

January 19, 2021

Patrick Gaffney
Chief Business Officer
San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404

Project: Beach Park Elementary School
HMC # 3542003-100

Subject: Additional Services Request #06 for A/E Services for Adding Walkway Canopy
and Lunch Shelter Canopy back into project

Dear Mr. Gaffney:

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 the walkway canopy west of Building B, three connector canopies, and the lunch shelter west of the Multipurpose Building. 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 site plans and sections for updated column locations
 - b. Provide structural details and calculations for canopy connections
 - c. Provide updated storm drain plans for connection of downspouts
 - d. Provide site lighting plan
 - e. Submit documents to DSA for review
 - f. Coordinate with DSA to address comments and obtain approval
 - g. Generate Architect's Supplemental Instruction (ASI) for contractor
- 2) **Design Consultants Included:**
 - a. Structural Engineer
 - b. Civil Engineer
 - c. Electrical Engineer
- 3) **Exclusions:**
 - a. Site Survey
 - b. Cost Estimating

Mr. Patrick Gaffney CBO
San Mateo-Foster City School District
Beach Park Elementary School Added Canopies
January 19, 2021
Page 2 of 3

Compensation:

HMC will provide the services outlined in the Scope of Services above for a fixed fee of **Twenty-Nine Thousand Seven Hundred Ninety-Eight Dollars.**

| | |
|-------------------------|------------------|
| HMC A/E Design Services | \$ 29,798 |
| Reimbursables | \$ 0 |
| Total | \$ 29,798 |

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

HMC understands the urgency of completing this scope of service. We will expedite the design as well as the review of shop drawings and coordination with the General Contractor. HMC anticipates two (2) weeks to complete the design drawings with an additional (3) weeks of review and coordination with DSA. The goal is to assist the Contractor to complete construction of the Kindergarten end of the covered walkway by mid-April 2021.

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:

| | | | |
|---|--------------------------|--|---------------|
|  _____ Brian Meyers Principal in Charge | <u>1-19-2021</u> Date | _____ Patrick Gaffney Chief Business Officer | _____ Date |
|---|--------------------------|--|---------------|

Mr. Patrick Gaffney CBO
San Mateo-Foster City School District
Beach Park Elementary School Added Canopies
January 19, 2021
Page 3 of 3

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

Respectfully submitted,



Brian Meyers
Principal in Charge

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

cc: Jarret Bucknor, 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 06 Walkway&LunchShelter_Canopy\ASR06_BeachParkES_AddedCanopies_2021-01-19.doc

Beach Park Elementary School - Design Services

Proposal for Additional Architectural Services:

**SMFCSD
3542003-100**

1/19/2021

- Add Canopies
 1. North to South Walkway Canopy
 2. Three connector canopies to Building B
 3. Walkway Canopy extension to Building A
 4. Lunch Shelter Canopy

| POSITION CLASSIFICATION INITIALS | PIC Brian M | Sr PM Judy K | Design Leader Shweta J. | CA Support Monica B. | Sr. CA Alex S. | Civil BKF | Struct Crosby Group | Lighting LP Eng | TOT HRS |
|---|----------------|-----------------|----------------------------|-------------------------|-------------------|----------------|------------------------|--------------------|-----------------|
| TASK | | | | | | | | | |
| 1 Coordinate and manage revisions | 1 | 8 | | | | | | | 9 |
| 2 Document Plans and Sections/Details | | 12 | 24 | | | | | | 36 |
| 3 Provide Structural design and calculations | | | | | | | X | | 0 |
| 4 Provide Site Lighting Plan | | | | | | | | X | |
| 5 Provide Storm Drain Plan | | | | | | X | | | |
| 6 Submit CCD to DSA, review, and obtain approval | | 1 | | 2 | 2 | | X | | 5 |
| 7 Generate and Issue ASI to contractor | | 1 | 4 | | 1 | | | | 6 |
| 8 Extended CA Services | | | | 1 | 8 | | | | |
| 9 Document in As-builts | | | 2 | 1 | 1 | | | | 4 |
| TOTAL HOURS | 1 | 22 | 30 | 4 | 12 | 0 | | | 69 |
| RATE/HR | \$235 | \$210 | \$170 | \$105 | \$210 | | | | |
| TOTAL COST | \$235 | \$4,620 | \$5,100 | \$420 | \$2,520 | \$6,000 | \$7,548 | \$2,000 | \$28,443 |
| REIMBURSABLES Allowance (To be billed against direct printing or shipping costs) | | | | | | | | 0% | \$0.00 |
| CONSULTANT MARKUP (per contract 10%) | | | | | | | | 10% | \$1,355 |
| TOTAL COST | | | | | | | | | \$29,798 |

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