HKIT ARCHITECTS

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March 31, 2017

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

Reference: San Leandro Unified School District – Measure J1 Pre-Planning Services
HKIT 60211

Dear Mr. Kerrigan:

First, congratulations again to you and the District on the passage of Measure J1. This is great news for the San Leandro Community and School District. We will be pleased to continue the work that we started with the District during the bond planning phase and bring selected projects into fruition. Our understanding is that the District is in the process of reassessing needs at each of the campuses, including assessing school capacity and classroom loading. This is turn, will likely affect the number of new classrooms needed at some of the sites and classroom typologies, for example, the number of new kindergarten classrooms vs. standard classrooms. The prioritization of projects needs to be assessed including the broad range of modernization scope identified in the bond planning phase.

We understand that the District is interested in entering into a Master Agreement with HKIT and we are in the process of reviewing that document now. We are also reviewing the Project Addendum document which will be used for specific project agreements. While that contractual review process is underway, we are pleased to provide this proposal for Pre-Planning Services.

PRE-PLANNING SERVICES

Our services will focus on the elementary school sites and include the reassessment of classroom requirements, the refinement of master plan documents, further evaluation of existing conditions and the prioritization of both new classrooms and modernization needs. We expect to meet with District staff, school site staff and the community on an as-need basis. We anticipate producing new master plan diagrams and preparing narratives defining project scope for each campus as well as District-wide priorities. We will assist the District and PM in preparing project scope for cost estimating and project scheduling purposes. We expect this work to last approximately 2 -3 months depending on District staff availability. It should be noted that we have not included consultants in this scope of services.

COMPENSATION

We will provide services on an Hourly, Not-To-Exceed basis of Sixty-Two Thousand Five Hundred and 00/100 Dollars ($62,500.00), including an allowance for reimbursable expenses, such as printing, and overnight mail of $2,500.

If these terms are agreeable, sign a copy of this agreement for our records.

Very truly yours,

HKIT ARCHITECTS

Dara Youngdale, AIA, LEED AP
Principal

Rich Caldwell, AIA
Principal

DY/nmh

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