

April 27, 2023, **Revised May 15, 2023**

Ms. Lee Finney  
Chair of the Board of Directors  
Mendocino Coast Health Care District  
700 River Drive  
Fort Bragg, CA 95437

Project: **Mendocino Coast Healthcare District (#10301) | Operational Plan – Part A**  
Project No.: 18000.00

Dear Ms. Finney,

We are pleased to submit this proposal to provide Special Services for the above-referenced Project located in Fort Bragg, California. The scope of our proposal is based on information obtained during our initial conversation on March 23, 2023, and subsequent correspondence thereafter.

A description of the project and our services is as follows:

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

The following has been requested by you to be included in our scope of work.

- Grant Application Package per PIN 71
- NPC4D Operational Plan
- NPC4 Compliance Evaluation
- NPC5 Compliance Evaluation

Due to the complexity of the tasks included in the scope of work, we have broken out the proposal and fees into Part A and Part B. This Special Services proposal outlines the Part A scope below.

Once the Part A work is complete we will prepare a proposal for the Part B scope that will include the Grant Application, preparation of the Operational Plan, required by HCAI, and recommendations on projects that will be required to bring current conditions into compliance.

The separation of the scope into two parts is required to review of the existing facility, drawings and documents, including the existing Emergency Operational Plan (EOP) of the campus, to determine what information is currently missing from the facilities records. This will then allow us to understand what is required to move forward to Part B Special Services for the campus.

#### **Part A Scope:**

As part of this scope of work we will provide the following Special Services:

- 1) Grant Application Per PIN 71.
- 2) Review the requirements for updating to NPC4 in lieu of NPC4D.

- 3) Meet with facility representatives to review the contents of the Operational Plan (OP) and determine what materials are already contained in the facility's current Emergency Operations Plan (EOP)
- 4) Upon completion of the review of existing materials, and the site walk, schedule a meeting with HCAI to discuss the process for preparing the OP to achieve NPC4D. Hospital leadership will need to be part of that discussion. This is a request of HCAI.
- 5) NPC 4 Compliance
- 6) NPC 5 Compliance
- 7) Cost Estimating for both NPC4 & NPC5 Compliance.

As part of this scope of work, we have included a multi-day site visit, for each discipline, and up to four (4) virtual meetings with the facility/engineering staff to gather any remaining information and to review progress. This scope of work will take approximately four to six (4-6) weeks to complete.

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.

**Part B Scope (Fee to be determined after the completion of Part A):**

As part of this future scope of work we will provide the following Special Services:

- 1) NPC4D Operational Plan
  - Once Part A is complete we will understand the information available and the information missing. This will allow us to move forward with Part B.

**SECTION 2. DESCRIPTION OF PART A SPECIAL SERVICES**

Part A Scope includes the following items related to the required Operational Plan (OP) that will be completed as Part B.

1. Level 1 - Areas of Critical Care:
  - Review the facility's as-builts to confirm the routing of the MEP and other NPC infrastructure elements from all critical care areas to the incoming service point of connection or seismically compliant building.
2. Level 2 - All Services and Utilities from Source to Level 1 Areas:
  - Review the facility's as-builts to confirm the routing of the MEP and other NPC infrastructure elements from the source to all critical care areas necessary to accommodate continuation of operations, after an event, are anchored and braced.
3. Central and Sterile Supplies:
  - Review the facility's Emergency Operations Plan (EOP)

- Confirm this essential service is located in a compliant building(s) (SPC-3 or higher and NPC-4 or NPC-4D) and services/systems and utilities feeding these areas are in a conforming building and are free of adverse seismic interactions that could be caused by potential failure of overhead or adjacent components.
4. Dietary:
- Review the facility’s Emergency Operations Plan (EOP) and confirm this essential service is located in a compliant building(s) (SPC-3 or higher and NPC-4 or NPC-4D) and services/systems and utilities feeding these areas are in a conforming building and are free of adverse seismic interactions that could be caused by potential failure of overhead or adjacent components.
5. Pharmaceutical Services:
- Review the facility’s EOP and confirm this essential service is located in a compliant building(s) (SPC-3 or higher and NPC-4 or NPC-4D) and services/systems and utilities feeding these areas are in a conforming building and are free of adverse seismic interactions that could be caused by potential failure of overhead or adjacent components.
6. Emergency Power:
- Confirm facility has reliable power generating capacity for the areas provided.
  - Review the facility’s on-site fuel supply capacity for 72-hour of continuous, full-load demand and its access to fuel off-site for replenishment.
  - Confirm facility has a location and means of readily connecting a portable/mobile generator into the essential electrical supply in the event of a generator failure.
  - Review the facility’s EOP and confirm this essential electrical service is located in a compliant building(s) (SPC-3 or higher and NPC-4 or NPC-4D).
7. Water Supply:
- Review the facility’s EOP to confirm on-site access to drinkable water supply.
8. Medical Gases:
- Review the facility’s EOP that the facility’s medical gases are being fed from and/or pass through conforming building(s) or have bottle medical gases available in the event normal medical gas systems or supplies are not available.
9. Ventilation:
- Review existing ventilation system to confirm the HVAC system zones can be isolated or shut down in an emergency.
  - Review and confirm guidelines are in-place for an emergency shutdown.
  - Identify on a plan which areas of the facility can be isolated, if needed.
  - Review air intakes and confirm that they are protected from tampering.
10. Waste Disposal:
- Review the facility’s EOP procedures for management and disposal of an increased volume of contaminated wastes, goods, and for fluids for a period of at least 72-hours.

Other portions of Part A services include:

1) Grant Application

We will prepare documentation to submit that includes the following:

- a. Facility name and five-digit identification number.
- b. List of all hospital buildings in use at the facility for general acute care that are not in full compliance with HSC §130065 with an inventory of General Acute Care (GAC) services in each affected building.
  - i. Search for your facility's site plan, building inventory and seismic performance ratings at the HCAI Facility Detail page.
  - ii. Appendix A provides an optional template for identifying service locations.
- c. Proposed Method of Compliance:
- d. If retrofit is the proposed method of compliance, describe the method of improvement for each affected building's structural (SPC) and non-structural (NPC) performance rating.
- e. Compliance program schedule.
- f. Listing of approved HCAI project numbers for building evaluations, materials testing, and compliance projects related to the improvement plan description.
  1. Retrofit – modify the building in a manner that brings the building up to a performance rating of SPC-4D or SPC-5 and NPC-5.

8) NPC 4 Compliance – Provide NPC4 study to include recommendations to bring the existing facility into compliance with requirements. Provide Architectural and Structural assessment through review of existing as-built documentation for compliance with NPC4 ratings for each building listed below.

- a. BLD-00469 – Main Hospital - Building 01
  - b. BLD-00470 – Central Plan - Building 02
  - c. BLD-02787 – Respiratory Neurophysiology Lab - Building 03
  - d. BLD-03473 – Emergency Addition East - Building 04A
  - e. BLD-03471 – Emergency Addition West - Building 04b
  - f. BLD-02788 – Emergency Generator Shelter - Building 05
  - g. BLD-06731 – Bulk Medical Gas Yard - Building 07
- 2) NPC 5 Compliance – Provide NPC5 study to include recommendations as part of a narrative and sketches to upgrade the facility into compliance with requirements. This will include:
- a. Prepare Calculation for water and waste water consumption.
  - b. Develop sizing for the potable water and waste water holding tanks.
  - c. Coordinate tank locations with the facility.
- 3) Cost Estimating – Provide Conceptual Design Statement of Probable Cost (SOPC) for both NPC4 and NPC5 compliance scope listed above. This will include:
- a. A Rough Order of Magnitude SOPC for both NPC4 and NPC5 upgrades to the facility.
  - b. Review, quantify and price all available conceptual design documents.
  - c. Reconcile the SOPCs as needed.
  - d. Provide a single revision to each completed SOPC based on client/project team feedback.

Prior to making a site visit we will provide a questionnaire for the facility to review and provide any information related to the above items that may have already been prepared, gathered and/or documented. After evaluation of the materials, we will schedule a site visit to meet with the facility/engineering staff and walk areas of the facility that require further study.

As part of the proposal, we have included a multiday site visit and up to four (4) meetings with the facility/engineering staff to gather any remaining information and to review progress.

**SECTION 3. 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:

Part A Special Services:

Company	Sub Total
<b>Devenney Group</b>	\$ 46,470
<b>Degenkolb (Structural Engineering)</b>	\$ 2,500
<b>Gayner Engineers (MEP Engineering)</b>	\$ 83,600
<b>Cummings (Cost Estimating)</b>	\$10,000
<b>TOTAL PROJECT COSTS</b>	<b>\$ 142,570</b>
<b>Reimbursable Expenses</b>	<b>\$ 20,000</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.

For reimbursable expenses, the compensation shall be the 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 program defining the Owner’s objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

The Owner shall identify a representative authorized to act on the Owner’s behalf with respect to the Project.

**SECTION 7. NOTICE TO PROCEED**

If this proposal meets with your approval, please sign, date, and return one signed copy.

We look forward to working with CommonSpirit Health and the Degenkolb Team on this project. If you have any questions or comments, please do not hesitate to call.

Sincerely,

So agreed as set forth herein, this

**Devenney Group Ltd., Architects**

\_\_\_\_\_ day of \_\_\_\_\_ 2023.

Dave Healy  
Project Manager

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name/Title)

Enclosures: Mendocino Coast District Hospital Site Plan - OSHPD Bldgs

- cc: D. Campbell / DGL
- S. Stack / DGL
- S. Mackey / DGL
- A. Flanagan / DGL
- J. Dorsey / DGL
- J. Jurju / DGL
- FILE
- Emailed 5/15/2023