



QUATTROCCHI KWOK  
ARCHITECTS

Dan Zaich  
Director of Strategic Initiatives  
San Rafael City Schools  
310 Nova Albion Way  
San Rafael, CA 94903

**Re: Temporary Housing for Laurel Dell Elementary School**  
**QKA Project Number: 1637.02**

Dear Dan:

Quattrocchi Kwok Architects (QKA) is pleased to submit this proposal to provide architectural services associated with the planning and design of temporary student facilities for Laurel Dell Elementary School campus at the Davidson Middle School Annex site.

**Project Understanding:**

Based on our April 21, 2017 site visit, our understanding of the project includes minor alterations to the Davidson Annex as follows;

**1. General Items**

- Fire alarm system upgrades as required by code
- Minor modifications at restrooms for accessibility
- Remove fencing at play structures
- Paint building exterior
- New school sign
- General site accessibility issues (Parking stalls, access to all classrooms and restrooms)

**2. Relocate two portable classrooms (24x40' each) from Laurel Dell ES to this site for use by the after-school program.**

**3. Add new 40'x48' portable that will be used as a cafeteria. No kitchen or food service equipment needed.**

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4. There are 9 existing classrooms. In 8 of them, work will include;
  - Replace furnace with new furnace in a new closet. New exposed ductwork. No AC.
  - Replace broken or missing glass at windows.
  - Paint
  - New carpeting
  - New door hardware
  - New wireless data and additional power
5. In the 9th classroom, work will include;
  - Remove the existing partitions and incorporate the work included in the other 8 classrooms.
6. Administration spaces to remain “as-is”

**Scope of Services:**

Our proposed scope of services includes architectural and engineering services needed to prepare a comprehensive set of plans and specifications as required for DSA submittal and approval, bidding, and construction administration. Our services include civil engineering, structural engineering, mechanical engineering, and electrical engineering.

**Compensation:**

We propose to provide the services noted above for a fixed fee of \$143,600. We will invoice for our services on a percent complete basis as outlined in Exhibit “D” of our Master Agreement. In addition, please budget \$10,000 for reimbursable expenses.

**Services not Included:**

The following services are not included in our fee, but can be added as a supplemental service if desired by San Rafael City Schools;

- Cost Estimating
- Landscape Architecture
- Fire Sprinkler Engineering
- Energy Commissioning

**Information to be provided by San Rafael City Schools:**

- Site Survey
- Geotechnical Report
- Hazardous Materials Survey
- As-built Drawings
- Peak Kilowatt Demand Data, from PG&E, in kW (not kWh)
- Portable Building Manufacturer drawings needed for DSA approval

Thank you for the opportunity to present this proposal. We look forward to assisting with this exciting project. If this proposal is acceptable, please return one signed copy to the attention of Carol Tonelli, our Contracts Manager. Please feel free to contact me at 707-576-0829 if you have any questions.

Sincerely,



Steve Kwok, AIA  
Quattrocchi Kwok Architects, Inc.

Agree to Services and Fees:

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Dan Zaich

Date: