



1863 ALAN DRIVE
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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 Replacement & Repair and Replacement of select Mechanical Units and associated work at the Helen Lehman Elementary School in Santa Rosa, CA

Based on the **preliminary Construction Documents** prepared by AXIA Architect 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 Replacement and 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.
Office Manager Current rate is \$60.00/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 Mechanical Equipment Upgrade and related roof 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.



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Compensation

F and G shall be compensated for the services outlined herein as noted on the preceding paragraphs. **F and G** shall bill for services on a monthly basis and shall keep the Client regularly informed of the progress of the work and the cost of services. All bills for services are due upon receipt and delinquent 30 days from the date of invoice. Unpaid balances older than 30 days shall earn interest at the rate of 1% per month.

Termination of Services

This authorization shall continue until all Inspection services have been performed and the Mechanical Equipment Upgrade is complete & in use by the District. This agreement may be terminated by written notice by either party for reasonable cause. **F and G** shall be entitled to compensation for all services performed up to the date of receipt of the termination notice, as per the Standard Billing Rates attached hereto. The Client may choose to temporarily suspend work on the project with written notice to the **F and G**.

This memorandum will remain in force through any suspension of the work on the project until such time as the project is terminated or abandoned by the Client in writing. **F and G** shall have the right to suspend work on the project for non-payment of fees beyond thirty days past due, and shall commence work again in a timely manner when all past due fees have been received. **F and G** shall have the right to terminate this agreement for non-payment of fees beyond sixty days past due and shall be entitled to compensation for all services performed until the date of the notice of termination.

Superseding Agreements

Should the scope of services change significantly and/or should F&G and/or Santa Rosa City Schools desire to modify the terms of engagement, this proposal may be superseded by a more extensive and inclusive agreement for services or by written amendments to this agreement.

If our proposal is acceptable to you, please sign it and return it to our office at your earliest convenience, so we can make arrangements to accommodate your project in our schedule. We look forward to working with you.

AGREED as of the date noted below,

Armando Franco. December 16, 2023

Armando Franco
DSA Class 1 Certified Inspector
F and G Drafting Services

Date

Client: Eric Oden
Executive Director
Facilities, Maintenance & Operations
Santa Rosa City Schools

Date