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31 March 2021

Mr. Todd Lee, Principal  
Greystone West Company  
c/o San Mateo Union High School District  
650 N. Delaware Street  
San Mateo, CA 94401

RE: Transite Panel Encapsulation  
Aragon High School  
San Mateo Union High School District  
HED Project No. 21-SM007-001

Dear Mr. Lee:

At the District's request, HED is pleased to submit our proposal for the scope of work associated with the Transite Panel Encapsulation project at the Aragon High School campus in San Mateo, California.

It is our understanding that the existing buildings have transite panels glazed within an exterior, nonstructural wall frame system and that the district desires to encapsulate the panels in lieu of removing. Encapsulating the panels will require a new exterior assembly to contain and cover the existing panels. It is the intent of the new exterior assembly design to avoid triggering any structural rehabilitation to the existing buildings. This project will require an extensive amount of field survey work both on the exterior and interior to capture the many conditions that must be addressed.

We also understand that the district would like to increase the insulative value of the exterior assembly by adding insulation and by replacing the single glazing with insulated units. Although increased energy efficiencies will be improved, given the limited flexibility with the exterior assembly the increased efficiency may not meet the efficiencies of new construction. It is noted that all existing openings, doors and windows, will remain in their existing locations.

The existing Aragon panel system contain louvers that are open to the exterior allowing cold or hot air to enter the rooms. It is our understanding that the district would like to remove the louvers and install another system that allows adjustments to mitigate the unconditioned air infiltration.

Due to the scope of the project and potential disruption, we understand that the project may need to be constructed during consecutive summers resulting in extended construction support services.

We understand that the estimated construction cost for this encapsulation project is approximately \$7 m.

## SCOPE OF WORK

The general scope of service includes the design and documentation of the exterior wall assembly to encapsulate the existing transite panels and the following:

- Meet with the district representatives to review specific program and design needs
- Survey the site to become familiar with the existing conditions and review the existing construction from the existing as-built drawings
- Prepare three (3) conceptual design concepts for review with the district selecting one to pursue into the document phases
- Schedule a preliminary meeting with DSA to discuss the selected option and to verify which DSA disciplines are necessary for review and approval
- Prepare construction documents including plans and specification for submittal to DSA
- Provide construction cost opinions at schematic design and DSA submittal milestones unless estimates are provided by the construction management firm
- Secure approval and permits from DSA
- Assist in the bidding and preparation of addenda as required
- Provide extended construction support services—possibly over multiple summer durations
- Coordinate changes with DSA requiring CCDs or change order documentation
- At project completion, secure DSA compliance and project certification

## ASSUMPTIONS AND EXCLUSIONS

- District to provide appropriate geotechnical and topographic survey information if necessary
- District to provide as-built information for the buildings receiving new exterior assemblies
- Any structural strengthening design required by DSA that requires review and evaluation of the existing structural system of the existing building
- Hazmat or abatement documentation, if necessary, provided by others
- No electrical work except relocation of surface mounted devices and fixtures necessary to install new work
- DSA approved drawings are not altered for bidding purposes except by clarification through the addendum process

- Project is bid to a single contractor under hard bid or lease-lease-back arrangement
- Multi-prime delivery may require additional fee for construction support services
- Mapping, dedication drawings, private easement, quit claims are excluded
- LEED or CHPS certification is excluded
- Project documentation for CEQA/EIR by others

## COMPENSATION

### BASE FEE:

HED and consultants propose to perform the base fee work for 8.5% of the estimated construction cost for a lump sum, fixed fee of \$595,000 (five hundred and ninety five thousand dollars).

The billing phase percentages are from the sample agreement in the SMUHSD RFP.

Billing Phases		Fee
Schematic Design	15%	\$ 89,250
Design Development	15%	\$ 89,250
Construction Documents	40%	\$ 238,000
DSA Review	05%	\$ 29,750
Bidding	05%	\$ 29,750
Construction Admin	15%	\$ 89,250
Project Close-out	05%	\$ 29,750
Punchlist	1%	
Back Punch	1%	
Review O&M Docs	1%	
File DSA Docs	1%	
DSA Certification	1%	
Total		\$ 595,000.

HED reserves the right to renegotiate the fee should the agreed, estimated construction cost increase by more than 10% of the estimated construction.

## SCHEDULE

HED will commence work immediately upon authorization to proceed. It is understood that the project will be completed by no later than 2024.

Transite Panel Encapsulation Project  
Aragon High School  
31 March 2021

Thank you for your interest in considering HED for this project. We appreciate the opportunity to continue our successful relationship with you and establish a new one with the San Mateo Union High School District. As always, please feel free to call should you have any questions or comments.

Sincerely,

HED  
A Michigan Corporation

A handwritten signature in blue ink, appearing to read 'Erwin Lee', is positioned above a horizontal line.

Erwin Lee, RA  
*Principal*

elee@HED.design  
415 800-5979

cc: File