



VERDE DESIGN

2455 The Alameda, Suite 200

Santa Clara, CA 95050

t 408.985.7200 f 408.985.7260

www.verdedesigninc.com

April 1, 2025

Mt Diablo Unified School District

Attn: Melanie Koslow, Executive Director, Maintenance, Operations & Facilities

Delivered via electronic mail

SUBJECT: College Park High School Varsity Softball Facility Feasibility Study
Verde Design Project No. 2506300

Dear Melanie:

Verde Design is pleased to provide the proposal for a feasibility study for the varsity softball facility at College Park High School (CPHS). This proposal shall remain valid for a period of ninety (90) days.

PROJECT UNDERSTANDING & SCOPE OF WORK:

Verde Design will work with Mt Diablo Unified School District (District) to provide a feasibility study and concept design services on the above referenced project. The study will develop a concept design for a new varsity softball field that is comparable (or better than) the existing varsity baseball field at College Park High School. We understand that the District has been served a Title IX complaint about unequal facilities. As part of the project scope, we will review multiple field locations and layouts, field surfacing options, and sport field lighting improvements for the new field locations.

Our design scope will include the following efforts:

1. Attend an in-person project kick-off meeting with the District to confirm project scope, including timeline and deliverables. Meeting documentation to be provided.
2. Walk the project site to assess the existing conditions, including the existing varsity baseball complex and its components / amenities.
3. Set up background base files for use in developing site plans.
4. Prepare draft design concept drawing that shows where/how to reconfigure existing ball fields to either reconstruct the existing varsity softball field in its same general configuration, as well as look at an alternative location closer to the gymnasium. As part of these concepts, we will list / program the facilities' features, and also provide initial ROM budgets for both potential locations, including multiple field surfacing options and also sport field lighting.
5. Attend one meeting with District to present the draft design concepts. Meeting documentation to be provided.
6. Attend up to two additional virtual meetings to discuss the design and project parameters with District. Meeting documentation to be provided.
7. Based on feedback and direction from District, develop a preferred design and refine the ROM project budget.
8. Provide the District with a Final Rendered Concept Plan and Feasibility Study narrative (approximately 2-3 pages) that outlines the proposed facility improvements, as well as a ROM project cost analysis that outlines the anticipated overall project costs.

In order to keep reimbursable costs to a minimum, Verde Design is proposing that all deliverable documents are provided to District digitally (i.e. no hard copies). If hard copies are needed, we can provide in accordance with our attached Charge Rate Schedule.

PROJECT TIMELINE

Verde Design proposes the above scope of services can be completed within 8-10 weeks.

CLIENTS RESPONSIBILITIES

In order to complete the items described in Scope of Services above, we respectfully request that District McKim provide the following information:

1. District design guidelines as it relates to the proposed improvements and anticipated users, including the typical number of softball players in a given year.
2. Any available as-built drawings.
3. Topographic and underground utility survey
4. Any CAD files for the ball field project area.
5. Digital Aerial Imagery if available

SPECIAL PROVISIONS

- A. Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services:
1. Meetings other than those listed
 2. Three Dimensional Renderings and fly-thru graphics.
 3. Presentations to public bodies
 4. Architecture, Electrical, Geotechnical, MEP, and Structural Engineering
 5. Topographic & Underground Utility Survey
 6. Full design and construction documentation efforts
 7. Construction Administration / Construction Management services
 8. Design and documentation services for elements not included in the Project Understanding
 9. Permitting or Coordination with any public agencies
 10. Environmental review, studies, or CEQA documentation
 11. Design improvements within the public right-of-way
 12. Permit fees
 13. Field or Laboratory Testing of on-site or proposed materials
- B. Services will be diligently pursued and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Verde Design; including but not limited to: strikes, lockouts, labor disputes, or the inability of the District, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Verde Design shall be held harmless from any and all claims arising out of such delay.

PROFESSIONAL COMPENSATION

For the above proposed Scope of Services that is based on our project understanding and the project timeline identified above, Verde Design, Inc. respectfully proposes a fixed fee of **\$28,850**. This fee is based on the current hourly rate of the office as defined by our attached current Charge Rate Schedule, as well as the anticipated work effort that will be required to successfully complete this project. The fee will be billed as a percentage complete.

As noted above, Verde Design will be entitled to bill reimbursable expenses as noted on the attached Charge Rate Schedule. Fees for services outside the scope shown in this proposal will be in addition to the direct labor costs. These may be completed on a time and material basis or negotiated fixed fee at the choice of the District.

The fees noted above are based on the project schedule contained in the proposal. Should the District delay the project beyond the agreed upon schedule to a level that puts the project on hold longer than 30 consecutive days, a project re-start fee will apply. This fee will be determined at that point based on the amount of downtime and additional work required to reactivate and reschedule work and staff.

CHANGE IN SERVICES

District may order changes in scope or character of service, either decreasing or increasing the amount of Verde Design's services, and if necessary, changing the character of services. If such changes are ordered, Verde Design is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

If additional services including, but not limited to design, plans, renderings, and presentations not included in the Scope of Services are required; or for changes and revisions requested by District after work has been performed, they will be performed on an hourly charge rate basis as extra work in accordance with the charge rate schedule in effect at the time the services are performed.

TERMINATION OF AGREEMENT

This agreement may be terminated by either party at any point with ten (10) days written notice to the other party in the event of substantial failure of performance, or if the client should deem it necessary or desirable to indefinitely suspend the project.

In the event the project is terminated or indefinitely suspended in the manner herein provided, the Landscape Architect shall turn over copies of all documents completed to that date. Verde Design shall be entitled to compensation up to and including said termination date. Original work shall remain the property of Verde Design.

BILLINGS & PAYMENT

Invoices will be sent by the 10th of the month for work completed through the 25th of the previous month. Any additional services will be billed separate from contracted services. Payment is due and payable within 15 days of the statement date.

If this proposal meets with the approval of the District, sign as indicated below and issue a purchase order to Verde Design. Melanie, thank you again for the opportunity to continue working with you and the District. We really appreciate and value our professional relationship that is now going into our third decade!

Respectfully Submitted,
Verde Design, Inc.



Devin Conway, P.E.
Principal

PROPOSAL APPROVED BY:
Mt. Diablo Unified School District

Name

Date

CC: Verde Design Distribution

Attachment: Current Charge Rate Schedule

Verde Design, Inc.
Charge Rate Schedule
Effective until December 31, 2025

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	\$275.00 per hour
Project Manager/Construction Manager	
Level Four	\$260.00 per hour
Level Three	\$240.00 per hour
Level Two	\$195.00 per hour
Level One	\$180.00 per hour
Project Engineer	
Level II	\$200.00 per hour
Level I	\$185.00 per hour
IT Manager	\$195.00 per hour
CAD Manager	\$190.00 per hour
Project Designer	\$175.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$165.00 per hour
Draftsperson Level II	\$160.00 per hour
Draftsperson Level I	\$155.00 per hour
Project Administrator	\$100.00 per hour
Intern	\$85.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service

Charge Rate Schedule is subject to revisions
Revised 10/2024