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December 16, 2023

Eric Oden
Executive Director
Facilities, Maintenance & Operations
Santa Rosa City Schools
110 Stony Point Road, Unit 225
Santa Rosa, CA 95401
707 890-3800 x80231
c/o Greystone West Company

Mr. Oden,

Thank you for the opportunity to propose Inspection Services for the Roofing and Mechanical Equipment Replacement, removal of skylights and associated work which includes the Admin/Classrooms, MPR, Library, Classrooms & Covered Walkway at the Luther Burbank Elementary School in Santa Rosa, CA

Based on the **preliminary Construction Documents** prepared by Quattrocchi Kwok Architects and the estimated construction schedule to complete the project, we have developed this proposal for you.

Our work and our fees cover the period when the Roofing & Mechanical Equipment Replacement work is completed and ready for the School District's use, tentatively starting **June 10, 2024** and ending on **October 31, 2024** only.

Our Scope of work includes traveling, doing our field inspections, communicating with the principal in charge of the project, the general contractor, the School District and DSA representatives as needed, writing daily & semi-monthly reports and keeping DSA forms located in the DSA Box updated as required by the DSA.

We **estimate** the cost of the **Inspection Services** fees for **F and G Design / Drafting Services** to be **\$ 41, 000.00** plus **reimbursable expenses** (if any).

Additionally, F&G **estimates** the cost of **Inspection Services** fee for the Commissioning, close-out, punch list work, and miscellaneous work to be **\$ 1, 800.00**.

Hourly Rate Schedule

DSA Class 1 Current rate is \$130.00/hr. Overtime rate is \$195.00/hr.
DSA Class 2 Current rate is \$110.00/hr. Overtime rate is \$165.00/hr.
DSA Class 3 Current rate is \$100.00/hr. Overtime rate is \$150.00/hr.

Additional Services

Should the construction period estimated above extend significantly beyond the time as outlined on the preceding paragraph, **F and G** inspection services shall be compensated on an hourly basis as per our Standard Billing Rates, until the Roofing & Mechanical Equipment Replacement and related work have been completed .

These additional services must be authorized in writing and signed by both **F and G Design/Drafting Services** and Santa Rosa City Schools prior to the provision of the services.

Time and Scheduling

F and G Inspection Services shall commence inspections on **June 10, 2024** or as of the date of signature of this Memorandum, unless otherwise agreed herein in writing. **F and G** shall endeavor to perform the Inspection Services on a continuous basis and work under the general direction of the owner, architect and/or engineer of record.

