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September 4, 2020

VIA: Email



Mr. Michael Braff
Director of Facilities
Santa Rosa City Schools
211 Ridgeway Avenue
San Rosa, CA 93401
E-mail: mbraff@srcs.k12.ca.us

**Re: Fee Proposal – Santa Rosa Head Start School at Lewis Opportunity Pre-School
(Revised)**

Dear Mr. Braff:

On behalf of PBK, we appreciate the request of our firm to assist your team with providing Architectural / Engineering / Construction Administration Services for the Santa Rosa Head Start Pre-School at Lewis Opportunity School, located at 2230 Lomas Avenue, Santa Rosa, CA 95404 for Santa Rosa City Schools.

PBK proposes to deliver full design and construction phase services through the closeout of this project. Our team maintains and perpetuates a positive office culture that is extremely fast-paced and client-oriented. It is truly our intent to become an extension of the District, and create a seamless partnership in facilitating all services as proposed on this important project. We listen carefully to your objectives and creative and cost-effective solutions, and are able to provide the multi-discipline resources necessary to solve every challenges throughout the construction process.

I. SCOPE OF WORK:

- A. Planning and design of exterior playground with 6' high fencing and gate with Tike track at 75 sf per student (1500 sf minimum). Playground structure to match previously installed unit (layout to be provided by District for reference)
- B. Reconfigure three (3) existing relocatable classrooms to provide student and staff restrooms, kitchen, office and minimum 700 sf classroom. One (1) each portable for infant, toddler and pre-school
- C. Remodel existing restroom portable with new finishes and sub floor
- D. ADA path of travel and parking upgrades
- E. New interior finishes and casework
- F. Revised lighting, low voltage, plumbing and HVAC, as required along with a dedicated circuit for microwave at each portable
- G. Coordination and integration to existing campus systems
- H. Signage
- I. Remodel interior of adjacent portable to be used as staff room, including power, HVAC and sink with counter
- J. Review/modify site design for drop-off, fencing and parking
- K. Estimated Construction Budget: \$460,000 (\$600,000, less 30% soft costs)

L. Estimated Construction Costs vs. Budget Target:		
1. ADA upgrades/site utilities/site upgrades:	\$359,000	\$60,000
2. Playground:	\$210,000	\$100,000
3. 3 Portable upgrades:	\$521,000	\$240,000
4. <u>Restroom upgrade:</u>	<u>\$103,000</u>	<u>\$60,000</u>
Total:	\$1,193,000	\$460,000

II. SCOPE OF ARCHITECTURAL/ENGINEERING SERVICES:

- A. Review of existing DSA approved plans provided by SRCS.
- B. Meeting with site and District to share findings and recommendations for any changes.
- C. Design meetings with site, District, and consultants to review layouts and equipment/components being recommended.
- D. Develop design documents to include site improvements, building improvements including structural, electrical, low voltage, plumbing and HVAC. E. Coordination of consultants.
- F. Design Development documents.
- G. Construction Documents, including drawings, specifications, civil engineering, structural engineering, electrical engineering, mechanical/plumbing engineering and 50% and 95% document review meetings.
- H. Submittal to DSA and approval.
- I. Bidding assistance.
- J. Construction Administration services, including three site visits, shop drawing and submittal reviews, responses to RFI's and CCD's.
- K. Provide for two separate document packages: DSA for site; non-DSA for interiors.

III. ASSUMPTIONS & EXCLUSIONS:

- A. The District will provide drawings of DSA approved Relocatable.
- B. The District will provide topographical surveys of the areas included within the scope of work, including path of travel areas as required by the Division of the State Architect (DSA). PBK will assist the District in identifying areas for the extent of survey if required.
- C. The District will provide any design standards for the various systems to be installed within the scope of work no later than completion of the Schematic Design Phase. If existing standards are not in place, PBK will assist the District in providing such standards based on our experience with similar projects.
- D. PBK to verify if any projects on site are not DSA certified for District to address.

IV. COMPENSATION:

- A. **PBK proposes a fixed fee of based of 8.5% of construction cost (\$1,193,000) (\$101,405.00) for civil, landscape, architectural, mechanical, plumbing and electrical design services.**
- B. **Topographic survey by District or as reimbursable.**

V. ADDITIONAL SERVICES:

- A. If additional work is required beyond what is noted herein, PBK will provide services for each scope of work item on an hourly rate basis, unless a fixed fee is agreed upon. No additional services will be performed prior to receiving written authorization.

VI. REIMBURSABLE EXPENSES:

- A. All reimbursable expense invoices will include associated back-up receipts. There will be NO mark- up on reimbursable expenses. Reimbursable expenses will be limited to the following unless otherwise defined in basic architectural agreement.
1. Printing/copying of all necessary documents as required for submittal and approval of drawings and specifications to the Division of the State Architect (DSA) and other public agencies.
 2. Printing/copying of all necessary Drawings and Specifications for Progress Review Sets for the District or the District's authorized representative(s) during the Design Phase(s).
 3. Copying and mailing of submittals during Construction.
 4. Copying and mailing of documentation for DSA during Construction and Closeout.
 5. Copying and mailing of documentation for all State Agencies.
 6. Reimbursable allowance shall be \$8,000.

VII. SCHEDULE:

To be determined working in conjunction with District.

All of us at PBK are grateful for the opportunity to submit this proposal. Please do not hesitate to call at any time if you should have any questions.

Sincerely,



Shawn LeCrone, RRC, RRO, REWO, CD
Vice President, BEAM Professionals, a PBK company