SIM ARCHITECTS INC
ARCHITECTURE • PLANNING • INTERIORS
433 CALIFORNIA STREET, SUITE 620 TEL (415) 362-8081
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CALIFORNIA 94104 www.simarchitectsinc.com

February 14, 2014

John Dominguez
Director of Bond Projects
San Leandro Unified School District
14735 Juniper St., San Leandro, CA 94579

RE: **Architectural Services** – Replacement/Repair of 13 Exterior Gates at Thomas Jefferson Elementary School

Dear John,

In reference to request by program manager of Jefferson ES Voluntary Seismic Project, Kurt Weidmann, we are pleased to submit the fee proposal for professional architectural services for the replacement or repair of thirteen (13) existing exterior gates at Thomas Jefferson Elementary School with a stipulated sum of $4,600.00 (Four Thousand Six Hundred Dollars).

The proposal covers the following:

1. Design and Construction Documentation.
2. Submission of plans to DSA (Addendum).
3. Construction administration.
4. Project closeout.

Fee breakdown for schedule of hours:

▪ SIM Architects	$4,600 ✓
Site review & meeting	*4 hours (@ $150/hour)*
Design	*11 hours (@ $150/hour) + 2 hours (@ $195/hour)*
Drafting	*8 hours (@$95/hour)*
Construction Administration	*8 hours (@ $150/hour)*

Prior to commencing the project, we will need the following information: (i) site utility survey with roads, easements, right-of-ways, structures, topographic survey, and other existing conditions that may affect the building project, (ii) as-built drawings of any existing structure on the property including architectural, civil, structural, electrical, mechanical, and plumbing services, and (iii) a signed contract for architectural services. We intend to commence the project as soon as we as receive your written authorization to do so and intend to work expeditiously on your behalf to complete the work.

Once again, we appreciate the opportunity to work with you and San Leandro Unified School District on the important task of further upgrading and enhancing the current facility at the Jefferson Elementary EHS

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School. Please feel free to call me if you have any further question related to this matter. We look forward hearing from you soon.

Sincerely,

Eugene H. Sim, AIA
Principal Architect

Cc: Kurt Weidmann & Serafin Hernandez, Harris & Associates
Jean Moore, Harris & Associates
Iku Joki, SIM Architects Inc.

EHS.

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EXHIBIT "A"
PROJECT PROGRAM and other PROVISIONS for:
Jefferson ES Gate Replacement, SLUSD
February 14, 2014

1. Owner to supply a current soils/geotechnical report if required.

2. Owner to provide architectural, structural, plumbing, mechanical, electrical, fire alarm, telephone/data as-built plans.

3. Project Description:

   Provide architectural plans for replacement or repair of thirteen (13) existing exterior gates at Jefferson ES.

4. Scope of Services:

   i) Meet with client to further develop the scope of work.

   ii) Perform site investigation to determine areas where work is required; report on the existing conditions and provide recommendations for district review and consideration.

   iii) Review available existing drawings and existing conditions.

   iv) Provide construction drawings and specifications.

   v) Submit plans to DSA as Addendum for approval.

   vi) Assist SLUSD with bid procurement.

   vii) Provide construction administration services for a period of four (2) months.

   viii) Project closeout.

   Owner requested additional services to be billed on a Time and Material basis. See exhibit "B" for hourly rates.

5. Assumptions / Not Included:

   Owner requested design changes after completion of the Design Development Phase documents will be considered as additional services.

   Soils/Geotechnical reports.
   Topographic and underground utilities survey.
   Boundary surveys or preparation of record maps.
   Traffic engineering.

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Preparation of easement documents.
Street or off-site improvement plans.
Underground locating services, if needed, are provided by others.
Irrigation water and sewer lift station designs.
Storm Water Pollution and Prevention Plan (SWPPP).
Environmental Report and mitigation.
Fire water and hydrant design.
Structural/Retaining wall design for walls 4 feet or greater.
Load monitoring and existing circuit identification of existing panels.
Cost estimating services
Design services to provide alternate bid items.
Building envelope Title 24.
Other Special Consultants such as Commissioning Agent, Acoustical Engineering, etc.

6. Within ten calendar days of receipt, the Owner shall review and note exceptions and changes to drawings submitted at the conclusion of each design phase. If the Owner does not note exceptions and changes within ten calendar days, then the buildings are deemed approved and changes shall be incorporated into the drawings and specifications which shall then be submitted to the Owner for approval. Subsequent changes made after approval of the submitted drawings will constitute Additional Services. Similarly, ten calendar day approval period will be in effect for additional revisions and any further changes shall be processed as noted above.

7. If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

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EXHIBIT "B"
Hourly Rates for Extra Services for:
Jefferson ES Gate Replacement, SLUSD
February 14, 2014

SERVICE	HOURLY RATE
Architectural:	
Principal Architect	$ 195.00
Associate/Sr. Project Manager	185.00
Project Manager	170.00
Project Architect	150.00
Job Captain	110.00
Designer / Drafter	95.00
Administration	60.00
Printing & Special Delivery	Actual Cost + 15%