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20 August, 2019

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
Academic Courtyard Improvement Studies
DLM-HED Project No. PENDING

Dear Dan:

Thank you again for the opportunity to work with SRCS on these exciting projects.

General Background / Scope of Work:

Academic Building Courtyard Concept Design Options: The District wishes to consider utilizing services of the Architect and Landscape Design Consultant to develop and select from three (3) maximum courtyard improvement scenarios for the existing Academic Building Courtyard of the Terra Linda High School campus.

Schedule: The courtyard concept plan selection, specifying and related meetings are anticipated to occur starting in August/September of 2019 with completion of all design options and conclusion no later than October / November of 2019. It is anticipated that there will not be a community review process as part of this schedule and scope of work.

Design Process: The architects anticipate the following:

1. **Scope of Work Meeting w/ SRCS Select Committee:** The landscape consultant has already met with HED and SRCS to agree on the basic scope leading to three (3) basic general concept plans of the space to show the landscape, shade and site furnishing concept. Due to lack of site survey information, there will not be a full addressing of drainage and irrigation system availability and related impacts. The preliminary conceptual design will be informed by prior input received from prior work with the site committee for the Student Commons. Design team will meet with TLHS school leadership to present concept plans and obtain input on the design. Minor modifications to the design will be made and drawings forwarded to the District.
2. **Field Review Existing Conditions / Create and Catalogue Digital Images:** Field assess existing conditions based on District archives and make minor adjustments as may be appropriate to actual field conditions. Visual observations will be the only background information as the consultant preference for surveys are assumed to not be provided in a timely manner.
3. **Construction Documents:** Not included.
4. **Bidding:** Not included.
5. **Construction Administration:** Not included.

Specific Exclusions

- Development of options beyond master plan and concept standards



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Consultants:

- Landscape architect only.

Proposed Additional Compensation – Courtyard Improvement Concept Plan Options:

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>Commons</u> |
|---|-----------------|
| Assimilate & Prepare Background Plans: | \$1,500. |
| Develop Three (3) Courtyard Plan Options: | \$2,500. |
| Review w/ SRCS Select Committee: | \$1,000. |
| Update Selected Option & Final Selected Option Doc: | \$500. |
| Construction Documents: | Not Included. |
| Design Totals: | \$5,500. |

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 Architects
A Michigan Corporation

Wallace B. Gordon, AIA
C-12984
Principal