



31 July, 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  
PROPOSED UPDATE TO EXISTING AUTHORIZATION NO. 4  
Terra Linda High School**

<b>DLM-HED Project Nos.</b>	<b>2016-1000</b>	– Campus Master Plan Update
	<b>2016-1010</b>	– Phase 1b – New Kitchen/Cafeteria/Student Center, Library, Drama & Music Facilities
	<b>2016-1020</b>	– Interim Music & Drama Facilities
	<b>2016-1030</b>	– Utilities Upgrades Package

**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 initiating.

**General Background / Scope of Work:**

***Facilities Additions/Replacement/Upgrades (schematic thru construction)***

**New Food Service/Student Commons, Library, Music & Drama Facilities Improvements (Phase 1b - Updated):** The District and Architect have recently concluded an update to the campus master plan provided with the bond measure. The master plan update process included community and campus staff input via several meetings and was recently approved by the SRCS Board of Trustees. Per the current campus master plan, project improvements and sequencing were modified. These modifications have resulted in Phase 1b scope of work to now include; replacement of the kitchen/cafeteria/student commons, new library/media center, new music and drama (black box) facilities and related site work upgrades. Areas previously identified in this Phase 1b that are now to be addressed in subsequent phases, include reconsideration of STEAM (science, technology, engineering, art and math, subsequently modified to a Communication & Information Technology (CIT) program, along with parking and vehicular passenger loading improvements. The Library is now required to be constructed first to allow the CIT to take the current position of the Library on campus. The parking and vehicular circulation improvements have been decided best executed with the subsequent gym improvements. The overall budgeting of projects has been recently updated. Total Phase 1b project budget (hard & soft costs) for these Phase 1b facilities improvements is \$26,969,375. (previously \$22,129,231) with a bid day budget of \$20,359,721 (previously \$18,094,637).

**Interim Facilities:** Project sequencing anticipates interim music and drama facilities to be in place prior to the permanent construction of Phase 1b. These facilities are anticipated to be a separate stand-alone effort with its own schedule and bid package. Total project budget (hard & soft costs) for these temporary improvements is \$1,571,512 (formerly \$1,486,806) with a bid day budget of \$1,036,213 (formerly \$1,071,675).

**Initial Utilities Improvement Package:** This is a proposed separate initial package as part of the Phase 1b overall improvements (Food Service / Student Commons / Library /Drama / Music). This package would be its own component of the main project improvements but allow for initial site work upgrades to the existing main power and gas feeds that are currently in the footprint of the existing improvements. It

has been discussed that initiating these improvements as a separate package is advantageous in terms of expediting the requisite utility upgrades as a prelude to the general construction of the Phase 1b main improvements. This should also expedite the overall construction of the Phase 1b main improvements since the utilities upgrades would otherwise have to be included in the later contract for the general construction. The construction costs of this package are assumed to be part of the overall \$26,969,375 total project cost of the Phase 1b main improvements.

***Campus Master Plan Update (recently completed)***

The Terra Linda HS component of the District Master Plan has been recently updated and approved by the SRCS Board of Trustees. This update provides guidance for the currently proposed improvements.

***Specific Exclusions***

- Topographical Surveys (by Owner)
- Geotechnical Reports (by Owner)
- Hazmat Reports and Abatement Plans (by Owner)
- Traffic Engineer (by Owner)

**Consultants:**

- Food Service: RAS Design Group
- Mechanical Engr: H&M Mechanical Group
- Electrical Engr: AEC
- Cost Consultant: Mercurial
- Landscape Des: Vallier Associates
- Civil Engineer: TBD
- Traffic Engineer: Provided By SRCS

**Schedule of Work:** The outline of scope listed commenced February, 2017 (Master Plan effort), with the completion of master plan update effort already concluded in June, 2017. The District has previously authorized the HVAC improvements. The HVAC project is currently proceeding and is not affected by this proposal.

**Compensation – Food Service/Student Commons/Library/Drama/Music Upgrades:**

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. It is based upon the projected total project budget of \$26,969,375 and a construction bid day target (excluding contingencies) of \$20,359,721:

<u>Phase of Work</u>	<u>Fee Allocation</u>
<b>Pre-Design / Programming:</b>	<b>\$55,375.</b>
<b>Schematic Design:</b>	<b>\$276,875.</b>
<b>Design Development:</b>	<b>\$387,625.</b>
<b>Construction Documents:</b>	<b>\$719,875.</b>
<b>DSA (Agency) Approvals:</b>	<b>\$110,750.</b>
<b>Bidding:</b>	<b>\$44,300.</b>
<b>Construction Administration:</b>	<b>\$509,450.</b>
<b>Generate Punch List:</b>	<b>\$22,150.</b>
<b>Punch List Final:</b>	<b>\$22,150.</b>
<b>O&amp;M Record Drawings Review:</b>	<b>\$22,150.</b>
<b>File DSA Closeout Docs Filed:</b>	<b>\$22,150.</b>
<b>DSA Certification:</b>	<b>\$22,150.</b>
<b>SubTOTALS:</b>	<b>\$2,215,000.</b>

**Compensation – Interim Housing:**

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. It is based upon the projected total project budget of \$1,486,806 and a construction bid day target (excluding contingencies) of \$1,071,675:

<u>Phase of Work</u>	<u>Fee Allocation</u>
Pre-Design / Programming:	\$2,500.
Schematic Design:	\$12,500.
Design Development:	\$17,500.
Construction Documents:	\$32,500.
DSA (Agency) Approvals:	\$5,000.
Bidding:	\$2,000.
Construction Administration:	\$23,000.
Generate Punch List:	\$1,000.
Punch List Final:	\$1,000.
O&M Record Drawings Review:	\$1,000.
File DSA Closeout Docs Filed:	\$1,000.
DSA Certification:	\$1,000.
<b>SubTOTALS:</b>	<b>\$100,000.</b>

**Compensation – Initial Utilities Improvements Package:**

The Architect proposes the following fees on a stand-alone fixed fee basis to provide an expedited separate initial package as part of the Phase 1b overall improvements (Food Service / Student Commons / Library / Drama / Music).

<u>Phase of Work</u>	<u>Fee Allocation</u>
Pre-Design / Programming:	\$2,125.
Schematic Design:	\$10,625.
Design Development:	\$14,875.
Construction Documents:	\$27,625.
DSA (Agency) Approvals:	\$4,250.
Bidding:	\$1,700.
Construction Administration:	\$19,550.
Generate Punch List:	\$850.
Punch List Final:	\$850.
O&M Record Drawings Review:	\$850.
File DSA Closeout Docs Filed:	\$850.
DSA Certification:	\$850.
<b>SubTOTALS:</b>	<b>\$85,000.</b>



**Compensation – Campus Master Plan Update (COMPLETED UNDER PRIOR AGREEMENT):**

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:

<u>Phase of Work</u>	<u>Fee Allocation</u>
<u>Master Plan Update:</u>	<u>\$54,000.</u>

**SubTOTALS:** **\$54,000. (COMPLETED)**

**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,  
**HED-DLM Architects**  
**A Michigan Corporation**

**Wallace B. Gordon, AIA**  
**C-12984**  
Principal