



QUATTROCCHI KWOK
ARCHITECTS

May 4, 2023

Erik Oden
Director, Facilities
Santa Rosa City Schools
211 Ridgway Ave
Santa Rosa, CA 95401

RE: Santa Rosa High School Softball Score Board
Project No.: 2217.00

Dear Erik,

At the request of the District we have prepared this proposal to provide Architectural Services for the installation of a new scoreboard at Santa Rosa High School. The scoreboard will be designed to meet the requirements of the scoreboard specifications that were provided to QKA. We propose the scope, schedule and compensation as described below:

Scope of Work: QKA will prepare the necessary site plans and documentation to obtain DSA Approval for the Scoreboard as well as provide Construction Administration Services for the project. QKA will coordinate the submittal with our structural and electrical engineers. QKA assumes that accessible review by DSA will not be required and that upgrades to the parking, path of travel or toilet rooms will not be required. Because of these assumptions this proposal does not include the work of any consulting engineers such as Civil or mechanical. Should these services be required, we will request additional service.

Schedule: QKA will proceed right away with the plans and submit to DSA over the summer of 2023, so the project can be completed prior to the 2024 softball season.

Compensation: For the scope of work described above we propose a fixed fee of \$24,400 to be billed on a percentage of completion basis according to the phase breakdown below. Reimbursable expenses including mileage, printing and shipping will be billed at cost plus 10%.

MAIN:

636 Fifth Street, Santa Rosa, CA 95404

EAST BAY:

55 Harrison Street, Suite 525, Oakland, CA 94607

707.576.0829

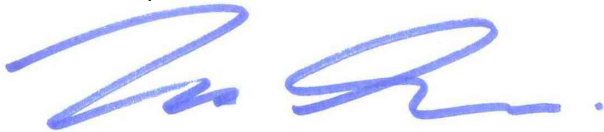
A California Corporation

www.qka.com

Construction Documents:	40%
DSA Approval:	15%
Bidding and Negotiations:	15%
Construction Administration:	30%

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 be 'Kevin Chapin', followed by a period.

Kevin Chapin Principal, LEED AP

Cc: