



CPSC
2022



CUSTOM PARK
STANDARD
CALCULATIONS

City of Hermosa Beach
Parks & Recreation Master Plan Fee Proposal



RJM DESIGN
GROUP

Fee Proposal

It is the objective of our Team to provide the most comprehensive, yet efficient, approach to the development of the City of Hermosa Beach Parks and Recreation Master Plan. This fee includes all costs to be incurred by RJM Design Group, Inc. Fees for the work are as follows:

<u>Phase/Task</u>	<u>Fee</u>
PHASE I - Project Management	
Tool 1 - Scalable Project Management	\$9,900.00
PHASE II - Existing Conditions Analysis	
Tool 2 - Existing Documentation Review	\$6,075.00
Tool 3 - Inventory of Parks, Facilities and Programs	\$14,685.00
Tool 4 - Demographic Assessment	\$5,400.00
Tool 5 - Trends Analysis	\$4,150.00
Tool 6 - Custom Park Standards Calculation (CPSC's)	\$9,550.00
PHASE III - Community Outreach and Engagement	
Tool 7 - Community Engagement	
Project Website Development & Updates	\$8,000.00
Stakeholder Interviews / Focus Groups	\$10,675.00
Workshop #1 - Scoping Session	\$9,050.00
Workshop #2 - Program / Facility Needs	\$9,050.00
Workshop #3 - Prioritization	\$9,050.00
Statistically Valid Multi-Modal Survey	\$27,525.00
PHASE IV - Needs Summary and Recommendations	
Tool 8 - Community Needs Assessment	\$5,825.00
Tool 9 - Recommendation and CIP	\$11,925.00
PHASE V - Management, O & M, and Financial Recommendations	
Tool 10 - Policy Review & Recommendations	\$6,975.00
Tool 11 - Operations & Maintenance Plan	\$11,350.00
Tool 12 - Financial Plan Review & Recommendations	\$13,975.00
PHASE VI - Report Development	
Tool 13 - Draft Master Plan Report Development	\$19,150.00
Final Master Plan Report	\$9,050.00
Public Meetings and Presentations	\$6,460.00
Reimbursable Allowance	\$10,000.00
Total Project Fee*:	\$217,820.00
OPTIONAL SERVICE	
Extra Outreach Meetings and/or Concept Plans	\$2-5,000.00/ Each

*Note: This fee summary represents our current understanding of the project scope and complexity.

The scope of work and associated fees are subject to refinement at Client's request. We have developed the scope and fee for this project to be as inclusive as possible. We would be happy to meet with the city to review the fees and make any modifications necessary to better match the available budget.

REIMBURSABLE EXPENSES (Estimated Allowance \$10,000)

When incurred, the following project expenses will be billed at cost plus 15% administrative fee in addition to the above fee proposal:

- Printing, plotting, copying, scanning, photography, graphic expenses
- Delivery and handling of documents, shipping
- Permits, plan check, and inspection fees
- Travel expenses
- City business license

PAYMENTS

Payments are due and payable on a monthly basis following the completion of any substantial phase of work. Carrying charges for overdue accounts beyond 30 days of billing date are charged at 1.5% of the amount due, compounded monthly.

ADDITIONAL SERVICES

Professional services not specifically identified in the scope of work will be considered additional services and may be performed at Client’s request, reimbursable at consultant’s standard hourly rates. Additional services may include, but are not limited to:

- Additional meetings, presentations, or site visits beyond those identified in the scope of work.
- Exhibit preparation beyond that identified in the scope of work.
- Revisions to documents required as a result of changes in Client’s direction; changes subsequent to Client’s approval; or changes in governmental codes or regulations.
- Design of improvements beyond the designated project site, or due to changes in project phasing schedule.
- Specialized billing or accounting forms, invoices, spreadsheets.
- Engagement of other consultants not specifically identified below.

CONSULTANTS’ HOURLY RATES

Compensation for additional services will be billed hourly at our standard rates* below:

RJM Design Group

Principal Landscape Architect	\$195.00 per hour
Senior Associate	\$175.00 per hour
Landscape Architect / Project Manager	\$155.00 per hour
GIS	\$145.00 per hour
Clerical	\$ 85.00 per hour

Probolsky Research

Principal	\$375.00 per hour
Associate	\$325.00 per hour

*Charges for subconsultant services are billed at cost plus a 15% coordination fee.

Billings for all time and materials and contract extension work shall be in accordance with the level of work performed based on the categories listed above.

Hourly rates will be escalated each August 1st in accordance with any increase in the Consumer Price Index or other mutually agreed upon cost index, beginning with August 1, 2023. Provisions for fee escalation pertain to all contract extensions and additional work.

Breakdown of Hours

CITY OF HERMOSA BEACH Parks Master Plan Hourly Fee Spreadsheet

	LEAD CONSULTANT								SUBCONSULTANT		PHASE FEE TOTALS
Task Description	RJM Design Group, Inc.								Probolsky Research		
	Principal		Senior Associate		Project Manager		Job Captain		Statistically Valid Survey		
Hourly Rate	\$210		\$175		\$155		\$140		\$275		
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Fees	
PHASE I - PROJECT MANAGEMENT											
Tool 1 - Scalable Project Management	25	\$5,250	0	\$0	30	\$4,650	0	\$0			\$9,900
PHASE I - SUBTOTALS	25	\$5,250	0	\$0	30	\$4,650	0	\$0			
PHASE I - TOTAL FEES	\$9,900								\$0		\$9,900
PHASE II - EXISTING CONDITIONS ANALYSIS											
Tool 2 - Existing Documentation Review	10	\$2,100	5	\$875	20	\$3,100	0	\$0			\$6,075
Tool 3 - Inventory of Parks, Facilities and Programs	6	\$1,260	35	\$6,125	20	\$3,100	30	\$4,200			\$14,685
Tool 4 - Demographic Assessment	5	\$1,050	0	\$0	10	\$1,550	20	\$2,800			\$5,400
Tool 5 - Trends Analysis	5	\$1,050	0	\$0	20	\$3,100	0	\$0			\$4,150
Tool 6 - CPSC's	10	\$2,100	0	\$0	30	\$4,650	20	\$2,800			\$9,550
PHASE II - SUBTOTALS	36	\$7,560	40	\$7,000	100	\$15,500	70	\$9,800			
PHASE II - TOTAL FEES	\$39,860								\$0		\$39,860
PHASE III - PUBLIC OUTREACH AND ENGAGEMENT											
Tool 7 - Community Engagement:											
Project Website Development & Updates	10	\$2,100	0	\$0	20	\$3,100	20	\$2,800			\$8,000
Stakeholder Interviews/Focus Groups	15	\$3,150	0	\$0	35	\$5,425	15	\$2,100			\$10,675
Workshop #1 - Scoping Session	15	\$3,150	0	\$0	20	\$3,100	20	\$2,800			\$9,050
Workshop #2 - Program/Facility Needs	15	\$3,150	0	\$0	20	\$3,100	20	\$2,800			\$9,050
Workshop #3 - Prioritization	15	\$3,150	0	\$0	20	\$3,100	20	\$2,800			\$9,050
Statistically Valid Multimodal Survey	15	\$3,150	0	\$0	20	\$3,100	0	\$0	77	\$21,275	\$27,525
PHASE III - SUBTOTALS	70	\$14,700	0	\$0	115	\$17,825	95	\$13,300	0	\$0	
PHASE III - TOTAL FEES	\$45,825								\$0		\$73,350
PHASE IV - NEEDS SUMMARY AND RECOMMENDATIONS											
Tool 8 - Community Needs Assessment	10	\$2,100	0	\$0	15	\$2,325	10	\$1,400			\$5,825
Tool 9 - Recommendations and CIP	15	\$3,150	20	\$3,500	25	\$3,875	10	\$1,400			\$11,925
PHASE IV - SUBTOTALS	25	\$5,250	20	\$3,500	40	\$6,200	20	\$2,800			
PHASE IV - TOTAL FEES	\$17,750								\$0		\$17,750
PHASE V - MANAGEMENT, O & M, AND FINANCIAL RECOMMENDATIONS											
Tool 10 - Policy Review & Recommendations	5	\$1,050	25	\$4,375	10	\$1,550	0	\$0			\$6,975
Tool 11 - Operations and Maintenance Plan	5	\$1,050	50	\$8,750	10	\$1,550	0	\$0			\$11,350
Tool 12 - Financial Plan Review & Recommendations	5	\$1,050	65	\$11,375	10	\$1,550	0	\$0			\$13,975
PHASE V - SUBTOTALS	15	\$3,150	140	\$24,500	30	\$4,650	0	\$0			
PHASE V - TOTAL FEES	\$32,300								\$0		\$32,300
PHASE VI - REPORT DEVELOPMENT											
Tool 13 - Report Development and Public Meetings:											
Draft Master Plan Report Development	20	\$4,200	10	\$1,750	40	\$6,200	50	\$7,000			\$19,150
Final Master Plan Report	10	\$2,100	10	\$1,750	20	\$3,100	15	\$2,100			\$9,050
Public Meetings and Presentations	16	\$3,360	0	\$0	20	\$3,100	0	\$0			\$6,460
PHASE VI - SUBTOTALS	46	\$9,660	20	\$3,500	80	\$12,400	65	\$9,100			
PHASE VI - TOTAL FEES	\$34,660								\$0		\$34,660
Reimbursable Allowance											\$10,000
COMBINED PHASE FEE TOTAL	\$207,820								\$0		\$217,820
FEE GRAND TOTAL	\$217,820										
The above hourly fee breakdown consists of ESTIMATES ONLY. Billings will be based on actual percentage completion of each phase per contracted fixed fee.											

Notes

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