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January 27, 2017

VIA: EMAIL



Mr. Jim Moorhouse
Director Maintenance and Operations
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401

**Re: Fee Proposal – 2017 Roof Replacement Packages
Santa Rosa City Schools**

Dear Mr. Moorhouse:

Thank you for allowing PBK the opportunity to assist Santa Rosa City Schools (SRCS) with roof consulting services, construction documents and quality assurance at multiple campuses. Based on our understanding of your needs, objectives and timing, we submit the following fee proposal for your review and consideration.

I. PROPOSED SCOPE OF WORK

Working in concert with Santa Rosa City Schools, PBK proposes to produce construction documents for roof replacement at each campus (reference 'Attachment A').

The general scope of services to be performed include, but are not limited to the following:

- Assist in production of construction documents required to ensure the proper detailing and design. System design, code compliance, system guarantee, maintainability along with anticipated service life, will be the criteria used to determine the most cost-effective, long-term "Scope of Work"
- Establish final detailed "Scope of Work" (Roof System Selection and Design Nomenclature)
- Prepare specification sections (roof deck, roofing system, sheet metal, accessories, etc.).
- Prepare and draw required roof plan and roof related details.
- Manage pre-proposal and proposal conference.
- Manage in the evaluation and selection of contractor.
- Review and mark-up of submittals and shop drawings.
- Assist in construction quality assurance during the course of construction. Performance under this phase provides extra insurance for specification compliance, quality workmanship, and long-term performance of specified roof system.
- Assist at pre-construction meeting and pre-installation meeting
- Periodic quality assurance inspections during roof related applications.
 - Roof system installation
 - Roof related sheet metal installation
- Assist at job-site meetings
- Assist in progress payment notification

- Assist in final inspection and project close out.

II. COMPENSATION

The anticipated professional fees for the construction document and construction quality assurance phases as described herein will be 7.5% of the estimated construction cost, A&E fee is not to exceed \$1,064,875.00, based on the following scale:

Site	Construction Cost	Allowance Amount	A/E Fee N.T.E. Amount	Total Project Cost
Albert F. Biella ES	820,000	120,000	70,500	1,010,500
Hidden Valley ES	900,000	135,000	77,625	1,112,625
James Monroe ES – Package 1	200,000	30,000	17,250	247,250
James Monroe ES – Package 2	1,210,000	180,000	104,250	1,494,250
Herbert Slater MS	570,000	90,000	49,500	709,500
Maria Carrillo HS	1,580,000	225,000	135,375	1,940,375
Santa Rosa HS	2,000,000	300,000	172,500	2,472,500
Piner HS	2,550,000	375,000	219,375	3,144,375
Elsie Allen HS	2,400,000	360,000	210,750	3,020,750
Santa Rosa CS of the Arts	390,000	60,000	33,750	483,750
Total	12,670,000	1,875,000	1,090,875	15,635,875

Assessment Performed at School	PBK Assessment Fee	Assessment Credit
• Albert F. Biella ES	\$2,000.00	-\$2,000
• Hidden Valley ES	\$2,000.00	-\$2,000
• James Monroe ES	\$2,000.00	-\$2,000
• Herbert Slater MS	\$3,000.00	-\$3,000
• Maria Carrillo HS	\$4,000.00	-\$4,000
• Santa Rosa HS	\$4,000.00	-\$4,000
• Piner HS	\$4,000.00	-\$4,000
• Elsie Allen HS	\$4,000.00	-\$4,000
• Santa Rosa Charter of the Arts	\$1,000.00	-\$1,000
Total Roof Assessment Credit		-\$26,000
PBK Approximate A/E Fee Total (including credit)		\$1,064,875

III. WORKING ASSUMPTIONS & CLARIFICATIONS

1. PBK does not assume responsibility or liability for asbestos consulting and/or abatement services, which are the sole responsibility of the Client/Owner. PBK will assist SRCS with required coordination efforts with regard to re-roofing when impacted by asbestos consulting and/or abatement service needs.
2. Upon request, PBK will provide recommendations for a local, third-party Testing Lab Consultant to perform IAQ and Mold Testing, Asbestos Surveys, Ground Penetrating Radar, Environmental Studies, and Abatement services, as required.

IV. REIMBURSABLES

1. The fees quoted above do not include the costs for the production of the final construction documents or for presentation-related materials (if applicable), such as printing, binding, shipping and/or delivery fees.
2. Eligible reimbursable expenses for report printing and/or presentation-related expenses referenced above will be billed on a monthly basis for actual expenses incurred during the prior month and will include associated/back-up receipts.
3. There will be 10% mark-up on reimbursable expenses.

V. PROFESSIONAL FEES FOR ADDITIONAL SERVICES

There will be no fees for additional services incurred or billed without prior written authorization from Santa Rosa City Schools.

Thank you once again for considering PBK to assist with your roofing consulting needs. Our team stands poised and ready to roll up our sleeves to assist SRCS with this significant and high-priority roofing projects. In the interim, if you have any questions or would like to further discuss, please do not hesitate to contact me at (972) 310-4724.

Sincerely,



Shawn LeCrone, RRO, CD
Director, PBK
Facility Consulting Group

cc: *Roy Montalbano, PBK*
Marco Eacrett, PBK
Betty Chapman, PBK

ATTACHMENT A
School Campus List

Roof Replacement Package(s):

No.	Facility Name	Facility Address
01	Albert F. Biella	2140 Jennings Ave.
02	Hidden Valley	3435 Bonita Vista
03	James Monroe	2567 Marlow Rd.
04	Herbert Slater Middle	3500 Sonoma Ave.
05	Elsie Allen High	599 Bellevue Ave.
06	Maria Carrillo High	6975 Montecito Blvd.
07	Santa Rosa High	1235 Mendocino Ave.
08	Santa Rosa Charter School for the Arts	2230 Lomas Ave.