



March 28, 2018

Mr. Richard Jackson, Director
Maintenance & Operations
Mt. Diablo Unified School District
1480 Gasoline Alley,
Concord, CA, 94520

Re: Proposal: Cambridge Elementary School – Adult Housing (2 Buildings)
PHD ref. 18-205

Dear Mr. Jackson:

We appreciate the opportunity to present this Proposal for Architectural and Engineering services for the installation of two portable buildings (relocatable classrooms) at Cambridge Elementary School.

A. Scope of design services (summary):

The scope of services is comprised of the planning and engineering for the site installation/adaptation of Division of the State Architect per-checked (DSA-PC) portable classroom (*relocatable*) buildings at the Cambridge Elementary School.

The services include design and engineering of the buildings pad & foundations, grading, storm-water collection, buildings connections to the existing campus/site high voltage, low voltage, sewer & water, new parking stalls (ADA & *non*-ADA) chain-link fencing, path-of-travel, fire-access, etc.

Note: The scope of design services listed above will be governed and subject to the Contra Costa County Fire Protection District and DSA permitting process & regulations.

B. Project Physical Parameters/Items:

Cambridge Elementary School	<ul style="list-style-type: none">a. Four (2) portable classroomsb. Parking (ADA/non-ADA)c. Fire Truck Accessd. Path-Of-Travel
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C. Architectural/Engineering Services includes:

1. Design / Contract Documents
2. Contra Costa County Fire Department submittal & approval process
3. DSA permit approval process
4. Bid Administration / Construction Administration
5. Project closeout and DSA Certification
6. Meetings as necessary

D. Project Phasing

- PHASE 1: Review of District Standards & Site Assessment
PHASE 2: Design / Construction Documents
PHASE 3: Fire Marshal/DSA Permitting process per 2016-CBC
PHASE 4: Bidding
PHASE 5: Construction administrative support and close out

E. Exclusions

The following items are excluded from this agreement due to actual conditions/site parameters not defined at this time:

1. Geotechnical Report per each site and/or building location.
2. Structural Engineering for design of special foundations not contemplated into Building-PC due to higher parameters as/if recommended by the Geotechnical Engineer.
3. Civil Engineering due to storm water/utility redesign & site re-grading/ADA.
4. Civil Engineering for a new site Fire Hydrant.
5. Existing Utilities connection: The existing site Electrical Power, Fire Alarm and Data connections are assumed to be of adequate size for the new building installation. Any existing utilities upsize/redesign/engineering or campus Fire Alarm upgrade, is not part of this proposal and it shall be negotiated with the District based on extent of design, if needed.
6. Access Compliance Upgrades: Campus Access Compliance upgrades outside the scope of work limits (which is the path-of-travel transition to the ramps/stairs) triggered by the Code Compliance are not part of this proposal and it shall be negotiated with the District based on extent of design, if needed.
7. Any mechanical engineering.
8. All permitting fee & charges.

F. Assumptions

1. Proposed location of new portable buildings have been selected and technical/legal feasibility is confirmed by the District.



Architecture • Planning • Interiors

2. District will provide A/E team with recent per-site as-built and AutoCad backgrounds.
3. District will be responsible to provide all DSA Application #s/Certifications as requested by the DSA, (for past projects).
4. Site location has adequate site drainage for daylight storm water.

G. Proposed Compensation/Fee

The proposed Compensation shall be as shown below, for all services contracted for under this Proposal and it will include the following items:

- a. Architectural: General Responsible in Charge of Design & Construction Management; DSA Project Certification
- b. Electrical: All Electrical, Fire Alarm, Low voltage Engineering & Design
- c. Civil-1: Building pad
- d. Plumbing: Sewer & water design connections for building restrooms

Cambridge Elementary School	\$39,000.00 (item a. through d.)
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H. Payment Schedule *(suggested)*

The amount of Compensation shall be based upon the following suggested percentage for each phase contemplated under this Proposal:

35%	@ DSA SUBMITTAL
35%	@ 100% CD (DSA APPROVAL)
10%	@ BID AWARD
15%	@ 100% CONSTRUCTION
5%	@ PROJECT CERTIFICATION

I. Payment for extra services or charges:

If Time & Material (T&M) services will be requested/agreed upon with the School District, it will be based on the following Hourly Staff rates:

Principal	\$185/hr
Senior Project Manager	\$160/hr
Project Manager	\$140/hr
Job Captain	\$ 95/hr
Drafter	\$ 75/hr



Clerical	\$ 80/hr
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J. Reimbursables & DSA submittal packages:

1. DSA submittal of PC drawings (the Manufacturer's drawings) for permitting will be billed at direct cost (estimated at \$2000).
2. State required scan of approved set & specifications (for DSA use) will be billed at direct cost (estimated at \$1000).
3. District as-needed hard copies of DSA approved set & specifications will be billed at direct cost.

Legal Note:

The proposed professional services described above will be provided and adhere to the terms and conditions outlined in the American Institute of Architects Document B141-2014.

We hope that this proposal correctly summarizes the scope of work that you have requested. Thank you for the opportunity to work with the Mt Diablo Unified School District.

Best regards,

A handwritten signature in black ink, appearing to read 'Nicolo Caldera', written over a horizontal line.

Nicolo Caldera, Managing Partner
PHD ARCHITECTS Inc.