



Coastside Fire Protection District

STAFF REPORT

TO: Honorable Board of Directors

FROM: Jean B. Savaree, District Counsel
Sean Rose, Project Manager

DATE: May 27, 2026

SUBJECT: **Resolution Amending the Agreements with PBK Architects, Inc. for Architectural Design Services for the Fire Station 44 Replacement Project**

Staff Recommendation

Staff recommends that the Board approve the attached proposed Resolution that would amend the not-to-exceed compensation amounts for Architectural Design Services Agreement the Station 44 Replacement Project with PBK Architects, Inc. ("PBK").

Background

On February 22, 2023, the Board approved Resolution 2023-05, which awarded the Architectural Design Services Agreement for the Fire Station 44 Replacement Project (the "Agreement") to PBK in an amount not to exceed \$914,100. That Agreement contemplated that PBK would perform a seven-phase scope of work that would span from project initiation through the design and permitting stages and ultimately conclude with limited construction observation and administrative work in support of the project through its construction.

The permitting process for the Station 44 project has taken longer than expected and required a number of design alterations that were not previously anticipated. Given the delays in the permitting and design processes, the Board approved an amendment to Agreement with PBK on September 24, 2025. The amendment increased the not-to-exceed amount of the Agreement by \$108,550, from \$914,100 to \$1,022,650. This amount reflected an added scope of work for extended architectural/engineering services due to the aforementioned extended permitting time, as well as the completion of a specialty retaining wall design and a supplemental geotechnical report necessary in order to design the specialty retaining wall that were not included in their original scope of work

The scope of work added by the amendment to the Agreement has now been completed. The District has continued, however, to receive significant comments from

the County in response to its submissions for permitting. Those comments have required extensive redesigns and associated re-engineering. The most recent round of comments received from the County primarily related to drainage, which were driven in large part by recent Water Board regulations.

PBK has subcontracted with MCR Engineering, Inc. for assistance with hydraulic analysis and drainage and sewer design on the project. The most recent comments from the County will require redesign of the drainage and sewer, as well as require a new hydrology report. The additional cost associated with this work is \$28,400, and MCR has issued a change order under its subcontract with PBK for that amount. That change order is attached here as Attachment 2.

As the costs included in MCR's change order were not anticipated and not within PBK's control, PBK has asked for an amendment to its Agreement to pass through this cost to the District.

District staff and the District's project manager for the Station 44 Replacement Project have reviewed the request submitted by PBK and believe it to be reasonable based on the amounts proposed and the justification as described above. The current construction estimate by PBK is approximately \$14.5 million. With the recommended amendment, PBK's total design fee would be 7.2% of construction which is within the average range for a project of this type and complexity.

Conclusion

Staff recommends that the Board approve the attached proposed Resolution, which would increase the total compensation to be paid to PBK under the Architectural Design Services Agreement for the Fire Station 44 Replacement Project by \$28,400 from \$1,022,650 to \$1,051,050.

Attachments

1. Proposed Resolution
2. Proposed Change Order

ATTACHMENT 1 – Proposed Resolution

RESOLUTION NO. 2026-06
RESOLUTION OF THE COASTSIDE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
AMENDING THE NOT-TO-EXCEED COMPENSATION TO BE PAID TO PBK ARCHITECTS, INC.
UNDER THE ARCHITECTURAL DESIGN SERVICES AGREEMENT FOR THE FIRE STATION 44
REPLACEMENT PROJECT

WHEREAS, on February 22, 2023, the Board approved Resolution 2023-05, awarding the Architectural Design Services Agreement for the Fire Station 44 Replacement Project ("Agreement") to PBK Architects, Inc. ("PBK");

WHEREAS, the Permanent Station Agreement calls for PBK to lead the design and permitting processes for the Station 44 Replacement Project;

WHEREAS, by Resolution adopted by the Board on September 24, 2025, the scope of work to be performed by PBK under the Agreement was expanded and not-to-exceed compensation to be paid to PBK was increased by \$108,550 from \$914,100 to \$1,022,650, due to delays and additional work necessary during the design and permitting phases of the Project;

WHEREAS, recent permitting comments received regarding the design of the Project will require additional redesigns and civil engineering regarding drainage and sewer designs for the Project;

WHEREAS, PBK's subcontractor for hydraulic study and design work, MCR Engineering, Inc., has issued a change order request in the amount of \$28,400 for the additional work needed to respond to the permitting comments and PBK has requested that those costs be passed through to the District;

WHEREAS, District staff have reviewed the proposed change order from MCR Engineering and PBK's request to pass through that cost, and believe both to be reasonable and appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Coastsides Fire Protection District Board of Directors that the Architectural Design Services Agreement for the Fire Station 44 Replacement Project, as previously amended by Resolution dated September 24, 2025, is further amended by increasing the not-to-exceed compensation to be paid to PBK from \$1,022,650 to \$1,051,050; all other existing provisions of the Agreement remain without amendment.

PASSED AND ADOPTED as a Resolution of the Coastside Fire Protection District at the regular meeting held on the 27th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gary Burke, Board President

ATTEST:

Ryan West, District Secretary

ATTACHMENT 2 – Proposed Change Order

1327 Archer Street, Suite 110
San Luis Obispo, CA 93401
(805) 329-3076
PBK.com

May 8, 2026

VIA: Email



Mr. Sean Rose
Project Manager
Coastside Fire Protection District
1191 Main Street
Half Moon Bay, CA 94019

Re: Additional Civil Services Fee Proposal – MCR Engineering

Dear Mr. Rose:

On behalf of PBK, we sincerely appreciate the opportunity to continue supporting the ongoing Fire Station 44 Replacement project for the Coastside Fire Protection District. The following requested additional services fee adds scope and additional budget for MCR Civil Engineering.

I. SCOPE OF ADDITIONAL WORK:

The Scope of Work for the additional services shall include the following:

- A. Fire Station 44:
 - a. Civil Construction Documents
 - b. C.3 & San Mateo Water Pollution Prevention Program (SMCWPPP)
 - c. Civil Hydrology Report

See Attachment A for detailed scope breakdown from MCR Engineering.

II. COMPENSATION:

A. **Fee Calculation:** See Attachment A for detailed Fee breakdown from MCR Engineering.


B. **Fee:** The total A/E fee is Twenty-Eight Thousand, Four Hundred Dollars (\$28,400).

a. Civil Engineering Services (Direct):	<u>\$28,400</u>
Total:	\$28,400

We extend our sincere thanks to the Coastside Fire Protection District for your continued partnership. If you have any questions or need additional information, please don't hesitate to contact me at (916) 420-2578. I'm always happy to assist.

Sincerely,

Approved by:



PBK Name
Associate Principal, PBK
District

Sean Rose
Project Manager, Coastside Fire Protection

Attachment A



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AGREEMENT
Between Client and Consultant

CONTRACT CHANGE ORDER

CHANGE ORDER DATE: March 23, 2026

PROJECT: Coastside Fire Station 44

JOB NO: 23-030

CHANGE ORDER NO: 1

FROM: Marshall Swift
MCR Engineering, Inc.

E: marshall@mcreng.com

P: (209) 239-6229

CLIENT: Nathan Reasons
PBK Architects

E: nathan.reasons@pbk.com

P: (805) 329-3076

This CONTRACT CHANGE ORDER modifies the existing agreement between **MCR Engineering, Inc.** and **PBK Architects** dated July 18, 2023, for the above referenced project as follows:

Description of Change:

1. This Change Order adds scope to the original contract for additional services and increases the budget for **Task 4 - Construction Civil Documents** and **Task 5 - C.3 and San Mateo Water Pollution Prevention Program (SMCWPPP)**. The new additional services task associated with this Change Order is **Task 8 - Civil Hydrology Report**.

The work associated with this Change Order includes civil redesign related to site revisions and wall modifications, hydrology and hydraulics analysis, sewer redesign, preparation of updated plans and specifications necessary to satisfy agency and Client requirements, and expanded scope associated with preparation of the Drainage Report.

- A. Amend budget for **Task 4 – Construction Civil Documents** from \$29,000.00 to \$45,000.00.
- B. Amend budget for **Task 5 – C.3 & San Mateo Water Pollution Prevention Program (SMCWPPP)** from \$12,600 to \$15,000
- C. Add **new** task – **Task 8 – Civil Hydrology Report** \$10,000.00

Total Change Order Request: \$28,400