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February 4, 2026

Jeff Matheson
General Manager
Golden Rain Foundation
1001 Golden Rain Road
Walnut Creek, CA 94595
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Subject: Dollar Clubhouse and Gateway Building F Concept Studies

Dear Jeff,

We are honored to continue our long-standing partnership with the Rossmoor community through the comprehensive evaluation of the Dollar Clubhouse and Gateway Building F in Walnut Creek. This next step represents a pivotal opportunity to thoughtfully reimagine two key community assets so they better support Rossmoor's evolving administrative, social, cultural, and wellness needs. As we have with all our projects on the Rossmoor campus, ELS will lead a transparent, inclusive planning and design process that balances operational efficiency, community priorities, historical character, and long-term sustainability.

Through a structured Phase I community and concept design effort, ELS will combine technical due diligence, space planning, community engagement, and cost analysis to establish a clear, actionable roadmap for both facilities. The study will evaluate existing building systems, structural capacity, IT infrastructure, parking, and regulatory considerations, while also exploring program relocation strategies, enhanced food and beverage opportunities, and phased improvement options aligned with budget realities. The result will be a community-informed, financially grounded set of concepts and recommendations that prepare Rossmoor for future growth and set the foundation for Phase II construction documentation and implementation.

Project Scope

ELS Architecture will provide professional planning, architectural, and coordination services to evaluate the Dollar Clubhouse and Gateway Building F and develop a comprehensive, community-informed concept plan for each facility. The scope is based on our email correspondence on 1/22/26 and 1/29/26. The scope will integrate technical building analysis, program validation, community engagement, regulatory coordination, and cost estimating to establish a clear path forward for future implementation.

1. Existing Conditions & Technical Evaluation

ELS will review available as-built drawings and prior studies and perform field investigations as required to verify existing conditions. This will include:

- Evaluation of existing mechanical, electrical, and plumbing systems at Dollar and Gateway Building F.
- Structural systems review and assessment of modification potential.
- Review of IT infrastructure, including benefits and constraints of maintaining systems at current locations.
- Review of parking requirements and evaluation of opportunities to expand or reconfigure parking at both sites.
- Review of historical documentation and identification of applicable historical building requirements or design guidelines.

2. Program & Operational Needs Assessment

ELS will work with Rossmoor staff and department leadership to validate space, operational, and service needs across both facilities. Tasks include:

- Review and update of administrative office requirements based on previous studies and new stakeholder input.
- Evaluation of space needs for library, computer lab, multipurpose rooms (MPRs), social lounges, and meeting rooms.
- Analysis of relocation strategies between Dollar and Gateway to improve functionality and adjacencies.
- Evaluation of food and beverage service opportunities in coordination with the Creekside restaurant and bar operator for both sites.

3. Community & Stakeholder Engagement

ELS will lead a collaborative process to gather input and build consensus, including:

- Small group workshops (3–5) with key interest groups (library, computer club, historical interests, etc.).
- Meetings with key clubs to review and refine concepts.
- Town hall-style presentation to share findings and preliminary recommendations with the broader community.
- Periodic presentations to the Rossmoor Planning Committee.

4. Concept Design & Planning

ELS will develop preliminary planning concepts based on the needs assessment and community process, including:

- Concept layouts and adjacency diagrams for Dollar and Gateway.
- Evaluation of Dollar improvements, including meeting rooms, kitchen café conversion, elevator addition, finishes, patio, and lounge areas.
- Identification of phased improvement options for Dollar to align with potential budget constraints.
- Preliminary building code and regulatory compliance review.

5. Agency Coordination, Cost Estimating & Phasing Strategy

ELS will prepare and submit concept materials to the City of Walnut Creek for a Preliminary Review that will include planning, engineering, traffic, code enforcement and public safety, while working with an estimator to establish rough-order-of-magnitude costs and phasing. This will include:

- Informal plan check review and code compliance discussions.
- Identification of required approvals and potential entitlement constraints.
- Develop preliminary construction cost estimates for the preferred concepts.
- Provide comparative cost scenarios for major options.
- Identify phasing strategies for Dollar improvements based on budget priorities.

Deliverables

ELS will provide the following at the conclusion of Phase I:

- Existing conditions summary and constraints analysis.
- Program validation memorandum.
- Concept plans and diagrams for Dollar and Gateway.
- Community engagement summary.
- Order-of-magnitude construction cost estimates.

- Phasing and implementation recommendations.

Schedule
We are staffed and prepared to start immediately upon your authorization. We expect the overall process to take around 18 weeks, although that is largely dependent on scheduling the necessary meetings and Town Hall.

Compensation
The ELS team will provide these services on a lump-sum basis, excluding reimbursables per the fee chart below.

Design Team	Building/ Historic Evaluations	Needs Assessment	Community Process	Concept Design	Cost and Phasing	Total (LS)
Duration (Weeks)	2	4	6	6	2	18
ELS	**$23,590**	**$12,640**	**$ 23,160**	**$ 28,660**	**$ 2,220**	**$ 90,270**
Sub Consultants						
Strucutural						
IDA	**$10,000**			**$ 6,500**		**$ 16,500**
M/P						
Alter	**$8,000**			**$ 9,500**		**$ 17,500**
Electrical						
RIJA	**$3,000**			**$ 3,000**		**$ 6,000**
Cost Estimating						
Mack 5					**$ 7,000**	**$ 7,000**
Team Contract Base Fee Total	**$ 44,590**	**$ 12,640**	**$ 23,160**	**$ 47,660**	**$ 9,220**	**$ 137,270**

Reimbursable expenses shall be billed at cost and shall include actual expenditures made in the interest of the project, including milage, printing costs, and shipping. The Golden Rain Foundation should budget **$250** for reimbursable expenses for this project in addition to the fees above.

SUSPENSION / EXTENSION/COMPLETION
If the project is extended beyond the two weeks listed above, fees could be subject to renegotiation to consider the additional cost of continued work product. Basic services end on the scheduled completion date. Effort beyond this date could be subject to additional services.

ADDITIONAL NOTES AND CLARIFICATIONS

This proposal is based on the following additional terms and assumptions:

1. Above fees are Lump Sum. Lump Sum (LS) amounts will be billed each month as a percent of completed services.
2. All sub-consultants not included in this proposal are excluded.
3. An extension to the schedule of any design phase or, the overall design schedule, or significant revisions to the design may require additional services.
4. Exclusions: City or jurisdictional negotiations for variances or equivalencies; presentations to any parties other than the Golden Rain Foundation; work related to hazardous materials.
5. LEED certification services may be provided as an Additional Service.
6. Unless otherwise provided, the Architect shall have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials in any form at the Project site,

including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

We look forward to an opportunity to once again partner with Rossmoor. Through a collaborative, community-centered process this effort will establish a clear, achievable roadmap for the future of both facilities. We are excited to help transform these important community spaces into welcoming, functional, and enduring assets that reflect Rossmoor's values and support residents for generations to come. Please feel free to contact me to discuss the proposal in more detail.

Sincerely,
ELS Architecture and Urban Design



David Masenten, Principal, AIA, LEED BD+C