

July 5, 2022

John Redding  
Mendocino Coast District Hospital  
700 River Drive  
Fort Bragg, CA 95437

Project: **Mendocino Coast District Hospital (#10301)**  
**Conceptual Design Concept Development**  
Project No.: MKT542

Dear Mr. Redding,

We are pleased to submit this proposal to provide Special Services for the above referenced Project to create the prototype for Conceptual Design Concept Development for the replacement or reuse of the existing Mendocino Coast District Hospital. The scope of our proposal is based on information obtained during our virtual meeting with you on October 15, 2021 and subsequently on May 17, 2022. A description of the Project and our Special Services is as follows:

### **SECTION 1. DESCRIPTION OF THE PROJECT**

The intent of the Project is to assist the client with design information in order to provide a concept development for a replacement hospital on the adjacent 5 acres. Provide a concept development at an additional property referenced as “The Bluffs” expected to be 10 acres and to include staff housing of an unknown quantity or scale at this time. Deliverables will include four (4) different concepts: 1 – 10-bed replacement hospital development on adjacent 5-acre parcel to the existing hospital; 1 25-bed replacement hospital development on adjacent 5-acre parcel; 1 – 10-bed replacement hospital development on a remote 10-acre site located on the bluffs; and 1 – 25-bed replacement hospital development located at the 10-acre site at the bluffs.

The following describes the process for developing a work plan that will provide the desired outcome through a Concept Development study.

- **Phase 1 – Information Gathering / Code Research / Zoning Due Diligence (2.5 weeks) (1 on site meeting + 1 virtual meeting to report findings)**
  - Understand existing site and building conditions
  - Understand studies completed to date (if any)
  - Understand programmatic / site asserts
  - Review applicable codes
    - Setbacks / requirements
    - Design standards
    - System standards
  - Conduct high level visioning session

- Create design criteria
  - Get high level program information
  - Determine whether service line projections are needed
- Phase 2 – Program Development (**3 weeks**) (**2 virtual meetings to review and refine program**)
  - Develop high level program based on programmatic metrics based on key rooms and / or service thoughts provided by owner
- Conceptual Planning (**3 weeks**)
  - Develop up to three concepts at a high level blocking and stacking stage
    - Site concepts will include an analysis of pedestrian and vehicle circulation, and potential utilization of existing assets.
- Concept development (**4 weeks**) (**1 virtual meeting + 1 on site**)
  - Refinement to concepts as needed
  - Site plan development
  - Architectural narrative
  - Departmental blocking and stacking development
  - Coordination of an Opinion of Cost with selected schemes
  - Assistance in refinement of Project Scope based on budget feedback
- Project Schedule Development (**concurrent**)
  - Entitlements Based on Scope
  - Design/Engineering
  - Permitting

We anticipate a maximum of **3 trips** to the project site. These trips will be to familiarize our team with the existing facilities, meet with selected staff as identified by leadership at the hospital, and to meet with local officials having jurisdiction over the project site.

We will perform these services described herein consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. We will perform these services as expeditiously as is consistent within the profession.

## **SECTION 2. DESCRIPTION OF SPECIAL SERVICES**

### CONCEPT DEVELOPMENT

- Creation of Project Programming
  - Identify total number of beds, determination of which specific acute care services will be included in the initial phase of development, the replacement hospital.
  - Finalization of the outpatient services and scale associated with expected demand and identify the capacity for future growth on the selected site.

- Strategize and document space options for reuse of existing facilities on current hospital site.
- Deliver final Project Program for initial phase development in an Excel format for client review, sign off, and approval.
- Concept Site Plan
  - Graphic development in coordination with local jurisdictions to confirm Zoning and Entitlement process of sites, identifying location and proximity of the buildings, parking, entry drives, fire access, outdoor amenities, and site improvements
  - Deliverable Site Plan to include aerial view of development, areas of hardscape and softscape improvements, number of parking stalls, fire lane demarcation, property set-backs and associated site amenities.
- Project Scope Refinement
  - Coordinate with cost estimate resources provided by Cumming on best practices for occupancy and construction types including zoning/entitlement requirements associated with local jurisdiction approval process.
  - Provide a Sketch-Up model image of the preferred project identifying recommended materials and architectural character to be used to assist in refining cost values for development budgeting.
  - Provide an architectural narrative to be used to assist in refining cost values for development budgeting.
  - Assist in the development and refinement of project scope narrative describing quality and character of the built environment.
- Project Scope and Schedule Deliverables
  - Assist with final determination of local jurisdiction with least restrictive zoning and entitlement requirements and construction permitting for preferred property.
  - Provide a detailed Work Plan for design and engineering with schedule milestones.
  - Provide presentation level workbook and PowerPoint for presentation to the District Board.

### **SECTION 3. OPERATIONAL PLANNING SERVICES**

The goal will be to establish the scale of the facility through having a consensus in vision of the service offerings. An analysis for 10 vs. 25 beds, most resources are going to be a minimum (ante) number of rooms. The driving decisions will be centric to:

- Scale of ED
- Beds
- Surgical / Procedural Services
- Labor and Delivery Obstetrical services

While the first two are primarily population based, the choices of vision around surgical / procedural and obstetrical services are likely the greater variables to the building and staffing scale. The Project Team will work closely with the Owner to refine and finalize these variables.

Scope of services is to provide context for the Owner to choose the direction of the service, scale, and identify the amount of supportive housing. Our proposal includes the following:

- Assess historical market positioning: What is the scale and characteristics of current services and what is staying vs. out-migrating by type, payer, and service?
- Establish a 10 year market projection based on market growth and aging
- Develop and present (virtually) the overview of the above to discuss and coalesce their vision of services provided in the context of the historical and projected opportunity.
- Develop up to two high level volume and Key Room (Key Planning Unit) projection Scenarios
- If required, Present the scenarios’ implications to the leadership group to narrow to a single scenario
- Develop staffing projections to resource a single scenario and identify the staffing barriers

Devenney Group will develop DGSF and BGSF projections for the proposed buildings. The Innova Group would attend meetings and do our presentations virtually given the challenges of travel.

Schedule for these services is expected to be 4 to 6 weeks from notice to proceed.

**SECTION 4. COST ESTIMATING SERVICES**

Cumming Corporation will provide cost estimating services based on historical data for similarly sized projects. Costs will be based on a cost per square foot format and will be consistent with market trends, escalation, and regional labor costs for the project location.

**SECTION 5. COMPENSATION FOR SPECIAL SERVICES**

Payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of our invoice.

A breakdown of the architectural compensation is as follows:

Company	Discipline	Fee
Devenney Group	Architecture Special Planning	\$ 97,650
Cumming	Cost Estimating Support	\$ 16,000
The Innova Group	Operational Planning	\$25,000
Reimbursable Expenses	(estimated)	\$ 11,310
<b>TOTAL DESIGN FEES</b>		<b>\$ 149,960</b>

Any changes in the above scope will result in additional work and will require additional fees. Our staff can be utilized for work beyond the scope described above. Additional special services may be quoted as a fixed fee if requested by the Owner prior to commencing with the work.

#### **SECTION 4. REIMBURSABLE EXPENSES**

Reimbursable expenses are in addition to compensation for special services and include expenses incurred by us, our employees, and consultants in the interest of the project for the following expenses:

Transportation and authorized out-of-town travel and subsistence; dedicated data and communication services; fees paid for securing approval of authorities having jurisdiction over the Project; printing, reproductions, plots; postage, handling, and delivery; renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner; all taxes levied on professional services and on reimbursable expenses; other similar Project-related expenditures. Any travel would be reimbursed at cost and in accordance with IRS standard rates.

For reimbursable expenses, the compensation shall be the actual expenses incurred by us and our consultants plus an administrative fee of 10% of the expenses incurred.

#### **SECTION 5. ADDITIONAL/SPECIAL SERVICES**

If additional services are required, we will prepare an Additional Services Authorization. We will not commence additional services without written authorization.

#### **SECTION 6. OWNER RESPONSIBILITIES**

The Owner shall provide information in a timely manner regarding requirements for the Project, including a written description of the Owner's objectives, schedule, constraints, and criteria, including space requirements and relationships, flexibility, expandability, special equipment, and site criteria.

The Owner shall identify a representative authorized to act on their behalf with respect to the Project and be able to make decisions focused on the improvements and operations of the facility. This representative will work closely with our design team during those periods of time during the development of the project.

#### **SECTION 7. NOTICE TO PROCEED**

If this proposal meets with your approval, please sign, date, and return one signed copy. We expect a Purchase Order agreement will be provided in a timely manner after this proposal has been approved and returned.

We look forward to working with Mendocino Coast District Hospital on this special project. If you have any questions or comments, please do not hesitate to call me at 310-486-4662.

Sincerely,

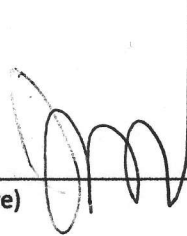
So agreed as set forth herein, this

Devenney Group Ltd., Architects

sixth day of July 2022.



Scott K. Mackey, AIA, NCARB, APEC, LEED AP  
Executive Director



(Signature)

CHAIR MCHCD BOARD  
(Name/Title)

cc: S. Stack / DGL  
J. Jurju / DGL  
File

D. Campbell / DGL  
J. Dorsey / DGL  
E-mailed 07-05-2022