

8 April 2021

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

Various Sites
Storage Buildings
Mountain View Whisman School District
Mountain View, CA

Intentions and Considerations

- The District would like to add storage buildings at (3) school sites.
- The District has not indicated a tentative project schedule.
- 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:
 - Castro / Mistral Elementary Schools
 - Provide storage building(s) with +/- 300 sq. ft. of storage space
 - Building(s) can be stick-built or prefabricated
 - Building(s) need to match existing site finishes
 - Stevenson Elementary School
 - Provide storage building(s) with +/- 1600 sq. ft. of storage space
 - Building(s) can be stick-built or prefabricated
 - Building(s) need to match existing site finishes
 - Preference for the building(s) to be placed on backside of the existing City restroom building (between tennis courts and baseball field)
 - Vargas Elementary School
 - Provide a minimum of (1) 12'x12' storage building
 - If space is available, preference for up to 1000 sq. ft. of storage space
 - Building(s) can be stick-built or prefabricated
 - Building(s) need to match existing site finishes

Services

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

Phases / Tasks:

Phase 1: Existing Conditions Reconnaissance / As-Built Documents

- Site visits to gather existing conditions information at Stevenson Park and Castro/ Mistral Elementary Schools
- Work with District and Construction Managers to obtain record documents for existing facilities

Phase 2: Schematic Design

- Prepare drawing backgrounds (CAD) for use by the Engineering consultants to prepare the Design
- Review Record Documents Structural / Electrical Consultants and make site visits for existing conditions reconnaissance
- Meet with District to discuss scope, intentions and coordinate recommendations from Engineers
- Prepare Schematic Design Drawings – rough layout of building placement locations alternatives
- Meet with the District to review Schematic Concepts and verify placement locations with District intentions

Phase 3: Design Development

- Review Owner direction with Consultants and finalize Schematics
- DSA coordination for determination of Project Submittal requirements and potential exemptions
- Coordinate and provide shop drawings (if prefabricated)
- Present Design Development to District for direction to proceed with CD's – assumes Board of Trustees review & approval obtained by Architect & Construction Managers

Phase 4: Construction Documents

- Review Owner direction with Consultants and revise Design Development
- Provide final drawings, specifications, and other calculations for DSA, and/or bidding packages.
- Review final document with District prior to DSA submittal and/or Bidding
- Coordinate with Construction Managers for Bid Packaging and DSA Submittals
- Submit to DSA and manage DSA Back Check

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 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
- 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
- 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

Electrical	Alliance Engineering Consultants (AEC) Santa Clara, CA Ken Ngai, Principal / Electrical Engineer
Structural	Duquette Engineering Santa Clara, CA Steve Duquette, Principal / Structural 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.

Owner Provided Items

Owner shall provide the following information for Architects use:

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

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. Invoices will be sent on a monthly basis for the percentage of completion achieved for the project, during that period.

Fees and other charges will be billed on or about the first day of each month for services rendered. 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	
subtotal	\$3,700
Phase 2: Schematic Design	
subtotal	\$7,580
Phase 3: Design Development	
subtotal	\$3,510
Phase 4: Construction Documents	
subtotal	\$11,250
Phase 5: Bidding Assistance	
subtotal	\$4,540
Phase 6: Construction Administration	
subtotal	\$7,980
Phase 7: Project Close-Out / As-Built Coordination	
subtotal	\$3,830
Consulting Engineering Services	
• Electrical Engineering	allowance \$9,500
• Structural Engineering	allowance \$23,900
subtotal	\$33,400
Reimbursable Expenses:	
• Printing, Deliveries, etc.	estimate \$2,000
Lump Sum Total	\$77,790

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	\$130


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,



04/08/2021

DTA

R. Terrones, License #C24686

Date