

April 14, 2020

## Proposal for Architectural Services

The following is a Proposal for the performance of Architectural & Engineering Services. Upon acceptance of this Proposal by the Owner, work shall commence.

### Client

**Mountain View Whisman School District**  
1400 Montecito Ave.  
Mountain View, CA 94043

### Project

**New Monument Sign**  
Crittenden Middle School  
1701 Rock Street  
Mountain View, CA 94043

### Intentions and Considerations

- The District (MVWSD) would like to install a new (second) Monument / Marquee sign on Middlefield Road at Crittenden Middle School.
- The parcel is owned equally by the MVWSD and City of Mountain View. The sign will be placed in an "ingress, egress and public utilities easement."
- It is presumed that the new sign will fall under the allowed uses of the agreement between the City and District.
- The work will be designed so as to no disturb the existing street sidewalk – thus falling outside the street right-of-way. Therefore, it is currently presumed that the sign will *not* require an encroachment permit from the City of Mountain View.
- This sign will match the existing monument signs previously installed at the other District schools.
- This new sign shall include a section with a new two-sided LED scrolling message section.
- For LED scrolling, connectivity to the new sign will include power and hardwired data connections from a source in the Theater Building on the Crittenden campus.
- The sign will include District standard fonts and graphics as currently identified.
- Any graphics incorporated into the design shall be flexible in nature to allow for future revisions to branding or identity graphics.
- The monument sign will be designed to fall within the current allowances that are excluded from DSA review - per DSA IR A-22, construction projects and items eligible for exemption, include:  
"The following free standing elements with apex less than eight feet above adjacent grade: signs, variable message signs, and scoreboards."

### Services

DTA and their consulting Engineers will provide the following services. It is currently assumed that consulting engineers will include Electrical and Civil Engineering only. Other consultants, if needed, can be provided by DTA as an additional service, and as a supplement to this proposal.

#### **Programming / Conceptual Design:**

- COMPLETE – per previous Monument Design Services

**Construction Documents:**

- Remaining Site Reconnaissance
- Demolition Plan for existing turf, banner sign, etc.
- Consultant Coordination
- Site Plans – Architectural, Electrical, Civil
- Vendor Coordination
- Details
- Specifications
- District / CM coordination

**Bidding Assistance**

- Bid Walk
- Preparation and Coordination of Addenda
- Owner / CM Coordination

**Construction Administration**

- Site Meetings – *as necessary*
- Respond to RFI's
- Review Submittals
- District & CM Coordination

**Consultants Included in this Proposal**

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Electrical / Fire Alarm

**Alliance Engineering Consultants (AEC)**  
Santa Clara, CA

Civil Engineering

**Underwood & Rosenblum (U&R)**  
San Jose, CA

**EXCLUDED:**

**Topographic / Utility Survey:** U&R will provide survey and Civil Site planning for the immediate area of the New Sign, however topo surveying and utility surveying along the roadway, back to the Theater Building, is *not* included at this time.

## Owner Provided Items

Owner shall provide the following information for Architect and Engineers use:

- Topographic and Utility Survey along roadway, back to the Theater Building, *if necessary*.

The Owner shall make this information available for use by the Architect and Engineer. Architect shall assist Project Manager with coordination of services for Civil Surveyor on behalf of the Owner.

## Fee

Architectural Fees will cover services described above except for items defined as additional services. Items considered to be additional services will be identified prior to performance of those services and will proceed only upon written authorization from the Owner.

Expenses required as part of the Project are estimated below. Reimbursable expenses not included in the contract will be billed at cost.

Fees and other charges will be billed on or about the first day of each month for services rendered during the previous month. Invoices will be due and payable within twenty days from the date of invoice. Invoices remaining unpaid for thirty days from date of invoice will be considered past due and may be cause for termination of work. Invoices remaining unpaid for forty-five days will be grounds for termination of any agreement existing between the Owner/Client and the Architect.

## Fee Outline

The following is a lump sum proposal for **Architectural & Engineering Services**.

<b>task</b>		<b>fee</b>
Preliminary Programming & Conceptual Design	COMPLETE	NO CHARGE
Remaining Architecture & Engineering		
• Architecture		\$5,000
• Electrical / Fire Alarm Engineering		\$3,500
• Civil Engineering		\$7,700
<b>Contracted Expenses:</b>	<b>Lump Sum</b>	<b>\$16,200</b>
	estimate	\$1,500
	<b>Total</b>	<b>\$17,700</b>

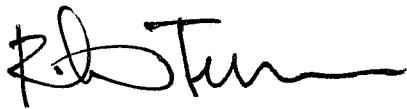
## Rates

Project services will be based on the following DTA billing rates.

### Billing Rates

Principal	per hour	\$270
Architectural Staff	per hour	\$175
Support / Clerical	per hour	\$115

Sincerely,



04 / 14 / 2020

DTA  
R. Terrones, License #C24686

Date