

June 6, 2025

Mrs. Amy Callanan, PE
Engineering Manager
Town of Mammoth Lakes
PO Box 1609
Mammoth Lakes, CA 93546
acallanan@townofmammothlakes.ca.gov

Regarding: Proposal for Architectural & Engineering Services
Town of Mammoth Lakes (TOML)
Childcare TI (CTI)
HMC #2375013-000

Dear Mrs. Callanan:

HMC Group (HMC) is pleased to submit the following Proposal / Agreement to provide Architectural, Civil, Structural, Mechanical, Electrical, Plumbing, and Technology Services for the above-mentioned Project.

A. Proposed Project:

The Project will consist of an alteration to the existing 6,700 SF modular building. The alteration will be to convert the existing classrooms and administration spaces into a childcare facility. Approximate 3,000 SF playground area adjacent to the building to be provided.

B. Site Description:

The Project is located at 100 College Parkway, Mammoth Lakes, CA 93546.

C. Scope of Services:

1. Programming:
 - a. Prepare space program with square footage.
 - b. Determine number of children served of each age group based on square footages.
 - c. Prepare preliminary floor plan.
2. HMC to provide 100% Schematic Design Submittal, which includes design drawings and Architecture/Engineering (A/E) basis of design narratives. Refer to Attachment "D" HMC Production Document Deliverables for additional information.
3. HMC to provide 100% Construction Document Submittal, which includes design drawings and specifications. Refer to Attachment "D" HMC Production Document Deliverables for additional information.
4. Obtain TOML / Local Agency approval for Construction Documents.
5. Assist TOML with Bidding, which include answering pre-bid RFIs, providing addenda as required, and evaluation of contractor bids.
6. Provide Contract Administration services, HMC anticipates the following:
 - a. Attending one (1) preconstruction meeting with TOML & General Contractor.

- b. Attending approximately twenty-five (25) Owner, Architect, Contractor (OAC) meetings (assumed virtual unless visit coincides with Construction Observation visit).
- c. Attending a maximum of Ten (10) Construction Observation visits from the A/E team (as indicated in Attachment "F").
- d. Responding to approximately fifty (50) Submittals (shop drawings, product data, etc.).
- e. Responding to approximately seventy-five (75) Requests for Information (RFI).
- f. Reviewing and approving monthly contractor Pay Applications.
- g. Preparing a maximum of one (1) A/E Punch List of the construction prior to Owner occupancy (visits are included in total under construction observation, refer to Attachment "F"); additional punch lists or review of punch list completion is not included.
- h. Reviewing contractor-prepared Closeout Documents (subcontractor and material provider warranties, operations & maintenance manuals, contractor's as-built drawings).

D. Preliminary Schedule:

Refer to below for the Preliminary Project Schedule. This is intended to provide a rough timeline of the Project based on known information at this time but is subject to change as additional information is discovered as the Project moves forward through the subsequent phases.

Phase	Duration
Programming	2 weeks
Schematic Design	1 Month
Construction Documents	3 Months
Plan Check/Agency	3 Months (estimated)
Bidding & Negotiations	6 Weeks
Contract Administration	6 Months (estimated)

Note: The Owner and Architect agree and acknowledge that the performance of the Architect's services may depend upon other parties and circumstances which the Architect cannot control. The schedule and fee, therefore, may be extended by agreement between the Owner and Architect, except where the Architect is solely responsible for Project delays.

E. HMC Project Team:

Brandon Gullotti, AIA, NCARB
Principal In Charge

Andrew Oliver
Project Manager

Discipline	Firm
Architectural	HMC Group
Civil Engineering	Triad
Structural Engineering	MHP

Mechanical Engineering	Design West
Plumbing Engineering	Design West
Electrical Engineering	Design West
Fire Alarm Engineering	Design West
Technology	Design West

F. Assumptions / Exclusions:

1. Services
 - a. Services include Architectural, Civil, Structural, Mechanical, Plumbing, Electrical, Fire Alarm, Technology, Access Control and AV. Specialty consultants other than those listed in this Proposal are excluded.
 - b. TOML to provide an assessment of the existing mechanical equipment.
 - c. Soils testing, geotechnical investigations, including percolation testing, environmental reports, topographic and boundary survey, underground utility surveys, and testing and inspections are excluded.
 - d. Specification of Furniture, Fixtures, and Equipment (FF&E) is excluded.
 - e. Cost Estimation services is excluded.
 - f. Utilities to the existing building are existing to remain.
 - g. Existing exterior envelope to remain.
 - h. Existing parking and accessible path of travel to the building to remain.
 - i. Playground equipment, surfacing, water fountain, and storage shed to be excluded from the design.
 - j. Agency review and approval to occur prior to Bidding phase.
 - k. Renderings are excluded.
2. Energy and Sustainability
 - a. CEQA and other Environmental Entitlements services for the project are excluded.
 - b. LEED, WELL, Zero Energy Building, or other sustainable certification(s) of any type related to this project are excluded.
 - c. Commissioning or training of systems are excluded.
 - d. Detailed on-site renewable energy and/or IAQ management plans are excluded.
 - e. Storm Water Pollution Prevention Plan (SWPPP) is excluded.
 - f. Best Management Practices (BMPs) to prevent erosion, siltation, and flooding is excluded.
3. Construction
 - a. It is assumed that project delivery method is Design-Bid-Build.
 - b. Construction duration is preliminarily estimated at a maximum of six (6) calendar months. Should the construction schedule be extended through no fault of the architect, additional services for extended Construction Administration services shall apply.
 - c. Construction staking during construction is excluded and shall be provided by General Contractor.
 - d. Construction schedule assumes no winter suspension.
4. Fees
 - a. Agency and Permit fees are excluded.
 - b. Testing and Inspection fees are excluded.
5. Deliverables
 - a. Development of Record Drawings from Contractor's As-Builts is excluded.
 - b. Hard copy prints of Construction Documents and Specifications are excluded.

G. Compensation:

HMC will provide the services listed in the Scope of Work above for a fixed fee of **One Hundred Sixty-Eight Thousand, Five Hundred Ten Dollars (\$168,510)** as follows:

Preliminarily Estimated Total Project Cost \$1,500,000

Services Breakdown \$168,510

Architectural	\$100,630
Civil Engineering	\$5,480
Structural Engineering	\$12,500
Mechanical Engineering	\$8,600
Plumbing Engineering	\$10,500
Electrical Engineering	\$14,000
Fire Alarm	\$5,600
Low Voltage/Technology	\$6,800
Security/Access Control	\$2,400
AV	\$2,000

Fee Breakdown:

Phase	%	Fee
Programming	4	\$6,740
Schematic Design	15	\$25,280
Construction Documents	35	\$58,980
Agency Review & Approval	10	\$16,850
Bidding & Negotiations	8	\$13,480
Contract Administration	28	\$47,180
Total	100	\$168,510

H. Additional Services:

If Additional Services are required beyond the original Scope of Work, refer to the On-Call Master Agreement.

I. Reimbursable Expenses:

Reimbursable expenses are preliminarily estimated not to exceed **Ten Thousand Dollars (\$10,000)**. Reimbursable expenses are in addition to compensation for Consulting Services, including printing, plotting, delivery, and other expenses related to Agency review, Bidding, Construction, or other Owner requested costs. Expense of fees paid for securing approval of authorities having jurisdiction over the Project. The Architect's compensation shall be computed based on one and one fifteenth (1.15) times the amounts invoiced to the Architect.

Reimbursable allowance for Travel is preliminarily estimated not-to-exceed **Fifteen Thousand Eight Hundred Forty Dollars (\$15,840)**, without prior written authorization from Mammoth Lakes Foundation, and per-trip/per-person allowance noted in Attachment "F."

Mrs. Amy Callanan
Town of Mammoth Lakes
June 6, 2025

J. Other Terms and Conditions of this Proposal / Agreement:

Refer to the On-Call Master Agreement for Other Terms and Conditions.

Please review the Proposal, and if it meets with your approval, please send HMC your Standard Form of Agreement for signature.

If you have any questions or need additional information, please contact me at (626) 826-9108 or Brandon.Gullotti@hmcarchitects.com.

Sincerely,



Brandon Gullotti AIA, NCARB
Principal In Charge
HMC Architects

Encl.: Attachment "D" – HMC Production Deliverables
Attachment "F" – Reimbursable Travel Allowance
Attachment "G" – Workplan

cc: Sarah Gradillas, Andrew Oliver

ATTACHMENT “D”

HMC PRODUCTION DELIVERABLES

100% Schematic Design Submittal

- **Project Schedule**
- **Updated Program**
- **Design, Code Analysis**
- **Architectural Requirements**

Site Plan

- Overall dimensions and fence layout.

Floor Plans

- Room names with cross reference to sizes required by project program.
- Overall dimensions, partition, and column layouts with door & window openings.
- Demolition plan if required by the project.

Code Analysis

- Allowable building area calculations in accordance with construction type, side yards, setbacks, fire sprinkler increases, zoning code floor area ratios if applicable and building height compliance.
- Floor plans depicting exit system, occupancy and area separations.
- Mixed occupancy ratios if applicable.
- Calculated plumbing fixture counts.

Architectural Narrative

- General description of architectural materials and building systems

▪ **Plumbing Requirements**

- Written analysis of the calculated load demands and capacity of existing systems and available utility services – including sanitary systems, natural gas, and domestic water,
- Plumbing plans with diagrammatic water service, storage, roof drainage, fire risers if applicable and invert elevations at points of connection with site utilities.

▪ **HVAC Requirements**

- Written analysis of the calculated loads of systems. Description of recommended system and the basis of recommendation over other approaches.
- Conceptual single-line mechanical diagram showing major ducts and equipment. Identification and sizes of primary service ducts, locations and weights of major equipment items including cooling towers, chillers, pumps, fans, air-handling units, compressors and related items.
- Capacity of existing systems if applicable based on record drawings, field inspections and/or test reports.
- Description of hoods and ducting with relationship between exhaust and fresh air supply.

▪ **Electrical & Telecommunications Requirements**

- Site electrical plan, indicating method of service for electrical power, telecommunications, and fire alarm systems.
- Single line diagram showing:
 1. Method of service.
 2. Major transformers and transformer substations.
 3. Major switchboards, motor control centers, panels and distribution boards.
 4. Major components of emergency power.
 5. Major components of telecommunications systems – BDF, IDF, point of connection to existing backbone if applicable.

- Basis of design narrative report for lighting approach and other applicable systems such as public address, fire alarm, security, call systems and pneumatic tube.

100% Construction Documents Submittal

Production

The following outline of documents represent the minimum construction document phase submittals which shall include working drawings and specifications from all disciplines.

Civil Drawings

- Existing civil survey
- Site plan
- Over excavation, grading and drainage plan
- Details

Architectural Drawings

- Title Sheet
- Site & building demolition plan where project applicable
- Site Plan
- Life/Safety plans including applicable code analysis and tabulations
- Key, reference and enlarged floor plans
- Reflected ceiling plans
- Roof Plans
- Wayfinding, signage plans where project applicable
- Interior and casework elevations
- Partition, ceiling, and design feature details
- Door, window and interior finish schedules
- Materials board
- Finish and Furniture Sample Binders
- Detail of anchorage for all fixed equipment in accordance with building code requirements.
- Stamp all drawings and specifications as required by law by architect of record.

Structural Drawings

- Foundation plans if applicable.
- Framing plans.
- Building sections.
- Framing and column schedules.
- Details of connections, special assemblies and expansion, drift and seismic joints.
- Details of structural framing systems for support of nonstructural components and equipment.
- Structural drawings accompanied with computations, stress diagrams, and other pertinent data.

Plumbing Drawings

- Site utility sewer lines sized with invert elevations at points of connection.
- Building waste line layouts, sized with vent stacks and connections to drains, fixtures and equipment.
- Building hot & cold water supply layouts, sized with circulation mains, tanks, branches, risers and connections to fixtures and equipment.
- Riser diagrams for supply and waste systems.
- Plumbing fixtures, tanks, and pumps with drainage and supply connections.
- Layout and size of natural gas, vacuums and medical gas systems where project applicable.
- Detail sections demonstrating coordination of structural, HVAC and piping systems.
- Plumbing drawings indicating complete plumbing system in detail and shall include methods for fastening equipment to the structure to resist seismic forces.

HVAC Drawings

- Schedules and legends
- Floor plans, sections indicating air and piping systems including all branch distribution.
- Sections, details and enlarged floor plans depicting layouts of mechanical equipment rooms.

- Air balance schedule for outside, supply, return, and exhaust air and sections demonstrating sufficient clearances and volumes for air flows and access of equipment where project applicable.
- Flow diagrams for chilled water, condenser water, and boilers where project applicable.
- Air riser diagrams where project applicable.
- Plans and detail sections depicting HVAC systems and branches with duct and pipe sizes for heating, steam, refrigeration, exhaust and ventilation where project applicable.
- Auxiliary HVAC required for 24/7 operating equipment service systems where project applicable.
- Energy calculations.
- HVAC drawings shall indicate the complete heating, ventilating, and air-conditioning systems in detail and shall include methods for fastening equipment to the structure to resist seismic forces.

Electrical and Telecommunication Drawings

- Electrical service to building from public utility, with size of feeders
- Site and building transformers locations
- Main switchboard power panels, light panels and associated equipment.
- Feeder and conduit sizes.
- Site and building light fixtures, receptacles, switches and power outlets.
- Telecommunication system, routing, distribution, terminal cabinets, backboards and coordinated mechanical requirements.
- Fire alarm system and connection to existing system where project applicable.
- Emergency power, generator, transfer switches, fuel tanks and auxiliary service where project applicable.
- Electrical drawings shall indicate sufficient level of detail to illustrate connections, routings, and other items in complex areas. All wiring shall be final sized. Detailed methods for fastening equipment to the structure to resist seismic forces shall be indicated – drawings shall indicate feeder and conduit sizes, schedule of feeder breakers or switches, light fixtures, receptacles, switches, and power outlets, BDF & IDF terminal racks/cabinets and/or backboards, cabling/wiring risers and routing.

Specifications

- CSI format specifications from each respective discipline including Division- 01, General Conditions and Supplementary Conditions. Specifications shall demonstrate adherence with client's standards and contracted vendors and suppliers where project applicable.
- Bidding Requirements, Notice to Bidders and Bid Forms.

ATTACHMENT "F"**REIMBURSABLE TRAVEL ALLOWANCE**

Estimated Trip Schedule						
Trips¹	Nights²	Persons	Company	Phase	Purpose	Cost
1	1	3	DWE (MP/EFA/T)	SD	Site Assesment	\$ 4,320.00
4	1	1	HMC	CA	Site Observations and Punch Walk	\$ 5,760.00
2	1	1	DWE (M/P)	CA	Site Observation and Punch Walk	\$ 2,880.00
2	1	1	DWE (E/FA)	CA	Site Observation and Punch Walk	\$ 2,880.00
1	1	1	DWE (T)	CA	Punch Walk	\$ 1,440.00
9	--	--			Subtotal	\$ 12,960.00
2	1	1			Contingency	\$ 2,880.00
11					Total	\$ 15,840.00

1] Per Trip Expenses Per Person

\$300.00	Car Rental & Gas
\$740.00	Travel Hours (4 @ 185/hr)
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\$1,040.00	Sub Total (Per Person)

2] Per Night Expenses Per Person

\$275.00	Hotel
\$125.00	Meals
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\$400.00	Sub Total (Per Person)

Attachment G - Workplan

TOML Childcare TI

Programming	2 Weeks	Hours	Hourly Rate	Total
Brandon Gullotti	Principal In Charge	4	\$370	\$1,480
Andrew Oliver	Project Manager	10	\$255	\$2,550
Subtotal		14		\$4,030

Schematic Design	1 Month	Hours	Hourly Rate	Total
Brandon Gullotti	Principal In Charge	4	\$370	\$1,480
	Senior Project Architect	2	\$270	\$540
Andrew Oliver	Project Manager	8	\$255	\$2,040
	Job Captain	40	\$215	\$8,600
	Designer II - INT	10	\$165	\$1,650
Subtotal		64		\$14,310

Construction Documents	3 Months	Hours	Hourly Rate	Total
Brandon Gullotti	Principal In Charge	2	\$370	\$740
	Senior Project Architect	6	\$270	\$1,620
Andrew Oliver	Project Manager	20	\$255	\$5,100
	Job Captain	100	\$215	\$21,500
	Designer II - INT	20	\$165	\$3,300
	Specifications Writer	12	\$235	\$2,820
	Project Admin Support	4	\$150	\$600
Subtotal		164		\$35,680

Agency Review & Approval	3 Months (Estimated)	Hours	Hourly Rate	Total
Brandon Gullotti	Principal In Charge	1	\$370	\$370
	Senior Project Architect	4	\$270	\$1,080
Andrew Oliver	Project Manager	8	\$255	\$2,040
	Job Captain	24	\$215	\$5,160
	Designer II - INT	2	\$165	\$330
	Specifications Writer	2	\$235	\$470
	Project Admin Support	2	\$150	\$300
Subtotal		43		\$9,750

Bidding & Negotiations	6 Weeks	Hours	Hourly Rate	Total
Brandon Gullotti	Principal In Charge	1	\$370	\$370
	Senior Project Architect	2	\$270	\$540
Andrew Oliver	Project Manager	6	\$255	\$1,530
	Job Captain	16	\$215	\$3,440
	Designer II - INT	2	\$165	\$330
	Specifications Writer	2	\$235	\$470
	Project Admin Support	8	\$150	\$1,200
Subtotal		37		\$7,880

Contract Administration	6 Months (Estimated)	Hours	Hourly Rate	Total
Brandon Gullotti	Principal In Charge	2	\$370	\$740
	Senior Project Architect	6	\$270	\$1,620
Andrew Oliver	Project Manager	20	\$255	\$5,100
	Job Captain	80	\$215	\$17,200
	Designer II - INT	8	\$165	\$1,320
	Project Admin Support	20	\$150	\$3,000
Subtotal		136		\$28,980

Total Architectural Fee \$100,630

Basic Services

Architectural	\$100,630
Civil	\$5,480
Structural	\$12,500
Mechanical	\$8,600
Plumbing	\$10,500
Electrical	\$14,000
Basic Services Total	\$151,710

Supplemental Services

Fire Alarm	\$5,600
Low Voltage/Technology	\$6,800
Security/Access Control	\$2,400
AV	\$2,000
Supplemental Services Total	\$16,800

Total Project Fee	\$168,510
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