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 Integrated Design Sudio P.O.#N21-00008

Acct. No: 213-6211-9111-0000-8500-011-30- -804 Amount $38,500.00

Acct. No: _____ Amount $_____

Acct. No: _____ Amount $_____

Comments:
Please process a change order to increase the above PO by $38,500 to incorporate the change order attached.

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.

ADDITIONAL SERVICES AGREEMENT TO PROJECT WORK ORDER

ASA NO: 2

DATE: January 13, 2022

PROJECT: Bancroft Middle School Site Improvements

This change order modifies and amends the provisions of the contract dated September 15, 2020 (the "Project Work Order") regarding the provisions of architectural, landscape, and engineering services by the Integrated Design Studio, Inc. consultant team to the San Leandro Unified School District. 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:
Integrated Design Studio, Inc. – per attached memo	$13,500
Dorman Associates, Inc. – per attached memo	$ 9,000
DVC Group, Inc. – per attached memo	$16,000
Total cost of all changes authorized by this ASA (ASA-2)	**$38,500**
Total approved ASA-1 (9/27/2021)	$ 6,200
Total cost of Project Work Order	$494,300
Revised total of authorized compensation per changes described above	**$539,000**

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:	01/13/2022	Date	

December 22, 2021

To: Ridge Greene, RGMK
From: Jane Sedonaen, Integrated Design Studio, Inc.
Re: Bancroft Drop off and Entry Design Project/Request for Additional Service approval

Hi Ridge –

Per our recent conversation (12/20/21), here is a summary of the additional work tasks for the Bancroft Drop off and Entry project that came up the in the months since our initial DSA submittal. Although we always strive to stay on budget and avoid requests for additional services whenever possible, we believe that recent requests from DSA have pushed beyond what we could have anticipated. I am hoping that we can submit an ASA to adjust our budget to include the additional items. As you know, I am summarizing on behalf not only of Integrated Design Studio, but also our two primary subs, Dorman Associates (Architecture) and DVC Group/Munselle Engineering (Civil).

The main issue has been additional unforeseen items requested by DSA in their comments. Even though this project initially involved only a small amount of architecture (simple remodeled entry lobby), the first comments from DSA asked for:

- Documentation of accessible path of travel from every building to all drinking fountains and accessible restrooms on the school campus (current, interim, and proposed)
- Documentation of accessible path of egress from every building to public way (current, interim, and proposed)
- Coordination of egress to safe dispersal area in soccer field, per school evacuation plan (current interim, and proposed)
- Occupancy calculations for all buildings
- Documentation of all fire department connections and fire hose cabinets to show proper hose reach to all sides of all buildings (current and proposed)
- Requirements (by DSA) for additional meetings to review proposed fire and accessibility coordination prior to the re-submittal

Furthermore, additional comments from DSA were due to confusion resulting from multiple simultaneous Bancroft submittals. The resulting confusion and response by DSA created additional work and inter-project coordination for our team, particularly in terms of revisions to drawings which we considered to be complete at the time of submittal to DSA.

All of the above listed items and DSA requests resulted in the following tasks by our consultant team:

- Revisions of site plans, egress diagrams, accessibility diagram, occupancy calculations, and fire department connections
- Coordination of new emergency vehicle access on site (current, interim, and proposed)
- Multiple revisions to grading and drainage plans resulting from revisions to fire lane access
- Hydrologic/Hydraulic updates (plan and calculations)
- Redesign areas to match up with other projects design (including fire access, full track/field area, drainage facilities and landscape areas)
- Additional meetings and email communication with other consultant design teams to resolve DSA coordination issues
- Review, comment, coordinate other site plans, cad files, design from other consultants into design drawings
- Coordination of numerous DSA comments surrounding design, other project design and coordination of all into our plans.
- Attendance at additional meetings requested by DSA due to multiple simultaneous submittals

The additional time by each team to complete specifically the tasks described above is as follows:

Dorman Associates (Architects)
Total hours of staff time: 60 hours (includes Project Manager & Architectural Designer)
Additional fees: $9,000

DVC Group (Civil Engineers)
Total additional staff time: 96 hours (includes Principal & Professional Engineer)
Additional fees: $16,000

Integrated Design Studio (Project Lead Consultant and Landscape Architecture)
Total hours of staff time: 94 hours (includes Principal & Project Manager & Project Designer)
Additional fees: $13,500

Total requested additional services: $38,500

I appreciate you review and consideration and please know that we greatly enjoy the design work with the SLUSD and hope to continue that well into the future.

Jane Sedonaen

PROJECT ADDENDUM 002
TO
MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

This Project Addendum to the Master Agreement for Architectural Services ("**Addendum**") is made as of **February 8th, 2022, and** forms a part of the Master Agreement for Architectural Services between **San Leandro Unified School District**, a California public school district ("**District**") and **IDS, Design Studio, Inc** ("**Architect**") (collectively "Parties") dated on **September 15, 2020** ("**Agreement**"). This Addendum incorporates Services to be performed by Architect for the following project(s) ("**Project**"):

> **Provide additional professional Architectural, landscape and engineering services for additional information requested by DSA for exterior path of travel and interior fire life safety, Bancroft Middle School, Site Improvement project**

This Addendum modifies the Master Agreement. 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 Landscape Architect (IDS) will provide architectural services to co-ordinate and implement DSA changes for $13,500

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: Jane Sedonaen

Project Architect: Mirelle Weber

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:

Civil Engineer (DVC Group): $16,000

Architect (Dorman and Associates): $9,000

3.3. All proposed Consultants are subject to review and acceptance by the District prior to commencing work on the project. The District reserves the right to replace any consultant in the best interest of the Project.

3.4. 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.

3.5. 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.

3.6. 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.

3.7. 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,** 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 **Thirty-Eight thousand five hundred. ($38,500.00).** Reimbursables will be billed at cost.

6.2. District shall pay Architect the Fee pursuant to the provisions of **Exhibit "A".**

6.3. Architect shall bill its work under this Agreement monthly based on percentage complete.

6.4. No increase in Fee will be due from change orders generated during the construction period to the extent caused by Architect's error or omission

6.5. The Architect's Fee set forth in this Agreement shall be full compensation for all of Architect's Services incurred in the performance hereof as indicated in **Exhibit "A"**, however Fee is subject to adjust upon District approval

6.6. 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.

6.7. 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

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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		**IDS, Design Studios**	
Signature:	_____	Signature:	_____
Print Name:	Aaron Kerrigan	Print Name:	Jane Sedonaen
Print Title:	Bond Director	Print Title:	Principal

Exhibit A – IDS Proposal (Attached)