

Contract Number:

1

**PROJECT ASSIGNMENT
(EXHIBIT A TO AGREEMENT FOR ARCHITECTURAL SERVICES)**

This Project Assignment is executed between SANTA ROSA HIGH SCHOOL DISTRICT (“District”) and Quattrocchi Kwok Architects (“Architect”) pursuant to the Master Agreement for Architectural Services (“Agreement”) between the Architect and the District dated July 10, 2023. By this reference, the Agreement is incorporated herein as if set forth in full.

1. Project Description.

QKA to provide architectural services for the fencing upgrade to the Santa Rosa High School campus.

2. Basic Services. The Architect will provide the following Basic Services noted below for the above-described Project.

Basic Services Phases

- X Schematic Design
- Design Development
- Preliminary Plans Value Engineering
- Preliminary Plans Phase Constructability Review
- X Construction Documents
- Construction Drawings Value Engineering
- Construction Drawings Constructability Review
- X Bidding
- X Construction
- X Post-Construction

Design Consultants Included in Basic Services

- Structural
- Civil
- On-Site
- Off-Site
- Mechanical
- Plumbing
- Electrical
- Telecommunications/Data
- Landscaping

Other: _____

3. Design Requirements and Deliverables. If applicable, the Architect will provide a list of all design requirements and deliverables to the District along with this executed Project Assignment. Said list will be attached to this Project Assignment as an exhibit and incorporated by reference herein.

4. Project Construction Budget. _____ Dollars (\$_____)

5. Architect Services Budget. _____ Dollars (\$_____).

6. Architect Compensation:

A. Contract Price. \$22,000 Lump Sum Not to Exceed.

B. Payment Method:

Allocation of Contract Price to Phases of Basic Services.

Schematic Design	_____ %
Design Development	_____ %
Construction Documents	<u>70 %</u>
Bidding	<u>5%</u>
Construction Administration	<u>20%</u>
Post-Construction	<u>5%</u>

or

Hourly, not to exceed the Contract Price Above.

[insert hourly rates or reference architect proposal]

C. Additional Services Rate Schedule:

Architect Personnel

[insert hourly rates or reference architect proposal]

Design Consultants Personnel

[insert hourly rates or reference architect proposal]

6. Basic Services Submittal Schedule:

- see attached proposal

Dated: March 27, 2025

Santa Rosa High School District

By: _____

Name: Lisa August

Title: Associate Superintendent, Business Services

ARCHITECT: QKA

By: **Kevin Chapin**

Name: Kevin Chapin

Title: Principal/Studio Lead



March 4, 2025

Erik Oden
Executive Director Facilities, Maintenance, and Operations
Santa Rosa City Schools
211 Ridgway Ave., Santa Rosa, CA 95401

RE: Santa Rosa High School Fencing Project
Project No.: 2434.00
DSA App No.:

Dear Erik,

Thank you for selecting QKA to provide architectural services for the fencing upgrade to the Santa Rosa High School campus. It is our understanding that the scope of work includes adding security fencing at select locations of the campus to create a secure perimeter to the campus. These services are to be provided under the terms of our Master Agreement for Architectural Services dated July 14, 2023. We propose the scope of work, compensation and schedule as follows:

Scope of Work:

QKA will provide full architectural design services from Schematic Design through Construction Administration and project closeout. The project will consist of one construction phase. Basic Services will be provided in each phase as described in the attached scope of services memo.

QKA will provide the following engineering and consultant services as part of the proposed fee:

- None

QKA will provide progress submittals at 100% Construction Documents including drawings and/or project narrative/specifications for architectural and all engineering disciplines as well as a cost estimate confirming the project budget according to the proposed schedule below.

Compensation:

QKA proposes a fixed fee for this work of \$19,000. This includes all engineering consultants described above and all reimbursable expenses per the terms of our Master Agreement. We estimate that the reimbursement costs will be around \$3,000. The fee will be billed monthly on a percentage of completion basis according to the following percentage breakdown by phase:

Phase	Percentage of fee
Construction Documents	70%
Bidding and Negotiations	5%
Construction Administration	20%
Closeout	5%

This fee is based on the scope of work and project budget described above. If the scope of work changes significantly from the basis of this proposal QKA will provide a proposal for additional services according to the terms of the Master Agreement.

Schedule:

We can begin work on this immediately upon approval of our agreement and propose the following schedule milestones to be finalized in collaboration with the District team:

Phase	Completion Date
Construction Documents	February/March 2025
Bidding and Negotiations	April 2025
Construction Administration	Summer 2025
Closeout	August 2025

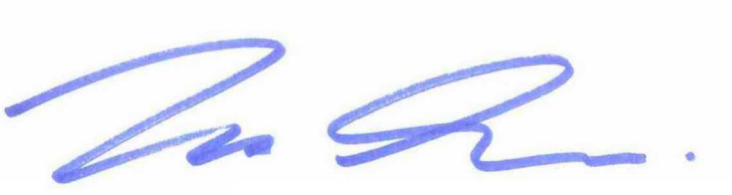
Exclusions:

The following scope of work not included in this proposal, but can be provided as an additional service according to the terms of the Master Agreement:

- Any work beyond fencing
- All consulting engineers
- It is our understanding that the District would like this project to conform to IR-A22 and be exempt from DSA. If DSA submittal is required, QKA will request additional services.

We appreciate the opportunity to provide these services to the District. Please let us know if there are any questions or concerns regarding this proposal. If the scope of work, compensation and schedule are acceptable please return a signed copy of this proposal or an agreement for these services.

Sincerely,



Kevin Chapin
Principal/Studio Lead

cc: Van Pelt Construction Services
encl. Scope of Services Appendix, Project Assignment form

_____ Date: _____
Erik Oden
Executive Director Facilities, Maintenance, and Operations

SCOPE OF SERVICES APPENDIX

Architect's Basic Services shall consist of the following items and those services further specified in the Task and Responsibilities Matrix at the end of this section:

- c. Construction Documents Phase:** From the approved design development documents, Architect shall prepare complete working drawings and specifications setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the Architectural, structural, mechanical, electrical systems and utility-service-connected equipment and site work, all for approval by District. Architect shall assist the District and the District's Construction Manager with the preparation of Bid Documents. Architect shall assist District in filing any documents needed for obtaining the approval of any governmental authorities or other agencies having jurisdiction over the Project. Architect shall include with the delivery of the final form of construction documents Architect's final statement of probable construction cost based on adjustments to previous estimates indicated by changes in requirements or general market conditions.
- d. Bid Phase:** Following District's approval of construction documents, Architect shall work with the District's Construction Manager to respond to Pre-bid RFI and create Addendums. The District's Construction Manager shall handle all other bidding responsibilities.
- e. Construction Phase:** The construction phase shall begin upon award of the construction contract and shall end sixty (60) days after the filing of the Notice of Completion. During this phase, Architect shall:
- (1) Provide general administration of the construction contract, coordinating such services with the District's construction manager as directed by District, if applicable.
 - (2) Advise and consult with and serve as representative of District in dealings with the contractor. Architect shall have authority to act for District to the extent provided in the construction contract. However, all change orders affecting price shall be approved or ratified by the Governing Board of the District.
 - (3) Provide general direction to any Project inspector employed by and responsible to District as required by applicable law.
 - (4) Provide assistance to District for District to direct the contractor in the preparation of a set of drawings indicating exact location of buried utility lines and any other subsurface structures (as-built dimensions) which shall be forwarded to District upon completion of the Project.
 - (5) Visit the Project site at intervals appropriate to the stage of the contractor's operations in order to maintain familiarity with the progress of work and to determine in general that the contractor's work complies with the approved plans and specifications and that the work, when fully completed, will be in accordance with the contract documents. Such visits and determinations are to be distinguished from the continuous inspection provided by a project inspector required by law for public school construction. Architect shall neither have control over nor charge of, nor be responsible for, the contractor's construction sequences or procedures nor for safety precautions and programs in connection with the contractor's work.

- (6) Make such regular oral and/or written reports as shall be required by District or by any other applicable reviewing or licensing agencies.
- (7) Review schedules, shop drawings, samples and other submissions of the contractor for general compliance with design and the contract specifications and timely notify the contractor and District of matters which may affect the construction schedules.
- (8) Promptly notify District of deviations known or observed by Architect in the contractor's work or materials or both which do not conform to the contract documents. Upon instructions from the District representative, Architect shall reject the work or materials or both which do not so conform. Architect shall promptly inform District what further work, installation of conforming materials, or testing of proposed substitute materials, whichever may be applicable, may be required. Upon instructions from District representative, further work, conforming materials, or substitute materials, whichever may be applicable, shall be required of the contractor if determined by Architect to be necessary to carry out the intent and purposes of the contract documents and the project, based on Architect's reasonable professional judgment. Architect shall not be responsible for the contractor's failure to perform the work in accordance with the requirements of the contract document. Architect shall be responsible for Architect's negligent acts, errors and omissions, but shall not have control over or charge of and shall not be responsible for the negligent acts, errors or omissions of the contractors, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the construction work.
- (9) Architect shall promptly notify District of any significant defect that an architect exercising reasonable professional judgment in the course of maintaining familiarity with the construction work would detect in materials, equipment, or workmanship which comes to Architect's attention and of any known or observed default by the contractor in the orderly and timely progression or prosecution of the work.
- (10) Examine and verify the contractor's applications for payments including reviews of the status of the contractor's record drawings and approve the issuance of certificates for payment for work completed in the amount Architect determines is proper under the contract documents. Architect's approvals shall constitute representations to District, based on the Architect's professional evaluation of the contractor's work and on the data comprising the contractor's applications for payment, that the contractor's work has progressed to the points indicated and that, to the best of Architect's knowledge, information and belief, the quality of the contractor's work is in accordance with the contract documents. Architect's approvals shall not be representations that Architect has (a) made exhaustive or continuous on-site inspections to check the quality or quantity of the contractor's work, (b) reviewed construction means, methods, techniques, sequences or procedures, (c) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by District to substantiate the contractor's rights to payment, or (d) ascertained how or for what purpose the contractor has used money previously paid on account of their contract sums.
- (11) Prepare and/or review any necessary change orders for approval by the contractor, District and all applicable governmental agencies, including review of the contractor's pricing requests.
- (12) After notice and approval by District, Architect shall have authority to reject work that does not conform to the contract documents. Architect shall have authority to require inspection or testing of the work in accordance with the provisions of the contract documents, whether or not such work is fabricated, installed or completed. However, neither this authority of Architect nor a

decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of Architect to the contractor, subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the work.

(13) Architect shall review and approve or take other appropriate action upon the contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. Architect shall respond to contractor's requests for information relating to the construction documents. Architect's action shall be taken with such reasonable promptness as to cause no delay in the contractor's work or in the activities of District or of separate contractors or subcontractors, while allowing sufficient time in Architect's professional judgment to permit adequate review. If at any time it appears that the time required for such review may result in a delay, Architect shall promptly notify District of the possibility of delay, and exercise best efforts to avoid or minimize such delay. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor as required by the contract documents. Architect's review shall not constitute approval of safety precautions nor, unless otherwise specifically stated by Architect, of construction means, methods, techniques, sequences or procedures. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

(14) Architect shall interpret and attempt to resolve matters concerning performance of District and the contractor under the requirements of the contract documents on written request of either District or the contractor. Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon. Interpretations and decisions of Architect shall be consistent with the intent of and reasonably inferable from the contract documents and shall be in writing or in the form of drawings.

(15) District shall require each contractor to provide District with record drawings indicating the location and size of all underground or imbedded construction and utility connections or other subsurface structures or installations not covered in the original drawings, change orders, supplemental drawings, or shop drawings. District shall require the contractor to record such construction on reproducible drawings furnished to the contractor by District. Architect shall review the contractor's completed record drawings for general completeness based on Architect's site visits. Such a review by Architect shall not relieve the contractor of its responsibility for the accuracy or completeness of the information recorded.

(16) Provide a color schedule of all finished materials in the project for District's review and approval.

(17) Make final detailed on-site review of the work with representatives of District and contractor, including preparation of punch list.

(18) Collect from contractor and deliver to District all written guarantees, warranties, instruction books, diagrams, charts and as-built drawings as defined in the bid documents which are required of and assembled by contractor.

(19) Determine the date of final completion based on full completion of all punch list items and all requirements of the Project contract, and issue Architect's certificate of completion and final certificate for payment.

(20) Architect provided and administrated web-resident data base shall be utilized for construction clarifications, modifications, and submittal review by Owner and Contractor(s). Architect will provide required program training and access to Project data base. Use of any additional construction administration data base shall be compensated as an additional service.

f. Post-construction Phase: After completion of Construction Phase services, Architect shall be available for reasonable consultation relating to the Project and the plans drawn by Architect and any disputes related thereto. Architect may be required to provide to the District a written detailed analysis of Contractor claims as they relate to the plans and specifications. Architect shall attend meetings, at the request of District, relating to completion of any punch list or lists; relating to any claim by the contractor or any subcontractor of extra work or delay due to the plans, alleged design flaws, alleged insufficient drawings, or the construction contract administration by Architect; or relating to any other matter germane to the completion of the Project over which Architect had general or specific control or responsibility. Above mentioned consultation from the Architect and Architects consultants extending beyond 10 hours shall be compensated as Additional Services. Architect shall assist District in compiling information necessary for Project closeout. Services after notice of completion that are not covered by this subparagraph shall be compensated as Additional Services.

Tasks and Responsibilities Matrix		-- Provided By --			
		District's Responsibilities	- A/E Team -		Not Provided
Scope of Services			Basic Services	Additional Services	
A.	Project Administration Services (throughout all phases)				
1	Project Team Selection				
	- Selection of District's additional consultants (soils, seismic, geo-hazard, haz-mat, const. mgrs., financing, energy mgmt., schedule & claims analysts, legal, financing, inspectors, others.)	X			
	- Coordination of District's additional consultants	X			
2	Project Communications				
	- Develop / implement a Community Relations & Public Information plan	X			
	- Special school board presentations & community meetings			X	
	- Special status reports to Board & Oversight Committee			X	
	- Establish & maintain web page			X	
3	Project Administration meetings				
	- As required for A/E basic services		X		
	- Other than required for A/E basic services			X	
4	Agency consultations / approvals				
	- Local Fire Marshal		X		
	- State Office of Reg. Services (DSA, SFM)		X		
	- State Dept. of Education, School Facilities Planning		X		
5	Prepare applications & supporting documents				
	- OPSC funding applications	X			
	- Bond issue funding information	X			
	- DSA applications		X		
B.	Programming, Planning & Evaluation Services				
1	Special investigations				
	- Geotechnical and soils engineering				X
	- Hazardous materials reports & studies				X
2	Investigation of unknown existing conditions				X
	- Property surveys / building measurements (if not available from exist'g drawings)				X
	- On-site utility studies (locations, condition, capacity, etc)				X
	- Off-site utility studies (locations, condition, capacity, etc)				X
3	Comprehensive ADA compliance study				X
4	Develop detailed program				
	- Educational specifications/program, design criteria & standards				X
	- Detailed space/adjacency programming				X
	- Food service plan/program				X
	- Equipment program				X
	- Construction cost estimate				X

		-- Provided By --			
		District's Responsibilities	- A/E Team -		
Scope of Services			Basic Services	Additional Services	Not Provided
5	Assistance with environmental, Negative Declaration & EIR studies				
	- Ecological studies and mitigation measures				X
	- Traffic, noise, off-site parking, etc.				X
	- Hearings and community meetings				X
C.	Schematic Design Phase				
1	Review of program and budget				X
2	Field verification of existing conditions				X
3	Code documentation & interpretations				X
4	Schematic site and building plans				X
5	Preliminary sections and elevations				X
6	Preliminary interior elevations of key spaces				X
7	Room data sheets and/or finish schedules				X
8	Preliminary selection of systems & materials				X
9	Develop approximate dimensions & areas				X
10	Preliminary description of engineering systems (mechanical, electrical, civil, structural)				X
11	Outline specifications of major materials, systems and equipment				X
12	Construction cost estimates				
	- Unit cost estimate				X
	- Detailed cost estimate, value engineering or life-cycle cost analyses				X
13	Presentation models and/or renderings				X
14	In-house constructability reviews				X
15	Building Commissioning				X
D.	Design Development Phase				
1	Code documentation & interpretations				X
2	Plans, sections, interior and exterior elevations				X
3	Development of site plan				X
4	Development of landscape plan				X
5	Typical construction details				X
6	Equipment layouts				X
7	Developed description and drawings of engineering systems (mechanical, electrical, civil, structural)				X
8	Preliminary building specifications				X
9	Preliminary interior design (fixed furniture, furnishings and equipment included within construction contract)				X
10	Furniture, furnishings and equipment <u>not</u> included within construction contract				X
11	Construction cost estimates				
	- Unit cost estimate				X
	- Detailed cost estimate, value engineering or life-cycle cost analyses				X

		-- Provided By --			
		District's Responsibilities	- A/E Team -		
Scope of Services			Basic Services	Additional Services	Not Provided
12	Presentation models and/or renderings				X
13	In-house constructability reviews				X
14	Building Commissioning				X
E.	Construction Documents Phase				
1	Code documentation & interpretations		X		
2	Preparation of building construction plans		X		
3	Prepare color boards		X		
4	Final building specifications		X		
5	Furniture, furnishings and equipment				
	- Included within construction contract		X		
	- <u>Not</u> included within construction contract			X	
6	Develop detailed documentation on Construction Phasing Program or Multiple Contract Delivery			X	
7	Construction cost estimates				
	- Update of DD phase cost estimate				X
	- Detailed cost estimate, value engineering or life-cycle cost analyses			X	
8	Prepare bidding and procurement forms		X		
9	Prepare Conditions of the Contract (Divisions 0 & 1)	X			
10	Develop Project Manual		X		
11	Presentation models and/or renderings			X	
12	In-house constructability reviews		X		
13	Documentation for verification of green building compliance (CHPS, LEED, etc.)				X
14	Building Commissioning				X
F.	Other Design Services				
1	Hazardous materials identification / determination of mitigation measures	X			
2	FF&E design (furnishings & movable equipment)			X	
3	Graphic & signage design				
	- Fire/life safety graphics & signage		X		
	- Other graphics & signage			X	
4	Mock-Up services (workstations, classroom design, etc.)			X	
G.	Bidding Phase Services				
1	Advertisement to potential bidders		X		
2	Pre-qualification of bidders	X			
3	Pre-bid conferences		X		
4	Distribution of bidding documents following agency		X		
5	Distribution of special bidding / bidding prior to agency approval / negotiation addenda			X	
6	Response to bidders' questions and provide clarifications		X		
7	Report / analysis of bidding results	X			

		-- Provided By --			
		District's Responsibilities	- A/E Team -		
Scope of Services			Basic Services	Additional Services	Not Provided
8	Bid dispute resolution	X			
9	Contract award processing		X		
10	Multiple Contract Construction			X	
H.	Contract Administration Services				
1	Plan & manage move-in & out activities including temporary facilities	X			
2	Site visits / observations				
	- Scheduled meetings (at intervals appropriate for progress of work, unless scheduled otherwise)		X		
	- Additional meetings			X	
3	Review Contractors' safety programs				X
4	Coordination of other construction activities				
	- Removal of non-conforming portables			X	
	- Demolition and/or removal of other structures			X	
	- Moving of utilities underground			X	
	- Utility hookups			X	
5	Multiple contract administration or multiple phase coordination efforts for single project			X	
6	Submittals & substitutions				
	- Review and respond to Contractors' proposed submittal schedules		X		
	- Receive, process, distribute submittals, shop drawings, & substitutions		X		
	- Review submittals and shop drawings		X		
	- Review proposed substitutions		X		
	- Review of substitution outside prescribed time period			X	
	- Review of redundant submittals			X	
7	Requests for Information / Clarifications				
	- Receive, process & distribute requests		X		
	- Evaluate and respond to requests		X		
	- Review of information readily available			X	
8	Change orders				
	- Receive, process & distribute Change Orders		X		
	- Changes stemming from A/E documents		X		
	- Owner and contractor initiated changes			X	
	- Review and analyze prices with contractors			X	
	- Negotiate prices with contractors			X	
9	Testing and inspection administration	X			
10	Maintain official construction logs				
	- Change order log		X		
	- Request for Information (RFI) log		X		
	- Submittal log		X		

		-- Provided By --			
		District's Responsibilities	- A/E Team -		Not Provided
Scope of Services			Basic Services	Additional Services	
11	Construction cost accounting				
	- Maintain records of payments	X			
	- Maintain District construction related costs and budget	X			
	- Coordinate & assemble contractors' payment applications	X			
	- Approve & process contractors' payment applications		X		
12	Interpretations and decisions				
	- Relating to construction documents/specifications		X		
	- Relating to General Conditions		X		
13	Project closeout				
	- Preliminary and final punch lists		X		
	- Punch lists in addition to preliminary and final			X	
	- Multiple phased punch lists		X		
	- Determination of payment withholdings		X		
	- Issuance of Certificates of Substantial Completion		X		
	- Securing and receipt of sureties	X			
	- Receipt & review of warranties & manuals		X		
	- Receipt & review of waivers of liens	X			
	- Issuance of final Certificates of Payment		X		
	- Project closeout with DSA				X
14	Construction tours (students & community)			X	
15	Multiple Contract Construction			X	
16	Construction administration services 60 days and beyond initial construction duration established by bidding documents.			X	
17	Documentation for verification of green building compliance (CHPS, LEED, etc.)			X	
18	Building Commissioning	X			
I.	Post-Construction & Facility Operation Services				
1	Record Drawings				
	- Develop record drawings			X	
	- Review record drawings for completeness			X	
	- Compile drawings			X	
	- Update contract documents to incorporate changes			X	
2	Warranty review (to be defined)		X		
3	Detailed analysis or response to Contractor claims not due to fault of Architect			X	
4	Staff training (operating & maintaining equipment and systems)				X
5	Post-construction facility reviews (operations & performance review)				
	- Post occupancy facility review meeting			X	
	- Document defects or deficiencies			X	
	- Prepare instructions to Contractors for correction of defects			X	
6	Documentation for verification of green building compliance (CHPS, etc.)			X	
7	Project promotion	X			

Certificate Of Completion

Envelope Id: 49EC1CC8-B652-4040-BDB5-DB898CCA427D	Status: Completed
Subject: Complete with Docusign: 1_SRHS Fencing_QKA PA w_proposal.pdf	
Source Envelope:	
Document Pages: 17	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jonette Johnson
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	4707 Mangles Boulevard
	Fairfield, CA 94534
	jonette.johnson@vpcsonline.com
	IP Address: 157.131.81.166

Record Tracking

Status: Original	Holder: Jonette Johnson	Location: DocuSign
3/12/2025 4:16:38 PM	jonette.johnson@vpcsonline.com	

Signer Events

Signer Events	Signature	Timestamp
Kevin Chapin	Kevin Chapin	Sent: 3/12/2025 4:17:21 PM
KevinC@qka.com		Viewed: 3/12/2025 4:39:03 PM
Principal/Studio Lead		Signed: 3/12/2025 4:39:26 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 50.223.49.82	

Electronic Record and Signature Disclosure:
 Accepted: 3/12/2025 4:39:03 PM
 ID: d7f62629-07e6-4028-984c-fd518f03dd7e

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/12/2025 4:17:21 PM
Certified Delivered	Security Checked	3/12/2025 4:39:03 PM
Signing Complete	Security Checked	3/12/2025 4:39:26 PM
Completed	Security Checked	3/12/2025 4:39:26 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Van Pelt Construction Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Van Pelt Construction Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: eric@vpcsonline.com

To advise Van Pelt Construction Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at eric@vpcsonline.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Van Pelt Construction Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to eric@vpcsonline.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Van Pelt Construction Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to eric@vpcsonline.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Van Pelt Construction Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Van Pelt Construction Services during the course of your relationship with Van Pelt Construction Services.

Contract Number:

2



March 5th, 2025

Erik Oden, of Maintenance & Operations
Santa Rosa City Schools
211 Ridgeway Avenue
Santa Rosa, CA 95401

Reference: PO Increase for Blueprint Transfer Project

Erik:

Greystone West Company is requesting an increase to PO P24-02355 in the amount of \$25,000 to complete the District's *Blueprint Transfer to PDF Project* consisting of the following services:

1. Catalog all remaining Drawing Sets stored at Greystone West Company
2. Create Shared Database for Tracking/Updating & Transfer Requests of Current/Future Projects
3. Transfer Hard Copy Drawing Sets to PDFs on Portable Drives
4. Dispose of Hard Copy Drawing Sets per District

Greystone West Company will complete the services on a time & materials basis, with an initial not-to-exceed estimate of \$25,000, to be billed monthly. The total fee for this project, should this PO increase be approved, is \$100,000.

Please call me should you have any questions.

Best Regards,

A blue ink handwritten signature, appearing to read "T. Novotny", is written over a light blue, textured background.

Theresa Novotny
Accounting Dept.