ARCHITECTS WLC CLIENT FOCUSED. PASSION DRIVEN.

August 20, 2020
Revised August 24, 2020

Mr. Aaron Kerrigan
Director of Facilities and Operations
San Leandro Unified School District
Business & Operations Division
1145 Aladdin Ave.
San Leandro, CA 94577

Re: Professional Architectural Services
New Gym at San Leandro High School
San Leandro Unified School District

Dear Aaron:

WLC Architects is pleased to submit this proposal to provide professional architectural services for the new Gym at the San Leandro High School project.

The Team:

WLC has assembled a design team that has completed many successful projects together and will provide the experience required to successfully complete the new Gym. To maintain continuity, our team will consist of experienced professionals already familiar with your staff and community. Kevin A. MacQuarrie, AIA will act as the Principal-In-Charge and be an active participant in the projects. Jackie Bassman, Senior Associate and Omar Eslava, Senior Project Manager, will be your primary contacts and be responsible for the day to day activities of the project. These talented professionals along with WLC's other resources and experienced consultant group are immediately available to move your project forward to a successful conclusion.

Project Understanding:

Based on our phone conversation on August 19, 2020 and our site walk on June 19, 2020, it is my understanding that the District wishes to complete the following scope of work at San Leandro High School:

1. Develop a conceptual phased plan for the high school to include building a new gym, most likely east of the existing one, demolishing the existing gym, building a new classroom and library building, modernizing the existing library into a new administration area, and redeveloping the existing quad and landscaping to tie the whole campus together.

2. Phase 1 includes the new approximately 50,000 sf gym and demolishing the existing gym.

3. We will facilitate three community Zoom meetings to gather input and build consensus for the new gym plan from the community and key stakeholders, including school athletic staff and District staff.

4. We will plan on two presentations to the F&T Committee and the Board of Education.

5. Exclusions:

    a. Future phases will be under a separate amendment to our master agreement.

    b. Because the geotechnical issues in the greater Bay Area are of particular concern, it is assumed that the District will provide all geotechnical information, soils reports, topography maps, and other relevant reports as necessary to adequately analyze and calculate solutions. WLC has not been supplied a current geotechnical report by the District. Upon receiving the report we will review and incorporate the recommendations contained therein; however, WLC can assume no responsibility or liability for said report.

    c. WLC will need a current soils report, topographic and utilities survey for the entire site provided by the District to proceed with design.

Proposed Work Plan:

WLC will work closely with the District to finalize all decisions. If desired by the District, WLC will present the project to the community and the Board of Education for review and approval.

Based on the process outlined above we anticipate the following schedule:

September 2020	Contract and Notice to Proceed to be considered by the Board on September 8, 2020
September – October 2020	Confirm Scope and Budget, and develop Schematic documents.
November 2020 – January 2021	Design Development
February – May 2021	Construction Documents
June – November 2021	DSA Review and Approval
December 2021 – January 2022	Bidding
February 2022 – February 2024	Construction Administration Services per the approved contractor's schedule
March 2024	Planned Occupancy

Deliverables will include two hard copies of the construction documents.

Professional Services Fee:

Your contract with WLC will mark a purposeful investment in your facilities. We are here to make sure that you consider your investment to be a good one, with significant returns. WLC is flexible on the topic of fee structure, but we do consider our expertise valuable. We want you to feel that you are getting both excellent service and architectural value at a fair market price.

WLC proposes architectural and engineering services including structural, electrical, low voltage, mechanical, plumbing, fire protection, landscaping and civil design professionals as necessary. WLC will retain specialty consultants in the specific disciplines mentioned herein and we have included their services in our fee proposal. Specialty consultants not identified herein are considered outside of this scope of work.

I have based our fees on our master agreement fee schedule of 10% of the Design Budget, estimated to be $40,000,000. If a redesign is required due to bids exceeding the budget, the Architect agrees to make adjustments to the design at no cost to the District. Should the budget be increased, the District will compensate WLC at 10% of the Final Construction cost.

WLC Professional Services Fee = $4,000,000

WLC will invoice the San Leandro Unified School District monthly, per phase, for services complete, including specialty consultants and reimbursables. Should the scope of the project increase beyond what is identified herein or the allotted fee, I will request additional compensation in writing. Hourly rates will be per the attached WLC Hourly Rates schedule.

We are very enthusiastic about starting this process and look forward to working with you and your staff. Please sign both copies of this proposal and return one to me and we will be happy to get started. We will need to execute an amendment to our master contract as soon as possible. Please do not hesitate to contact me if you have questions.

Sincerely,

KEVIN A. MacQUARRIE
Architect, AIA
Chairman of the Board
Principal
License No. C25998

KAM:dr
20047R-mkt

Attachments: WLC Hourly Rates Schedule

cc: Stephanie Quintero, Director of Accounting, WLC Architects, Inc.
Pat Rose-Cluster, Director of Operations, WLC Architects, Inc.

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2020
HOURLY RATES SCHEDULE

Principals of Firm	$ 250.00/hr
Associate/Director/Coordinator	$ 220.00/hr
Senior Project Architect/Manager	$ 200.00/hr
Project Architect/Manager	$ 170.00/hr
Design Studio	$ 120.00/hr
Administrative Services	$ 100.00/hr

Hourly rates shown are applicable for the first calendar year of the signed agreement, afterwards, hourly rates will be increased at an annual escalation rate of 4%.

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