American Consulting Engineers Electrical, Inc.

1590 The Alameda Suite 200 San Jose, CA 95126 408/236-2312 Fax: 408/236-2316

April 30, 2014 REVISED #3

Dr. Michael McLaughlin
Superintendent
San Leandro Unified School District
14735 Juniper Street San Leandro CA

Subject: Charging Stations for Classrooms @ 12 School Sites
San Leandro Unified School District

Dear Dr. Michael,

We are pleased to present this proposal to provide our Electrical design services, for the subject project. The project consists of providing construction documents to install dedicated circuits for Charging Stations only.

School sites to received dedicated outlets are described in the current Power Load Assessment Report.

SCHEDULE:

The District wants to complete the work this summer in order for the Charging Stations to be fully operational by the mid August 2014.

OBJECTIVE:

Previously the district had plans to provide 120V dedicated outlets in the classrooms for charging stations, Thin Clients and WAP (Wireless Access Points) in classrooms @ 12 school sites. The district is expecting (4) dedicated circuits for grades K through 3 and (3) dedicated circuits for grades 4 through 12. Based on available budgets, the district has requested to revise and provide one-dedicated outlet per classroom for (8) Elementary, (2) Middle Schools and (2) High Schools. The infrastructure (bldg feeder and panel) will be incorporated and sized accordingly for future Thin Clients and WAP (Wireless Access Points).

DSA Submittal:

It is our understanding that this project will NOT be submitted to DSA.

AS-BUILTS & CAD FILES:

As-built drawings and CAD backgrounds will be provided by the District. Owner will be responsible for underground locator if as-builts are not current/available.

CONSTRUCTION MANAGEMENT SERVICES:

The District will be using Harris Construction Management (CM) to perform and provide:

1. Milestones and project schedule. ACEE to provide input.
2. Preparation of boiler and bid documents. ACEE to provide drawings & specifications.
3. Pre-construction meetings, bid advertisement and contractor selection. ACEE to assist/attend pre-construction meetings and respond to Pre-Bid RFIs.
4. Provide weekly construction meetings. ACEE to attend on a weekly basis to respond to RFI, field questions and to make installation inspection since project is Non-DSA.
5. Organize close-outs and as-builts. ACEE to provide punchlist, review as-builts, equipment manual and review for compliance.

ELECTRICAL SCOPE: Our understanding of the electrical scope of work is as follows:

A. **DESIGN SERVICES (Each School):**

1. Field Survey and Scope of Work Coordination:
   a. Site visits have been provided to obtain electrical load information. However power routing and branch circuitry routing in classrooms have not been surveyed in detailed. For the proposed scope and development of the construction package, ACEE will need to locate and confirm locations of (N) panels, (N) Feeder Routing and (N) Outlets within Classrooms.
   b. Obtain and review classroom as-builts as needed for routing and location of proposed charging stations. Panels and feeders will be sized for future loads (Thin Client and WAP).
2. Electrical Power Design:
   a. *Service Upgrade **(Not In Scope)***: It is assumed that the existing utility service is adequate based on the assessment report. Bancroft Middle School requires a service upgrade and is excluded in scope. Some outlets will be reduced to ensure the (E) switchboard can accommodate the proposed loads without upsizing.
   b. *Main Switchboard **(Not In Scope)**:* It is assumed that the existing main switchboard is adequate. Provide and add breakers for proposed (N) Panels.
   c. *Distribution Board:* (E) Distribution boards to be reused.
   d. *PanelBoard:* Provide and design (N) Panelboards. Provide and connect (N) feeders from (E) Swbd to (N) Panels. Provide (N) panel with Built-In TVSS (Transient Voltage Surge Suppression) for sensitive equipment.
   e. *Interior Lighting **(Not In Scope)***
   f. *Building Exterior Lighting **(Not In Scope)***
   g. *Site Lighting **(Not In Scope)***
   h. *Dedicated Branch Circuits:* Provide one-dedicated power outlets for charging station in each classroom. Provide 120V dedicated circuits from (N) Panels to classroom outlets. Prepare Panel schedule.
   i. *Mechanical/Plumbing Equipment Connections **(Not In Scope)***
   j. *PG&E Load Application:* Provide and prepare a PG&E "Courtesy Load" to inform PG&E proposed load being added on site to ensure their (E) transformer can accommodate the load. PG&E will replace the (E) transformer at no cost to owner.
3. Communication Design:
   a. *PA/Clock System **(Not In Scope)***
   b. *Telephone System **(Not In Scope)***
   c. *Data System **(Not In Scope)***
   d. *Fire Alarm System **(Not In Scope)***
   e. *Active Data Equipment **(Not In Scope)***
   f. *Intrusion Alarm **(Not In Scope)***
   g. *CCTV Camera System **(Not in Scope)***
   h. *Access Control System **(Not in Scope)***

i. *CATV System (Not in Scope)*

4. Coordination and Client Meetings:

   a. Provide (5) coordination meetings with the District's representatives, School Principal and/or District IT Group. Additional coordination meetings will be billed on an additional T&M basis.

5. Estimates:
   a. Provide rough electrical estimates as needed for architect use in SD and CD phases.

6. DSA Process:
   a. N/A

7. CAD drawings:
   a. The District will provide complete AutoCAD background files (Xref) and standard title blocks for our use in AutoCAD format. If the project is to be drafted in Revit additional services will be requested.

B. **CONSTRUCTION SERVICES (Each School):**

1. Bid Process:
   a. Provide and assist CM with bid process.
   b. Respond to Pre-RFIs and clarifications.
   c. Provide addendum as needed to facilitate bid documents.

2. Construction Support:
   a. Review and respond to pre-construction issues/comments.
   b. Review and respond to RFIs, Field Issues and Change orders.
   c. Review and respond to electrical submittals and shop drawings. Review of contractor's submittals for compliance.

3. Construction Admin:
   a. Provide weekly attendance to review RFIs, Filed Questions and make installation inspection due to project being Non-DSA.
   b. Provide (2) final site inspection and punch list. The initial punchlist will be conformance and 2nd punchlist will be review for final completion. In the event contractor is not complete and exceeds his due date, ACEE will request for additional services.
   c. Review close-out documents and as-builts to ensure compliance with drawing documents.

C. **DELIVERABLES**:

1. Drawings & Specifications:
   a. Provide (1) set of drawings for 1st submission to CM & District review team for constructability review and (1) set of drawings for final approval & bid. All progress drawings will be provided in PDF format and emailed or uploaded to the owner's FTP site. Copies of all final drawings will be owner's responsibility. Additional drawing sets requested upon approval will be billed as a reimbursable expense.

D. **EXCLUSIONS**:

Based on our understanding of the project scope, the following services have *not* been included in our basic services, but may possibly be ADD-On items requested by the owner. All additional services will be billed on a T&M basis separate from the original scope:

a. Utility Service Upgrade including Switchboard. If service upgrade is needed, a fee of $12K will be requested to review an approved location, prepare drawings, coordinate/submit drawings to PG&E for application and incorporate any changes.

b. Value engineering.

c. Additional construction site visits not included in the base scope of work - $500/visit

E. **FEE OF SERVICES**:

In consideration of the scope of basic services as outlined above, we proposed to provide the design services on an Electrical Fixed Fee Basis. Our proposed fixed electrical fees are as follows:

	50% Constructio n Design Documents	100% Construction Design Documents	Construction Support & Administration	Close Out	Total
Bancroft MS	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
Garifield ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
Madison ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
Monroe ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
Jefferson ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
J. Muir MS	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
Korematsu	**$7,280**	**$8,200**	**$3,000**	**$800**	**$19,280**
Mckinley ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
Roosevelt ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
San Leandro HS	**$7,280**	**$10,200**	**$3,000**	**$800**	**$21,280**
Washington ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
Wilson ES	**$5,280**	**$6,200**	**$1,250**	**$500**	**$13,230**
				*****TOTAL**	**$172,860**

(For Information Only) Breakdown for Electrical Services Fee:

50%Schematic Design 25%:	**$ 43,215.00**
100%Design Documents 45%:	**$ 77,787.00**
Construction Administration 25%:	**$ 43,215.00**
DSA Close-Outs 5%	**$ 8,643.00**
	$172,860.00

Expense and Reimbursables will be charged for Each School Site: *$300/site = $3,600***

TOTAL FEE = $172,860 + $3,600 =176,460

Additional fees under exclusions will be added to the original fee if the owner requests our services.

Increases in the scope of subject work and/or revisions after our submission of substantially completed documents or review of change orders not initiated by or as a result of this firm that results in additional work by this firm will require negotiating fees.

The invoices shall be submitted monthly and are due and payable thirty (30) days from the date of receipt.

The duration of this contract shall be assumed to be 12 months. Should the project exceed this time frame, the consultant's compensation shall be equitably adjusted.

If the project is suspended or abandoned in whole or in part for more than twelve (12) months, the consultant shall be compensated for all services performed prior to receipt of written notice from the client of such suspension or abandonment, together with all reimbursable expenses then due and all Termination expenses as specified in the termination notice.

If the project is resumed after being suspended for more than twelve months, the consultant's compensation shall be equitably adjusted.

We trust this is in agreement with your understanding of subject project and meets with your approval. Please advice as soon as possible by signing and returning this letter to our office so we may proceed. This proposal is valid for thirty (30) days.

Sincerely,

Sammy Fernandez, P. E.
Principal

SF/ft

Accepted by

_____
Dr. Michael McLaughlin
Superintendent, San Leandro USD

Date_____