

August 21, 2019

Dr. Joan Rosas  
Superintendent  
San Mateo-Foster City School District  
1170 Chess Drive  
Foster City, CA 94404

Project: New Elementary School in Foster City  
HMC # 3542003-100

Subject: Additional Services Request #01 for A/E Services for Adding Windows between  
the Kindergarten Classrooms and the Small Group Rooms.

Dear Dr. Rosas:

HMC respectfully submits the following Add Services Request for your consideration.

**Background:**

San Mateo Foster City School District is requesting HMC to provide professional design services, including agency processing, in support of adding windows between the Kindergarten Classrooms and the Small Group Rooms in Building B. HMC Architects and our engineering consultants will review the documents for feasibility and incorporate revisions as requested.

**Scope of Services:**

- 1) **A/E Services:**  
HMC Architects will provide the following Services noted below:
  - a. Revise floor plans and interior elevations to include windows.
  - b. Revise casework and plumbing to accommodate windows
  - c. Provide structural details and calculations
  - d. Submit documents to DSA for review
  - e. Coordinate with DSA to address comments and obtain approval
  - f. Generate Architect's Supplemental Instruction (ASI) for contractor
- 2) **Design Consultants Included:**
  - a. Structural Engineer
- 3) **Exclusions:**  
The following items are excluded:
  - a. Cost Estimating

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**Compensation:**

HMC will provide the services outlined in the Scope of Services above for a fixed fee of **Fourteen Thousand Five Hundred and Sixty-Six Dollars**.

HMC A/E Design Services	\$ 14,566
Reimbursables	\$ 0
<b>Total</b>	<b>\$ 14,566</b>

*Refer to the Master Agreement dated 05/15/2019 for HMC Hourly Rate Schedule.*

**Reimbursable Expenses:**

Reimbursable expenses including costs related to printing, plotting and delivery charges in the interest of the project are in addition to compensation for Basic and Additional Services. These expenses shall be billed by the Architect to the Owner at cost (1.10) times the expense incurred by the Architect and Architect's Consultants.

**Additional Services:**

If Additional Services are required beyond the original Scope of Work, HMC will bill on an hourly basis per 5/15/2019 Master Agreement HMC Hourly Rate Schedule.

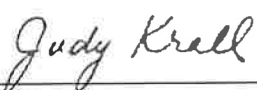
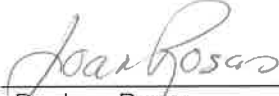
The District and Architect agree & acknowledge that the performance of the Architect's services may depend on circumstances that the Architect cannot control. The schedule and fee therefore, may be extended by agreement between the Owner and Architect, except where the Architect is solely responsible for Project delays.

**Preliminary Schedule**

Once HMC receives the Notice to Proceed, HMC anticipates three (3) weeks to complete this scope of services with an additional (3) weeks of review and coordination with DSA. HMC does not expect this time to impact the overall construction schedule.

**Authorization/Agreement to Proceed:**

HMC Group is hereby requested and authorized by San Mateo-Foster City School District to provide Architectural / Engineering Services as described above. All the foregoing is agreed to and authorized by:

	8-21-19		8-28-19
Judy Krall	Date	Dr. Joan Rosas	Date
Sr. Project Architect		Superintendent	

Please review this Proposal / Agreement and if it meets your approval, please sign and return one (1) original to my attention.

Dr. Joan Rosas  
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Respectfully submitted,

A handwritten signature in black ink that reads "Judy Krall". The signature is written in a cursive, flowing style.

Judy Krall  
Associate / Senior Project Manager

Encls.: Exhibit "B" – Task and Fee Schedule

cc: Jarret Bucknor, Marko Blagojevic, Brian Meyers (HMC)

J:\Projects\3542 San Mateo Foster City School District\003-100\_Foster City New ES Fixed Fee\02 Contracts Information\03 AOA\05  
PROPOSALS\ASR 01 AddWindowsKinder\ASR01\_Foster City ES#4\_AddedWindows\_2019-08-20.doc

## New Elementary School in Foster City - Design Services

## Proposal for Additional Architectural Services:

Add Windows between the Kindergarten Classrooms and the Small Group Rooms

SMFCSD

3542003-100

8/21/2019

POSITION CLASSIFICATION INITIALS	Sr PM Judy K	Pj Arch Eric Tsai	Design Drft Shweta J.	CA Support Monica B.	Sr. CA Alex S.	Struct Crosby Group	Plumbing LP Eng	TOT HRS
TASK								
1 Coordinate and manage revisions	2	1	8					3
2 Document Floor Plans and Interior Elevations, Window Schedule								8
3 Provide Structural design and calculations						X		0
4 Submit CCD to DSA, review, and obtain approval	1	2		2	1	X		5
5 Generate and Issue ASI to contractor								1
6 Document in As-builts			2					2
<b>TOTAL HOURS</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>2</b>	<b>1</b>			<b>19</b>
<b>RATE/HR</b>	<b>\$205</b>	<b>\$185</b>	<b>\$135</b>	<b>\$100</b>	<b>\$125</b>			
<b>TOTAL COST</b>	<b>\$615</b>	<b>\$555</b>	<b>\$1,350</b>	<b>\$200</b>	<b>\$125</b>	<b>\$9,746</b>	<b>\$1,000</b>	<b>\$13,591</b>
<b>REIMBURSABLES Allowance (To be billed against direct printing or shipping costs)</b>								
<b>CONSULTANT MARKUP (per contract 10%)</b>								
<b>TOTAL COST</b>								
						0%		\$0.00
						10%		\$975
								\$14,566

NOTE: HOURS AND WORK SHOWN ARE ESTIMATES ONLY AND MAY NOT REFLECT ACTUAL TIME INVOLVED BY EACH INDIVIDUAL FOR EACH TASK