



QUATTROCCHI KWOK  
ARCHITECTS

September 29, 2021

Michael Braff  
Director, Facilities  
Santa Rosa City Schools  
211 Ridgway Ave  
Santa Rosa, CA 95401

RE: Brook Hill Elementary School Modernization  
Project No.:

Dear Rick,

At the request of the District, we are providing this proposal for a new project to provide design services for Brook Hill Elementary School Modernization. This project will include mechanical equipment replacement, roofing repair and replacement, skylight replacement and miscellaneous other improvements to the school. We propose the scope, schedule and compensation as described below:

*Scope of Work:* QKA will provide basic services as detailed in the District's Agreement for Architectural Services. This will include consultant services for Mechanical Engineering, Electrical Engineering, Structural Engineering and Cost Estimating. At the District's request we are including roof inspection and construction document preparation services from BEAM Professionals who provided similar services on the previous phases of modernization work. The scope of services will include preparation of schematic design, design development and Construction Documents deliverables, submittal and approval of the project by the Division of the State Architect (DSA). We will also provide support through the bidding and negotiations phase of the project as well as Construction Administration services including services required by DSA for the Architect of Record during construction and closeout. The project construction cost budget (also known as computed cost) is \$4,956,500 based on the preliminary report and budget from BEAM Professionals. This proposal is based on this project budget. If the scope and/or budget for the project are adjusted the fee and schedule for the project will also be adjusted according to the fee schedule described below.

**MAIN:**

636 Fifth Street, Santa Rosa, CA 95404

**EAST BAY:**

55 Harrison Street, Suite 525, Oakland, CA 94607

707.576.0829

A California Corporation

[www.qka.com](http://www.qka.com)

*Schedule:* We propose the following general schedule for the project:

Schematic Design	9/20/21 -10/22/21
Design Development	10/25/21 – 12/3/21
Construction Documents	12/6/21 - 1/28/22
DSA Review and Approval	1/31/22 - 5/31/22
Bid and Award	2/3/22 - 4/13/22
Construction	6/13/22 - 1/5/23

*Compensation:* The basic services fee for this project is calculated according to the following fee schedule for modernization projects:

1. Twelve percent (12%) of the first Five Hundred Thousand Dollars (\$500,000) of computed cost.
2. Eleven and one-half percent (11-1/2%) of the next Five Hundred Thousand Dollars (\$500,000) of computed cost.
3. Eleven percent (11%) of the next One Million Dollars (\$1,000,000) of computed cost.
4. Ten percent (10%) in excess of Two Million Dollars (\$2,000,000) of computed cost

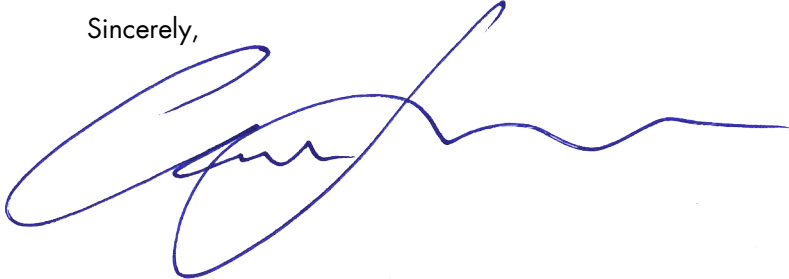
Based on the project budget above, this results in a fee of \$523,150. Expenses including travel, printing and shipping would be billed in addition to this amount at cost plus 10%. The fee breakdown per phase will be as follows:

Schematic Design (10%):	\$52,315
Design Development (15%)	\$78,473
Construction Documents (40%):	\$209,260
Government Approvals (5%)	\$26,158
Bidding (5%):	\$26,158
Construction Administration (25%):	\$130,788

*Additional Services:* In addition to the Basic Services described above and, in the Agreement, QKA can also provide Construction Quality Assurance services from BEAM Professionals. This includes periodic quality assurance inspections by a Registered Roof Observer during the course of construction. Half Day Site observations will be performed during the roof related applications with a maximum of two site visits per week during construction. The additional fee for this additional scope of work is \$66,000.

Please let me know if you have any questions regarding this proposal. If the terms are acceptable, please sign and return an Agreement for this work. We look forward to continuing to serve SRCS.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Aaron Jobson', with a large, sweeping flourish on the left side.

Aaron Jobson, AIA, ALEP, LEED AP

Cc: Beth Rose, SRCS