SCOPE OF SERVICES
FOR ARCHITECTURAL SERVICES FOR
FEASIBILITY STUDY OF HALSEY HOUSE RENOVATION OR REPLACEMENT
WITH NEW CONSTRUCTION

November 5, 2014

Basic Services

The City of Los Altos has a capital improvement project for a feasibility study to determine the costs and benefits of renovating for re-use, or demolishing and replacing, Halsey House with a purpose-designed facility. The 3,400 sf single story Halsey House was constructed in 1923. It is built on a concrete foundation, with wood framing and a clay tile roof. The facility was most recently used as a nature center where educational and recreational programs were conducted for two groups of 25-30 people, primarily children under 18 years old.

An evaluation of the current facility, accessibility, site conditions, and suitability for renovation is needed so an informed decision can be made by the Los Altos City Council to select among priced alternatives to renovate or demolish and construct. The renovation options for adaptive re-use shall consider stabilizing the current structure to arrest further deterioration due to the building's vacancy.

The following tasks are envisioned, however, the proposing architect is invited to suggest different organization of work products and task sequencing based on experience with similar projects.

The following tasks outline the work to be performed by the architect.

Task I Conceptual Proposal for Adaptive Re-use – existing interior room configuration

a. Evaluate the adaptive use plan provided that includes:
   Stabilizing the structure to prevent further deterioration
   Grading around the structure to provide drainage
   Retaining wall to stabilize slopes near the structure
   Existing foundation
   Interior utilities- assume replacement
   Heating, ventilating, and air conditioning
   100 year Flood Plain mitigation measures
   Roof
   Floor system
   Exterior walls
   Doors
   Windows
   Stucco siding
   Fireplace
   Fountain

Kitchen
Access for loading/unloading
ADA accessibility
Parking, including ADA-accessible
Courtyard
Exterior lighting
Exterior utilities – Gas, Electrical, Water, Sanitary Sewer, Communications
Interior walls
Courtyard
Front porch
Rough cost estimates for all the above

b. Provide rough cost estimate for demolition and new construction alternative
c. Present findings to the City

Deliverables: Ten (10) sets of the conceptual work items, cost matrix, floor plan.

Schedule: Submittal shall be within **forty-five (45) calendar days** following receipt of notice to proceed.

Task II Alternative Room Usage / Floor Plan Configuration (Optional Task)

a. Prepare two or three alternatives for different room usages/ interior room arrangements (bathrooms/kitchen(s)/room sizes within existing building footprint
b. Rough total project cost estimates
c. Present findings to the City

Deliverables: Ten (10) sets of the conceptual work items, cost matrix, floor plans

Schedule: Submittal shall be within **thirty (30) calendar days** following receipt of notice to proceed with Task II.

Task III Demolition/New Construction Alternatives

a. Depict how the existing architecture would be translated into a new construction alternative, and the quality of construction and finish materials associated with the alternative.

b. Identify building elements that would be salvaged and how they would be incorporated.

c. Identify how the existing courtyard, which has been used as an outdoor classroom, would be incorporated into new construction.

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(cont.)

Task IV Complete Draft Feasibility Study Report

a. Provide a draft Feasibility Study Report, with recommendation, and refined cost estimates for renovation alternatives evaluated and demolition/new construction alternative. The demolition/new construction alternatives should assume a similar building square footage and room sizes as the existing structure, and a range of interior and exterior material selections for a building that fits into the setting, that will function for 50 to 75 years
b. Present findings to the City
c. Receive comments

Deliverables: Ten (10) sets of the draft Feasibility Study Report signed and sealed by the architect.

Schedule: Submittal shall be within **fourteen (14) calendar days** following receipt of City review comments.

Task V Present Draft Feasibility Study Report

a. Provide a revised draft Feasibility Study Report, with recommendation, and refined cost estimates for renovation alternatives evaluated and demolition/new construction alternative
b. Present draft Feasibility Study Report to the City Council
c. Receive comments and incorporate

Task VI Provide Final Feasibility Study Report

Deliverables: Ten (10) sets of the Final Feasibility Study Report signed and sealed by the architect. Provide pdf version of entire document and electronic copy in Microsoft Word format or Autocad format for individual documents or plans as appropriate.

Schedule: Submittal shall be within **fourteen (14) calendar days** following receipt of City Council comments.

Provided by City

1. Capital Project Description
2. Conceptual floor plan identifying use
3. Sample Agreement
4. Prior inspection reports for termites and dry rot
5. CD with the following pdf files
   - Redwood Grove Park Development Phase 2 1981
   - Redwood Grove Topo 2
   - Redwood Grove sanitary sewer
   - Redwood Grove water line