

**RESOURCES**

**CULTURE**

**PROGRAMS**

*Proposal for*  
**City of Newport Beach**  
**Newport Beach Library Lecture Hall**

*Robert R. Coffee Architect + Associates*

## NEWPORT BEACH LIBRARY LECTURE HALL

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### COVER LETTER

July 18, 2019

Mr. Peter Tauscher, Senior Civil Engineer  
Public Works Department  
City of Newport Beach  
100 Civic Center Drive  
Newport Beach, CA 92660

Dear Mr. Tauscher,

Robert R. Coffee Architect + Associates (RCA+A) are pleased to submit our Proposal to the City of Newport Beach for the Newport Beach Library Lecture Hall.

Robert R. Coffee Architect and Associates has had the opportunity to work with the City of Newport Beach and the Board of Library Trustees the past two years evaluating several potential locations for the Library Lecture Hall. That experience has provided us with a unique appreciation for the number of complex issues surrounding the development of this particular site and building, specifically the size and configuration of the lecture hall, its location on the site and the requirement to preserve the existing parking spaces for the library.

We have made a concentrated effort to expand our in-house team and our consultant team to include expertise in the specifics of theater planning and lecture hall space design including seating configuration, site lines, theatrical lighting, acoustics, audio-visual engineering and future technologies. Two architectural colleagues and old friends, Terry Jacobson and John von Szeliski will be joining the RCA+A in-house Project Team as consultants to offer their experience and expertise in the specific design and interior planning of the lecture hall space. Mr. Jacobson and I have shared office space for over 24 years and his firm's work has been specifically focused on the design of religious facilities and the worship spaces inherent to that project type. John von Szeliski has been a friend and colleague for over fifteen years and though retired from practice, he enjoyed a 50-year career as a local architect and preeminent designer for performing arts spaces nationwide having designed over 200 such facilities.

Leading our Project Consultant Team will be the nationally acclaimed theater planning and engineering firm IDIBRI. With a local office in San Diego, they will lead the theater planning effort with their unique understanding of the current shift from *presentation technology* to *interactive technology*. As they explain, this shift is about how attendees engage with the new technology. This engagement is moving on a clear trajectory from presentation, to interaction, to creating user-defined experiences. As a leading designer in the field of venue technology, their design and engineering experience will ensure this facility will be designed for the future.

**Robert R. Coffee Architect + Associates**



## NEWPORT BEACH LIBRARY LECTURE HALL

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Another one of our key “design” Project Consultant Team members is the landscape architecture firm of Rabben Herman Design Office. The integration of the proposed building with the existing Bamboo Courtyard will be an integral part of the design solution. We have worked with the Rabben Herman Design Office on both the OASIS Senior Center and the Bowers Museum Expansion where the relationship and design of the indoor spaces to the outdoor spaces were intrinsic to the final design solution and contributed to the immense success of those projects.

The RCA+A Team assembled for this project has worked together on public projects for over 20 years. Our completed projects have received numerous Design Awards from organizations such as the American Institute of Architects, the California Parks and Recreation Society, the American Public Works Association and the Concrete Masonry Institute. Additionally, the majority of our projects have received some level of LEED Certification, indicative of our commitment to design buildings incorporating sustainable materials and technologies. The principles that guide our design process have enabled our work to be recognized for its excellence in design and our respect for the environment. These same principals will be brought to this project.

Lastly, we are about personal service. RCA+A is a small firm with big firm experience. We pride ourselves with providing personalized service. The size and type of this project is exactly what we love to do. We would greatly appreciate the opportunity to bring the full measure of our experience, our passion and our commitment to this project. We understand this is a major project for the City of Newport Beach, the Board of Library Trustees and the Newport Beach Public Library Foundation. We would be honored to be chosen to work with the City in creating a Performance/Lecture Hall that not only functions efficiently but is recognized as another jewel in the crown of the City of Newport Beach Civic Center.

Sincerely,



Robert R. Coffee  
Principal



# NEWPORT BEACH LIBRARY LECTURE HALL

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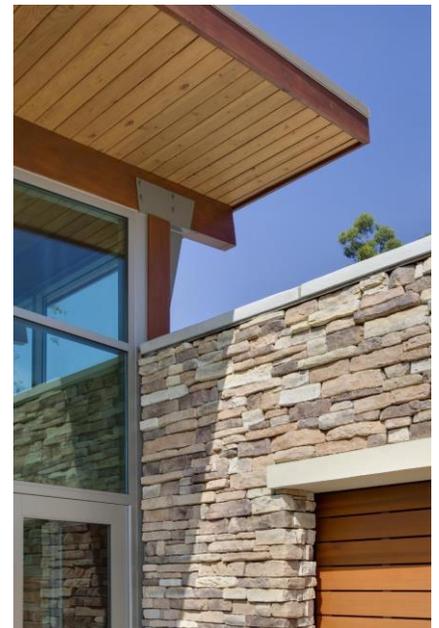


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# NEWPORT BEACH LIBRARY LECTURE HALL

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## 1- UNDERSTANDING OF THE PROJECT

### *Introduction*

Robert R. Coffee Architect and Associates has had the opportunity to work with the City of Newport Beach and the Board of Library Trustees the past two years evaluating several potential locations on the library site for the Newport Beach Library Lecture Hall. That experience has provided us with a unique appreciation for the number of complex issues surrounding the development of this specific site and the reason for selecting the proposed location illustrated in the RFP. However, we feel there are several areas where our exemplary Project Team and proposed Scope of Work can bring new ideas and creative solutions to improve the concept and ensure the long-term success of this building.

### *Preliminary Investigations*

Several space saving and cost saving opportunities might be discovered through a thorough code review of the existing library building. The existing library and courtyard have been assigned an occupant load that determines the size and number of fixture units in the restrooms. If the existing facilities are slightly oversized, then the new restroom facilities for the lecture hall might be able to be made correspondingly smaller or the occupant load for an enlarged courtyard might be accommodated without having to add more fixture units in the new building.

Similarly, the existing pedestrian bridge leading from the bus stop on Avocado Avenue to the library entrance bisects the outdoor link between the proposed lecture hall lobby and the Bamboo Courtyard. This path of travel presents some conflicts of use as it leads directly through the outdoor pre-function area. We recently conducted a brief site walk and believe it will be possible to create a second ADA Compatible access walk closer to the existing vehicular entry drive to the south. Our scope of work includes a site survey and field investigation that will determine where an ADA compatible access walk could be integrated into the new design to avoid this conflict.



### *Programming and Goal Setting*

Although the RFP provides an outline for the spaces and components to be included in the new building, we propose to conduct a programming session with the Library Lecture Hall Design Committee (LLHDC) for both the building and the courtyard spaces. This exercise will focus primarily on the needs, goals and planned uses for these two spaces.

The essence of an intimate and successful theater/lecture hall facility is the relationship between the performer/presenter and the audience. Inherent to the programming of the lecture hall will be the development of the proper sight line seating configuration and the proper application



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 1- UNDERSTANDING OF THE PROJECT

of the audio-visual technology. John von Szeliski, with his experience in designing over 200 cultural and performing arts facilities and IDIBRI, the national theater planning and engineering firm, provide our team with the necessary expertise for this effort. In a brochure titled *The Future of Venue Technology*, IDIBRI discusses the hidden cultural trends shaping venue spaces where the attendees' engagement is shifting from presentation technology to interactive technology. The programming effort for the lecture hall will seek to identify how the space should balance these two methods of engagement.

Similarly, the opportunities for functions in the Bamboo Courtyard will expand with the proximity to the new lecture hall and the existing Friend's Room. The programming effort for this space will identify the possible uses and how the space should be altered to functionally and aesthetically address future programs and events.

#### Theater Planning/Schematic Design

During our previous work for the Board of Library Trustees, we toured several lecture hall/auditorium spaces with different seating configurations. The subsequent site/floor plan studies illustrated in a simple plan diagram how different seating configurations might fit on the site. However, these studies did not include site line studies and how the acoustical and audio-visual technology design would be integrated into the building.



Based on the information gathered in the Building and Site Programming Task, we will develop four different site and building plan layouts and building massing solutions using different seating configurations (including over-flow seating) and applications of audio-visual and acoustical technologies, daylighting opportunities and relationship to the Bamboo Courtyard. Sectional site-line studies and computer model simulations will be used to illustrate these options for evaluation by the Library Lecture Hall Design Committee (LLHDC). Additionally, a conceptual landscape plan will be developed illustrating design options for the exterior spaces.

Each scheme will be evaluated based on its advantages and disadvantages and cost implications. The goal of this effort is to have the LLHDC approve a single Preferred Scheme that best addresses the needs and goals of the project and be built within the stated project budget. The first community meeting will be used to walk the community participants through the design process and the merits of the Preferred Scheme. This Preferred Scheme will be the basis of the Schematic Design Drawings.



The interior and exterior three-dimensional aspects of the design will be developed during the Schematic Design Phase with input from the LLHDC. The building floor plan and exterior spaces will be refined. Interior and exterior building materials will be selected and the elevations,

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### 1- UNDERSTANDING OF THE PROJECT

cross-sections and interior and exterior renderings will be developed to explain the design in detail. These illustrative exhibits will be shared with the participants at the second community meeting. The Schematic Design Package and the Estimate of Probable Construction Cost will then be presented to the City Council for consideration and approval.

#### Parking

We clearly understand the need to maintain the current number of parking spaces regardless of the ultimate building footprint design. During our previous work with the Board of Library Trustees we investigated several other locations to either add parking spaces or reconfigure drive aisles to add more spaces. Though the site plan in the RFP illustrates an approach that is parking neutral, there were several other locations that we previously proposed that can be evaluated on a cost-benefit basis to see if the additional parking is cost effective for this project.

#### Cost Estimating

We understand the importance of this project being built within the stipulated construction budget of \$7,000,000.00. Our role as the Design Team Architect will be to manage the design of the project to ensure the project does not exceed the specified budget.

Robert R. Coffee Architects + Associates works with HL Construction Management, a Cost Estimating and Construction Management Company to do the Estimates of Probable Construction Costs. HL Construction Management will be producing five cost estimates during the course of the project; 1) Planning Phase, 2) Schematic Design Phase, 3) 75% Construction Documents, 4) 95% Construction Documents and 5) 100% Construction Documents.

Estimates of Probable Construction Costs are based on the Construction Specifications Institute (CSI) Format for organizing specifications and other information for commercial and institutional building projects in the U.S. and Canada. This integrated approach to design and cost estimating allows the project design team to use the estimate as a tool in their thought process to analyze the cost impact of various aspects of the team's work.

The ability to have real time access to the cost impact of design modifications allows for a streamlined process and a quicker completion of construction documents. It also allows design team members to more accurately evaluate the long-term savings of more energy efficient design versus the short-term impact of direct construction cost. The same logic can be applied to any singular design feature, sustainability approach or any other aspect of the project. HLCM and RCA+A have a long history together of proving this is a successful integrated team approach.



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### 1- UNDERSTANDING OF THE PROJECT

#### Fund Raising Exhibits

It is our understanding the Board of Library Trustees and the Newport Beach Public Library Foundation will be responsible for raising potentially 50% of the cost of the project. This will require a concentrated and organized fund-raising effort. It is incumbent upon the Design Team to create beautiful exhibits illustrating the floor plan and architectural design of the new Library Lecture Hall and to develop several options for donor participation and recognition.

We have designed a number of private and public buildings financed partially through private fund-raising campaigns. We assisted the Friends of the OASIS with their fund-raising efforts for the OASIS Senior Center by integrating room naming opportunities and donor recognition panels into the design of the building. The Bowers Museum Expansion included many of the same opportunities including “selling” each of the seats in the lecture hall and recognizing the patrons with a plaque mounted to each seat.

We plan to take the exhibits created for the Schematic Design Package and work with the LLHDC to put together a Fund-Raising Brochure that will include illustrative floor plans, interior and exterior elevations and interior and exterior renderings of the proposed building. Additionally, we will include details of any significant major architectural elements incorporating donor recognition opportunities.



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### 2- **RCA+A** PROJECT TEAM

#### Project Team Introduction

##### *Principal Involvement*

RCA+A is a small firm with big firm experience. Robert Coffee has organized the firm so the emphasis is placed on direct Principal involvement in all phases of the project.

##### *Team Organization*

All project teams are organized around the three primary individuals in the firm, Robert Coffee (Principal and Lead Designer), Reginald Wilson (Project Architect), and Laura Converse (Project Designer.) Additionally, each project team includes in-house technical and management staff as well as the appropriate outside consultants to provide the total range of experience necessary to service the client's needs and goals. The Project Principal is responsible for the project to be accomplished in a creative, responsible and cost-effective manner.

For this project **Robert Coffee will act as the Primary Representative** for the firm. Although both Reggie Wilson and Laura Converse will be an integral part of all phases of this project, **Terry Jacobson will be added to the Project Team as the "alternate representative"** serving in a project management role.

##### *Robert Coffee, Principal-in-Charge*

Robert R. Coffee is the founder and principal of Robert R. Coffee Architect + Associates. Mr. Coffee has over 44 years of experience in all phases of architecture, interior design and planning. He is committed to a participatory and interactive design process. He has had extensive experience in the design of civic projects. He is known for his ability to work with community citizen groups and managing the public consensus building process for creating responsive community buildings. His expertise in the areas of creative group dynamics and facilitation, programming, conceptual design, as well as strategies and processes for design innovation, will contribute to the success of this project.

##### *Terry Jacobson, Project Manager*

Terry Jacobson has over 51 years of experience in all phases of architecture, project management, planning, and construction document preparation. As a sole proprietor of his own practice, Mr. Jacobson has worked with Robert R. Coffee Architect and Associates for over 25 years. Mr. Jacobson formed J7 Architecture in 1993 to provide comprehensive design services to churches, schools and other corporate organizations. Mr. Jacobson's specific interest is in the design of auditoriums and places of assembly for various institutions including religious, corporate and educational clients. He was the primary architect in the recently completed Eastside Christian Church in Anaheim. Mr. Jacobson possess great communication skills, is flexible and resourceful and his style of management is based on team collaboration.



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### 2- **RCA+A** PROJECT TEAM

#### Project Team Introduction



#### ***John von Szeliski, (in-house) Theater Design Consultant***

John von Szeliski is an architect and arts facility design consultant based in Santa Ana, CA. Mr. von Szeliski is one of the most experienced and multi-skilled design resources regionally or nationally in the field of performing arts facility design. He has had major responsibility for over 200 cultural and performing arts projects in many parts of the U.S and is the former Chairman of the Theater Architecture Commission and the U.S. Institute for Theater Technology. Prior to going into architecture, Mr. von Szeliski was a theater director, designer and teacher.

#### ***Reginald Wilson, Project Architect***

Reginald A. Wilson has over 28 years of experience in all phases of architecture with emphasis on the preparation of construction documents, project management and construction administration. He has worked with Robert R. Coffee Architect + Associates for 22 years and has been the Project Architect on every major public building completed by the firm. Mr. Wilson has been responsible for the technical development and construction documents for the firm's most notable projects, the Lynwood City Council Chamber Annex, the OASIS Senior Center and the Bowers Museum Expansion. Mr. Wilson's attention to detail is invaluable to the development of thorough and precise bid documents required by the competitive bidding process inherent to public projects. During the Construction Administration phase, Mr. Wilson's efforts are focused on ensuring the contractor's correct interpretation of the construction documents, minimizing change orders and solving field problems expeditiously.

#### ***Laura Converse, Project Designer***

Laura Converse has over 18 years of experience in all phases of architecture including site planning, building design, interior design, preparation of construction documents and construction administration. She has worked with Robert Coffee Architect + Associates for 10 years and has been an integral member of the design team on several of the firm's most notable public projects including the Lake Forest Recreation Center, the Fullerton Senior and Community Center, the OASIS Senior Center, the Lawndale Senior and Community Center, the Marguerite Tennis Center Clubhouse and the Mission Viejo Library Story-time Room Remodel. Her responsibilities often include the detail development of the interior spaces and the technical integration of the building systems. Ms. Converse excels at project coordination and works closely with the design team to insure the engineering and architectural disciplines are fully integrated.



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### 2- **RCA+A** PROJECT TEAM

#### **Robert R. Coffee, Architect**     *Resume*

##### ***Principal-in-Charge and Management Contact***

Robert R. Coffee Architect + Associates

Robert R. Coffee has over 44 years of experience in all phases of architecture, interior design and planning. He has been Senior Designer, Project Architect and Principal-in-Charge of various project types from office and retail uses to educational and municipal buildings. He has had extensive experience in the design of civic and community buildings, particularly libraries, community centers and civic centers. He has considerable experience in working with community citizen groups and managing the public consensus building process for creating responsive community buildings.

His architectural and planning projects have won several Design Awards from the American Institute of Architects and the California Parks and Recreation Society. He has lectured for the Los Angeles Metropolitan Library Conference and has participated as a juror for the California Parks and Recreation Society 2007 Design Awards Program.

##### ***Education:***

Bachelor of Architecture with Honors  
University of Texas at Austin, 1974

##### ***Relevant Project Experience:***

Bowers Museum Expansion  
Signal Hill Library  
Lynwood City Hall Annex  
Coronado Senior Center  
Anthony Munoz Recreation Center  
Lake Forest Recreation Center  
Fullerton Community Center  
OASIS Senior Center  
Lawndale Senior and Community Center and Civic Center Master Plan  
Norman P. Murray Senior and Community Center  
San Marcos Civic Center

##### ***Professional Registration:***

LEED AP  
Licensed Architect, State of California, 1978 (Lic. C 10,620)  
Licensed Architect, State of Texas, 2010 (Lic. 21511)  
Licensed Architect, State of Louisiana, 2013 ( Lic. 7819)  
National Council Architectural Registration Boards, 1978 (Lic. 34,780)

##### ***Professional Activities:***

American Institute of Architects  
Former Director of Design, OCCAIA  
Alumni Council, University of Texas



**Robert R. Coffee Architect + Associates**

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## 2- **RCA+A** PROJECT TEAM

### Terry D. Jacobson, Architect

### *Resume*

#### **Project Manager**

Robert R. Coffee, Architect + Associates

Terry Jacobson entered the profession of architecture in 1968 and has been a valued consultant, working with RCA+A on in a variety of recreational, commercial, industrial, community, and religious facility projects.

Mr. Jacobson formed J7 Architecture in 1993 to provide comprehensive design services to churches, schools and other corporate organizations. His specific specialty is the design of auditoriums and places of assembly for various institutions including religious, corporate and educational.

#### **Education:**

Bachelor of Architecture with Honors  
University of Southern California, 1970

#### **Relevant Project Experience:**

Eastside Christian Church, Anaheim, 2,800 seat auditorium  
Calvary Chapel, Costa Mesa, 200 seat auditorium  
Christ Community Church, Laguna Hills  
Grace Baptist Church, Santa Clarita, Student Center Lecture Hall  
Concordia University Student Union  
Hope International University  
BIOLA University  
Summit Christian Church, 1,500 seat auditorium  
Saddleback Valley Christian School

#### **Professional Registration:**

LEED AP  
Licensed Architect, State of California, 1973  
Licensed Architect, State of Arizona  
Licensed Architect, State of Nevada  
Licensed Architect, State of Minnesota  
National Council Architectural Registration Boards, 1973

#### **Professional Affiliations:**

American Institute of Architects  
Interfaith Forum-Religion, Art and Architecture  
USC Architectural Guild



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### 2- **RCA+A** PROJECT TEAM

#### Jon von Szeliski, Architect

#### *Resume*

##### ***Theater Design Architect Consultant***

Robert R. Coffee, Architect + Associates

John von Szeliski is a retired architect, planner and performing arts facility design consultant. He has had major responsibility for over 200 cultural and performing arts projects in many parts of the United States and is former Chairman of the Theatre Architecture Commission of the U.S. Institute for Theatre Technology.

Prior to becoming an architect, Mr. von Szeliski was a theatre director, designer and teacher. He was Artistic Director of the Adams Memorial Theatre and Chairman of the Department of Drama at Williams College in Massachusetts. He has also been Trustee of the Williamstown Theatre, a professional theater company. He is author of several articles, essays and books on arts and theatre architecture subjects and he illustrated and contributed to a book on theatre architecture and theatre history.

Mr. von Szeliski was the Director of Design for tBP Architects in Newport Beach, CA. In that capacity, he was primarily responsible for numerous master plans and designs for large educational facilities, several church projects and a variety of public sector buildings. He helped tBP Architects expand their practice in theatre design and was the Principal-in-Charge of dozens of theatre projects before establishing his own practice, JVSA in 1986.

One of his premier projects is the Orange County Performing Arts Center (now the Segerstrom Center for Performing Arts), which is considered one of the finest major arts centers worldwide.

##### ***Education:***

Bachelor of Science, (Psychology/Theatre); Purdue University  
Ph.D., (Theatre/English) University of Minnesota  
Architectural Studies at Southern California Institute of Architecture and California Polytechnic University, Pomona, CA

##### ***Relevant Project Experience:***

Orange County Performing Arts Center, Costa Mesa, CA  
Clark County Library Theater, Las Vegas, NV  
Nelson Fine Arts Center, Arizona State University, Tempe AZ  
St. Jeanne de Lestonnac Theatre, Temecula, CA  
Dos Pueblos H.S. Theatre, Santa Barbara, CA  
Aspen Center for the Arts, Aspen, CO  
Cheyenne Arts Center, Las Vegas, NV  
NCRT New Theatre Complex, Solana Beach, CA  
Poway Center for the Performing Arts, Poway, CA



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### 2- **RCA+A** PROJECT TEAM

#### **Reginald A. Wilson, Architect** *Resume*

##### ***Project Architect***

Robert R. Coffee Architect + Associates

Reginald A. Wilson has over 28 years of experience in all phases of architecture with emphasis on the preparation of construction documents, project management and construction administration. During the design process Reginald Wilson works closely with the project team consultants to develop the construction documents, project specifications and to maintain the project budget and schedule. Mr. Wilson's attention to detail is invaluable to the development of the bid documents required by the competitive bidding process of public projects. During the Construction Administration phase, Mr. Wilson's efforts are focused on the contractor's correct interpretation of the construction documents and minimizing change orders.

Mr. Wilson joined Robert R. Coffee Architect+ Associates in the year 1997 and his experience and commitment has contributed greatly to the growth of the firm.

##### **Education:**

Bachelor of Science Degree in Architecture.  
California State Polytechnic University, Pomona, CA, 1989

##### **Relevant Project Experience:**

Signal Hill Library  
Lynwood City Hall Annex  
Rancho Cucamonga Sports Center  
Coronado Senior Center  
Lake Forest Recreation Center  
Anthony Munoz Recreation Center  
Fullerton Community Center  
Lawndale Community Center  
Walter D. Ehlers Senior and Community Center  
Rancho Cucamonga Senior and Community Center  
Rancho Cucamonga Natatorium and Gymnasium Complex  
Norman P. Murray Senior and Community Center



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### 2- **RCA+A** PROJECT TEAM

#### Laura Converse, Architect *Resume*

##### **Project Architect/Manager**

Robert R. Coffee Architect + Associates

Laura Converse has over 18 years of experience in all phases of architecture, from site planning and building design to construction document preparation and construction administration. As both a project designer and project manager on various civic and public safety projects throughout California, she has gained experience with a variety of building types, styles, and site configurations as well as learned the special needs and requirements of a publicly owned project. Ms. Converse excels at project coordination and to ensure the client's needs and requests are always met she will work closely with the design team and project consultants to help produce an outstanding final product.

With this range of experience and understanding, Ms. Converse is well equipped to fill any role required in the development of a project of any size from start to finish.

##### **Education:**

Bachelor of Architecture, 2001  
California Polytechnic State University, San Luis Obispo

##### **Professional Registration:**

Licensed Architect, State of California: #30505

##### **Professional Activities:**

American Institute of Architects

##### **Relevant Project Experience:**

Signal Hill Library  
Lynwood City Hall Annex  
Rancho Cucamonga Sports Center  
Coronado Adult Activity Center  
Lake Forest Recreation Center  
Mission Viejo Library Children's Storytime Room  
Anthony Munoz Community Center  
Fullerton Community Center  
Lawndale Community Center  
OASIS Senior Center



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### 2- **RCA+A** FIRM EXPERIENCE

#### Firm Profile

Robert R. Coffee Architect + Associates was established in 1995 with a focus on designing public buildings. Our Project Team is highly experienced in the design, planning and programming of community buildings with assembly spaces similar to this project. In the past ten years this project team has designed the following projects with public assembly and performance spaces; 8 community centers, 2 libraries, 1 City Hall, and a major museum expansion with lecture hall space. As a small design oriented architectural firm, our Project Team is a collaborative relationship developed over many years that has consistently delivered successful projects on schedule and within the designated budget.

#### List of Community Buildings completed in the last 10 years:



- Bowers Museum Expansion, Santa Ana, CA  
Opened in January 2009
- OASIS Senior and Community Center, Newport Beach, CA  
Opened in October 2010
- Lawndale Community Center, Lawndale, CA  
Opened in January 2012
- Mission Viejo Library Children’s Storytime Room, Mission Viejo, CA  
Opened in September 2012
- Marguerite Tennis Facility, Mission Viejo, CA  
Opened in October 2012
- Fullerton Community Center, Fullerton, CA  
Opened in October 2012
- Lake Forest Recreation Center, Lake Forest, CA  
Opened in October 2014
- Coronado Adult Activity Center, Coronado, CA  
Opened in April 2017
- Lynwood City Hall Annex, Lawndale, CA  
Opened in January 2018
- Rancho Cucamonga Sports Center, Rancho Cucamonga, CA  
Opened in July 2018
- Signal Hill Library, Signal Hill, CA  
Opening in August 2019



On the following pages, we have provided detailed information on our relevant experience based on four projects with similar requirements to the Newport Beach Library Lecture Hall.

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### 2- **RCA+A** FIRM EXPERIENCE

#### Similar Project Experience

##### ***Bowers Museum of Cultural Art Dorothy and Donald Kennedy Wing Expansion***

**Description:** The single story 30,000 SF north wing expansion provides a new Main Street entry to the museum, an 1,800 SF exhibit arcade/gallery, two additional exhibit galleries of approximately 5,000 SF each, a 5,800 SF atrium for both rotating exhibits and events, a 300 seat theater/auditorium with green room for lectures and seminars, new men's and women's restrooms and a café/catering food preparation area. Respecting the historical significance of the original 1932 Bowers Museum building the contemporary architecture of the new wing speaks to the potential and optimism of the future by bringing invention to tradition.



##### **Auditorium Space:**

Room Configuration:	Rectangular
Seating:	296 Seats, radius arrangement with side aisles
Floor:	Sloped
Audio-Visual :	Front Projection Booth
Stage:	Raised Stage

##### **References:**

*Dr. Peter Keller*  
*Director*  
*Bowers Museum of Art*  
*2002 North Main Street*  
*Santa Ana, CA 92630*  
*(714) 567-3600*  
[pkeller@bowers.org](mailto:pkeller@bowers.org)

*Mr. Rick Lutzky*  
*Construction Manager*  
*Lutzky Associates Development*  
*29346 Dean Street*  
*Laguna Niguel, CA 92677*  
*(714) 323-7609*  
[rlutzky@lutzky.com](mailto:rlutzky@lutzky.com)



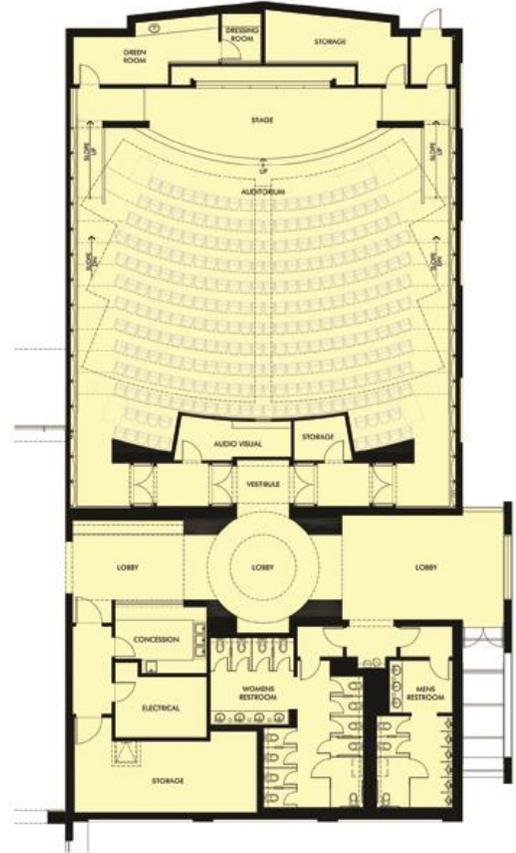
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## 2- **RCA+A** FIRM EXPERIENCE

### Similar Project Experience

*Bowers Museum of Cultural Art  
Dorothy and Donald Kennedy Wing Expansion*



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## 2-RCA+A FIRM EXPERIENCE

### Similar Project Experience

#### Lynwood City Hall Annex

**Description:** Taking cues from the existing 1946 City Hall Building, the new 10,600 SF City Council Chamber Annex is designed to be a compliment to the original mid-century modern structure. Like the original building, the new building is sited to face the Civic Lawn but is placed perpendicular to the original structure thus enclosing this public outdoor space. The new building is distinguished by a glass enclosed entry lobby that serves the Council Chamber and the City Council Offices. At the back of the lobby is a feature wall that can be seen from the Civic Lawn. The building accommodates offices for the City Council, the City Manager, Assistant City Manager, City Attorney, Public Relations and the IT Department. The Council Chamber with a rear screen projection system seats 120 people and is distinguished by a large multi-colored paned window that recalls the stained-glass window in the original Council Chamber



#### Auditorium Space:

Room Configuration:	Rectangular
Seating:	120 Seats, straight rows with center and side aisles
Floor:	Sloped
Audio-Visual :	Rear Projection Booth
Stage:	Raised Dias

#### References:

*Ms. Lorry Hempe*  
Public Works Special Projects Manager  
City of Lynwood  
11330 Bullis Road  
Lynwood, CA 90262  
(310) 603-0220 x-500  
[LHempe@lynwood.ca.us](mailto:LHempe@lynwood.ca.us)

*Mr. Jim Fisher*  
Construction Manager  
Erikson-Hall Construction Co.  
500 Corporate Drive  
Escondido, CA 92029  
(760) -796-7700  
[jfisher@eriksonhall.com](mailto:jfisher@eriksonhall.com)

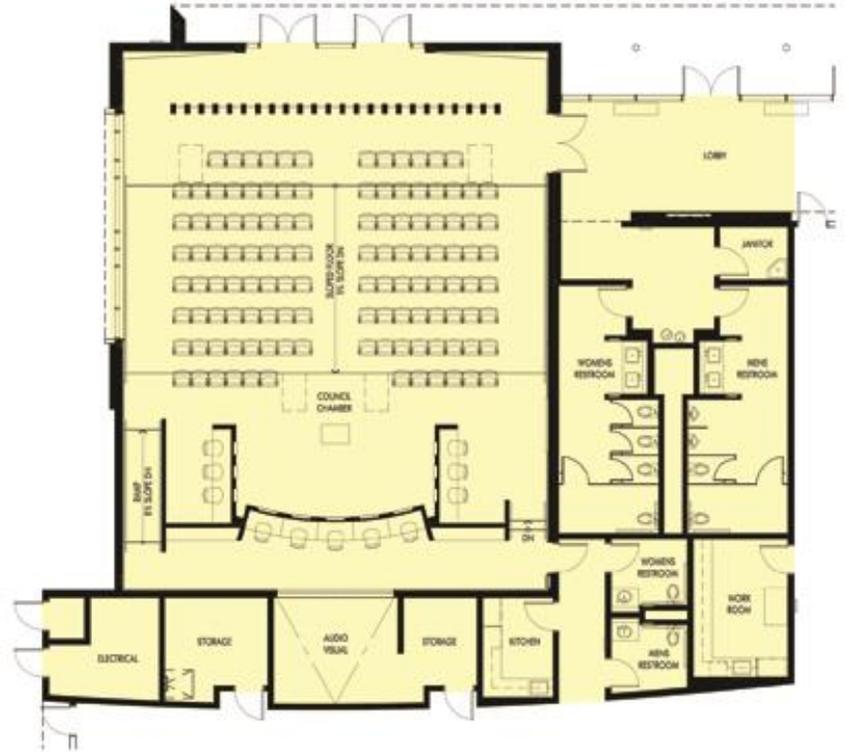


# NEWPORT BEACH LIBRARY LECTURE HALL

## 2- **RCA+A** FIRM EXPERIENCE

### Similar Project Experience

*Lynwood City Hall Annex*



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 2- **RCA+A** FIRM EXPERIENCE

#### Similar Project Experience

##### **OASIS Senior Center, Newport Beach, CA**

**Description:** The building and space program for this 36,500 SF senior center was developed through a four-month programming and planning process with the administration staff, the out-source program directors, the seniors and the Friends of OASIS. Designed on the existing five-acre site, the new facility increases the useable area of the existing center by 12,500 SF and increases the parking by 60 spaces. The new center is planned as a “campus” of individual buildings organized around a central outdoor courtyard. Each building houses educational classrooms, arts and crafts programs, health and fitness activities, social and assembly functions and administrative offices. The architecture utilizes sloped roofs, wood trusses and beams, large windows and a combination of wood siding, fossil stone and plaster to relate to the surrounding residential neighborhood and create a contemporary environment with a traditional feel.



##### **Auditorium Space:**

Room Configuration:	Rectangular
Seating:	120 Seats, straight rows with center and side aisles
Floor:	Flat
Audio-Visual :	Ceiling Mounted Projection
Stage:	Raised



##### **References:**

*Ms. Laura Detweiler*  
*Rec./Senior Services Director*  
*3300 Newport Blvd.*  
*Newport Beach, CA 92663*  
*(949) 644-3157*  
[ldetweiler@city.newport-beach.ca.us](mailto:ldetweiler@city.newport-beach.ca.us)

*Mr. David Webb*  
*Public Works Director*  
*3300 Newport Blvd.*  
*Newport Beach, CA 92663*  
*(949) 644-3328*  
[dawebb@city.newport-beach.ca.us](mailto:dawebb@city.newport-beach.ca.us)



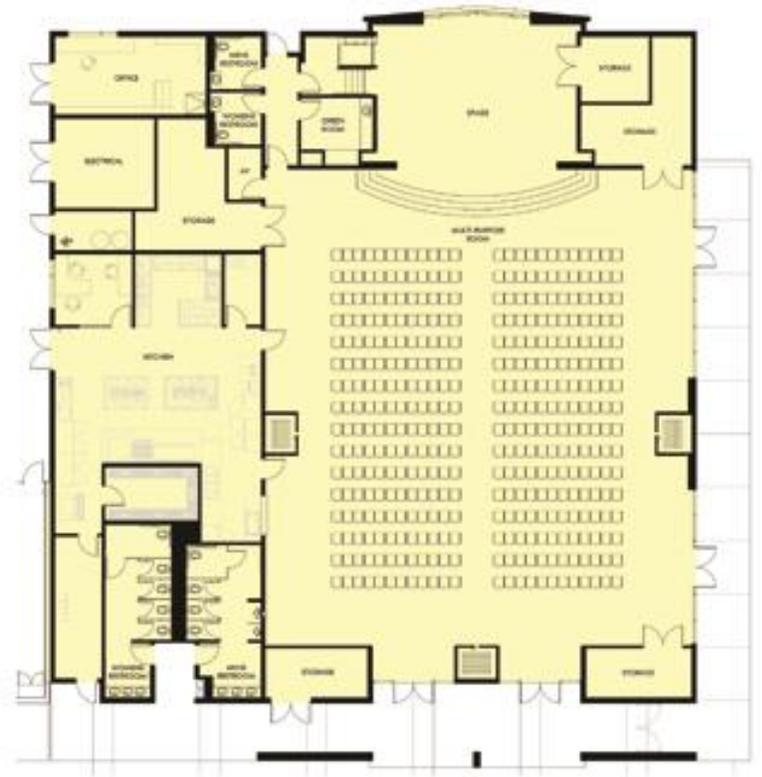
# NEWPORT BEACH LIBRARY LECTURE HALL

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## 2- **RCA+A** FIRM EXPERIENCE

### Similar Project Experience



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 2- **RCA+A** TEAM EXPERIENCE

#### Similar Project Consultant Team Experience



Eastside Christian Church, Anaheim, CA  
**Terry Jacobson, J7 Architecture**



Poway Arts Center, Poway, CA  
**John von Szeliski, Theater Design Consultant**  
**Robert R. Coffee Architect + Associates**

## NEWPORT BEACH LIBRARY LECTURE HALL

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### 2- **RCA+A** TEAM EXPERIENCE

#### Similar Project Consultant Team Experience



Klarman Hall  
Harvard Business School, Boston, MA

**IDIBRI**  
Theater Planning, Lighting, Audio-  
Visual and Acoustical Consultant



Klarman Hall  
Harvard Business School, Boston, MA



Francis Parker School  
San Diego, CA

## NEWPORT BEACH LIBRARY LECTURE HALL

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### 3- PROJECT CONSULTANT TEAM

#### Consultant Team

The RCA+A Consultant Team assembled for this project has worked together on public projects for the past 20 years. To specifically address the unique audio-visual and acoustical design requirements for this project we have added to our team IDIBRI, a premier nationwide Theater Planning and Audio-Visual/Acoustical Design Firm with offices in San Diego. Additionally, John Von Szeliski, a preeminent theater design architect with whom we have had a professional relationship with for the past 10 years will be working as an integral part of the in-house RCA+A team for this specific project to provide expertise in theater planning and design.

#### ***Robert R. Coffee Architect + Associates***

Robert R. Coffee, Principal and Designer  
Terry D. Jacobson, Alternate Project Manager  
John Von Szeliski, Theater Design Architect Consultant  
Laura Converse, Project Architect-Design  
Reginald Wilson, Project Architect-Construction

#### ***Design and Engineering Consultant Team***

##### ***Geotechnical Consultant***

**Leighton Consulting, Inc.**  
17781 Cowan Avenue  
Irvine, CA 92614  
Joe Roe, Principal Geologist  
Djan Chandra, Principal Engineer

##### ***Civil Engineer***

**CivTec**  
999 Corporate Drive Suite 100  
Ladera Ranch, CA 92694  
Tom Carcelli, Principal

##### ***Landscape Architects***

**Rabben Herman Design Office, Ltd.**  
609 Dover, Suite 9  
Newport Beach, CA 92663  
Bill Rabben, Principal  
Amy Kim, Project Manager



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 3- PROJECT CONSULTANT TEAM

#### Consultant Team *(continued)*

##### ***Structural Engineer***

###### **Shimaji and Lascola, Inc.**

23682 Birtcher Drive  
Lake Forest, CA 92630

Jim Lascola, Principal  
Ron Shimaji, Principal

##### ***Mechanical/ Plumbing Engineers***

###### **Pocock Design Solutions**

14451 Chambers Road Suite 210  
Tustin, CA 92780

Tim Pocock, Principal, Plumbing  
Andrew Gossman, Principal, Mechanical

##### ***Electrical Engineers***

###### **FBA Engineering**

3420 Irvine Ave. Suite 200  
Newport Beach, CA 92660-3189

Bill Zavrnick, Principal  
Steve Roth, Project Manager  
Stephen Zajicek, Project Engineer

##### ***Theater Planning/Audio-Visual/Acoustic Engineers***

###### **IDIBRI**

1935 N. Marshall Avenue  
El Cajon, CA 92020

Jeff Miller-Project Manager, Theater Designer  
David Stephens, Theatrical Lighting  
Jennifer Hu, Audio-Visual Designer  
Krisi Hinoва, Acoustical Engineer

##### ***Signage/Graphic Design***

###### **Gerry Stamm Design, LLC**

54 Fillmore  
Irvine, CA 92620

Gerry Stamm, Principal

##### ***Cost Estimating***

###### **HL Construction Management**

678 North Lemmon Hill Trail  
Orange, CA 92869

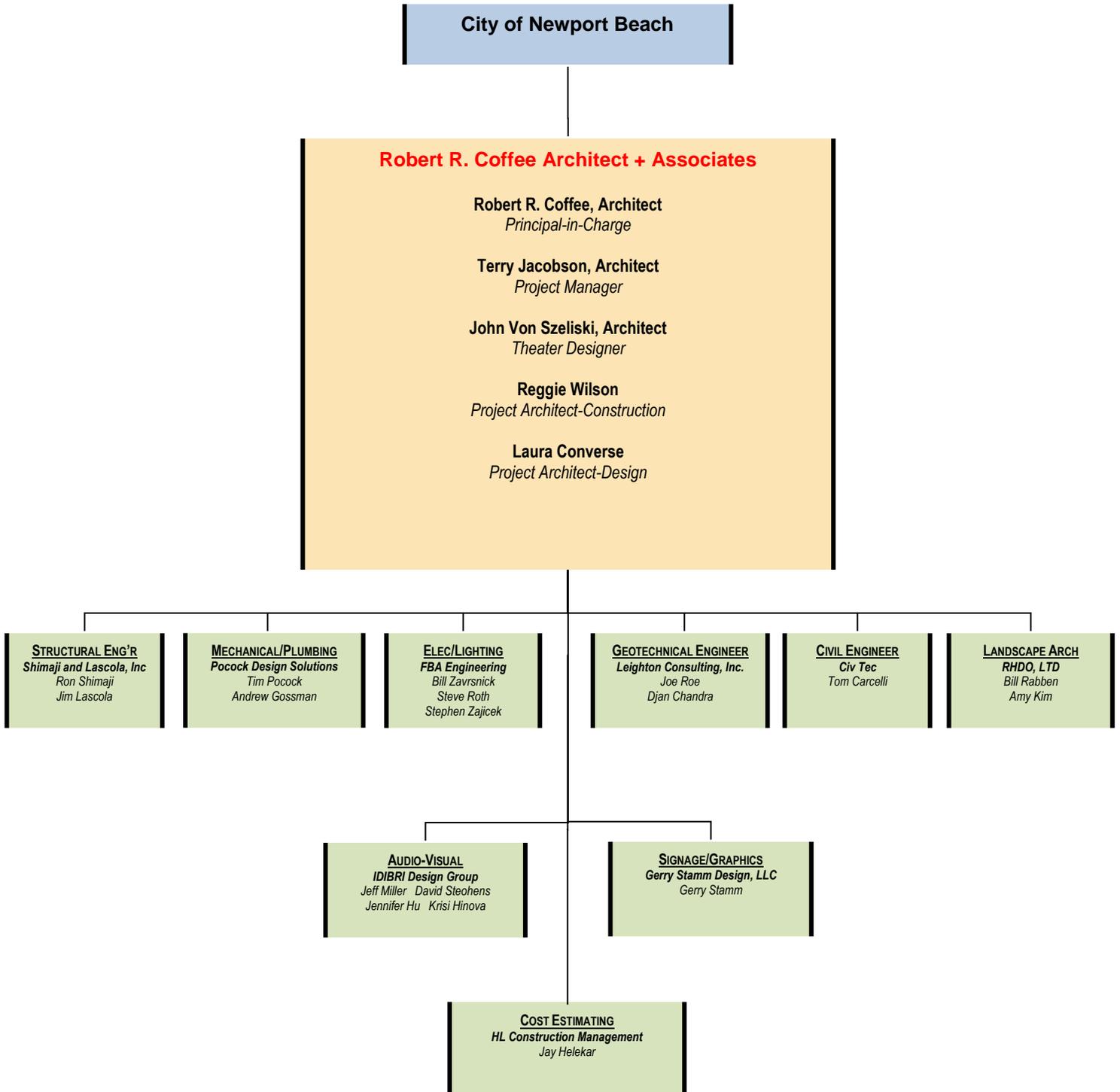
Jay Helekar, Principal



# NEWPORT BEACH LIBRARY LECTURE HALL

## 3- PROJECT CONSULTANT TEAM

### ORGANIZATIONAL CHART



Robert R. Coffee Architect + Associates

# NEWPORT BEACH LIBRARY LECTURE HALL

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## 3- PROJECT CONSULTANT TEAM

### Resume's for Primary Project Consultant Team

#### ***Geotechnical Consultant***

##### **Leighton Consulting, Inc.**

Joe Roe, Principal Geologist  
Djan Chandra, Principal Engineer

#### ***Civil Engineer***

##### **CIVTEC**

Tom Carcelli

#### ***Landscape Architects***

##### **Rabben Herman Design Office, Ltd.**

Bill Rabben, Principal  
Amy Kim, Project Manager

#### ***Structural Engineer***

##### **Shimaji and Lascola, Inc.**

Jim Lascola, Principal  
Ron Shimaji, Principal

#### ***Mechanical/ Plumbing Engineers***

##### **Pocock Design Solutions**

Tim Pocock, Principal, Plumbing  
Andrew Gossman, Principal, Mechanical

#### ***Electrical Engineers***

##### **FBA Engineering**

Bill Zavrnick, Principal  
Steve Roth, Project Manager  
Stephen Zajicek, Project Engineer

#### ***Theater Planning/Audio-Visual/Acoustic Engineers***

##### **IDIBRI**

Jeff Miller-Project Manager, Theater Designer  
David Stephens, Theatrical Lighting  
Jennifer Hu, Audio-Visual Designer  
Krisi Hinova, Acoustical Engineer

#### ***Signage/Graphic Design***

##### **Gerry Stamm Design, LLC**

Gerry Stamm, Principal

#### ***Cost Estimating***

##### **HL Construction Management**

Jay Helekar, Principal



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 4- TASK MATRIX

The Task Matrix is presented on the following two sheets. We have divided the tasks into sub-phases of the three phases listed in the RFP. This same Task List has been used to develop the Project Schedule, Scope of Work and Fee Proposal.

#### **Phase One: *Research, Programming, Planning and Design***

- Phase 1A:** *Research and Investigations*
- Phase 1B:** *Programming*
- Phase 1C:** *Planning*
- Phase 1D:** *Schematic Design*

#### **Phase Two: *Design Planning Approvals***

#### **Phase Three: *Construction Documents, Bidding and Construction***

- Phase 3A:** *Construction Documents*
- Phase 3B:** *Bidding*
- Phase 3C:** *Construction Administration*
- Phase 3D:** *Close-out*

**Note:** We have provided this Task Matrix with hours only. The Task Matrix submitted with the Fee Proposal under separate cover will include the dollar values.



PHASE 1  
**TASK MATRIX**  
(IN HOURS)

**NEWPORT BEACH LIBRARY LECTURE HALL**

TASK	RCA+A Robert Coffee	RCA+A Terry Jacobson	RCA+A John von Szeliski	RCA+A Laura Converse	RCA+A Reggie Wilson	Leighton Consulting Inc.	CIVTEC	RHDO	Shimaji Lascola Inc	PDS	FBA	IDIBRI	Gerry Stamm Design	HLCM
<b>PHASE 1A: RESEARCH</b>														
Project Management	16	4	-	-	-	-	-	-	-	-	-	-	-	-
LLHDC/Staff Meetings (2).	4	-	4	-	-	-	-	-	-	-	-	2	-	-
Aerial Topo/Field Survey	-	-	-	-	-	-	Fixed Fee	-	-	-	-	-	-	-
ALTA Survey	-	-	-	-	-	-	Fixed Fee	-	-	-	-	-	-	-
Geotechnical Investigation/Report	-	-	-	-	-	Fixed Fee	-	-	-	-	-	-	-	-
Existing Site/Building Survey	2	2	2	-	-	-	2	2	-	-	-	-	-	-
Research Regulatory Requirements	2	--	-	-	-	-	2	-	-	-	-	-	-	-
Compile Base Map	-	-	-	4	-	-	16	2	-	-	-	-	-	-
<b>PHASE 1B: PROGRAMMING</b>														
Project Management	16	4	-	-	-	-	-	-	-	-	-	-	-	-
LLHDC/Staff Meetings (2).	6	-	4	-	-	-	-	2	-	-	-	2	-	-
Compile Site Programming Document	4	-	4	4	-	-	-	8	-	-	-	14	-	-
Compile Building Programming Document	8	-	-	8	-	-	-	-	-	-	-	-	-	-
<b>PHASE 1C: PLANNING</b>														
Project Management	16	4	-	-	-	-	-	-	-	-	-	-	-	-
LLHDC/Staff Meetings (3).	6	-	6	-	-	-	-	2	-	-	-	4	-	-
Develop 4 Site/Building Concepts	40	-	16	16	-	-	-	24	-	-	-	28	-	-
Refine Preferred Scheme	16	-	4	8	-	-	-	20	-	-	-	16	-	-
Prepare Conceptual Cost Estimate	8	-	-	-	-	-	-	-	-	-	-	4	-	30
Community Meeting (1)	8	-	4	8	-	-	-	2	-	-	-	-	-	-
Presentation to City Council	4	-	-	-	-	-	-	2	-	-	-	-	-	-
<b>PHASE ID: SCHEMATIC DESIGN</b>														
Project Management	24	4	-	-	-	-	-	-	-	-	-	-	-	-
LLHDC Staff Meetings (4)	8	-	4	-	-	-	-	2	-	-	-	4	-	-
Prepare Schematic Design Drawings	40	-	4	40	-	-	45	72	32	24	48	28	17	-
Prepare Prelim. WQMP	-	-	-	-	-	-	10	-	-	-	-	-	-	-
Prepare Schematic Design Cost Estimate	4	-	-	-	-	-	-	4	-	-	-	4	-	70
Communty Meeting (1)	4	-	-	-	-	-	-	4	-	-	-	2	-	-
Presentation to City Council	4	-	-	-	-	-	-	4	-	-	-	-	-	-
Complete Fund Raising Package	8	-	-	16	-	-	-	2	-	-	-	-	-	-
<b>TOTAL HOURS</b>	<b>248</b>	<b>18</b>	<b>52</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>152</b>	<b>32</b>	<b>24</b>	<b>48</b>	<b>108</b>	<b>17</b>	<b>100</b>

PHASE 2 and PHASE 3

**TASK MATRIX**

(IN HOURS)

**NEWPORT BEACH LIBRARY LECTURE HALL**

TASK	RCA+A Robert Coffee	RCA+A Terry Jacobson	RCA+A John von Szeliski	RCA+A Laura Converse	RCA+A Reggie Wilson	Leighton Consulting Inc.	CIVTEC	RHDO	Shimaji Lascola Inc	PDS	FBA	IDIBRI	Gerry Stamm Design	HLCM
<b>PHASE 2: DESIGN PLANNING APPROVALS</b>														
Project Management	30	10	-	-	-	-	-	-	-	-	-	-	-	-
LLHDC/Staff Meetings (2).	4	-	2	-	-	-	-	-	-	-	-	-	-	-
Submit S.D. Package to Irvine Co.	10	-	-	24	-	-	-	-	-	-	-	-	-	-
Submit S.D. Package to City Planning	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Submit WQMP to City Planning	2	-	-	-	-	-	6	-	-	-	-	-	-	-
Initiate Workorders w/ SCE & SC Gas Co.	-	-	-	8	-	-	-	-	-	-	-	-	-	-
Update Project Schedule	2	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>PHASE 3A: CONSTRUCTION DOCUMENTS</b>														
Project Management	60	30	-	-	-	-	-	-	-	-	-	-	-	-
LLHDC/Staff Meetings (2).	4	-	-	-	4	-	-	-	-	-	-	4	-	-
Prepare 75% C.D. Submittal	40	-	-	144	540	-	180	154	190	130	130	160	53	-
Update Cost Estimate	4	-	-	-	-	-	-	-	-	-	-	-	-	80
Prepare 95% C.D. Submittal	16	-	-	48	140	-	35	40	50	34	24	40	36	-
Update Cost Estimate	4	-	-	-	-	-	-	-	-	-	-	-	-	24
Prepare 100% C.D. Submittal	4	-	-	8	40	-	10	16	12	12	16	12	20	-
Update Cost Estimate	4	-	-	-	-	-	-	-	-	-	-	-	-	16
Prepare Project Manual and Specs.	24	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>PHASE 3B: BIDDING</b>														
Assist City Prepare Bid Package	2	-	-	8	16	-	-	-	-	-	-	-	-	-
Prepare Bid Addenda	2	-	-	8	24	-	5	8	8	12	10	4	-	-
Attend Pre Bid Conference	2	-	-	-	2	-	-	-	-	-	-	-	-	-
Assist City with Bid Review	2	-	-	-	2	-	-	-	-	-	-	-	-	-
<b>PHASE 3C: CONSTRUCTION ADMINISTRATION</b>														
Attend Bi-weekly Job Meetings	52	-	-	-	132	-	-	-	-	-	-	-	-	-
Review Submittals	40	-	-	-	200	-	16	24	16	24	24	24	8	-
Answer RFI's	40	-	-	-	312	-	12	12	24	12	12	12	4	-
Issue Bulletins/Change Orders	24	-	-	16	64	-	-	4	4	4	4	4	-	-
Review Pay Applications	40	-	-	-	-	-	-	-	-	-	-	-	-	-
Punch List	16	-	-	-	24	-	8	8	4	8	8	8	8	-
<b>PHASE 3D: CLOSE-OUT</b>														
Prepare As-Built Drawings	4	-	-	30	-	-	5	4	8	8	12	4	-	-
<b>TOTAL HOURS</b>	<b>440</b>	<b>40</b>	<b>2</b>	<b>294</b>	<b>1500</b>	<b>0</b>	<b>277</b>	<b>270</b>	<b>316</b>	<b>244</b>	<b>240</b>	<b>272</b>	<b>129</b>	<b>120</b>

## NEWPORT BEACH LIBRARY LECTURE HALL

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### 5- PROJECT SCHEDULE

The Project Schedule is presented on the following page. We have divided the schedule into the Tasks and Phases shown in the Task Matrix.

**Phase One: *Research, Programming, Planning and Design***

Start Date: September 11, 2019

End date: February 14, 2020

Duration: 22.5 weeks (93 work days)

**Phase Two: *Design Planning Approvals***

Start Date: February 17, 2020

End date: March 20, 2020

Duration: 5 weeks (25 work days)

**Phase Three: *Construction Documents, Bidding and Construction***

Start Date: March 23, 2020

End date: March 7, 2022

Duration: 105 weeks (526 days)





### 6-SCOPE OF WORK

#### PHASE ONE: *Research, Programming, Planning and Schematic Design*

This Phase has five sub-phases of work: Phase 1a)-*Research*; to understand the physical and jurisdictional constraints and opportunities inherent to this site, Phase 1b)-*Programming*; to refine the programming for the lecture hall (particularly seating configuration, sight-lines, theatrical lighting, acoustics and audio-visual elements) and the functional requirements of the adjacent outdoor courtyard spaces, Phase 1c)-*Planning*; determine the best planning solution for the location and configuration of the lecture hall and the necessary related outdoor spaces and Phase 1d)-*Schematic Design*; development of the architectural design of the building and outdoor spaces with an Estimate of Probable Construction Cost. This task will also include the compilation of a Fund-Raising Package that will include renderings and drawings illustrating the interior and exterior design of the project and opportunities for donor recognition.

##### Phase 1a: **Research Tasks**

- 1) Pre-Design/Kick-Off Meeting
- 2) Aerial Topo
- 3) Review of Title Report / Research of Existing Utilities
- 4) ALTA Survey
- 5) Existing Building and Site Field Survey
- 6) Geotechnical Investigations
- 7) Research of Regulatory Requirements and Permitting
- 8) Comprehensive Base Map of Constraints and Opportunities
- 9) Update Project Schedule
- 10) Meetings with LLHDC/City Staff

##### Phase 1b: **Programming Tasks**

- 1) Site/ Outdoor Space Programming
- 2) Building Programming
- 3) Complete Site/Building Programming Document
- 4) Meetings with LLHDC/City Staff

##### Phase 1c: **Planning Tasks**

- 1) Develop 4 Building/Site Plan Concepts
- 2) Meetings with LLHDC/City Staff
- 3) Community Meeting
- 4) Refine Preferred Scheme
- 5) Prepare Conceptual Cost Estimate
- 6) Presentation to City Council



# NEWPORT BEACH LIBRARY LECTURE HALL

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## 6-SCOPE OF WORK

### PHASE ONE: *Research, Programming, Planning and Schematic Design* (continued)

#### Phase 1d: *Schematic Design Tasks*

- 1) Prepare Schematic Design Drawings
- 2) Prepare Schematic Design Cost Estimate
- 3) Complete Preliminary WQMP
- 4) Meetings with LLHDC/City Staff
- 5) Community Meeting
- 6) Presentation to City Council
- 7) Compile Fund Raising Package

#### Deliverables:

- 1) Aerial Topo/ Field Survey with Existing Buildings
- 2) Composite Existing Underground Utility Map
- 3) Geotechnical Investigations and Recommendations Report
- 4) Summary of Building and Site Programming Meetings
- 5) Project Schedule
- 6) Four Building and Site Plan Concept Studies
- 7) Schematic Design Package
  - A. Architectural Drawings
    - a. Site Plan
    - b. Floor Plan
    - c. Roof Plan
    - d. Elevations
    - e. Sections
    - f. 4 Renderings (3 ext./1 int.)
  - B. Landscape Drawings
    - a. Conceptual Planting Plan
    - b. Conceptual Hardscape Plan
  - C. Civil Engineering Drawings
    - a. Preliminary Grading Plan
    - b. Preliminary Sewer and Water Plan
  - D. Audio-Visual, Acoustic and Theatrical Lighting Drawings
    - a. Floor Plan
    - b. RCP Plan
    - c. Building Sections/Wall Elevations
    - d. Lighting and Speaker Plan
    - e. Controls Plan
  - E. Structural Engineering Drawings
    - a. Foundation Plan
    - b. Roof Framing Plan
  - F. Mechanical and Plumbing
    - a. Floor Plan (Schematic pipe and duct routing)
    - b. Roof Plan (Unit Sizing and Conceptual System Design)



# NEWPORT BEACH LIBRARY LECTURE HALL

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## 6-SCOPE OF WORK

### PHASE ONE: *Research, Programming, Planning and Schematic Design* (continued)

- G. Electrical Engineering
  - a. Single Line Diagram and Panel Schedule
  - b. Site Lighting Plan
  - c. Building and Theater Lighting Plan
  - d. Power and Data Plan
- 8) Estimate of Probable Construction Cost
- 9) Fund Raising Package

- Meetings:**
- 11 meetings with LLHDC/City Staff
  - 2 Community Meetings
  - 2 Presentations to the City Council



### PHASE TWO: *Design and Planning Approvals*

During this phase, the RCA+A Team will work with the City to secure design approval from the Irvine Company and preliminary and conditional approvals from the City of Newport Beach Planning Department, Building Department and Fire Department. The preliminary WQMP will be prepared and submitted for review by the City. RCA+A will initiate the work orders with both Southern California Edison and the Southern California Gas Company.

- Tasks:**
- 1) Submit Schematic Design Package to the Irvine Company for review.
  - 2) Prepare preliminary WQMP and submit to the City for review.
  - 3) Initiate work order applications with both SCE and SoCal Gas Company.
  - 4) Update Project Schedule.

- Deliverables:**
- 1) Preliminary WQMP
  - 2) Updated Schematic Design Package
  - 3) Work Order Applications for SCE and SoCal Gas
  - 4) Updated Project Schedule

- Meetings:**
- 2 Meetings with the LLHDC/City Staff



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 6-SCOPE OF WORK

#### PHASE THREE: *Construction Documents, Bidding and Construction Administration*

This Phase of the project includes three sub-phases; 3a) Construction Documents, 3b) Bidding and 3c) Construction Administration.

##### Phase 3a: **Construction Documents**

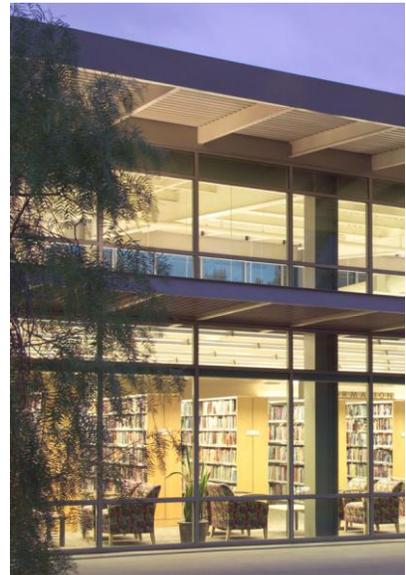
RCA+A will provide a set of construction documents consisting of complete construction level plans and specifications and other documentation setting forth in detail the requirements for bidding and construction of the project for submittal to and approval by the City of Newport Beach Building Department and Fire Department.

##### Tasks:

- 1) Prepare Construction Document Drawings
  - a. 75% Submittal
  - b. 95% Submittal
  - c. 100% Submittal
- 2) Update Estimate of Probable Construction Cost
  - a. 75% Submittal
  - b. 95% Submittal
  - c. 100% Submittal
- 3) Prepare Project Manual and Specifications
- 4) Secure Building Department Approval
- 5) Secure Fire Department Approval
- 6) Prepare Final Bid Package

##### Deliverables:

- 1) Construction Document Drawings
  - a. Architectural / Interior Design Drawings:
    - Technical Site Plan
    - Floor Plans
    - Floor Finish Plan
    - Roof Plans
    - Reflected Ceiling Plans
    - Elevations
    - Building Sections
    - Wall Sections
    - Interior Finish Schedule
    - Window and Door Schedule
    - Interior Elevations of Primary Spaces
    - Construction Details
    - Technical Specifications



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 6-SCOPE OF WORK

#### PHASE THREE: *Construction Documents, Bidding and Construction Administration* (continued)

##### Deliverables:

- b. Landscape Drawings:
  - Landscape Planting Plan
  - Landscape Hardscape Plan
  - Landscape Irrigation Plan
  - Landscape Sections and Details
  - Technical Specifications
- c. Civil Engineering Drawings:
  - Demolition Plan
  - Final Grading and Drainage Plan
  - Erosions Control Plan
  - Horizontal Control Plan
  - Final WQMP
  - Water and Sewer Plan and Details
  - Technical Specifications
- e. Structural Engineering Drawings:
  - Foundation Plans
  - Floor and Roof Framing Plans
  - Special Details
  - Structural Design Calculations
  - Technical Specifications
- f. Mechanical and Plumbing Engineering Drawings:
  - Mechanical Floor Plans -Supply and Return Ductwork
  - Plumbing Floor Plans-Fixture Locations
  - Mechanical Roof Plans-Equipment Location
  - Plumbing Rood Plans-Roof Drains
  - Title 24 Energy Analysis
  - Equipment Schedule and Standard Details
  - Technical Specifications/Cut-sheets
- g. Electrical Engineering Drawings:
  - Electrical Site Plan
  - Building Lighting Floor Plan
  - Building Power, Data and Signal Floor Plan
  - Fire Alarm Plan
  - Single Line Drawing and Panel Schedules
  - Technical Specifications/Cut-sheets
- h. Audio-Visual, Acoustic and Theatrical Lighting Drawings:
  - Equipment Location Floor Plans
  - Theatrical Lighting Plans
  - Acoustical Plans and Details
  - Audio-Visual Plans and Details
  - Installation Details
  - Technical Specifications/Cut-sheets



# NEWPORT BEACH LIBRARY LECTURE HALL

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## 6-SCOPE OF WORK

### PHASE THREE: *Construction Documents, Bidding and Construction Administration* (continued)

- Deliverables:**
- i. Signage and Graphics Design Drawings:
    - Site and Building Sign Location Plans
    - Exterior and Interior Sign Type Design
    - Technical Specifications
  - 2) Final Estimate of Probable Construction Cost
- Meetings:** 2 meetings with LLHDC/City Staff



#### Phase 3b: **Bidding**

RCA+A will assist the City Contract and Bid Administrator and Construction Manager in organizing and issuing the Bid Documents. RCA+A will provide services consisting of preparation of Addenda as may be required during the bidding process including all supplementary drawings, specifications, instructions and notice of changes in the bidding schedule and procedure. RCA+A will analyze alternates and substitutions for conformance with the Contract Documents and will participate with the City in conducting the Pre-Bid Conference and reviewing the completeness of the Bids received.

- Tasks:**
- 1) Assist City in assembling the Bid Package.
  - 2) Prepare Addenda and review substitutions as required.
  - 3) Attend Pre-Bid Conference.
  - 4) Assist City with the Review of the Bids
- Deliverables:** 1) Addenda as required.
- Meetings:** 2 meetings with City Staff



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 6-SCOPE OF WORK

#### PHASE THREE: *Construction Documents, Bidding and Construction Administration* (continued)

##### Phase 3c: **Construction Administration and Closeout**

RCA+A will provide Construction Administration Services consisting of the following:

**Tasks:**

- 1) *Construction Field Observation Services* consisting of visits to the site at weekly job meetings to become generally familiar with the progress of the work and the quality of the work and to determine in general if the Work is proceeding in accordance with the Contract Documents. The Project Schedule anticipates a Construction Schedule of 13 months. The Fee Proposal assumes a total of 56 site visits.
- 2) *Processing Submittals*, including receipt, review of, and taking appropriate action on shop drawings, product data, samples and other submittals required by the Contract Documents.
- 3) *Supplemental Documents* services consisting of preparation and distribution of supplemental drawings, specifications and interpretations in response to Request for Information by the Contractor.
- 4) *Construction Change Directive/Change Order* services consisting of preparation and distribution of drawings and specifications to describe work to be added, deleted or modified and review of proposal from the Contractor relative to changes in the time for Substantial Completion.
- 5) *Payment Application* review for conformance with the Work completed.
- 6) *Punch List*: This task will include a detailed inspection with the City's representative for the conformity of the Work to the Contract Documents and the preparation of a list enumerating the items to be completed or corrected by the contractor.



**Meetings:** 24 meetings (bi-weekly meetings for 12 months of construction)

##### Phase 3d: **Post Construction Services**

The Design Team will prepare "As-Built" Drawings by updating the original Construction Set of drawings with the as-built field conditions as recorded by the Contractor under the condition the Contractor has documented all as-built conditions that deviate from the Contract Documents on a monthly basis and are clear and concise.

**Deliverables:** 1) As-Built Drawings in PDF format on CD

**Meetings:** 1 Site Visit

### 7- SUGGESTIONS FOR IMPROVING THE PROJECT

- 1) ALTA Survey:** An ALTA Survey requires a level of research and time that may not be necessary for this project. A standard survey will include boundary lines, location of the buildings and site improvements, identification of all easements, underground and above ground utilities and topography. The City could save money by doing a standard survey as opposed to an ALTA Survey. If, during the course of the project the ALTA Survey is needed, the additional work could be conducted at that time, thus saving the City some costs at the beginning of the project.
- 2) Elevated vs. Slab-at-Grade:** Our structural engineer has suggested we utilize a sloped or stepped slab-at-grade to save money and construction time on the building foundation system. An elevated or cantilevered slab will be much more expensive than a slab-at-grade. We envision using an extended footing wall at the edge of the bio-swale and back-filling the area beneath the slab in the theater seating area. This also allow the sub-surface utilities to be dealt with in a more conventional manner.
- 3) Video-Conferencing/Conference Calls for some Meetings:** By using conference calls and/or video conferencing (i.e. Go-To-Meeting) we could increase the ability for the LLHDC and Design Consultant Team to communicate on a regular basis during the design process. By scheduling a bi-weekly conference call, all parties could easily check in with one another and discuss the project and any critical issues. This method of communication would not be subject to the difficulties of trying to bring everyone to the same location for a meeting.



## NEWPORT BEACH LIBRARY LECTURE HALL

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### 8- APPENDIX

#### Consultant Proposal Worksheets

Consultant Proposal Worksheet

Acknowledgement of City's Standard Agreement

