

**PROJECT ASSIGNMENT: HELEN LEHMAN ES COURTYARD IMPROVEMENTS PROJECT  
(EXHIBIT A TO AGREEMENT FOR ARCHITECTURAL SERVICES)**

This Project Assignment is executed between SANTA ROSA ELEMENTARY SCHOOL DISTRICT (“District”) and AXIA Architects, A California S Corporation (“Architect”) pursuant to the Master Agreement for Architectural Services (“Agreement”) between the Architect and the District dated May 04, 2023. By this reference, the Agreement is incorporated herein as if set forth in full.

**1. Project Description.**

Within the perimeter of the center courtyard at Helen Lehman, remove existing courtyard materials, remove landscaping and stage, replace storm water & sewer piping, new flatwork, new landscaping, and design the courtyard layout to accommodate a future lunch shelter (approx.. 40ft x 60ft). District shall provide geotechnical report, utility survey, and topographical survey. The future metal lunch shelter shall be based on a DSA Precheck (PC) approved model. Architect shall provide Schematic Design level information on the proposed lunch shelter layout, footing locations, and anticipated seating count at picnic tables under shelter. No lunch shelter engineering is provided by Architect.

**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 – By Lunch Shelter Manufacturer
- 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.

**4. Project Construction Budget.** Four hundred thousand Dollars (\$400,000.00) (not including lunch shelter)

**5. Architect Services Budget.** Fifty-two thousand five hundred Dollars (\$52,500.00).

be incorporated into Construction Contract Amount if design services have already been provided by Architect.  
 2) Additive Alternates shall be added to Construction Contract Amount for purposes of this paragraph if design services have already been provided by Architect.

See Exhibit B for fee schedule. In addition to Architect Compensation, Architect will be reimbursed for scans, prints, copies, and trips to DSA.

**A. Payment Method:**

X **Allocation of Contract Price to Phases of Basic Services.**

Schematic Design	25_ %
Design Development	N/A
Construction Documents	45_ %
Bidding	8 %
Construction	17 %
DSA Closeout	5 %

**B. Additional Services Rate Schedule:**

Architect Personnel

**See Exhibit D**

Design Consultants Personnel

**See Fee Schedules as annually issued by Consultants**

**6. Basic Services Submittal Schedule: See Attached Schedule in Exhibit C.**

	START DATE	FINISH DATE
<b>Schematic Design Phase</b>	<b>03/15/24</b>	<b>04/04/24</b>
<b>Initial Design Development Phase</b>	<b>Not Applicable</b>	
<b>Final Design Development Phase</b>	<b>Not Applicable</b>	
<b>District Cost Estimate and Approval to Proceed - Increment 1</b>	<b>04/05/24</b>	<b>04/18/24</b>

Construction Documents Phase	04/19/24	05/20/24
DSA Submission and Processing Estimate	05/21/24	07/15/24
Bidding	05/28/24	06/24/24
Estimated Construction	07/16/24	09/23/24
Post-Construction		

Dated: 3/4/24

**CITY OF SANTA ROSA ELEMENTARY SCHOOL DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ARCHITECT: AXIA Architects, A California S Corporation**

By: 

Title: PRESIDENT

**Exhibit B: Architectural/Engineering Fee Schedule**

Agreement between City of Santa Rosa Elementary School District and AXIA Architects

03.04.24

**Helen Lehman Courtyard Project**

<b>Initial Budgeted Construction Costs:</b> \$ 400,000 (Without Lunch Shelter)			
<b>Architectural and Engineering Fees - Basic Services:</b>			
First	\$500,000 @	12%	\$48,000
Next	\$500,000 @	11.5%	\$0
Next	\$1,000,000 @	11.0%	\$0
Next	\$4,000,000 @	10.0%	\$0
Next	\$4,000,000 + @	9.0%	\$0
<b>Subtotal Basic Services:</b>			<b>\$48,000</b>
<b>Addition for Architectural Schematic Design of Lunch Shelter</b>			<u>\$4,500</u>
<b>Total Initial Fee for Architectural &amp; Eng. Basic Design Services:</b>			<b><u><u>\$52,500</u></u></b>

EXHIBIT C: HELEN LEHMAN COURTYARD - ROUGH ESTIMATED SCHEDULE

ID	Task Mode	Task Name	Duration	Start	Finish	March	April	May	June	July	August	September	October
1		<b>Authorization to Proceed</b>	1 day	Thu 3/14/24	Thu 3/14/24	2/25	3/3	3/10	3/17	3/24	3/31	4/7	4/14
2		Civil Survey	20 days	Fri 3/15/24	Thu 4/11/24	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5
3		Geotechnical Investigation and Report	30 days	Fri 3/15/24	Thu 4/25/24	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5
4		Schematic Design	15 days	Fri 3/15/24	Thu 4/4/24	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5
5		Cost Estimate by District CM	7 days	Fri 4/5/24	Mon 4/15/24	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26
6		District Review & Approval to Proceed	3 days	Tue 4/16/24	Thu 4/18/24	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23
7		Prepare Construction Drawings	22 days	Fri 4/19/24	Mon 5/20/24	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7
8		Site Permit to DSA	0 days	Mon 5/20/24	Mon 5/20/24	5/20	5/20	5/20	5/20	5/20	5/20	5/20	5/20
9		DSA Processing	40 days	Tue 5/21/24	Mon 7/15/24	5/21	5/28	6/4	6/11	6/18	6/25	7/2	7/9
10		Bidding	20 days	Tue 5/28/24	Mon 6/24/24	5/28	6/4	6/11	6/18	6/25	7/2	7/9	7/16
11		Award / Notice to Proceed	15 days	Tue 6/25/24	Mon 7/15/24	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13
12		DSA Approval	1 day	Mon 7/15/24	Mon 7/15/24	7/15	7/15	7/15	7/15	7/15	7/15	7/15	7/15
13		Construction	50 days	Tue 7/16/24	Mon 9/23/24	7/16	7/23	7/30	8/6	8/13	8/20	8/27	9/3

Project: 1174\_HLES Lunch Shelt  
Date: Mon 3/4/24

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Milestone		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

## **SCHEDULE OF FEES**

Effective January 1, 2024

### **I. TIME CHARGES**

PRINCIPAL	\$250
ASSOCIATE PRINCIPAL	\$205 - \$230
PROJECT ARCHITECT	\$195 - \$220
PROJECT MANAGER	\$190 - \$200
JOB CAPTAIN	\$170 - \$190
ARCHITECTURAL INTERN	\$155 - \$170
ADMINISTRATIVE	\$140

The above billing rates are subject to adjustment annually.

### **II. REIMBURSABLE EXPENSES**

Consultants:	Cost plus 10%
Travel:	Private Vehicle per current IRS Scheduled Rate. Commercial travel & related expenses at cost plus 15%.
Other Project Expenses:	Cost plus 10%  Such as: printing, graphics, photography & reproduction, rental or purchase of special equipment and materials, long distance telephone, special shipping or delivery, models and renderings, lodging and subsistence.

Reimbursable Expenses are in addition to the fees for services and shall include actual expenditures made in the interest of the project such as transportation and living expenses when traveling in connection with the project.

### **III. ADDITIONAL SERVICES**

Per the Schedule of Fees above.