

**OuttaTheWoods**  
**25777 Tierra Grande Drive**  
**Carmel, CA 93923**  
**831.402.1584 – brian@steckler.com**

**Business Proposal and Quote**

**Date:** 3/19/2025

**To:** City of Carmel-by-the-Sea

**Attn:** City Administrator

**From:** OuttaTheWoods Custom Woodworking

**Department of Industrial Relations Number:** PW-LR-1001172172

**Subject: Proposal for City Hall Dais Room Council Work Area Shelf Modification and a Custom Recorder Desk**

Dear City Administrator,

OuttaTheWoods is pleased to provide this proposal for the work under discussion in the City Hall Dias Chamber. Project grand total is \$2,920 for all labor and materials. We would be happy to answer any questions. Proposal details are as follows.

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**Scope of Work**

1. **Dais half-round city council stations top shelf modifications.**
  - Trim 5 inches off of the council member station front side of the 10 inch top shelf
  - Install a redwood trim piece around the half-round shelf face and make best effort to match adjacent trim pieces
2. **Custom L-Shaped Recorder Desk Construction:**
  - Build a custom portable L-shaped desk for the recorder's station - just the top and base, no drawers.
  - Integrate repurposed oak material from existing City Hall recorder desk and new oak materials with best effort.
  - Design will prioritize functionality and ergonomic accessibility while incorporating the repurposed oak materials.
  - Finish all with best effort to match surrounding materials.

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## Materials and Labor

### Dais city council work space area:

- **Materials: redwood trim piece of 1 x 6 x approximately 30' total .**
- **Labor:**
  - trim top shelf above city council work area.
  - Remove old front trim strip and replace with new clear redwood trim strip.

### Recorder Desk:

- **Materials:**
  - Repurposed oak from existing City Hall recorder desk as much as practical.
  - Supplemental oak as needed to maintain structural integrity and aesthetic consistency.
  - Durable hardware and finishings to enhance longevity.
- **Labor:**
  - Skilled craftsmanship for woodworking and assembly.
  - Final sanding and finishing.

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## Estimated Costs

### 1. Dais shelf trimming:

- **Materials:** clear high quality redwood 1 x 6 x 30 feet: \$300
- **Labor (installation):** ~10 hours at \$76/hourly prevailing wage rate: \$760
- **Subtotal:** \$1,060

### 2. Custom Moveable Recorder Desk:

- **Materials (repurposed City owned oak + supplemental materials):** \$300
- **Labor (construction, finishing):** ~10 hours at \$76/hourly prevailing wage rate: \$760
- **Subtotal:** \$1,060

### 3. General & Administrative Costs:

- Miscellaneous materials, documentation, reporting, and project coordination: \$800

### 4. Total Project Cost:

- **Grand Total: \$2,920** (not to exceed without prior approval)
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**Timeline**

- **Project Start Date:** To be determined following approval
  - **Recorder Desk Completion:** 3 weeks after project start
  - **Project Completion Date:** To be determined following approval.
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**Deliverables**

1. Smaller top shelf for dais with redwood trim.
  2. Completed and installed custom moveable L-shaped recorder desk.
  3. Weekly progress reports.
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**Terms and Conditions**

1. Full payment is due upon completion.
  2. Any changes to the scope of work may result in additional costs, which will require prior written approval.
  3. OuttaTheWoods is committed to maintaining clean and safe workspaces throughout the project duration.
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**Authorization**

To accept this proposal, please sign and return a copy. Thank you for the opportunity to contribute to the enhancement of City Hall’s facilities.

**Authorized Representative:**

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Brandon Swanson  
City Administrator  
Date: \_\_\_\_\_

**Very respectfully,**

Brian Steckler, OuttaTheWoods