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23 December, 2020

**Mr. Joel Cadiz**

Director – Facilities, Maintenance & Operations and Transportation  
San Mateo-Foster City School District  
1410 South Amphlett  
San Mateo, CA 94402  
(sent via e-mail: jcadiz@smfc.k12.ca.us)

**RE: Architectural/Engineering Services Proposal**  
*Bowditch Middle School*  
**Additional Services Request**  
**MIDDLE SCHOOL SCIENCE FACILITIES PROGRAMMING**  
*HED Project No. 2019-04919-1000 – Bowditch MS Science Dept Programming*

**Dear Joel:**

Thank you again for the opportunity to work with SMFCSD on this important undertaking.

**General Background / Scope of Work:**

**Programming of Science Facilities:** The District has endeavored to provide campus improvements to Bowditch Middle School. As such there has been a concerted effort to establish the program for science facilities improvements. This programming effort is assumed to be used as a template for other middle school science facilities improvements. As a result of the Measure X improvements under design at Bowditch MS, Architect has continued to work with Bowditch Science Dept to define the requirements and standards for middle school science programmatic needs for SMFCSD science classrooms and supporting Prep Rooms.

**Schedule:** Due to the needs to continue development of the plans and schedule deadlines, the programming was undertaken and simultaneously worked through with schematic design phase of Bowditch MS Science Facilities.

**Consultants:**

- None

**Proposed Compensation:**

The Architect proposes the following fixed fee based upon the billing rates outlined in the SMFCSD/HED Agreement for Bowditch Middle School, dated 17 March, 2020:

<b>Staff / Hours</b>	<b>Hours</b>	<b>Rate</b>	
<b>Wallace B. Gordon:</b>	<b>36</b>	<b>\$270</b>	<b>\$9,720.00</b>
<b>Scott Berge:</b>	<b>40</b>	<b>\$235</b>	<b>\$9,400.00</b>
<b>Totals – Science Facilities Program Development:</b>			<b>\$19,120.00</b>

**A/E Hourly Rates:** Per attached copy of billing rates in 17 March, 2020 SMFCSD-HED Master Agreement.

**Reimbursable Expenses:** Per Master Agreement dated 17 March, 2020.



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Bowditch Middle School– Science Facilities Programming  
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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 San Mateo-Foster City School District.

Sincerely,  
**HED Architects**  
**A Michigan Corporation**

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

Position	Rate
Principal-in-charge	270
Design / Technical Leader	260
Project Manager / Senior Project Architect	235
Structural Engineer	250
Specification Writer	230
Project Architect	200
Interior Designer	165
Job Captain / Project Coordinator	135
Design and Technology Support	115
Administrator	105

\*Rates are subject to change, and will be adjusted annually on January 1