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September 11, 2017

VIA: EMAIL



Mr. Mike Braff
Director of Facilities
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401

**Re: Fee Proposal – 2018 Roof and HVAC Replacement Packages
Santa Rosa City Schools**

Dear Mr. Braff:

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, HVAC, Skylight Systems, Structural upgrades)
- Prepare specification sections.
- Prepare and draw required Plans and Details.
- Manage pre-proposal and proposal conference.
- Manage the evaluation and selection of contractor.
- Submit and obtain approval of documents through DSA, including all required DSA forms and paperwork
- 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.
- Setup DSA Box and interface with DSA and project inspector during construction, and complete all required forms and paperwork.
- Assist at pre-construction meeting and pre-installation meeting.
- Periodic quality assurance inspections during roof related applications.

- Assist at job-site meetings.
- Review of proposed change order requests.
- Response to clarifications and creation of CPR's, CCD's, AEA's and change orders as required.
- Assist in progress payment reviews.
- Assist in final inspection and project close out.
- Assist with final DSA close out and certification.

II. COMPENSATION

The anticipated professional fees for the construction document and construction quality assurance phases as described herein average to 7.62% (7.5% on non-DSA projects 10% on DSA projects) of the estimated construction cost on, A/E fee is estimated to be \$2,942,862.00, based on the following scale:

Site	Construction Cost	Allowance Amount	A/E Fee Amount	Total Project Cost
<i>Non DSA Projects</i>				
Elsie Allen HS	6,340,346	1,268,069	570,631	8,179,046
James Monroe ES (HVAC Eng)	2,222,725	444,545	79,583	2,746,853
Hilliard Comstock MS	4,786,420	957,284	430,778	6,174,482
Maria Carrillo HS	4,775,117	955,023	429,761	6,159,901
<i>Anticipated DSA Projects</i>				
Herbert Slater MS	5,750,415	1,150,083	708,545	7,609,043
Santa Rosa HS	6,028,386	1,205,677	738,566	7,972,629
Total	29,903,409	5,980,682	2,957,862	38,841,953

Assessment Performed at School	PBK Assessment Fee	Assessment Credit
• Elsie Allen HS	\$4,000.00	-\$4,000
• Hilliard Comstock MS	\$3,000.00	-\$3,000
• Maria Carrillo HS	\$4,000.00	-\$4,000
• Santa Rosa HS	\$4,000.00	-\$4,000
Total Roof Assessment Credit		-\$15,000
PBK Approximate A/E Fee Total (including credit)		\$2,942,862

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

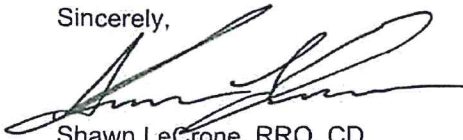
1. The fees quoted above do not include the costs for the production of the final construction documents or for presentation-related materials (if applicable), such as printing, binding, shipping and/or delivery fees.
2. Eligible reimbursable expenses for report printing and/or presentation-related expenses 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 (916) 682-9494.

Sincerely,



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

cc: Darrell Pearson, PBK
Gary Gery, PBK
Harold Stephens, PBK
Betty Chapman, PBK

ATTACHMENT A
School Campus List

Roof and HVAC Replacement Package(s):

No.	Facility Name	Facility Address
01	Elsie Allen High	599 Bellevue Ave.
02	Herbert Slater Middle	3500 Sonoma Ave.
03	Hilliard Comstock Middle	2750 West Steele Ln.
04	James Monroe Elementary	2567 Marlow Rd.
05	Maria Carrillo High	6975 Montecito Blvd.
06	Santa Rosa High	1235 Mendocino Ave.