

April 1, 2022
BKF No 2022-0546-10



Bill Hansell
General Manager
[Kensington Fire Protection District](#)
217 Arlington Avenue
Kensington CA 94707
Transmitted Via Email: bhansell@kensingtonfire.org

**Subject: Kensington Fire Station – Temporary Facility
Civil Engineering Consulting Services
Proposal and Letter Agreement**

Dear Bill,

BKF Engineers welcomes the opportunity to submit this proposal and letter agreement for civil engineering services. We understand that the subject project intends to construct temporary facilities at Berkeley Unitarian Church to operate during the time that the Kensington Fire Station is under construction. Based on our discussion, we understand the scope of civil engineering services required is not fully defined. Our anticipated scope includes the following:

1. **Existing Conditions Review:** BKF will visit the site to review site constraints and conditions. This will serve to identify challenges and define scope and to determine whether existing topographic mapping is adequate.
2. **Site Utilities:** BKF will contact PG&E, EBMUD, the sanitary district, and city to obtain block maps of the existing utilities fronting the project. We will use this to determine points of connection and identify potential crossing conflicts.
3. **Site Development plan:** BKF will prepare plans including construction notes, legend, existing conditions, demolition, site plan, grading, utility, construction details, sedimentation and erosion control.
4. **Turn Template Exhibit:** BKF will prepare an exhibit to show whether fire apparatus can adequately enter and exit the site.
5. **Specifications:** BKF will prepare final technical specifications in CSI format for elements included in our scope of work.
6. **Project approval:** BKF will revise the drawings based on agency comments and re-submit for review.
7. **Meetings:** BKF anticipates 4 design meetings attended remotely.
8. **Stormwater:** We assume stormwater treatment will not be required.

In addition, BKF has budgeted twenty (20) hours of combined staff time for the following:

1. **Construction Submittal Review**
2. **Written Responses to Contractor Requests for information (RFI).**
3. **Project closeout**

These services will be invoiced monthly on a time-and-expense basis at our standard hourly rates with the initial budget noted below. Payment is due within 14 days of receipt of invoice by client.

Task	Description	Fee
1	Construction Documents	\$25,000
2	Construction Administration	\$3,400
Total Labor Fee		\$28,400

BKF Engineers' services are limited to those expressly set forth in this letter. It is understood that BKF will have no other obligations or responsibilities for the subject project except as provided herein or as otherwise agreed to in writing. For any additional services requested, we will prepare and submit a separate scope and fee prior to performing the work. Additional services will not be performed until formally authorized in writing (e.g. signed amendment, e-mail recognition) by client.

In providing services under this agreement, BKF shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

This agreement may be terminated by either party at any time for any reason with 7 days written notice. If client elects to terminate this agreement before our services are complete, BKF will issue a final invoice proportional to the services which were provided up to the date which services were terminated and client agrees to pay said invoice within 14 days of receipt.

Thank you for the opportunity to present this proposal and letter agreement. We look forward to assisting in the development of this project. Please contact the undersigned at 925-940-2206 if you have any questions. Otherwise, please sign below to authorize us to proceed.

Respectfully,
BKF Engineers, a California corporation



Eric Swanson
Associate
License No. 64607

Authorized to proceed per the terms described herein:
Kensington Fire Protection District

Bill Hansell

Print Name
General Manager

Title



Signature
04/12/2022

Date

