



HIBSER YAMAUCHI Architects, Inc.

January 5, 2021

Julio Arroyo

Maintenance, Operations and Safety Director
Mill Valley School District
80 Lomita Dr.
Mill Valley, CA 94941
jarroyo@mvschools.org

Re: HVAC Study
Fee Proposal

Dear Julio:

Thank you for considering our consulting services for your project. We appreciate all opportunities to work with the Mill Valley School District. Per your recent messages we are submitting this proposal for Architectural Consulting and Engineering Services. Our understanding is that you are looking for an analysis of the scope of work and potential costs for replacement of the HVAC systems at 5 campuses.

PROJECT DETAILS

Project Location:

The project is located at Mill Valley Middle and Park, Old Mill, Tam Valley and Strawberry Point Elementary Schools in Mill Valley, CA.

Scope of Work:

HVAC Study

Budget:

TBD

Schedule and Phasing:

After receipt of the written approval of this Contract and the receipt of all required information, our work will be performed per the time durations as summarized below. This schedule is predicated on receipt of all appropriate information from various parties in a timely fashion. Review times by various parties (i.e. users, building departments, etc.) can vary and may have an impact on this schedule.

The design and construction will be completed in one phase.

In summary, the preliminary schedule is as follows:

- Report 3 weeks

Special Conditions:

None



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Construction Delivery Method:
N/A.

SCOPE OF SERVICES

As we understand it, the following services are necessary to complete the project. These are further detailed in the attached Terms and Conditions or our current Master Agreement with you. This proposal is currently limited to those services and consultants identified below. Should services beyond what is listed below be necessary, we may adjust this proposal to account for that effort. If you would propose to utilize a different agreement than attached, that agreement will apply to this proposal.

1. Architect's Basic Services

- a. Scoping/ Conceptual Design
 - 1) District Meetings 2
 - 2) Site Visits 1 per campus

2. Architect's Extra Services

- a. N/A

3. Deliverables

- a. Scoping/ Conceptual Design: Digital Report

4. Consultants

- a. Structural
 - i. Structural Engineering is not included at this time but may be added as necessary in the future
- b. Mechanical/Plumbing
 - i. Review available as-built or original HVAC installation drawings of each campus to understand the overall systems, the HVAC equipment, the design intent, and the areas served.
 - ii. Have a by-phone or onsite discussion with Facilities or M&O staff who are familiar with the history of the HVAC equipment at each campus and the issues they have experienced.
 - iii. Perform an onsite inspection of the HVAC equipment at each campus, determine the equipment age from serial numbers, and determine the equipment physical condition. In addition to external condition, we will open access doors (if openable) and inspect inside conditions including coils, heat exchangers, actuators, etc. We request someone from M&O to accompany us and provide internal access to the HVAC equipment.
 - iv. Discuss known or identified HVAC equipment issues with the equipment manufacturer to find out if they are repairable or not.
 - v. Write a report for each campus with photos and recommendations for repair or replacement. Include rough opinions of cost.



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CLARIFICATIONS AND ASSUMPTIONS

1. This project will be done in 1 phase.
2. The scope of the report is to evaluate existing conditions and recommend repair or replacement. Modifications to a different system type (i.e. adding air conditioning to a campus that does not have it currently) is beyond the scope of this effort.

EXCLUSIONS

1. Structural Engineering or specifying
2. Electrical Engineering or specifying
3. Signal Systems design: Data, telephone, intercom, paging (does not include fire alarm system)

BASIS OF PROPOSAL

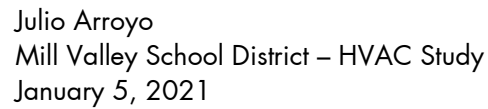
1. Text messages and emails from Julio Arroyo

PROJECT TEAM

- | | |
|-------------------------|--|
| 1. Architect: | Hibser Yamauchi Architects, Inc. |
| | Principal: Marcus Hibser |
| 2. Mechanical Engineer: | Capital Engineering, Inc. |
| | e-mail: TDuval@capital-engineering.com |
| | Contact: Tom Duval, Principal |

PROPOSED FEE

For the above work we herein propose a Fixed Fee of \$15,300.



I hope that this proposal meets with your expectations. If you have any additional questions, please do not hesitate to call. If you are in agreement, please sign below, sign our attached Terms and Conditions, and return to us. This proposal is valid for the next 60 days. We are available to begin work immediately upon receipt of your written approval. I look forward to working with you.

Marcus Hibser, Princeton University

/Enclosures: Terms and Conditions
 Current Billing Rates

_____	_____	_____	_____
Mill Valley School District	Date	Marcus Hibser Principal, HY Architects	Date



HIBSER YAMAUCHI Architects, Inc.

2020 Billing Rates

Architectural

Principal	\$235 per hour
Associate	\$195 per hour
Architect 3	\$180 per hour
Architect 2	\$160 per hour
Architect 1	\$150 per hour
Job Captain	\$135 per hour
Senior Draftsperson	\$120 per hour
Draftsperson	\$115 per hour
Jr. Draftsperson	\$105 per hour

Interiors

Project Designer	\$135 per hour
Staff Designer	\$110 per hour

Administrative Staff	\$85 per hour
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(rates subject to change annually)