



9 October 2020  
10 November 2020 (revised with additional scope)

Rebecca Westover  
Chief Business Officer  
Mountain View Whisman School District  
1400 Montecito Avenue  
Mountain View, CA. 94043  
rwestover@mvwsd.org

Re: Proposal for Architectural Services – Revised Spot Replacement of Storm Drains to add Paving work at Theuerkauf and Castro Elementary Schools

Dear Ms. Westover:

Thank you for this opportunity to present this revised proposal for architectural services for the Storm Drains and Paving at Mountain View Whisman School District. This proposal revises our original proposal for Spot Replacement of Storm Drains to add repaving of asphalt areas at Theuerkauf and Castro Elementary Schools.

Theuerkauf Elementary School –

- Repaving and Restripe main parking lot on San Luis Ave +/-20,000 SF. Improvements include demo of existing paving and replacement with vehicular paving section and restripe. Some modifications to the striping plan to improve layout may be an option but the existing concrete is scheduled to remain.
- Resurface and restripe staff parking lot on San Luis Ave +/-9,000 SF.
- Resurfacing and restripe existing blacktop. +/-60,000 SF.

Castro Elementary School –

- Remove existing pedestrian paving and replace with vehicular paving to accommodate additional parking, +/-7,000 SF. Current paving section is 2" AC over 8" AB.

We understand that these projects involve design, construction documents and construction administration.

Overall design of the project will be the responsibility of Hamilton + Aitken Architects and our civil engineer, CSW/ST2 Civil Engineers. We have worked with CSW on a number of projects over many years, and we believe our team can provide the District with the high level of service you expect.

Although we are newcomers to the District's pool of consultants, we come with over 25 years of school design experience with Districts such as yours. Our team's experience ranges from infrastructure, site and utility upgrades to campus modernizations, new school buildings and district master plans. Thank you for asking us to propose on these projects.

We have listed myself as Project Architect / Principal in Charge on all projects, in order to give the District a single point of contact at our firm for consistency and quality of service. We have also assigned each project a separate project manager or job captain, depending on project complexity, and to distribute the workload to meet the District's tight schedule. Based on our current work commitments, we have the staff to meet your deadlines on these projects.

I hope this proposal addresses the requirements of the project and meets your expectations.  
Should you have any questions, please call me and I would be happy to review them with you.

Sincerely,



Chad Hamilton AIA  
Principal – Hamilton+Aitken Architects



**Project Proposal** 6 – Spot Replacement of Storm Drains – Three Schools  
**Date:** 9 October 2020  
10 November 2020 (revised with additional scope)

**Description:**

- Spot replacement of underground storm drain lines at Crittenden Middle School, Theuerkauf Elementary School and Monta Loma Elementary School.
- Patching and grading to restore original conditions.
- Paving work at Theuerkauf and Castro Elementary Schools

**District’s Estimated Budget:**

**Personnel:** Project Architect: Chad Hamilton AIA  
Job Captain: Liene Cikanovica

**Consultant Project Team:**

Civil Lead Michael Vidra – CSW/ST2 Civil Engineers

**Project Schedule:**

**Design** – 10/22 – 11/25  
**CD** – 11/26 – 1/7/21  
**DSA Submittal** – 1/8/21  
**DSA Approval** – 2/18/21  
**Construction** – June 2021 – August 2021

Note the original design start time has passed – we expect to recover time on the schedule in order to submit to DSA at or near the original scheduled submittal date.

**Firm’s Current Work Commitments:**

H+AA manages our ongoing work commitments by quarterly projections to determine long-term work load, and by weekly review of our project staffing and workload. We currently have staff available to commit to your project to meet the proposed schedule.

**Compensation:** Sixty-Eight Thousand Six Hundred Dollars

Phase	Percent Fee	Fee / Phase
Design	30%	\$ 20,580
Construction Documents	40%	\$ 27,440
Bidding	5%	\$ 3,430
Contract Administration	25%	\$ 17,150
<b>Total</b>	<b>100%</b>	<b>\$ 68,600</b>

Hourly rates are included in our Statement of Qualifications dated 25 June 2020

**Proposed Scope of Services**

**Design Phase**

- Review existing design studies or documents of the existing building or site.
- Review reports and studies obtained by the District, including Geotechnical Report, Site Survey, and other pertinent information.
- Attend meetings required for design of the project.
- Prepare CAD/BIM base drawing files of buildings for use by other design disciplines.

- Meet with agencies having jurisdiction over the project to determine building and sitework compliance with regulatory requirements, including Division of the State Architect and local Department of Fire Prevention.
- Prepare final schematic design drawings for the project.
- Prepare a written design narrative describing the major elements of the project.

#### **Contract Documents Phase**

- Attend coordination and review meetings regarding the project.
- Prepare Contract Documents describing the project, incorporating technical information required for construction approval by public agencies, to facilitate the Client's effort to obtain proposals to construct these elements, and to aid and guide the construction of the project.
- Prepare drawings including site plan, building plans and sections, exterior elevations, interior elevations, wall sections, and detail sections showing the intent of the design for the project.
- Prepare specifications, using CSI format.
- Assist Client and Client's counsel in preparation of Division 0 (Bid Forms and General Conditions of the Contract)
- Provide information to the District's separate hazardous materials consultant regarding the scope of modernization work.

#### **DSA Approval**

- Submit documents to the Division of the State Architect for project review and approval.
- Assist the Client to obtain approval of the project by DSA.
- Respond to correction comments by DSA.

#### **Bidding Phase**

- Assist the Client during the bidding process to obtain proposals for the construction of the project.
- Incorporate hazardous materials documentation prepared by the District's separate hazardous materials consultant into the overall bid documents.
- Attend pre-bid meeting with potential bidders.
- Respond to questions from bidders.
- Prepare addenda required to clarify the bid documents and address questions of the bidders.
- Assist the Client to evaluate bid proposals.

#### **Construction Phase**

- Attend periodic construction progress meetings and job site visits necessary to observe the progress of construction of the project in order to advise the Client of general compliance with the design intent by the Contractor.
- Review the Contractor's request for progress payments for the project.
- Review product and information submittals and shop drawings required by the Specifications.
- Answer questions of interpretation and clarification by the Contractor.
- Prepare supplemental architectural information for corrections or clarifications to the Contract Documents.
- Attend final walk-through of the building and site at Substantial Completion of the project, and prepare a punch list of items that need to be corrected by the Contractor.

### **Contingent Additional Services**

The following services may be provided at the request of the Client, but are not included in Basic Services of the Architect:

- Design and documentation for sustainable rating certification, for example LEED.
- Preparation of Opinions of Cost.
- Revisions necessary as a result of major changes in project scope.
- Major design revisions or additions to project scope requested by the Client.
- Employment of special sub consultants at the request of the District, such as acoustical consultants and energy consultants.

### **Assumptions**

This proposal is based on the following assumptions:

- As-built drawings of existing building and building systems will be made available by the District.
- District will provide including topographic and utility site survey, geotechnical report, and other pertinent information as needed.

### **Exclusions**

Services not listed in this proposal are specifically excluded from our scope of services.

- Preparation of as-built drawings
- Review of extent of existing hazardous materials or removal procedures, and cost estimating for hazardous materials abatement.

**Crittenden MS**



**Monta Loma ES**



**Theuerkauf ES**



**Castro ES**

