

## Exhibit B

### Architecture Design for the City Hall Renovation

#### Scope of Services

##### General Description:

The City of Beaumont would like to expand the current City Hall office spaces located at 550 E. 6<sup>th</sup> Street Beaumont, CA 92223. The building has approximately 10,000 +/- square feet to be reconfigured to provide a better flow of services, and additional office space. The building was constructed in 1915 and will keep the existing footprint.

##### Data Collection and Kick Off Meeting:

- The Consultant shall participate in an initial meeting with the Management Team and Project Manager to review the proposed project.
- The Consultant shall conduct an analysis of the routine operations of City Hall to fully understand their function, operations, and the respective interaction, relationship, adjacency priorities, and potential of joint use facilities.
- The City Team and Consultant, as a part of this phase, shall consider and provide documentation to the extent possible, for current and future staffing level projections and their spatial need impact upon future needs of facilities.
- The City Team shall provide all plans for the current facility available and discuss with the Consultant which spatial relations work and which need improvement.
- The Consultant shall be familiar with any California Building Codes to including appropriate function of a public facility.

##### Floor Plan Development:

The Consultant will prepare conceptual design documents consisting of preliminary design and illustrating the following items:

- Provide block diagram of major programmed spaces showing functional relationship.
- Provide building size/shape configuration showing major entry points.
- Remove kitchen.
- Construct two each single stall restrooms (unisex for both).
- Remove Finance Director's office door.
- Reconfigure Finance office space in Rooms 2 and 3 to accommodate meeting space, space for auditors, two senior accountants and Finance Director in Room 3.
- Use existing glass partitions for Finance Staff office space.
- Reconfigure customer service counter to include bank type windows, microphones, barrier to public.
- Construct a counter with three stations at the window.
- Create two offices directly behind customer service.
- Create an area for a Mother's Room.
- Upgrade existing public restrooms.
- Glass doors to be replaced with a permanent wall between hall and administration.
- Create two offices located in the Building Permit Tech office area.
- Create cubicles/offices in center hallway and counter areas.
- Cohesive flooring.

- Upgrade HVAC units to accommodate new office space.
- Upgrade Fire System to accommodate new office space.
- Reroof.
- Replace windows in Building B.
- Provide optional solutions if necessary to address identified constraints.

Construction Cost Estimates and Bid Document Prep:

- Provide bid ready and construction documents.
- Provide construction cost estimates to staff during evaluation and bid process.

Other Key Requirements:

- Provide options for phasing construction vs turning the building over.
- Provide timelines for the above work and final presentation.
- Provide bidding assistance.
- Provide construction management for RFIs.
- Provide for Bi-weekly meetings with the Project Team.