

**County of Ventura  
General Services Agency  
FUNDING AUTHORIZATION**



<b>Date:</b>	9/18/24	<b>Client:</b>	District Attorney Office (DAO)
<b>GSA Project:</b>	DAO23122 - 545 S. A St. Oxnard Family Justice Center MOD 1		
<b>Description of Work:</b>	Architectural design to remodel an additional portion (approx. 1,865 SF) at the first floor of the existing 2-story Commercial Building at 545-555 South A Street in Oxnard. Added suites 185 & 195 to approved SC design scope.		
<b>GSA Project Manager:</b>	Bruce Ward	<b>Client Fiscal Approver:</b>	Yvonne Pampalone

**Funding Authorization**

By signing this form the undersigned (Client) is authorizing GSA to encumber the Client's funds in accordance with the information on this form by creating a General Accounting Encumbrance (GAE) in VCFMS. This encumbrance includes vendor costs as well as other necessary costs such as permitting and GSA costs associated with this project. The Client is also authorizing GSA to issue contracts and approve other expenditures against this encumbrance towards the completion of this project. This encumbrance is based on the best estimate of costs known as of the date on this form. This encumbrance may need to be increased at a later date if additional project costs are identified. All funds remaining in this encumbrance at project completion, if not expired, will be returned to the Client when the project is closed by GSA after all project costs are paid in full.

**Work Items**

Item ID	Fund Cite ID	Non-Carpet			Carpet		Sub Total	GSA Fee		Total	
		Material	Labor	Total	Install	Carpet*		%	Fee		
01	A			\$81,712.00			\$81,712.00	10.9%	\$8,906.61	\$90,618.61	
02	A			\$0.00			\$0.00	10.9%	\$0.00	\$0.00	
03	A			\$0.00			\$0.00	10.9%	\$0.00	\$0.00	
04	A			\$0.00			\$0.00	10.9%	\$0.00	\$0.00	
05	A			\$0.00			\$0.00	10.9%	\$0.00	\$0.00	
06	A			\$0.00			\$0.00	10.9%	\$0.00	\$0.00	
<b>Totals</b>			\$0.00	\$0.00	\$81,712.00	\$0.00	\$0.00	\$81,712.00		\$8,906.61	\$90,618.61

\* Carpet cost is \$27.54/SY"

General Accounting Encumbrance (GAE) authorized = \$90,618.61 (includes GSA Fee)  
 Cost Accounting Modification (CAM) amount authorized = \$81,712.00 (excludes GSA Fee)  
 All capitalized costs = \$0.00  
 All non-capitalized costs = \$90,618.61

**Funding Citations**

Cite ID	FUND*	DEPT*	UNIT*	OBJ**	SUB	ACT*	FUNC*	PGRM	PHASE	TASK	AMT
A	G001	DAO	2103	2115		GATV	FJO1 (the letter O)				\$90,618.61
B				2115							\$0.00
C				2115							\$0.00
D				2115							\$0.00
<b>Total</b>											<b>\$90,618.61</b>

\* Required field \*\* May only substitute a 4000 level code for OBJ.

**Client Authorization**

	<u>9-26-2024</u>	A B C D
Signature	Date	Funding Cites (circle)
		A B C D
Signature	Date	Funding Cites (circle)

**GSA Use Only**

GAE ID: _____	CAM ID: _____
Funding Profile: _____	DO Num: _____

**ANDERSON KULWIEC APPLEBY**  
ARCHITECTS

854 East Main Street, Suite 100  
Santa Paula, California 93060  
805-933-0225 Tel  
805-933-6609 Fax  
www.KulwiecGroup.com

September 17, 2024

**Bruce Ward**  
General Services Agency  
County of Ventura  
800 South Victoria Avenue  
Ventura, California

PROJECT: **Family Justice Center - Expanded, Oxnard**  
AKA Project No. 2023-122 (Mod 1)

Dear Bruce,

This letter is to request your authorization to provide additional **Architectural** and **Engineering** services, as listed below, for the above-referenced project.

**Project Description:**

**Remodel an additional portion (approx. 1,865 SF) at the first floor of the existing 2-story Commercial Building at 545-555 South A Street in Oxnard, to provide additional expansion space for the Family Justice Center. No square footage will be added to the building.**

This additional work will be based on the **Project Scope Diagram**, prepared by this office, dated 8-28-2023, and will be coordinated with the design of the current **Family Justice Center** project.

As we discussed, **ANDERSON KULWIEC APPLEBY ARCHITECTS** will provide the following additional services, related to the expanded area:

**SCOPE OF WORK**

**PHASE 1B - PRE-DESIGN:**

- Document Existing Building Conditions at the expanded area
- Prepare CAD floor plans of the expanded area

Phase 1B services will be performed for a fixed fee.

**PHASE 2B - SCHEMATIC DESIGN:**

- Schematic Architectural Floor Plan, Ceiling Plan & Building Sections at the expanded area
- Schematic Structural Design
- Schematic Mechanical Design
- Schematic Plumbing Design
- Schematic Electrical Design
- Schematic Fire Sprinkler Design
- Prepare Schematic-Design-Level Construction Cost Estimate
- Coordination with Owner's Telecommunications System Designer
- Coordination with Owner's Security System Designer
- Review with Owner's Project Manager

Phase 2B services will be performed for a fixed fee.

**PHASE 3B - CONSTRUCTION DOCUMENTS - Thru availability of Building Permit:**

- Architectural Drawings for the expanded area
- Structural Engineering
- Mechanical Engineering
- Plumbing Engineering
- Electrical Engineering
- Fire Sprinkler Engineering
- Construction Specifications
- Coordination with Owner's Telecommunications System Designer
- Coordination with Owner's Security System Designer
- Review with Owner's Project Manager
- Building Permit Processing

Phase 3B services will be performed for a fixed fee.

**PHASE 4B - CONSTRUCTION ADMINISTRATION:**

- Bidding Assistance
- Review of Contractor Submittals and Shop Drawings.
- Site visits, as requested.
- Clarification of design issues, as needed.

Phase 4B services will be performed on a time-and-materials basis.

**FEE SCHEDULE (ADDITIONAL):**

Phase 1B:	Pre-Design	\$11,112
Phase 2B:	Schematic Design	\$19,798
Phase 3B:	Construction Documents	\$38,562
Phase 4B:	Construction Administration (Hourly, estimated)	\$12,240
Total Additional Fee – NOT TO EXCEED:		\$81,712

**STANDARD HOURLY RATES:**

For professional services performed on an hourly basis by in-house staff, the following rates apply:

Principal:	\$170.00
Associate:	\$150.00
Project Manager:	\$125.00
Drafter:	\$80.00
Clerical:	\$60.00
Technician:	\$60.00

**OUTSIDE CONSULTANTS:**

Services of outside Consultants (i.e., structural, mechanical, electrical engineering services, etc.), shall be billed to the Client at the actual cost billed to the Firm for such services.

The following work or services, which may be required to complete the project, are not included in the above and should be budgeted separately:

1. Document Reproduction
2. Agency Fees
3. Title Reports
4. Topographic / Boundary Survey
5. Soils / Geotechnical Report
6. Grading, Pavement, & Paving Design
7. Site Utility Design
8. Landscape Planting & Irrigation Design
9. Hazardous Materials Report
10. Security System Design
11. Telecommunications System Design

If the scope of work changes from work stated above, additional Architectural and Engineering fees will be incurred.

We are ready to start work immediately upon receipt of your authorization, and look forward to working with you on this portion of project.

If you have any questions, please contact me.

Very truly yours,



David L. Anderson, AIA, Architect  
Principal C-11165  
Tax I.D. #54-2124488

**ATTACHMENT 'A' - TERMS AND CONDITIONS**

The Firm shall perform the services outlined in this agreement for the stated fee arrangement.

**Access To Site:**

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

**Billings/Payments:**

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. Retainers shall be credited on the final invoice.

**Certifications, Guarantees and Warranties:**

The Firm shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

**Ownership of Documents:**

All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

**Standard Hourly Rates:**

For professional services performed on an hourly basis by in-house staff, the following rates are effective January 1, 2023. Current hourly rates may be negotiated annually, effective January 1st of each year.

Technician	\$60.00	Project Manager	\$125.00
Clerical	\$60.00	Associate	\$150.00
Drafter	\$80.00	Principal	\$170.00

**Outside Consultants:**

Services of outside Consultants (i.e., structural, mechanical, electrical engineering services, etc.), shall be billed to the Client at the actual amount billed to the Firm for such services.

**Reimbursable Expenses:**

Reimbursable expenses (document reproduction, fees advanced, etc.), shall be billed to the Client at the actual amount expended by the Firm, the Firm's employees, and outside Consultants in the interest of the Project. All expenses shall adhere to the County of Ventura Admin Manual.

**ANDERSON KULWIEC APPLEBY**

ARCHITECTS

**Family Justice Center - Expansion  
Oxnard, California**

AKA Project No. 2023-122

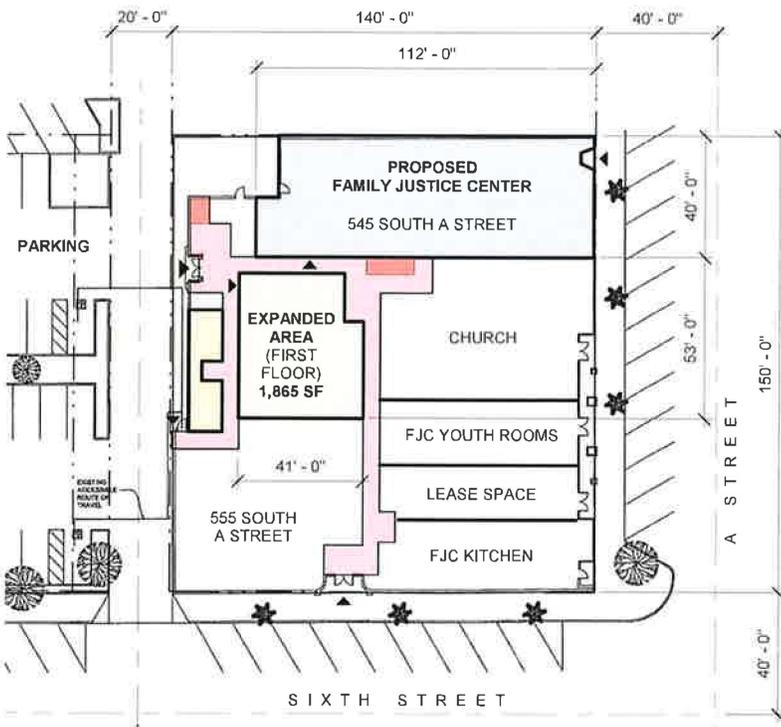
Fee Worksheet 02

9/16/2024 **DRAFT**

		Design Fee Budget - Expansion								
		Architect	Structural	Mechanical	Electrical	Fire Sprinklers	Fire Alarms	Estimate		Total AE Design Fee Budget
Phase		AKA Architects	Wahba F. Wahba	AE Group	Parvis Ebrahimi	Cosco	Cosco	Jacobus	+ 20% Markup	
1	Pre-Design	\$ 4,080	\$ 2,400	\$ 3,460	\$ -	\$ -	\$ -	\$ -	\$ 1,172	\$ 11,112
2	Schematic Design	\$ 8,160	\$ 3,200	\$ 5,190	\$ 660	\$ 648	\$ -	\$ -	\$ 1,940	\$ 19,798
3	Construction Documents - thru Building Permits	\$ 20,400	\$ 3,000	\$ 8,650	\$ 1,540	\$ 1,945	\$ -	\$ -	\$ 3,027	\$ 38,562
4	Construction Administration	\$ 4,080	\$ 2,800	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 1,360	\$ 12,240
<b>Subtotal</b>		<b>\$ 36,720</b>	<b>\$ 11,400</b>	<b>\$ 21,300</b>	<b>\$ 2,200</b>	<b>\$ 2,593</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,499</b>	<b>\$ 81,712</b>
+ 20% Markup			\$ 2,280	\$ 4,260	\$ 440	\$ 519	\$ -	\$ -		
<b>Total</b>		<b>\$ 36,720</b>	<b>\$ 13,680</b>	<b>\$ 25,560</b>	<b>\$ 2,640</b>	<b>\$ 3,112</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 81,712</b>

**Note:**

**20% Markup has been added to ALL Consultant Fees**



**FAMILY JUSTICE CENTER (EXPANDED)**  
 545 SOUTH A STREET  
 OXNARD, CALIFORNIA

**EXPANDED AREA TO INCLUDE:**

- SAFE HARBOR:**
- WAITING ROOM
  - STAFF OFFICES
  - (2) EXAMINATION ROOMS
  - TOILET / SHOWER

**DISTRICT ATTORNEY OFFICES:**

- (4-6) PRIVATE STAFF OFFICES
- INTERVIEW ROOM
- OBSERVATION ROOM
- BREAK ROOM / KITCHENETTE

**AKA**

**ANDERSON  
 KULWIEC  
 APPEBY  
 ARCHITECTS**

854 E Main Street, Suite 100  
 Santa Paula, CA 93060

Architect's Project Number  
 2023-122

GSA Program Number  
 DAO23122

**FAMILY  
 JUSTICE CENTER  
 (EXPANDED)**

545 South A Street  
 Oxnard, California 93030

Owner

**COUNTY OF  
 VENTURA  
 GSA PROJECTS  
 GROUP**

800 South Victoria Avenue  
 Ventura, California 93009

**C-101**

**SITE PLAN**

**PROJECT SCOPE  
 DIAGRAM**

28 AUGUST 2024

**101** SITE PLAN  
 C-101 1" = 30'-0"

