



QUATTROCCHI KWOK
ARCHITECTS

October 10, 2021

Michael Braff
Director, Facilities
Santa Rosa City Schools
211 Ridgway Ave
Santa Rosa, CA 95401

RE: Lewis Campus Head Start Shade Structure
Project No.: 2010.00

Dear Mike,

At the request of the District we have prepared this proposal to provide Architectural Services for the installation of a DSA Pre-Checked shade structure at the Lewis Campus for the Head Start program. The shade structure will be located over the existing playground improvements that were recently completed and will be certified with DSA prior to this project. We propose the scope, schedule and compensation as described below:

Scope of Work: QKA will prepare the necessary site plans and documentation to obtain DSA Approval for the Shade Structure and provide Construction Administration Services. The Shade Structure will be a model with a valid DSA PC and all necessary stamped PC drawings, calculations and other materials will be provided by the manufacturer for inclusion in the DSA submission. QKA will coordinate the submittal but not perform any design services for the PC structure. QKA assumes that the accessible parking, restrooms, path of travel and other improvements documented and constructed in the recent playground improvement project will be certified with DSA and QKA will not need to provide any additional design of parking or path of travel improvements. Because of these assumptions this proposal does not include the work of any consulting engineers such as Civil or Electrical. Should these services be requires they will be provided as an additional service.

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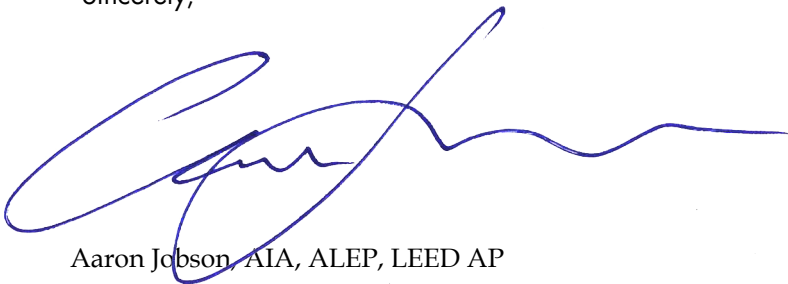
Schedule: The schedule for this project will be contingent upon DSA certification of the previous playground improvement project and obtaining approval of the Geohazards report from the California Geological Service (CGS). Both of these are required before the project can be submitted to DSA. QKA will coordinate with the SRCS team to determine the project schedule and coordinate our work with these two tasks. We expect our portion of the work to take 2-4 weeks.

Compensation: For the scope of work described above we propose a fixed fee of \$12,000 to be billed on a percentage of completion basis according to the phase breakdown below. Reimbursable expenses including mileage, printing and shipping will be billed at cost plus 10%.

Construction Documents:	40%
DSA Approval:	15%
Bidding and Negotiations:	15%
Construction Administration:	30%

Please let me know if you have any questions regarding this proposal. If the terms are acceptable, please sign and return an Agreement for this work. We look forward to continuing to serve SRCS.

Sincerely,



Aaron Jobson, AIA, ALEP, LEED AP

Cc: Beth Rose, SRCS