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PBK.com

May 23, 2018

VIA: Email



Mr. Mike Braff  
Director of Facilities  
Santa Rosa City Schools  
211 Ridgway Avenue  
Santa Rosa, CA 95401

**Re: Fee Proposal – Santa Rosa City Schools Agriculture Building Complex**

Dear Mr. Braff:

PBK is extremely excited at the opportunity to team with Santa Rosa City Schools for the design of the new Agriculture Building Complex, located on the District Farm at 4260 Alba Lane, Santa Rosa, CA 95403. Our team maintains and perpetuates a positive “can do” office culture that is centered on delivering the needs of our client. It is truly our intention to become an extension of your staff, and create a seamless partnership in facilitating all services required for this project. We listen carefully to the District’s objectives to provide creative and cost effective solutions while providing all the necessary resources and experience to collaboratively solve any challenge through the design and construction process.

This letter shall serve as our formal proposal for architectural and engineering services.

**I. PROJECT DESCRIPTION:**

- A. Based upon our initial meetings with the District, we developed a concept design for the project that represents our understanding of the proposed project components, which are as follows:
  - 1. Area of development and plan as shown on attached drawings.
  - 2. Provide a multi-building complex of approximately 30,000 square feet. Buildings shall be steel frame pre-engineered structures with architectural finishes and infills.
  - 3. Project to be non-DSA except for access compliance review. Submit to local building department for approval.
  - 4. Buildings to Include: 1) main visitor/entry gallery with large gathering room, restrooms, office, kitchen and storage; 2) show ring, adjacent to visitor center; 3) poultry facility; 4) rabbit facility; 5) hog facility; 6) sheep/goat facility and 7) steer facility.
  - 5. Site development for parking and circulation, loop road/drive, outdoor picnic and learning area, trailer parking and access, fenced connections to show ring and fenced yards..
  - 6. Total project budget is estimated to be approximately \$7,000,000 to \$8,000,000.
  - 7. Proposed schedule to be developed with District.

**II. ARCHITECTURAL/ENGINEERING SCOPE OF SERVICES:**

- A. Programming
  - 1. Development of program and project requirements.
  - 2. Meetings with District as required.
- B. Schematic Design
  - 1. Development of design options working with District.
  - 2. Meetings with District as required.

3. Review of systems and components for costs and value engineering.
4. Development of the following plans: Site plan, floor plan, exterior elevations, civil plans, and landscape plan.
5. Outline specifications.
6. Preliminary cost estimate.
7. Meetings with local agencies as required.
8. Color renderings.
- C. Design Development
  1. Refinement and development of Schematic Design.
  2. Meetings with District as required.
  3. Review of systems and components for costs and value engineering.
  4. Development and refinement of architectural, civil, landscape, structural foundation, mechanical, plumbing, electrical, fire alarm and data and low voltage plans.
  5. Coordination with building manufacturer on structural system and design.
  6. Finish and material selections, interior and exterior, and development of color/material boards.
  7. Outline specifications update.
  8. Cost estimate update.
  9. Color renderings.
- D. Construction Documents Phase
  1. Meetings with District as required.
  2. Review of systems and components for costs and value engineering.
  3. Final production of drawings for: architectural, structural foundation and slab, civil grading and utilities, mechanical systems, plumbing systems, landscape and irrigation plans, electrical power and lighting, and data and low voltage fire alarm plans.
  4. Final Specifications.
  5. Cost estimate update.
  6. Integrate District Division 0&1 into specifications.
  7. Coordination with manufacturer for metal building drawings integrated into set.
  8. SWPPP Plan.
  9. Title 24 documentation.
- E. Agency Approval
  1. Submission to DSA with required forms for access only.
  2. Submission to local fire for approval.
  3. Submission to local building department for approvals.
  4. DSA back check approval meeting for access.
- F. Bidding
  1. Respond to questions.
  2. Prepare addendums and submit to DSA for approval.
  3. Pre-Bid meeting.
  4. Bid opening attendance.
- G. Construction Administration
  1. Respond to questions.
  2. Pre-construction meeting.
  3. Prepare ASI's, Change Orders and CCD's.
  4. Attend weekly site meetings.
  5. Review submittals and shop drawings.
  6. Prepare punch list.
  7. Attend final site walk.
- H. Project Closeout
  1. Review O&M manuals.
  2. Assist District personnel in start-up.

**III. SERVICES NOT INCLUDED:**

- A. Commissioning.
- B. SWPPP monitoring/implementation during calculations.
- C. SWPPP amendments.
- D. Annual reports and notice of termination to State Water Resource Control Board.

- E. Construction staking.
- F. CEQA related activities.
- G. Geotechnical report (by District).
- H. Topographic survey (by District).
- I. Boundary survey.
- J. Agency fees.
- K. Access control system design.
- L. Photovoltaic system design.
- M. CHP's and LEED design or documentation.
- N. Cal Green tier one and tier two measure compliance.
- O. Upgrade to existing site electrical service.
- P. The following design and drawings to be provided by pre-engineered metal building manufacturer: wall framing plans, roof framing plans, details and structural calculations.

**IV. PROPOSED FEES:**

- A. PBK proposes a not to exceed fee equal to a percentage of the estimated total construction cost for the services noted herein, which equates to **8% of \$7,000,000 for a fee of Five Hundred Sixty Thousand Dollars (\$560,000.00).**
- B. Additional services shall be done on an hourly rate basis upon approval of the district or by means of a negotiated and agreed fixed fee. See "Attachment A" for rate sheet.
- C. All reimbursable expense invoices will include associated back-up receipts. There will be NO mark- up on reimbursable expenses. Reimbursable expenses will be limited to the following unless otherwise defined in basic architectural agreement.
  - 1. Printing/copying of all necessary documents as required for submittal and approval of drawings and specifications to all required agencies.
  - 2. Printing/copying of all necessary Drawings and Specifications for Progress Review Sets for the District or the District's authorized representative(s) during the Design Phase(s).
  - 3. Copying and mailing of submittals during Construction.
  - 4. Copying and mailing of documentation for all State Agencies.

**V. SCHEDULE:**

- A. Work to be completed as agreed to with Santa Rosa City Schools. See draft schedule included as Attachment B.

Thank you for the opportunity to team with you on this most exciting project. Feel free to contact me should you have any questions.

Sincerely,



Shawn LeCrone, RRO, CD  
Vice President, PBK – BEAM Professionals

Attachment

## **Attachment A**

**Effective June 1, 2017 – May 31, 2018**

# **HOURLY BILLING RATES**

Principal in Charge	\$220.00
Design Director	\$210.00
Senior Project Manager	\$200.00
Senior Project Architect	\$200.00
Project Manager	\$180.00
Project Architect	\$175.00
Project Lead / Technical Leader	\$145.00
Project Coordinator	\$125.00
Architectural Intern / Designer	\$110.00
Intern	\$85.00
Senior Project Designer	\$195.00
Project Designer	\$180.00
Design Leader	\$135.00
Designer II	\$130.00
Designer	\$105.00
Senior Educational Facilities Planner	\$220.00
Facilities Planner	\$180.00
Senior Construction Administrator	\$200.00
Construction Administrator	\$170.00
Sustainable Designer	\$155.00
Specification Writer	\$180.00
Agency Compliance	\$105.00
Cost Estimator	\$200.00
Clerical / Office	\$95.00

## **Attachment B**

### **Santa Rosa City Schools**

## **“Proposed DESIGN AND CONSTRUCTION SCHEDULE”**

### **Santa Rosa Agriculture Building Complex**

May 23, 2018

Notice to Proceed.....	June 1, 2018
Programming/Schematic Design Phase .....	June 2018
Schematic Design Review Meeting with District.....	June 28, 2018
Design Development.....	July-August, 2018
Design Development Review with District .....	August 22, 2018
50% Construction Document Page Turn with District .....	September 26, 2018
90% Construction Document Page Turn with District.....	October 31, 2018
Submittal for Plan Review .....	November 12, 2018
Agency Approval .....	January 17, 2019
Bid Opening .....	February 15, 2019
Construction NTP .....	March 12, 2019
Construction Substantial Completion.....	October 19, 2019
Move-In .....	November 9, 2019