

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

This Project Assignment is executed between SANTA ROSA ELEMENTARY SCHOOL DISTRICT ("District") and MOTIVE STUDIO ("Architect") pursuant to the Master Agreement for Architectural Services ("Agreement") between the Architect and the District dated June 11, 2025. By this reference, the Agreement is incorporated herein as if set forth in full.

1. Description of Work To Be Performed By Design Consultant

The scope of the project includes the relocation of three (3) portable classrooms at Protor Terrace ES.

2. Project Budget (District's written statement of funds available to pay for all Project Costs)
Two Million Dollars (\$2,000,000)

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

Basic Services Phases

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

Design Consultants Included in Basic Services

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

Basic Services Submittal Schedule:

It is understood that that schedule for this project requires construction during the Summer of 2026, and it is the District's desire to gain DSA Approval for this work prior to April 1st, 2026.

4. Architect Compensation:

A. Payment Method:

- Method A: Percentage of Computed Cost for New Construction and Additions**

Architect shall provide all the services identified as Basic Services as indicated above using the following fee schedule. To determine the Architect's Fee using this method, the computed cost of the project shall be multiplied by the applicable percentages below. The term "computed cost" is equal to the bid amount

or Guaranteed Maximum Price plus any additive alternates not taken plus any change orders for additional scope of work.

- a. Nine (9%) percent of the first five hundred thousand dollars (\$500,000) of computed cost;
- b. Eight and one-half (8 ½ %) percent of the next five hundred thousand dollars (\$500,000) of computed cost;
- c. Eight (8%) percent of the next One Million Dollars (\$1,000,000) of computed cost;
- d. Seven (7%) percent of the next Four Million Dollars (\$4,000,000) of computed cost;
- e. Six (6%) percent of the next Four Million Dollars (\$4,000,000) of computed cost;
- f. Five (5%) percent of the computed cost in excess of (\$10,000,000).

Factory Built Portables. Four (4%) percent of the first Thirty-Five thousand Dollars \$35,000) of the cost of factory-built portables (Building cost only, all non-building costs and building costs beyond Thirty-Five Thousand Dollars shall be calculated per items a-f above).

(Reuse of Plans) Compensation for Re-use of Plans for new construction and addition projects shall be reduced from the full fee calculation to reflect savings due to re-use of existing documents as follows:

- a. 35% fee reduction for buildings only during Schematic Design Phase.
- b. 35% fee reduction for buildings only during Design Development Phase.
- c. 35% fee reduction for buildings only during Construction Document Phase.
- d. All other fees for buildings (DSA approval, Bidding and Construction Administration) shall be full fee.
- e. All fees related to the site development work shall be full fee.
- f. Design and engineering modifications due to program changes as required by the District, or code changes enacted subsequent to original plan approval, shall be billed as additional services or Re-use Fee reduction shall be adjusted to a mutually agreeable percentage to account for such changes.

Timeline of Payments under Method A

<u>Schematic Design (100% Completion):</u>	10% of Architect Fee
<u>Design Development (100% Completion):</u>	15% of Architect Fee
<u>Construction Documents (90% Completion):</u>	40% of Architect Fee, to be paid monthly based on actual level of completion.
<u>DSA Approval of Construction Drawings:</u>	5% of estimated Architect Fee
<u>Procurement Phase:</u>	5% of estimated Architect Fee as set forth on Attachment "A", when procurement is completed
<u>Construction Administration:</u>	25% of estimated Architect Fee, to be paid as follows: Procurement complete: 5% Construction 25% complete: 4% Construction 50% complete: 4% Construction 75% complete: 5% Construction 100% complete: 5% Submittal of final records: 2%



Method B: Percentage of Computed Cost for Modernization, Renovation & Rehabilitation:

- a. Twelve (12%) percent of the first five hundred thousand dollars (\$500,000) of computed cost;
- b. Eleven and one-half (11 ½ %) percent of the next five hundred thousand dollars (\$500,000) of computed cost;
- c. Eleven (11%) percent of the next One Million Dollars (\$1,000,000) of computed cost;

- d. Ten (10%) percent of the next Four Million Dollars (\$4,000,000) of computed cost;
- e. Nine (9%) percent of the next Four Million Dollars (\$4,000,000) of computed cost;
- f. Eight (8%) percent of the computed cost in excess of (\$10,000,000).

Billing shall proceed on the same timeline as payments for Method A.

Method C Stipulated Sum: The Parties agree to a Stipulated Sum for all basic services and design consultants included in basic services. Billing shall proceed on the same timeline as payments for Method A. The total cost for the work shall not exceed \$91,390 plus 2.5% reimbursable expenses \$2,285, totalling \$93,675.

Method D - Hourly Billing Rates: Compensation for services rendered by principals and employees shall be based upon the rates as stated on the Design Consultant's Hourly Rate schedule which shall be attached hereto. The rates shall remain the same for the duration of each project. The total cost for the work shall not exceed *[insert not to exceed figure if desired]*

C. Additional Provisions

1. Architect shall receive one hundred and ten (110%) percent of all Reimbursable Expenses, expressly authorized in advance by the District in writing, except as specifically excluded, incurred by the Architect, the Architect's employees, and consultants in the interest of the Project.
2. If specialty consultants are required who are not included as part of Basic Services, then the District shall reimburse the Architect one hundred and ten (110%) percent of their actual cost.
3. If any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions.
4. Architect shall receive reimbursement at cost for:
 - a. Reproduction of drawings and specifications in excess of the copies provided by this Agreement.
 - b. Architect shall receive reimbursement at cost for fees advanced for securing approval of authorities having jurisdiction over the Project.

SANTA ROSA ELEMENTARY SCHOOL DISTRICT

By: _____

Name: Lisa August

Title: Interim Superintendent

Date: _____

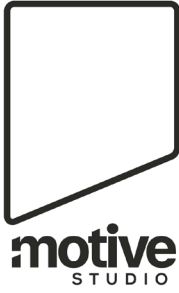
ARCHITECT: Motive Studio

By: _____

Name: _____

Title: _____

Date: _____



December 1, 2025

Erik Oden

Director, Maintenance, and Operations
Santa Rosa City Schools
101 Stony Point Rd. Suite 210
Santa Rosa, CA 95401

Re: **Proposal for Professional Services**
Proctor Terrace ES Portable Classroom
Santa Rosa City Schools
Project No.: 2025-029

Dear Erik,

The following is provided as our Proposal for Architectural and Engineering Services related to the Proctor Terrace ES Portable Classrooms project. The scope of Professional Services is proposed on a lump sum basis with a not-to-exceed limit plus 2.5% in reimbursable expenses in the form of printing, reproduction, delivery and consultant services with no mark-ups.

The scope of project includes the relocation of three (3) portable classrooms.

It is understood that that schedule for this project requires construction during the Summer of 2026, and it is the District's desire to gain DSA Approval for this work prior to April 1st, 2026.

The fee for this work is proposed as a lump sum of ninety-one thousand three hundred and ninety dollars (\$91,390) based on the attached work plan developed with your construction manager Van Pelt Construction Services.

If you have any questions or need additional information regarding this proposal, please contact me at at your earliest convenience.

Thank you for your time and consideration,

Trent Sommers
President, Architect C-33589

Attachments:

- + Proctor Terrace ES Portable Classrooms Work Plan
- + Brelje & Race Civil Proposal

Proposed Fee – See attached Work Plan for additional details

Summary of Professional Services			
	Architectural Services	=	\$44,690
	Engineering Services		
	Civil Engineering	=	\$34,200
	Electrical Engineering	=	\$12,500
	Total Fee Architecture and Engineering	=	\$91,390
	MAX Reimbursables (2.5%)	=	\$2,285

Total: \$93,675

Proposed Fee Breakdown – Breakdown of fee to align with District Master Schedule

Phase Description	Fee by Phase
Schematic Design	\$13,709
Design Development	\$18,278
Construction Documents	\$34,728
Agency Review & Approval	\$1,828
Bidding & Negotiation	\$4,570
Construction Administration	\$13,709
Close Out	\$4,570
Total Proposed Fee	\$91,390

Phase	Task / Description	Hours PA	Hours PA/ PM	Hours JC	Hours AM
A1	Pre-Design - Program, Masterplan and Project Management				
A3	Schematic Design				
	Prepare Schematic Design Drawings		2	2	
	Planning & Coordination		2	2	
	Preliminary Code Search		2	2	
	Prepare for and Attend Meeting with District	1	1	1	
	Prepare for and Attend Meeting with Consultants	1	1	1	
	Administrative Support				1
	Subtotal	2	8	8	1
A4	Design Development - Not Used for Portable Relocation				
	Subtotal				
A5	Construction Documents				
	Prepare Construction Documents	2	12	30	
	Update Project Manual		2	4	4
	Planning & Coordination		2	2	
	Prepare for and Attend Meeting with District	2	2	2	
	Prepare for and Attend Meeting with Consultants	2	2	2	
	Bluebeam DSA Applications & Certification Status		2	4	
	"Page Turn" with District M&O Staff	2	2	2	
	Administrative Support				1
	Subtotal	8	24	46	5
A5	Agency Review & Approval				
	Planning & Coordination	2	2	4	
	Local Fire Department Submittal and Review		2	4	
	Prepare DSA Application, Check-List and T&I Sheet		2	4	
	Coordinate Plan Check Fee from District		2	2	
	Monitor Plan Review Status		1	2	
	DSA Back-Check or Counter Check Appointment		6	8	
	Administrative Support				1
	Subtotal	2	16	24	1
A6	Bidding / Negotiations				
	Planning & Coordination		2	2	
	Attend Pre-Bid Walk		2	2	
	Respond to Questions from Bidders		2	2	
	Prepare and Publish Addenda		2	2	
	Attend Pre-Construction Meeting	1	1	1	
	Prepare DSA Form 102 and Coordinate "Box" Participants		2	2	
	Administrative Support				1
	Subtotal	1	11	11	1
A7	Construction Administration				
	Planning & Coordination	1	2		
	Attend OAC Meetings - Assumed 8	4	8	4	
	Attend Site Walks (Assumes Two Total)	2	2		
	Respond to Contractor's RFI's		4	2	
	Review Contractor Submittals		2	4	
	Respond to DSA Trip Notes		1	1	
	Final Walk-Through, Punch-List and Confirm Work is Complete	1	2	2	
	Close-Out Documents w/ Contractor		1		
	DSA Closeout, DSA Form 168, Form 6, Etc	1	2	2	
	Administrative Support				1
	Subtotal	9	24	15	1
	Total Hours for Architectural Services	22	83	104	9
	Hourly Rate From District SOQ	\$235	\$215	\$195	\$155
	Architect's Fee	\$5,170	\$17,845	\$20,280	\$1,395
Summary of Professional Services					
	Architect	=			\$44,690
	Civil Engineer	=			\$34,200
	Electrical Engineer	=			\$12,500
	Total Architectural and Engineering Services	=			\$91,390

EXHIBIT "A"
SCOPE OF ENGINEERING SERVICES
FOR THE
**LUTHER BURBANK ELEMENTARY SCHOOL
PORTABLE BUILDINGS**
PREPARED FOR
MOTIVE STUDIO
PREPARED BY
BRELJE & RACE ENGINEERS
B&R JOB NO. 4475.03
November 21, 2025

Project Understanding

This proposal is for civil engineering services to support the installation of 3 portable buildings on the north side of the existing Proctor Terrace Elementary School Campus in Santa Rosa. This estimated fee proposal is being prepared based on the RFP email and preliminary site plan (see Exhibit B) from Motive Studio dated November 13, 2025.

It is anticipated that the civil scope of work will focus on site improvements to serve the three portable buildings, including ADA path of travel upgrades from the proposed three portables to the existing, recently improved concrete path of travel to the south of the three portables that goes to the administration office, bathrooms, and public right-of-way. Currently, there is neither an accessible drop-off area nor ADA accessible parking stalls on-site or along the public right-of-way. It is assumed that DSA will not require one to be installed with this project. Currently, there is one on-site fire hydrant on the school site, and it is assumed that this project will not require a new on-site fire hydrant to be installed as part of this project. Fire protection can come from the one existing onsite hydrant and the two existing fire hydrants along Grosse Ave.

The scope of services for the project has been divided into five distinct phases of work, Schematic Design, Construction Documents, DSA Approval, Construction Administration, and Close Out. We have listed the anticipated tasks under each segment as outlined below.

1. Schematic Design

- Team kick off meeting (1) and Coordination with team members
- Site visit to review existing conditions and constraints
- Review available record drawings for site
- Review existing ADA issues for walkways to bathrooms, administration office and public right of way.
- Review Architects schematic plan and provide input on site improvements and layout.
- Utilizing base sheet from Architect prepare schematic civil grading and utility concept sketch
- Utilizing site background prepared by others and topographic mapping prepared by BRCE (under separate proposal), prepare schematic design documents anticipated to consist of:

- Grading/Utility Plan
- Pavement Plan

2. Construction Documents

- Attend up to one meeting with School District
- Attend up to one virtual page turn with School District
- Review available record drawings
- Collaborate with others on site background refinements and design
- Utilizing site background prepared by others and topographic mapping prepared by BRCE (under separate proposal), prepare construction documents anticipated to consist of:
 - Demolition Plan
 - Grading/Utility Plan
 - Pavement Plan
 - Erosion Control and Layout Plan
 - General Notes, Legend, and Abbreviations
 - Details
 - In house quality assurance review
 - Civil technical specifications in CSI format
- Site visit to confirm design assumptions. Review existing accessibility issues throughout the existing campus
- Collaborate with Geotechnical Engineer
- Review and respond to constructability review by others. Revise documents accordingly
- Submit completed submittal documents to Architect for DSA Review

3. DSA Approval

- Attend up to one DSA pre-application meeting to review project scope of work
- Review and respond to DSA backcheck review comments of plans and specifications in Bluebeam session.
- Coordinate with DSA plan review personnel as necessary
- Make minor modifications to plans for compliance with DSA plan review comments
- Attend up to one DSA backcheck meeting to review and resolve all outstanding DSA backcheck review comments.

4. Construction Administration

- Attend up to one preconstruction meeting with project contractor.
- Attend up to one OAC meeting
- Perform up to two site visits while civil improvements are under construction
- Coordination with Architect and design team during this phase of work.
- Review submittals related to civil project specifications during premobilization and construction activities
- Assist with review of and response to RFIs, PCOs related to civil documents

- Prepare CCDs, ASIs as required related to revisions to civil documents
- Conduct up to one punch list walk near end of construction and provide letter to Architect
- Conduct up to one follow up site visit to review punch list completion and provide updated letter to Architect.

5. Project Closeout

- Utilizing as-built drawings provided by Contractor, annotate civil drawings for preparation of record drawings documents in CAD and pdf format

6. Fees

Our fees for Items 1-5 will be billed on a monthly, percentage of completion basis as follows:

Item 1 (SD):	\$7,500
Item 2 (CD):	\$13,000
Item 3 (DSA):	\$5,700
Item 4 (CA):	\$6,900
Item 5 (CO):	\$1,100
Total Fee:	\$34,200

Including fees for limited reproduction and plotting services related to in-house use and submittals to Architect only.

7. Assumptions and Limitations

-Proposal based on the following documents provided to the engineer:

- RFP email and preliminary site plan (see exhibit B) from Motive Studio dated November 12, 2025
- DSA submittal is over-the-counter.
- Anticipated project schedule dated 2/16/26 as follows:
 - 100% SD Submittal 12/12/2025
 - 50% CD Submittal 01/05/2026
 - 90% CD Submittal 01/15/2026
 - 100% CD Submittal 02/02/2026
 - DSA Submittal 02/09/2026

-Proposal assumes that design level topographic mapping in AutoCAD format for use by the engineer will be provided by Owner or prepared by Brelje & Race under separate proposal/contract.

- Owner to provide geotechnical investigation containing site grading, pavement design, lime treatment (if necessary) including details for use by the engineer.

-Proposal assumes that other members of the design team will develop/prepare the site background in CAD format for use by the Engineer.

-Proposal assumes that fire sprinklers connections are not required for the 3 proposed portables.

-Proposal assumes that the existing fire lane access road to the campus along Grosse Ave. Does not need to be improved.

- The proposal assumes that an accessible drop-off along the school frontage along Grosse Ave. or Bryden Lane is not required. Currently, there is no accessible drop-off for the school. If an accessible drop-off is required, it will be designed as an additional service.

- The proposal assumes that a new on-site fire hydrant near the three proposed portables is not required, and fire protection for the portables can come from the one existing hydrant on campus, the existing hydrant near the intersection of Grosse Ave. and Dowling Court and the existing hydrant near the intersection of Bryden Lane and Grosse Ave. If an on-site fire hydrant is required, it will be designed as an additional service.

-Proposal assumes that a City of Santa Rosa encroachment permit application, or submittal is not required for this project.

- The proposal assumes that accessible Path of Travel (POT) improvements associated with this project will be limited to the area around the 3 new portable buildings, the POT from the portable buildings to the existing compliant POT concrete sidewalk to the south. Currently there are no ADA parking stalls on the campus or along Bryden Lane and Grosse Ave. If more extensive ADA/POT upgrades are necessary, those will be designed as additional services.

-Proposal assumes that the design of any site walls (over 4' in height), stair or ramp handrails, landscape features, site lighting, new fencing or gate details will be designed by other members of the design team.

-Proposal assumes that other team members will be responsible for the design and detail for all new, relocated, or abandoned site dry utility services (gas, electrical, communication, data, fiber, etc.).

-Proposal assumes that project will disturb less than one acre of ground; therefore, the preparation and filing of a SWPPP and Notice of Intent (NOI), and QSD services have been excluded from the above proposal scope.

-K-12 school projects are exempt from the local City of Santa Rosa Phase 1 MS4 Permit Low Impact Development stormwater requirements, review, and calculations. The proposal includes an effort to maintain pre-project stormwater runoff volume conditions to the maximum extent feasible.

-Proposal has assumed that there will be the anticipated Team, Ownership, and cost related plan evolutions and modifications during the early design phases through the Construction Document phase of work. Any budgetary, ownership, or DSA driven changes to the scope and/or site plan after the submittal of Construction Documents to DSA for review shall be considered additional services requiring the preparation of an Additional Services Agreement.

-Proposal assumes that Owner will pay all application, processing, inspection, and other fees in conjunction with this application.



PATH OF TRAVEL TO PUBLIC WAY

Proctor Terrace Elementary School

Overall Site Plan

PROCTOR TERRACE ELEMENTARY SCHOOL
SANTA ROSA CITY SCHOOLS



50'