

30 November, 2018

**Mr. Joel Cadiz**

Director – Facilities, Maintenance & Operations and Transportation  
San Mateo-Foster City School District  
1410 South Amphlett  
San Mateo, CA 94402  
(sent via e-mail: jcadiz@smfc.k12.ca.us)

**RE: Architectural/Engineering Services Proposal**

*Bowditch Middle School*

***PROPOSED UPGRADES TO EXISTING SEWAGE LIFT STATION***

***HED Project No. 2018-XXXXX – Bowditch MS Sewage Lift Station Upgrade***

**Dear Joel:**

Thank you again for the opportunity to work with SMFCSD on this important undertaking.

**General Background / Scope of Work:**

**Lift Station Replacement / Upgrade:** The District wishes to consider utilizing services of the Architect and related consultants to upgrade the sewage lift station as observed in the field, per District record documents and per recent brief discussion with Foster City Public Works.

**Schedule:** The District wishes to target Summer 2019 to implement subject upgrades.

**Design Process:** The Architect anticipates the following:

1. **Update Survey and Existing Lift Station Background Information:** Under separate agreement between District's surveyor, the existing conditions are to be assessed and documented. This will set the basis for sewage line and sewage lift station upgrade plans.
2. **Encroachment Permits and Improvements Documentation:** Architect and related Architect's consultants anticipate providing new connections of the sewer into Swordfish Street. Architect and Architect's consultants anticipate coordination with Foster City regarding required improvement details and approval of related encroachment permits.
3. **Onsite Sewage Line and Lift Station Replacement:** Architect and Architect's consultants anticipate focused replacement of sewer transmission lines and the single sewage lift station and related electrical power provisions. It is anticipated that the project delivery will be design-bid-build.
4. **Cost of Construction Projection:** Architect and Architect's consultants anticipate a general projected cost of construction based on information known and assumed during design process.

**Construction Documents:** The Architect anticipates the following:

1. Cover Sheet
2. Topographic Survey
3. Demolition Plan
4. Sewer Lift Station and Piping Plan
5. Erosion Control Plan



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6. Civil Details and Sections
7. Electrical Site Plan
8. Electrical Details and Calculations
9. Technical Project Specifications (General Conditions, Contract and Bid Forms by others)

**Specific Exclusions**

- Site survey to be provided under separate agreement between District and surveyor.
- Soils investigation
- Hazardous material investigation or removal coordination
- Site service power upgrade, excepting existing panel modifications to support replacement lift station
- Construction Inspection
- Fire, gas, storm drain and domestic water design
- DSA submittal and processing (not required)

**Consultants:**

- Civil Engineer: Warren Consulting
- Electrical Engineer: AEC Engineers

**Proposed Compensation:**

The Architect proposes the following fees on a fixed fee basis and per the phases as established in the original SMFCSD/HED Agreement for Bowditch Middle School.:

<b><u>Phase of Work</u></b>	<b><u>Commons</u></b>
<b>Initial Investigations / Site Review:</b>	<b>\$2,430.00</b>
<b>Construction Documents:</b>	<b>\$26,300.00</b>
<b>Bidding:</b>	<b>\$5,140.00</b>
<b>Construction Administration:</b>	<b>\$21,200.00</b>
<b>Totals – Sewage Lift Station Upgrade:</b>	<b>\$55,070.00</b>

**A/E Hourly Rates:** Per attached.

**Reimbursable Expenses:** Architect's Reimbursable costs are to be billed at cost plus 10%. For this project, we suggest a reimbursable budget of approximately \$5,000. excluding typical District costs such as bid printing, legal/contract review and other typical District miscellaneous costs.

Please notify me of further clarifications that may be required to advance this proposal. This proposal is valid for 30 days maximum prior to formal acceptance.

Thank you for the opportunity to be of assistance to the San Mateo-Foster City School District.

Sincerely,  
**HED Architects**  
**A Michigan Corporation**

**Wallace B. Gordon, AIA**  
**C-12984**  
Principal



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DLM HED San Francisco & Sacramento 2018\* Billing Rates – K-12 Projects

Position	Rate
Principal-in-charge	270
Design / Technical Leader	260
Project Manager / Senior Project Architect	235
Structural Engineer	250
Specification Writer	230
Project Architect	200
Interior Designer	165
Job Captain / Project Coordinator	135
Design and Technology Support	115
Administrator	105

\*Rates are subject to change, and will be adjusted annually on January 1