

November 23, 2020, rev. 1

Proposal for Architectural Services - Supplement

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

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

Intentions and Considerations

- The District (MVWSD) would like to execute various office interior alterations in the existing Superintendent's Office area, and the adjacent Mail Room, Storage and Office spaces.
- The intent is to provide (2) additional office stations for incoming administrative positions that need to have some adjacency to other administrators in this area.
- Consideration shall be made for physical interconnection of the new admin workspaces with the existing.
- Consideration shall also be made for placement of administrative staff in closer proximity with a connection to the front Reception / Lobby space for support and security.
- Options can include rearrangement of the existing Superintendent's Office, PIO Office, and Administrative Assistant's workstation.
- Existing Mail Room cabinetry will be relocated as necessary – including the potential for moving the mail boxes to the existing Work Rm / Copy Rm
- Schematic alternates will be developed by the Architect, then provided to the District's Construction Manager (Greystone West Company) for costing.
- Therefore, the construction budget for the project has yet to be determined.
- Following direction from the District after the Schematic costing, the Architect shall prepare the Construction Drawings for permitting and bidding.
- The District has therefore requested a proposal for Architectural Services for the Project.
- This proposal is for **Schematic Design only**, as the exact scope for Construction Documentation is yet to be determined.
 - DTA and their consulting Engineers will provide a supplemental proposal for Construction Document services, once the design direction is set. It is currently undetermined as to the exact Engineering scope that will be required. Electrical Engineering is the most likely discipline that will be needed, depending on alterations to lighting, power, fire alarm and other low voltage utilities. Other consultants, if needed, can be provided by DTA, as needed and also as part of the supplemental agreement.
 - It is also yet to be determined as to whether or not approval of the documents by the Division of the State Architect is required. This will also be determined following the Schematic Design.

Services

Phase 1: As-Built verification / Project Initiation: **COMPLETED**

PARTIALLY COMPLETE (no charge) – DTA has done an initial walk-through to verify general dimensions of existing spaces. Additional Reconnaissance and project setup will include:

- Site verify electrical, low voltage and mechanical connections / devices in the area of work
- CAD setup from original Documents developed by DTA for the New District Office Building
- Code research for issues affecting the scope of work

Phase 2: Schematic Design **COMPLETED**

- DTA will develop concepts for the revised layout for review by the District & Greystone West Co.
- Present concepts to District
- Respond to District comments
- Coordinate with Greystone West Co. for costing

Phase 3: Design Development (NOT USED)

Supplemental Services

Phase 4: Construction Documents

Following completion of preliminary costing by Greystone West, and direction from the District on the preferred design, DTA will prepare the Construction Documents.

- DTA and their consulting Engineers, will produce the Construction drawings for DSA approval, and for Bidding
- DTA will provide coordination with the furniture vendor, One Workplace, to coordinate workstation adjustments and procurement of any new components that are required.
- District / Greystone coordination
- Consultant coordination
- DSA Application / submittal
- Response to comments & DSA backcheck
- Prep documents for bidding

Phase 5: Bidding Assistance

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

Phase 6: Construction Administration

- Construction Administration / Site Meetings – assumes (6) meetings
- RFI & Submittal Responses
- DSA closeout & document processing

Consultants Included in this Proposal

Mechanical & Electrical Engineer

Sacramento Engineering Consultants
Sacramento, CA

Fire Alarm Engineering

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

EXCLUDED:

Acoustical, Structural, Plumbing Engineering: The current project scope does not appear to require any of these engineering 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
Architectural Services	
Phase 01: As-Built verification / Project Initiation	
<ul style="list-style-type: none"> COMPLETED 	
subtotal	\$2,560
Phase 02: Schematic Design	
<ul style="list-style-type: none"> COMPLETED 	
subtotal	\$8,555
Reimbursable Expenses: Phase 1&2 <ul style="list-style-type: none"> Printing, Deliveries, etc. 	estimate \$800
Total	Phases 1 & 2 11,915
Supplemental Services	
Phase 04: Construction Documents	
subtotal	\$13,300
Phase 05: Bidding Assistance	
subtotal	\$2,020
Phase 6: Construction Administration	
subtotal	\$2,000
Consulting Engineering Services	
<ul style="list-style-type: none"> Mechanical & Electrical Engineering Fire Alarm Engineering 	\$2,200 \$1,200
subtotal	\$3,400
Reimbursable Expenses: Phase 4 - 6 <ul style="list-style-type: none"> Printing, Deliveries, etc. 	estimate \$1,000
Total	Phases 4 - 6 \$21,720

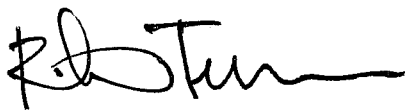
Rates

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 / 16 / 2020

DTA
 R. Terrones, License #C24686

Date