PROJECT ADDENDUM 003
TO
MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

This Project Addendum to the Master Agreement for Architectural Services ("**Addendum**") is made as of **April 11, 2018** and forms a part of the Master Agreement for Architectural Services between **San Leandro Unified School District**, a California public school district ("**District**") and **HKIT Architects** ("**Architect**") (collectively "Parties") dated on **May 15, 2017** ("**Agreement**"). This Addendum incorporates Services to be performed by Architect for the following project(s) ("**Project**"):

> **Provide Professional Design Services for the replacement of portable classrooms with permanent modular buildings at the Garfield and Wilson Elementary Schools as further described in the HKIT Architects revised proposal dated March 02, 2018, attached hereto as Exhibit "A".**

This Addendum modifies the Master Agreement. By signing where indicated below, each party acknowledges and accepts the modifications as indicated in this Addendum. All other terms and conditions of the Master Agreement shall remain in full force and effect.

Article 3. Architect Staff

3.1. The Architect has been selected to perform the Services herein because of the skills and expertise of key individuals.

3.2. The Architect agrees that the following key people in Architect's firm shall be associated with the Project in the following capacities:

Principal in Charge:	Dara Youngdale
Project Architect:	Erwin Won, PM
Project Architect:	Chandni Sheth

3.2.1. The Architect agrees to contract for or employ at Architect's expense, the following Consultant(s) to be associated with the Project in the following capacities:

Structural Engineer:	SMW + Associates	$
Mechanical Engineer:	Capital Engineering	$12,980.00
Electrical Engineer:	American Consulting	$51,700.00
Civil Engineer:	Bellecci & Associates	$65,105.00
Landscape Design:	TBD	$

3.3. All proposed Consultants are subject to review and acceptance by the District prior to commencing work on the project. The District reserves the right to replace any consultant in the best interest of the Project.

3.4. The Architect shall not change any of the key personnel or Consultants listed above without prior written approval by District, unless said personnel cease to be employed by Architect. In either case, District shall be allowed to interview and approve replacement personnel.

3.5. If any designated lead or key person fails to perform to the satisfaction of the District, then upon written notice the Architect shall have five (5) days to remove that person from the Project and replace that person with one acceptable to the District. All lead or key personnel for any Consultant must also be designated by the Consultant and are subject to all conditions previously stated in this paragraph.

3.6. Architect represents that the Architect has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of Services required under this Agreement and that no person having any such interest shall be employed by Architect.

3.7. Architect shall comply with Education Code section 17302(a) and agrees that any plans and/or specifications included in the Services shall be prepared under the supervision of licensed personnel, and that licensed personnel shall be in "responsible charge" of persons who observe the construction.

Article 4. Schedule of Services

4.1. The Architect shall commence Services under this Agreement upon receipt of a Notice to Proceed and shall perform the Services diligently as described in **Exhibit "A,** so as to proceed with and complete the Services in compliance with the schedule. Time is of the essence and failure of Architect to perform Services on time as specified in this Agreement is a material breach of this Agreement. It shall not be a material breach if a delay is beyond the Architect's and/or its consultant(s)' reasonable control.

Article 6. Fee and Method of Payment

6.1. District shall pay Architect for all Services contracted for under this Agreement, and subject to the terms of this Agreement, an amount equal to the following ("Fee"):

Services will be provided on a lump sum basis for a total sum of **Three Hundred Forty-Seven Thousand Seven Hundred Eighty-Five Dollars ($347,785.00).** Reimbursables will be billed at cost.

6.2. District shall pay Architect the Fee pursuant to the provisions of **Exhibit "A".**

6.3. Architect shall bill its work under this Agreement monthly based on percentage complete.

6.4. No increase in Fee will be due from change orders generated during the construction period to the extent caused by Architect's error or omission

6.5. The Architect's Fee set forth in this Agreement shall be full compensation for all of Architect's Services incurred in the performance hereof as indicated in **Exhibit "A"**, however Fee is subject to adjust upon District approval

6.6. Regardless of the structure of Architect's Fee, the Architect's Fee will be adjusted downward if the Scope of Services of this Agreement is reduced by the District in accordance with this Agreement. District shall pay for Services authorized and performed prior to the notice to Architect of a reduction as indicated here.

6.7. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Work and shall not be changed for the term of the Agreement, unless agreed to in writing by the Parties and approved by the District's Board.

BASIC HOURLY RATE SCHEDULE	
Job Title	**Hourly Rate**
Principal-in-Charge	$220.00
Principal	$175.00
Project Manager	$130.00 - $185.00
Project Architect	$120.00 - $160.00
Specification Writer	$135.00 - $150.00

Construction Administrator	$130.00 - $185.00
Senior Designer	$145.00 - $175.00
Designer	$105.00 - $130.00
Interior Designer	$150.00 - $165.00
Draftsperson	$105.00 - $130.00
Technical Production Assistant	$80.00 - $110.00

****

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the date(s) indicated below.

Dated: _____, 20___ Dated: _____, 20___

San Leandro Unified School District

Signature: _____

Print Name: Aaron Kerrigan

Print Title: Director of Facilities & Operations

HKIT Architects

Signature: _____

Print Name: Dara Youngdale

Print Title: Principal

Exhibit A – HKIT Proposal dated March 02, 2018 (Attached)

HKIT ARCHITECTS

538 NINTH STREET SUITE 240 OAKLAND, CALIFORNIA 94607 T 510 625 9800 WWW.HKIT.COM A CALIFORNIA CORPORATION

March 2, 2018

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

Reference: San Leandro Unified School District – Garfield and Wilson Classroom Replacement Projects
HKIT 60214

Dear Mr. Kerrigan:

HKIT Architects is pleased to provide this proposal for professional design services for the replacement of portable classrooms with permanent modular buildings at the Garfield and Wilson Elementary Schools. The project includes the removal of existing modular buildings, the addition of classroom buildings and one toilet room building, and all related site work. The projects will be developed as two increments for each of the two campuses: a Site Increment Package and a Building Increment Package for each of the two schools.

For Increment One, our scope of services includes the full design of the site improvements including removal work, site utilities, grading and paving and the fire alarm system. Our work includes the DSA submittal and review Process, CA, and closeout. For Increment One, we will provide Schematic Design Building Package for both Classroom and Toilet Room Buildings. We will assist in the bidding of the Schematic Package. The selected building manufacturer will develop the CD package and submit their plans to DSA for review and approval. We will review submittals for conformance to the schematic package.

The current project construction budget is estimated at $5,142,508 for Garfield and $3,701,000 for Wilson. The project design packages are scheduled to be completed this summer 2018 with DSA approvals expected in the Fall 2018, subject to the manufacturers schedule. It is anticipated that construction will begin in Winter 2019, with the project ready for occupancy in the Fall 2019. Our proposal assumes that the Increments will be bid as one package and construction will concurrent.

SCOPE OF SERVICES

Our services include architectural design, selective mechanical/ plumbing engineering, selective electrical/low voltage engineering, and full civil engineering.

Increment One Site Package – Garfield and Wilson

Our services include schematic design through construction documents for the Site Package including site utilities, fire alarm, grading and paving and ADA pathway. At Garfield, we are including a parking lot expansion. We will submit the package to DSA and assist the District in obtaining DSA approvals for the work, assist in the bidding process and provide construction administration services for the 6-month construction period. We have budgeted 400 hours for construction administrative services and closeout. Our scope of work includes the

PRINCIPALS
THOMAS C. BRUTTING FAIA
JEFF EVANS AIA
JOHN FRANDO AIA
CHRISTOPHE LAVERNE AIA
PAUL McELWEE AIA
DARA A. YOUNGDALE AIA

DIRECTOR OF DESIGN
ROD HENMI FAIA, NOMA

SENIOR ASSOCIATES
TAD SEKINO
ERWIN WON

ASSOCIATES
JORDAN FONG AIA
FELIX HUNZIKER
FRANCES KWONG
SONJA MARCK
MELISSA REGAN-BYERS AIA
JASON A.D. SHIRRIFF AIA
LISA WANG AIA

documentation of existing conditions, coordination of the consultant team, meetings with the District and site staff, and coordination and implementation of District Standards. We have included the documentation of existing ADA conditions; we have excluded any upgrades to existing facilities beyond path of travel.

Increment Two Building Packages – Garfield and Wilson
Our services include schematic design and performance specifications for the building packages. Utilizing a standard modular system, HKIT will provide a schematic design package for the buildings based on a standard 30' x 32' classroom plan. We will provide a basic classroom plan, building floor plans for the two modular buildings and toilet room building, a roof plan diagram, and exterior elevations. Our MEP consultant teams will provide a limited scope of services as outlined in their attached proposals.

These documents will be used for bidding purposes. The selected manufacturer will be responsible for developing construction documents and obtaining DSA approvals. HKIT will provide clarifications and review of the manufactures plans to assure design intent and review proposed VE changes. We will provide CA services for the building package as a part of the Site Increment outlined above.

We have excluded structural engineering, fire sprinkler design, landscape design and cost estimating.

PROJECT SCOPE

Garfield

- Removal of 12 classrooms
- Addition of 10 New Modular (30 x 32) Classrooms per plan dated 1/23/18
- Expanded parking lot and related fencing/gates per plan dated 1/23/18
- Shade structure NIC (future scope)
- Site utility upgrades as required including water, sewer, gas, power and low voltage, fire alarm
- Site access upgrades, grading and paving as required
- **Note:** Temporary Housing – Retain 8 existing classrooms during construction per plan dated 1/23/18

Wilson

- Removal of 8 classrooms, 1 toilet room building
- Addition of 6 New Modular Classrooms per plan dated 1/23/18
- Addition of 1 Modular Toilet Room (12' x 40') with student and staff toilet rooms
- Added ramps/stairs as required for access to building pad
- Site utility upgrades as required including water, sewer, gas, power and low voltage, fire alarm
- Site access upgrades, grading and paving as required
- **Note:** Temporary Housing – To be assessed; may use existing surplus classrooms

HKIT ARCHITECTS

Mr. Aaron Kerrigan
San Leandro USD

March 2, 2018
Page Three

COMPENSATION

Our team will provide services on a Lump Sum basis of Three Hundred Forty-Seven Thousand, Seven Hundred Eighty-Five and 00/100 dollars ($347,785.00) with services estimated as follows:

Architectural Services		$ 218,000.00
Consultant Team		
Mechanical Engineering ($11,800 x 1.1)	$ 12,980.00	
Electrical Engineering ($47,000 x 1.1)	$ 51,700.00	
Civil Engineering Engineering ($59,186 x 1.1)	$ 65,105.00	
CONSULTANT SUBTOTAL		$ 129,785.00
GRAND TOTAL		**$ 347,785.00**

EXCLUSIONS

- Structural engineering
- Landscape design
- Fire sprinkler design
- Cost estimating
- Title 24 and commissioning
- Topographic survey

If you have questions, please call. If these terms are agreeable, prepare an amendment to contract.

Very truly yours,

HKIT ARCHITECTS

Dara Youngdale, AIA, LEED AP
Principal

Jeff Evans, AIA, LEED AP BD+C
Principal

DY/ jh

Attachments: Mechanical Proposal (8 pages), Electrical Proposal (12 pages), Civil Proposal (14 pages)

CAPITAL
ENGINEERING CONSULTANTS, INC.

February 26, 2018

Dara Youngdale, AIA
HKIT Architects
538 Ninth Street, Suite 240
Oakland, CA 94607

PROJECT: Garfield ES Portables Replacement

SUBJECT: PROPOSAL FOR MECHANICAL ENGINEERING SERVICES

Dear Dara:

We are pleased to offer this fee proposal for mechanical engineering services for the subject Project.

A. Project Description: Replacement of campus portables with new Modular buildings. The Modular manufacturer will provide design and documentation of all interior building systems. Capital's scope of work will be to provide site gas piping engineering/construction documents/construction administration, a performance spec for the gas-fired HVAC equipment, and a performance spec for the EMS system.

B. Scope of Services:

1. Construction Documents Phase: Field investigation of existing conditions, review available as-built documents, and preparation of construction drawings and technical specifications for the site gas piping. Also provide performance specifications for the Modular building mfr to follow for the gas-fired HVAC equipment and the EMS.

2. Bidding/Contract Award Phase: Prepare mechanical addenda and clarification documents, interpret mechanical Drawings and Specifications where required to clarify the intent of construction documents.

3. Construction Administration Phase: Review shop drawings and submittal data for general compliance with mechanical contract documents, respond to RFI's, prepare change order documents when required to meet existing Project conditions, and perform one site visit during the course of construction (a Final with punch list). Please note CA services are for the site gas piping only (our portion of the DSA construction documents) and

11020 Sun Center Drive, Suite 100 | Rancho Cordova, CA 95670
Office: 916.851.3500 | Fax: 916.631.4424 | office@capital-engineering.com | www.capital-engineering.com

do not include CA for conformance with the gas-fired HVAC equipment performance spec or the EMS performance spec.

4. Miscellaneous Services Included: Review of record mechanical drawings produced by the Project subcontractor.

C. Extra Services: The following services are not included in this proposal. Capital shall be compensated for providing these services if the Architect requests such services:

1. Design services to provide alternate bid items or phased construction.
2. Employment of special sub consultants at the request of the Architect.
3. Life cycle cost analyses, owning or operating cost studies, or energy effectiveness studies.
4. Detailed cost estimates. Capital will review the estimates produced by the cost estimating professional.
5. Partnering sessions.
6. Value engineering sessions or review of Contractor or Construction Manager proposed cost cutting recommendations.

D. Materials and Services Furnished by Others:

1. AutoCAD Files.
2. All reproduction, including drawings, specifications and reports.
3. As-Built or Record Drawings.

E. Compensation:

1. Basic Services: Compensation for Basic Services outlined under Paragraph B above shall be as follows:

Construction Documents Phase:	$3,400
Bidding/Contract Award Phase:	$300
Construction Administration Phase:	$2,200
Total Lump Sum Fixed Fee	$5,900

2. Extra Services:

   a. Compensation for authorized Extra Services as defined above shall be hourly at the rates indicated in the attached rate schedule.

F. Insurance Coverage:

1. Professional Liability: $1,000,000 per claim

2. General Liability: $1,000,000 per claim

G. Use of Documents:

1. The use of CAD files by Owner or Contractor is prohibited without written authorization from Capital Engineering Consultants, Inc.

Please call should you have any questions.

Thank you, Dara, for the opportunity to offer our services.

Very truly yours,

CAPITAL ENGINEERING CONSULTANTS, INC.

Thomas A. Duval, P.E. LEED AP
Principal

Capital Engineering Consultants, Inc.

2018 Billing Rates

Sr. Principal	$230.00 / hour
Principal	$210.00 / hour
Director	$200.00 / hour
Sr. Project Manager	$190.00 / hour
Project Manager	$182.00 / hour
Field Services	$180.00 / hour
Senior Engineer	$164.00 / hour
Engineer	$149.00 / hour
Senior Designer	$139.00 / hour
Designer	$128.00 / hour
Technician / CADD	$118.00 / hour
Project Administrator	$98.00 / hour
Sr. Admin.	$67.00 / hour
Clerical / Admin.	$54.00 / hour

Reimbursable Expenses

Reimbursable expenses include: Postage other than for general correspondence; plan check permit and inspection fees required by governing bodies; plotting of CADD originals; printing and reproduction costs applicable to project submissions to client or review agencies; toll calls; Overnight or daily delivery service when required to meet a need of the client not the fault of the Engineer or to meet a previously agreed to submission date.

Reimbursable expenses will be billed at actual cost plus a service charge of 10%.

CECI Tax ID No. 94-1492674

CAPITAL
ENGINEERING CONSULTANTS, INC.

February 26, 2018

Dara Youngdale, AIA
HKIT Architects
538 Ninth Street, Suite 240
Oakland, CA 94607

PROJECT: Wilson ES Portables Replacement

SUBJECT: PROPOSAL FOR MECHANICAL ENGINEERING SERVICES

Dear Dara:

We are pleased to offer this fee proposal for mechanical engineering services for the subject Project.

A. Project Description: Replacement of campus portables with new Modular buildings. The Modular manufacturer will provide design and documentation of all interior building systems. Capital's scope of work will be to provide site gas piping engineering/construction documents/construction administration, a performance spec for the gas-fired HVAC equipment, and a performance spec for the EMS system.

B. Scope of Services:

1. Construction Documents Phase: Field investigation of existing conditions, review available as-built documents, and preparation of construction drawings and technical specifications for the site gas piping. Also provide performance specifications for the Modular building mfr to follow for the gas-fired HVAC equipment and the EMS.

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do not include CA for conformance with the gas-fired HVAC equipment performance spec or the EMS performance spec.

4. Miscellaneous Services Included: Review of record mechanical drawings produced by the Project subcontractor.

C. Extra Services: The following services are not included in this proposal. Capital shall be compensated for providing these services if the Architect requests such services:

1. Design services to provide alternate bid items or phased construction.
2. Employment of special sub consultants at the request of the Architect.
3. Life cycle cost analyses, owning or operating cost studies, or energy effectiveness studies.
4. Detailed cost estimates. Capital will review the estimates produced by the cost estimating professional.
5. Partnering sessions.
6. Value engineering sessions or review of Contractor or Construction Manager proposed cost cutting recommendations.

D. Materials and Services Furnished by Others:

1. AutoCAD Files.
2. All reproduction, including drawings, specifications and reports.
3. As-Built or Record Drawings.

E. Compensation:

1. Basic Services: Compensation for Basic Services outlined under Paragraph B above shall be as follows:

Construction Documents Phase:	$3,400
Bidding/Contract Award Phase:	$300
Construction Administration Phase:	$2,200
Total Lump Sum Fixed Fee	$5,900

2. Extra Services:

   a. Compensation for authorized Extra Services as defined above shall be hourly at the rates indicated in the attached rate schedule.

F. Insurance Coverage:

1. Professional Liability: $1,000,000 per claim

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G. Use of Documents:

1. The use of CAD files by Owner or Contractor is prohibited without written authorization from Capital Engineering Consultants, Inc.

Please call should you have any questions.

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Very truly yours,

CAPITAL ENGINEERING CONSULTANTS, INC.

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Project Administrator	$98.00 / hour
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Reimbursable Expenses

Reimbursable expenses include: Postage other than for general correspondence; plan check permit and inspection fees required by governing bodies; plotting of CADD originals; printing and reproduction costs applicable to project submissions to client or review agencies; toll calls; Overnight or daily delivery service when required to meet a need of the client not the fault of the Engineer or to meet a previously agreed to submission date.

Reimbursable expenses will be billed at actual cost plus a service charge of 10%.

CECI Tax ID No. 94-1492674

American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126

February 14, 2018

HKIT Architects
538 Ninth Street, Suite #240
Oakland, CA 94607
Attention: Dara Youngdale

Subject: Modular Building Replacement @ Wilson Elem School
San Leandro Unified School District

Dear Dara,

We are pleased to present this proposal to provide our Electrical design services, for the subject project. The project consists of providing drawings for removing (8) classrooms and (1) restroom and replacing with (6) classrooms and (1) restroom at Wilson Elementary School campus.

The proposed new building with be modular type in which lighting, HVAC and typical flush mounted receptacles will be provided by the modular manufacturer. ACEE will provide a rough-in sketch for the modular manufacturer to provide junction boxes for low voltage/communication systems. The scope of work for ACEE will include site work; which consist, of power feeder connection, data/telephone, intercom/clock, site conduit and the fire alarm system.

In the removal of the existing modular building, we anticipate some power and low voltage/communication system that needs to be restored as a result of the removal. Power and Low voltage/communication is unknown. ACEE will provide a fee adder if reconnection is needed.

It is our understanding that this project is **NOT** a LEED or CHPS project. It is also our understanding that the drawings will be submitted to DSA for review and approval. As-built drawings and CAD backgrounds will be provided by your office. District will be responsible for underground locator if as-builts are not current/available.

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

A. **DESIGN SERVICES**:

1. Field Survey and Scope of Work Coordination:
   a. Provide (1) site visit to confirm existing conditions for proposed project. If the electrical load calculation information does not match-up with existing panel information ACEE may request the owner to obtain the services of an electrician to meter the load on the panels to verify the existing load information or ACEE can provide the metering service on an additional service T&M basis.
   b. Obtain and review as-builts as needed to determine power availability.
2. Electrical Power:

a. ***Service Upgrade (Not in Scope)***: It is assumed that the existing utility service is adequate. (E) 600A distribution board is available.

b. ***Main Switchboard (Not in Scope):***

c. ***Distribution Board (Base Scope):*** It is assumed that the existing 600A distribution panel is sized adequately and has space for the additional power loads.

d. ***Lighting/Receptacle Panelboards (Not in Scope):*** Lighting/Receptacle panelboards will be provided by the modular manufacturer and are not in the scope of work for the project.

e. ***Modular Building Feeders (Base Scope):*** Provide design for the modular building power feeders and coordinate the panel location/sizes with the modular manufacturer.

f. ***Structural Coordination (Base Scope):*** Provide mounting details for the electrical equipment to the projects structural engineer for review. Incorporate structural comments as required. Structural calculations are **NOT** included in ACEE's scope of work. The project structural engineer to provide all calculations required for DSA submission and approval.

g. ***Mechanical/Plumbing Equipment Connections (Not in Scope):*** Mechanical/Plumbing Connections to be provided by the modular manufacturer and are not in the scope of work for the project.

h. ***Receptacle Connection (Not in Scope, Coordination Only):*** Receptacle connections will be provided by the modular manufacturer and are not in the scope of work for the project. ACEE will coordinate the required locations for receptacles and power to be provided by the modular manufacturer. ACEE will provide a sketch for incorporation by the modular manufacturer.

i. ***Miscellaneous Equipment (Base Scope):*** All miscellaneous power equipment like, FA Power supply and IDF power connection will be provided.

3. Lighting Design:

a. ***Interior Lighting (Not in Scope):*** Interior lighting will be provided by the modular manufacturer and is not in the scope of work for this project.

b. ***Exterior Lighting (Not in Scope):*** Exterior lighting will be provided by the modular manufacturer and is not in the scope of work for this project.

c. ***Exterior Pole Mounted Lighting (Not in Scope):*** Pole mounted lighting for pathways and parking lots are not included in the scope of work. If design for parking lot or pathway poles is required additional services will be requested.

d. ***Title 24 Documentation (Not in Scope):*** Modular manufacturer will be responsible for all T24 calculations.

e. ***Lighting Calculations (Not in Scope):*** Modular manufacturer will be responsible for any lighting calculations.

4. Communication Design:

a. ***PA/Clock System (Base Scope):*** Provide design for the extension of the existing PA and clock system to the new modular buildings. It is assumed that the existing head end equipment has available space. Coordinate with Owner District Standards. Rough in will be provided by modular manufacturer, ACEE to coordinate rough in requirements.

b. ***Telephone System (Base Scope):*** Provide design for the telephone infrastructure to be extended to the new modular buildings. Head end telephone equipment and handsets are not included in the scope of work and shall be provided by the owner. Coordinate with Owner District Standards. Rough in will be provided by modular manufacturer, ACEE to coordinate rough in requirements.

c. ***Data System (Base Scope):*** Provide design for the extension of the existing campus data distribution system to the new modular buildings with fiber optic cables and CAT-6 data drops. Provide and coordinate with architect quantity and location data drops. Coordinate with School District data representative district standards. Provide new IDF equipment. Equipment includes; Fiber/Analog patch port, Cabinet racks, Fiber Optic and Category wiring. Rough in will be provided by modular manufacturer, ACEE to coordinate rough in requirements.

d. ***Fire Alarm System (Base Scope):*** Provide design for new fire alarm Voice Evac to comply with DSA requirements. The fire alarm system for the new modular buildings will be a fully automatic addressable system with voice evacuation notification. Provide riser diagram, voltage drop calculations, battery calculations and details. Provide CSFM and Cut sheets for DSA submittal. *An entire campus fire alarm voice Evac upgrade is not included in the scope of work*

e. ***Active Data Equipment (Not in Scope):*** Design for the active data equipment (network switches, routers, wireless access points, etc. are NOT included in the scope of work. If design for active components is required additional services will be requested. Active device and components will be provided by district.

f. ***Intrusion Alarm (Base Scope):*** Provide design for empty infrastructure conduit ONLY.

g. ***CCTV Camera System (Not in Scope):*** Design for the CCTV Camera system and pathways are not in the scope of work. If design for CCTV system is required additional services will be requested.

h. ***Access Control System (Not in Scope):*** Design for the access control system is not in the scope of work for this project. If access control system is added to the scope we will request additional services.

i. ***CATV System (Not in Scope):*** Design for the extension of the CATV system is not in scope of work for this project. If CATV system is added to the scope we will request additional services.

j. ***AV system Conduit Pathways (Not in Scope):*** Design for the AV system is not in the scope of work for this project. If AV system design is added to the scope we will request additional services.

5. Coordination and Client Meetings (Base Scope):

a. Provide (1) coordination meetings with the architect and/or owner at the request of the architect. Additional coordination meetings will be billed on an additional T&M basis.

6. Estimates:
   a. Provide rough electrical estimates for architect use in DD, SD and CD phases.

7. DSA Process:
   a. Respond to DSA comments and submit revise drawings for back check.
   b. During back check, ACEE will be available by phone to assist with back check.

8. CAD drawings (Base Scope):
   a. The architect will provide complete AutoCAD background files (Xref) and 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**:

1. Bid Process:
   a. Provide and assist architect 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 (2) site visit during the project as requested by the architect to assist with CA issues. Site visit will be made upon request. Additional site visits will be billed at $600 per site visit.
   b. Provide (1) punch list site inspections and prepare punch list. Additional punch lists and back check punch lists will be billed at $600 per punch list.
   c. Review close-out documents and as-builts to ensure compliance with drawing documents.
   d. Complete Form 6A/E forms for DSA closeouts.

C. **DELIVERABLES**:

1. Drawings & Specifications:
   a. Provide (1) set of drawings for 1st submission to DSA and (1) set of drawings for final DSA submission & approval. All progress drawings will be provided in PDF format and emailed or uploaded to the architects FTP site. Copies of all DSA

submissions and approved/permitted drawings will be Architects 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.	LEED or CHPS Documentation (mech to provide energy model)	N/A
b.	Additional site visits not included in the base scope of work	$600
c.	Design of the Intrusion Alarm System	$3,000
d.	Specification of the District Standard Network Equipment	$3,000
e.	Parking Lot Lighting	N/A
f.	Design of the Access Control System	N/A
g.	AV system projector, amplifier, devices and cabling	N/A
h.	Value Engineering.	N/A
i.	Phasing of projects.	N/A
j.	Arc Flash Study and Circuit Breaker Coordination Study	N/A
k.	Photovoltaic System Design	N/A
l.	Campus Fire Alarm Voice Evac Upgrade	N/A
m.	Title 24 Construction Commissioning (Contractors Responsibility)	N/A

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 Time and Materials Basis.

Electrical Documents		$ 17,000
Construction Support:		$ 4,500
	Total	**$ 21,500**

F. **FEE ADDER:**

The fee adder service will be included with our basic fee service for the following items. These items have not been determined as ACEE has not investigated what low voltage system/communication has been affected by the removal of the existing modular buildings. If these items do not exist, the fee adder will not be added to the base scope.

1)	Data (VOIP) System	$ 3,000 T&M NTE
2)	FA Alarm System	$ 5,000 T&M NTE
3)	Intercom/Clock System	$ 2,500 T&M NTE

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

_____
Dara Youngdale
HKIT Architects

Date_____

American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126

February 14, 2018

HKIT Architects
538 Ninth Street, Suite #240
Oakland, CA 94607
Attention: Dara Youngdale

Subject: Modular Building Replacement @ Garfield Elem School
San Leandro Unified School District

Dear Dara,

We are pleased to present this proposal to provide our Electrical design services, for the subject project. The project consists of providing drawings for removing (9) classrooms, (2) restroom and (1) COMP room and replacing with (10) classrooms @ Garfield Elementary School campus.

The proposed new building with be modular type in which lighting, HVAC and typical flush mounted receptacles will be provided by the modular manufacturer. ACEE will provide a rough-in sketch for the modular manufacturer to provide junction boxes for low voltage/communication systems. The scope of work for ACEE will include site work; which consist, of power feeder connection, data/telephone, intercom/clock, site conduit and the fire alarm system.

In the removal of the existing modular building, we anticipate some power and low voltage/communication system that needs to be restored as a result of the removal. The only system to be affected is the existing underground power that goes from the existing 800A source (we plan reuse) to the existing CDC building that is expected to remain. Low voltage/communication is unknown. ACEE will provide a fee adder if reconnection is needed.

It is our understanding that this project is **NOT** a LEED or CHPS project. It is also our understanding that the drawings will be submitted to DSA for review and approval. As-built drawings and CAD backgrounds will be provided by your office. District will be responsible for underground locator if as-builts are not current/available.

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

A. **DESIGN SERVICES:**

1. Field Survey and Scope of Work Coordination:
   a. Provide (1) site visit to confirm existing conditions for proposed project. If the electrical load calculation information does not match-up with existing panel information ACEE may request the owner to obtain the services of an electrician to meter the load on the panels to verify the existing load information or ACEE can provide the metering service on an additional service T&M basis.
   b. Obtain and review as-builts as needed to determine power availability.

2. Electrical Power:
   a. ***Service Upgrade (Not in Scope)***: It is assumed that the existing utility service is adequate. (E) 800A distribution board is available.
   b. ***Main Switchboard (Not in Scope):***
   c. ***Distribution Board (Base Scope):*** It is assumed that the existing 800A distribution panel is sized adequately and has space for the additional power loads.
   d. ***Lighting/Receptacle Panelboards (Not in Scope):*** Lighting/Receptacle panelboards will be provided by the modular manufacturer and are not in the scope of work for the project.
   e. ***Modular Building Feeders (Base Scope):*** Provide design for the modular building power feeders and coordinate the panel location/sizes with the modular manufacturer.
   f. ***Structural Coordination (Base Scope):*** Provide mounting details for the electrical equipment to the projects structural engineer for review. Incorporate structural comments as required. Structural calculations are **NOT** included in ACEE's scope of work. The project structural engineer to provide all calculations required for DSA submission and approval.
   g. ***Mechanical/Plumbing Equipment Connections (Not in Scope):*** Mechanical/Plumbing Connections to be provided by the modular manufacturer and are not in the scope of work for the project.
   h. ***Receptacle Connection (Not in Scope, Coordination Only):*** Receptacle connections will be provided by the modular manufacturer and are not in the scope of work for the project. ACEE will coordinate the required locations for receptacles and power to be provided by the modular manufacturer. ACEE will provide a sketch for incorporation by the modular manufacturer.
   i. ***Miscellaneous Equipment (Base Scope):*** All miscellaneous power equipment like, FA Power supply and IDF power connection will be provided.
3. Lighting Design:
   a. ***Interior Lighting (Not in Scope):*** Interior lighting will be provided by the modular manufacturer and is not in the scope of work for this project.
   b. ***Exterior Lighting (Not in Scope):*** Exterior lighting will be provided by the modular manufacturer and is not in the scope of work for this project.
   c. ***Exterior Pole Mounted Lighting (Not in Scope):*** Pole mounted lighting for pathways and parking lots are not included in the scope of work. If design for parking lot or pathway poles is required additional services will be requested.
   d. ***Title 24 Documentation (Not in Scope):*** Modular manufacturer will be responsible for all T24 calculations.
   e. ***Lighting Calculations (Not in Scope):*** Modular manufacturer will be responsible for any lighting calculations.

4. Communication Design:
   a. ***PA/Clock System (Base Scope):*** Provide design for the extension of the existing PA and clock system to the new modular buildings. It is assumed that the existing head end equipment has available space. Coordinate with Owner District Standards. Rough in will be provided by modular manufacturer, ACEE to coordinate rough in requirements.
   b. ***Telephone System (Base Scope):*** Provide design for the telephone infrastructure to be extended to the new modular buildings. Head end telephone equipment and handsets are not included in the scope of work and shall be provided by the owner. Coordinate with Owner District Standards. Rough in will be provided by modular manufacturer, ACEE to coordinate rough in requirements.
   c. ***Data System (Base Scope):*** Provide design for the extension of the existing campus data distribution system to the new modular buildings with fiber optic cables and CAT-6 data drops. Provide and coordinate with architect quantity and location data drops. Coordinate with School District data representative district standards. Provide new IDF equipment. Equipment includes; Fiber/Analog patch port, Cabinet racks, Fiber Optic and Category wiring. Rough in will be provided by modular manufacturer, ACEE to coordinate rough in requirements.
   d. ***Fire Alarm System (Base Scope):*** Provide design for new fire alarm Voice Evac to comply with DSA requirements. The fire alarm system for the new modular buildings will be a fully automatic addressable system with voice evacuation notification. Provide riser diagram, voltage drop calculations, battery calculations and details. Provide CSFM and Cut sheets for DSA submittal. *An entire campus fire alarm voice Evac upgrade is not included in the scope of work*
   e. ***Active Data Equipment (Not in Scope):*** Design for the active data equipment (network switches, routers, wireless access points, etc. are NOT included in the scope of work. If design for active components is required additional services will be requested. Active device and components will be provided by district.
   f. ***Intrusion Alarm (Base Scope):*** Provide design for empty infrastructure conduit ONLY.
   g. ***CCTV Camera System (Not in Scope):*** Design for the CCTV Camera system and pathways are not in the scope of work. If design for CCTV system is required additional services will be requested.
   h. ***Access Control System (Not in Scope):*** Design for the access control system is not in the scope of work for this project. If access control system is added to the scope we will request additional services.
   i. ***CATV System (Not in Scope):*** Design for the extension of the CATV system is not in scope of work for this project. If CATV system is added to the scope we will request additional services.
   j. ***AV system Conduit Pathways (Not in Scope):*** Design for the AV system is not in the scope of work for this project. If AV system design is added to the scope we will request additional services.

5. Coordination and Client Meetings (Base Scope):
   a. Provide (1) coordination meetings with the architect and/or owner at the request of the architect. Additional coordination meetings will be billed on an additional T&M basis.

6. Estimates:
   a. Provide rough electrical estimates for architect use in DD, SD and CD phases.

7. DSA Process:
   a. Respond to DSA comments and submit revise drawings for back check.
   b. During back check, ACEE will be available by phone to assist with back check.

8. CAD drawings (Base Scope):
   a. The architect will provide complete AutoCAD background files (Xref) and 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:

1. Bid Process:
   a. Provide and assist architect 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 (2) site visit during the project as requested by the architect to assist with CA issues. Site visit will be made upon request. Additional site visits will be billed at $600 per site visit.
   b. Provide (1) punch list site inspections and prepare punch list. Additional punch lists and back check punch lists will be billed at $600 per punch list.
   c. Review close-out documents and as-builts to ensure compliance with drawing documents.
   d. Complete Form 6A/E forms for DSA closeouts.

C. DELIVERABLES:

1. Drawings & Specifications:
   a. Provide (1) set of drawings for 1st submission to DSA and (1) set of drawings for final DSA submission & approval. All progress drawings will be provided in PDF

format and emailed or uploaded to the architects FTP site. Copies of all DSA submissions and approved/permitted drawings will be Architects 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.	LEED or CHPS Documentation (mech to provide energy model)	N/A
b.	Additional site visits not included in the base scope of work	$600
c.	Design of the Intrusion Alarm System	$3,000
d.	Specification of the District Standard Network Equipment	$3,000
e.	Parking Lot Lighting	N/A
f.	Design of the Access Control System	N/A
g.	AV system projector, amplifier, devices and cabling	N/A
h.	Value Engineering.	N/A
i.	Phasing of projects.	N/A
j.	Arc Flash Study and Circuit Breaker Coordination Study	N/A
k.	Photovoltaic System Design	N/A
l.	Campus Fire Alarm Voice Evac Upgrade	N/A
m.	Title 24 Construction Commissioning (Contractors Responsibility)	N/A

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 Time and Materials Basis.

Electrical Documents		$ 21,000 (included reconnecting CDC)
Construction Support:		$ 4,500
	Total	$ **25,500**

F. **FEE ADDER**:

The fee adder service will be included with our basic fee service for the following items. These items have not been determined as ACEE has not investigated what low voltage system/communication has been affected by the removal of the existing modular buildings. If these items do not exist, the fee adder will not be added to the base scope.

1) Data (VOIP) System	$ 3,000 T&M NTE
2) FA Alarm System	$ 5,000 T&M NTE
3) Intercom/Clock System	$ 2,500 T&M NTE

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

_____
Dara Youngdale
HKIT Architects

Date_____

Bellecci & Associates

February 28, 2018

Ms. Dara Youngdale
HARDISON KOMATSU IVELICH & TUCKER
538 Ninth Street, Suite 240
Oakland, CA 94607

Subject: **Proposal for the Garfield Elementary Portable Classroom Building Replacement Project**

Dear Dara:

We are pleased to submit this letter proposal to provide engineering services for the above referenced project.

Per your emails we propose to provide civil engineering design services for the civil site improvements for the Garfield Elementary Portable Classroom Building Replacement Project in San Leandro, California.

Attached is our proposed scope of services (Exhibit A) for your review. Our proposal breaks the project into separate tasks of work to help identify the steps we feel are necessary for preparing the plans & specifications for the site improvements. Also attached is a copy of our proposed budget to do the work (Exhibit B).

Bellecci & Associates, Inc proposes to conduct the work for the project as outlined in this proposal for an estimated lump sum fee of $27,301.00 (fee includes reasonable reimbursable expenses). In addition to the above fee, we have also included an allocation of $6,926.00 for construction support to be charged on a time and material basis. Our total estimated budget for the project is $34,227.00.

If you have any questions regarding this proposal, please call me at (925) 685-4569. We look forward to working with you on this project.

Sincerely,
BELLECCI & ASSOCIATES, INC

Robert Broestl

Robert Broestl, PE
Principal

CONCORD
2290 Diamond Blvd. Suite 100
Concord, CA 94520-5744
Tel. 925.685.4569

PLEASANTON
7041 Koll Center Parkway, Suite 132
Pleasanton, CA 94566-3128
Tel. 925.681.4885

Limits of Work:



Description of Work:

Bellecci & Associates, Inc. (CONSULTANT) will provide civil engineering services to Hardison Komatsu Ivelich & Tucker (HKIT) Architects (PRIME) for the Garfield Elementary Portable Classroom Building Replacement Project in San Leandro, California (PROJECT). The CONSULTANT will prepare 3 submittals; 50% Construction Documents (CD), 90% (DSA Submittal) & 100% (DSA Back check). CONSULTANT scope of work is described in more detail below:

Scope of Work:

1 Project Management:

CONSULTANT shall perform the following services:

a) Project team meetings (assume 2)
b) Coordinate with other team members
c) Schedule and coordinate with staff

Deliverables:

CONSULTANT will provide minutes for meetings when Prime isn't present

2 Storm Water Quality (C3):

CONSULTANT shall perform the following services:
a) Determine the amount of impervious surface area added to the existing campus
b) Calculate the size of storm water detention/retention required
c) Check hydrology & hydraulic calculations for the proposed pipes
d) Prepare storm water quality exhibit and calculations

Deliverables:
Electronic PDF copy of C.3 exhibit with calculations

3 Site Demolition Plan:

CONSULTANT shall perform the following services:
a) Prepare site demolition plans for the horizontal elements for the building site and parking area using site plans provided by PRIME. Demolition for vertical elements (buildings) to be completed by others
b) Show wet utilities demolition/abandonment on the plans

Deliverables:
1 copy of 30"x42" plan and an electronic file of the specifications to PRIME for each submittal

4 Site Work for Classroom Building:

CONSULTANT shall perform the following services:
a) Prepare grading and drainage plans for the classroom building using foundation details and geotechnical information provided by PRIME
b) Show storm drain locations, using down drain connection points provided by PRIME
c) Show sewer and water connections design to 5' outside building foundation(Assumes utility connections are made to existing utilities on the school site and the existing utilities have the capacity/pressure required for the new facilities)
d) Provide civil details for the plans
e) Prepare specifications for the proposed improvements

Deliverables:
1 copy of 30"x42" plan and an electronic file of the specifications to PRIME for each submittal

5 Parking Lot:

CONSULTANT shall perform the following services:
a) Provide preliminary layout for the parking lot
b) Show ADA parking spots and sidewalk access location
c) Prepare a grading and drainage plan for the parking lot
d) Show location and prepare plan for the C3 treatment area

e) Show storm drain locations on the plans
f) Prepare striping plans for the parking lot
g) Provide civil details and vehicular paving typical sections
h) Prepare specifications for the proposed improvements

Deliverables:
1 copy of 30"x42" plan and an electronic file of the specifications to PRIME for each submittal

6 Bidding & Construction Support:

CONSULTANT shall perform construction support on a T&M basis to meet the budget. Examples of construction support include:

a. Addendums
b. Preconstruction meeting
c. Submittals Reviews
d. Field meetings
e. Minor design changes
f. Respond to RFI's
g. Final construction site walk and punch list

Deliverables:
Copies of items produced under this item of work

EXHIBIT B

BUDGET/COST PROPOSAL

Garfield Elementary
Portable Classroom Building Replacement Project
Civil Engineering Design

	PROJECT BUDGET ESTIMATE		
TASK #	TASKS DESCRIPTION	DIRECT COST	TOTAL COST
1.0	Project Management	$50	$3,978
2.0	Storm Water Quality (C3) Plan	$25	$3,189
3.0	Site Demolition Plan	$50	$3,214
4.0	Site Work for Classroom Building	$100	$9,788
5.0	Parking Lot	$100	$7,132
	Design Total:	**$225**	**$27,301**
6.0	Bidding & Construction Support (Invoiced on T&M Basis)	$150	$6,926
	Total:	**$375**	**$34,227**

* Printing/Copying/Deliveries cost shows as a direct cost under the task

Bellecci & Associates

Bellecci & Associates

February 28, 2018

Ms. Dara Youngdale
HARDISON KOMATSU IVELICH & TUCKER
538 Ninth Street, Suite 240
Oakland, CA 94607

Subject: **Proposal for the Wilson Elementary Portable Classroom Building Replacement Project**

Dear Dara:

We are pleased to submit this letter proposal to provide engineering services for the above referenced project.

Per your emails we propose to provide civil engineering design services for the civil site improvements for the Wilson Elementary Portable Classroom Building Replacement Project in San Leandro, California.

Attached is our proposed scope of services (Exhibit A) for your review. Our proposal breaks the project into separate tasks of work to help identify the steps we feel are necessary for preparing the plans & specifications for the site improvements. Also attached is a copy of our proposed budget to do the work (Exhibit B).

Bellecci & Associates, Inc proposes to conduct the work for the project as outlined in this proposal for an estimated lump sum fee of $18,769.00 (fee includes reasonable reimbursable expenses). In addition to the above fee, we have also included an allocation of $6,190.00 for construction support to be charged on a time and material basis. Our total estimated budget for the project is $24,959.00.

If you have any questions regarding this proposal, please call me at (925) 685-4569. We look forward to working with you on this project.

Sincerely,
BELLECCI & ASSOCIATES, INC

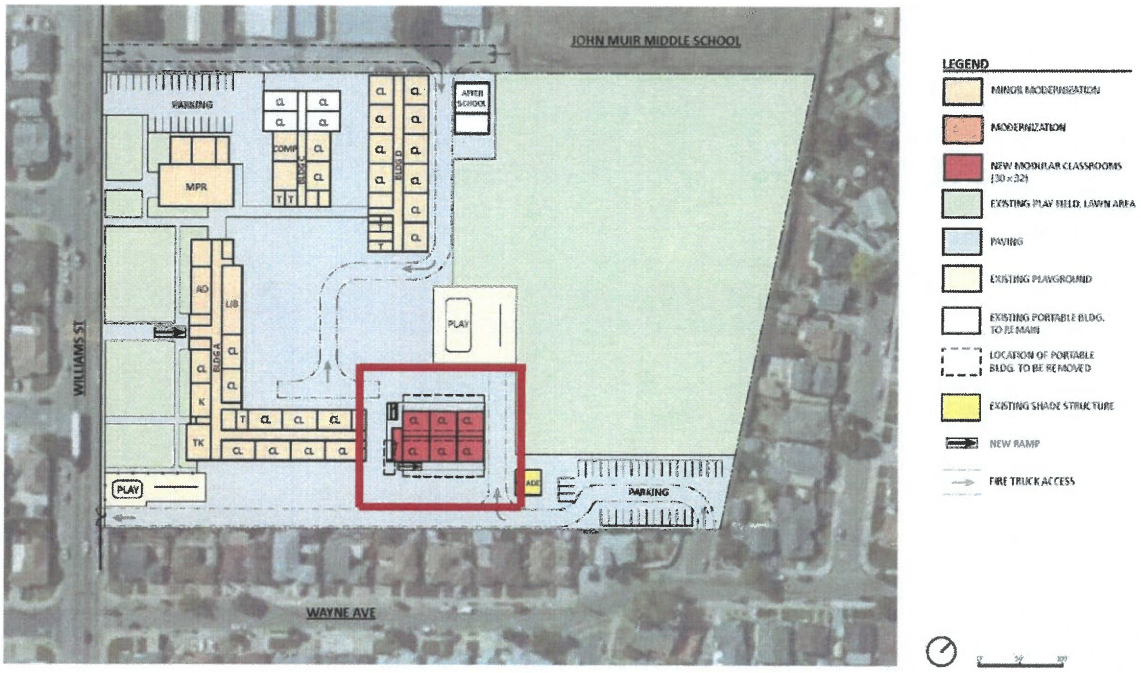
Robert Broestl

Robert Broestl, PE
Principal

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Tel. 925.685.4569

PLEASANTON
7041 Koll Center Parkway, Suite 132
Pleasanton, CA 94566-3128
Tel. 925.681.4885

Limits of Work:



Description of Work:

Bellecci & Associates, Inc. (CONSULTANT) will provide civil engineering services to Hardison Komatsu Ivelich & Tucker (HKIT) Architects (PRIME) for the Wilson Elementary Portable Classroom Building Replacement Project in San Leandro, California (PROJECT). The CONSULTANT will prepare 3 submittals; 50% Construction Documents (CD), 90% (DSA Submittal) & 100% (DSA Back check). CONSULTANT scope of work is described in more detail below:

Scope of Work:

1 **Project Management:**

CONSULTANT shall perform the following services:

a) Project team meetings (assume 2)
b) Coordinate with other team members
c) Schedule and coordinate with staff

Deliverables:

CONSULTANT will provide minutes for meetings when Prime isn't present

2 **Storm Water Quality (C3):**

CONSULTANT shall perform the following services:

a) Determine the amount of impervious surface area added to the existing campus
b) Calculate the size of storm water detention/retention required
c) Check hydrology & hydraulic calculations for the proposed pipes

d) Prepare storm water quality exhibit and calculations

Deliverables: 1 copy of C.3 exhibit with calculations

3 Site Demolition Plan:

CONSULTANT shall perform the following services:

a) Prepare site demolition plans for the horizontal elements for the building site, using site plans provided by Prime. Demolition for vertical elements (buildings) to be completed by others
b) Show wet utilities demolition/abandonment on the plans

Deliverables:
1 copy of 30"x42" plan to PRIME for each submittal

4 Site Work for Classroom Building:

CONSULTANT shall perform the following services:

a) Prepare grading and drainage plans for the classroom building using foundation details and geotechnical information provided by Prime
b) Show storm drain locations, using down drain connection points provided by PRIME
c) Show sewer and water connections design to 5' outside building foundation(Assumes utility connections are made to existing utilities on the school site and the existing utilities have the capacity/pressure required for the new facilities)
d) Provide civil details for the plans
e) Prepare specifications for the proposed improvements

Deliverables:
1 copy of 30"x42" plan and an electronic file of the specifications to PRIME for each submittal

5 Bidding & Construction Support:

CONSULTANT shall perform construction support on a T&M basis to meet the budget. Examples of construction support include:

a. Addendums
b. Preconstruction meeting
c. Submittals Reviews
d. Field meetings
e. Minor design changes
f. Respond to RFI's
g. Final construction site walk and punch list

Deliverables:
Copies of items produced under this item of work

EXHIBIT B

BUDGET/COST PROPOSAL

Wilson Elementary
Portable Classroom Building Replacement Project
Civil Engineering Design

	PROJECT BUDGET ESTIMATE		
TASK #	TASKS DESCRIPTION	DIRECT COST	TOTAL COST
1.0	Project Management	$50	$3,218
2.0	Storm Water Quality (C3) Plan	$25	$2,549
3.0	Site Demolition Plan	$50	$3,214
4.0	Site Work for Classroom Building	$100	$9,788
	Design Total:	**$225**	**$18,769**
5.0	Bidding & Construction Support (Invoiced on T&M Basis)	$150	$6,190
	Total:	**$375**	**$24,959**

* Printing/Copying/Deliveries cost shows as a direct cost under the task

Bellecci & Associates

Bellecci & Associates

February 28, 2018

Ms. Dara Youngdale
HARDISON KOMATSU IVELICH & TUCKER
538 Ninth Street, Suite 240
Oakland, CA 94607

Subject: **Proposal to Provide Topographic Surveying Services for the Woodrow Wilson and Garfield Elementary Schools**

Dear Dara:

We are pleased to submit this letter proposal to provide topographic surveying services for the above referenced project.

Per your email on February 16, 2018 and follow-up emails, we propose to provide design level topographic survey for the Woodrow Wilson and Garfield Elementary Schools located in the San Leandro Unified School District.

Attached is our proposed scope of services (Exhibit A) for your review. Our proposal breaks the project into separate tasks of work to help identify the steps we feel are necessary to develop a comprehensive topographic survey for each school site. Also attached is a copy of our proposed budget to do the work (Exhibit B).

Bellecci & Associates, Inc proposes to conduct the work for the project as outlined in this proposal for an estimated lump sum fee of $18,708.00 (fee includes reasonable reimbursable expenses).

If you have any questions regarding this proposal, please call me at (925) 685-4569. We look forward to working with you on this project.

Sincerely,
BELLECCI & ASSOCIATES, INC

Robert Broestl

Robert Broestl, PE
Principal

CONCORD
2290 Diamond Blvd. Suite 100
Concord, CA 94520-5744
Tel. 925.685.4569

PLEASANTON
7041 Koll Center Parkway, Suite 132
Pleasanton, CA 94566-3128
Tel. 925.681.4885

Locations of Work:



Description of Work:

Bellecci & Associates, Inc. (CONSULTANT) will provide topographic surveying services to Hardison Komatsu Ivelich & Tucker (HKIT) Architects for the SLUSD School Classroom Projects at Woodrow Wilson and Garfield Elementary Schools in San Leandro, California (PROJECT). The CONSULTANT will provide design level topographic survey supplemented with ground shot survey and as-built location of utilities. CONSULTANT scope of work is described in more detail below:

Scope of Work:

1 **Project Management:**

CONSULTANT shall perform the following services:

a) Coordinate with HKIT for as-built plans.
b) Coordinate with HKIT and RGM and Associates.

Deliverables:

None

2 Set Survey Control:

CONSULTANT shall perform the following services:

a) Establish survey control at both school sites using GPS coordinates (NAD 83, NAVD 88, Epoch 2010, Zone 3).
b) Set flight crosses (XYZ control points) at each school.
c) Send survey control point coordinates to 360 Degree Aerial for use in the topographic mapping.

Deliverables:
None

3 Aerial Flight and Topographic Survey:

CONSULTANT's SUBCONSULTANT 360 Degree Aerial shall perform the following services:

a) Fly and obtain orthophotos for each school site.
b) Map physical features and contours for each school site.

Deliverables:
CONSULTANT will provide a bond copy 20 scale map with 1' contours for each school site.

4 Ground Shot Supplemental Survey (Utilities, Inverts, Tree Trunks, etc.):

CONSULTANT shall perform the following services:

a) Provide supplemental ground shot topographic survey for the areas at the school sites scheduled to receive new improvements.
b) Supplemental survey to include the following:
    1) Curbs, gutters, sidewalks, driveways,
    2) Tree sizes and dripline.
    3) Sewer manhole rim, clean-outs and invert elevations.
    4) Storm drain manhole rim elevations, catch basin grate elevations and pipe inverts.
    5) Water valve boxes, meter boxes and fire hydrants.
    6) Gas valves and boxes.
    7) Electrical boxes, street light boxes, utility vaults.
    8) Communication boxes.
    9) Utility poles and guy wires.

Deliverables:
CONSULTANT will provide a bond copy of the aerial topographic map with supplemental survey points for each school site and an electronic copy of the ACAD base map for each school site to be provided to the design team.

5 Utility Mapping (From Provided As-Built Plans):

CONSULTANT shall perform the following services:

a) Obtain available as-built plans from HKIT for each school site.
b) Cross check utility as-built information against physical features located in the field by our survey crew.
c) Map the approximate location of the existing utilities in ACAD for the areas at the school sites scheduled to receive new improvements.

Deliverables:
CONSULTANT will provide a bond copy 20 scale map with 1' contours and an electronic copy of the ACAD base map for each school site to be provided to the design team.

Optional Services

OS1 Utility Locating Service (GeoTech Utility Locating (GUL)) (Budget TBD):

CONSULTANT's subconsultant, GUL will perform utility locating services using industry acceptable methods. The following is a partial list of equipment typically used to locate detectable utilities:

- Radio Detection 7000 transmitter w/ matched receiver
- Fisher TW-6 M-scope - shallow focus metal detector
- RD 1000 ground penetrating radar (GPR) unit
- 512 Hz Sonde.

a) GUL will visually inspect the surrounding area for evidence of subsurface utilities or other buried features as well as review available as-built utility drawings.
b) Each identified utility will be investigated using active electromagnetic utility-locating instruments and its surface trace demarcated on the ground using color-coded spray paint.
   - Electric ---------- Red
   - Telephone/Comm ------- Orange
   - Storm/Sanitary ---------- Green
   - Water/Air ---------- Blue
   - Gas/Steam/Oil ----------Yellow
   - Unknown pipes ---------- Pink
c) Utility marks will be collected with total station and plotted onto a drawing, by layers, in the ACAD format.

Deliverables:
CONSULTANT will include the located utility lines on the topographic survey map. An electronic copy of the ACAD file will be provided to the design team.

EXHIBIT B

BUDGET/COST PROPOSAL

HKIT ARCHITECTS
TOPOGRAPHIC SURVEY FOR WOODROW WILSON
AND GARFIELD ELEMENTARY SCHOOLS

	PROJECT BUDGET ESTIMATE		
TASK #	TASKS DESCRIPTION	DIRECT COST	TOTAL COST
1.0	Project Management		$1,260
2.0	Set Survey Control for Aerial Topographic Survey	$100	$2,528
3.0	Aerial Flight and Topographic Survey		$4,840
4.0	Ground Shot Supplemental Survey (Utilities, Inverts, Tree Trunks, etc.)	$150	$6,590
5.0	Utility Mapping (From Provided As-Built Plans)	$150	$3,490
	Topographic Survey Total:	**$400**	**$18,708**

* Printing/Copying/Deliveries cost shows as a direct cost under the task

Bellecci & Associates