

9 October 2020

Proposal for Architectural and Engineering Services

The following is a Proposal for the performance of Architectural and 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

**Vargas Elementary School
Parking Cover**
220 N. Whisman Rd.
Mountain View, CA 94043

Intentions and Considerations

- The District would like to install a steel shade or carport structure in the Vargas Elementary School parking lot.
- The project would include structure placement, LED lighting, and associated site work and landscaping.
- Having designed the new Vargas Campus, DTA is extremely familiar with the site, and already has As-Built Site Documentation on file. Only limited additional site reconnaissance would be needed.
- The Parking Cover would be a DSA pre-checked unit.
- The District has indicated a tentative project schedule – see below
- The District has indicated a preliminary construction budget of \$400K.
- It is anticipated that this scope of work will require Access only review by the Division of the State Architect (DSA.) It is presumed that this would be an Over-the-Counter (OTC) project review by DSA with no Backcheck required.
- The scope of the project will include:
 - Demolition of existing parking lot surfacing
 - Selection of DSA pre-checked steel shade or carport structure
 - Replace and/or run new electrical lines as necessary to achieve design intent
 - Immediate surrounding site repair / alterations
 - Provide drawings and details indicating areas of work
 - Provide Civil Engineer, Electrical Engineer and Landscape Architect coordinated drawings.

Services

DTA and their Consultants as identified, will provide the following services.

Phases / Tasks:

Phase 1: Existing Conditions Reconnaissance / As-Built Documents – NOT USED

Phase 2: Schematic Design

- Site Visit with District to establish goals, intentions and extent of the proposed scope.
- Prepare Schematic Design Drawings – plans, elevations, sections and other sketches to convey the conceptual intent and design of the Parking Cover, including selection of Vendor for Structure
- Meet with the District to review Schematic Concepts and verify scope alignment with District goals, intentions, and budget.
- Revise Schematics per Owner Direction

Phase 3: Design Development – NOT USED

Phase 4: Construction Documents

- Prepare Plans and Specifications for Bidding and DSA review.
- Review final document with District prior to DSA submittal
- Submit OTC application to DSA (assumes OTC review is sufficient.)
- Attend / manage OTC review appointment

Phase 5: Bidding Assistance

- Issue / Package Documents for Bidding
- Attend pre-proposal conference
- Issue bidding addenda as necessary, to respond to Bidders' RFI's
- Review bid results and advise as necessary

Phase 6: Construction Administration

- Attend Pre-Construction Meeting
- Site Visits as necessary to observe Construction – assume (4) site visits for the duration of the project
- Issue Field Sketches and Clarifications as necessary during construction
- Punch List preparation and issue

Phase 7: Project Close-Out / As-Built Coordination

- Prepare / Coordinate As-Built Documents per District Standards
- Prepare and Submit DSA closeout documentation for any Projects / Scope that requires DSA review
- Coordinate with District's CM for Notices of Completion

Personnel

DTA Staff who will be assigned to work on this project include:

- Richard Terrones, Principal
- Alicia Ader, Project Manager

This proposal also includes the following Engineering Consultants:

Consultants Included in this Proposal

Civil	Underwood & Rosenblum San Jose, CA Frank Rosenblum, PE / Principal
Electrical / Fire Alarm	Alliance Engineering Consultants (AEC) Santa Clara, CA Ken Ngai, PE / Principal
Landscape Architect	Callander Associates Burlingame, CA Mark Slichter, PLA / Principal

Excluded Service:

- Topographic Survey
If additional survey work is required, it is assumed the District would contract directly with the surveyor.
- Structural Engineering
Structural Engineering services can be provided as needed via a supplement to this proposal, as mutually agreed by MVWSD and DTA.

Owner Provided Items

Owner shall provide the following information for Architects use:

- As-Built Drawings from prior Construction, if supplemental to what DTA already has on file– CAD and PDF format

Project Schedule

The Mountain View Whisman School District has proposed the following project timeline, as described in the RFP issued 9/18/2020.

- **Schematic Design:** October 22, 2020 – November 25, 2020
- **Construction Documents:** November 26, 2020 – January 7, 2021
- **DSA Review / OTC / Backcheck:** January 8, 2021 – February 18, 2021
- **Construction:** June 2021 – August 2021

DTA is able to meet the District's aggressive tentative project schedule.

Current Work Commitments

DTA will have the necessary level of staffing available to immediately begin design once the project is awarded by the Board in October 2020, and will continue to have the appropriate staffing necessary complete the project.

Compensation

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.

DTA is proposing on a lump sum basis as a maximum not-to-exceed fee. Invoicing will be sent on a monthly basis, for work completed during the prior period, as described below. Any fees remaining at the end of a Project Phase, will be invoiced as a lump sum for that remaining fee.

DTA is willing to agree to fees that are aligned with the OPSC Fee Calculator, presuming the Project type and related services are aligned with the standard type of services that the Fee Calculator generally presumes.

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.

It is understood that the Client may wish to terminate the project for convenience at any point during the process. In such case, fees will be invoiced and due, for services rendered to that point of termination, and for any residual or shut-down expenses that may occur.

Fee Outline

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

task	fee								
Architectural Services									
Phase 1: Existing Conditions Reconnaissance / As-Built Documents – N/A	(none)								
Phase 2: Schematic Design									
<ul style="list-style-type: none"> • Site Visit w/ District to establish goals, intentions and extent of scope • Prepare SD Drawings to convey conceptual intention and design • Meet w/ District to review Schematic Concepts and verify goal alignment • Revise Schematics per Owner Direction 									
subtotal	\$6,345								
Phase 3: Design Development – N/A	(none)								
Phase 4: Construction Documents									
<ul style="list-style-type: none"> • Prepare Plans and Specifications for Bidding and DSA review • Review final documents with District prior to DSA Submittal • Submit OTC application to DSA • Attend / Manage OTC review appointment 									
subtotal	\$7,400								
Phase 5: Bidding Assistance									
<ul style="list-style-type: none"> • Issue / Package Documents for Bidding • Attend pre-proposal conference • Issue bidding addenda as necessary, to respond to Bidders' RFI's • Review bid results and advise as necessary 									
subtotal	\$3,155								
Phase 6: Construction Administration									
<ul style="list-style-type: none"> • Attend Pre-Construction Meeting • Site Visits to observe Construction – assume (4) site visits • Issue Field Sketches and Clarifications as necessary during construction • Punch List preparation / issuance 									
subtotal	\$3,600								
Phase 7: Project Close-Out / As-Built Coordination									
<ul style="list-style-type: none"> • Prepare / Coordinate As-Built Documents per District Standards • Prepare / Submit DSA closeout documentation • Coordinate with CM for Notices of Completion 									
subtotal	\$1,830								
Consulting Engineering Services									
<ul style="list-style-type: none"> • Civil Engineering • Electrical Engineering • Landscape Architecture 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">allowance</td> <td style="text-align: right;">\$9,000</td> </tr> <tr> <td>allowance</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>allowance</td> <td style="text-align: right;">\$7,500</td> </tr> <tr> <td style="text-align: right;">subtotal</td> <td style="text-align: right;">\$26,500</td> </tr> </table>	allowance	\$9,000	allowance	\$10,000	allowance	\$7,500	subtotal	\$26,500
allowance	\$9,000								
allowance	\$10,000								
allowance	\$7,500								
subtotal	\$26,500								
Reimbursable Expenses:									
<ul style="list-style-type: none"> • Printing, Deliveries, etc. 	estimate \$1,500								
Lump Sum Total	\$50,330								

Rates

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

Billing Rates

Principal	per hour	\$270
Project Architect	per hour	\$175
Staff / Clerical	per hour	\$115

Authorization to Proceed

Signature indicates acceptance of terms of this agreement and authorization for the Architect to proceed with the work described herein. Once a signed Proposal is received, we will schedule the work and proceed within two weeks' time.

Client

Date

Sincerely,



10/09/2020

DTA

R. Terrones, License #C24686

Date

Personnel



Richard Terrones, Architect

Vice President

Richard is a partner and manages our Burlingame office. He is an Architect versed in a full range of services including principal level consulting for Design, Planning, Construction Documents, Construction Administration and general Project Management. He is a Burlingame Resident, and has been a Planning Commissioner for Burlingame for the past 12+ years

Richard will be the Principal-in-Charge and oversee general project direction and strategies for the projects. He will represent DTA during all Staff and Client or User Engagement that may be necessary.

Richard successfully co-developed, and is managing and overseeing the current Building Program for the Burlingame School District. He has also assisted with the management of the Campbell Union High School District Program for over fifteen years. He is currently overseeing multiple projects for the Mountain View Whisman School District, totaling more than \$50M in construction.

Richard has vast experience in dealing with the many agencies that are involved in public projects, and has developed a good working relationship with various government agencies throughout the Bay Area.

Education

Bachelor of Arts: Architecture,
University of California, Berkeley

Registration and Affiliations

Licensed Architect in California C24686
Issue Date: 11/23/1993

LEED GA

Professional Memberships

Congress for New Urbanism
Coalition for Adequate School Housing
(CASH)
City of Burlingame, Planning Commissioner
Member of Downtown Burlingame Citizens
Advisory Committee

References

Julio Lucas
Senior Manager of Bond Program
East Side Union High School District
p: 408.347.5102

Tim Ryan
Director of Facilities, Retired
Burlingame School District
p: 415.299.3816

Experience

- **20 years of Professional Experience in Architecture, including Project Design, Project Management and Program Management**
- **Specialization in K-12 Public School Design and Construction Administration in California. Personally designed over half a million square feet of classroom modernizations in the past 15 years alone**
- **Developed and implemented Logistics Program for multiple project, multi-million dollar, public school building program for the Campbell Union High School District, San Jose, CA**
- **Currently managing the multi-million dollar, multiple project Program for the Burlingame School District, Burlingame, CA**

Notable Projects

- **Independence High School Modernization of Buildings G, H and L**
Modernization of existing Classrooms for Alternative School (Charter) Programs at existing Campus
- **Vargas Elementary School New Campus**
New Construction for re-emerging neighborhood K-5 Elementary School
- **Stevenson Elementary School Entire Site Reconstruction**
Re-building of the entire School - removing portable classrooms and an undersized Library, and providing a new standard Multiuse Room Facility
- **Theuerkauf Elementary School Alterations & Addition**
Interior and exterior alterations to Classrooms, Administration Offices, Student and Staff Restrooms, the Multi-use Room and the serving Kitchen



Alicia Ader

Project Manager / Production

Alicia has four years of experience working in Public School Construction. She received her Bachelor of Architecture from the University of Nevada, Las Vegas and a Masters of Architecture from Massachusetts College of Art and Design. She is an expert in construction and design documentation and construction administration methods.

Alicia was raised in Silicon Valley, attending public schools in the Cupertino Union School District and the Fremont Union High School District, and is very familiar with life on the San Francisco Peninsula.

For these projects, Alicia will be assisting with production and consultant coordination. As projects move towards fruition, she will oversee construction drawings, agency approvals, and construction administration.

Education

Bachelor of Architecture
University of Nevada, Las Vegas

Master of Architecture
Massachusetts College of Art and Design

Reference:

Tim Ryan
Director of Facilities, Retired
Burlingame School District
p: 415.299.3816

Dwight Ortmann
President
Beals Martin, Inc.
p: 650.207.9027

Experience

- **Vargas Elementary School New Campus**
New Construction for re-emerging neighborhood K-5 Elementary School
- **Stevenson Elementary School New Campus**
Managed Construction Documents and is overseeing construction for new \$20M Elementary School Campus
- **Burlingame Intermediate School Library / Science Building Modernization**
Managing production for \$4M renovation of Library and Science Classrooms
- **Burlingame School District Measures M & O Program Management**
Assisting with Program Management for Measure M's \$56M in Bond Projects and Measure O's additional \$97M Bond Program



Underwood and Rosenbloom

Civil Engineers

Company Profile

Based in San Jose, Underwood & Rosenblum, Inc. (U&R) is a full service land planning, civil engineering, and land surveying company providing engineering and survey services for:

- **Site development assessments, planning and design**
- **Grading, paving, and utility design**
- **Parking lots, drop-off zones, bus stops, driveways, and loading areas**
- **Athletic fields, running tracks, tennis courts, and playgrounds facilities**
- **Modular building design and construction**
- **ADA Accessible path of travel upgrades, ramps and walkways**
- **Fire water service, fire hydrants, fire access roads**
- **Storm water, sanitary sewage, water supply utility infrastructure**
- **Storm water pollution prevention and best management plans**
- **Asphalt pavement condition assessment and rehabilitation plans**
- **Aerial surveys, topographic surveys, utility surveys, boundary surveys, and construction staking surveys**

Education

B.S. Civil Engineering
Cal Poly State University, San Luis Obispo

Registration and Affiliations

California Professional Civil
Engineer No. 42857

California Professional Land
Surveyor No. 6395

Professional Memberships

American Society of Civil Engineers (ASCE)
American Public Works Association (APWA)

California Land Surveyors Association
(CLSA)

Coalition for Adequate School Housing
(CASH)

California Association of School Business
Officials (CASBO)

Frank Rosenblum

Principal

Mr. Rosenblum brings more than 30 years of experience in civil engineering design and land surveying. With thousands of school projects in more than 50 California school districts, his expertise remains unmatched in the areas of school facilities planning, design, and rehabilitation. He has conducted seminars and workshops to school district officials throughout California on the subject of School Traffic Safety and passenger drop-off facility design. Mr. Rosenblum is regarded as a highly competent, knowledgeable and ethical leader, advisor, and consultant among the many engineers, architects, developers, contractors, facility managers, property owners, public officials, and attorneys that have worked with him. He has been retained numerous times to provide expert testimonials in land surveying and civil engineering cases involving schools and private development in California.

Experience

- **Campbell Unified School District**
- **Castro Valley Unified School District**
- **Cupertino School District**
- **East Side Union High School District**
- **Fremont Unified School District**
- **Mountain View Whisman School District**



AEC

Electrical Engineers

Company Profile

Alliance Engineering Consultants, Inc. is an electrical engineering firm headquartered in Santa Clara, California. The firm provides a broad range of electrical engineering services for projects in educational, medical, detention, commercial, government facilities, high tech, electronics, aerospace, biotechnology, pharmaceutical, transportation, infrastructure, parks, streetscapes, utilities, and other technical related industries.

The firm has the capabilities and experience to engineer and design site electrical and communications systems, medium and low voltage power distribution systems, interior and exterior lighting and control systems, emergency power generation and distribution, energy management and control systems, life safety, security and communications systems, and electric utility systems.

Alliance Engineering Consultants, Inc. has established an excellent record of performance in providing cost effective professional services of the highest quality and completing each project efficiently and timely. Our excellent record of performance is evidenced by the high percentage of work from our repeat clients. The firm has a diversified client base.

Education

Bachelor of Science
Purdue University

Registration and Affiliations

Electrical Engineer
CA No. 11537

Member of IEEE, IES, NFPA, US-GBC
and BICSI

Kenneth Ngai, PE, LEED AP

Principal

Kenneth Ngai has thirty years of broad experience in management, engineering, design and construction supervision of electrical systems for educational, institutional, high technology, R&D, industrial, clean rooms and laboratories, government, transportation, infrastructure, electric utilities, sport facilities, parks, streetscapes, and commercial projects.

Experience

- **Vargas Elementary School New Campus**
Mountain View Whisman School District
- **Theuerkauf Elementary School Additions & Alterations**
Mountain View Whisman School District
- **Mount Pleasant High School Modernization, Buildings 300, 400 & 500**
East Side Union High School District
- **Newark Memorial High School, New Student Events Center & Gymnasium**
Newark Unified School District
- **Sir Francis Drake HS Modernization**
Tamalpais Union High School District
- **District-wide Electrical & Low Voltage Upgrade**
Jefferson Union School District



Callander Associates

Landscape Architecture

Company Profile

Callander Associates is a private landscape architecture, urban design and planning firm with offices located in Burlingame, San Jose, and Gold River. Founded in 1973, the firm provides consultation, public outreach, master planning, design studies, preliminary plans, planting palette design, construction documents, specifications, cost estimating, and construction review services for streetscapes, urban plazas, transportation corridors, and other landscape architectural projects. Services have been provided to a wide range of public and private clients, other design professionals, and public agencies.

The firm works closely with design professionals and the community on public and private projects to facilitate creative and comprehensive design possibilities and to provide clients with integrated design services. These services include site planning and design, regulatory agency submittals and reviews and construction administration services. The firm consistently focuses on achieving realistic and economically responsible design solutions.

Education

B.S. Landscape Architecture
University of California, Davis

Registration and Affiliations

Licensed Landscape Architect in California
American Society of Landscape Architects
(ASLA)

Mark Slichter, Landscape Architect

Principal

Mark Slichter has been providing public agencies, school districts, and other clients with an impressive array of design, project management and agency processing skills critical to the successful implementation of parks in the Bay Area. His park, recreation, public facilities, and waterfront projects at Callander Associates include neighborhood, community, and regional sites. While developing design alternatives sensitive to existing environmental conditions, Mark has maintained project schedules and responded creatively to the design program and project budget. His technical expertise in ADA and SWPPP compliance has proven extremely valuable to a growing list of public facility managers.

Experience

- **Mountain View Whisman School District**
Campus entries, courtyards, pedestrian circulation and landscape enhancements at various Schools throughout the District
- **Burlingame School District**
Elementary School Playground Improvements, New Turf Installation and Synthetic Turf Replacements throughout the District
- **East Side Union High School District**
Baseball and Softball Field Improvements at (11) High Schools