



QUATTROCCHI KWOK
ARCHITECTS

August 11, 2023

Erik Oden
Director, Maintenance & Operations
Santa Rosa City Schools
211 Ridgway Ave
Santa Rosa, CA 95401

RE: Santa Rosa City Schools District IT Server Relocation
Project No.: 2253.00

Dear Erik,

At the request of the district, we are pleased to provide this proposal for design services for the Santa Rosa City Schools District to support the re-location of District IT Equipment into rooms in the Santa Rosa High School Library Building. QKA will provide architectural and engineering services to support the equipment re-location including architectural design of modifications to walls, ceilings and doors, electrical engineering, mechanical engineering as needed to support the new equipment and structural engineering as needed. We do not anticipate DSA review and approval for this project as it should meet the requirements for exemption under IR A-22. Due to the uncertain scope of work for the project we propose completing the work on a time and materials basis with an initial authorization of \$40,000. Reimbursable expenses and consultant fees will be billed at cost plus 10%. Should the scope of work exceed this initial authorization we will request additional authorization in writing. 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,

Aaron Jobson, AIA, ALEP, LEED AP

Accepted by:

Erik Oden, Executive Director Facilities,
Maintenance, and Operations

Date

MAIN:

636 Fifth Street, Santa Rosa, CA 95404

EAST BAY:

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