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.# N21-00017

Acct. No: 213-6211-9111-0000-8500-015-30- -819 Amount $34,530

Comments:
Please increase the above PO by $34,530 to pay for the change order attached on the new Lincoln Campus 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.

SAN LEANDRO UNIFIED SCHOOL DISTRICT
Bond Department

To: Facilities and Technology Committee
From: Bond Department
F&T Meeting Date: 08/25/2021
Project Description: Lincoln High School New Campus

Bond Measure: N
Site location: Lincoln High School (15)
Funding Source: New Lincoln Campus (819)

Fiscal Impact: $34,530.00

Rationale: Cost proposal to provide additional professional design services for Bridging Documents at Lincoln High School due to the increase in scope of the project.

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

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

HKIT ARCHITECTS

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

July 8, 2021

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

Reference: San Leandro Unified School District – Lincoln Alternative Education Center -
Proposed Additional Services
HKIT 20343

Dear Mr. Kerrigan:

HKIT Architects is pleased to provide this proposal for additional professional design services for the Bridging Documents at the Lincoln Alternative Education Center. Services are being provided to accommodate additional scope, specifically related to additional outdoor and field areas, unanticipated new site utility requirements and for the inclusion of a full-service warming kitchen. Additional services are being provided by our landscape and civil engineers already under contract on this project. We are also proposing the addition of the food service consulting firm of NG Associates to our team as they can provide the necessary professional oversite, equipment specification and review and detailing needed to ensure the best plan and correct features for the kitchen. It should be noted that the original project construction budget of $15M has been adjusted to approximately $20M, over a 30% increase to accommodate expanded scope. HKIT is also requesting a modest additional service for design and coordination services related to this scope. We have attached each of their proposals to this letter which outlines their services in more detail.

COMPENSATION

Our team will provide services on a Lump Sum basis of Thirty-Four Thousand Five Hundred Thirty and No/100 dollars ($34,530.00) with services estimated as follows:

Architectural Services	
(40 hours x $150 avg.)	$6,000.00
Consultant Team	
Landscape Design	
($7,000 x 1.1)	$7,700.00
Civil Engineering	
($9,936 x 1.1)	$10,930.00
Food Services	
($9,000 x 1.1)	$9,900.00
TOTAL	**$34,530.00**

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: Landscape Proposal, dated July 7, 2021, Civil Proposal, dated July 7, 2021, Food Service Proposal, dated June 21, 2021.

ADDITIONAL SERVICES AGREEMENT TO PROJECT WORK ORDER

ASA NO: 1

DATE: July 7, 2021

PROJECT: Lincoln Continuation High School – Landscape Architecture

This change order modifies and amends the provisions of the contract dated November 19, 2020 (the "Project Work Order") regarding the provisions of landscape architectural services by the Integrated Design Studio, Inc. to the HKIT Architects. Integrated Design Studio, Inc. is hereby directed to make the following changes in the performance of the Project Work Order:

Description of Authorized Change:	Cost of Change:
Additional scope of rear sports area, basketball courts, field area, and possible pickleball or hand ball courts, in addition to expanded scope of development of more complex courtyard spaces	7,000
Total cost of all changes authorized by this ASA (ASA-1)	**7,000**
Total cost of Project Work Order	25,000
Total approved previous ASAs	0
Revised total of authorized compensation per changes described above	**32,000**

Except as set forth above, all terms and provisions of the original project work order and all prior change orders remain in full force and effect. Execution of the Additional Service Agreement by both parties constitutes a binding agreement with regard to all direct and indirect costs arising from or related to the work which is the subject of this ASA.

ACCEPTED AND AGREED:

Integrated Design Studio		**Client:**	
By:		By:	
Name:	Jane Sedonaen, RLA #5057	Name	
Title:	Principal, Integrated Design Studio	Title	
Date:	07/07/21	Date	

Bellecci & Associates

July 7, 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 Lincoln High School**

Dear Dara:

Last October, 2020 we provided a proposal to provide the civil engineering design components for the bridging documents for Lincoln High School. Our proposal was based on conceptual plans (option 1) dated October 2, 2020 and made an assumption that the building utility connections for the "wet" utilities would be to the existing utilities located in Leonard Drive.

After the project started, we discovered that the only utility located in Leonard Drive is EBMUD water. After spending hours of research and investigation we have discovered that the closest sewer point of connection is located in the middle of Cherry Grove Park and the storm drainage for the surrounding area consists of 2 sump pumps. One sump pump is located on the eastern edge of the project site and is currently draining a portion of the John Muir Middle School site and the second sump pump is located adjacent to Leonard Drive and is used to pump the storm drainage for a small drainage area up to the gutter on Leonard Drive to surface drain on the street to the north. There is also a large storm drain collection structure listed on the topographic survey that we will have to investigate what it is based on as-built drawings.

The existing drainage for the site impacts how we calculate and design the bioretention basins for the site. The topographic survey shows that generally the site drains to the northwest. The best location for a bioretention area is on the northwest side of the site by Leonard Drive but that will probably require the replacement of the Leonard Drive sump pump for the subdrains from the bioretention basin and allowing the basin overflow to surface drain onto Leonard Drive which should be verified with the City if this would be acceptable. The other location we are planning to install a bioretention basin is adjacent to the proposed turf playfield to use some of the impervious area from John Muir Middle School to offset the same amount of area from the proposed Lincoln High School campus.

Our original proposal did not anticipate that the design of the wet utilities and the design of the bioretention areas would require this amount of additional effort. Therefore, we are asking for our contract to be amended to add additional funding to cover the costs of these unexpected design issues.

Bellecci & Associates

Bellecci & Associates, Inc proposes to conduct the additional work for the project as outlined in this proposal for an estimated lump sum fee of $9,936.00 including reasonable reimbursable expenses. A budget breakdown, Exhibit A 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, 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

EXHIBIT A

ADDITIONAL SERVICES COST PROPOSAL

San Leandro Unified School District
Bridging Documents for Lincoln HS
Civil Engineering Design

	PROJECT BUDGET ESTIMATE		
TASK #	TASKS DESCRIPTION	DIRECT COST	TOTAL COST
1.0	Project Management	$0	$1,030
2.0	Verify Storm Water Quality (C3) Requirements	$0	$3,018
3.0	Check ADA Path of Travel to New Buildings	$0	$0
4.0	Grading & Drainage Plans & Specifications to Design Development Stage	$0	$0
5.0	Wet Utility Plans & Specifications to Design Development Stage		$5,888
6.0	Bidding & Construction Support	$0	$0
	Total:	**$0**	**$9,936**

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

Bellecci & Associates

NGAssociates
Foodservice Consultants

Nahum Goldberg
510.255.9684
nahum@ng-associates.com
www.ng-associates.com

San Leandro USD Lincoln HS Bridging Documents
Foodservice Consulting and Design Services Proposal

June 21, 2020

Dara Youngdale, AIA, LEED AP
Architect | Principal
HKIT Architects

VIA EMAIL: DYoungdale@hkit.com

Hi Dara,

We appreciate your reaching out regarding the SL USD Lincoln High School project and the opportunity to continue or work with HKIT and the Project Team. We are pleased to provide the following information on our approach, passion, qualifications and process.

Introducing NGAssociates Foodservice Consulting and Design Services (NGA)

- NGAssociates (NGA) is headquartered in the San Francisco Bay Area, with offices in New York, DC, Austin, Denver and Los Angeles, with strategic partners in Tel Aviv, London and Kuala Lumpur.
- Our services include full-service design, master planning, creation and management of RFPs for Operator Selection, creation of design guides, and assistance with real estate due diligence for foodservice needs for all industry sectors.
- Our consulting team brings hands-on culinary, operations and management experience in its approach to creating workplace and retail foodservice facilities.
- We focus on the Guest's experience, as well as on creating an efficient and attractive work environment for the Culinary and Operations Team.
- NGA strives to set industry benchmarks and standards for sustainability in design and operations.
- Our project team has extensive background in kitchen equipment purchasing and contracting, assisting clients with accurate cost estimating, and overseeing the negotiation and engagement of potential suppliers and contractors.
- NGA does not have any business arrangements (rebates or kickbacks) from suppliers of equipment specified on a project and will be solely dedicated to the best interest of the Client.

Every organization has unique needs. Our goal for each project is to help organizations realize and surpass their expectations and aspirations. We look forward to working with you on this project!

Please review the following proposal and let us know if we have accurately addressed the needs of the project and/or if you require additional information. Thank you.

Sincerely,

Nahum Goldberg, FCSI, LEED AP ID+C
President, NGAssociates Foodservice Consultants, Inc.

Select NGA Consulting and Design Projects

Adobe - *Lehi, Utah*

Asana - *San Francisco, California*

AT&T Park – *San Francisco, California*

Avenidas Design and Operator RFP – *Palo Alto, California*

Clif Bar & Company - *Emeryville, California*

Constellation Brands Customer Experience Center – *San Francisco, California*

dosa by DOSA Restaurant – *Oakland, California*

El Camino Hospital – *Mountain View, California*

Franklin Templeton Investments – *San Mateo, California*

Google Projects - *San Francisco, Sunnyvale, Mountain View, Los Angeles & Irvine, California*

Letterman Digital Arts - *San Francisco, California*

LinkedIn Cafes – *Sunnyvale & Mountain View, California; Singapore, London, Beijing & Sao Paolo*

Mountain America Credit Union - *Sandy, Utah*

Market Hall Projects (Confidential) – *Los Altos & Los Angeles, California*

OATH - *New York, New York*

Oyster Point Amenities – *South San Francisco, California*

Protective Life Insurance - *Birmingham, Alabama*

Rakuten - *San Mateo, California*

Sacramento Convention Center – *Sacramento, California*

Sierra Point Amenities – *South San Francisco, California*

Splunk – *San Jose, California; London*

Spotify Design and Business Consulting –*Los Angeles, Miami, New York*

Stanford University Multiple Projects - *Stanford, California*

Tesla – *Fremont, California*

Twitter – *San Francisco, California*

Under Armour – *Baltimore, Maryland*

Community Service Projects

NGA is proud to support community projects and we are contributing our design services to the following projects at no cost. These Clients inspire us and it is a privilege to support them.

Caritas Village – Santa Rosa, California – *Design of kitchen and service areas*

Caritas Village is proposed as a national model to provide permanent solutions to reduce homelessness.

The Weingart Center – Los Angeles, California – *Design of temporary kitchen and service areas*

The Weingart Center is a 501(c)(3) nonprofit agency that provides homeless individuals with the basic tools necessary to stabilize their lives, secure income, and find permanent housing.

Hunger at Home – San Jose, California – *Design of new commissary and teaching kitchen*

Hunger at Home serves as a conduit between the business and nonprofit communities to channel excess food and surplus goods to homeless and hungry individuals and families.

Raphael House – San Francisco, California – *Upgrade of existing kitchen*

Raphael House provides homeless and low-income families in the San Francisco Bay Area the personalized family-centered solutions they need to build brighter futures.

CUESA – San Francisco, California – *Design of new teaching and support kitchen*

CUESA (Center for Urban Education about Sustainable Agriculture) is dedicated to growing thriving communities through the power and joy of local food.

AIASF Headquarters Redesign – San Francisco, California – *Design of new hospitality bar and catering kitchen to support the new bookstore, gallery and event venue*

The American Institute of Architects, San Francisco (AIASF), is a 501(c)6 non-profit membership business-league organization dedicated to upholding the character and advancing the integrity of the built environment in the San Francisco Bay Area.

NGA Professional References

Frontier Energy
Various collaboration projects for energy efficiency in commercial foodservice design

Richard Young
Director
925-399-9960
ryoung@frontierenergy.com

Google
Facilities Design Services – Irvine, San Francisco, Mountain View

Pajo Bruich
Senior Mgr. of New Project Development
916-532-7178
pbruich@google.com

Spotify
Facilities Design Services, Operator Selection RFP – New York and Los Angeles

James Barbuto
Project Manager
617-785-1696
jbarbuto@spotify.com

LinkedIn
Master Planning and Facilities Design Services – USA, Canada, Asia, Latin America

Anna Bohbot
Global Food Program Manager
510-393-8237
azulaica@linkedin.com

Twitter
Facilities Studies, Facilities Design Services – San Francisco

John Dickman
Global Food Program Manager
jdickman@twitter.com

Los Altos Community Investments – Food Hall
Facilities Programming and Design Services – Los Altos

Robert Hindman
Managing Director
650-209-9509
robert@losaltoscommunityinvestments.com

Verizon
Facilities Studies, Facilities Design Services – New York, Sunnyvale, San Jose

Spencer M. Plaut
Manager Food Services, Workplace Delivery
415-847-6226
spencer.plaut@verizon.com

Avenidas Café and Catering
Facilities Design Services, Operator Selection RFP – New York and Los Altos

Amy Andonian
President and CEO
650-289-5440
aandonian@avenidas.org

Please refer to www.ng-associates.com for additional project references and client recommendations.

Project Description and Scope

HKIT is preparing bridging documents for the San Leandro Unified School District's new Lincoln High School. This will be a 300 student campus and will include a kitchen and serving area.

We have reviewed the HKIT progress drawing dated June 11, 2021 which includes an initial layout. Area of foodservice equipment design is approximately 600 s.f.

NGA's requested services will include review of currently developed kitchen space plans and to develop bridging documents for the Design/Build Bridging Package.
Our requested services do not include detailed CD drawings, DSA or CA Services.

Proposed Services and Deliverables

1. Meet with the Project Team and collaborate with stakeholders to determine the project goals and approach.
2. Review architectural conditions and District specified equipment lists.
3. Review operational requirements, menu requirements and code considerations.
4. Prepare/update blocking and flow diagrams, and develop schematic equipment design.
5. Upon approval of above, present a numbered foodservice equipment drawing with equipment list, utility load sheet, cut book and equipment budget estimate.

Meetings

Depending on COVID restrictions, meetings will take place in person or virtually throughout the project. We have allocated our time to approximately 2 in-person meetings throughout the duration of the project, as well as regularly scheduled virtual meetings.

The NGA Team –

Core Team:

Nahum Goldberg – Project Principal and Design Lead

Corey Reilly – Project Manager/Design and Operations Consultant

Lily Gin – Assistant Project Manager/Estimator

Support Team:

Russ Rubinstein – Design Services Director/Revit

Pamela Eaton – Project Manager/Design and Operations Consultant

Bryan Sherburn – Assistant Project Manager/Design Consultant

Nataliia Nikulina – Assistant Project Manager/Foodservice Design Consultant

Luke Elkos – Project Manager/Design Consultant

Jose Quispe – Revit Director of Operations

NGA will enlist additional team members, as needed, to provide required services and deliverables.

Nahum Goldberg
Project Principal and Design Lead



Background

Nahum Goldberg is a project designer and lead consultant for projects in the areas of food service design, concept development, operational consulting and planning, with regional and international project experience. His primary clientele are organizations, architects and developers.

Nahum brings over 35 years of experience to the design team in management of foodservice operations, training, innovative design, and kitchen equipment contract management. His past experience as contracts purchasing manager with a major equipment dealer presents particular value for understanding contracts and controlling procurement costs.

Professional Experience

- NG STUDIO/Western Division VP at Next Step Design, San Francisco, CA
- Strategic Advisor at Pantry Retail, Inc. (acquired by Byte Foods), San Francisco, CA
- Senior Associate at Cini-Little International, San Francisco, CA
- Contracts Purchasing Manager at East Bay Restaurant Supply, Oakland, CA
- Project Manager Operational Consultant at Nachshon Food Facilities Consultants, Israel
- Founder - Product Development, Content at Nachshon Software Development, Israel
- Chef and Manager of Dining Services for community kitchens, Israel
- Chef and Service Positions at The Ritz Café, Zapotec Restaurant and Le Grenier, Martha's Vineyard, MA

Professional Affiliations

- Foodservice Consultants Society International (FCSI) – Professional Member
- FCSI Educational Foundation – Immediate Past President
- Society for Hospitality and Foodservice Management – Member
- California Energy Commission, High-Efficiency Hot Water Systems in Foodservice – Technical Advisory Committee Member

Education/Credentials

- B.Sc., Community Nutrition – University of California, Davis, CA
- Culinary, Nutrition and Foodservice Studies – Laney College, Oakland, CA
- Certificate, LEED AP, Interior Design and Construction – U.S. Green Building Council
- Certificate, Construction Supervision

Corey Reilly
Project Manager/Design and Operations Consultant



Background

Corey Reilly has over 29 years of foodservice experience. He began his career as a pot washer at the age of 15 for Marriott Hotels, and completed a three-year apprenticeship with chefs from Paris, France and Dublin, Ireland. Corey made his way up to Saucier before continuing his education at the Culinary Institute of America. Upon graduation, he went on to work in restaurants all over the United States, including locations in Santa Fe, Key West, New York City and Connecticut.

During his culinary career, Corey has worked in all aspects of foodservice including hotels, fine dining restaurants and summer shacks. He was an Executive Chef for an off-premise catering company, as well as a Dining Services Director for corporate onsite dining accounts.

After deciding to pursue a career in restaurant design, Corey earned a degree in Architectural and Civil CADD Technology at the Porter & Chester Institute. He then worked as Project Manager at leading foodservice design and consulting firms in New York City.

Corey has been a project manager on the consulting side of the hospitality industry for the past nine years, having the opportunity to design some of the most iconic restaurants and hotels in the country and working directly with high profile chefs. Both his CADD education and culinary career have proven to be invaluable in his consulting. His operations experience allows him to relate to chefs and operators, as well as fulfill professional operational goals into real project results.

Professional Experience

- Project Manager at Next Step Design, New York, NY
- Project Manager at Clevenger Frable LaValle, White Plains NY

Professional Affiliations

- Foodservice Consultants Society International (FCSI) – Associate Member

Education/Credentials

- Diploma in Architectural and Civil CADD Technology – Porter and Chester Institute, Stratford, CT
- A.O.S., Occupational Studies – Culinary Institute of America, Hyde Park, NY

Lily Gin
Assistant Project Manager/Estimator



Background

Lily Gin brings to the NGA team more than 11 years of experience in the food service industry. As a project coordinator and estimator, she has worked with owners, architects, contractors and manufacturers on a variety of projects, including health care, education, theme parks, government, hospitality, workplace dining and other commercial foodservice projects.

Lily has experience in developing detailed estimates for foodservice equipment projects—large and small. She has insight into manufacturer discounts and creating estimates for custom equipment.

Her coordination tasks/role includes quality assurance review and managing deadlines for deliverables, such as drawings, specifications, brochures and submittals, as well as creating detailed specification documents for each deliverable.

Professional Experience

- Project Coordinator/Estimator at Cini-Little International, Inc., Glendale, CA

Professional Affiliations

- Foodservice Consultants Society International (FCSI) – Associate Member

Education/Credentials

- B.S., Finance – Rutgers University, School of Business, Camden, NJ

Proposed Fees

Based upon available information and our experience with similar projects, we are proposing a fee of $9,000 for this scope.

If we have misunderstood the requirements and/or the program has become better defined, we will be glad to adjust our scope.

Billing

Invoices will be sent monthly based on percentage completion of the tasks noted.

Mobilization Fee

The mobilization fee is waived.

Expenses

1. Expenses for travel within the greater San Francisco Bay Area by our local Project Management Team to the number of meetings listed will be included in the fees.
2. Travel costs, including accommodations for our team members who may need to travel outside of their local office areas, if required, will be reimbursable.
3. Other expenses, should they be needed, will be submitted in advance to Client for approval.
4. Estimated travel and miscellaneous expenses: $400.
5. Printing costs for Building and Health Department submittals, if required for Client presentation or submittals, will be reimbursable and will be in addition to this estimate.

General Notes

1. NGA does not have any business arrangements (rebates or kickbacks) from suppliers of equipment specified on a project, and will be solely dedicated to the best interest of the Client.
2. NGA specifies energy efficient equipment and systems, and encourages sustainable operating solutions.
3. Owner/Architect will provide NGA with accurate backgrounds and partition drawings in AutoCAD/Revit format, including as-built conditions relevant to the design.
4. Design of architectural elements, phasing and demolition plans, as-built plans, millwork, breakrooms, floors, walls and ceiling finishes will be by Architect.
5. Design of MEP infrastructure will be by Client's designated MEP Engineers.
6. Technical evaluation, if required, of existing foodservice equipment or building infrastructure will be by Others.
7. Submittal of overall permit packages to Authorities will be by Architect as these include site, finish and MEP plan elements, as well as our complete foodservice package.
8. Permitting fees will be by Owner as per standard practice.
9. Unauthorized use of Consultant drawings is prohibited.
10. NGA will perform services to the highest professional standards. Consultant liabilities will be limited to correction of document errors and omissions, should they occur.
11. Consultant or the Client may terminate this agreement in writing at any time. Consultant will invoice the amount representing completed services plus reimbursable expenses.

Please let us know if any questions, concerns or areas needing clarification.

AUTHORIZATION TO PROCEED

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____