SAN LEANDRO UNIFIED SCHOOL DISTRICT
Facilities and Technology

To: Facilities and Technology Committee
From: Bond Department
F&T Meeting Date: 06/23/2021
Project Description: SLUSD - Warehouse IT Offices HKIT 21024 -

Bond Measure: J1
Site location: Warehouse (085)
Funding Source: Warehouse IT / FS Convers (831)

Fiscal impact: $18,460

Rationale: We are adding additional office space in the warehouse for the IT department to have separate spaces.

Contractor/Company on the project: HKIT
Phone: 510-625-9800
Full Name of person responsible to sign contract: Dara Youngdale
Email to send contract to for DocuSign: N/A
License #: N/A

Is this a new Company being used?: Yes
Do we have a W9 on file? No

HKIT ARCHITECTS

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

June 17, 2021

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

Reference: San Leandro Unified School District – IT Offices
HKIT 21024

Dear Mr. Kerrigan:

HKIT Architects is pleased to provide this proposal for professional design services related to the additional of two enclosed IT offices and one open air storage space within the district's large warehouse building on Aladdin Avenue. The design will be based on the sketch provided to HKIT and reviewed at our site visit on June 14, 2021. The scope of work includes the design and documentation for the two conditioned offices with full height walls and a dropped acoustic ceiling with lay-in lighting. Finishes will match the existing improvements. Minor improvements to the existing building will include new doorways and tie into existing electrical, low voltage and mechanical systems as needed. Our services will include architectural design, mechanical and electrical engineering through construction documentation only. HKIT will prepare backgrounds utilizing District provided pdf files. We are assuming that we will be able to attach the bulk of those documents to our documents as a reference set. The team will not provide services related to agency review, bidding, or construction administration and the project will not require DSA review. The work is expected to take place this summer/fall and the project budget is anticipated to be under $200,000.

COMPENSATION

Our team will provide services on a Lump Sum basis of Eighteen Thousand Four Hundred Sixty and No/100 dollars ($18,460.00) with services estimated as follows:

Architectural Services	
(60 hours x $150/avg)	$9,000.00
Mechanical Engineering	
($3,600 x 1.1)	$3,960.00
Electrical/Low Voltage Engineering	
($5,000 x 1.1)	$5,500.00
TOTAL	**$18,460.00**

HKIT ARCHITECTS

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 June 16, 2021, Electrical Proposal, dated June 15, 2021

CAPITAL
ENGINEERING CONSULTANTS, INC.

June 16, 2021

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

PROJECT: San Leandro USD Technology Area Expansion

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 and Scope of Services:** Capital Engineering will provide Mechanical engineering services for the Option 2 remodel of the District's Technology area within the large warehouse space. As discussed, this will consist of a VRF heat pump system or a 2-zone ductless split heat pump system to serve these two new rooms. There will be no Plumbing or Fire Sprinkler work, and there will be no bidding, agency review, or construction administration services. We do anticipate a short set of specifications to supplement our drawings. If necessary these can go on the drawings.

B. **Compensation:** Our fee for this service will be $3,600.

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

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

Capital Engineering Consultants, Inc.

2021 Billing Rates

Sr. Principal	$240.00 / hour
Principal	$218.00 / hour
Director	$208.00 / hour
Sr. Project Manager	$198.00 / hour
Project Manager	$190.00 / hour
Field Services	$188.00 / hour
Senior Engineer	$170.00 / hour
Engineer	$155.00 / hour
Senior Designer	$145.00 / hour
Designer	$133.00 / hour
Technician / CADD	$122.00 / hour
Project Administrator	$102.00 / hour
Sr. Admin.	$69.00 / hour
Clerical / Admin.	$56.00 / 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

American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126

June 15, 2021

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

Subject: SLUSD Tech Area Expansion @ District Warehouse
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 provide electrical design services to create (2) new office space (scale of roughly 24'x30') within the existing district warehouse located on Aladdin Ave, San Leandro, CA

It is our understanding that the drawings will NOT be submitted to DSA, City of other agencies for review and approval. As-built drawings and CAD backgrounds will be provided by your office. District will be responsible for locating underground conduits if as-builts are not current/available.

Existing Power for existing warehouse is assumed adequate since new office loads are minimal.

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
   b. Obtain and review as-builts as needed.
2. Electrical Power Design:
   a. ***Main Switchboard (Not in Scope):*** It is assumed that the existing main switchboard is adequate.
   b. ***Distribution Board (Not in Scope):*** It is assumed that the existing distribution board is adequate.
   c. ***Lighting/Receptacle Panelboards:*** Reuse existing panelboard to provide power outlets and lighting.
   d. ***Mechanical/Plumbing Equipment Connections:*** Provide design of the mechanical equipment circuits, feeders, disconnect switches, etc. Coordinate with the Mechanical Engineer for equipment locations and connection requirements.
   e. ***Receptacle Connection:*** Provide design of the receptacle layout and all branch circuit wiring. Reuse existing outlets circuitry and wiring as needed to provide new outlets on flush wall. Coordinate the location of the receptacles with the architect.

f. ***Miscellaneous Equipment:*** Provide design of the connection of power to miscellaneous equipment specified by the architect, district, and other consultants. Items included are fire alarm boosters/power supplies, data network equipment and office printers.

3. Lighting Design:

a. ***Interior Lighting:*** Provide design for the Interior office lighting, emergency lighting and exit signs. Coordinate the fixture types, quantity, and location of the fixtures with the architect. Provide design for the required controls necessary to comply with Title 24. Provide mounting details required for the fixtures specified. Mounting details to be coordinated with the architect and project structural engineer. Structural calculations are **NOT** included in ACEE's scope of work. The project structural engineer to provide all calculations as needed for seismic loading.

b. ***Exterior Building Lighting (Not in Scope):***

c. ***Exterior Pole Mounted Lighting (Not in Scope):***

d. ***Title 24 Documentation:*** The office lighting design shall meet the requirements of Title 24.

e. ***Lighting Calculations:*** Provide design calculations as needed to verify that the lighting design meets the IES recommended practices for the areas in the scope of work.

4. Communication Design:

a. ***Main Telephone/Data Utility Service (Not in Scope):*** It is assumed that the existing telephone and data utility services are adequate and are not required to be upgraded as part of this project.

b. ***Main CATV Utility Service (Not in Scope):*** It is assumed that the existing CATV utility services are adequate and are not required to be upgraded as part of this project.

c. ***PA/Clock System (Not in Scope):***

d. ***Telephone System:*** Provide design for the telephone distribution to be extended to the areas in the scope of work. Head end telephone equipment and handsets are not included in the scope of work and shall be provided by the owner. Telephone handset provided by district for small offices. Coordinate with Owner District Standards.

e. ***Data/Telephone System:*** Provide design for the extension of the existing data distribution system to the areas in the scope of work with CAT-6 data drops. Provide and coordinate with architect quantity and location data drops. Coordinate with School District data representative district standards.

f. ***Fire Alarm System:*** Provide design to extend fire alarm devices to proposed new offices to comply with DSA requirements (Although not submitted to DSA for approval). The existing warehouse fire alarm is assumed operational. Provide riser diagram, voltage drop calculations, battery calculations and details.

g. Active Data Equipment (Not in Scope): District to provide active Data components. Design for the active data equipment (network switches, routers, wireless access points, etc. are not included in the scope of work. Existing data switches is assumed adequate.

h. ***Intrusion Alarm Conduit Pathways (Not in Scope):***

i. ***CCTV Camera System (Not in Scope):***

j. ***Access Control System (Not in Scope):***

k. ***CATV System (Not in Scope):***

l. ***AV system Conduit Pathways (Not in Scope):***

5. Coordination and Client Meetings:
   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 (Not in Scope):

7. Demolition Scope:
   a. Lighting: Modify and adjust existing warehouse interior lighting as needed to accommodate new office space.
   b. Fire Alarm: Modify and relocate existing FA devices as needed to accommodate new office space.

8. DSA Process (Not in Scope):
   a. N/A

9. CAD drawings:
   a. The architect will provide complete AutoCAD background files (Xref) and title blocks for our use in AutoCAD format. The drawings will be drafted in AutoCAD.

B. **CONSTRUCTION SERVICES (Not in Scope)**:

1. Bid Process:
   a. N/A

2. Construction Support:
   a. N/A

3. Construction Admin:
   a. N/A

C. **DELIVERABLES**:

1. Drawings & Specifications:
   a. Provide (1) set of design & documentation drawings & specifications for final submission to Architect/Owner. Copies of all DSA submissions and approved/permitted drawings will be Architect's 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) TBD

b. DSA Approval process

c. Construction Support

E. **FEE OF SERVICES**:

In consideration of the scope of basic services as outlined above, we proposed to provide the design services on a Fixed Fee Basis. All expenses are included in the Fixed Fee.

Electrical Documents **Total $ 5,000**

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_____