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Reference: 023000.064

July 7, 2023

City Manager's Office
Attn: Contracts and Special Projects Manager
736 F Street
Arcata, CA 95521

Via email: dallred@cityofarcata.org

Subject: Arcata Ball Park Engineering Design Services SOQ/P

Dear Selection Team:

Thank you for the opportunity to present our proposal for the design and engineering for the Arcata Ball Park Improvement Project. As a local firm with offices in Eureka and Arcata, we understand and share the love that our community has for our Humboldt Crabs, the Crabgrass Band, the 50-50s, the right field hecklers, and the free hotdogs tossed into the stands at the last game of the season.

SHN has teamed with Dillingham Associates, Landscape Architects, for this project. SHN and Dillingham Associates worked together with the City on the conceptual design of the project for the grant application, providing the City with the information and analyses needed under a very short turn-around time. We plan to be just as responsive and collaborative in the design and construction phases of this project.

If selected, SHN will be the prime consultant and main contact for the City. Dillingham Associates will be a subcontractor to SHN, but in turn will subcontract and manage a number of specialty firms for irrigation, electrical engineering/lighting, and building safety code compliance. SHN will provide civil engineering, geotechnical, survey, project management, and construction administration services.

Because we are local and worked on the grant application, we are already familiar with the project and site, which will allow our team to hit the ground running. SHN and Dillingham Associates are small businesses, and the City can be certain that the staff working on the project are the Principals and other experienced professionals.



The attached proposal describes our team's qualifications. In summary, our team demonstrates our qualifications by:

1. completion of similar projects, such as the Arcata High James Worthington Athletic Fields,
2. the individual accomplishments of our key staff, as summarized in their resumes,
3. our references and 44 years in business (SHN incorporated in 1979), and
4. our scope and assumptions that support our understanding of the City's objectives and our professional expertise.

Thank you for considering this proposal. I am the Civil Engineering Principal of SHN and am authorized to represent the firm in correspondence and negotiations. After reviewing, please do not hesitate to contact me if you have questions or would like more information.

Respectfully,

SHN



Jared O'Barr, PE
SHN Civil Engineering Principal

JSO/slw

Enclosure: Proposal



Project Understanding and Approach

SHN and Dillingham Associates worked with the City to develop the current concept for the project, so our team is familiar with the project site and we understand the various constraints and opportunities with the site. We also understand that this project is part of a larger vision for future improvements at the ballpark, so our design will have to keep those future improvements in mind as we progress the design.

Based on our knowledge of the site, two of the primary challenges that we anticipate with this project are meeting accessibility requirements within a very tight site and developing a design that stays within the funding limits for the project.

As part of our previous efforts on the project, we identified a few locations where meeting accessibility requirements will require special attention and that will have to be evaluated more thoroughly once the topographic survey is completed. One of the more challenging locations for providing access will be at the entrance to the ballpark (both outside and inside of the entrance gate). Our team will focus our efforts on this area at the early stages of the project to find suitable solutions during the early stages of design.

Construction costs have increased significantly over the past few years, which has made it difficult to complete projects within the construction funding limits. One effective strategy for dealing with potential funding shortages is to establish additive alternatives for the project. This consists of identifying project elements that can be removed from the project if there is not enough budget to construct them, but which can be included in the project if there is adequate budget. Our team will work with the City to determine if this approach is appropriate for this project.

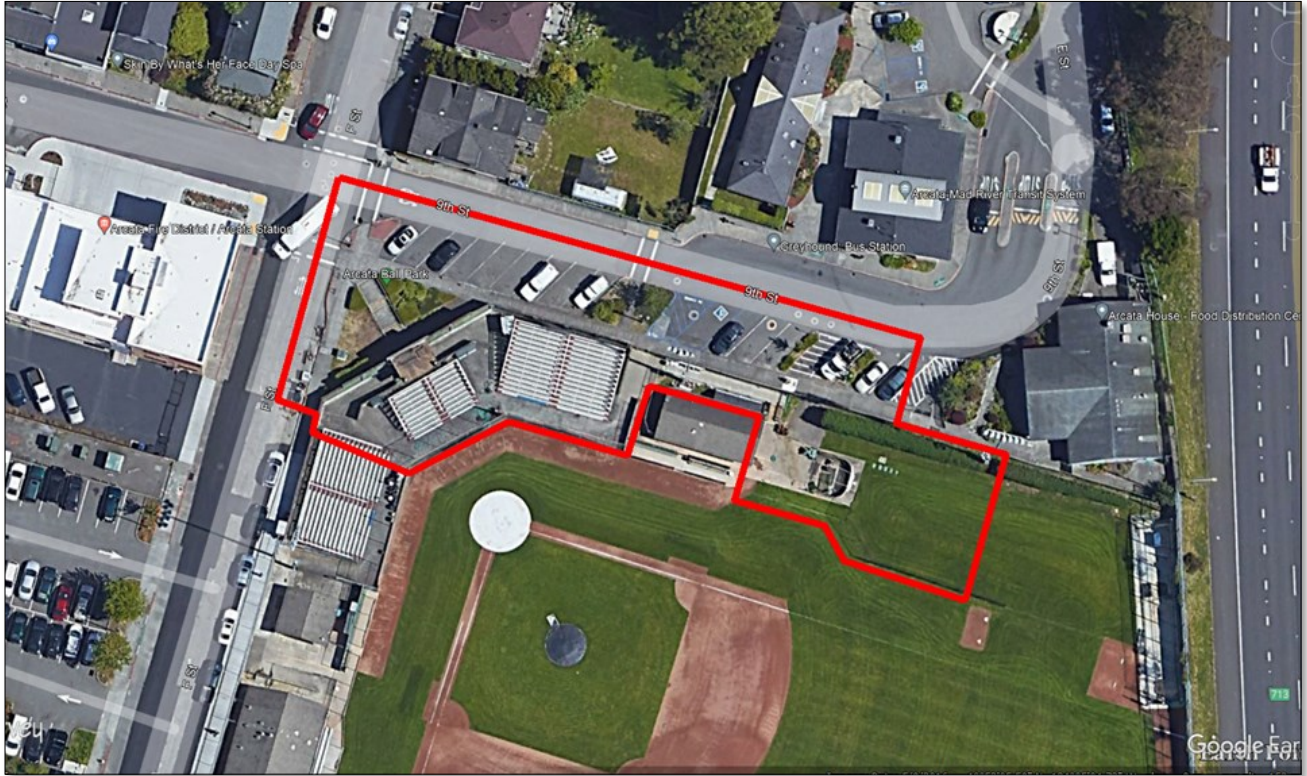
Finally, our team understands that the Arcata Ballpark has a rich history with the local community that needs to be considered as the design for this project progresses. We anticipate working closely with City staff to seek feedback from the site users and key stakeholders, and will use the feedback we receive to help inform design decisions.

SHN Scope of Work

Task 1. Survey

SHN's survey field crew will make 2.5 days of site visits to perform a field topographic survey at the Arcata Ball Park. The field survey will include the southeast corner of F and 9th Streets, from the centerline of 9th Street, then south to the edge of the ballpark and from the centerline of F Street, east to the edge of the public area of the ballpark, also including a small portion the practice area to the east of the ballpark, including drainage features and structures, surface evidence of utilities, existing fences (see the Google image of the survey extents on the following page). This survey does not include property boundary and easements.

The deliverable will be an AutoCAD Civil 3D CAD file (version 2022), compiled at a scale of 1 inch equaling 20 feet, with a contour interval of 1 foot. The existing ground surface will not include existing bleachers. The basis of bearings will be NAD 83, SPC Zone 1 (horizontal) and NGVD 88 (vertical) based on GPS observation. In the event that the sufficient GPS data is unattainable, the basis of bearings will be assumed.



Proposed survey extents for this project (imaging via Google Earth).

Task 2. Geotechnical Investigation

We assume a one-day field investigation to assess site conditions and advance hand-auger borings at two locations (near the proposed sidewalk and near the proposed retaining wall[s], if possible). We'll return the samples to the lab for geotechnical testing and summarize the results of our investigation and lab testing in a focused report or TM with recommendations, a figure with boring locations, and boring logs. We will provide recommendations for the following project elements:

- Retaining wall along sidewalk, assuming that the existing sidewalk will be retained, and the new walkway will be lower. Rt. Wall type and dimensions unknown.
- Facade improvements at park entrance: new archway, facade wall steel structure, new retaining wall. Our recommendations will be to support the design of any footings needed for the facade structures

Task 3. Civil Engineering Design

The civil engineering design effort for the project is expected to include site civil design for the new site improvements and structural design for the new façade replacement. The civil engineering design will include the following tasks (provided on the following page):

Task 3. Civil Engineering Design (continued)

- Civil Engineering Plans
 - Erosion and Sediment Control Plan – Provide the layout and details for erosion control measures for the project.
 - Demolition Plan – Prepare a plan showing the various existing features that will need to be demolished to facilitate the project.
 - Site Layout Plan – Provide an overview of the project site, clearly labeling the site civil features for the project and provide dimensioning and layout information for the proposed site improvements.
 - Grading and Drainage Plan – Provide finish grade information for walkways and surface drainage features.
 - Structural Plans – Provide layout information and structural details for the new entry façade and potential retaining walls.
 - Details Sheets – Provide the details necessary to facilitate construction of the site civil portion of the project.
- Technical Specifications – SHN will prepare technical specifications in CSI format for the civil engineering portion of the project.
- Structural Calculations – SHN will prepare a structural calculations package for the entry façade and retaining walls.
- Meetings & Site Visits – SHN’s design team expects to participate in up to four web-based design coordination meetings and conduct up to two site visits during the design phase of the project.
- Opinion of Probable Construction Costs – SHN will prepare an opinion of probable construction costs for the site civil and structural portions of the project.

Design Phases and Deliverables

The design effort is expected to consist of the following stages:

- 60% Design Phase
 - Deliverables: 60% plans, preliminary opinion of probable construction cost (OPCC)
- 90% Design Phase
 - Deliverables: 90% plans, preliminary technical specifications, structural calculations, preliminary OPCC
- 100% Design Phase
 - Deliverables: Final plans, technical specifications, structural calculations, OPCC

Task 4. Bid Assistance

SHN will attend the pre-bid meeting and will formally respond to questions from potential bidders.



Task 5. Construction Administration

For this task, SHN anticipates responding to requests for information and conducting submittal reviews related to the site civil portion of the project. SHN will also participate in up to three web-meetings during construction and we will conduct up to three site visits during construction.

Project Assumptions

- We will advance the hand auger borings in unpaved areas; no core drill will be used, and no borings will be placed in the sidewalk or any asphalt/concrete surfaces.
- Based on the proposed elements, hand borings will be sufficient to support the project design; no geotechnical drilling will be required.
- No substantial changes will be made to the conceptual design that was previously prepared for the grant application; our scope is limited to the elements listed above.
- The design of the project will be completed by 2024 and construction will occur in 2024.
- We assume that the City will prepare agendas and lead any meetings during the bidding and construction phases of the project.

SHN's Exclusions

- Utility design – SHN's scope does not include the design of new utilities for the site.
- Stormwater mitigation analysis or design (low impact development) – SHN assumes that low impact development design is not needed for this project because this project is not expected to create or replace more than 5,000 square feet of impervious surface.
- Retaining wall design for walls greater than 5 feet tall – Retaining walls greater than 5ft tall (measured from top of footing to top of wall) are not expected to be necessary for this project and the design for taller walls is not included in this scope of work.
- Record drawings – SHN's scope does not include the preparation of any record drawings.
- Construction staking.

Dillingham Associates Scope of Work

Task A. Pre-Design

- Project Kick-off Meeting. Discuss Program and Goals; define Budget and refine Scope; define permitting and approval processes and timeline; confirm submission requirements for plans and documents.
- Pre-Design Opportunities. The use of a pre-design phase will greatly benefit the stated goals of the project. As the site topo survey and other investigations are getting underway, there is an opportunity to clarify project goals, stakeholders, codes, and any likely challenges. In 2021, much of the project feasibility was reviewed by the City and our design team for general conformance with spatial and code standards. For this phase, the design team has five key opportunities:
 - to ensure that the proposed improvements will integrate with any long-term goals or improvements for the site, such as future improvements to dugouts, bleachers, and storage facilities;
 - to review how the proposed barrier removals integrate into previous and future removals, and how other stadiums have addressed this unique lawn seating opportunity;
 - to speak directly with the ball club or Building Department to hear preliminary thoughts or concerns about upgrades;
 - to understand the program of the new entry plaza so that actual game day logistics are fully understood;
 - to discuss an appropriate art process for this project, given the project schedule and budget.
- Site Analysis. Review of existing and new site information (e.g. topo survey). Establish existing infrastructure available for electrical and irrigation work.
- Program Determination and Precedent Analysis.
- Barrier Removal strategy:
 - Review considerations for a unique seating location.
 - Our CASp consultant, Dan Larsen, served as a senior plan checker to help develop disabled access for Raley Field, home of the Sacramento River Cats, which has a similar turf seating area, and which also wanted to allow this area to be rented for events. As the stadium grew, the team asked Mr. Larsen to review further proposed changes to allow the development and construction to continue.
- Base Plan development.
- Meetings & Site Visits – Dillingham Associates expects to participate in up to three web-based design coordination meetings and conduct one site visit during the pre-design phase of the project.

Task B. 60% Design Development Documentation

By the beginning of the 60% documents phase, an accurate and current base plan has been prepared for coordination between disciplines, the general intent has been confirmed and refined, and the program has been considered. During this stage, every proposed material will be shown, and approximate quantities will be determined.



Task B. 60% Design Development Documentation (continued)

- Landscape Architecture Plans:
 - Landscape Materials Plans
 - Elevation drawings of entry façade wall
 - Lighting Plan
 - Details sheets as needed
- Art Scope – Develop Art guidelines and Artist selection process.
- Meetings & Site Visits – Dillingham Associates expects to participate in one web-based design coordination meetings for the 60% phase.

Task C. 90% Construction Documents

For the 90% documents phase, most questions have been resolved and design problems solved. The 90% submittal is the opportunity to see all of the project information from all consultants together, to allow a comprehensive review of potential conflicts. This is also the time to determine if and where cost-cutting measures are needed.

- Landscape Architecture Plans:
 - Landscape Materials Plans
 - Plan Enlargements of key areas
 - Section and Elevation drawings of entry façade wall
 - Lighting Plan
 - Irrigation Plan
 - Planting Plan
 - Details sheets for Landscape items and for all subconsultants
- Art Scope – Develop Art guidelines and Artist selection process.
- Technical Specifications – Dillingham Associates and subconsultants will prepare technical specifications in CSI format for the relevant portions of the project.
- Opinion of Probable Construction Costs – Dillingham will prepare an opinion of probable construction costs for the site landscape, electrical, and irrigation portions of the project.
- Meetings & Site Visits – Dillingham Associates expects to participate in one web-based design coordination meetings for the 90% phase.

Task D. 100% Construction Bid Documents

- Revised Plans
- Revised Technical Specifications
- Revised Cost Opinion
- Art Scope – Develop Art guidelines and Artist selection process.
- Meetings & Site Visits – Dillingham Associates expects to participate in one web-based design coordination meetings for the 100% phase.

Task E. Bidding Assistance

- To assist the City during the bid process, DA will attend one pre-bid meeting to assist City staff in answering contractor questions, prior to the submittal of bids; prepare technical information or changes to include in addenda being prepared by the City, and respond to requests for information.

Task F. Construction Administration

- Dillingham Associates anticipates responding to requests for information and conducting submittal reviews related to the site landscape, electrical, and irrigation portions of the project.
- Construction Meetings and Site Visits. Dillingham Associates will attend a pre-construction meeting with City staff and the Contractor to review the drawings and specs. Following this meeting, Dillingham Associates will participate in up to three web-meetings during construction and we will conduct up to two site visits during construction.
- Mockups. Dillingham Associates will review the required mockups and field samples as indicated in the Technical Specifications.
- Punchlist. The Dillingham Associates team will develop a draft punch list for the field inspector and contractor's review following a pre-final site visit. Our office will participate in a final site visit to go over the items in the punch list, once the contractor has indicated the list is complete.

Project Assumptions

- The design of the project will be completed by 2024 and construction will occur in 2024.
- Meeting attendance will be by video conference, except as explicitly shown otherwise.

Dillingham Associates' Exclusions

- Submittal to Planning Department, Planning Commission, or City Council is not within scope.
- Graphics for public outreach or public meetings is not within scope.
- CEQA, Environmental, or other regulatory permitting is not within scope.
- LEED, SITES, GreenPoint, and ReScape certifications have not been included.
- Consultant shall provide only Technical Specifications, General Provisions, and General Requirements by Owner or by others.
- Project is subject to review by only those agencies and entities explicitly noted in this proposal.
- Subconsulting fees have not been included in this proposal, including, but not limited to, architecture, environmental permitting, and arborist consulting.
- If significant findings are made regarding the existing site conditions that affect the scope of the landscape architect's work, the contract scope and fee shall be re-negotiated.



Project Manager References

As requested in the RFQ/P, SHN has included the following references pertaining to SHN’s performance in the capacity of overall project management. In addition to SHN’s project management references, we have included client contact information regarding Dillingham Associates’ project management experience.

We encourage you to discuss our team’s track record for reliability, effectiveness, quality, and adherence to project budgets. Our clients often tell us that we have saved them time, money, and headaches by helping them with their projects in a reliable and professional manner.

Client (SHN)	Northern Humboldt Union High School District
Project	Arcata High Athletic Fields
Contact Name	Roger MacDonald, NHUHSD Superintendent
Phone Number	707-839-6470
Email	rmacdonald@nohum.k12.ca.us

Client (SHN)	Open Door Community Health Centers
Project	Fortuna Open Door Community Health Center
Contact Name	Laura Kadlecik, ODCHC Projects Manager
Phone Number	707-407-5192
Email	lkadlecik@opendoorhealth.com

Client (SHN)	California Trout, Inc. (North Coast Region)
Project	Mad River Estuary Public Access Enhancement
Contact Name	Mary Burke, North Coast Region Program Manager
Phone Number	707-200-6551
Email	mburke@caltrout.org

Client (Dillingham Assoc.)	City of Santa Clara
Project	Raymond Gamma Dog Park
Contact Name	Kaveh Forouhi, Senior Engineer, Public Works Department
Phone Number	408-615-3064
Email	kforouhi@santaclaraca.gov

Client (Dillingham Assoc.)	Sewerage Agency of Southern Marin (SASM) / City of Mill Valley
Project	Camino Alto Pump Station
Contact Name	Tom Levin, Senior Civil Engineer
Phone Number	415-388-2402 (office) 415-300-5241 (mobile)
Email	tlevin@cityofmillvalley.org

Client (Dillingham Assoc.)	City of Oakland
Project	Community-Led Renovation of Tyrone Carney Park
Contact Name	Calvin Hao, Architect / Project Manager, Public Works Dept.
Phone Number	510-238-7395 (office) 510-774-4091 (mobile)
Email	chao@oaklandca.gov

City of Arcata		
Ball Park Improvements Project - Project Fees		
023000.064		
7/7/2023		
Task		Cost
1	Surveying Services (SHN)	\$ 16,000.00
2	Geotechnical Recommendations Report (SHN)	\$ 10,000.00
3	Design	
3a	60% Design Development & Pre Design Coordination	
	Civil Engineering Design (SHN)	\$ 25,000.00
	Landscape Architect Design (DA)	\$ 43,100.00
	Access Specialist (DA Sub)	\$ 4,000.00
	Irrigation Design (DA Sub)	\$ 1,600.00
	Electrical Design (DA sub)	\$ 1,800.00
3b	90% Design Development	
	Civil Engineering Design (SHN)	\$ 21,900.00
	Landscape Architect Design (DA)	\$ 15,400.00
	Electrical Design (DA sub)	\$ 1,800.00
	Irrigation Design (DA Sub)	\$ 1,600.00
	Cost Estimator (DA Sub)	\$ 5,600.00
3c	100% Construction Documents	
	Civil Engineering Design (SHN)	\$ 12,100.00
	Landscape Architect Design (DA)	\$ 12,700.00
	Electrical Design (DA sub)	\$ 3,000.00
	Irrigation Design (DA Sub)	\$ 1,600.00
	Cost Estimator (DA Sub)	\$ 1,200.00
4	Bid Assistance	
	Civil Engineering Bid Assistance (SHN)	\$ 1,400.00
	Landscape Architect Bid Assistance (DA)	\$ 1,100.00
5	Construction Administration	
	Civil Engineering Construction Admin. (SHN)	\$ 10,500.00
	Landscape Architect Construction Admin. (DA)	\$ 22,900.00
	Electrical Construction Admin. (DA Sub)	\$ 2,400.00
	Irrigation Construction Admin. (DA Sub)	\$ 1,200.00
Total Project Fee:		\$ 217,900.00