

11 August 2023

Proposal for Architectural Services

The following is a Proposal for the performance of Architectural 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

MVWSD Sign Standards and Wayfinding (11 sites)
Multiple Locations
Mountain View, CA

Intentions and Considerations

- The District intends to standardize signage and building identification across all eleven (11) of the sites within the District. Currently, each site has a mix of signage and there is no standard for size, font, colors, etc.
- Additionally, the District intends to improve wayfinding and visitors' abilities to navigate the school sites. This includes checking in at the Front Office of each site before continuing into the campus.
- The District also would like to consider standardization and possible replacement of all room identification signs (classrooms, restrooms, etc.).
- Previously, the District installed wayfinding signage at Graham Middle School, which was received positively by the community.
- The District is therefore in need of design services to explore various options for signage solutions and design a set of District-wide standards for future projects and maintenance to follow.
- DTA therefore proposes the following Architectural Services.

Services

DTA will provide the following services.

Phases / Tasks:

Phase 1: Planning / Reconnaissance

- On-site Reconnaissance to review existing conditions – 11 sites
- On-site interviews with Front Desk personnel to identify problems / issues with site visitors
- Meet with District to review findings from reconnaissance

Phase 2: Schematic Design

- Meet with sign manufacturers to discuss possible options
- Prepare design options for District Standard Signage
- Prepare design options for Building Identification / Wayfinding for each site
- Review with District Admin and Construction Manager

Phase 3: Final Design / Documentation

- Prepare final District Standard Signage documents for District staff / maintenance
- Prepare documents necessary for bidding / quotes for replacement signs across all sites
- Prepare materials / colors boards for each site, including signage standards, colors, site building colors, etc. These documents shall serve to communicate a visual standards guide for District staff and future projects.

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

Excluded Service:

- Engineering Services (Structural Engineer) can be provided as needed via a supplement to this proposal, as mutually agreed by MVWSD and DTA.

Fee Outline

The following is a lump sum proposal for **Architectural Services**.

task	fee
Architectural Services	
Phase 1: Programming / Reconnaissance	
subtotal	\$8,010
Phase 2: Schematic Design	
subtotal	\$24,565
Phase 3: Final Design / Documentation	
subtotal	\$18,480
Reimbursable Expenses:	
<ul style="list-style-type: none"> • Printing, Deliveries, etc. 	\$1,500
Lump Sum Total	\$52,555

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	\$115

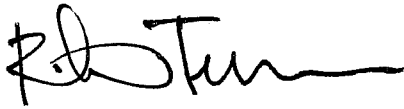
Authorization to Proceed

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.

Client

Date

Sincerely,



8/11/23

DTA
R. Terrones, License #C24686

Date