



November 15, 2017

**Dr. Dan Zaich**

Senior Director of Capital Facilities

**San Rafael City Schools**

310 Nova Albion Way, Suite 500  
San Rafael, CA 94903

**Re: Proposal for Interim Housing at Venetia Valley Elementary School**

Dear Dr. Zaich:

This Letter of Understanding (the "LOU") shall serve as confirmation between **San Rafael City Schools** ("Client") and **SVA Architects, Inc.** ("SVA") of our mutual understanding of the work to be performed for the Interim Housing at Venetia Valley Elementary School ("Project") located at 177 North San Pedro Road, San Rafael, CA 94903.

**I. Scope of Services**

SVA will provide architectural and engineering services for the interim housing, which will be comprised of ten (10) modular 960 sq. ft. classrooms, one (1) modular 1,920 sq. ft. classroom, and one (1) modular restroom, tentatively to be located just north of the middle school portion of the site. Civil and electrical engineering services are provided as part of this proposal. The District's modular vendor will provide DSA approved PC drawings for the modular buildings. This Project will be submitted to DSA for review and approval; an over-the-counter process is anticipated. The proposal is based on a construction budget of \$1,329,338.

**II. Compensation**

- A. The Client agrees to compensate SVA, in accordance with the terms and conditions of this Agreement, for services rendered hereunder of a fee equal to One Hundred Thirteen Thousand Ten Dollars (\$113,010.00).
- B. Payment to SVA will be made monthly.
- C. Reimbursement for any direct expenses will be at 1.10 times the actual expense. Reimbursable expenses will include, but be limited to, computer plots, printing and reproduction, photo work, artist renderings (if requested by Client), overnight delivery, messenger services, and travel expenses. SVA's in-house progress sets are excluded from reimbursement.



D. SVA's Hourly Rates will be in accordance with the rates in the Professional Services Agreement dated August 22, 2016.

If the above is agreeable and consistent with our mutual understanding, please sign one original of this Letter of Understanding and return it to us as soon as possible. Please note that the requirements of Section 5536.22 of the Business and Professions Code of the state of California require an executed written agreement by both parties prior to proceeding with any work.

Sincerely,

**SVA Architects, Inc.**

A handwritten signature in blue ink that reads 'Robert M. Simons' with a long, sweeping horizontal line extending to the right.

Robert M. Simons, AIA  
President & Partner  
License No.: C18301

**AGREED AND ACCEPTED:**

**San Rafael City Schools**

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Signature

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Name & Title

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Date