



3 May, 2017

**Mr. Daniel Zaich, Ed.D**

Senior Director - Capital Facilities  
San Rafael City School District  
310 Nova Albion Way  
San Rafael, CA 94903  
(sent via e-mail: dzaich@srcs.org)

**RE: Architectural/Engineering Services Proposal**  
***Terra Linda High School***  
***District Office Initial Space Planning Assessment***  
***DLM-HED Project No. 2016-0801***

**Dear Dan:**

Thank you again the opportunity to work with SRCS on these exciting projects. We appreciate working with your team on all the improvements that we are privileged to be considered.

**General Background / Scope of Work:**

***Existing District Office:*** The District Office facilities located within the Terra Linda High School campus, including public meeting and support spaces are approximately 21,000 *net* square feet (roughly 27,000 *gross allocatable* square feet).

***Desired Facilities Improvements:*** The District Offices are assumed to remain within the Terra Linda HS campus and be of the same approximate area as currently exists. Desired improvements are assumed to potentially include upgrades to workplace adjacencies, individual work station improvements, support and specialty room improvements (Board Room, conference rooms, etc.) and support facilities (reprographics, storage, MDF/IDF, toilet facilities, etc.) These improvements are to be considered in the context of the bond measure improvements slated for the Terra Linda HS.

***Program Assessment:*** The architect assumes reviewing and cataloguing the existing work and support spaces along with a general review of the desired spaces to be included in a potential new configuration. The program of spaces will be documented in terms of their title, approximate area, general functional description and desired adjacencies and desired functional attributes. This space needs outline is intended to organize the initial steps of the space planning and is not assumed to create a document that restricts the progress of creative approaches to space planning solutions.

***Cost Projections:*** The architect will retain a cost consultant to provide initial cost budgeting based on the initial program assessment and projected scope of work.

***Space Planning Assessment:***

The space planning assessment is intended to be a precursor to a final space plan and not a final space plan recommendation. The intent is to test the initial desires of the space plan for spatial and functional adequacy and to establish a reasonable cost projection and budget. The components are assumed to possibly include the following:

- Adjacency Diagrams
  - Core functional spaces (offices, conference rooms, etc.)
  - Support spaces (storage, servers, restrooms, etc.)
  - Circulation (existing or proposed)
  - Relationship to TLHS spaces
  - Public Access (parking, waiting, etc.)

- Diagrams of Differentiated Public, Semi-Private and Private Space Allocations
  - Public spaces (entry, lobby, board room, etc.)
  - Semi-Private spaces (reception conference rooms, etc.)
  - Private (offices, workstations, etc.)
- Conceptual Layouts of Potential General Configurations
  - 2-3 Basic options for configuring various spatial diagrams
- Cost Projection
  - General cost impacts of basic concept layout options

*Specific Exclusions:*

- Detailed Facilities Surveys
- Final Space Plan Layout
- Hazmat Reports and Abatement Plans (by Owner)
- Public Design Review Process

**Consultants:**

- Cost Consultant: Mercurial

**Schedule of Work:** If the outline of scope listed above can commence by 1 June, 2017, we are proposing concluding the space planning assessment effort by September, 2017.

**Compensation:**

The Architect proposes the following fees on a fixed fee basis and per the phases as established in the original SRCS/DLM Agreement for Terra Linda HS:

**Compensation – Campus Master Plan Update:**

The Architect proposes the above services on a fixed fee basis for the sum of \$21,020.00.

**A/E Hourly Rates:** Per original agreement

**Reimbursable Expenses:** Architect's Reimbursable costs are to be billed per the original agreement.

Please notify me of further clarifications that may be required to advance this proposal. Thank you for the opportunity to be of assistance to the SRCS.

Sincerely,  
**DLM-HED**

**Wallace B. Gordon, AIA**  
Principal

Cc: Mark Van Pelt, VPCS  
Pete Norgaard, VPCS