

19 February 2021

## Proposal for Architectural and Engineering – **Additional Services**

The following is a Proposal for the performance of Additional 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

**Various Sites**  
**HVAC Replacement**  
Mountain View Whisman School District  
Mountain View, CA 94043

### Original Intentions and Considerations

- The District would like to replace the existing HVAC equipment at (8) school sites.
- Equipment will be replaced by either new split systems, new VRF units, in-kind rooftop/package units, or in-kind Bard units.
- New control systems will be installed only at the (2) Middle Schools to bring them in line with District Standards.
- It is understood that the existing ductwork will remain in place.
- All work performed will be in compliance with Title 24 Energy Conservation Standards, and will conform with the CalGreen Code Mandatory Measures.
- It is understood that portions of this scope of work may require submittal, review and approval by the Division of the State Architect (DSA) and will require DSA Certification.
- The scope anticipated for the project will include, but may not be limited to:
  - Bubb Elementary School
    - Replace HVAC equipment with new split systems in (20) classrooms
    - Existing control systems to remain
  - Huff Elementary School
    - Replace HVAC equipment with new split systems in (18) classrooms
    - Existing control systems to remain
  - Landels Elementary School
    - Replace HVAC equipment with new split systems in (18) classrooms
    - Existing control systems to remain
  - Mistral Elementary School
    - Replace HVAC equipment with new split systems in (16) classrooms
    - Existing control systems to remain

- Graham Middle School
  - Replace HVAC equipment with new split systems in (35) classrooms
  - Replace (6) Bard units in the portable buildings
  - (68) New control system units will be installed to bring in line with District Standards
- Theuerkauf Elementary School
  - Replace HVAC equipment with new VRF units in (26) classrooms
  - Existing control systems to remain
- Monta Loma Elementary School
  - Replace HVAC equipment with new VRF units in (24) classrooms
  - Existing control systems to remain
- Crittenden Middle School
  - Replace HVAC equipment with new VRF units in (26) classrooms
  - Replace (4) existing rooftop/ package units at the Administration Building
  - (58) New control system units will be installed to bring in line with District Standards
- Control sequencing and air re-balancing will be done to newly installed HVAC systems.

## Additional Scope / Intentions

- The District has requested that GPS bi-polar ionization be added to all classrooms in the original scope above.
- The District has also requested that GPS bi-polar ionization be added to all classrooms, administration/offices, multi-use/multi-purpose rooms, and gymnasiums at the 8 schools above in addition to Latham Preschool, Castro Elementary School, Stevenson Elementary School, Vargas Elementary School.
- The District has also requested that GPS bi-polar ionization be added to all administration/offices at the District Office.
- The District has also requested that GPS bi-polar ionization be added to the shared Mountain View Sports Pavilions at both Crittenden Middle School and Graham Middle School.
- NOTE: The District has directed that all MDF/IDF/electrical rooms, locker rooms, and kitchens do not require the GPS bi-polar ionization.
- MVWSD is therefore requesting an Additional Services Proposal from DTA and their Consulting Engineers for this Project

## Additional Services

DTA and their Consulting Engineers as identified, will provide the following Additional Services.

### Phase 2: Schematic Design

- Work with District and Construction Managers to obtain record documents for existing facilities and related HVAC equipment not previously obtained
- Review Record Documents with Mechanical Consultants and make site visits for existing conditions reconnaissance for added scope areas
- Prepare drawing backgrounds for use by the Engineering consultants to prepare the added GPS bi-polar ionization scope

### Phase 3: Design Development

- Design Development with notes, equipment schedules and major equipment location
- Coordinate and provide cutsheets on GPS bi-polar ionization units
- Present Design Development to District for direction to proceed with CD's

(continued)

**\*The following services will be provided for the additional GPS bi-polar ionization scope that cannot be included in the current project scope scheduled for Summer 2021 construction.**

**Phase 4: Construction Documents**

- Provide final drawings, specifications, energy compliance certification and other calculations for Bidding Packages
- Review final document with District prior to Bidding
- Coordinate with Construction Managers for Bid Packaging

**Phase 5: Bidding Assistance**

- Attend prep-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 (1) site visit for each campus the duration of the project
- Review submittals and shop drawings as necessary
- Issue Field Sketches and Clarifications as necessary during construction
- Punch List preparation and issue

**Phase 7: Project Closeout**

- Prepare / Coordinate As-Built Documents per District Standards
- 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
- Ted Catlin, Project Manager
- Other Architectural Staff as needed

This proposal also includes the following Engineering Consultants. Refer to Consulting Engineers' firm details for other critical team members that will be assigned to this Project.

**Consultants Included in this Proposal**

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Mechanical	<b>H&amp;M Mechanical Group</b> Oakland, CA  John Chou, Principal / Mechanical Engineer Gary Hennings, Principal / Mechanical Engineer
Electrical	<b>Alliance Engineering Consultants (AEC)</b> Santa Clara, CA  Ken Ngai, Principal / Electrical Engineer

## Excluded Service:

- Other Engineering disciplines not currently identified above  
Other Engineering Services can be provided as needed via a supplement to this proposal, as mutually agreed by MVWSD and DTA.
- Formal Commissioning services, beyond punch list and systems operations checks
- LEED and/or CHPS certification

## Owner Provided Items

Owner shall provide the following information for Architects use:

- As-Built / Record Drawings from prior Construction – CAD and PDF format

## 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 Spring of 2021 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
<b>Architectural Services</b>	
Phase 1: Existing Conditions Reconnaissance / As-Built Documents	N/A
Phase 2: Schematic Design	
subtotal	\$3,200
Phase 3: Design Development	
subtotal	\$2,500
Phase 4: Construction Documents	
subtotal	\$5,600
Phase 5: Bidding Assistance	
subtotal	\$4,300
Phase 6: Construction Administration	
subtotal	\$4,300
Phase 7: Project Close-Out / As-Built Coordination	
subtotal	\$1,620
<b>Consulting Engineering Services</b>	
<ul style="list-style-type: none"> <li>• Mechanical / Plumbing Engineering</li> <li>• Electrical Engineering</li> </ul>	proposal allowance \$38,000 \$10,000 <hr/> subtotal
Lump Sum Total	<b>\$69,520</b>

## Rates

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

<b>Billing Rates</b>		
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.

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Client

Date

Sincerely,



02/19/2021

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DTA

R. Terrones, License #C24686

Date



February 19, 2021

Mr. Richard Terrones  
Dreiling Terrones Architecture, Inc.  
1103 Juanita Avenue  
Burlingame, CA 94010

**Re: MVWSD – GPS bi-polar ionization at the 11 schools + District office      Job No. 20264.00**

Dear Richard:

The following is a proposal to render engineering services relative to the Design Scope Changes to the Base Contract regarding the heating, ventilating, air conditioning (HVAC) for the design phase of the subject project.

1. **Description of Revision:** Provide a complete mechanical engineering design to add GPS bi-polar ionization to the mechanical systems in classrooms, administration/offices, Multi-use, and Gym at the 11 school sites plus the District office building. Schools include Bub, Huff, Landels, Mistral, Graham, Theuerkauf, Monta Loma, Crittenden, Castro, Vargas, Stevenson. MDF/IDF/electrical room, Locker room and kitchen do not require the GPS system.
2. **Design Development Phase:**
  - Review record drawings provided by the Owner. Visit the site to verify the existing conditions in relationship with the as-built drawings.
  - Submit drawings with major equipment locations and rough layout of mechanical system.
3. **Construction Document Phase:**
  - Confer with your office to review and discuss the Design Development Drawings. Coordinate with other trades on the design team.
  - Submit final drawings, specifications, and calculations for review.
  - Pick up comments and resubmit drawings for final approval.
4. **Construction Administration Phase:**
  - Respond to RFIs.
  - Review Submittals.
  - Final project inspection and punch list.
5. **Compensation for Services:**
  - **Total Fee:**                    *THIRTY-EIGHT THOUSAND DOLLARS*                    \$    *38,000.00*
  - **Fee Breakdown:**

Design Development Phase:	\$	15,300.00
Construction Document Phase:	\$	17,000.00
Construction Phase:	\$	5,700.00
Sum	\$	38,000.00
  - **Additional Services:** Activities outside the basic compensation will be performed only on a pre-agreed fixed sum or hourly cost effort. Work will proceed upon receiving a written authorization of the effort prior to the work. For additional services requested, the following hourly rates will apply:

Principal:	\$249.00/hr
Engineer:	\$192.00/hr
Designer:	\$141.00/hr
CAD Operator:	\$114.00/hr
Administration:	\$ 89.00/hr
6. **Termination:** This Agreement may be terminated by either party, with or without cause, upon not less than seven (7) calendar days' written notice. In the event of termination, Architects shall pay all amounts due hereunder with respect to services performed and reimbursable expenses or claim against the Architect for any damages of any nature whatsoever, or for extra compensation or loss of anticipated profits incurred the H&M Mechanical Group as a result of such termination.
7. **Authorization:** Please sign and return one copy of this proposal to us, which shall constitute a Contract.

8517 Earhart Rd.  
Suite 230  
Oakland, CA 94621

510 569-2000 :T  
510 569-2002 :F  
[hm-mechanical.com](http://hm-mechanical.com) :E




*Work will commence upon the return of a signed contract to H&M Mechanical Group.*

**Dreiling Terrones Architecture, Inc**

**H&M Mechanical Group**

By: \_\_\_\_\_  
Richard Terrones, Principal

By:  \_\_\_\_\_  
John Chou, Principal

Date: \_\_\_\_\_

Date: February 19, 2021