November 13th, 2026

To: Mike Rademaker, Crescent City Harbor District CEO, and the Crescent City Harbor District Board of Commissioners

From: Mike Bahr, CEO, Community System Solutions

Board Agenda Item: Consider and approve an increase to the architectural fee authorization under TCA Architects' Letter of Authorization (LOA) by $20,327.05, from $55,000 to $75,327.05.

Background:

TCA's LOA would need to be amended for the District to pay final Invoice No. 2522747 in full for work completed on the Vision Plan draft.

The purpose of this memorandum is to request Board consideration of an adjustment to TCA's LOA and to summarize the work completed by TCA for the 2025 Vision Plan draft, including its connection to the invoice.

TCA's original LOA established an estimated architectural fee of $55,000 and a separate $4,000 allowance for reimbursable expenses. TCA has been paid a total of $50,023.30. TCA has submitted a final invoice for $25,303.75, which would result in cumulative payments exceeding the original architectural fee authorization by $20,327.05. Payment of the invoice in full would require Board consideration of an increase in the authorized contract amount.

TCA's Work on the Vision Plan

Attached to this memorandum are TCA's LOA and Invoice No. 2522747 for $25,303.75. TCA worked in tandem with the Harbor District, CSS, and Crede to develop the Vision Plan draft.

TCA completed much of its work on the Vision Plan, including site visits, a two-day public Charrette engaging stakeholders, a conceptual site plan for RV layout to support RFP packages, parcel opportunity diagrams prepared for development solicitations, and Charrette results summarized and integrated into the Vision Plan document. TCA also performed the following activities during the course of the project:

- Identifying site conditions
- Review and assess recent civil engineering and planning work
- Review issues such as sensitive habitat areas, hydrology, and storm-water detention/retention
- Assess zoning, general plan, design guidelines – regulatory documents

- Demographics
- Site and area history
- High-level mobility considerations along Highway 101.

The intention was to amend the LOA to capture this additional work and have TCA finalize the Vision Plan. However, Chris Williams, who served as TCA's project lead, has since left the firm. TCA is not interested in continuing this work. This invoice is the last item outstanding under TCA's LOA.

Invoice and Payment Needed

TCA Invoice No. 2522747 is for $25,303.75 and details the additional work performed by the TCA team.

We reviewed the work completed by TCA, and the invoice reflects the work that was done.

The invoice can be paid for using HMGP funds, like the previous TCA invoices.

Information from the Charrette

The Charrette provided valuable insight into the opportunities and challenges of the harbor. Through open dialogue, hands-on exercises, and shared exploration, the design team and stakeholders built understanding, ensuring the vision reflected both community values and long-term economic vitality.

The Charrette, which took place at the Elk's Lodge, had 43 participants total. The Charrette was successful, and input from the community and stakeholders has proven to be invaluable.

The information gathered from the Charrette has been useful not only for the continuation of the Vision Plan, but also for future District plans. Information gathered for the Vision Plan is incredibly useful for grant applications that require community input. The information may also support the District's future Strategic Plan updates, reducing the need to repeat the initial stakeholder-engagement process.

I will attend the November 18 Harbor meeting in person and will be available to answer any questions about the invoice and the TCA work.

Thank you,

Mike

Attachments

- TCA Letter of Authorization (LOA)
- Invoice No. 2522747

Addendum to CSS Board Report – TCA Architectural Fees

From: Michael Rademaker, CEO/Harbormaster
Re: TCA Architects – Invoice No. 2522747

The District anticipated that TCA's work on the Vision Plan, including the services reflected in its final invoice, would be completed within the architectural fee budget established by the original Letter of Authorization (LOA). The LOA expressly required additional written authorization before exceeding the authorized amount. Because TCA did not obtain that authorization, it performed the additional work at its own risk, subject to subsequent Board approval. This inadvertent oversight by TCA may have been attributable, at least in part, to Chris Williams' departure from the firm, which may have contributed to confusion during the transition and a lack of familiarity with the LOA's authorization requirements.

Although the District would be justified in insisting upon strict compliance with its contractual authorization requirements, I do not believe that withholding payment for otherwise satisfactory and reasonably priced professional services would represent the most equitable or constructive resolution of this matter. Under copyright law, this could result in the District being unable to use a portion of TCA's work product that the District believes will be valuable for future business development. In other words, we can't avoid paying the invoice while at the same time benefiting from TCA's work product that the District wants to use in the future. Given the ongoing value of these materials for the District's planning, development, and grant-related activities, staff believes it would be worth the expense to pay the invoice, which will be covered by grant funding.

LETTER OF AUTHORIZATION

Date FEBRUARY 25TH, 2025

Prepared for

MIKE RADEMAKER
CRESCENT CITY HARBOR DISTRICT
101 CITIZENS DOCK ROAD
CRESCENT CITY, CALIFORNIA 95531

TELE: (707) 464-6174
EMAIL: mrademaker@ccharbor.com

Re CRESCENT HARBOR VISION PLAN
2025-024-00

Description of Architect's Services

At the direction of the Owner, Architect shall attend meetings with Owner and prepare planning and design services, for the Crescent Harbor Vision Plan located in Crescent City, California. The approximately 300 acre area will be envisioned under a vision plan that will set the forward trajectory for future development and place making. The vision plan will be a collaborative effort with the city, stakeholders and Crescent City Harbor District.

SCOPE OF SERVICES

This article defines the scope of basic services which the Architect agrees to perform.

100 MEETINGS

The Architect will attend six (6) meetings with the Owner and members of the design team, and hearings with the local municipality as are determined necessary by the Owner. For Budgetary purposes, team coordination meetings will be held per owners schedule. Coordination meetings to occur via Microsoft Team meetings unless otherwise discussed.

150 INFORMATION GATHERING

Architect to research, meet with Owner and consultant team members to review and discuss the proposed project and acquire/assemble project background information. This phase is used to acquire all pertinent info that can influence visioning and guiding principles.

- Identify physical site conditions – Opportunities and Constraints
- Review and assess recent civil engineering and planning work
- Review issues such as sensitive habitat areas, hydrology, and storm-water detention/retention requirements.
- Assess zoning, general plan, design guidelines – regulatory documents
- Demographics
- Site and area history
- High level mobility along Highway 101

All research/ information gathering to be summarized and documented for use in the charrette and formulation of vision plan.

151 **GRAPHIC EXHIBITS AHEAD OF CHARRETTE**

The Architect will collaborate on exhibits for review with stakeholders. The exhibits will be utilized for presentation purposes, work sessions and to solicit feedback. The graphic exhibits to include:

- Opening day presentation to public and community stakeholders
- Opportunities and Constraints Exhibit
- High Level Master Plan Diagrams
- Inspirational Imagery - Display potential development character and style
- Figure grounds of comparable projects
- Product research and typologies imagery
- Project base maps

152 **CHARRETTE**

The Architect will lead a three day charrette in Crescent City. The charrette will engage stakeholders and public to initiate a dialogue for the highest and best uses for the Crescent City Harbor District. The Charrette will include the following:

- **Day 1**
  - Engage public/ community stakeholders in a venue adjacent or central to the site
  - Opening speeches
    - Mayor or harbor master opening dialogue
    - Design team opening dialogue about site and presentation
    - Prominent community members talk about the location and history
  - Break Out Session – Public is given the opportunity to give comments and sketches for vision
    - Land Use Framework
    - Public Realm Framework
    - Built Environment Framework
    - Mobility Framework
  - Presentation of each groups findings

- **Day 2**
  - TCA team work day in preparation for Day 3
    Consolidation of public comments
    Sketch designs of stakeholder ideas
    Sketchup renderings of placemaking areas within the masterplan
  - PowerPoint presentation prepared for Day 3 presentation to the public

- **Day 3**
  - Presentation to public about findings and ideas
  - Open response to design team findings

200 **SKETCHUP MODEL & RENDERINGS**

The Architect will utilize Sketchup and Enscape rendering software for three dimension modeling of placemaking spaces within the vision area. Prior to and during the charrette focus areas will be selected in which stakeholder input will influence design ideas. Renderings will be produced day 2 of charrette.

- Overall model of vision area will be prepared for graphic purposes. Model will be prepared ahead of charrette.
- Architect and Client will select up to five (5) focus areas, within the model, to be enhanced for rendering purposes.
- Up to five (5) renderings focused at street level
- One (1) birds eye rendering

201 **FINAL VISION PLAN REFINEMENTS/ PACKAGE**

Based on feedback received from the Owner, city officials and stakeholders, Architect to make final revisions to the supporting exhibits. Architect will work with the Owner to establish documentation of the results of the charrette. The document will be a synthesized summary that expresses the community/ stakeholder envisioned forward trajectory for the vision area. Exhibits will be formatted and modified for formal presentation purposes. The general outline of final

- Introduction
- Process
  - Stakeholder Input
  - Design team product
- Vision Direction
- Implementation Plan

Fees for Architect's Services

Reference	Service	Estimated Fee	Basis
100	Meetings	$ 4,500	Hourly
150	Information Gathering	$ 5,500	Hourly
151	Graphic Exhibits Ahead of Charrette	$ 8,200	Hourly
152	Charrette	$16,600	Fixed
200	Sketchup Model and Renderings	$11,200	Hourly
201	Final Vision Plan	$ 9,000	Hourly
	Total Estimated Architectural Fee *	**$55,000**	

*Consultant Mark-up – 15% of all negotiated consultant fees for consultants retained by Architect.

Allowance for Reimbursable Expenses	$	4,000

** Estimated budget only. Not to exceed without prior written authorization from Owner.

Not Included: Schematic Design; Design Development; Construction Documents; Bidding Services; Value Engineering; Services During Construction; Structural, Mechanical, Plumbing and Electrical Engineering; Soils and Geology; Civil Engineering; Landscape Architecture; Acoustical Engineering; Fire Sprinklers; Traffic or Environmental Services; Models, Renderings, 3-D animations; and any other consulting services, etc.

Terms

These fees are not intended to be comprehensive, but are only to allow the Architect to begin work. Architect will not exceed the above specified fees or provide any additional services without obtaining further authorization from Owner in writing. Once a full, detailed scope of work and fee schedule can be established a complete Owner-Architect Agreement will be prepared. When the Owner-Architect Agreement is executed, the Owner-Architect Agreement shall supersede this agreement, which will then become null and void. Architect's standard terms and conditions shall apply to this agreement.

Should the parties be unable to agree upon the terms of an Owner-Architect Agreement for full services, and/or the Owner decides to use the Architect's instruments of service (drawings and other design documents) without retaining the Architect, then the Owner may use the Architect's instruments of service (drawings and other design documents) under the following conditions: (i) Architect will remove his name from the instruments of service; (ii) Owner waives all claims against Architect related to the use of the instruments of service or in any way connected with the Project; (iii) Owner will defend, indemnify and hold harmless the Architect for any claims, liabilities or damages arising out of or related to the use of the instruments of service or in any way connected with the Project.; and (iv) All invoices due the Architect must be paid in full.

HOURLY COMPENSATION SCHEDULE

All work performed on an hourly basis shall be computed at TCA's standard rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to the Compensation for Architect's Services and include actual expenditures made by the Architect, his employees, or his professional consultants in the interest of the project. All reimbursable expenses except reprographics shall be billed at cost plus 15% for handling.

TERMS OF PAYMENT

Fees for services are due and payable within thirty (30) days of invoice date. Accounts not paid in full within sixty (60) days of the date of the invoice are considered delinquent, and work on such accounts may be halted, with all pending documents, work product, or other instruments of service being withheld. Accounts shall be paid in full prior to continuation of the Architect's services.

Architects are licensed and regulated by the California Architect's Board located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.

ELECTRONIC SIGNATURES

The exchange of copies of this Letter of Authorization and of signature pages by electronic mail transmission (e.g., in .PDF format) will constitute effective execution and delivery of this Letter of Authorization as to the Parties and may be used in lieu of the original Letter of Authorization for all purposes. Signatures of the Parties transmitted by electronic mail (e.g., in .PDF format) will be deemed to be their original signatures for any purpose whatsoever. Without limiting the foregoing, the words "execution," "execute," "signed," "signature," and words of like import in or related to this Letter of Authorization shall be deemed to include electronic signatures (e.g., through DocuSign© or other similar electronic e-signature application), each of which shall be of the same legal effect, validity or enforceability as a manually executed signature.

To permit TCA to begin work immediately, we are requesting an authorization to proceed with the work and fees outlined above.

TCA ARCHITECTS, INC.

By:  Date: 02/25/2025

CHRIS WILLIAMS
ASSOCIATE PRINCIPAL, STUDIO DIRECTOR

TCA ARCHITECTS, INC.
18821 BARDEEN AVENUE
IRVINE, CALIFORNIA 92612
TELEPHONE: (949) 862-0270
FACSIMILE: (949) 862-0289
EMAIL: cwilliams@tca-arch.com

Authorization

CRESCENT CITY HARBOR DISTRICT

Accepted By: Michael Rademaker Date: 02/28/2025

Mike Rademaker
Title: CEO/Harbormaster

TCA Architects, Inc.
18821 Bardeen Avenue
Irvine, CA 92612
Telephone - 949-862-0270
Fax - 949-862-0289

April 02, 2026
Project No: 2025-024-00
Invoice No: 2522747

Mike Rademaker
Crescent City Harbor District
101 Citizens Dock Road
Crescent City, CA 95531

CRESCENT CITY VISION PLAN
Professional Services from March 01, 2026 to March 31, 2026

Phase 151 GRAPHIC EXHIBITS

Professional Personnel

	Hours	Rate	Amount
Studio Director			
Williams, Christopher	1.00	215.00	215.00
CCHD Boad meeting - Presentation of Charrette			
Williams, Christopher	9.00	215.00	1,935.00
Charrette - Day One			
Williams, Christopher	9.00	215.00	1,935.00
Charrette - Day Two			
Williams, Christopher	13.00	215.00	2,795.00
Charrette - Travel			
Williams, Christopher	9.00	215.00	1,935.00
Charrette - Work Day			
Williams, Christopher	29.00	215.00	6,235.00
Charrette Comments Summary document			
Williams, Christopher	1.00	215.00	215.00
Discussion with Mike Bahr			
Williams, Christopher	1.00	215.00	215.00
Discussion with staff			
Williams, Christopher	2.00	215.00	430.00
Final vison plan			
Williams, Christopher	4.00	215.00	860.00
Prep for Charrette			
Williams, Christopher	4.00	215.00	860.00
Review booklet with Dani			
Williams, Christopher	1.00	215.00	215.00
Team meeting			
Designer II			
Hollis, Dannielle Anne	1.50	135.00	202.50
Changes			
Hollis, Dannielle Anne	3.50	135.00	472.50
Changes on RV Site			
Hollis, Dannielle Anne	1.00	135.00	135.00
Crescent Harbor Follow up			
Hollis, Dannielle Anne	2.25	135.00	303.75
Day 2 Presentation Prep			
Hollis, Dannielle Anne	.25	135.00	33.75
Discuss Models			
Hollis, Dannielle Anne	2.25	135.00	303.75
InDesign			

Project	2025-024-00	CRESCENT CIT / CRESCENT CITY VISION PLAN			Invoice	2522747
Hollis, Dannielle Anne			1.00	135.00	135.00	
Layout and In-design, Imagery						
Hollis, Dannielle Anne			2.75	135.00	371.25	
Parcels						
Hollis, Dannielle Anne			1.75	135.00	236.25	
Parcels & RV Site Study						
Hollis, Dannielle Anne			2.00	135.00	270.00	
Placemaking elements						
Hollis, Dannielle Anne			.50	135.00	67.50	
Prep for Charrette, Printing						
Hollis, Dannielle Anne			3.75	135.00	506.25	
Refinements						
Hollis, Dannielle Anne			2.00	135.00	270.00	
Refinements and Additional Exhibits						
Hollis, Dannielle Anne			1.25	135.00	168.75	
Refinements						
Hollis, Dannielle Anne			3.00	135.00	405.00	
Related Literature						
Hollis, Dannielle Anne			2.00	135.00	270.00	
RV Parking Count						
Hollis, Dannielle Anne		Ovt	.50	135.00	67.50	
Hollis, Dannielle Anne		Ovt	1.25	135.00	168.75	
Illustrative						
Hollis, Dannielle Anne		Ovt	1.00	135.00	135.00	
Illustrative and Linework						
Totals			116.50		22,367.50	
Total Labor						**22,367.50**
				Total this Phase		**$22,367.50**

Phase 201 FINAL VISION PLAN

Professional Personnel

		Hours	Rate	Amount	
Designer II					
Hollis, Dannielle Anne	9/29/2025	8.00	135.00	1,080.00	
Layout of overall package, in design, create narratives					
Hollis, Dannielle Anne	10/1/2025	7.25	135.00	978.75	
Design Charrette Report					
Hollis, Dannielle Anne	10/2/2025	5.00	135.00	675.00	
Design Charrette Report and additional narratives, proofread					
Hollis, Dannielle Anne	10/3/2025	.50	135.00	67.50	
Design Charrette Report and additional changes, proofread					
Hollis, Dannielle Anne	10/7/2025	1.00	135.00	135.00	
Changes, Proofread					
Totals		21.75		2,936.25	
Total Labor					**2,936.25**
			Total this Phase		**$2,936.25**
			TOTAL THIS INVOICE		**$25,303.75**

Authorized By: _____ Date: 04/06/2026

Christopher Williams