



March 31, 2022

Dana Stoehr, CEO
San Mateo County Event Center
2495 S. Delaware Street
San Mateo, CA 94403
dstoehr@smcec.co

RE: San Mateo Event Center Strategic Master Plan Update - Professional Services Agreement

Dana,

Van Meter Williams Pollack LLP is pleased to provide this limited proposal for the strategic master planning for the San Mateo County Event Center (SMCEC) property in San Mateo. The pandemic has shown and reinforced the importance of SMCEC to the state and county for the area's emergency services needs for large-scale facilities and open spaces, which are flexible and resilient to meet community needs during various emergency events.

Project Summary:

In the first project phase (Task 1), VMWP will assist SMCEC in preparing an addendum to the previous master plan document in order to address immediate emergency services program requirements for the campus.

A second project phase (Task 2) will focus on revising the previously completed SMCEC Vision Plan (2018) to remove specific program elements no longer being considered, and update with current and future program requirements for three levels of facility improvements:

- immediate and short-term renovations
- mid-term facility replacements
- longer-term new developments

The goal is to provide SMCEC a framework for short-term, mid-term and long-term decision-making and facility upgrade improvements.

Scope of Work:

Task A. RV Parking Area Design: Includes the concept design of the RV Parking Area per previous conversations to include in the SCEC Master Plan.

Task 1. Emergency Services Addendum: Task 1 will focus on creating a separate emergency services plan overlay with programming and utility requirements to fulfill SMCEC's role in supporting county emergency service planning. The scope will include updating the existing facilities with a short-range plan to define project scopes and estimated budgets for utility, open space, and building upgrades required to support county emergency services and resilience requirements. This may include placement of a new on-campus emergency service center building (or renovated existing building). As of the writing of this scope letter, the plan will:

- Retain the administration building and its planned addition in its current location
- No longer include an entry roundabout, hotel, parking garage, and office on the east lots
- Retain the large central quadrangle open space and associated circulation
- Retain the proposed maintenance building and grounds along Saratoga

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- Remove the previously planned administration building along Saratoga
- Retain the RV lot design being built along Bay Meadows Park
- Expand Redwood Hall by approximately 40 feet to the west to accommodate emergency services
- Add solar PV panels to large rooftops such as Fiesta Hall and Expo Hall
- Include annotations and/or overlays illustrating the emergency services

VMWP will work closely with SMCEC and meet as required to refine the list of program elements and desired improvements already provided by SMCEC to support the ongoing facility operations. VMWP will provide site planning, simple building program areas, and rough budgets for SMCEC's facility needs. Task 1 is to be completed in the next four to six weeks. It will consist of an annotated illustrative plan and a summary list of emergency services elements.

Task 2. Update SMCEC Vision Plan (2018): In this task VMWP will adjust the overall vision plan document to reflect the plan changes shown in Task 1. In addition, VMWP will work with SMCEC to further determine the elements to be removed, altered, and added into a revised vision plan. The new plan will build from the Task 1 emergency services addendum as the basis for a longer-term vision. In addition to the changes completed in Task 1, the longer-term vision plan will:

- Potentially include future office building(s) and associated parking south of Expo Hall along Delaware as shown in the 2018 plan
- Potentially reconfigure and expand Jockey Club and Cypress Hall as shown in the 2018 plan
- Potentially connect and expand Fiesta Hall and Expo Hall as shown in the 2018 plan\
- Include other long-term elements developed from meetings with SMCEC

As part of Task 2, VMWP will illustrate short-term and mid-term steps to achieve the longer-term vision, ie. buildings to be removed and replaced, parking, and open space changes. This task will be a longer process lasting approximately three to four months to revise the overall SMCEC Vision Plan (2018) document to reflect the newly adjusted planning approach. It will include the long-term illustrative plan, phasing diagrams, updated program elements and area summaries, updated construction budget estimates, and an updated birdseye aerial rendering. This phase may include regular meetings (biweekly) with SMCEC's leadership team, and occasional meetings with SMCEC board members as needed to update them and receive direction on key decisions.

Proposal Fee Budget:

VMWP will provide this scope for a fee not to exceed \$65,000 plus reimbursables. Task 1 may be the immediate authorization with Task 2 being authorized separately.

Task A:	RV Parking Area Design	\$ 10,000
Task 1:	Emergency Services Addendum:	\$ 10,000
Task 2:	Update SMCEC Vision Plan (2018)	\$ 30,000
Total:	Fees Task 1 and 2	\$ 50,000

In addition to fees, Expenses are anticipated to be below \$1000 and will be invoiced at cost plus 10%

Rates: The following are VMWP's standard Rates:

- Partner: \$215-235/hr.
- PA/Assoc. \$185/hr
- Senior UD/AD \$155/hr
- Designer \$105-135/hr.
- Normal reimbursable expenses are cost + 10%

Schedule: VMWP anticipates approximately four to six weeks to complete Task 1, with the understanding that VMWP is not in control of the client team's meeting schedule and review process. Task 2 is anticipated to be last approximately three to four months.

Additional Services:

Additional submittals requested by the SMCEC are an additional service. Additional meetings beyond the SMCEC team, additional modifications or request for additional information beyond that reasonably anticipated. Additional illustrative exhibits such as, professional renderings etc. may be produced and presented upon the request of the Client as additional expense to be defined prior to authorization.

Payment:

Billing will be monthly in proportion to the work completed. Payments are due within 30 days of invoicing. Outstanding invoices will incur interest at the rate of 1.5% per month.

Information provided by Others:

The Architect shall indicate to the Client the information needed for rendering of services hereunder. Information includes: Survey, etc. The Client recognizes that it is impossible for the Architect to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information from BKF base map, Google Maps/Earth, County Parcel maps or information the County and Client is providing.

Hazardous Materials:

It is acknowledged by both parties, that the Architect's scope of services does not include any services related to asbestos or hazardous or toxic materials. It is the recommendation of the Architect that the Client retains appropriate specialist consultants or contractors to identify, abate, and remove the asbestos or hazardous or toxic materials, and warrant that the job site is in full compliance with applicable laws and regulations.

Subsurface / Soils Engineering Evaluation:

It is acknowledged by both parties, that the Architect's scope of services does not include any services related to soils engineering or evaluation. It is the recommendation of the Architect that the Client, retains appropriate specialist consultants or contractors to identify, the condition of the soils from an engineering criteria.

Insurance:

The following are VMWP's standard Insurance:

Workers Compensation Insurance:	\$1,000,000	As required by State of California
Auto (Per Accident) (Individual):	\$1,000,000	
Comm'l. Gen'l. Liability: Single Limit:	\$1,000,000	
	\$2,000,000	(Aggregate)
Professional Liability (E&O):	\$2,000,000	(Aggregate)

Insurance Certificates will be provided upon request. These policies shall name additionally insured to the reasonable ability of our insurance companies.

Consent to Document Use

Architect acknowledges and consents to the SMCEC that they will be the owners of the work product prepared by the Architect.

If this fee proposal and general terms are agreed to please sign and return this letter agreement. If you have any questions, please contact me directly.

Sincerely,



Rick Williams, Partner, Architect

accepted,

for SMCEC