SAN LEANDRO UNIFIED SCHOOL DISTRICT
Business Services Division

PO Change Order Request Form

This form will be used to request a change in the amount of the Purchase Order. Please use a plus (+) sign to indicate an increase or a minus (-) sign to indicate a decrease in the balance of the Purchase Order.

Vendor Name HKIT P.O.**#** N21-00006/N21-000007

Acct. No: 213-6211-9111-0000-8500-011-30- -803 Amount $11,012 (N21-00006)

Acct. No: 213-6211-9111-0000-8500-012-30- -803 Amount $26,022 (N21-00007)

Comments:
Please increase the above PO's by $37,034 to include the add services on the Bancroft and Muir Bridging Docs for the Modulars Project.

Authorized Signature: _____ Date:_____

Posted By: (Purchasing):_____ Date:_____

Budget Transfer # _____ Posted By: _____ Date:_____

All requests should be completed by site staff and then approved by site/program Manager. Please forward all signed and completed paperwork to the Purchasing Dept. in the District Office.

If necessary, please attach Budget Transfer request to this form to cover the increase of the Purchase Order. If there is a Budget Transfer Form attached, both requests will be forwarded to the Budget Technician, which will be processed and later forwarded to the Purchasing Dept.

HKIT ARCHITECTS

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

May 25, 2021

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

Reference: San Leandro Unified School District – Bridging Documents for 2 Sites; Bancroft MS, and Muir MS - Proposed Additional Services
HKIT 20342.01

Dear Mr. Kerrigan:

HKIT Architects is pleased to provide this proposal for additional professional design services for Bridging Documents at 2 sites - Bancroft MS, and Muir MS. These services are being provided to accommodate changes requested by the sites and the District during a review process after our team had completed our DD packages. Changes to scope include but are not limited to the removal of interconnecting doors at both Muir and Bancroft and the additional of exterior doors at Muir and relocation of condenser units. Other scope modifications included the reconfiguration of toilet rooms and support spaces at Muir MS and the relocation of the Classroom Building at Bancroft to accommodate landscape improvements.

HKIT and our consultant team including mechanical/plumbing engineering, electrical/low voltage engineering and civil engineering are providing the redesign, coordination and documentation required to make the changes. Our consultant team scope of services is further outlined in their attached proposals.

COMPENSATION- Bancroft MS

Our team will provide services on a Lump Sum basis of Eleven Thousand Twelve and No/100 dollars ($11,012.00) with services estimated as follows:

Architectural Services		
(30 hours x $150 avg.)	$4,500.00	
Consultant Team		
Electrical/Low Voltage Engineering		
($1,000 x 1.1)	$1,100.00	
Civil Engineering		
($4,920 x 1.1)	$5,412.00	
SUBTOTAL	**$6,512.00**	
TOTAL – Bancroft MS		**$11,012.00**

HKIT ARCHITECTS

COMPENSATION - Muir MS

Our team will provide services on a Lump Sum basis of Twenty-Six Thousand Twenty-Two and No/100 dollars ($26,022.00) with services estimated as follows:

Architectural Services	
(56 hours x $150 avg.)	$8,400.00
Consultant Team	
Mechanical/Plumbing Engineering	
($1,760 x 1.1)	$1,936.00
Electrical/Low Voltage/Fire Sprinkler Engineering	
($7,500 x 1.1)	$8,250.00
Civil Engineering	
($6,760 x 1.1)	$7,436.00
SUBTOTAL	**$17,622.00**

TOTAL – Muir MS	**$26,022.00**
GRAND TOTAL	**$37,034.00**

COMPENSATION - Total

Our team will provide services on a Lump Sum basis of Thirty-Seven Thousand Thirty-Four and No/100 dollars ($37,034.00).

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/NK

Attachments: Mechanical Proposal, dated May 21, 2021, Electrical Proposal, dated May 19, 2021, Civil Proposal, dated May 14, 2021.

CAPITAL
ENGINEERING CONSULTANTS, INC.

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

Additional Services Request

Project Name: Muir MS Classroom Building

Date: May 21, 2021
To: Dara Youngdale
Sent By: Ryan Celaya

Project No.: 200512.00
Subject: Additional Services Request for Muir MS Floor Plan Revisions

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Dear Dara,

As requested, we are providing this add service proposal for the revisions to floor plans at Muir MS, including the relocation of restrooms, electrical room, custodial, and mechanical loft. Our scope of work will include revising HVAC equipment locations, duct routing, plumbing piping revisions and condensate drain rerouting.

Our fee for these services will be $1,760.

Please call should you have any questions. Thanks for the opportunity to offer our services.

Very truly yours,
CAPITAL ENGINEERING CONSULTANTS, INC.



Ryan Celaya, P.E., LEED AP
Senior Associate

American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126

May 19, 2021

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

Subject: Add services for Bancroft & Muir Bridging Documents
San Leandro Unified School District

Dear Dara,

We are submitting this proposal to request for additional electrical service fees. The scope changes/revisions based on district's request for the following schools are:

Bancroft ES Bridging Documents:

- New classroom building to shift 5' closer to the (E) Gym building.

John Muir ES Bridging Documents:

- New classroom toilet rooms to be relocated.
- Eliminate interconnecting doors and adding exterior doors at all the classrooms.
- Adjust electrical associated with outdoor HVAC equipment being relocated as a result of exterior doors.
- Adjust lighting due to new path of travel to the exterior.
- Sprinkler system being added to the new classroom.

ENGINEERING ADD SERVICE:

1. **Bancroft:**
   a) Background and conduit adjustments due to 5' shift of building:
      - Provide, revise, and replace site background to reflect current layout of new classroom.
      - Provide, revise, and adjust underground conduit and in-grade boxes to reflect current layout of new classroom.
2. **John Muir:**
   a) Electrical Floor Plan background adjustment to reflect new toilet location:
      - Provide, revise, and replace floor & lighting plan to reflect current layout of new classroom.
      - Provide, revise, and adjust light layout and switch location.
   b) Eliminate interconnecting doors and add exterior doors:
      - Provide, revise, and replace floor & lighting plan to reflect current layout of new classroom.
      - Provide, revise, and adjust light layout and switch location. Check for lighting compliance and photometrics.
   c) Adjust HVAC electrical:
      - Provide, revise, and replace floor plan to reflect current layout of new classroom.
      - Provide, revise, and adjust electrical disconnect.

d) Adjust exterior lighting due to new pathway.
- Provide, revise, and replace floor & lighting plan to reflect current layout of new classroom.
- Provide, revise, and adjust exterior light layout. Check for lighting compliance and photometrics.

e) Add sprinkler for the new classroom building.
- Provide requirements to connect fire alarm to PIVs and fire riser for new classroom.
- Provide, eliminate, and adjust detector devices to facilitate new fire sprinkler system.

ADD SERVICE FEE PROPOSAL:

Our proposed fee for additional services are:

1. Bancroft:

   a) Scope changes/revisions from district $ 1,000

2. John Muir:

   a) Scope changes/revisions from district $ 3,500

   b) Add Fire Sprinkler System $ 4,000

   $ 8,500 Total

We trust this is in agreement with your understanding of subject project and meets with your approval. Please sign and return 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

May 14, 2021

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

Subject: **Additional Services Request for the Bridging Documents for Bancroft Middle School and Muir Middle School**

Dear Dara:

As you are aware the building locations on the plans have changed several times at the Muir Middle School and once at the Bancroft Middle School and now the buildings at both sites are being revised again. Per your email on May 11, 2021 and the subsequent email sent by Amy on May14, 2021, we are requesting an additional service change to our contract to help cover the additional costs for some of the past revisions and the most recently proposed revisions to the building locations.

The building location changes will mainly impact the ADA compliant grading plan around the buildings and the utility plans.

Bellecci & Associates, Inc proposes to conduct the additional work for the project as outlined in this proposal for an estimated lump sum fee of $11,680.00 including reasonable reimbursable expenses. A budget breakdown for each school, Exhibit A and Exhibit B is attached for your review.

If you have any questions regarding this proposal, please call me at (925) 685-4569.

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
7077 Koll Center Parkway, Suite 210
Pleasanton, CA 94566-3128
Tel. 925.681.4885

Civil Engineering Land Surveying
Construction Management

EXHIBIT A

ADDITIONAL SERVICES COST PROPOSAL

San Leandro Unified School District
Bridging Documents for Bancroft MS
Civil Engineering Design

	PROJECT BUDGET ESTIMATE		
TASK #	TASKS DESCRIPTION	DIRECT COST	TOTAL COST
1.0	Project Management		$412
2.0	Verify Storm Water Quality (C3) Requirements		$0
3.0	Check ADA Path of Travel to New Buildings		$0
4.0	Grading & Drainage Plans & Specifications to Design Development Stage		$3,076
5.0	Wet Utility Plans & Specifications to Design Development Stage		$1,432
6.0	Site Work for Interim Housing		$0
7.0	Expanded Parking Lot		$0
8.0	Bidding & Construction Support		$0
	Total:	**$0**	**$4,920**

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

Bellecci & Associates

EXHIBIT B

ADDITIONAL SERVICES COST PROPOSAL

San Leandro Unified School District
Bridging Documents for Muir MS
Civil Engineering Design

	PROJECT BUDGET ESTIMATE		
TASK #	TASKS DESCRIPTION	DIRECT COST	TOTAL COST
1.0	Project Management		$412
2.0	Verify Storm Water Quality (C3) Requirements		$0
3.0	Check ADA Path of Travel to New Buildings		$0
4.0	Grading & Drainage Plans & Specifications to Design Development Stage		$3,848
5.0	Wet Utility Plans & Specifications to Design Development Stage		$2,204
6.0	Site Work for Interim Housing		$0
7.0	Expanded Parking Lot		$148
8.0	Bidding & Construction Support		$148
	Total:	**$0**	**$6,760**

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

Bellecci & Associates