



VERDE DESIGN

2455 The Alameda, Suite 200

Santa Clara, CA 95050

t 408.985.7200 f 408.985.7260

www.verdedesigninc.com

January 29, 2021

San Mateo – Foster City School District
Mr Mark Sherrill, Construction Project Manager
Delivered via Electronic Mail

RE: Foster City ES Turf Field Improvements
Verde Design Project # 2101300

Dear Mark:

In response to your request, Verde Design is pleased to submit the following proposal to San Mateo – Foster City School District (District) to provide the identified services on the above referenced project. This proposal shall remain valid for a period of sixty (60) days.

PROJECT UNDERSTANDING

The proposed improvements are focused on reconstructing the existing grass and rocked area to the immediate north of Foster City Elementary School's hard court play area in a new synthetic turf field area. The project requires accessibility review and approval from DSA (it does not require a full review). It should be noted that DSA may render an opinion that accessibility upgrades outside the proposed turf field area may be required as part of this project. This work may include accessible drinking fountains, restroom upgrades, path of travel and parking improvements related to accessibility codes. As the extent of this work is unknown, our proposal for base scope (i.e. the synthetic turf field area) does not include these design efforts. As discussed below, a design fee allowance in addition to the base scope design fee has been provided for consideration by the District.

If DSA does require some of the above upgrades, Verde Design can provide these design services in-house as part of the optional design fee allowance. Verde Design will arrange for a pre-design meeting with DSA to discuss these items with DSA. The District may elect to include this fee amount as part of the District agreement and purchase order. Its authorization and billing into this amount will be at the discretion of the District.

We would ask that the District retain a geotechnical engineer for an investigation and recommendations for the turf field improvements, notably anticipated soil infiltration rates and subgrade stabilization recommendations. Additionally, we would ask that the District provide a project specific topographic survey for the existing project area that accurately reflects existing conditions. Also, an underground utility survey is recommended to be provided as part of the site investigation by the District, especially if there are known utilities in the project area.

At this time, all the improvements are limited to the turf field area, and no other improvements have been identified. For example, no backstops, fencing, or non-field specific in-ground athletic equipment are currently to be included in the project at this time.

As currently scoped or identified, no architecture, electrical or structural engineering services will be required for this project. If necessary, we can provide as an add service through subconsultants.

LANDSCAPE ARCHITECTURE | CIVIL ENGINEERING | SPORT PLANNING & DESIGN

We are assuming that due to the project size (approximately 1.25 acres), a SWPPP, Risk Level 1 will be required to achieve coverage under the CGP. We have included in our scope the preparation of the SWPPP and QSD services. The Contractor or a 3rd party representative to the District is to act as the QSP and shall be responsible for all SMARTS filing once the WDID# is obtained. As the synthetic turf area will be considered a pervious surface that is self-treating, no C.3 / LID / storm water management compliance is required for this project.

SCOPE OF SERVICES

Verde Design proposes to provide the following services in accordance with our above stated understanding of the project.

A. Project Start Up & Site Investigation

1. One meeting with District to review the project scope and assist in defining design parameters.
2. Site-specific Data Acquisition (all of the below items are to be provided by the District)
 - a. Coordination with the District in order to obtain current DSA applications for both sites in the form of a Site Plan
 - b. List of all program-specific requirements for the identified improvements.
 - c. Obtain project specific geotechnical investigative report and recommendations for the project improvements.
 - d. Project specific topographic survey
 - e. Utility investigations
3. Visit project area and verify existing conditions and adjacencies. As part of the site walk, we ask the District provide one maintenance staff worker to assist in accessing available utilities and irrigation point of connection. Accessibility will also be reviewed for project areas.

B. Analysis and Design

1. Review the received information and set up CAD base drawings.
2. Develop preliminary concept design for the identified improvements.
3. Attend one meeting present the proposed design concept with the project stakeholders. Provide a ROM project construction estimate.
4. Attend a virtual pre-design meeting with DSA to review the project scope and accessibility deficiencies and requirements.
5. Refine the preferred design concept for the project improvements based on the input received.
6. Provide the refined design to the District for approval of the concept design.
7. Attend a follow up design review meeting to confirm the limits of the turf field, as well as the potential DSA required accessibility improvements.
8. Develop a preliminary construction cost statement for the identified project improvements.
9. Determine any additional field data required from the District (i.e. utility potholing, etc.).

C. Design Development

1. Develop a Design Development Package (at a 50% CD level), which will include the following:
 - a. Cover Sheet/Signature Plan
 - b. Existing Conditions Plan
 - c. Erosion / Sedimentation Control Plan
 - d. Demolition Plan
 - e. Grading Plan
 - f. Drainage / Utility Plan

- g. Material Plan
 - h. Construction Details
 - i. Material Cut Sheets
 - j. Technical Project Specifications
 - k. Construction Cost Statement
- 2. Submit 50% Package electronically to the District for review and approval to proceed to Construction Documentation.
 - 3. One meeting with the District to review the Design Development Package and receive comments and address questions.

D. Construction Documentation

The purpose is to provide the District with construction documents that will be used to receive DSA approval.

- 1. Prepare DSA / 95% Construction Document Package. The packages will include:
 - a. Cover / Signature Sheet
 - b. Site Accessibility Plan
 - c. Existing Conditions Plan
 - d. Erosion / Sedimentation Control Plan
 - e. Demolition Plan
 - f. Grading Plan
 - g. Drainage / Utility Plan
 - h. Layout Plan
 - i. Material / Detail Reference Plan
 - j. Construction Details
 - k. Technical Specifications (District is responsible for Front End and General Specifications)
 - l. Statement of Probable Construction Costs.
- 2. Redline & QA/QC process
- 3. Submit the 95% PS&E package electronically to the District for review and an electronic set to DSA for review.
- 4. One meeting with the District to review the 90% Documentation Package and review its contents.
- 5. Bid/Back-Check Submittal: Following receipt of District and DSA comments for the 95% Submittal, make corrections, if any, to finalize the package for bid, including a Statement of Probable Construction Costs. The final product will be digital signed drawings and technical specifications.

E. Bidding & Construction Administration Services

Upon delivery of DSA approved documents to the District, Verde Design proposes to provide the following services:

- 1. Contact potential bidders.
- 2. Coordinate bidding with the District.
- 3. Attend pre-bid meeting
- 4. Coordinate and respond to contractor questions during the bid period.
- 5. Preparation of addendum as necessary.
- 6. Attend pre-construction site-walk meeting .
- 7. Review substitution requests, submittals and shop drawings (max 2 submittal for any one product; additional resubmittals will be billed on an additional Time-and-Materials basis).

8. Attend up to ten (10) regular construction site observation/meetings as directed by the District during construction activity. Meeting documentation is assumed to be provided by others.
9. Answer contractor questions.
10. Assist the District with preparing change orders, if necessary.
11. Attend substantial completion walk-through and generate punch list.
12. Final site walk with Contractor and District to accept project.
13. Review and forward "as constructed" drawings as prepared by the Contractor.
14. Review all Contractor warranties / guaranties and M&O documentation for our scope of work.
15. Close project and organize electronic files, plans and construction binder.
16. Assist District with all DSA completion documentation.

Additional Meetings: We will gladly attend any additional meetings requested by the District throughout the process. Additional meetings will be billed at cost in accordance with the attached Charge Rate Schedule in addition to the fixed fee.

Project Timeline: For the purpose of this proposal, we propose the following general project durations:

Project Start-up & Site Investigation:	Three Weeks
Analysis and Design:	Three Weeks
Design Development:	Four Weeks
Construction Documentation:	
95%/DSA Submittal:	Six Weeks
Bid / DSA Back Check Submittal:	Six Weeks upon receipt of DSA comments

Note: the above timelines does not include any required review time by District or DSA staff. We will require the topographic survey at the end of the project Start-up phase, and the geotechnical investigation at the end of the Analysis & Design phase.

CLIENT RESPONSIBILITIES

In order to complete the items described in Scope of Services above, we request that the District provide the following information:

1. Programming needs for field improvements
2. Geotechnical recommendations for planned improvements
3. Topographic survey of current project area
4. Underground Utility Investigation

SPECIAL PROVISIONS

- A. Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services:
1. Meetings other than those listed.
 2. 3-D Renderings, Fly Thru Models, and Presentations to public bodies or public hearings.
 3. Project design documentation or costing in addition to what is noted above, including design work for areas outside the proposed field area
 4. Electrical, Geotechnical, and Structural engineering services
 5. Architecture Design
 6. Topographic Survey and Underground Utility Survey

7. Environmental Review or CEQA documents.
 8. QSP responsibilities
 9. Permitting or Coordination with public agencies, other than DSA (for an access only review)
 10. Permit Fees
 11. Right-of-way design work
 12. Booster Pump Design efforts
 13. Field or Laboratory testing of on-site or proposed materials
- B. Services will be diligently pursued and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of District, his consultants, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

CHANGE IN SERVICES

District may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

In the event that additional services including, but not limited to design, plans, renderings, and presentations not included in the Scope of Services are required; or for changes and revisions requested by the District after work has been performed, they will be performed on an hourly charge rate basis as extra work in accordance with the charge rate schedule in effect at the time the services are performed.

PROFESSIONAL COMPENSATION

For the above proposed Scope of Services that is based on our project understanding and the project timeline identified above, Verde Design, Inc. respectfully proposes the following lump sum fee as indicated below. This fee is based on the current hourly rate of the office as defined by our attached current Charge Rate Schedule, as well as the anticipated work effort that will be required to successfully complete this project. The fee will be billed as a percentage complete as broken down by the following phases:

Project Start-up & Site Investigation:	\$ 7,500
Analysis and Design:	\$ 13,250
Design Development:	\$ 25,300
Construction Documentation:	\$ 39,700
Bidding & Construction Administration:	\$ 24,200
FEE SUBTOTAL, BASE SCOPE:	\$109,950

Optional Design Fee Allowance for accessibility/additional scope: \$ 12,000

Additional services will be charged on a time and material or negotiated lump sum fee basis. Only work that is outside the approved Scope of Services and approved reimbursables will be subject to payments above the stipulated contract amount shown above. Should the project be delayed beyond the agreed upon project schedule by the Client to a level that puts the project on hold, for a period of time a re-start

fee will apply. This fee will be determined at that point based on the amount of downtime and additional work required to bring the project on line.

CHANGE IN SERVICES

Client may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

In the event that additional services including, but not limited to design, plans, renderings, and presentations not included in the Scope of Services are required; or for changes and revisions requested by the Client after work has been performed, they will be performed on an hourly charge rate basis as extra work in accordance with the charge rate schedule in effect at the time the services are performed.

TERMINATION OF AGREEMENT

This agreement may be terminated by either party at any point with ten (10) days written notice to the other party in the event of substantial failure of performance, or if the client should deem it necessary or desirable to indefinitely suspend the project.

In the event the project is terminated or indefinitely suspended in the manner herein provided, the Landscape Architect shall turn over copies of any and all documents completed to that date. The Landscape Architect shall be entitled to compensation up to and including said termination date. Original work shall remain the property of Verde Design.

BILLINGS & PAYMENT

Invoices will be sent by the 10th of the month for work completed through the 25th of the previous month. Any additional services will be billed separate from contracted services. Payment is due and payable within 30 days of the statement date.

If this proposal meets with your approval, please sign below, return a signed copy to our office, and issue a District purchase order to Verde Design, Inc. Mark, thank you for the opportunity to work with you and the District on this project!

Respectfully submitted,
Verde Design, Inc.



Devin Conway, PE
Principal

PROPOSAL APPROVED BY:
San Mateo – Foster City School District

Signature

Date

Enclosure: Current Charge Rate Schedule

**Verde Design, Inc.
Charge Rate Schedule
Effective until December 31, 2021**

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	\$245.00 per hour
Project Manager/Construction Manager	
Level Four	\$230.00 per hour
Level Three	\$210.00 per hour
Level Two	\$175.00 per hour
Level One	\$160.00 per hour
IT Manager	\$175.00 per hour
CAD Manager	\$170.00 per hour
Project Designer	\$155.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$145.00 per hour
Draftsperson Level II	\$130.00 per hour
Draftsperson Level I	\$125.00 per hour
Project Administrator	\$85.00 per hour
Intern	\$75.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Postage/Overnight Mail Service	Courier Delivery Service

Charge Rate Schedule is subject to revisions.

Revised 10/2020