

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

This Project Assignment is executed between CITY OF SANTA ROSA HIGH SCHOOL DISTRICT ("District") and STRATA a/p ("Architect") pursuant to the Master Agreement for Architectural Services ("Agreement") between the Architect and the District dated October 30, 2023. By this reference, the Agreement is incorporated herein as if set forth in full.

1. Project Description.

Montgomery High School- Dance Studio Modernization of existing Classroom in order to relocate the Dance studio from the portable building scheduled to be demolished.

2. 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: _____

3. Design Requirements and Deliverables. If applicable, the Architect will provide a list of all design requirements and deliverables to the District along with this executed Project Assignment. Said list will be attached to this Project Assignment as an exhibit and incorporated by reference herein.

6. Architect Compensation:

A. Contract Price. Twenty-Three Thousand, Five Hundred Fifty Dollars (\$23,550) Lump Sum Not to Exceed.

B. Payment Method:

Allocation of Contract Price to Phases of Basic Services.

Schematic Design 50%

Design Development _____ %
 Construction Documents _____ 45 %
 Bidding _____ %
 Construction 5 %
 Post-Construction _____ %

or

Hourly, not to exceed the Contract Price Above.

See attached proposal.

C. Additional Services Rate Schedule:

Architect Personnel

See attached proposal.

Design Consultants Personnel

See attached proposal.

6. Basic Services Submittal Schedule:

	START DATE	FINISH DATE
Schematic Design Phase	02/14/2024	TBD
Initial Design Development Phase	TBD	TBD
Final Design Development Phase	TBD	TBD
Preliminary Plans Value Engineering; Constructability Review	Value Engineering: _____ Constructability Review: _____	Value Engineering: _____ Constructability Review: _____
Initial Construction Documents Phase	TBD	TBD
Final Construction Documents Phase	TBD	TBD
Construction Drawings Value Engineering; Constructability Review	Value Engineering: _____ Constructability Review: _____	Value Engineering: _____ Constructability Review: _____

Bidding		
Construction		
Post-Construction		

Dated: 02/02/2024

CITY OF SANTA ROSA ELEMENTARY SCHOOL DISTRICT

By: _____

Title: _____

ARCHITECT: STRATA a/p

By: Bennett Martin

Title: Principal



February 1, 2024

Erik Oden
Director, Maintenance & Operations
Santa Rosa City Schools
211 Ridgeway Avenue
Santa Rosa, California 95401

Reference: Santa Rosa City Schools – Montgomery High, Dance Studio
Subject: *Architecture Proposal*

Dear Erik,

STRATAap is pleased to submit the following proposal for Architectural Services related to the classroom 17 modernization into a dance studio on the Montgomery High School campus. STRATAap will prepare the required construction documentation for approval by the district. STRATAap will also perform construction administration and quality assurance services as required by the district through project completion.

The Project consists of providing bid documentation (plans and specifications) to identify the complete scope of the renovation work. Documentation requirements will reflect District Standards. The scope outline is noted below.

STRATAap proposes to provide the following Architectural services:

Scope of Services – This is a NON-DSA Project per client request.

- Meetings with District staff if required and CM to determine program.
- Field observation of existing conditions.
- Review recommendations with District & CM.
- Preparation of construction documents.
- Construction Administration during the construction of the project and project closeout.
- Meetings, as necessary.
- Produce final record drawings from contractor as-builts. Provide PDF and CAD files on disc to the district.

Design Fee: \$23,500.00

If further services are requested by the district and agreed upon, additional services will be charged based on the attached 2024 rate sheet. If you find that this proposal is acceptable STRATA ap is prepared to enter into a formal District agreement for professional services.

Please contact me at STRATAap at (707) 935-7944, if you have any questions regarding this proposal, or would like to discuss your project further. We look forward to working with you and your representatives on this new project.



Sincerely,

Bennett Martin, Assoc. AIA
Principal

Exclusions:

1. Hazardous materials identification and abatement.
2. Construction Cost estimating.



HOURLY RATES AND REIMBURSABLES as of January 1, 2024

Principal		\$275.00 Per hour
Senior Associate		\$225.00 Per hour
Project Manager		\$200.00 Per hour
Project Architect		\$195.00 Per hour
Construction Administrator		\$185.00 Per hour
Job Captain		\$165.00 Per hour
Intermediate Architect		\$155.00 Per hour
Designer		\$125.00 Per hour
Draftsman		\$115.00 Per hour
Clerical		\$95.00 Per hour

Reimbursables:

In-house plots	24"x36"	\$5.75 each
	30"x42"	\$8.50 each
In-house photo copying		
Letter size		\$0.18 each
11x17		\$0.40 each
Large format		\$4.50 each
Outside Blueprinting/Reproduction		Invoice plus 20%
Travel with prior approval		
Vehicle mileage		\$0.67 per mile.
Out of area		Direct cost plus 15%
Miscellaneous expenses		Invoice plus 20%

PO Box 1207
Sonoma, CA 95476
T 707.935.7944
F 707.935.6618
www.STRATAap.com

Certificate Of Completion

Envelope Id: B626188AFD1F4F02A369D35A67EB4EA0	Status: Completed
Subject: Complete with DocuSign: SRCS_MHS Dance Studio_STRATA Architect Project Assignment.	
Source Envelope:	
Document Pages: 9	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Jonette Johnson
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	4707 Mangles Boulevard
	Fairfield, CA 94534
	jonette.johnson@vpcsonline.com
	IP Address: 157.131.81.166

Record Tracking

Status: Original	Holder: Jonette Johnson	Location: DocuSign
2/2/2024 4:12:32 PM	jonette.johnson@vpcsonline.com	

Signer Events

Signer Events	Signature	Timestamp
Bennett Martin bmartin@strataap.com Principal Security Level: Email, Account Authentication (None)	<i>Bennett Martin</i> Signature Adoption: Pre-selected Style Using IP Address: 12.27.69.94	Sent: 2/2/2024 4:16:48 PM Viewed: 2/3/2024 9:33:04 AM Signed: 2/3/2024 9:33:23 AM

Electronic Record and Signature Disclosure:
 Accepted: 2/3/2024 9:33:04 AM
 ID: 5cbb5177-6be0-4978-a856-9d4d4ed80581

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Brian Cameron brian@vpcsonline.com Project Manager Van Pelt Construction Services Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/3/2024 9:33:24 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events

Notary Events

Envelope Summary Events

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/2/2024 4:16:48 PM
Certified Delivered	Security Checked	2/3/2024 9:33:04 AM
Signing Complete	Security Checked	2/3/2024 9:33:23 AM
Completed	Security Checked	2/3/2024 9:33:24 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Van Pelt Construction Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Van Pelt Construction Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: eric@vpcsonline.com

To advise Van Pelt Construction Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at eric@vpcsonline.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Van Pelt Construction Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to eric@vpcsonline.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Van Pelt Construction Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to eric@vpcsonline.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Van Pelt Construction Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Van Pelt Construction Services during the course of your relationship with Van Pelt Construction Services.