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2 September 2016

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CALIFORNIA 94402
650 · 340 · 1221

Jose Noel Cadiz, Architect
Director of Facilities
San Mateo-Foster City School District
1410 South Amphlett Boulevard
San Mateo, CA 94402

Re: Meadow Heights Elementary School: Window Replacement

Dear Joel,

We are pleased to provide you with this proposal to our Local School District in order to provide Architectural Pre-Design Services related to window replacement at Meadow Heights. We are close to your facilities offices and to Meadow Heights Elementary School. We are able to attend any meetings at your office or at Meadow heights on very short notice. We also offer our offices here for any required meetings – informal or formal as needed.

We have visited the site, done preliminary research with DSA. We have also met with a potential window manufacturer/contractor on site to discuss options for installation, and potential mock up construction for District review.

Project Scope

- Replace all exterior windows on site, except portable buildings.
- Accessibility upgrades as needed to gain DSA approval for project

Key Understanding

- Project currently assumes no seismic/structural upgrades will be required. If in our research (we have requested original calculations from DSA archives) we find that structural improvements are indicated, we will submit a separate additional services request to cover the cost of structural engineering and related coordination.
- Gaining approval of any non-certified DSA projects that will be required in order to proceed with this project is excluded. If necessary we propose to provide such services at our standard hourly rates. Certification of previously uncertified projects can be simple or complex and it is impossible to estimate actual effort that would be required. As of the date of this proposal it appears that all require project certifications are in place.

Services

The following outlines the scope of services to be provided based upon typical AIA phases.

Pre-Design

- Research status of previous DSA projects. Currently in progress: Obtaining original structural calculations from DSA if available.
- Review existing on site Accessible Route. Determine Required upgrades
- Communicate with DSA (one meeting at DSA only if required) to review project and settle any concerns. A preliminary telecom has already occurred, in collaboration with Joel Cadiz.
- Meeting and coordination with potential window manufacturer to review installation concepts, potential window types. A preliminary meeting has occurred. Another meeting will be facilitated as part of this proposal.
- One Pre-Design Estimate of probably construction cost. (window manufacturer will provide estimate for their portion of work)
- Facilitation of installation of window mock-up on site.
- Coordination with District Hazardous Materials Consultant to determine likely scope of Hazardous Materials Abatement.
- Coordinate/research with Structural Engineer to verify any Seismic Scope
- Program Matrix: In this case, simplified version describing scope of window replacement.
- At the end of this phase, Architect will provide a proposal for schematic through construction documentation services based on developed program.

Preliminary outline of probable services: cost not included in this proposal

Schematic Design

- Development of basic elevations and window mullions/dimensions/proportions for review and acceptance by District.
- Development of Access improvements schematic requirements.

Design Development

- Initial Title Sheet
- Site Plan
- Site Reference Plan
- Develop all required elevations. No notation (except grid lines)
- Basic Window Schedule
- Basic window details
- Outline Specification
- Updated cost estimate

Construction Documentation

- Construction Drawings (site plans and associated details)
- Specifications
- Front end project manual documents/form of agreement to be provided by SMFCSD for inclusion. (BA front end documents are available if requested)

DSA Period

- Complete DSA -1 form
- Complete DSA Testing and Inspection form
- Facilitate DSA Fee calculation
- Submit Drawings to DSA

- Receive DSA Comments and prepare response
- Prepare for, attend and complete DSA back check.
- Facilitate Scanning of documents
- Inspector review, approval, DSA form 5 completion
- During DSA period we will continue to develop and refined documents for bidding, and will have peer review performed.

Bidding and Negotiation (assumed as standard Design Bid Build procurement)

Note: Various tasks below can be provided by Architect if requested/as desired/needed.

- Bid schedule development
- Bid Advertisement draft
- Bidding assistance: Answering RFI's during bidding.
- Issuance of Addenda
- Bid day cost estimate
- Attend Bid opening
- Assist with Bid Result Analysis
- Post Bid interview

Construction Administration

- Pre-Construction Meeting
- Submittal Review
- RFI Responses, ASI's, Logs, etc.. (Standard Construction Admin Services)
- Payment request review
- Attend, prepare meeting notes/agenda. 12 Construction Meetings
- Substantial Completion Period (punch list) : 2 site visits, distribute punch list
- Gather Warrantees, O&M manual, Provide Notice of Substantial completion, Provide Notice of completion

Specific Exclusions

- This proposal is only for pre-design services. At end of Pre-Design, we will know enough to prepare another proposal for Phases 2/4 and one for phases 5 /6
- Project proposal currently does not include Accessibility improvements/design, or Structural/Seismic improvements.

District Responsibilities

- Provide required record documents.
- Unless requested of Architect, provide certification documentation for all previous DSA projects that will impact project.
- Provide architect with access to facility for existing conditions documentation
- Agency fees

Proposed Hourly Rates (Bartos Architecture) for this project

Level	Rate
Principal/President	\$175.00
Project Manager	\$150.00
Job Captain	\$135.00
Architectural Staff	\$125.00
Architectural Drafting	\$115.00
Administrative Staff	\$75.00
Architectural Interns	\$50.00

HS Interns

\$0.00

Proposed Fee for this Phase

Our proposed fee for this service is based upon the actual time spent (Time & Materials) and our hourly rates not to exceed the total proposed fee. Please refer to the spreadsheet on the following page for a summary.

- Estimated Fee: \$15,000.00
- Recommended Reimbursable Budget: \$1,500
- Total Fee: 16,500

Time/Expenses

- *We do not “mark-up” our consultant fees.* We pass on our consultant fees to our clients and we manage our consultants, however we do not add a percentage markup to their fees.
- *We do not “mark-up” printing or delivery expenses.* We simply pass such costs on to our client as necessary. However, we do not include such costs in our project fee estimates unless specifically requested.
- *We do not charge for travel time or travel expense.*
- *We do not have “acceleration” rates.*

Miscellaneous Provisions

<i>Architect's Place of Business</i>	Bartos Architecture, Inc. 1730 South Amphlett Blvd. Suite 225 San Mateo, California 94402
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<i>Architect's License Number</i>	CA 24138
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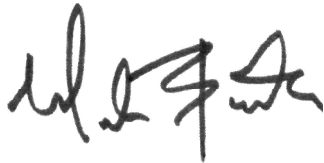
<i>Cancellation of agreement:</i>	Per District Standard Contract
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<i>Professional Liability Policy</i>	\$2 Million
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Form of Agreement

We will utilize District's standard agreement for Architectural Services – based on the district's standard agreement.

Sincerely,



Mark Bartos, Architect
Bartos Architecture