

November 23, 2020, rev.1

## 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

**Monument Sign Relocation**  
Vargas Elementary School  
220 N. Whisman Road  
Mountain View, CA 94043

### Intentions and Considerations

- The District (MVWSD) would like to relocate the LED scrolling marquee / monument sign at Vargas Elementary School.
- The existing sign was installed as part of the opening of the new Vargas Elementary School. However, the City of Mountain View required that a new street signal pole be installed in a location immediately in front of the monument sign.
- The District has selected a new location for the sign that is across the existing driveway, adjacent to the sidewalk that is in front of the new softball field.
- The scope of work will include the following:
  - Preparation of Preliminary Architectural Site Plan for review by the District, Site Administration, and School Board
  - Demolition of the existing monument sign pedestal – with salvaging of the LED sign
  - Construction of the new pedestal in the new location
  - Installation of salvaged LED sign at new pedestal
  - Extension and connection of existing power and data to the new sign location
  - Adjustments to Landscaping and irrigation as necessary
  - Adjustments to adjacent vinyl-coated chain link fencing as necessary

## Services

DTA and their consultants will provide the following services

**Phase 1: Preliminary Site Plan for District Review:**

- Site Scoping Meeting w/ Consultants & Greystone
- Prepare a preliminary Site Plan and photo montage for review by the District, the Site Administration, and the School Board

**Phase 2: Schematic Design (NOT USED)**

**Phase 3: Design Development (NOT USED)**

**Phase 4: Construction Documents**

Following approval of the proposed location for the new Sign, DTA and their consultants will develop the Construction Documents for bidding and construction.

- DTA and their consulting Engineers, will produce the Construction drawings. Details for the sign will be based on the previous design that was constructed as a District standard, at Vargas and other school sites.
- District / Greystone coordination for cost estimating, site access, and utility information.
- Consultant coordination
- Specs and other prep for bidding

**Phase 5: Bidding Assistance**

- Prepare and issue any required Addenda
- District / Greystone coordination – pre-proposal conference, bid review/input

**Phase 6: Construction Administration**

- Construction Administration / Site Meetings – assumes (3) meetings
- RFI & Submittal Responses

**Consultants Included in this Proposal**

---

Electrical Engineer

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

Landscape Architect

**Callander Associates (CALA)**  
Burlingame, CA

EXCLUDED:

**Civil Engineering, Structural Engineering, Surveying:** The current project scope does not appear to require any of these disciplines..

## Fee

Architectural Fees are proposed on a **fixed fee basis**, and 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 upon completion of each phase of work. 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 our outline of proposed fees for **Architectural & Engineering Services**. Services will be provided on a **time & materials basis** therefore the fees indicated are estimates for budgeting purposes.

task	fee
<b>Architectural Services</b>	
<b>Phase 01: Preliminary Site Plan for District Review</b>	
<b>subtotal</b>	<b>\$750</b>
<b>Phase 02: Schematic Design</b> NOT USED	
<b>subtotal</b>	N.A.
<b>Phase 03: Design Development</b> NOT USED	
<b>subtotal</b>	N.A.
<b>Phase 04: Construction Documents</b> Majority of fee covered through prior contract	
<b>subtotal</b>	<b>\$1,000</b>
<b>Phase 05: Bidding Assistance</b> Bidding concurrent with Crittenden Monument Sign	
<b>subtotal</b>	N.A.
<b>Phase 6: Construction Administration</b> Majority of fee covered through prior contract	
<b>subtotal</b>	<b>\$500</b>
<b>Consulting Engineering Services</b>	
• Electrical Engineering	\$1,200
• Landscape Architecture	\$3,500
<b>subtotal</b>	<b>\$4,700</b>
<b>Reimbursable Expenses: Phase 4 - 6</b>	
• Printing, Deliveries, etc.	estimate <b>\$500</b>
<b>Total</b>	<b>Phases 4 - 6</b> <b>\$7,450</b>


## Rates

Any additional Services for the Project, will be based on the following DTA billing rates.

### Billing Rates

Principal	per hour	\$270
Architectural Staff	per hour	\$175
Support / Clerical	per hour	\$130

Sincerely,



11 / 23 / 2020

DTA  
 R. Terrones, License #C24686

Date