



PROPOSAL FOR ADDITIONAL SERVICES

The following narrative will clarify the Additional Scope of services to assist the **Mt. Diablo Unified School District** with ongoing consultant services for the Facility Master Plan developed in the agreement dated September 7th, 2018 from RFQ #1790.

SCOPE OF SERVICES

The Scope of Services includes Master Planning Consultation services for the completed 2018 Mt. Diablo Districtwide Facility Master Plan (“FMP”). LPA will assist the District with the following tasks:

1. Provide consultation to assist the district with the interpretation of the FMP documents.
2. Provide consultation to design firms for translation of the FMP documents and scope of defined project sites.
3. Consultation of other items that could influence changes to the FMP.
4. Refine master plan at the direction of the District.

LPA understands and welcomes the opportunity to work under the coordination and supervision of the District’s Representative if a Program manager is hired by the District.

CONFLICT OF INTEREST

The purpose of the additional language below is to maximize the District’s flexibility to engage LPA to continue-on as the design professional for follow-on design services without a claim of conflict of interest under Government Code Section 1090.

This Scope of Services will not include LPA’s preparation of any follow-on contract for design professional services as described below:

- LPA will not have any public contracting duties or responsibilities pursuant to the services to be performed under this Scope of Services.
- LPA will not have any authority to nor shall LPA negotiate contracts or make purchases on the District’s behalf.
- LPA will have no decision-making authority and shall at all times perform services only at the direction of the District.
- All of the work produced by LPA under this Scope of Services shall be the property of the District to be utilized to inform the District’s key decision makers.

- LPA shall not be entrusted with duties to engage in or advise on contracting on behalf of the District.
- Any conceptual-design work performed by LPA shall be based on the input and guidance it receives from the District and other stakeholders designated by the District.
- LPA will not determine the scope of any subsequent design service contracts to be entered into by the District following the completion of the services set out in this Scope of Services.
- It is anticipated by the District and LPA that the deliverables furnished to the District under this Scope of Services may be submitted by the District to any potential respondents to any District follow up RFP to the extent it is relevant to the scope of work to be undertaken in any follow-on design services.

FEE PROPOSAL

LPA proposes to provide Master Planning consultation for the 2018 Mt. Diablo Facilities Master Plan on an Hourly Not-to-Exceed \$150,000 basis for a period of one year through July 31st, 2020, unless extended through a contract amendment. The fee will be billed on a monthly basis per the following rate schedule.

Any outside consultants hired by LPA in response to a request by the district will be invoice at consultant cost plus a mark-up of 15%.

Reimbursable expenses are in addition to compensation and will be invoiced at cost plus 10%. They include costs for reproduction, plotting, express mailing, delivery charges.

LPA BASIC HOURLY RATE SCHEDULE

Principal	\$250.00
Discipline Director	\$215.00
Project Director	\$195.00
Project Leader	\$175.00
Design Coordinator II	\$150.00
Design Coordinator I	\$125.00
Designer III	\$115.00
Designer II	\$100.00
Designer I	\$90.00
Intern	\$70.00

NOTE: These rates become effective on July 1, 2018 and are subject to change annually.