



March 19, 2019

Dr. Dan Zaich
San Rafael City Schools
310 Nova Albion Way
San Rafael, CA 94903

**Re: Proposal for Venetia Valley ES Replacement Classroom – Additional Structural Engineering Services
SVA Project No.: 2017-40104.805**

Dear Dan:

This Letter of Understanding (the “LOU”) shall serve as confirmation between **San Rafael City Schools** (“Client”) and **SVA Architects, Inc.** (“SVA”) of our mutual understanding of the work to be performed for the **Replacement Classroom Building at Venetia Valley Elementary School** (“Project”) located at 177 North San Pedro Road, San Rafael, CA 94903.

I. Scope of Services

SVA and its Structural Engineer (“KPFF”) shall provide the following services in accordance with the terms and conditions of the Agreement:

1. Engineering Consultation.
2. Revisions to structural drawings and additional calculations necessary to obtain approvals and sufficient for use as construction documents

II. Compensation

- A. The Client agrees to compensate Architect, in accordance with the terms and conditions of this Agreement, for services rendered hereunder of a fixed fee equal to **Six Thousand Dollars (\$6,000.00)**.
- B. Payment to SVA will be made monthly in the proportion to services performed.
- C. Reimbursement for any direct expenses will be at 1.15 times the actual expense. Reimbursable expenses will include, but not be limited to, computer plots, printing and reproduction, photo work, artist renderings (if requested by Client), overnight delivery, messenger services, and travel expenses. SVA’s in-house progress sets are excluded from reimbursement.



D. SVA's Hourly Rates will be in accordance with the rates in the Professional Services Agreement dated August 22, 2016

If the above is agreeable and consistent with our mutual understanding, please sign one original of this Letter of Understanding and return it to us as soon as possible. Please note that the requirements of Section 5536.22 of the Business and Professions Code of the state of California require an executed written agreement by both parties prior to proceeding with any work. The attached terms and conditions are hereby fully referenced and incorporated.

Sincerely,

SVA Architects, Inc.

Robert M. Simons, AIA
President & Partner
License No.: C18301

AGREED AND ACCEPTED:

San Rafael City Schools

Signature

Name & Title

Date