



June 15, 2026

Visalia Fleet Maintenance Facility Remodel

Attn: Rehana Lustyan
7579 Avenue 288
Visalia, CA 93277

Subject: Proposal for Design Services for the Visalia Fleet Maintenance Facility Remodel Project

Dear Rehana Lustyan,

We are pleased to prepare the attached proposal for your consideration for Visalia Fleet Maintenance Facility Remodel Project. We are confident that our team is equipped with the necessary resources and staff to get the job done in a timely manner. Thanks for the continued opportunity!

We're excited to work with you on this project and look forward to hearing from you soon. After you have reviewed the enclosed documents, please let us know if you have any questions or comments. If acceptable, please let us know and we will provide contract documents for signature. Please advise the entity to which this contract should be addressed.

Sincerely,

Matthew Ainley, PE RCE #66233
Principal

William Ruoff, Architect C-36886
Project Architect

encl: Attachment A – Scope of Work, Estimated Fees, and Exclusions
Attachment B – 4Creeks, Inc. Fee Schedule.

Job no: 251911 This proposal shall remain valid for a period of 90 days from the date of submittal.



SCOPE OF WORK

Project Understanding

The **Visalia Fleet Maintenance Facility Remodel** project involves the remodel of the Fleet Vehicle Maintenance Shop building located at the City's Corporation Yard (336 N Ben Maddox Way, Visalia.) The City is looking to modify the existing metal building, which consists of 4 vehicle bays and one existing hydraulic vehicle lift. The project modifications will include:

- Three (3) additional car lifts
- New riser, fire sprinklers, and FDC
- New fire hydrant within 50' of building
- ADA improvements that are up to 20% of the total estimated valued of the improvements
- Electrical upgrades to account for additional amperage from the new lifts and projected loads
- Code-compliant lighting upgrades
- New pull-down hose reels between bays
- New gas service to the building via a new gas line from the main (assumed to be located in the adjacent public-right-of-way)
- Modifications to the site grading and paving to provide an ADA-compliant parking stall (adjacent to the existing ADA ramp near the NW corner of the building)
- Storage rack inside the shop to be secured
- Code-compliant identification of emergency exit doors
- New building signage/identification
- Oil and coolant disposal tanks stored outside with proper containment (design of overhead reel storage and space planning of storage tanks is included. See Exclusions.)
- A new eye wash station
- New gas heaters
- Air delivery from compressor
- Vehicle exhaust system (assumed to be a ducted system with a combo of overhead vents and low vents at the perimeter walls)
- 2x fire extinguishers

The plans are also to include the following items as bid alternates:

- Epoxy floor finish
- A new door employee access on South wall of the building
- New ceiling insulation and new wall insulation at one wall to improve temperature control



Task Overview

Task 1 Project Management & Meetings

The Project Management Task will serve to organize the efforts of the project team, including subconsultants and the City, to keep the project on schedule and on budget.

Method

- Meetings with the City to review project progress
- Manage project tasks and completion of work products
- Manage and update the project schedule in coordination with the City
- Coordinate Consultant Kick-Off Meeting
- Implement and maintain quality control procedures
- Prepare and submit monthly invoices to the City

The above-described **Task 1** services will be provided on a **Fixed Fee basis for \$6,000**. *Any additional items requested not specifically mentioned above will be billed as "extra" on a Time and Materials basis.*

Task 2: Schematic Design

4Creeks will provide an initial design that conveys the general project understanding and project needs based on the above scope.

Method

- The ARCHITECT will meet on site with the CLIENT to review and confirm the project scope, and to take measurements and document the existing conditions of the building and site, including a site topographic survey.
- The ARCHITECT will meet on site with their engineering subconsultants to review the existing engineered MEP and structural systems.
- The ARCHITECT will prepare as-built floor plans and site plans to be used in the project.
- The ARCHITECT will develop site and floor plan drawings to communicate the initial design concept for the project.
- The ARCHITECT will work with their engineering subconsultants to prepare a written narrative/analysis of the as-built engineered MEP and structural systems.
- The ARCHITECT will meet with the CLIENT to review drawings, receive feedback, and refine the design as required. This phase assumes one round of refinements to the plans.
- The ARCHITECT will provide conceptual site plans and floor plans of the project to serve as the basis for the subsequent task.
 - The ARCHITECT will work with the internal 4Creeks Utilities Department to conduct Utility Research, requesting and reviewing all dry utility maps in the area, and update the site plan accordingly.

Deliverables



- Topographic Survey – 4Creeks
- Civil Engineering 30% Design Drawings – 4Creeks
- Architectural 30% Design Drawings – 4Creeks
- Written Narrative of existing MEP and Structural Systems
- Utility Coordination – 4Creeks
- 30% Cost Estimate – 4Creeks

The above-described **Task 2** services will be provided on a **Fixed Fee basis for \$26,725.**

Any additional items requested not specifically mentioned above will be billed as “extra” on a Time and Materials basis.

Task 3: Design Development

4Creeks and their subconsultants, will work to develop the drawings to further illustrate and convey the design ideas in detail, including the initial engineered systems. Prior to this phase, the design decisions have been made, agreed upon and approved by the City.

Method

- Based on the approved Schematic Design deliverables, the ARCHITECT will work with their engineering subconsultants to further refine the design requirements of the program.
- The ARCHITECT will work with their engineering subconsultants to develop the initial engineered systems.
- The ARCHITECT will meet with the CLIENT to review drawings, receive feedback and modify the design as requested by CLIENT. This phase assumes one round of refinements to the plans.
- The ARCHITECT will coordinate with the internal 4Creeks Utilities Department to prepare the utilities plans and applications for submittal to the utilities companies as required. Through the process, we will obtain on-site point-of-connection locations, conduit requirements, and trench routing requirements from the utility companies and will incorporate initial findings into the drawings.

Deliverables

- Civil Engineering 60% Drawings & Outline Specifications – 4Creeks
- Architectural 60% Drawings & Outline Specifications – 4Creeks
- Structural Engineering 60% Drawings & Outline Specifications – 4Creeks
- Mechanical Engineering 60% Drawings & Outline Specifications – Caliber Mechanical
- Electrical Engineering 60% Drawings & Outline Specifications – RSE Associates
- Fire Protection Engineering 60% Drawings & Outline Specifications – Another in the Fire
- Utility Coordination – 4Creeks
- 60% Cost Estimate – 4Creeks

The above-described **Task 3** design services will be provided on a **Fixed Fee basis for \$38,100.**



Any additional items requested not specifically mentioned above will be billed as “extra” on a Time and Materials basis.

Task 4 Construction Documents

4Creeks will further develop the drawings suitable to obtain a building permit and to issue for bidding. Prior to this phase, the design decisions have been made, agreed upon and approved by the City.

Method

- Based on the approved Design Development drawings, the ARCHITECT will work with their engineering subconsultants to further refine the drawings and add code required detailing and annotations. These drawings and specifications will set forth the code requirements for permitting and bidding.
- The ARCHITECT will work with and coordinate the work of their engineering subconsultants to develop the construction documents.
- The ARCHITECT will meet with the CLIENT to review drawings, receive feedback as modify the design as required. This phase assumes only minor refinements to the plans.
- The ARCHITECT will continue to coordinate with the internal 4Creeks Utilities Department to obtain utility company designs on behalf of the CLIENT.

Deliverables

- Civil Engineering 90% Drawings & Specifications – 4Creeks
- Architectural 90% Drawings & Specifications – 4Creeks
- Structural Engineering 90% Drawings & Specifications – 4Creeks
- Mechanical Engineering 90% Drawings & Specifications – Caliber Mechanical
- Electrical Engineering 90% Drawings & Specifications – RSE Associates
- Fire Protection Engineering 90% Drawings & Specifications – Another in the Fire
- Utility Coordination – 4Creeks
- 90% Cost Estimate – 4Creeks

The above-described **Task 4** design services will be provided on a **Fixed Fee basis for \$53,830**. *Any additional items requested not specifically mentioned above will be billed as “extra” on a Time and Materials basis.*

Task 5 Permitting

4Creeks will work with the City to obtain building permit approval from the Building Department, and through the permitting review process, finalize the drawings and specifications to prepare for Bidding.

Method



- The ARCHITECT will work with their engineering subconsultants to prepare and submit the building permit application and will follow up with the building department until the permit is ready for issuance.
- Once the project is permitted, the ARCHITECT will finalize the drawings and specifications to provide the Project Documents to be issued for Bidding.

Deliverables

- Building Department-approved Drawings and Specifications, including:
 - Civil Engineering 100% Drawings & Specifications – 4Creeks
 - Architectural 100% Drawings & Specifications – 4Creeks
 - Structural Engineering 100% Drawings & Specifications – 4Creeks
 - Mechanical Engineering 100% Drawings & Specifications – Caliber Mechanical
 - Electrical Engineering 100% Drawings & Specifications – RSE Associates
 - Fire Protection Engineering 100% Drawings & Specifications – Another in the Fire

The above-described **Task 5** services will be provided on a **Fixed Fee basis for \$2,000**. *Any additional items requested not specifically mentioned above will be billed as “extra” on a Time and Materials basis.*

Task 6 Bidding Assistance

4Creeks will assist the City during the Bidding process.

Method

- Attend and participate in a pre-bid meeting with the City and Contractors
- Provide supplemental instructions and clarifications to bidders as necessary; produce addendums to modify the bid documents (plans and specifications) as required
- Review bids received at the bid opening held by the City

The above-described **Task 6** services will be provided on an **Hourly Estimate not to exceed \$7,450 without prior authorization**. *Any additional items requested not specifically mentioned above will be billed as “extra” on a Time and Materials basis.*

Task 7 Construction Administration

4Creeks will assist the CLIENT and the Contractor during the construction phase with plan clarifications, supplemental information, general coordination and modifications. The ARCHITECT will visit the site during construction at regular intervals to observe and advise the CLIENT on construction processes, quality, and conformance with the Project Documents.

Method

- Construction Kick-off meeting with ARCHITECT, CLIENT and Contractor
- Weekly construction meetings (assumes a 8 month construction duration and 1 remote meeting per week)



- Site visits during construction to review the work prior to occupancy
 - 3 site visits from the Architecture team
 - 1 site visit each from the Civil, Electrical, and Mechanical engineers
- Product Construction document clarifications / modifications as required
- Review and Respond to Contractor requests for information in a timely manner
- Review and Approval of Contractor Submittals

The above-described **Task 7** services will be provided on an **Hourly Estimate not to exceed \$13,150 without prior authorization**. *Any additional items requested not specifically mentioned above will be billed as "extra" on a Time and Materials basis.*



ESTIMATED FEES

Task 1	Project Management & Meetings	Fixed Fee	\$ 6,000
Task 2	Schematic Design	Fixed Fee	\$ 26,725
Task 3	Design Development	Fixed Fee	\$ 38,100
Task 4	Permit Documents	Fixed Fee	\$ 53,830
Task 5	Permitting & Construction Documents	Fixed Fee	\$ 2,000
Task 6	Bidding Assistance	Hourly Estimate	\$ 7,450
Task 7	Construction Observation	Hourly Estimate	\$ 13,150
TOTAL			\$ 147,255



EXCLUSIONS

Unless noted otherwise, the following services are not included in the above Scope of Work or Fee Proposal. Many of them are available upon request as additional services.

- Engineering services unless noted above
- Design of Oil, Grease, or other vehicle maintenance fluid distribution systems, including hose reels, shall be by others.
- Security system design
- Communications, audio / visual system design
- Energy Modeling or Building Commissioning
- Solar hot water or Photovoltaic design
- Soils analysis for landscape planting amendments
- Hazardous Materials testing, reports, or recommendations for removal
- Material testing and inspections (during construction)
- Design, Specification, and/or purchasing of furnishings and specialty equipment
- Permits and Application Fees
- Utility applications and/or fees
- Post Construction Record or As-built Drawings
- Value engineering services
- Interior design (procurement of furnishings)
- Renderings for marketing
- Environmental Studies (Traffic, Noise, Flood, EIR / Initial Study / Coordination)
- Phasing of project and work other unless noted otherwise
- Preparation of Construction Documents for multiple bid packages
- Off-site improvements beyond the curb/gutter at street and beyond property lines
- Floodproofing certification
- Lift Station engineering, if required
- Frontage improvements along future project phases
- Traffic signal design
- Traffic impact study
- Detailed stormwater study
- Preparation or processing of any CalTrans documents
- Preparation or processing of any FEMA documents
- Preparation of SWPPP and Dust Control Implementation



Notes

- This proposal shall be considered valid for 90 days from the date on the cover page, unless accepted by the client and work has commenced.
- The 4Creeks fee schedule is updated from time to time and the most current version of the fee schedule shall apply for all invoicing, including Time & Materials tasks.
- The ARCHITECT shall assume that all CLIENT provided information will be accurate and true. Any discrepancies shall be at the risk of the CLIENT.
- Only drawings specifically titled CONSTRUCTION DOCUMENTS with the ARCHITECT'S signed stamp are intended for construction. Construction based on any other drawings is at CLIENTS risk.
- Note that the plans will not be submitted to the Planning or Building Departments until all invoices to date have been paid.
- Modifications requested after previously approved designs will be billed on an hourly basis above and beyond estimated or fixed fees
- The ARCHITECT reserves the right to adjust the fee if the CLIENT/CONTRACTOR relationship varies from the project assumptions
- The ARCHITECT reserves the right to adjust hourly rates on an annual basis
- The ARCHITECT reserves the right to photograph the finished project for marketing purposes
- The ARCHITECT reserves the right to install a job site sign on the CLIENTS project property during design and construction of the project
- Reimbursable receipts will not be provided with invoices but will be available upon request
- Gas heat exceeding 10 btu/h/sf will cause the space to be considered "conditioned" per California code, thus requiring Title 24 calculations. Passing Title 24 may require additional measures to be applied to the building to obtain a passing score, including but not limited to additional wall or roof insulation.

ITEMS TO BE PROVIDED BY OTHERS

The following items are to be provided to 4Creeks by others (i.e. developer, client, or client's representative) unless specifically included as part of a task above.

- Record plans for existing improvements in the vicinity, as necessary
- Geotechnical report & R-values
- Water pressure information
- Construction schedule (if preparing environmental compliance documents)
- Preliminary Title Report

Our relationship for the purposes of this project and our responsibilities to each other are more fully set forth in the TERMS AND CONDITIONS which will be sent following the notice to proceed from the CLIENT.



Effective June 1, 2025

4Creeks, Inc. Fee Schedule – Professional

Fees are based on the median hourly pay rate for employees in each classification, plus, indirect costs, overhead, and profit. These rates are effective for one year from the contract execution date.



Classification	Charges Per Hour	Classification	Charges Per Hour
Architectural Services		Planning Services	
Associate Architect	\$160	Assistant Planner	\$108
Architect	\$185	Associate Planner	\$129
Senior Architect	\$221	Planner	\$149
Principal Architect	\$252	Senior Planner	\$180
		Principal Planner	\$216
Civil Engineering Services			
Assistant Engineer	\$149	Project Manager	
Associate Engineer	\$165	Associate Project Manager	\$124
Engineer	\$180	Associate Project Manager – Design	\$149
Senior Engineer	\$215	Project Manager	\$149
Principal Engineer	\$252	Project Manager – Design	\$175
		Senior Project Manager	\$196
GIS Services		Public Outreach Coordination	
GIS Technician	\$108	Associate Outreach Coordinator	\$108
GIS Analyst/Developer	\$124	Outreach Coordinator	\$129
GIS Manager	\$149		
Drone Pilot	\$180	Software Engineering Services	
		Assistant Software Engineer	\$93
Expert Witness		Associate Software Engineer	\$113
Expert Witness	\$309	Software Engineer	\$139
		Senior Software Engineer	\$170
Land Surveying Services		Structural Engineering Services	
Assistant Surveyor	\$124	Associate Structural Engineer	\$149
Associate Surveyor	\$155	Structural Engineer	\$170
Land Surveyor	\$175	Senior Structural Engineer	\$196
Senior Surveyor	\$200	Principal Structural Engineer	\$221
Principal Land Surveyor	\$235		
Senior Survey Manager	\$165	Technical Services	
1-Man, Survey Crew *	\$185	Project Technician I	\$98
2-Man, Survey Crew *	\$268	Project Technician II	\$113
3-Man, Survey Crew *	\$361	Project Technician III	\$129
		Project Technician IV	\$144
1-Man, Survey Crew – Fresno/Tulare/Tuolumne	\$245	Utility Design Services	
1-Man, Survey Crew – Kern/Kings	\$245	Associate Utility Designer	\$129
2-Man, Survey Crew – Fresno/Tulare/Tuolumne	\$400	Utility Designer	\$160
2-Man, Survey Crew – Kern/Kings	\$400	Senior Utility Designer	\$201
3-Man, Survey Crew – Fresno/Tulare/Tuolumne	\$585	Water Consulting Services	
3-Man, Survey Crew – Kern/Kings	\$585	Associate Water Consultant	\$118
		Water Consultant	\$144
		Senior Water Consultant	\$175

Direct Charges

At cost plus fifteen percent (15%):

- Transportation and per-diem expenses (auto mileage @ current IRS rate, off-road charges \$50.00/day)
- Printing and reproduction: \$0.03 per b/w copy, \$0.12 per color copy, \$0.80 per sq. ft. large printing
- Equipment rentals, subcontractors, laboratory analyses

*Prevailing wage rates are subject to change based on the DIR updates.

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