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.# J22-00012

Acct. No: 212-6211-9112-0000-8500-085-30- -831 Amount $14,500

Acct. No: Amount $

Acct. No: Amount $

Comments:
Please increase the above PO by $14,500 on the acct. listed above, to include the attached add services for the Warehouse IT Office Addition 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.

PROJECT ADDENDUM 001
TO
MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

This Project Addendum to the Master Agreement for Architectural Services ("**Addendum**") is made as of **November 2nd, 2021**, and forms a part of the Master Agreement for Architectural Services between **San Leandro Unified School District**, a California public school district ("**District**") and **HKIT Architects** ("**Architect**") (collectively "Parties") dated on **June 29th, 2021** ("**Agreement**"). This Addendum incorporates Services to be performed by Architect for the following project(s) ("**Project**"):

Preliminary planning and design services as further described in Architect's Letter Proposal attached hereto.

This Addendum modifies the Agreement as stipulated herein. By signing where indicated below, each party acknowledges and accepts the modifications as indicated in this Addendum. All other terms and conditions of the Master Agreement shall remain in full force and effect.

Article 3. Architect Staff

3.1. The Architect has been selected to perform the Services herein because of the skills and expertise of key individuals.

3.2. The Architect agrees that the following key people in Architect's firm shall be associated with the Project in the following capacities:

Principal in Charge: Jeff Evans
Project Architect: Amy Fine, PM

3.2.1. The Architect agrees to contract for or employ at Architect's expense, the following Consultant(s) to be associated with the Project in the following capacities:

Electrical Engineer: $14,500

3.3. The Architect shall not change any of the key personnel or Consultants listed above without prior written approval by District, unless said personnel cease to be employed by Architect. In either case, District shall be allowed to interview and approve replacement personnel.

3.4. If any designated lead or key person fails to perform to the satisfaction of the District, then upon written notice the Architect shall have five (5) days to remove that person from the Project and replace that person with one acceptable to the District. All lead or key personnel for any Consultant must also be designated by the Consultant and are subject to all conditions previously stated in this paragraph.

3.5. Architect represents that the Architect has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of Services required under this Agreement and that no person having any such interest shall be employed by Architect.

3.6. Architect shall comply with Education Code section 17302(a) and agrees that any plans and/or specifications included in the Services shall be prepared under the supervision of licensed personnel, and that licensed personnel shall be in "responsible charge" of persons who observe the construction.

Article 4. Schedule of Services

4.1. The Architect shall commence Services under this Agreement upon receipt of a Notice to Proceed and

shall perform the Services diligently as described in **Exhibit "A, B and C,"** (below) so as to proceed with and complete the Services in compliance with the schedule. Time is of the essence and failure of Architect to perform Services on time as specified in this Agreement is a material breach of this Agreement. It shall not be a material breach if a delay is beyond the Architect's and/or its consultant(s)' reasonable control.

Article 6. Fee and Method of Payment

6.1. District shall pay Architect for all Services contracted for under this Agreement, and subject to the terms of this Agreement, an amount equal to the following ("Fee"):

Services will be provided on a lump sum basis for a total sum **of Fourteen Thousand and Five hundred ($14,500)**

6.2. Regardless of the structure of Architect's Fee, the Architect's Fee will be adjusted downward if the Scope of Services of this Agreement is reduced by the District in accordance with this Agreement. District shall pay for Services authorized and performed prior to the notice to Architect of a reduction as indicated here.

Exhibit "A," Section I (MEETINGS / SITE VISITS / WORKSHOP)

Add the following to indicate the number of meetings for each Phase indicated in the following sections:

9.1. Meetings During Preliminary Planning Phase (Three (3) meeting (s))
9.2. Initial Site Visits (Three (3) meeting (s))

Exhibit "B," Section K (CRITERIA AND BILLING FOR EXTRA SERVICES)

Replace **Section 11** with the following:

The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Work and shall not be changed for the term of the Agreement, unless agreed to in writing by the Parties and approved by the District's Board.

BASIC HOURLY RATE SCHEDULE

Job Title	Hourly Rate
Principal-in-Charge	$220.00
Principal	$175.00
Project Manager	$130.00 - $185.00
Project Architect	$120.00 - $160.00
Specification Writer	$135.00 - $150.00
Construction Administrator	$130.00 - $185.00
Senior Designer	$145.00 - $175.00
Designer	$105.00 - $130.00
Interior Designer	$150.00 - $165.00
Draftsperson	$105.00 - $130.00
Technical Production Assistant	$80.00 - $110.00

Exhibit "C" (SCHEDULE OF WORK)

Add the following to indicate the schedule for Architect's performance of the Project:

Preliminary Planning Phase	**Date to be Completed** **OR** **Days for Completion Based on Notice to Proceed or Authorization to Move to Next Phase**
Pre- Design/Architectural Program Development Phase:	90 days

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the date(s) indicated below.

Dated: _____, 20___	Dated: _____, 20___
San Leandro Unified School District	**HKIT Architects**
Signature: _____	Signature: _____
Print Name: Aaron Kerrigan	Print Name: Jeff Evans
Print Title: Bond Director	Print Title: Principal

American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126

October 19, 2021 Revised

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

Subject: Add services for Switchboard at SLUSD District Warehouse
San Leandro Unified School District

Dear Dara,

We are submitting this proposal to request for additional electrical service fees. The add service is needed to provide additional design work for the proposed walk-in freezer at the SLUSD warehouse.

Existing Condition: It has been discovered that there is an existing walk-in freezer inside the warehouse with an existing back-up generator. The district would like both new & existing walk-in freezers to be on the existing a back-up generator. The change request would require changing the existing panelboard to accommodate both freezer units. In addition, the power source for both units must come from the existing switchboard; however, it has also been discovered that the existing SLUSD warehouse switchboard is an original GE board @ 120/208V with a 1200A main. The distribution section of the switchboard is full. The district would like to avoid a PG&E switchboard upgrade due to schedule and would like to investigate other options to accommodate the freezer loads. The work will be part of the IT Expansion project.

ENGINEERING ADD SERVICE:

1. **Site Visit & additional investigation:**
   a) Site visit the existing switchboard to determine options to connect power. The existing switchboard's distribution section is full.
   b) Review as-builts of existing freezer and back-up generator to determine distribution section to accommodate proposed walk-in freezer.
   c) Coordinate with GE vendor for options to extend the existing OLD switchboard.
   d) The existing switchboard has existing (4) disconnects that have been tapped. There is no space to tap. The room space is also very tight, ACEE will need to investigate an area for a new section or a custom section. Investigate and relocate/adjust/re-terminate the existing (4) disconnect to a new distribution board section.
   e) Investigate where the new back-up power transfer switch will be located to make room for the new freezer and the existing generator.

2. **Coordination with District & PG&E power capacity:**
   a) Coordinate with district to obtain and review PG&E peak load demands to assist with load calculations regarding the existing GE switchboard. District to obtain loads from PG&E.
   b) Coordinate with district electrician to provide a data logger on the existing switchboard. This will be needed if PG&E is unable to provide the peak demand loads.
3. **Design:**
   a) Revise switchboard to accommodate power connection for both new & existing walk-in freezer.
      - Provide single line diagram and details showing distribution section and wiring.
      - Provide and design a new generator transfer switch.
      - Provide and design new outdoor panel to accommodate the new/existing freezer to comply with code.
   f) Provide and route exposed conduit from existing source to final location of Outdoor panel. Provide trench detail.
   g) Fire Alarm (Not required)
   h) Exterior Lighting (Excluded). The district has exterior lights on the building behind warehouse.
   i) Construction Support (Excluded)

ADD SERVICE FEE PROPOSAL:

Our proposed fee for additional services:

Add service:

a) Site visit and additional investigation (No as-builts available) (E) disconnects have been added overtime of power growth.	$ 2,700
b) Peak demand and data coordination	$ 800
c) Distribution board, gen transfer switch & panel for freezer	$ 6,500
d) Construction Support	Excluded
	$ 10,000 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_____

American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126

September 24, 2021

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

Subject: Add services for Freezer at SLUSD District Warehouse
San Leandro Unified School District

Dear Dara,

We are submitting this proposal to request for additional electrical service fees. The district is proposing to install a walk-in freezer at the warehouse and would line to include this scope to the IT Expansion project.

ENGINEERING ADD SERVICE:

1. **Site Visit**
   a) Site visit the area to obtain a new source of power for the freezer. The existing 100Amp in the IT office is small.
   b) Review as-builts to determine power source for walk-in freezer.
2. **Design:**
   a) Provide power connection to the walk-in freezer. Freezer manufacturer will provide:
      - Interior Lighting, controls, and exterior lighting of freezer unit.
      - Mechanical freezer equipment.
      - Interior panel to connect interior lighting and freezer mechanical equipment.
   c) Provide and route exposed conduit from existing source to final location of walk-in freezer. Architect & owner to provide final location.
   d) Provide new panel as needed to support walk-in freezer load; otherwise, utilize available breaker space.
   e) Fire Alarm (Not required)
   f) Construction Support (Excluded)

ADD SERVICE FEE PROPOSAL:

Our proposed fee for additional services:

Add service: **$ 4,500 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_____