

March 29, 2019

Richard Jackson
Director, Maintenance & Operations
Mt. Diablo Unified School District
1480 Gasoline Alley
Concord, California 94520

**Re: Scope & Fee Proposal for Architectural Services
Glenbrook Middle School Charter School Portable Classrooms**

Dear Richard,

Nacht & Lewis Architects (N&L) is pleased to continue to serve the Mt. Diablo Unified School District (MDUSD/District) and to have the opportunity to submit this scope and fee proposal for A/E services for the above referenced project. Following our recent conversations, the following forms the basis of this proposal:

Project Understanding & Scope of Work:

1. This project is to provide temporary portable classrooms at Glenbrook Middle School for use by a charter school program. All efforts must be made to have the project completed as soon as possible.
2. Meet with District facilities staff and visit project site to fully understand detailed project requirements for the location of (5) individual 960 sf portable classroom buildings set above grade on wood crib foundations. One classroom building will have two single-accommodation restrooms and will require water and sanitary sewer services.
3. Building location shall be directly off the asphalt hardcourt in the turf area adjacent to the sports fields.
4. Buildings will be leased portables as provided by Mobile Modular or others without significant improvements or modifications upon installation.
5. Review proposed relocatable building plans from leasing agent.
6. Provide full project design and construction documents as required to obtain local fire authority and Division of the State Architect approval, assist with bidding and construction administration of the project.
7. Provide site design, power, data, fire alarm and phone system design including all cabling and devices for a complete and operational system. Provide building connection to existing domestic water and sanitary sewer for the classroom building containing restrooms.
8. Submit to and obtain approval from local fire authority of site design. Modifications to the existing fire water service is not a part of this proposal.
9. Submit to and obtain approval from Division of the State Architect.
10. Assist in selection and DSA approval of a Project Inspector.
11. Prepare a single package of construction documents suitable for bidding of all site and lease building modifications.
12. Assist in coordination with District selected leasing agent.
13. Assist in the bidding of the site work portion of the work including attendance at pre-bid conference, answering bid phase RFIs and issuing any required addenda.

14. Provide construction administration assistance and oversight including attendance at (1) pre-construction conference, (1) mid-construction site meeting and (1) final punch list visit. We will assist in answering contractor RFIs during construction, reviewing product submittals and coordinating any field changes with DSA and IOR.
15. Review contractor provided field as-build drawings.
16. Assist in project closeout and final project certification with DSA.

Assumptions:

1. The selected site location is relatively flat and does not require a topographic survey.
2. Modular buildings have been secured and DSA approved PC drawings are immediately available.
3. Modular buildings come with DSA approved ramps.
4. Project will include restrooms in one building only.
5. Minimal accessible path of travel upgrades are required and no new staff or student restroom upgrades are required on the existing campus. The District has indicated that DSA approved accessible restroom upgrades were completed during the summer of 2018. This proposal assumes that work will be closed with DSA certification if this project needs to rely on them for accessible facilities to serve these new portables.
6. Local fire authority review and approval does not exceed 2 weeks duration and that fire water volume, pressure and hydrant locations meet their requirements for this project.
7. DSA is able to schedule an OTC review within two weeks of our anticipated OTC date. Electronic Plan Review (EPR) for portables starts September 1, 2019 and OTC appts. are filling up fast. This proposal anticipates a traditional OTC and not an EPR.
8. Nacht & Lewis has no control over the current bidding environment. Construction resources for small projects of this nature are limited. The District should be advised that it may be difficult to find qualified bidders and to expect escalated pricing.
9. This proposal does not include cost estimating services.
10. Scope does not include required local fire authority or DSA application fees or DSA required testing and inspection services.
11. Scope does not include soils or material testing.
12. This proposal assumes the selected project area is relatively flat and within slope tolerances of the DSA approved modular building foundations. Civil engineering services are not included for topographic surveys, grading, or drainage design. Civil engineering services will be required to locate and design water and sanitary sewer connections.
13. Scope of work and fees outlined herein assume access to all available District record drawings via electronic transmission and the District will transmit all available files upon request.
14. Nacht & Lewis has no control over the review times by the local fire authority or DSA. However, we will work in a proactive manner and assist in obtaining the most timely review and approval possible. This project does meet the provisions of DSA for a one-day over-the-counter review process and we will pursue this approach.
15. Nacht & Lewis has no control over the availability or delivery schedule of the leased portable buildings from leasing agent.
16. Prior to DSA review, local fire authority review and approval of site emergency vehicle access and fire water is required. This proposal assumes the District will assist in expediting this process if they have any advantageous relationship with the local fire authority. This proposal does not include any fees associated with fire water flow testing or analysis.

17. Nacht & Lewis will provide electronic PDF document files for all planning and review documents as well as all final construction documents. Full-size print copies or bid phase print sets are not a part of this proposal.
18. Construction cost estimating is not a part of this scope. This project will be designed to the scope identified and not to a particular construction cost estimate.
19. Low voltage system design including fire alarm, data and phone will be designed to include all cabling and devices for fully operational systems. This scope does not include end-use computer devices, tablets, printers or other hardware. All system programming and network setup shall be provided by the District.
20. Nacht & Lewis will provide all technical specifications. This proposal does not include “front-end” Division 0 and 1 Bidding and Contract documents. Nacht & Lewis will coordinate the technical specifications with these District furnished specification sections.
21. In order to meet the “over-the-counter” review definition by DSA, these portable buildings will be considered temporary in nature per DSA definition and will remain on the site for a maximum of three years. District will be required to provide a letter to be included as part of the construction documents stating compliance with DSA’s three year limitation for temporary facilities. Project schedule cannot be maintained if and OTC with DSA cannot be obtained.

Schedule:

A detailed project schedule has not been presented by the District at the time of this proposal. We assume this project will be constructed during the summer of 2019 and will be ready for occupancy as soon as possible. The following represents anticipated phase durations starting from a notice to proceed:

Field Review & Documentation	1 week
Prelim. Design & Fire Review Dept. Review	2 weeks
Construction Documents	2 weeks
DSA Over the Counter Review	1 week
Bid/Award	6 weeks
Field Construction	8 weeks
<u>Project Closeout & Certification</u>	<u>4 weeks</u>
 Total Project Duration	 24 weeks or 6 months

If we had a notice to proceed for this work by April 1, 2019, construction should be complete with beneficial occupancy by September 1, 2019.

Fee Proposal:

Nacht & Lewis proposes providing the work outlined in this proposal as a lump sum fee inclusive of all engineering sub consultants, normal reimbursable expenses, trips and deliverables indicated herein. These fees will be billed on a monthly percent completion basis as follows:

Mt. Diablo Unified School District
Scope & Fee Proposal for Architectural Services
Glenbrook Middle School Charter School Portable Classrooms

March 29, 2019

Page 4

Nacht & Lewis	\$31,270
Siegfried Engineering (Civil/Plumbing)	\$9,000
<u>Harry Yee & Associates (Electrical/Low Voltage)</u>	<u>\$11,000</u>

Total Fee **\$51,270**

Phase Fee Billing Schedule

Planning, Site Visits & Topo Survey	(15%)	\$7,690
Construction Documents w/ DSA Approval	(60%)	\$30,762
Bidding/Award	(5%)	\$2,564
<u>Construction Admin. & Closeout</u>	<u>(20%)</u>	<u>\$10,254</u>

Total (100%) \$51,270

The District has already advanced Nacht & Lewis \$24,500 for professional services on this work per our executed agreement dated February 3, 2019. A balance of \$26,770 will be required to complete the work outlined in this proposal.

Please review and if you have any questions feel free to give me a call.

Sincerely,

NACHT & LEWIS



Brian J. Maytum, AIA, LEED AP
Principal/Vice President