recommendations) of the agenda to represent page 6-11, (Draft Policy Recommendations) from the Finance Committee, in the agenda. Following discussion, an additional amendment was made to amend the third bullet point in Section I. Trust Revenues on page 6-13 of the agenda, which reads as, "*fees for capital equipment purchased for MOD*" to now read as "*Reimbursement by MOD for capital equipment purchased by the trust on their behalf.*". The vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

review  
Policy 102.3/  
Motion  
to Amend  
Policy 102.3

The Committee reviewed Policy 102.3, Allocation of Revenue and Expenses, Review of Section II. Trust Expenditures. Discussion followed. Policy 102.3,

A motion was made by Ms. Adams and seconded by Ms. Pyle to direct staff to prepare a revised draft of the Policy that more clearly reflects the Trust Agreement, with provision for specific items not required to be included in the GRF budget. After further discussion, no vote was taken on the motion.

Section II/  
Motion  
for Staff  
to Draft a  
Revised  
Policy 102.3/  
Motion

A motion was made by Ms. Adams and seconded by Ms. Pyle that the Policy Committee send Policy 102.3 back to the Finance Committee based on what the Committee has been talking about here today and the Finance Committee come back to the Policy Committee. After further discussion, Ms. Adams and Ms. Pyle amend their motion to have staff take a look at Policy 102.3, make some recommendations, and send it back to the Finance Committee to further advise the Policy Committee. The vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

for Staff  
to Draft a  
Revised  
Policy 102.3,  
Send to  
Finance  
Committee  
for Recomm-  
endations

The Chairman announced that the next regular meeting of the Policy Committee will Next Mtg. be held on Tuesday, April 3, 2018, at 1:30 p.m. in the Board Room at Gateway 4/3/18 Complex.

There being no further business to come before the Committee, the meeting was Adjourn-  
ment

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Robert D. Kelso, Chairman  
Policy Committee

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Subject: Allocation of Revenue and Expenses

Purpose: To Establish a Policy to Differentiate Trust Revenues and Expenses From Operating Revenues and Expenses

The categories shown on the following two pages describe the types of revenues and expenses that are classified as trust or operations and list some examples in each category. These lists should not be considered exhaustive but are merely illustrative.

For purposes of this Policy, a capital expenditure is defined as a purchase of tangible property costing over \$5,000 per item wherein the property will not be consumed or converted to cash in one year. Capital assets may be purchased with Trust funds or funds from the operating budget.

**I. Trust Revenues** include:

- membership transfer fees;
- earnings on Trust assets held for investment, including interest and Medical Center rent;
- Reimbursement by MOD fees for capital equipment purchased ~~for MOD~~ by the Trust on their behalf; and
- gifts to the Trust (either for construction of a specific Trust asset or for general Trust activities).
- Resale Community Facilities Fee (policy 102.1.2).

**II. Trust Expenditures** include:

- construction of new facilities or capitalized major renovations to existing facilities;
- fees for work done by non-GRF employees in anticipation of a capital project, including architect fees, engineering studies and consultant fees. Abandoned projects are an expense of the Trust.;
- any cost of temporary facilities required due to construction; and repair of changes that occurred due to construction;
- acquisition or replacement of capitalized assets, including but not limited to vehicles, landscape and Golf Course maintenance equipment, large computer systems, major software purchases, and major equipment items such as Fitness Center machines and video projector systems and roadways; and
- ~~bank charges, loan fees and debt service (principal and interest) for loans associated with Trust operations.~~
- ~~Tangible property costing \$5,000 or less per item comprising a set or system, with an aggregate cost of \$80,000 or greater and a useful life in excess of one year, at the~~

~~discretion of the GRF Board of Directors upon approval of the annual GRF budget.~~  
Pooled Assets – tangible property costing \$5,000 or less per item but capitalized when part of a set.

**III. Operating Revenues** include:

- monthly fees collected from each manor for the operation of Rossmoor;
- fees collected for normal operation of Trust properties, ~~e.g.,~~ including but not limited to, all golf course related revenue; room rental charges; sales of advertising; Creekside restaurant, catering and bar rents and revenues; and sales of Vehicle Access Devices.
- charges for programs and activities sponsored by GRF, e.g., Recreation Department concerts or excursions.
- earnings on operating fund assets held for investment, including interest; and
- miscellaneous items ~~such as~~ including but not limited to facilities usage fee, guest fees, handyman income, personal training income, RV rental fees and contractual business income from the Waterford and from vehicle maintenance.

**IV. Operating Expenditures** include:

- normal costs of operating GRF assets, including utilities, taxes, insurance, as well as labor and materials for functions such as custodial and landscape maintenance of GRF facilities and land, including temporary facilities;
- labor and materials for programs/services such as aquatics, bus transportation, counseling, communications, fitness and public safety;
- labor and materials for administrative services such as human resources, accounting, legal and executive services;
- purchase of tangible property costing \$5,000 or less per item;
- repairs;
- maintenance of Trust assets, in accordance with the terms of the Trust; and
- banking and financial expenses related to the operating budget.

Authority: Policy

12/1/11  
5/29/14

Subject: Allocation of Revenue and Expenses

Purpose: To Establish a Policy to Differentiate Trust Revenues and Expenses From Operating Revenues and Expenses

~~The categories shown on the following two pages describe the types of revenues and expenses that are classified as trust or operations and list some examples in each category. These lists should not be considered exhaustive but are merely illustrative.~~

The Golden Rain Foundation of Walnut Creek Trust Agreement (the "Trust") governs the activities of the Trustee ("GRF"). Section 6 of Exhibit B to the Trust (the "Bank Agreement") sets forth the funding requirements for GRF's annual operating budget. Generally, this section requires GRF to establish an annual budget for the operation and management of the Trust Estate and the provision of administrative and recreational services for the members of the Mutuels and their successors in interest.

This budget is to include administrative expenses, operating expenses, utilities, hazard insurance, taxes, assessments, interest, amortization and a reasonable contingency reserve.

In the same manner, GRF is required to prepare an annual budget to cover the costs of repair and maintenance of the improvements included in the Trust Estate, plus a reasonable reserve for replacement and renovation.

Both the operation and management budget and the repair and maintenance budget are determined net of fees charged for the golf course and facilities and the lawn bowling greens and facilities. Funding for both of the foregoing budgets comes from carrying charges allocated on a pro rata basis to the members of the Mutuels as Beneficiaries of the Trust.

Expenses not required to be included in the above referenced budgets, generally including capital expenditures, may be funded by Trust Revenues deposited to the Trust and held as part of the Trust Estate.

For purposes of this Policy, a capital expenditure is defined as a purchase of tangible property costing over \$5,000 per item wherein the property will not be consumed or converted to cash in one year. Capital assets may be purchased with Trust funds or funds from the operating budget.

**I. Trust Revenues** include:

- membership transfer fees;
- earnings on Trust assets held for investment, including interest and Medical Center rent;
- Reimbursement by MOD fees for capital equipment purchased ~~for MOD~~ by the Trust on MOD's behalf; and
- gifts to the Trust (either for construction of a specific Trust asset or for general Trust activities).

- Resale Community Facilities Fee (policy 102.1.2)

**II. Trust Expenditures** include:

- construction of new facilities or capitalized major renovations to existing facilities;
- fees for work done by non-GRF employees in anticipation of a capital project, including architect fees, engineering studies and consultant fees, as well as expenses related to abandoned projects which were deemed to be a Trust expense;
- any cost of temporary facilities required due to construction; and repair of changes that occurred due to construction;
- acquisition or replacement of capitalized assets, including but not limited to vehicles, landscape and Golf Course maintenance equipment, large computer systems, major software purchases, and major equipment items such as Fitness Center machines and video projector systems, and replacement of roadway surfaces, to exclude surface repairs or sealants; and
- ~~bank charges, loan fees and debt service (principal and interest) for loans associated with Trust operations.~~
- Tangible property costing \$5,000 or less per item comprising a set or system, with an aggregate cost of \$80,000 or greater and a useful life in excess of one year, at the discretion of the GRF Board of Directors upon approval of the annual GRF budget.

**III. Operating Revenues** include:

- ~~monthly fees collected from each manor for the operation of Rossmoor;~~
- ~~fees collected for normal operation of Trust properties, e.g., all golf course related revenue; room rental charges; sales of advertising; Creekside restaurant, catering and bar rents and revenues; and sales of Vehicle Access Devices.~~
- ~~charges for programs and activities sponsored by GRF, e.g., Recreation Department concerts or excursions.~~
- ~~earnings on operating fund assets held for investment, including interest; and~~
- ~~miscellaneous items such as handyman income, personal training income, RV rental fees and contractual business income from the Waterford and from vehicle maintenance.~~

**IV. Operating Expenditures** include:

- ~~normal costs of operating GRF assets, including utilities, taxes, insurance, as well as labor and materials for functions such as custodial and landscape maintenance of GRF facilities and land, including temporary facilities;~~
- ~~labor and materials for programs/services such as aquatics, bus transportation, counseling, communications, fitness and public safety;~~
- ~~labor and materials for administrative services such as human resources, accounting, legal and executive services;~~
- ~~purchase of tangible property costing \$5,000 or less per item;~~
- ~~repairs;~~
- ~~maintenance of Trust assets, in accordance with the terms of the Trust; and~~
- ~~banking and financial expenses related to the operating budget.~~

Authority: Policy

12/1/11

5/29/14

Meeting Date: April 26, 2018

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Jeff Matheson, Director of Resident Services

**REQUESTED ACTION/RECOMMENDATION:**

Authorize the CEO to execute an agreement with PSM Architects, Inc., to complete the design and construction documents for the renovation of the workshops at Gateway Clubhouse in an amount not to exceed \$83,000, which includes a contingency, to be paid from the Trust Estate Fund.

**BACKGROUND:**

One of the Board's goals for the Board year is to continue the project of renovating the workshops at Gateway Clubhouse. The Board has previously supported preliminary study and design work as the first step in the process. Based on this preliminary design, staff drafted a Request for Proposals (RFP) that was sent to six design firms. The RFP is for design services to complete a final design and prepare construction documents for permitting and construction. A total of four firms provided proposals. The proposals have been reviewed by staff as well as representatives from each of the workshops (ceramics, sewing, lapidary, woodshop, and art). Two firms were invited for an interview. Based on the proposal and interview the Workshop Renovation Committee is recommending the firm of PSM Architects, Inc.

PSM Architects is a small firm that has been in business since 1961. The firm has specific experience with renovations, workshop style spaces, and consensus building. The Workshop Renovation Committee felt the firm would listen to their interests and help solve problems in a collaborative and creative fashion. The firm has a team that includes an engineering firm to focus on the dust collection system and on lighting design. The firm also uses a general contractor as a partner throughout the process to gain insight into constructability and review options for solving construction related issues in the design process.

Of the four proposals received, PSM Architects was the most affordable. Other proposals ranged as high as \$140,000.

**ATTACHMENTS:**

PSM Architects proposal

<b>CRITERIA</b>	Project:
<b>Financial Impact</b>	The proposed agreement is for an amount not to exceed \$83,000.
<b>Operational Efficiencies</b>	NA
<b>Dependencies</b>	NA
<b>Subsequent Actions</b>	The design process will include several meetings with each workshop committee. Once design consensus is achieved, the design team will begin preparation of the construction documents, meet with the City to review permitting, and prepare final bid documents.
<b>Alternatives/Options</b>	The Board can decide not to proceed with the design process at this time.
<b>Time-Frame</b>	The preparation of a final design, permitting and construction documents will take 6-8 months. Construction could be scheduled for early 2019.
<b>Advantages/Benefits</b>	PSM Architects was the preferred firm after review of proposals and interviews. The firm is also the most affordable.
<b>Disadvantages/Risks</b>	GRF has no prior experience with the firm of PSM Architects. References, however, provide a positive review and strong recommendation.



March 20, 2018



**DESIGN SERVICES PROPOSAL**  
GATEWAY CLUBHOUSE  
WORKSHOPS RENOVATIONS  
ROSSMOOR

To: **Golden Rain Foundation**  
800 Rockview Drive  
Walnut Creek, CA 94595

From: Laile A. Giansetto, AIA  
**PSM Architects, Inc**  
1250 45th St. #325  
Emeryville, CA 94608  
P: 510.655.1922  
F: 510.655.5756  
laile@psmarchitects.com



March 20, 2018

Golden Rain Foundation  
800 Rockview Drive  
Walnut Creek, CA 94595

Subject: Gateway Clubhouse  
Workshops Renovations  
Rossmoor, Walnut Creek CA

Dear Committee Members,

PSM Architects, Inc. is pleased to submit this Proposal to provide Architectural Services for the design and preparation of Tenant Improvement documents for the renovations of the Workshops at the Gateway Clubhouse.

PSM Architects, located in Emeryville, was established in 1961 as Perata & Sylvester as a specialist in retail & commercial architecture. The award-winning firm evolved into PSM Architects, Inc. in 1987 and is now headed by Laile Giansetto, AIA, who is committed to preserving the vision of the original founders: to provide comprehensive and innovative solutions that are both aesthetically and economically sensitive. PSM became a Women's Business Enterprise (WBE) in 2013 and is licensed to practice in California, Nevada and Hawaii. Our reputation is built on excellence in technical design and project delivery services.

This letter and the attached Proposal and Cost Summary are in effect for 90 days.

We appreciate the opportunity to be of service to you professionally. If you have any questions regarding the above, please do not hesitate to call.

Sincerely,  
PSM ARCHITECTS, INC.

A handwritten signature in black ink, appearing to read "Laile A. Giansetto".

Laile A. Giansetto, AIA  
License No. C22129

PSM ARCHITECTS, INC  
1250 45<sup>th</sup> St. #325  
Emeryville, CA 94608  
P: 510.655.1922  
F: 510.655.5756



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA

### OVERVIEW & SUMMARY

PSM architects is excited at the prospect of working with the Board and various Clubs to renovate the Workshops in the Gateway Club house. We have carefully reviewed the Schematic Plans and foresee a fair amount of interaction with the Art Association, Woodshop Supervisors, Sewing Arts, Ceramic Arts, Lapidary & Jewelry Club representatives. It is our goal to help these clubs formulate a cohesive program for what is desired and needed in their respective spaces.

Once the scope is determined we will formulate our design, seeking input along the way from the Club representatives. We propose to work with a General Contractor for cost estimation / pre-construction services. We have found that working with a General Contractor can generally offer more practical insights for completing renovation projects of this type. We have worked with numerous contractors that can fill this role. If selected, we would propose an approach where an appropriate contractor, having completed projects of this similar size and scope, be retained for pre-construction services. We will coordinate our design with their estimation personnel to provide the Client with a cost validation of the proposed design.

We would then present the design and budget to the Board for their review and approval.

Once approval has been granted we would proceed with finalizing the Construction Documents. Our scope would include submitting to all the required agencies for permits, assisting the client with Bidding and with Contract Administration as outline below.

### DETAILED WORK PLAN

- I. Architectural Services will be provided as follows:
  - A. Design Development Phase:
    1. Review documents provided to PSM including schematic plans and individual Clubs program priorities
    2. Meet with Clubs to resolve any open issues or conflicts
    3. Confirm proposed project schedule and milestones
    4. Create a schematic design review checklist to address code or accessibility issues, program conflicts, and prioritize items
    5. Coordinate with Rossmoor Representative for Board presentations to discuss and build consensus on project priorities and Club designs
    6. Develop the approved schematic design documents including plans, sections, elevations, and typical construction details
    7. Coordinate mechanical, plumbing and electrical requirements with consultants



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA

8. Provide equipment schedule and coordinate specifications with consultants
9. Provide sustainable lighting solutions throughout
10. Provide sustainable material selections
11. Provide layouts of building systems
12. Provide outline specifications that identify major materials and systems
13. Provide Design Development document set for review and approval
14. Work with General Contractor to review their cost estimate to target project budget

### B. Construction Document Phase:

1. Review unresolved issues on the Design Development Checklist
2. Further develop drawing documents-enlarged plans, doors and hardware, details, and specifications
3. Develop detailed drawings for custom millwork and display areas
4. Review budgets and production schedules
5. Confer with regulatory agencies and establish a schedule for submission and review
6. Submit drawings to owner for 50% review
7. Update project cost estimate and schedule with General Contractor
8. Obtain schedule and delivery for owner furnished items
9. Further develop material specifications
10. Submit drawings to owner for 100% review

### C. Construction Permitting Phase Services include the following:

1. PSM will fill out all applications and submit for review to local Building Department.
2. PSM will make all submittals and approval coordination with local County Health Department and will be provided by Client.
3. Permit and plan check fees are not included, however, if fees are requested and paid by PSM, fees will be invoiced as reimbursables at cost plus 10%.
4. Costs have not been included for obtaining planning approval, special permits such as variance permits, demolition permits, sign permits or utility company clearances.
5. PSM will respond to two rounds of reasonable and customary Building Safety Department plan check corrections.

### D. Bidding Phase:

1. Assist Client in obtaining Bids as described in AIA Document B101-2007, paragraph 3.5.1

### E. Contract Administration:

1. Provide contract administration assistance as required to respond to RFI's, submittals, and provide clarification of design intent.



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA

### II. Preliminary Schedule:

1. Design Development Phase: (5 weeks)  
(Tasks- Design, Drawings, Site Meetings, and Correspondence)
  - a. Principal 20 hours
  - b. Project Architects 32 hours
  - c. CAD 75 hours
  - d. Administrative 4 hours
  
2. Construction Documents Phase: (8 weeks)
  - a. Principal 12 hours
  - b. Project Architects 30 hours
  - c. CAD 60 hours
  - d. Administrative 4 hours
  
3. Permitting & Bidding: (12 weeks)
  - a. Principal 3 hours
  - b. Project Architects 8 hours
  - c. CAD 8 hours
  - d. Administrative 2 hours
  
4. Contract Administration: (duration TBD)
  - a. Principal 3 hours
  - b. Project Architects 30 hours
  - c. CAD 5 hours
  - d. Administrative 2 hours
  - e. Site Visits
 

Architects	1 preliminary, 2 during construction, 1 final
MEP Engineers	1 final



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA

### MANAGEMENT & TEAM

#### 1. Architectural Team: PSM Architects, Inc.

LAILE A. GIANSETTO, AIA - President, Architect, CA License

Laile's experience ranges from the initial programming of a project to completion of construction documents and assisting with Contract Administration for both new and renovation projects. Laile has worked on a variety of different project types including offices and work spaces, tenant improvements, restaurants, complete shopping centers and freestanding buildings. She has successfully presented and secured approvals of governing agencies, from preliminary design through permitting. Laile has been associated with PSM Architects since 1988 and became majority owner in 2013. She is well versed in working closely and cooperatively with her clients, ensuring that their expectations are met while delivering projects and in a timely and efficient manner. Laile is an excellent facilitator who understands how to bring different ideas and team members together in a way to best suit the project.

BING YOUNG - Architect, NCARB certified

Bing has had over 28 years of professional experience. In the commercial sector, he has managed office, retail, supermarket, restaurant, automotive, warehouse and sports facility projects. In the residential sector, he has managed single & multi-family, custom, spec, addition/remodel, and mixed-use developments. As a project manager, designer, and permit facilitator, Bing is experienced in meeting with clients to hear specific needs of a project and addressing neighborhood concerns for new development. Bing is involved in preparing schematic design and contract documents and oversees the office design team through all phases of a project. Bing believes open and clear communication between the client, consultant, contractor, governing agencies and office personnel is vital to the success of a building project and pays meticulous attention that all parties involved are heard.

SARAH RUPLIN - Architect, NCARB Certified

As an artist herself, Sarah brings a unique perspective to this project. With over 20 years of experience, she has worked on numerous projects for the Arts. Highlights include The National Museum for the American Indian, The Cooper Hewitt Museum for Smithsonian, the Eleanor D. Wilson Museum and the Richard Wetherwill Arts Center at Hollins University, the Center for Book Arts at Open Book Minneapolis, among others. She brings a fresh design viewpoint and her work ranges from small scale furniture design-build to large scale urban redevelopments. Prior to joining PSM Architects, Sarah worked for notable design firms in New York including Gensler,



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA

EE&K- Perkins Eastman, and while in Minneapolis, Meyer, Scherer, and Rockcastle. She is passionate about sustainable approaches to design.

### 2. Consulting Engineer Team:

#### KEVIN MOORE - Electrical Engineer

Kevin Moore at Belden Consulting Engineers has been active in the electrical engineering profession for forty years. He has worked on four Rossmoor projects previously. Kevin has developed specialized experience with grocery establishments, tenant improvements, parking structures, office buildings, banks, residential, hi-tech offices, retail, restaurants, and shopping centers. As President and one of four project managers, Kevin is responsible for overall project coordination, determining budget and schedule, establishing direction and design review to ensure the satisfaction of the client's needs. He also manages the construction administration as required to assist in the completion of a successful project.

#### JOHN CHOU - Mechanical Engineer

John Chou of H&M Mechanical Group became one of the company's principals in April of 2012. He joined H&M Mechanical Group 15 years ago and is a consummate engineer working on multiple projects in the design of heating, ventilating, and air conditioning. Prior to joining H&M Mechanical Group, John was employed by an Energy Savings Service Company providing recommendations to his clients. His recent project include a historic building, Maritime Child Care Center, which received an LEED Gold award. Main Street Village Apartments was named Project of the Quarter by the California Multi-Family New Homes (CMFNH) organization. This project surpassed goals for 2005 Title 24 standards, which qualified the project for an Energy Rebate from PG&E. In addition, John has been associated with several other projects that have received substantial Energy Rebates from PG&E.

#### STEPHEN WAFER - Plumbing Engineer

Stephen joined H&M Mechanical Group in the Fall of 2014 with previous experience from ACCO Engineered Systems and WSP Flack & Kurtz. He has worked extensively on projects such as high-rise office and retail buildings, hospitals, R&D and correctional facilities, schools, and a myriad of others project types. Stephen has over 20 years of design experience.

#### Structural Engineer – MBA Structural Engineers

Structural Services are not included in our proposal as scope cannot be determined at this time. Please see attached Project Qualification Summary for MBA, in the event their services are needed.



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA

### Project Experience:



Shops Building Remodel, Burlingame CA



**Proposal Gateway Clubhouse Workshops  
Renovations Rossmoor, Walnut Creek CA**



New Office/ Retail Building, Burlingame CA



New Safeway Store, Burlingame CA

PSM ARCHITECTS, INC  
1250 45<sup>th</sup> St. #325  
Emeryville, CA 94608  
P: 510.655.1922  
F: 510.655.5756



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA



New Safeway Store, Burlingame CA



Dos Coyotes Restaurant, San Ramon CA

### References:

PSM ARCHITECTS, INC  
1250 45<sup>th</sup> St. #325  
Emeryville, CA 94608  
P: 510.655.1922  
F: 510.655.5756



## Proposal Gateway Clubhouse Workshops Renovations Rossmoor, Walnut Creek CA

Brad Duey  
Cost Plus World Market  
1201 Marina Village Parkway  
Alameda CA 94501  
(510) 928-3113

Fred Ponce  
ArcPath Project Delivery, Inc.  
580 Second Street, Suite 260  
Oakland CA 94607  
(415) 362-4662

Brad Hoskins  
United Rental  
2249 Davis Court  
Hayward CA 94545  
(510) 329-8581

Jeanine Fuller  
SD Deacon  
17880 Fitch  
Irvine, CA 92614  
(916) 869-4510

### FORM AGREEMENT

Regarding the "General Consultant Services Agreement", we would request that the Indemnification paragraph be revised per the following in order to meet our Insurance company's requirements:

"Indemnification. To the extent permissible by law, Consultant shall indemnify and hold GRF and its officers, directors, and employees from and against any and all liabilities for damages of any nature whatsoever, arising out of the performance of the Work described herein to the extent actually caused by any intentional or negligent act or omission of Consultant, and/or its directors, employees, agents or subcontractors and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Consultant's indemnification obligation shall not extend to Claims arising out of the negligence or willful misconduct of GRF or its officers, directors, employees and/or agents or any other third party.

Consultant's liability under this agreement shall be cumulatively limited to amounts available under its insurances. Consultant shall have no affirmative duty to defend any party."

### CONSULTANT INFORMATION

Please see the attached firm profiles of our engineering team:

Belden Consulting Engineers  
H&M Mechanical Group  
MBA Structural Engineers, Inc

SERVICE ORIENTED	The main focus of BELDEN Consulting Engineers is to provide a high level of service to our clients. We are organized to meet objectives, goals and deadlines for each project.
QUALITY ENGINEERING	We provide full service mechanical, plumbing and electrical engineering with an emphasis on economical, logical, trouble-free <b>design throughout construction and the project's life.</b>
PROFESSIONAL APPROACH	Each project has a project manager/engineer working with designers, affording back up for design and client contact.
STAFF VERSATILITY	A staff of 22 professional engineers, designers, and support personnel offer a broad range of experience that is drawn upon as needed for each project.
COMPUTER PROGRAMS	BELDEN Consulting Engineers offers a complete array of software programs to complement the engineering services available to our clients. All plans are prepared using the latest version of AutoCAD or Revit.
COMPREHENSIVE EXPERIENCE	
Residential:	High-Density Multi-Family Projects, Senior Residential Projects, Apartments, Townhouses and Custom Single Family Homes.
High-rises:	Residential, Commercial and Mixed-use Projects.
Industrial:	Laboratories, Pump Stations, Emergency Generators, Train Stations, Ports, Piers, Substations, Vehicle Maintenance Facilities, Manufacturing Plants, Telecommunication Facilities and Computer Facilities.
Institutional:	Schools, Hospitals, Civic and Military, and Health Care Facilities.
Commercial:	Offices, Malls, Shopping Center Complexes, Retail, Restaurants, Hotels, Manufacturing Facilities and Street Lighting.
Public:	Parks and Recreation, Churches, Schools, City and County Buildings, Fire and Police Stations, Museums, Airports, Libraries, City Halls and Emergency Operations Centers.
Outdoor:	Parking Structures, Roadways, Parks, Sports Fields, Parking Lot & Street Lighting, and Building Enhancements including PV System Designs.
Consulting:	Studies, Title 24 compliance, LEED certification, Lighting Design, Energy Studies, Due Diligence Reports and Peer Reviews.
LICENSED	Arizona, California, Hawaii, Nevada, Oregon and Washington.
LOCATION	Our 50 year old firm is centrally located in Pleasanton, California.

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**H&M MECHANICAL GROUP**

*H&M Mechanical Group was founded in 1984 by Gary Hennings and Mel Miyakado. We are a mechanical engineering organization that provides Heating, Ventilating and Air Conditioning Systems design, Plumbing System design, Fire Sprinkler System design and Energy Analysis. Through time brings change, and H&M Mechanical introduced John Chou as the replacement principal to Mel Miyakado as Mel retired in 2012. John has contributed 14 years of experience with H&M Mechanical Group and now adds a new dimension to his role in our organization.*

*H&M's engineering approach is streamlined and fundamental, not elaborate and theoretical. When designing a system, the elements are based on budget, type of occupancy, and energy usage. Incorporating these considerations in the building design is Leadership in Energy and Environmental Design (LEED), Collaborative for High Performance Schools (CHPS), and CalGreen, which have set the parameters for building designs. With LEED Accredited Professional personnel, H&M is familiar with these requirements while working on projects which have gone through this certification process.*

*H&M strives to be at the forefront of the changes in design technology, enabling us to be a pro active participant in the industry. H&M has continuously kept abreast with the computer assisted drafting software using the most current version of Autodesk CAD and the Revit BIM platforms.*

*The most important design consideration is listening to the owner. The final product cannot begin to meet the owner's needs until the owner has conveyed their needs and desires. Upon which, a strategy can be integrated into the project. This is an iterative process from conceptual design and the value engineering process whereby the final documents will illustrate these diverse needs and constraints.*

*"Response Time" is an important concept at H&M. Our team is committed to providing superior customer service by working in partnership with architects, owners, and other consulting teams. By responding to all phone and email inquiries, submittals, and questions appropriately and timely, we aim to generate a high level of satisfaction.*

*For comprehensive information on H&M Mechanical Group, please visit our website at:*

*[www.hm-mechanical.com](http://www.hm-mechanical.com)*

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**MBA** STRUCTURAL ENGINEERS  
 I N C O R P O R A T E D
 

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**Workshops at Gateway Clubhouse  
 Rossmoor - Walnut Creek, CA**
**Project Qualifications**

MBA Structural Engineers is a leading structural engineering firm for low-rise, wood-framed buildings here in the Bay Area. The engineers in our office are experienced veterans who offer an exceptional level of service to our clients. We are regularly praised by building officials and contractors alike on the clarity and completeness of our drawings, and we provide prompt and responsive service during construction.

Our projects include commercial, retail, and office buildings, religious and educational facilities, and residential structures, and range in size from minor remodels and tenant improvements to large scale regional shopping centers with multi-million dollar construction budgets. We specialize in wood-framed structures and have designed thousands of wood-framed buildings throughout California.

The majority of our work is for owners, architects, and developers, including the following nationally known retail clients:

Safeway	Subway	Sports Chalet
Apple	Burlington Coat Factory	Blockbuster
Walgreens	AT&T	Pixar
CVS	Wendy's	Staples
Sports Authority	Nike/Gymboree	Whole Foods
REI	Gold's Gym	Harley Davidson
Starbucks	Ross Dress for Less	Office Depot
24 Hour Fitness	Fresh & Easy	Trader Joe's

We previously were the Structural Engineer of Record for the Pool Enclosure at Rossmoor. Additionally, other local projects include Blackhawk Fitness Center, Acalanes High School District Office, and structural evaluation and assessment of the Rossmoor Shopping Center.

Matt Bertics, S.E., is President of the firm and would manage this project. He received his Masters Degree in Structural Engineering from Stanford University in 1986 and his Bachelors Degree in Civil Engineering from Duke University in 1985. He is currently licensed in California, Nevada, Colorado, and Hawaii.

**References**

Brian Hirahara	BH Development	925-935-6800
Ron Taylor	Terra Nova Industries	925-934-6133
Robert Woods	Danville Chief Building Official	925-314-3373



Cost Proposal
Gateway Workshops Renovation, Rossmoor

Golden Rain Foundation
800 Rockview Drive
Walnut Creek, CA 94595

Subject: Gateway Clubhouse
Workshops Renovation
Rossmoor, Walnut Creek CA

I. Fee Proposal:

A. The Total Fee to provide Architectural Services listed in the Project Proposal will be \$65,330.00, SIXTYFIVE THOUSAND AND THREE HUNDERED & THIRTY NO/100 DOLLARS, as follows:

Table with 2 columns: Service Category and Amount. Rows include Design Development Phase Services (\$23,855.00), Construction Document (\$27,940.00), Bid Phase Services/Permit Phase Services (\$3,925.00), Contract Administration Phase Services (\$9,610.00), and Total Fee (\$65,330.00).

B. Payment Schedule:

- 1. Retainer (\$7,000) will be required prior to commencement and will be applied to the Final Invoice.
2. Payments shall be monthly according to the percentages completed for each phase.
3. Payments are due within thirty (30) days of billing. Interest at a rate of 12% per annum, compounded monthly, shall be accrued on all invoices more than thirty (30) days past due.

C. Architect's Additional Services:

- 1. The Architect's additional services are all services rendered other than those specifically defined as basic services described above. They include but are not limited to, changes in design, whether at the request of the Client, Architect's Agency or Contractor's request upon prior approval by the Client, Architect shall be paid as set forth in paragraph D, unless otherwise agreed in writing.



**Cost Proposal  
Gateway Workshops Renovation, Rossmoor**

2. Compensation:

a. PERSONNEL	HOURLY RATE
Principal	\$185
Architect	\$165
Architectural CAD	\$135
Clerical	\$ 85
Principal Engineer	\$237
Project Manager/Engineer	\$190
Engineering Designer	\$165
Engineering CAD	\$125
b. REIMBURSABLES	RATE
Travel, Subsistence & Misc. Expenses	cost + 10%
Permit Fees	cost + 20%
Outside Reproduction Services	cost + 10%
Overnight mail & Delivery	cost + 20%
Subcontracted Services	cost + 10%
Mileage	\$.565 per mile

D. Payment Schedule:

1. First payment (\$6,500) will be required prior to commencement and will be held as a Retainer. Retainer to be used for payment of final invoice.
2. Payments shall be monthly according to the percentages completed for each phase.
3. Payments are due within thirty (30) days of billing. Interest at a rate of 12% per annum, compounded monthly, shall be accrued on all invoices more than thirty (30) days past due. Failure to pay: If invoice(s) become past due over 90 (ninety) days, from invoice date, Architect shall have the unilateral and unequivocal right to suspend performance of services under this agreement and withhold its instruments of service without liability for delay or for consequential or other damages which may result there from.

E. General Assumptions:

1. Electronic drawing base plans, in dwg format, prepared for Schematic Design will be provided for our use.
2. Soils Report, if required, will be provided by the client



## Cost Proposal Gateway Workshops Renovation, Rossmoor

8a-19

F. The Architectural Services do not include the following:

1. Reports and/or studies for State and/or Federal Energy Conservation requirements.
2. Governmental meetings, public hearings or reports.
3. Architectural renderings, 3D perspectives and/or models.
4. Project related application and/or permit fees.
5. Soils Report.
6. Structural Engineering plans, calculations and specifications
7. Requested or required additional review of construction.
8. Costs incurred for plan changes: revisions and/or additions to the original design.
9. Asbestos Report/Abatement dwgs and/or coordination of any kind.
10. Sitework
11. As-builts
12. Commissioning services
13. Cal Green included calculations and documentation as need for conformance with the Mandatory Measures only
14. Revisions and/or design changes by the client after design development or 50% of the construction documents are completed.
15. Special studies or reports not listed above as included (Environmental, Structural Seismic Analysis, etc.).
16. Compressed air system design
17. Detailed cabinetry or fixture drawings.
18. Design/build items including, but not limited to: Fire Sprinkler system plans and/or coordination
19. Special inspections, as required by the permitting agency shall be the responsibility of the owner and is not included as part of this proposal.
20. Confirmation or documentation of accessibility compliance for site
21. Coordination with consultants for work beyond the scope of this proposal.
22. Site visits beyond what is stipulated in the Proposal.

G. Design Liability:

1. The Architect and Client understand and agree that this Contract does not include the performance of any professional services; including, but not limited to, the preparation of reports, designs, drawings, and specifications, related to the investigation, detection, abatement, replacement or removal of products, materials, or processes containing asbestos and/or other hazardous waste materials. Client hereby agrees to bring no claim for negligence, breach of contract, indemnity, or otherwise against the Architect, his principals, employees, agents, or consultants, arising out of or relating to, the presence of asbestos and/or any other hazardous waste materials in the project.



## Cost Proposal Gateway Workshops Renovation, Rossmoor

8a-20

2. PSM Architects and their Consultants are not responsible for the job safety in or around the site. Any reviews we may make are not to be intended as reviews of the safety practices.
3. Client understands and agrees that the Architect and their Consultants are not responsible for means, methods, or sequences of construction, job site safety, nor for the Contractor's errors.

We appreciate the opportunity to be of service to you professionally and look forward to working with you.

Sincerely,  
PSM ARCHITECTS, INC.

A handwritten signature in black ink, appearing to read "Laile A. Giansetto". The signature is fluid and cursive, written over a white background.

Laile A. Giansetto, AIA  
License No. C22129



# Cost Proposal Gateway Workshops Renovation, Rossmoor

8a-21

Golden Rain Foundation  
800 Rockview Drive  
Walnut Creek, CA 94595

Subject: Gateway Clubhouse  
Workshops Renovation  
Rossmoor, Walnut Creek CA

I. Fee Proposal:

A. The Total Fee to provide Architectural Services listed in the Project Proposal will be \$65,330.00, SIXTYFIVE THOUSAND AND THREE HUNDRED & THIRTY NO/100 DOLLARS, as follows:

Design Development Phase Services:	\$ 23,855.00
Construction Document:	\$ 27,940.00
Bid Phase Services/Permit Phase Services:	\$3,925.00
<u>Contract Administration Phase Services:</u>	<u>\$ 9,610.00</u>
Total Fee:	\$ 65,330.00

B. Payment Schedule:

1. Retainer (\$7,000) will be required prior to commencement and will be applied to the Final Invoice.
2. Payments shall be monthly according to the percentages completed for each phase.
3. Payments are due within thirty (30) days of billing. Interest at a rate of 12% per annum, compounded monthly, shall be accrued on all invoices more than thirty (30) days past due.

C. Architect's Additional Services:

1. The Architect's additional services are all services rendered other than those specifically defined as basic services described above. They include but are not limited to, changes in design, whether at the request of the Client, Architect's Agency or Contractor's request upon prior approval by the Client, Architect shall be paid as set forth in paragraph D, unless otherwise agreed in writing.



# Cost Proposal Gateway Workshops Renovation, Rossmoor

8a-22

2. Compensation:

a. PERSONNEL	HOURLY RATE
Principal	\$185
Architect	\$165
Architectural CAD	\$135
Clerical	\$ 85
Principal Engineer	\$237
Project Manager/Engineer	\$190
Engineering Designer	\$165
Engineering CAD	\$125

b. REIMBURSABLES	RATE
Travel, Subsistence & Misc. Expenses	cost + 10%
Permit Fees	cost + 20%
Outside Reproduction Services	cost + 10%
Overnight mail & Delivery	cost + 20%
Subcontracted Services	cost + 10%
Mileage	\$.565 per mile

D. Payment Schedule:

1. First payment (\$6,500) will be required prior to commencement and will be held as a Retainer. Retainer to be used for payment of final invoice.
2. Payments shall be monthly according to the percentages completed for each phase.
3. Payments are due within thirty (30) days of billing. Interest at a rate of 12% per annum, compounded monthly, shall be accrued on all invoices more than thirty (30) days past due. Failure to pay: If invoice(s) become past due over 90 (ninety) days, from invoice date, Architect shall have the unilateral and unequivocal right to suspend performance of services under this agreement and withhold its instruments of service without liability for delay or for consequential or other damages which may result there from.

E. General Assumptions:

1. Electronic drawing base plans, in dwg format, prepared for Schematic Design will be provided for our use.
2. Soils Report, if required, will be provided by the client



## Cost Proposal Gateway Workshops Renovation, Rossmoor

### F. The Architectural Services do not include the following:

1. Reports and/or studies for State and/or Federal Energy Conservation requirements.
2. Governmental meetings, public hearings or reports.
3. Architectural renderings, 3D perspectives and/or models.
4. Project related application and/or permit fees.
5. Soils Report.
6. Structural Engineering plans, calculations and specifications
7. Requested or required additional review of construction.
8. Costs incurred for plan changes: revisions and/or additions to the original design.
9. Asbestos Report/Abatement dwgs and/or coordination of any kind.
10. Sitework
11. As-builts
12. Commissioning services
13. Cal Green included calculations and documentation as need for conformance with the Mandatory Measures only
14. Revisions and/or design changes by the client after design development or 50% of the construction documents are completed.
15. Special studies or reports not listed above as included (Environmental, Structural Seismic Analysis, etc.).
16. Compressed air system design
17. Detailed cabinetry or fixture drawings.
18. Design/build items including, but not limited to: Fire Sprinkler system plans and/or coordination
19. Special inspections, as required by the permitting agency shall be the responsibility of the owner and is not included as part of this proposal.
20. Confirmation or documentation of accessibility compliance for site
21. Coordination with consultants for work beyond the scope of this proposal.
22. Site visits beyond what is stipulated in the Proposal.

### G. Design Liability:

1. The Architect and Client understand and agree that this Contract does not include the performance of any professional services; including, but not limited to, the preparation of reports, designs, drawings, and specifications, related to the investigation, detection, abatement, replacement or removal of products, materials, or processes containing asbestos and/or other hazardous waste materials. Client hereby agrees to bring no claim for negligence, breach of contract, indemnity, or otherwise against the Architect, his principals, employees, agents, or consultants, arising out of or relating to, the presence of asbestos and/or any other hazardous waste materials in the project.



## Cost Proposal Gateway Workshops Renovation, Rossmoor

8a-24

2. PSM Architects and their Consultants are not responsible for the job safety in or around the site. Any reviews we may make are not to be intended as reviews of the safety practices.
3. Client understands and agrees that the Architect and their Consultants are not responsible for means, methods, or sequences of construction, job site safety, nor for the Contractor's errors.

We appreciate the opportunity to be of service to you professionally and look forward to working with you.

Sincerely,  
PSM ARCHITECTS, INC.

A handwritten signature in black ink, appearing to read "Laile A. Giansetto".

Laile A. Giansetto, AIA  
License No. C22129

Meeting Date: April 26, 2018

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Jeff Matheson, Director of Resident Services

**REQUESTED ACTION/RECOMMENDATION:**

Consider funding for additional items to be completed at the Tice Creek Fitness Center as recommended by the Fitness Advisory and Aquatics Advisory Committees.

**BACKGROUND:**

The Tice Creek Fitness Center opened to residents on January 24, 2018. Although the doors were open, the facility had a number of items that still needed to be completed by the General Contractor. The vast majority of those items have now been complete. As with any new building, a great deal is learned once the building is in use. This has been the case with the locker rooms as well as the main fitness center. Based on usage, a number of adjustments have been made. Some examples have included the addition of coat racks, signage, seating at vanity mirrors, floor mats, etc. Some items, however, require further consideration and have a cost impact that must be approved by the Board.

Both the FCAC and AAC have reviewed the following list of projects and are recommending the Board approve funding to complete them. The projects are presented in order of priority as voted on by the AAC. The FCAC did not prioritize.

**Locker Rooms:**

- 1. Remove one entry door to the women's locker room, install automatic opener and add privacy screen:** The women's locker room has two entry doors for access to/from the pool deck. This design was required due to the structural beams for the pool enclosure and code requirements. Residents have expressed concern that, if both doors are open at the same time, pool users can see inside the locker room. Some residents have also commented on having difficulty navigating two doors. The first door leading into the locker room can be removed by adding an external privacy screen in front of the entry on the pool deck (see attached diagram). The cost to add the privacy screen and eliminate the door is \$7,854.

Additionally, a power assist system can be added to the second interior entry door from the pool deck. This requires the addition of power for the activation button and the door. The cost to add an automatic door opener for the interior door is \$12,097. An automatic door opener can also be added to the single door on the men's side for an additional \$12,097.

2. **Additional lockers:** Requests have been made to add lockers in both the men's and the women's locker rooms. During some peak times, the available lockers may become full. The women's locker room has available space on the open wall where some benches and hooks have been placed. A total of 18 additional double stack lockers can be placed at this location. Additionally, a bench would be added in front of the lockers. The bench would not be attached. The men's locker room has space between the changing room and the counter. This space can accommodate either 8 double stack lockers or 12 triple stack lockers. The cost to add these lockers is \$19,278.
3. **Move swim suit water extractor:** Several comments have been made regarding the location of the swim suit water extractor in the women's locker room. The concern with the current location is that members need to walk with a wet suit to the extractor and thus get the tile floor wet. The extractor can be moved to a location between the last accessible shower and changing room (see attached diagram). This involves relocating the power and drain line. The cost to move the unit is \$6,809.
4. **Add additional floor mats:** Several members have requested additional floor mats in the locker rooms. This request is based on a perception the tile floor is slippery when wet and that it is difficult to change clothes and keep personal items dry when the tile floor is wet. Mats have been placed between the showers and changing rooms and in front of the lockers. Requests for additional mats are focused on the changing rooms and the path to the swim suit water extractor. Mats leading to the suit water extractor would not be needed if the unit is moved. Mats costs approximately \$2,000 per roll and must be replaced every other year. Cleaning of mats adds approximately 30 minutes to the custodial staff nightly duties for cleaning the locker rooms. Mats must be removed and hosed down nightly and disinfected several times per week to avoid mold and buildup of hair and other debris. If additional mats are added, it is recommended that additional resources in the operating budget be considered for the custodial department. The additional annual operating cost for staffing would be \$8,500.

**Main Fitness Area:**

This list was only reviewed by the FCAC who is recommending funding for all items.

1. **Add roller shades to high windows facing street:** The original design was to add exterior louvers for the upper windows. The louvers have not provided the blocking from the sun that was anticipated. The louvers can be adjusted manually based on season; however, the light and view may be impacted. Alternatively, roller shades can be added to cut the glare. The cost for the roller shades and the addition of power to operate the shades is \$16,150.
2. **Cabinetry in frail area and Serenity Room:** Currently, wire rack shelving is being used in the Serenity Room for supplies and floor bins are used for supplies in the frail area. The cost to add custom wood framed cabinetry in these areas is \$14,000. This cabinetry will help with maintaining equipment in the proper location and help with organization.
3. **Addition of two barres in the Aerobics Room:** The Ballet Club has requested an additional barre be added at a lower height to assist those that cannot extend to the regular height barre. The existing standards that are attached to the barre can accommodate a second barre. Additionally, a staff led class uses the existing two barres for a portion of the class. Based on the class size, additional barre space is needed. The class is requesting a third barre be placed on the wall under the TRX rack. The cost to add these additional two barres is \$3,000.

**Fitness Center Renovation Budget:**

- The GRF Board of Directors approved a project scope for the renovation of \$10,000,000 inclusive of all project related expenses.
- The GRF Board specifically approved contracts and authorizations for expenditures totaling \$9,611,808.
- The estimated total project expenditures based on final completion is \$9,690,062. This is \$309,938 below the approved project scope of \$10 million.

The total for the above listed options is:

1. Locker room access:	
• Remove entry door to women's locker	\$7,854
• Add power assist to second entry door	\$12,097
• Add power assist to men's locker door	\$12,097
Total:	\$32,048
2. Additional lockers	\$19,278
3. Move swim suit water extractor	\$ 6,809
4. Add additional floor mats	\$ 2,000*
5. Add roller shades to high windows	\$16,150
6. Add cabinetry to frail area and Serenity Studio	\$14,000
7. Add additional barres in Aerobics Studio	<u>\$3,000</u>
Total:	\$93,285

#### ATTACHMENTS:

Diagrams of proposed changes.

<b>CRITERIA</b>	Project:
<b>Financial Impact</b>	The total for the additional projects is \$93,285. This total is still under the approved project scope of \$10 million.
<b>Operational Efficiencies</b>	NA
<b>Dependencies</b>	NA
<b>Subsequent Actions</b>	Any projects approved will be scheduled with Tilton Pacific or the appropriate subcontractor.
<b>Alternatives/Options</b>	The Board can approve individual projects or decide not to proceed with any project
<b>Time-Frame</b>	The approved projects will be completed over the next several months.
<b>Advantages/Benefits</b>	Each project has been requested by resident users of the facility.
<b>Disadvantages/Risks</b>	*Adding more mats in the locker rooms creates an ongoing expense as the mats take approximately 30 minutes to clean per night. This would add approximately \$8,500 to the annual operating budget for staffing.

**OPEN SHWR**

Existing clear dim = 54"  
42" minimum is required

**8b-5**

Screen to start at vertical mullion next to double door

Verify width in field

**ACCESSIBLE RR-SHWR**

Screen material to closely match the pool enclosure storefront system: White framing, with frosted opaque glass infill panel

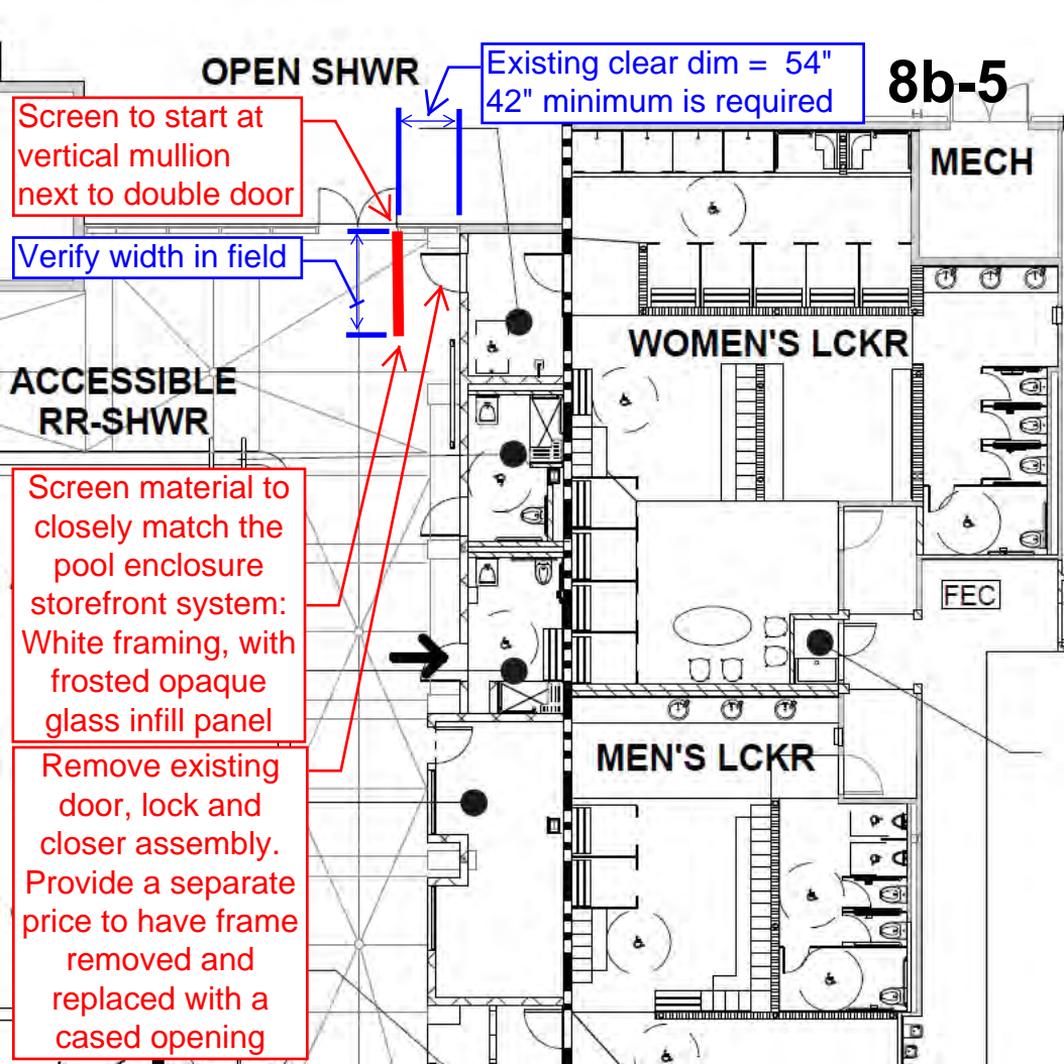
Remove existing door, lock and closer assembly. Provide a separate price to have frame removed and replaced with a cased opening

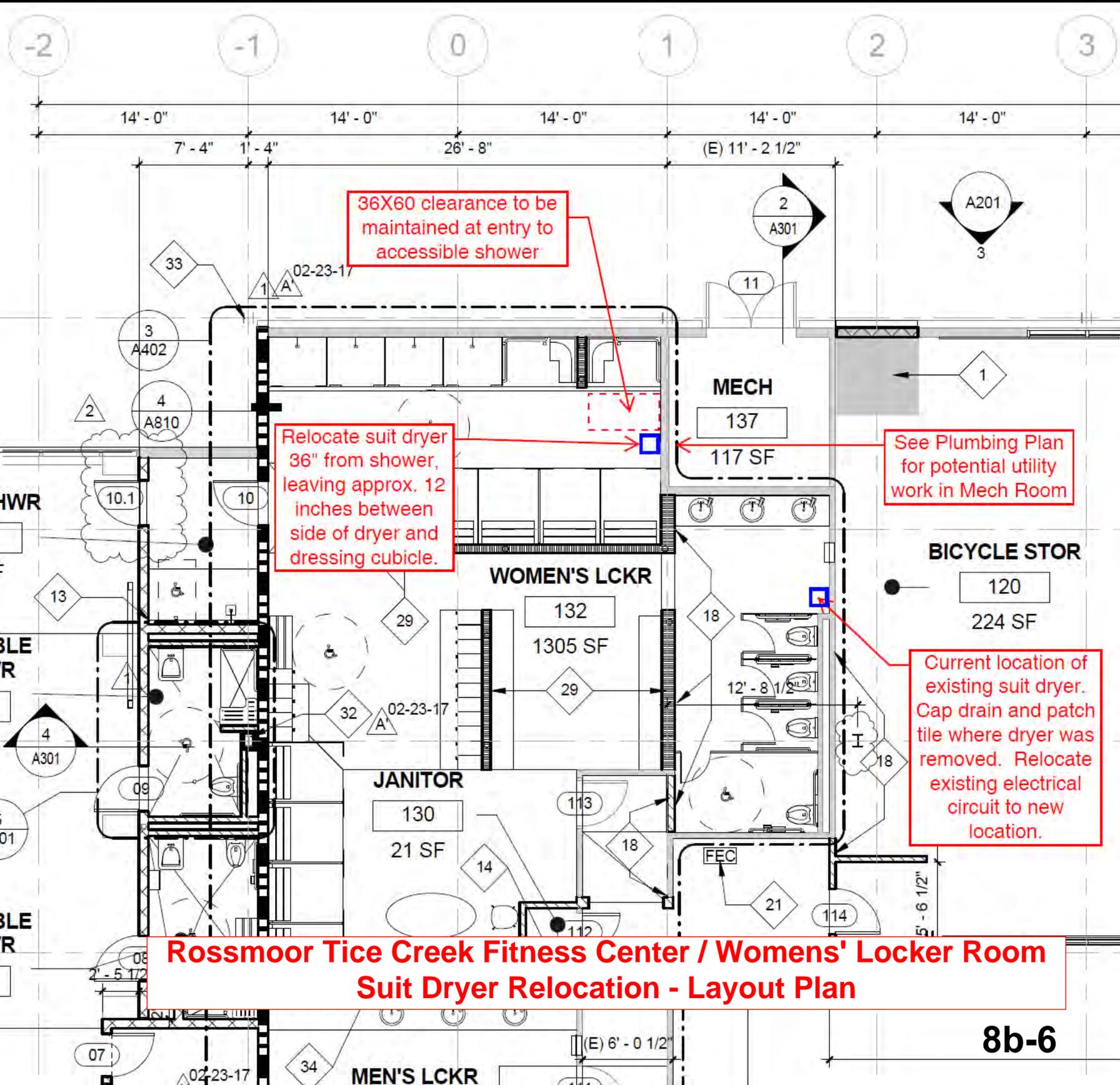
**MECH**

**WOMEN'S LCKR**

**FEC**

**MEN'S LCKR**





36X60 clearance to be maintained at entry to accessible shower

Relocate suit dryer 36" from shower, leaving approx. 12 inches between side of dryer and dressing cubicle.

See Plumbing Plan for potential utility work in Mech Room

Current location of existing suit dryer. Cap drain and patch tile where dryer was removed. Relocate existing electrical circuit to new location.

**Rossmoor Tice Creek Fitness Center / Womens' Locker Room  
Suit Dryer Relocation - Layout Plan**

Meeting Date: April 26, 2018

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Paul Donner, Director of Mutual and Trust Operations

**REQUESTED ACTION:**

Consider approving an expenditure up to \$13,000 from the Trust Estate Fund and authorizing the CEO to execute a contract with Red Cloud Wireless Voice and Data to replace two radio repeaters that assist with staff two-way radio communication.

**BACKGROUND:**

GRF staff uses a two-way radio system to communicate with each other during a normal work day. The radios are essential to safe and efficient operations. The radios are used by MOD, Securitas, Janitorial and Transportation. The GRF system uses two radio repeaters located at different sides of the valley. The radio repeaters allow the two-way radio system to communicate over longer distance and over different frequencies.

Currently both repeaters have failed which has greatly reduced radio coverage. The repeaters are 10 years old and are no longer repairable. Staff is recommending replacing both repeaters. The new repeaters are a Capacity Plus system, which will allow four groups to talk at the same time.

**ATTACHMENTS:**

None

<b>CRITERIA</b>	Project:
<b>Financial Impact</b>	\$13,000 will be spent from the Trust Estate Fund.
<b>Operational Efficiencies</b>	New radio repeaters will greatly improve radio coverage and allow for more simultaneous usage.
<b>Dependencies</b>	None.
<b>Subsequent Actions</b>	If the Board approves the request, a contract will be executed by the CEO and staff will proceed to have the repeaters installed.

<b>Alternatives/Options</b>	Move to a cell phone based system.
<b>Time-Frame</b>	Immediately upon approval.
<b>Advantages/Benefits</b>	A safer more efficient radio system will be in place.
<b>Disadvantages/Risks</b>	None.