

September 20, 2023

Erik Oden
 Executive Director Facilities, Maintenance, and Operations
 Santa Rosa City Schools

Santa Rosa City Schools 110 Stony Point Rd. TI
Proposal for Architectural Consulting Services
TLCD Proposal No. P20230095

Dear Erik,

Thank you for the opportunity to present this proposal for architectural consulting services for 110 Stony Point Rd. TI Project. We are excited to be able to partner with the District in designing space that serves both the District staff and the public for the next several years.

As discussed in our meeting on Friday, September 8, 2023, the following is a summary outline of the Scope of Professional Services to be provided by TLCD Architecture and its consultants for the project. The proposal shall be an attachment to a Project Assignment to be executed between TLCD and the District, pursuant to the Master Agreement dated July 10, 2023.

A. Project Description

The project is a tenant improvement of recently leased space at Stony Point Lake for use by Santa Rosa City Schools. The project location is 110 Stony Point Road, Suite 105. The total project budget is not yet determined. The design will incorporate the following:

- Office space
 - For the following departments:
 - Human Resources (HR)
 - Fiscal Services
 - Student and Family Engagement (SAFE)
 - Information Technology (IT)
 - Enclosed offices for Directors and Assistant Superintendents
 - Open office area(s) with cubicles
 - Restroom(s) accessible by the public during board meetings
 - Conference room(s)
 - Storage room(s)
 - Break room(s) with kitchenette
- Board Room
 - Public Board meetings

- Public entrance direct from exterior
- Training for groups of 20 to 50.
- Flexibility to divide into smaller spaces (folding panel partitions). See SCOE space for similar idea.
- A/V, including cameras and microphones for broadcasting meetings over the internet.
- Furniture
 - New flexible furniture needed in the Board Room.
 - Some existing furniture from the current tenant may be left behind for the District to use, including cubicles
 - Some existing furniture from the current District office space on Ridgeway may be moved into the new space.
- General
 - New carpet and paint throughout
 - Keep existing access control system (keyless entry) and add onto it

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B. Scope of Services

The proposed scope of services by TLCD is as follows:

1. Programming Phase
 - a. Site Investigation
 - i. Gather and review documentation of existing conditions
 - ii. One site visit to observe existing conditions and verify as-built documentation
 - b. Stakeholder Engagement
 - i. Two meetings with District staff
 - ii. Prepare agendas and meeting notes
 - c. Conceptual Space Planning
 - i. Develop Space Program
 - ii. Prepare preliminary conceptual plan alternatives

Assumptions and Exclusions

- Programming phase services only. Schematic Design, Design Development, Construction Documents, Bid Phase, and Construction Phase services are excluded at this time. A subsequent contract amendment will provide services including additional consultants for required disciplines for schematic design through completion of construction and project closeout.

- Site investigation, Stakeholder Engagement and Conceptual Space Planning only. A subsequent contract amendment will provide full architectural and engineering services by TLCD and sub-consultants.

C. Compensation

For services under this agreement, we propose an hourly not to exceed contract with an estimated total fee of **\$8,000**.

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Reimbursable Expenses

Reimbursable expenses will be billed at 1.1 times cost. Total estimated reimbursable expenses are **\$200**.

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Additional services

Any additional services that may be required during the Project must be requested by Architect and approved in writing by District before they are performed.

D. Project Schedule

We propose to perform the scope of services starting immediately. A subsequent contract amendment will provide a detailed preliminary schedule for services from schematic design through completion of construction and project closeout.

Please review and let me know if you have any questions or comments. We look forward to partnering with the District on this important project.

Sincerely,



Carl Servais, AIA, LEED AP BD+C, NCARB
Principal, TLCD Architecture
CA License #C32941

Attachments: TLCD 2023 Schedule of Hourly Rates

SCHEDULE OF HOURLY RATES

2023

Project Administration	\$130
Designer	\$155
Senior Designer	\$165
Project Captain	\$175
Interior Designer	\$175
Senior Project Captain	\$185
Project Architect	\$195
Senior Interior Designer	\$195
Senior Project Architect	\$220
Project Manager	\$220
Principal	\$245

These rates are effective for the calendar year 2023 and are subject to change one time annually.