

March 18, 2021

Robert Price
San Mateo Foster City School District
1410 S. Amphlett Blvd.
San Mateo, CA 94402

Subject: Borel Middle School Shade Structure Installation
District Wide Shade Structures – Add Service 4

Dear Mr. Price,

The District has asked us to revisit this Proposal for architectural service on the subject project. We will honor the terms herein for 30 calendar days from the date of this proposal. The proposal is as follows:

PROJECT UNDERSTANDING

We will provide architectural services for the installation of (3) pre-manufactured shade structures on the Borel Middle School Site. These structures were initially designed and DSA approved in 2015. However, the district placed the project on hold, and they were never constructed. Due to the change of codes and lapse in time, new drawings, specifications, calculations, etc. will need to be completed and submitted for DSA Approval. 1- 30'x 64', 1 – 30'x20' and 1-30'x 30' shade structures are proposed.

The work includes, but is not limited to:

- Provide design drawings and construction documents for installation of new structures. Include repairing of any sitework, flatwork, landscape areas damaged due to installation of structures.
- Provide DSA approval.
- Local fire authority review for this new structure and access onto campus.
- Construction Administration and DSA Closeout.

Other items not included in the scope of work are as follows:

- Major landscape work surrounding installation area.
- Fire alarm system or fire protection upgrades.
- Restroom Upgrades for ADA compliance.
- Site Electrical, lighting, mechanical, plumbing work.
- Topographic surveys, underground surveys, geologic surveys.
- Special foundation or structural engineering due to soil conditions.

DSA may require minor modifications to the ADA path travel to parking or off-site public way which we will include in this proposal. Reconfiguration of walkways, parking lots, ramps, etc., including civil engineering is not part of the scope of this proposal.

BASIC SERVICE

Construction Documents

Upon the Owner's approval, we will prepare Construction Documents consisting of drawings and specifications, setting forth in detail the requirements for the construction of the Project. On behalf of the Owner, we will seek the appropriate approval from state and local agencies of these documents and will assist the Owner in connection with the Owner's responsibility for filing other required documents.

We will assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

Construction Phase

Our responsibility to provide Basic Services for the Construction Phase commences with the award of the Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

The basic service during the construction phase includes review of submittals, periodic site visits during construction, review and processing change orders, certification of construction payment requests and final project inspection.

BASIC COMPENSATION

Compensation for the above Basic Service, design phase through approval, is based on a **fixed fee of \$22,320.00**.

Construction Administration and Closeout will be performed as part of this service. However, this is limited to reviewing submittals, color selection, answering RFI's, reviewing change orders, and limited jobsite visits. It is anticipated that weekly construction meetings will not occur for this project. If weekly construction visits are required, they will be billed as additional services with rates as listed in the attached Amendment D.

ADDITIONAL SERVICES

Services beyond Basic Service described above will be invoiced based upon standard hourly rates listed in our Master Agreement.

REIMBURSABLE EXPENSES

Reimbursable expenses are invoiced at 1.10 times actual cost.

PAYMENT SCHEDULE

The payment schedule for basic compensation will be as outlined in our master agreement. Invoices will be submitted monthly based on the percentage of completion of each phase of service.

We are available to proceed immediately on the Project, upon your approval of this Proposal. Please do not hesitate to call us if you require additional clarification on any of the above points. Otherwise, we ask that you indicate your acceptance of this Proposal by signing the enclosed copy of this letter, which will become our working agreement, and return same to our office.

We thank you for the opportunity to be of service.

Sincerely yours,
AEDIS, Inc.



Joe A. Vela, AIA
Principal

Accepted:

For San Mateo Foster City School District

ATTACHMENT D
Owner Architect Agreement

ARCHITECT'S SCHEDULE OF HOURLY RATES

Client: San Mateo Foster City
Project: District Wide Shade Structures
Date: 3/18/2021

(Effective 1/1/2021 to 12/31/2021)

President / CEO	\$ 250.00 / hr
Principal	\$ 225.00 / hr
Associate Principal	\$ 210.00 / hr
Director of Educational Planning	\$ 200.00 / hr
Senior Project Manager	\$ 200.00 / hr
Project Architect/Project Manager	\$ 180.00 / hr
Contract Administrator	\$ 180.00 / hr
Senior Designer	\$180.00 / hr
Assistant Project Manager	\$ 160.00 / hr
Designer	\$ 135.00 / hr
Interior Designer 1	\$ 150.00 / hr
Interior Designer 2	\$ 130.00 / hr
Office Manager	\$ 160.00 / hr
Administrator	\$ 120.00 / hr