



VERDE DESIGN

2455 The Alameda, Suite 200
Santa Clara, CA 95050
t 408.985.7200 f 408.985.7260
www.verdedesigninc.com

November 8, 2018

Mt. Diablo Unified School District
Attn: Richard Jackson, M&O Director
Delivered via Electronic Mail

Subject: Mt. Diablo USD Campus Landscaping Improvements
Mt Diablo High School, Oak Grove Middle School, Sun Terrace Elementary School
Verde Project No.: 1819900

Dear Richard:

Thank you for the opportunity to provide the landscaping design services as outlined below. This proposal shall remain valid for a period of sixty (60) days.

PROJECT UNDERSTANDING

Mt. Diablo Unified School District (District) is looking to renovate existing landscaping areas at three schools: Mt Diablo High School, Oak Grove Middle School, and Sun Terrace Elementary School. Verde Design would provide landscape architecture design, documentation and construction assistance services for renovating these areas identified on the accompanying aerial images.

For Mt. Diablo High School, the project area is along the school frontage adjacent to Grant Street, with an initial estimated construction budget of approximately \$190,000. At Oak Grove Middle School, we will improve the identified frontage along Minert Road and Weaver Lane, along with the identified interior campus / courtyard areas. We identified an initial estimated construction budget of approximately \$450,000 at OGMS. At Sun Terrace Elementary School, the project area is along the school frontage adjacent to Floyd Lane, with an initial estimated construction budget of approximately \$165,000.

We will look at replacing areas with low maintenance, low water plant materials, and at Oak Grove Middle School also look at possible hardscape and site furnishing improvements. The new planting areas will receive new irrigation, as these areas already have water systems to these areas. No other new utilities (i.e. domestic water, sewer, storm drainage, and electrical) will be part of the project. As the project is assumed to be a landscaping maintenance project, we are not anticipating this project will require DSA involvement. No fencing improvements are understood to be part of the project.

A project-specific topographic survey will be required for the project. We are assuming that the District will be providing these services. However, we have provided an optional fee for the topographic survey from a subconsultant in case the District elects to have us provide. We have included a design allowance as part of the overall fee for any unforeseen design efforts in case the District wants to include in the District purchase order with Verde Design.

We have set up this proposal based on one overall design and construction package based on our proposed deliverables and related timeline. The intent is for this package to be hard bid. At this time, the project does not appear to require a SWPPP and NOI filing with the State SMARTS system as the overall project areas at each site are less than one acre in size.

SCOPE OF SERVICES:

Verde Design proposes to provide the following services in accordance with our above stated understanding of the project.

A. Project Start-Up / Program Validation / Site Investigation

1. A kick-off meeting with the District to review and confirm project scope, programming, and scheduling parameters. Meeting agenda and minutes to be provided.
2. Attend an initial design meeting at each of the three project sites to discuss desired improvements and potential ideas and spatial opportunities.
3. Complete a site walk with District / School staff (in order to confirm maintenance needs, existing infrastructure, etc.) at each site.
4. Compile a composite soil sample for each site, and have it agronomically tested for current and desired nutrient levels.
5. Establishment of project files, procedures and other administrative tasks.
6. Data acquisition:
 - a. Coordination with the District to obtain a current topographic survey and underground utility survey to reflect the current project boundaries, adjacent utilities, and accurate representation of existing conditions.
 - b. District to provide any plans of current or as-built conditions including drainage, irrigation, water, sewer, gas, etc. for the project site.
7. Review all pertinent program and site inventory information.

B. Schematic Design

1. Develop preliminary schematic designs for the project improvements.
2. Attend a meeting at each site with the District and individual school staff to review preliminary design package and develop a preferred design. Meeting agendas and minutes to be provided.
3. Refine the preferred designs and develop CAD base. Send refined Final Schematic Designs to District for review and approval, along with the associated preliminary project cost statement for the identified improvements.

C. Design Development

1. Develop a Design Development Package (at a 50% CD level), which will include the following:
 - a. Cover Sheet
 - b. Existing Conditions Plans
 - c. Erosion / Sedimentation Control Plans
 - d. Demolition Plans
 - e. Grading / Drainage Plans
 - f. Layout / Material Plans
 - g. Irrigation Plans
 - h. Planting Plans
 - i. Construction Details
 - j. Statement of Probable Construction Costs
 - k. Technical Project Specifications
2. Submit 50% Package to the District digitally for review and approval to proceed to Construction Documentation.
3. One meeting with the District to review the Design Development Package and receive comments and address questions. Meeting agenda and report will be provided.

D. Construction Documentation

1. 90% Package. Upon receiving approval to proceed with documentation, we will review the 50% submittal comments from the District and incorporate them into the 90% Package.
2. Submittal preparation and coordination. Submit two sets of bond drawings and specification book (along with revised cost statement) to the District for review and comment.
3. Redline, Review and Quality Control (QC) process.
4. Facilitate one meeting with the District for review and coordination of the 90% submittal comments.
5. 100% Submittal: Following receipt of District comments for the 90% Submittal, make corrections, if any, to finalize the package for bid, including a Final Statement of Probable Construction Costs. The final product will be original signed bond drawings and technical specifications.

E. Bidding & Construction Administration

Upon receiving approved construction documents, Verde Design will assist the District during the construction phase and provide the following construction administration services as required by the project:

1. Attend pre-bid coordination meeting
2. Coordinate and respond to bidder questions.
3. Preparation of addendum as necessary.
4. Attend pre-construction coordination meeting.
5. Review and processing of applicable product submittals, shop drawings, and product samples (max 2 submittal for any one product; additional resubmittals will be billed on an additional Time-and-Materials basis).
6. RFI coordination and processing.
7. Change Order evaluation.
8. Attend six total construction meetings and / or site visits at the project sites. Meeting communication (i.e. agendas and minutes) to be provided by others (i.e. not Verde Design).
9. Review field and laboratory testing data of materials and provide review responses to the District. Note: all laboratory testing of field materials is excluded from this proposal.
10. Provide one substantial completion walk-thru of the work and generate punch list for the District.
11. Review record drawings for underground improvements.
12. Final walk through and punch list for our scope of work. All subsequent punch walks will be billed on a Time and Materials basis in addition to this proposal.
13. Review all Contractor warranties / guaranties and M&O documentation for our scope of work.
14. Close project and organize electronic files, plans and construction binder.

PROJECT TIMELINE

For the purposes of this proposal, Verde Design proposes the following timeline for the tasks identified above (all timeline durations are sequential and begin once we receive a signed contract):

Project Start-Up / Program Validation:	3 weeks
Schematic Design:	3 weeks
Design Development:	3 weeks
Construction Documentation:	
90% Submittal:	3 weeks
100% Submittal:	2 weeks

The above timeline excludes District review times. In addition, this assumes that the survey can be completed within the project start-up duration.

CLIENT'S RESPONSIBILITIES

In order to complete the items described in Scope of Services above, we respectfully request that the District provide the following information:

Guidelines and Requirements

1. District, City/County codes, ordinances, and policies.
2. Development and maintenance practice guidelines.

Project and Site Information

1. Any available construction or record drawings of the project area.
2. Ground Topographic Survey in AutoCAD 2004 (or more recent version) of the project site outlining detail necessary to accurately design the identified improvements (unless our optional service is selected).
3. Utility survey of existing utilities as needed and / or potholing as required in specific areas as requested by our office
4. Irrigation system point of connections, as well as service line and meter size, available pressure, and number of controller stations available. In addition, the preferred irrigation components (i.e. brand and models) will be provided to our office. The irrigation POC's shall be provided within our understood Limit of Work Area.
5. Required products, including any District plant palette standards, if required.
6. Drawing title block and drawing standards. If none available or needed, Verde Design will base all drawings on its drawing standards.

SPECIAL PROVISIONS

Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services:

1. Meetings other than those listed.
2. Presentations to public bodies.
3. Project design and documentation costing in addition to what is noted above in the project understanding.
4. Property or Title surveys
5. Topographic surveying (unless optional service is accepted)
6. Underground utility surveying
7. Environmental Review or CEQA documentation.
8. Permitting with public agencies, including DSA
9. Electrical, Geotechnical, M/E/P, or Structural Engineering
10. Architecture Design
11. Right-of-way design work
12. Fees of any kind required for project approval.
13. Renderings or presentation graphics.
14. Hydraulic Pump Design
15. SWPPP Risk Level design and documentation
16. QSD / QSP efforts

Services will be diligently pursued and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of District and its Consultants, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

PROFESSIONAL COMPENSATION

For the above proposed Scope of Services that is based on our project understanding and the proposed project timeline identified above, Verde Design, Inc. respectfully proposes the following fixed fee breakdown, including the identified reimbursables. This fee is based on the anticipated work effort that will be required to successfully complete this project, as well as the current hourly rate of the office as defined by our current Charge Rate Schedule.

In case there is additional design scope that arises during the project process, we have included an optional design fee allowance for any added unforeseen design efforts desired and/or required for the project. The District may elect to include this fee amount and the other optional fee for topographical surveying as part of the District agreement and purchase order.

The fee will be billed as a percentage complete as broken down by the following phases:

Project Start-up / Program Validation / Site Investigation:	\$ 7,900
Schematic Design:	\$ 15,500
Design Development:	\$ 22,500
Construction Documentation:	\$ 29,500
<u>Bidding & Construction Administration:</u>	<u>\$ 16,500</u>
Base Fee Subtotal:	\$ 91,900
<i>Optional</i> Topographic Surveying (via PLS Surveys)	\$ 16,500
<u><i>Optional</i> Design Fee Allowance:</u>	<u>\$ 9,500</u>
Fee Total, with Optional Services:	\$117,900

Additional services will be charged on a negotiated fixed fee or time and material basis. Only work that is outside the approved Scope of Services and approved Reimbursables will be subject to payments above the stipulated contract amount shown above. Should the project be delayed beyond the agreed upon project schedule by the District to a level that puts the project on hold for a period of time, a re-start fee may apply. This fee will be determined at that point based on the amount of downtime and additional work required to bring the project on line.

CHANGE IN SERVICES

District may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

In the event that additional services including, but not limited to design, plans, renderings, and presentations not included in the Scope of Services are required; or for changes and revisions requested by District after work has been performed, they will be performed on an hourly charge rate basis as extra work in accordance with the charge rate schedule in effect at the time the services are performed.

TERMINATION OF AGREEMENT

This agreement may be terminated by either party at any point with ten (10) days written notice to the other party in the event of substantial failure of performance, or if the client should deem it necessary or desirable to indefinitely suspend the project.

In the event the project is terminated or indefinitely suspended in the manner herein provided, the Landscape Architect shall turn over copies of any and all documents completed to that date. The Landscape Architect

shall be entitled to compensation up to and including said termination date. Original work shall remain the property of Verde Design.

BILLINGS AND PAYMENT

Invoices will be sent by the 10th of the month for work completed through the 25th of the previous month. Any additional services will be billed separate from contracted services. Payment is due and payable within 30 days of the statement date.

If this proposal meets with the approval of the District, sign as indicated below and issue a purchase order to Verde Design. Richard, thank you again for the opportunity to continue to work with the District. We really value our successful professional relationship!

Respectfully Submitted,
Verde Design, Inc.



Devin Conway, P.E.
Principal

PROPOSAL APPROVED BY:
Mt. Diablo Unified School District

Name

Date

CC: Verde Design Distribution

Attachment: Current Charge Rate Schedule



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February 11, 2019

Mt. Diablo Unified School District
Attn: Richard Jackson, M&O Director
Delivered via Electronic Mail

Subject: Mt. Diablo USD Campus Landscaping Improvements
Additional Service 01 – Grant Street Landscaping Improvements and Surveying
Verde Design Project No.: 1819901

Dear Richard:

On behalf of our surveying consultant, PLS Surveys Inc., Verde Design is presenting the following additional service fee for the Campus Landscaping Improvements project to provide additional surveying and Verde Design to provide landscaping design services for the areas noted along Grant Street identified by the District during the January 15, 2019 kick-off meeting. We have contacted PLS Surveys, Inc. and they have provided the fee below for their services within their attached proposal (please see attached). Also, the fee below would include additional design time and coordination from Verde Design. This additional service proposal is an amendment of our original agreement.

PLS Surveys, Inc. (Surveying Services):	\$1,210
<u>Verde Design, Inc. (Design and Coordination):</u>	<u>\$8,400</u>
Total Additional Service Fee:	\$9,610

If this proposal meets with your approval, please sign and return one original copy to our office, as well as a modified purchase order.

Respectfully Submitted,
Verde Design, Inc.

Devin Conway, PE
Principal

ADD SERVICE APPROVED BY:
Mt. Diablo Unified School District

Signature Date

Name Title

CC: Verde Design Project File



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February 11, 2019

Mt. Diablo Unified School District
Attn: Richard Jackson, M&O Director
Delivered via Electronic Mail

Subject: Mt. Diablo USD Campus Landscaping Improvements
Additional Service 02 – Surveying Three School Sites
Verde Design Project No.: 1819902

Dear Richard:

On behalf of our surveying consultant, PLS Surveys Inc., Verde Design is presenting the following additional service fee for the Campus Landscaping Improvements project to provide surveying of the areas identified by the District at the three school sites (Oak Grove MS, Mt. Diablo HS, and Sun Terrace ES) discussed with Verde Design during the January 15, 2019 kick-off meeting.

We have contacted PLS Surveys, Inc. and they have provided the fee of **\$5,060** for their services and within their attached proposal (please see attached). This additional service proposal is an amendment of our original agreement.

If this proposal meets with your approval, please sign and return one original copy to our office, as well as a modified purchase order.

Respectfully Submitted,
Verde Design, Inc.

Devin Conway, PE
Principal

ADD SERVICE APPROVED BY:
Mt. Diablo Unified School District

Signature Date

Name Title

CC: Verde Design Project File