HKIT ARCHITECTS

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February 9, 2016

Mr. Aaron Kerrigan
Director of Facilities
San Leandro USD
1145 Aladdin Ave.
San Leandro, CA 94577

Reference: San Leandro Unified School District – Facilities Assessment and Master Planning for the District's Bond Program
HKIT 60210

Dear Mr. Kerrigan:

HKIT Architects is pleased to provide this proposal for professional services related to facilities assessment, master planning, conceptual design and cost estimating for the San Leandro Unified School District. The work will be focused on assessing projects that will most likely be included in a District Bond, if the Board elects to place a measure on the ballot in November 2016. The District has generated a "Draft List of District-wide Facility Needs" and a "Draft List of Site-Specific Facility Needs" for 8 elementary schools, 2 middle schools, 1 high school plus 1 continuation school.

Our services will include architectural assessment and master planning design services, school site and community outreach, mechanical, electrical and civil engineering, landscape design assessment services and professional cost estimating. Our team includes Capital Engineering Consulting, American Consulting Engineers Electrical, Inc., Bellecci Associates, Gates and Associates and Cumming. We have excluded structural engineering. We will focus our assessments on the work that has been identified but will annotate other deficiencies. The work is to be completed in winter/spring 2016 with the goal of presenting a Final Master Plan to the Board on May 10, 2016. The estimated value of the bond is $160M although it is expected that needs will exceed potential funding.

SCOPE OF SERVICES

PROJECT SCOPING AND FACILITIES ASSESSMENT

HKIT will meet with District staff to review overall goals and objectives, project schedule and District priorities. We will also meet with District M&O staff to review overall District standards, material and system preferences. We will visit each of the twelve school sites, meet with the principals and walk the sites to confirm the District's Draft list of Facility Needs, discuss other deficiencies and site specific needs and identify priority projects. HKIT will provide meeting notes for review and confirmation of scope.

Following these initial meetings, HKIT and our consultant team will perform site assessments. Our team will review existing documents and visit each of the 11 school sites to visually observe and assess existing conditions. (We will not assess Lincoln Continuation High School.) Based on our review of documents, observations and input from District facilities personnel and site custodians, our team will prepare brief reports of existing conditions with recommendations for upgrades and/or system replacement. These reports will be supported by conceptual site plans where needed indicating areas of major site work such as expanded parking and drop-off, landscape and paving improvements and highlight portables that are to be removed. The information will be compiled and developed in report form for District input, review and early prioritization. Project scope may be added or deleted at this time at the District's discretion.

Meetings

- District Kick-off (1), M&O (1), Report Review/Input (2)
- Principal Meetings/Initial Site Visits – 1 hour each (12)
- Consultant Team Site Visits (11)

PRINCIPALS
THOMAS C. BRUTTING FAIA
RICHARD CALDWELL AIA
DARA A. YOUNGDALE AIA

DIRECTOR OF DESIGN
ROD HENMI, FAIA, NOMA

SENIOR ASSOCIATES
TAD SEKINO
ERWIN WON
CHUCK WONG AIA

ASSOCIATES
JEFF EVANS AIA
JOHN FRANDO AIA
FELIX HUNZIKER
SONJA MARCK
PAUL MCELWEE AIA
JASON A.D. SHIRRIFF AIA

Deliverables
- Meeting Notes
- Facilities Assessment Report

CONCEPTUAL MASTER PLANNING
Based on input from the District and site principals, HKIT will develop conceptual site plan diagram alternates (3 - 4 maximum per site) utilizing existing CADD drawings and aerials to create the base sheets. We will indicate new modular classroom site locations, new or expanded drop-off and parking areas, landscape improvements, play area modifications and ADA areas of improvements where applicable. With assistance from our cost estimator, we will provide "order of magnitude costs" for these alternate studies in order to assist the District in assessing options. Based on directives from the District, we will refine site plan diagram alternates (2 - 3 maximum per site) to share with principals.

HKIT will meet with the 11 school site principals to review schemes and our assessment findings as well as the District's refined list of facility needs. Based on input from the school sites and directives from the District, HKIT will prepare one (1) rendered conceptual campus plan for each of the 11 sites indicating new buildings and site major site improvements. Where needed, we will indicate interim housing and potential phased development. Our landscape architect will provide a plant materials board and images of landscape and hardscape features that may be implemented District-wide. We will present our findings and master plan recommendations to the Board.

Meetings
- District Review/Input (2)
- Principal Meetings/Site Plan Review Meetings – 1 ½ hour each (11)
- Board Presentations (1)

Deliverables
- Conceptual site plan alternates (3 – 4 maximum) for review and input
- Refined conceptual site plan alternates (2 – 3 maximum)
- Rendered conceptual campus plans (11 total)
- Landscape plant materials boards and imagery
- Additional renderings – to be determined, see below

COST ESTIMATING
Our cost estimator will provide cost estimating services that will result in one Statement of Probable Cost per site that includes District-wide improvements and specific site and facility upgrades at each campus. They will base their estimating on our Facilities Assessment Report, site observations and documentation, and Conceptual Master Plans. Their team will meet with us to develop a "flexible cost model" that is most useful to the team; we will coordinate soft costs, contingencies, escalation at the on-set of estimating. They have included one budget report revision.

ADDITIONAL COMMUNITY OUTREACH AND BOARD MEETINGS
We have included 30 meetings noted above and 11 site assessment visits with our consultant team. If additional meetings are desired, we would be pleased to attend meetings on an hourly basis. We have included a separate estimate for those services in addition to our base services.

ADDITIONAL GRAPHIC RENDERINGS
We have included one conceptual master site plan rendering for each campus. We would be pleased to provide additional renderings as desired by the District and Board for Community Outreach and communications. Given the indeterminate nature of the scope of service, we will provide those services on an hourly, not-to-exceed basis and have included an estimate below.

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COMPENSATION

Our team will provide services on an Hourly, Not-To-Exceed basis of One Hundred and Ninety-Eight Thousand, Two Hundred and Ninety-Five and 00/100 Dollars ($198,295.00) with services estimated as follows:

Architectural Services

Facilities Assessment & Master Planning $ 98,800.00

Consultant Team

Mechanical Engineering
Facilities Assessment ($21,450 x 1.1) $ *23,595.00*

Electrical Engineering
Facilities Assessment ($14,800 x 1.1) $ *16,280.00*

Civil Engineering
Facilities Assessment ($10,900 x 1.1) $ *11,990.00*

Landscape Design
Facilities Assessment ($8,650 x 1.1) $ *9,515.00*

Cost Estimating
Facilities Assessment ($34,650 x 1.1) $ *38,115.00*

Consultant Subtotal $ 99,495.00

TOTAL **$ 198,295.00**

Additional Services - Community Outreach/Board Meetings

We will attend additional meetings and outreach events as needed. We estimate that our services including preparation, attendance and follow-up documentation will be $500 to $1,000/meeting.

Additional Services - Graphics

We will provide additional graphic materials as needed for the board and community outreach. We expect that the production of graphics will be in the range of $2,000 to $3,000 per image.

EXCLUSIONS

- Structural Engineering Services

Reimbursable expenses, such as printing, will be billed at the cost to HKIT.

If these terms are agreeable, sign a copy of this agreement for our records and we will prepare a contract for your review.

Very truly yours,

HKIT ARCHITECTS

Dara Youngdale, AIA, LEED AP
Principal

Rich Caldwell, AIA
Principal

DY/nmh