ROOSEVELT ELEMENTARY SCHOOL SITE IMPROVEMENTS

Proposal for Consulting Services



Presented to:

San Leandro Unified School District

attn: Ridge Greene, RGM Associates

May 20, 2020

Prepared by:

Integrated Design Studio
Munselle Civil Engineering/DVC Group
Dorman Associates

INTRODUCTORY STATEMENT

We are pleased to provide this proposal for services on Landscape Improvements at Roosevelt Elementary School in San Leandro, prepared in response to *SLUSD's RFP for Measure N Projects including Roosevelt ES Drop Off Area*, issued April 2020.

The team of Integrated Design Studio (IDS), Munselle Civil Engineering/DVC Group (MCE/DVC), and Dorman Associates (DA) represents a strong collaboration between Landscape Architecture, Civil Engineering, and Architecture. Our clients benefit from our efficient partnership, fostered by working closely together in our multi-disciplined design center. Fluent communication between IDS, MCE/DVC, and DA staff provides the unique opportunity to address grading and drainage issues early in the design process, resulting in a smooth and time-conserving transition from Schematic Design to Construction Documents.

For this project, IDS, Landscape Architect, will be the lead consultant, coordinating with the school district and/or their representatives.

PROPOSAL

CLIENT:

San Leandro Unified School District
1145 Alladin Ave.
San Leandro, CA 94577
Attn: Aaron Kerrigan, Bond Program Director

PROJECT REPRESENTATIVE:

Ridge Greene, RGM Associates
ridge@rgmassociates.com
(925) 787-0790

PROJECT ADDRESS:

Roosevelt Elementary School, 951 Dowling Boulevard, San Leandro, CA 94577

PROJECT SCOPE:

IDS and MCE/DVC will provide landscape architecture and civil engineering services to support the site development work for a new drop off area, path of travel improvements, ADA access, repairs and construction of paving, planting, drainage, irrigation and site amenities at Roosevelt Elementary School in San Leandro, CA (per Design Scope items #1-10 in the SLUSD's *RFP for Measure N Projects including Roosevelt ES Drop Off Area)*. Design for the reconfigured front entry will focus on improving the drop-off flow and providing safe and accessible pedestrian access, while achieving a pleasing overall visual effect that works in concert with the existing architecture of the building. The area of work for landscape design services is as indicated on the Area of Work diagram on page 3 of the SLUSD RFP.

Dorman Associates will provide architectural services for the new entry door and hallway connection. Design will focus on architectural changes, to improve access from entry lobby passageway to the main corridor.

DETAILED DESCRIPTION OF PROPOSED SERVICES:

The following describes the proposed IDS tasks and deliverables:

1. Project Set-up and Site Analysis

Team respresentatives will attend a kick-off meeting with the school district and/or their representatives to clarify the project objectives, develop a detailed work plan and schedule, and review the programming goals. IDS will then then complete an on-site analysis (notes and photographs) to assess opportunities and constraints of the site. An Arborist will be engaged by IDS to do an initial assessment of the large trees on the site to determine necessary areas of avoidance if the trees are to remain. Project Set-up also includes time for our team to contact governing agencies to review applicable codes and permitting processes.

It is estimated that two site visits and one meeting with the school district and/or their representatives will be required during the Project Set-up and Site Analysis phase of the project.

NOTE: *A current, accurate site survey showing existing conditions and detailed topographic information will be needed for this project. Survey must be provided to IDS as an AutoCAD file.*

2. Schematic Design

To start the design process, IDS will produce Conceptual Designs that explore 2-3 design alternatives for configuring the drop-off area, sidewalks, and accessible ramp entry to school building. Designs will take into consideration a balance of functionality, safety, pedestrian flow, and aesthetics. DA will present conceptual ideas for the entry hallway connection. Team respresentatives will present the Conceptual Designs to the school district and/or their representatives as desired. Input from these meeting will then be used to identify a preferred design approach for the Schematic Design.

IDS and DA will then develop the preferred Schematic Design. A Schematic Design will consist of a 3D SketchUp model showing proposed hardscape areas, stairs, pathways, ramps, fences, planting areas, seating, etc.) in addition to internal entry/hallway improvements. Potential planting and hardscape materials and finishes will be discussed, but not specifically detailed at this stage. The Schematic Design will be reviewed by MCE/DVC to assure compatibility with vehicular circulation, pedestrian safety, and grading and drainage. Team respresentatives will present the Schematic Design to the school district and/or their representatives as desired.

It is estimated that two site visits and four meetings/presentations will be required during the Schematic Design phase of the project.

3. Design Development

Design Development will elaborate the landscape plan in more detail. IDS will prepare Design Development drawings (in coordination with MCE/DVC) further detailing grading and drainage strategies, plant species and location, materials and finishes, design details for ramp and entry, and any furnishing/equipment specifications. DA will update architectural drawings as needed at this phase.

It is estimated that one site visit and two meetings with the client representative will be required during the Design Development phase of the project.

4. Construction Documents (for DSA Review and San Leandro DPW Encroachment Permit)

IDS, MCE/DVC, and DA will prepare a 100% Construction Document set for review by the Division of the State Architect (DSA) and for use in obtaining necessary encroachment permits from the City of San Leandro Department of Public Works. IDS and/or MCE/DVC will coordinate with the DSA for Application and Submittal.

Construction/DSA Review Documents will meet the following requirements listed on the DSA *Project Submittal Checklist, PART-3 Construction Documents (4/30/20)* (items not listed are assumed to be not required):

A. General Requirements for Drawings and Specifications

B. Title Sheet

C. Site and/or Civil Plans and Details

D. Demolition Plans

E. Floor Plans (by DA)

F. Architectural Details, Elevations Sections: (*exterior by IDS (excluding roof plans), interior by DA)*

G, H, I, J, K. (Excluded - by others. Additional services if required)

Specifically, the Construction Document Set will include the following:

- Project Narrative
- Existing Conditions: based on survey provided by others
- Demolition Plan: existing site elements to be removed
- Site Plan: showing all proposed site changes, including new drop off area, path of travel improvements, ADA access, repairs and construction of paving as needed for ADA access.
- Site Sections/Elevations: elevation of front of building with new entry and section through new entry ramp.
- Planting Plan: plant species, quantities, and locations
- Irrigation Plan: proposed irrigation systems including coordination and connections to existing systems and controller as required
- Exterior Landscape Lighting Plan
- Construction Details and Specifications: for paving, fencing, stairs, planting, and other site elements as needed
- Grading and Drainage Plan: finish grading and elevation adjustments to existing surface drainage systems, including adjustments to the elevations of existing DI's. Plans to be based upon client input and direction and will detail relationship of new improvements to the existing site drainage infrastructure.

NOTE: Requests by client or contractor for changes to drawings after 100% completion will be considered Extra Services (see Item #7, below).

5. Project Oversight, Bidding Support, and Construction Administration

IDS will attend coordination meetings with the school district and/or their representatives.

IDS and/or MCE/DVC will Coordinate with the City of San Leandro for traffic and encroachment issues (Client representative and/or contractor to apply for Encroachment Permit).

IDS, MCE/DVC, and/or DA will assist client representative with the competitive bid process, including submittal review and responses to RFIs. *NOTE: final construction costs will be determined by the contractor at the time of contractual agreement. IDS is not responsible for estimating costs of construction.*

At the time of construction, IDS. MCE/DVC, and/or DA will provide construction administration, including submittal reviews, responses to RFIs, and site visits as requested by contractor, to ensure contractor installation accurately carries forth the design intent and/or involvement if unforeseen conditions arise.

EXCLUSIONS

The following items are understood to NOT be required and are not included in this proposed scope of services:

- Vegetation Management Plan (VMP)
- Water Use Permit Applications/Calculations
- Stormwater Management Plan and Hydrologic Calculations and Reports
- Erosion Control Plan
- Topographic Survey and Boundary Survey and/or Easement and Right of Way Documentation
- Traffic Studies and Engineering
- As-built drawings of existing conditions (District to provide prior to commencement of design services)
- *DSA Project Submittal Checklist, PART-3 – Construction Documents (4/30/20):* Items G (Structural Drawings - *to be done by structural engineer, if required*); Item H (Mechanical/Plumbing Drawings and Calculations); Item I (Electrical Drawings); Item J (Fire Alarm System Drawings); Item K (Automatic Fire Sprinkler Systems (AFSS) Drawings).
- *DSA Project Submittal Checklist, PART-4 – Supporting Documentation (4/30/20):* any required Structural Engineering or Geotechnical Reports to be prepared by Others. IDS will coordinate with the design team as needed to incorporate this information into the DSA Application.

EXTRA SERVICES

Extra Services are services requested of IDS that are outside the scope defined above. Extra Services will be performed on a time and materials basis, only when requested and approved in writing by the client.

ESTIMATED FEES

1. Project Set-up and Site Analysis	$ 4,000
Arborist Assessment (by others as sub to IDS)*	$ 3,000
2. Schematic Design	$ 15,000
3. Design Development	$ 11,500
4. Construction Documents	$ 33,000
5. Project Oversight / Bidding Support/ CA	$ 17,000
6. Interior Architecture**	$ 25,000
7. IDS Design Team Coordination/Management	$ 5,000
TOTAL	**$113,500**

* Note: arborist fees are for preliminary assessment and plan review. Does not include visits during Construction.

** Includes all interior architectural services from Steps #1-5, above.

CONTRACT TERMS OF AGREEMENT

COMPENSATION

For the services described in the Scope of Work, the Architect shall be compensated as follows:

MASTER PLANNING:
To be compensated on an hourly basis. Architect's rates at this time are:

Principal:	$200.00
Sr. Project Manager:	$175.00
Lead Designer:	$150.00
Draftsperson:	$115.00
Administration:	$ 75.00

Reimbursable Expenses: In addition to compensation for services, the Architect shall be reimbursed for charges directly attributable to the Project or consultants billed through Dorman Associates, Inc., with 10% markup. Reimbursement items include plots, reproduction work, and travel.

Travel – billed at 1⁄2 time per day (including travel time) for Principal, with reimbursement for flights in Economy Plus Class. Travel days are assumed to include entire day, as we are typically as efficient as possible with our days.

Paper		**Rate**
8 1/2 x 11	Black & White	$0.50
8 1/2 x 11	Color	$1.00
12 x 18	Black & White	$1.00
12 x 18	Color	$2.00
24 x 36	Black & White	$3.00
24 x 36	Color	$12.00
30 x 42	Black & White	$7.00
30 x 42	Color	$30.00

ADDITIONAL TERMS

Deposit: Work will be scheduled upon the payment of a $5,000.00 deposit, which will be subtracted from the final billing.

Terms of Payment: Compensations will be billed as it is earned, or on a phased basis. Invoices are payable upon receipt, but no later than seven (7) days from the billing date of receipt of billing. Construction Documents for a building permit will not be released from the Architect's office, or submitted to the regulatory agency, until all amounts then due are paid in full.