

CHA

Charles Ham Associates

October 17, 2012

Mr. John Willford

Mt. Diablo Unified School District
Asst. Program Manager 2010 Measure C
3333 Ronald Way
Concord, CA 94519

RE: Fee Proposal for Concord High School Modular Gym and MU Modifications

Dear Mr. Willford:

Charles Ham Associates is pleased to present our fee proposal for the 2012 Measure "C" Bond Program Concord High School Modular Gym and MU Modifications with a project budget of \$3.2 million.

At the District's direction we have prepared a Phase 1 – DSA fee for all work associated with the design and construction of a modular gym building modified to meet the District's programming needs. A separate non DSA fee has been provided for the modernization associated with the MU Building. The two fees are outlined below:

The design fee for the Phase 1 – DSA Gym Building shall equal the amount of one hundred eight thousand three hundred seventy-seven dollars (\$108,377.00).

The design fee for Phase 2 – Non DSA MU Building modifications shall equal the amount of thirty four thousand four hundred sixty dollars (\$34,460.00).

We have attached the background information used in developing our fees. Consultant fee proposal are included as well CHA's task & hour matrix calculations for both phases. A fee proposal narrative defining the scope of work has been provided as well.

We met with Meehleis Modular Builders and obtained a budgetary number for their efforts in developing the building MEP and Structural contract documents. We have been informed that MDUSD will contract directly with MMBI to secure their services. As such this number has not been included in our fee proposal.

Should you have any questions, please feel free to contact me directly.

Sincerely,



Charles E. Ham
Principal

cc: MDUSD – MKTG – Concord Gym

231 Market Place #350, San Ramon, CA 94583
Phone: 925-999-9347 Cell: 925- 989-4833 Fax: 925-361-4666

CLIENT: Mt. Diablo Unified School District
3333 Ronald Way
Concord CA 94519-2017

PROJECT: Architectural, Civil, Mechanical and
Electrical Engineering Services
for site adaptation of a 10,000 sf
modular gym building, modifications to
the MU building and weight room at
Concord High School.

ARCHITECT PROJECT NUMBER: Pending

DATE: October 17, 2012

This agreement made and entered into by and between Mt. Diablo Unified School District, herein called "Owner" and Charles Ham Associates, herein called "ARCHITECT", witnessed:

WHEREAS, Owner proposes to undertake the site development and placement of a modular gym buildings described above, at above referenced site and modifications to existing campus facilities herein described which requires the services of a duly qualified and licensed architect, and

WHEREAS, ARCHITECT represents that he is licensed to practice architecture in the State of California and qualified to provide the services required by the Owner, and

WHEREAS, the parties have negotiated upon the terms pursuant to which ARCHITECT will provide such services and have herein reduced such terms to writing.

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the parties, it is hereby agreed:

1A. SCOPE OF WORK - DSA

- A. Programming and Schematic Design of a 10,000 sf modular gym building designed to accommodate the District's

Concord High School Modular Gym, Site Improvements & Modernizations Projects

Charles Ham Associates

231 Market Place, # 350, San Ramon, CA 94583

Phone 925-999-9347 Fax 925-361-4666 Cell: 925-989-4833

program needs for a gym activities, boys and girls restrooms, gym equipment storage, electrical closet, IT/sound closet and multi-use space for dance, show choir, aerobics, wrestling and the flag team. CHA will collaborate with Meehleis Modular during the development of their construction document services secured by the District under a separate agreement.

- B. CHA will develop design drawings indicating grading, placement and detailing of all hardscaping, dimensioning the location of the modular buildings, path of travel elements and final approvals by DSA/ORS.
- C. Installation of new fully automatic fire alarm services as required by SB 575 with approvals by DSA/OR tied into the site Fire Alarm.
- D. Installation of site utilities for water, gas, and sanitary drainage with the point of connection 5' feet outside the building to existing infrastructure.
- E. The design team has reviewed the utility as-built information provided by the District. Based on the information provided, a sanitary point of connection is adjacent to the project site. The point of connection needs to be field verified to determine if the pipe invert is sufficiently low enough to receive the new sanitary line. Based on preliminary assessment that condition is not available and as such the team has proposed a sewage ejector be installed to adequately address sanitary sewer systems needs. The design of a sewage ejector system is a part of this fee proposal.
- F. A new fire sprinkler service line will needed from Concord Boulevard to the rear of the site. A design will be provide that satisfies the requirements of CCCFD and DSA/ORS.
- G. The existing path of travel from the accessible parking lots to the new area of new work. The new design will incorporate the existing accessibility path of travel elements as well new path of travel elements to meet Title 24 ADA requirements.

- H. Design will include new low voltage systems including paging, intrusion alarm, data, phones, and intercom/clock systems with-in the building. Device locations will be provided to the modular manufacture for inclusion into their building systems. The new low voltage systems will be tied into the existing campus infrastructure.
- I. Design of a standalone Gym Sound System and PA System tied into the existing campus systems.
- J. Proposal makes assumptions that the MEP and Structural design will be provided as a part of the modular manufacture's building design and is not a part of this fee proposal.
- K. Proposal makes provisions for a field survey of existing as- built conditions for use during the final utility and grading design. The Topo will include the area immediately adjacent to the gym site, the fire access road to Concord Boulevard as well the area from the public right of way to the center line of Concord Boulevard. Additional utility information will be obtained by a utility location contractor with the finding being included in the project Topo. This proposal includes costs for potholing at determined utility locations. This information will be included on the final topographic survey.
- L. Proposal provides a Topo in an AutoCAD file format.
- M. Proposal makes provisions for coordination with modular manufacture and District equipment vendor.
- N. Proposal makes provisions for coordination of the fire sprinkler system with the modular manufacture and the site utilities.
- O. Development of modified playgrounds striping layouts and details.
- P. Development of contract specifications utilizing District Standards.
- Q. Proposal makes provisions for the architect to work with the modular manufacture to review and adjust the gym building layout and components as necessary to meet the District's

program requirements and comply with the District Standards.

- R. Proposal makes provisions for the architect to review the modular manufacture construction documents prior to DSA to ascertain that the program directions have been adequately addressed.
- S. Construction support services, weekly meeting attendance, final punch list review and final DSA approvals for all buildings and site work.

1B. SCOPE OF WORK - Non - DSA

- A. Design & Construction Services associates with the removal and replacement of the existing lighting at the MU Building main room and upgrade the Stage lighting.
- B. Design and Construction Services associated with the refinishing of the MU Building and Stage
- C. Design and Construction Services associated with the removal and replacement of the MU Building stage curtains and wing curtains.
- D. Design and Construction Services associated with the following modifications to the Weight Room and adjacent areas:
 - Provide new doors with windows at both ends of the weight room/shared office area.
 - Remove and cap existing sink at weight room.
 - Remove (E) floor and base finishes and replace with finishes to District Standards at the shared area.
 - Clean up visual appearance of shared office area.
 - Provide a sound system and cabinet in the weight room area to be determined during programming phase.

Exclusions include the following:

1. Soils Reports and testing
2. Testing services
3. Assessment or mitigation of hazardous materials
4. Development of CEQA documents or mitigation measures so defined.
5. Payment of Fire Department or DSA fees
6. Payment of local agencies fees

2.C. SCOPE OF WORK - Order of Magnitude Estimates

A. Proposal makes provisions for the architect to provide an Order of Magnitude Estimate for Schematic, Design Development and 100% Construction document phases. This estimate will be developed utilizing dollars per square foot costs for the modular building and non modular building scope of work.

2. Compensation for Services:

2.1 Basic Compensation:

The District has requested the project fees be developed as a two phase project. Phase I will be the Gym building and site work to be submitted and approved by DSA. Phase II will be a separate fee addressing the modifications to the existing MU building and the weight room. Phase II will not be submitted to DSA for approval based on the scope of work being in like kind replacement.

Basic compensation will be as follows:

Phase I - DSA a stipulated sum of One Hundred Eight Thousand Three Hundred and Seventy-seven dollars (\$108,377.00) has been proposed.

Phase II – Non DSA a stipulated sum of Thirty Four Thousand Four Hundred Sixty dollars (\$34,460.00) has been proposed.

2.2 Reimbursable Expenses:

Reimbursable Expenses are included in the project to include expenses incurred by the Architect and the Architect's employees in the interest of the project. These include the expenses of reproductions, postage and handling of documents. An \$8,000.00 allowance has been included in the above listed Phase I fee to accommodate direct costs associated with the project.

2.3 Additional Services:

It is understood that CHA shall only receive additional compensation for unforeseen problems or contingencies which may arise in the course of his work on this project provided they are agreed to by both parties.

3. Payments:

3.1 Period of Payments:

Payments for the services shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

4. AUTHORIZATION

Fee proposal for the work is hereby approved.

Mt. Diablo Unified School District

BY: _____ Date: _____

CHARLES HAM ASSOCIATES

BY:  _____ Date: 10/17/12
Charles Ham, Principal

Enclosures:

- CHA Phase 1 Architectural and consultant fee matrix dated 10-17-12
- CHA Phase 1 Architectural tasks and hours matrix dated 10-17-12
- CHA Phase II Architectural and consultant fee matrix dated 10-17-12
- CHA Phase II Architectural tasks and hours matrix dated 10-17-12
- CHA 2012 Rate Schedule
- WHM Inc. Electrical Modular Gym fee proposal dated 10-10-12
- WHM Inc. Electrical Multi-use fee proposal dated 10-10-12
- H & M Mechanical Group Gym Site Assessment fee proposal dated 10-10-12
- Wilsey Ham Engineering Modular Gym fee proposal dated 10-17-12
- Wilsey Ham Engineering Modular Gym Fee hours and rates 10-17 -12
- Wilsey Ham Engineering Exhibit – Extent of survey 10-17-12

CHA No. TBD
Phase 1

PROJECT: High School Gym
CLIENT: Mt. Diablo Unified School District
PROJECT SITE: Concord High School
DATE: 10/17/2012

CONSULTANTS	Schematic Design	Design Development	Construction Documents	Bidding	Construction Admin	Closeout As-Builts	Totals
Wilsey Ham							
Civil, topo, & potholing	\$ 11,267.00	\$ -	\$ 18,615.00	\$ 312.00	\$ 4,222.00	\$ 548.00	\$ 34,964.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 11,267.00	\$ -	\$ 18,615.00	\$ 312.00	\$ 4,222.00	\$ 548.00	\$ 34,964.00
H & M Mechanical							
Plumbing	\$ -	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
WHM							
Electrical	\$ -	\$ -	\$ 3,200.00	\$ -	\$ 800.00	\$ -	\$ 4,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 3,200.00	\$ -	\$ 800.00	\$ -	\$ 4,000.00
CHA							
Reimbursable	\$ 15,179.50	\$ -	\$ 16,327.00	\$ 2,582.00	\$ 18,856.00	\$ 1,931.50	\$ 54,876.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHA Sub Total	\$ 15,179.50	\$ -	\$ 16,327.00	\$ 2,582.00	\$ 18,856.00	\$ 1,931.50	\$ 62,876.00
Consultant @ 10%	\$ 1,126.70	\$ -	\$ 2,421.50	\$ 31.20	\$ 502.20	\$ 54.80	\$ 4,136.40
Design Fee	\$ 26,446.50	\$ -	\$ 40,542.00	\$ 2,894.00	\$ 23,878.00	\$ 2,479.50	\$ 104,240.00
Total	\$ 27,573.20	\$ -	\$ 42,963.50	\$ 2,925.20	\$ 24,380.20	\$ 2,534.30	\$ 108,376.40



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Charles Ham Associates
Mount Diablo Unified School District
Concord High School Gym & Site Work -Phase 1 -
Fee Proposal By Hours & Tasks

CHA Project NO. Pending Date: 10-17-12	Principal In Charge \$193	Project Manager \$160	Project Architect \$118	Cad Drafter \$85	Clerical Support \$75	TOTAL CHA LABOR \$	TOTAL ALL \$	TOTAL LABOR HOURS
Concord High School Gym & Site Work -Phase 1-								
1. Project Int., Site Visit & Setup -Building As-Built Effort	\$ 386.00	\$1,280.00	\$ -	\$ 380.00	\$ 150.00	\$ 2,196.00	\$ 2,196.00	16.00
2. Interview Staff & Develop Program Document	\$ 3,088.00	\$0.00	\$ -	\$ 380.00	\$ 300.00	\$ 3,768.00	\$ 3,768.00	24.00
3. Schematic Floor Plan Gym, Toilets, Equip. St. & Dance	\$ 96.50	\$1,920.00	\$ -	\$1,520.00	\$ -	\$ 3,536.50	\$ 3,536.50	28.50
Schematic Exterior Elevations	\$ 96.50	\$960.00	\$ -	\$ 760.00	\$ -	\$ 1,816.50	\$ 1,816.50	14.50
Schematic Roof Plan	\$ 96.50	\$160.00	\$ -	\$ 380.00	\$ -	\$ 636.50	\$ 636.50	5.50
Schematic Interior Elevations Gym - Padded walls/ graphics	\$ 772.00	\$0.00	\$ -	\$ 760.00	\$ -	\$ 1,532.00	\$ 1,532.00	12.00
Selection of products and finishes	\$ 772.00	\$0.00	\$ -	\$ -	\$ 150.00	\$ 922.00	\$ 922.00	6.00
Presentation of Schematic Design to User Group	\$ 193.00	\$0.00	\$ -	\$ -	\$ -	\$ 772.00	\$ 772.00	4.00
A-0 T-1 Title Sheet General Notes & Abbreviation	\$ 193.00	\$320.00	\$ -	\$ 190.00	\$ -	\$ 703.00	\$ 703.00	5.00
A-0 Fire Life Safety Review Plan	\$ 193.00	\$160.00	\$ -	\$ 380.00	\$ -	\$ 733.00	\$ 733.00	6.00
A-1.0 Overall Site Plan w/ DSA #s	\$ 193.00	\$160.00	\$ -	\$ 190.00	\$ -	\$ 543.00	\$ 543.00	4.00
A-1.1 Accessible Path of Travel Plan	\$ 193.00	\$320.00	\$ -	\$ 380.00	\$ -	\$ 893.00	\$ 893.00	7.00
A-1.2 Demolition Site Plan	\$ 193.00	\$0.00	\$ -	\$ 380.00	\$ -	\$ 570.00	\$ 570.00	9.00
A-1.3 Modified Playground Striping Plan	\$ 193.00	\$640.00	\$ -	\$ 760.00	\$ -	\$ 1,403.00	\$ 1,403.00	11.00
A-1.4 Misc Site Details - landings, basket ball standards, bollards	\$ 772.00	\$0.00	\$ -	\$ -	\$ 150.00	\$ 922.00	\$ 922.00	6.00
InterWallElevations - Finish Schedule	\$ 193.00	\$0.00	\$ -	\$ -	\$ -	\$ 193.00	\$ 193.00	1.00
5 Meetings with District - Design	\$ 193.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	10.00
6 Meetings with Fire Departments	\$ 386.00	\$1,280.00	\$ -	\$ -	\$ -	\$ 1,666.00	\$ 1,666.00	26.00
7 Coordination Consultants Drawings & Specs - SD, DD, 100%	\$ 193.00	\$1,280.00	\$ -	\$ 1,520.00	\$ -	\$ 3,186.00	\$ 3,186.00	17.00
8 Quality Control SD, DD, 100% & Mechieis Drawings	\$ 193.00	\$1,280.00	\$ -	\$ -	\$ 600.00	\$ 2,073.00	\$ 2,073.00	13.00
9 Specifications	\$ 772.00	\$640.00	\$ -	\$ -	\$ 600.00	\$ 1,433.00	\$ 1,433.00	18.00
10 DSA Plan Review Package Preparation & Plotting	\$ 386.00	\$17,600.00	\$ -	\$ 570.00	\$ 300.00	\$ 18,856.00	\$ 18,856.00	122.00
11 Bid Phase	\$ 96.50	\$640.00	\$ -	\$ 285.00	\$ 150.00	\$ 1,171.50	\$ 1,171.50	9.50
12 CA Phase (Weekly meetings, RFIs & Shop Drawings)	\$ -	\$0.00	\$ -	\$ 760.00	\$ -	\$ 760.00	\$ 760.00	8.00
13 Closeout	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	-
14 As-Built Drawing Update	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	-
Weekly meeting allowance: 6 months @ 4 hours = 104	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	-
CA Phase RFIs & Shop Drawings allowance 16 hours	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal	\$ 11,001.00	\$30,400.00	\$ -	\$ 10,925.00	\$ 2,550.00	\$ 54,876.00	\$ 54,876.00	396
Reimburables as part of CHA fees - mileage, plotts,delivery, postage							\$ 8,000.00	
GRAND TOTAL	\$ 11,001.00	\$ 30,400.00	\$ -	\$ 10,925.00	\$ 2,550.00	\$ 54,876.00	\$ 62,876.00	396



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Mailing Address: 231 Market Place, #350, San Ramon, CA 94583
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PROJECT: High School MU & Weight Room Modifications
CLIENT: Mt. Diablo Unified School District
PROJECT SITE: Concord High School
DATE: 10/17/2012

CHA No. TBD
 Phase II

CONSULTANTS	Schematic Design	Design Development	Construction Documents	Bidding	Construction Admin	Closeout	Totals
WHM							
Electrical	\$ -	\$ -	\$ 3,200.00	\$ -	\$ 800.00	\$ -	\$ 4,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 3,200.00	\$ -	\$ 800.00	\$ -	\$ 4,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHA							
Order of magnitude estimates sd,dd,& 100%	\$ 3,504.00	\$ 11,451.75	\$ 11,451.75	\$ 2,072.00	\$ 1,580.00	\$ -	\$ 30,059.50
CHA Sub Total	\$ 800.00	\$ 1,200.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 2,500.00
Consultant @ 10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHA Base Fee	\$ 4,304.00	\$ 12,651.75	\$ 15,151.75	\$ 2,072.00	\$ 2,380.00	\$ -	\$ 34,059.50
Total	\$ 4,304.00	\$ 12,651.75	\$ 15,471.75	\$ 2,072.00	\$ 2,460.00	\$ -	\$ 34,459.50



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Charles Ham Associates
Mount Diablo Unified School District
Concord High School Weight Room & MU Modifications - Phase 2
Fee Proposal By Hours & Tasks

CHA Project NO: Pending Date: 10-17-12	Principal In Charge \$193	Project Manager \$160	Project Architect \$118	Interior Design \$95	Cad Draftler \$95	Clerical Support \$75	TOTAL CHA LABOR \$	TOTAL ALL \$	TOTAL LABOR HOURS
Concord High School Weight Room & MU Modifications - Phase 2									
1. Project Int'l, Site Visit & Setup - Building As-Built Effort	\$ 772.00	\$ 8.00		\$ 0.00	\$ 380.00	\$ 150.00	\$ 2,582.00	\$ 2,582.00	18.00
2. T-1 Title Sheet General Notes & Abbreviation	\$ 96.50	\$ 1.00		\$ 0.00	\$ 190.00		\$ 446.50	\$ 446.50	3.50
A-10 Overall Site Plan	\$ 96.50	\$ 1.00		\$ 0.00	\$ 380.00		\$ 636.50	\$ 636.50	5.50
A-20 Demolition & New Weight Room Plan & Misc. Details	\$ 96.50	\$ 6.00		\$ 0.00	\$ 1,520.00		\$ 2,576.50	\$ 2,576.50	22.50
A-21 MU Stage Demo & New Plan	\$ 96.50	\$ 4.00		\$ 0.00	\$ 760.00		\$ 1,496.50	\$ 1,496.50	12.50
A-22 MU Stage Elevations & Notes	\$ 96.50	\$ 2.00		\$ 0.00	\$ 570.00		\$ 986.50	\$ 986.50	8.50
A-10.0 Miscellaneous Details - Door Schedule & Details	\$ 193.00	\$ 2.50		\$ 0.00	\$ 760.00		\$ 1,353.00	\$ 1,353.00	11.50
P-1 Weight Room Plumbing Plan	\$ 48.25	\$ 1.50		\$ 0.00	\$ 570.00		\$ 858.25	\$ 858.25	5.00
3 Meetings with District	\$ 772.00			\$ 0.00		\$ 150.00	\$ 922.00	\$ 922.00	6.00
4 Meetings with Fire Departments - not required				\$ 0.00					
5 Coordination Electrical Consultant	\$ 386.00	\$ 4.00		\$ 0.00	\$ 380.00		\$ 766.00	\$ 766.00	6.00
6 Quality Control	\$ 772.00	\$ 2.00		\$ 0.00		\$ 600.00	\$ 1,692.00	\$ 1,692.00	14.00
7 Specifications & Front End Review	\$ 772.00	\$ 2.00		\$ 0.00		\$ 150.00	\$ 2,072.00	\$ 2,072.00	14.00
8 Bid Phase - Prebid walk -RFI - Addendum	\$ 772.00	\$ 6.00		\$ 0.00	\$ 190.00		\$ 1,580.00	\$ 1,580.00	12.00
9 CA Phase - 2 Meetings - Shop Drawings - Punch Walk				\$ 0.00					
10 Closeout - No DSA - not required				\$ 0.00					
11 As-Built Drawing Update				\$ 0.00					
Subtotal	\$ 4,197.75	\$ 46.00	\$ -	\$ 0.00	\$ 5,700.00	\$ 1,350.00	\$ 18,607.75	\$ 18,607.75	143
GRAND TOTAL	\$ 4,197.75	\$ 46.00	\$ -	\$ 0.00	\$ 5,700.00	\$ 1,350.00	\$ 18,607.75	\$ 18,607.75	143



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CHARLES HAM ASSOCIATES
2012 CHARGE RATE FEE SCHEDULE

I. CHARGE RATE FEE SCHEDULE

The compensation of CHARLES HAM ASSOCIATES for work done will be on the basis of an hourly charge rate, plus incurred expenses and will be the sum of all the items set forth below:

A. PERSONNEL SERVICES

Principal	\$193	Pr Hr
Project Manager	\$160	Pr Hr
Project Architect	\$118	Pr Hr
Interior Design/Staging	\$ 95	Pr Hr
Cad operator/Drafter	\$ 95	Pr Hr
Clerical/Word processor	\$ 75	Pr Hr

Effective Through December 31, 2012 and subject to revision annually thereafter

October 16, 2010

Charlie Ham
Charles Ham Associates
231 Market Place #350
San Ramon, CA 94583



Re: Proposal for Modular Gym Facility at Concord High School

Dear Charlie:

Based on our email correspondence and conversations to date, we are pleased to provide you with this proposal for surveying and civil engineering services for the Modular Practice Gym Improvements at Concord High School.

Background

We understand that the Mount Diablo School District intends to install a modular practice gymnasium on the Concord High School Campus east of the existing gymnasium. The practice gym will be sited on the paved area that currently serves as outside basketball courts. The gym will require water and sewer services, a fire main with a hydrant and fire service, ADA access, grading and drainage improvements.

The fire main will need to tie into a City water main, the closest being within the public street. The fire main will need to be sized using a hydraulic model to show that adequate fire flows can be achieved. A backflow preventer will be required near the public right of way line to isolate the stagnant fire main water. We will include the new fire main and connection to the public water main on the site utility plan. Should it be determined that a separate utility plan is required by the water district for the fire line tap, such plan will be provided as an additional service.

The new gymnasium will include minimal additional toilette facilities, although no shower facilities are anticipated. We anticipate the ability to tie-in the new water and sewer services for the new gym to the existing services for the existing gymnasium. Due to the limited additional water and sewer demands of the new gym, we assume that the existing services will have sufficient capacity to support the added utility loads. Therefore, we have not included the evaluation of the existing water and sewer service capacities in this proposal. Since the practice gym will be located at the "upper end" of the campus sewer system and at a finish floor elevation that will likely be below the existing gym, we anticipate the need for a pumped sewer system to convey flows from the new gym. We propose to investigate, select and show the required details of this pump in our plans.

We believe the site for the new gym drains in the northerly direction, toward the football fields. There is no storm drain system in that area close enough to connect to, so we anticipate the storm drain improvements will rely upon maintaining surface flows to the greatest extent possible with treatment occurring through the turf playing field to the north. This will be verified during the design process.

A topographic survey will be performed to collect elevation information, topographic features and the locations of existing utilities. The limits of this survey will include the vicinity of the new gymnasium, supplemental surveys along the easterly fire road (added to what we have already), and into Concord Boulevard for the water main connection (see attached exhibit). It will be important to know where the existing utilities are located on site so that the gym does not

negatively impact a utility line. Wilsey Ham will engage a utility location contractor to mark the horizontal locations of the existing utilities in the vicinity of the new gym and where the new utility connections will be made. The horizontal locations of the utilities will be marked on the surface, prior to performing our topographic surveys. The utility location markings will then be picked up by our surveyors and shown on the topographic base mapping.

Utility records will be collected for Concord Boulevard. Surface utility features in Concord Boulevard in the vicinity of the connection will be shot, correlated to the record utility information and shown on the topo.

As the design progresses and utility crossings are identified, Wilsey Ham will utilize the services of a potholing contractor to perform potholing at critical utility crossings. Wilsey Ham will first prepare a potholing plan and stake the pothole locations in the field. The potholing contractor will perform the potholing services and provide depths and pipe sizes of existing utilities. Since the extent of crossings is unknown at this time, 1 day of potholing has been included in the scope of work. The potholing scope of work includes budget for traffic control should potholing be necessary in Concord Boulevard. Also included, is the patching of asphalt using hot mix asphalt as needed. If additional potholing beyond one day is required, additional fees will be required.

Wilsey Ham will coordinate with CHA on the required accessible routes and will design the walkway improvements to conform to the ADA.

Based on the foregoing background, Wilsey Ham proposes the following Scope of Services.

Scope of Services

Task 1 - Site Initiation and Base Mapping

This phase involves the initial site investigations, topographic surveying and utility locations, and preparation of schematic design. The civil site design will be based upon the schematic site plan received from the Architect (in Autocad). The following tasks are included in this phase of work.

- Record utility information will be collected for Concord Boulevard. The existing utilities on the Concord High School site will be horizontally located and marked on the pavement.
- A topographic survey will be performed to collect elevation information, topographic features, and utility markings in the vicinity of the new gym, the utility connection points and into Concord Boulevard at the location of the proposed fire main connection. A topographic base map will be prepared for use by the project team.
- Site visit to examine site conditions and compare the topographic mapping to site conditions.
- Coordination with Architect on collecting record drawings, utility points of connection and ADA access to gym.
- Prepare schematic grading and drainage plan. This plan will show the proposed finished floor, drainage arrows and approximate limits of pavement modifications. Any anticipated drainage system improvements will be shown.
- Prepare schematic utility plan to show water and sewer service points of connection and routing. The new fire line routing will be shown as well.

Deliverables: Topographic base map for site and for fire main connection to the street, schematic grading and drainage plan, and schematic utility plan sent to the Architect in digital format.

Task 2 - Design Phase

Using the topographic base mapping and Architectural Plans you provide in AutoCAD format, we will setup our drawings in CAD using your title blocks and in the format as directed by CHA. The Grading Plan we prepare will be incorporated into your plan set. The Grading Plan will show the elevations and construction details of the AC pad, and proposed drainage modifications. Specifications for civil site work items will be prepared and shown as notes on the plan only. These specifications will be based on the soils report to be provided by the owner through CHA. Grading, paving, drainage and utility improvements will be shown in plan view only. For the purposes of resolving conflicts with the proposed work and construction of the improvements, existing utilities will be shown per the digital site drawings you provide. Wilsey Ham will show dimensions to the proposed buildings from the existing adjacent buildings as directed by CHA.

CHA will be responsible for coordinating the design and processing the plans for agency approvals.

The following tasks are included in this phase:

- Prepare a grading and drainage plan for pavement modifications, sidewalks, ADA accesses and the drainage system. The drainage is anticipated to be handled by surface flow or minor piping and treatment improvements.
- Prepare drainage calculations and C3 storm drain treatment calculations.
- Prepare utility plan showing sewer and water services; the fire line, fire service connection and hydrant.
- Prepare pothole plan, stake pothole locations in the field and perform potholing services. Add pothole information to the utility plan.
- Research package sewer pump stations, perform calcs and select pump. Prepare details on plans.
- Perform water model and prepare flow calculations to verify the size of the fire main.
- Prepare a detail sheet for the paving section, fire hydrant and backflow preventer and other details as necessary.
- Prepare a notes sheet with construction notes and specifications.
- Design coordination with the Architect.
- Quality control review and revisions
- Submit to CHA. After receipt of comments from DSA, Wilsey Ham will address the comments and resubmit for approval.

Deliverables: 100% grading and drainage plan, and utility plan and details sheets sent to the Architect in digital format.

Task 3 - Bid Phase

Wilsey Ham will respond to questions from bidders and the owner and provide clarification for the information contained within the plan set as necessary during the bid period.

Task 4 - Construction Phase

Wilsey Ham will provide engineering support to respond to requests for information and review materials submittals during the Construction Phase.

- Review and approve submittals.
- Respond to RFI's.
- Attend 2 construction site meetings.

Task 5 - DSA Closeout

Wilsey Ham will respond to comments from DSA necessary to close out the final approved drawings. This task will also include work necessary on our end to close out our contract documents, project filing and financial systems.

Exclusions

The following items are not expected to be needed or are provided by others and therefore are specifically excluded from this agreement:

1. Geotechnical Engineering, Architectural, Landscape Architectural and Environmental Services will be provided by others and are excluded from this agreement.
2. Specifications for all civil site work will be included as notes on the plans and no separate specification documents will be provided under the scope of this proposal.
3. Quantity and Cost Estimates are not included.
4. Retaining wall designs and calculations are not needed at this time and are not a part of this agreement.
5. It is assumed that no hydrology studies are required for this work.
6. Design of gas, electric, telephone and cable TV services including lighting will be provided by others.
7. It is assumed that all existing onsite and offsite improvements and utility systems have the capacity to serve the proposed development. Analysis of any existing onsite or offsite improvements or utility systems is excluded from this agreement.
8. We assume that the fire main will need to connect to a water main in the street, and that this connection can be shown on the site utility plans. No separate plan sheets are anticipated or included in this proposal.
9. Construction management services are excluded.
10. Identification or remediation of any hazardous materials that may exist on site is not a part of this agreement.
11. The preparation of record drawings is outside the scope of this proposal. These services, if needed, will be provided under separate agreement.
12. All items not specifically included above are excluded.
13. We will attend two meetings during the construction phase of this project; however, no additional meetings are included. Additional meetings will be attended when authorized in writing and will be billed on a time-and-material basis per the prevailing Wilsey Ham Charge Rate Fee Schedule.
14. Design changes after plan approval due to unforeseen field conditions or changes requested by the Architect or the owner are not included in this proposal and if requested will be provided on a time and materials basis. Construction Administration

does not include construction management, observation, or inspection and these services are hereby excluded from this agreement.

15. Client understands that electronic detection and ground penetrating radar equipment are subject to varying degree of error contingent upon field conditions and do not provide positive identification of utilities. The potholing does not include any City fees or bonding should that be required to pothole in Concord Boulevard.

Client's Responsibilities

The Client will be responsible for the following:

1. Providing soils explorations, testing and recommendations as required for the development of the project.
2. Provide architectural plans and base mapping in AutoCAD format.
3. Making provisions for Wilsey Ham to enter upon private lands as required to perform the work under this agreement.
4. Obtaining approval of all governmental authorities having jurisdiction over the project as required for the prosecution and completion of the work, including preparation of any necessary applications.
5. Payment of all fees, permits, bond premiums and title company charges, and all other charges not specifically covered by the terms of this Agreement.

Fee and Schedule

Wilsey Ham's fee for the foregoing described Scope of Services is estimated to be a maximum of \$34,964, to be charged on a time and materials basis in accordance with the attached fee schedule. A breakdown of the hours and fees is attached. Billings will be monthly based on the actual expenses during the billing period.

Authorization

You may authorize Wilsey Ham to proceed in accordance with this proposal and our attached contract provisions by returning a signed copy of this proposal to us for our files. Work will commence upon receipt of your written authorization.

We appreciate the opportunity to participate on your project.

Very truly yours,

Accepted: Charles Ham Associates

WILSEY HAM
A California Corporation

By: _____

Title: _____

Date: _____



Jeffrey M. Peterson
Principal
RCE #41385

Attached: Fee Estimate

CHA
Concord HS Practice Gym Project
2012 Fee Proposal

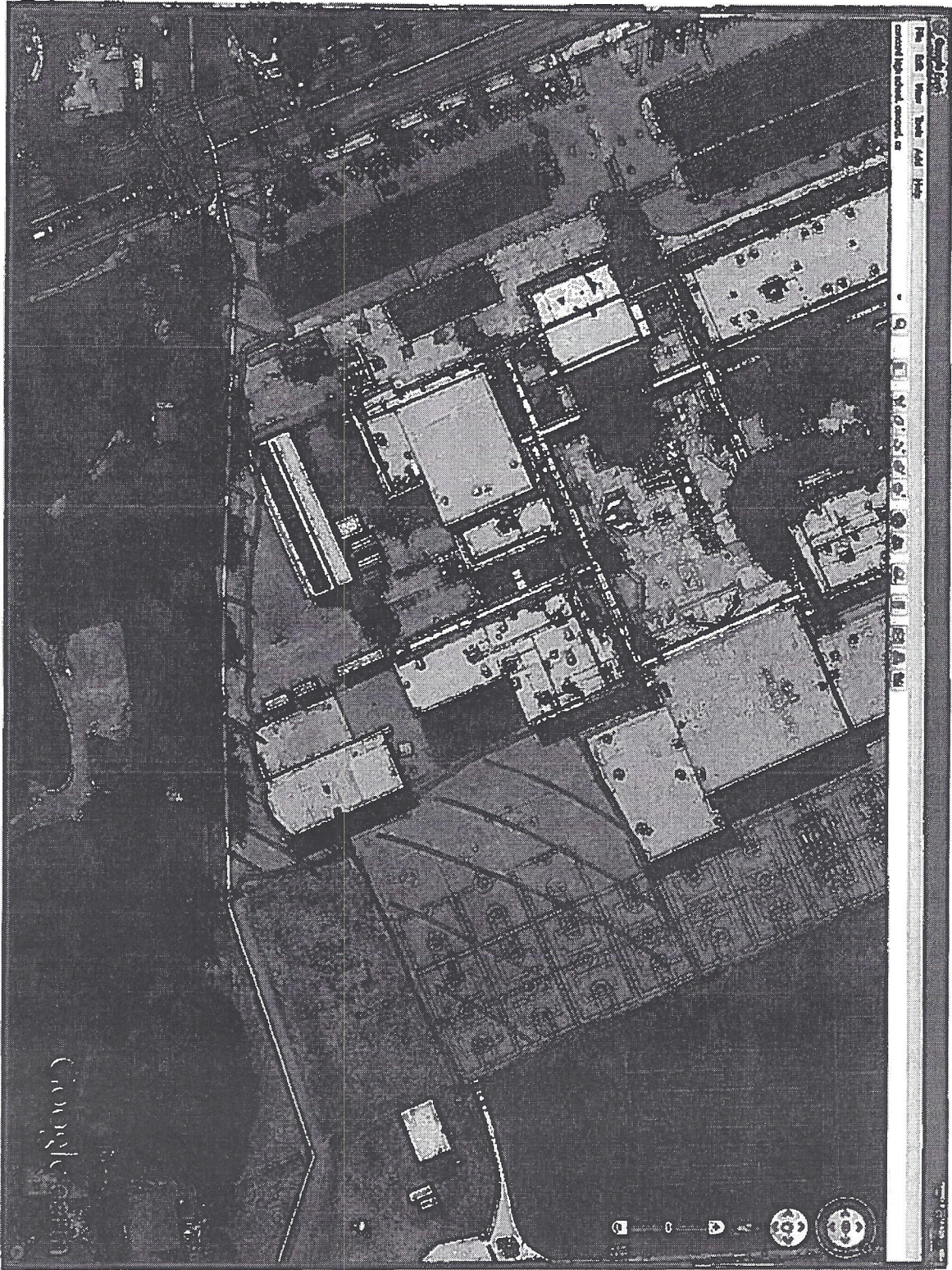
October 16, 2012

TASK DESCRIPTION	SUPERVISING ENGINEER \$192 HRS	PROJECT MANAGER \$156 HRS	SENIOR ENGINEER \$156 HRS	ENGINEER I \$128 HRS	ASSISTANT ENGINEER \$118 HRS	SENIOR DESIGNER \$122 HRS	DESIGNER TECH II \$118 HRS	2 PERSON SURVEY CREW \$210 HRS	SUB-CONSULTANTS	REIM-BURSABLE EXPENSES	TOTAL WH LABOR \$	TOTAL ALL \$	TOTAL WH LABOR HOURS
1. Site Initiation													
1 Collect rec utility info. Perf Util location services	192	156	1		708	6		2,520	2,961.00	280	864	3,825	7
2 Control & topo survey and prepare base maps		156	1		472	4				100	4,332	4,612	26
3 Site visit													4
4 Coord w/ CHA		312	2								312	312	2
5 Prepare schematic grading & drainage		156	1		708	6				100	864	964	7
6 Prepare schematic utility plan and submit		156	1		826	7					982	982	8
Subtotal	192	936	6		2,714	23		2,520	2,961	480	7,826	11,267	54
2. Design Phase													
1 Prepare grading and drainage plan		156	1		944	8					1,100	1,100	9
2 Prepare drainage and C3 calculations		156	1		708	6					864	864	7
3 Prepare utility plan		156	1		1,180	10					1,336	1,336	11
4 Prep PH plan, stake, pothole, add to plan.		156	1		236	2	236	2	5,449	100	2,010	7,559	12
5 Research plg sewer pump systems, prep details		312	2		944	8	472	4			1,728	1,728	14
6 Perf water model and prepare fire flow calcs		156	1	936							1,092	1,092	7
7 Prepare detail sheet		156	1		472	4	944	8			1,572	1,572	13
8 Prepare notes and specifications sheet		156	1		708	6					864	864	7
9 Coordination with Architect		312	2								312	312	2
10 Quality Control Review + Revs	384	312	2		236	2	236	2			1,168	1,168	8
11 Submit, address DSA comments & resubmit		312	2		354	3	354	3			1,020	1,020	8
Subtotal	384	2,340	15		5,782	49	2,242	19	5,449	100	13,066	18,615	98
3. Bid Phase													
1 Respond to bidder questions & provide clarific		312	2								312	312	2
Subtotal		312	2								312	312	2
4. Construction Phase													
1 Review and approve submittals		156	1		944	8					1,100	1,100	9
2 Respond to RFI's		156	1		944	8					1,100	1,100	9
3 Attend 2 construction meetings		1,248	8							100	1,248	1,348	8
4 Perform final inspection of construction		624	4							50	624	674	4
Subtotal		2,184	14		1,888	16				150	4,072	4,222	30
5. DSA Closeout													
1 Perform DSA Closeout		312	2		236	2					548	548	4
Subtotal		312	2		236	2					548	548	4
GRAND TOTAL	576	3,608	39		10,620	90	2,242	19	8,410	730	25,824	34,964	188

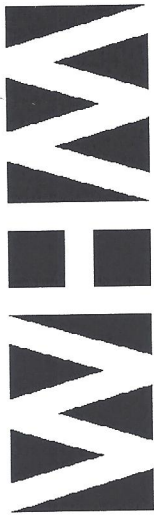
Notes: 1. The amounts may vary between tasks and individuals but the Grand Total amount will not be exceeded without approval of the Client.
 2. Total All\$ includes subconsultants and reimbursable costs
 3. Hourly rates effective through December 31, 2012 and subject to revision annually thereafter.
 4. All positions may not be shown. If a position is not shown the Charge Rate Fee Schedule will govern



EXHIBIT



EXTENT OF
SURVEY - 10.17.12



WHM Incorporated, Engineering Consultants, 1605 School Street Moraga, CA 94556
Tel (925) 376-2902 Fax (925) 376-2904

October 10, 2012

Mr. Charles Ham
Principal
Charles Ham Associates
231 Market Place #350
San Ramon, CA 94583

RE: Concord High School
Multi-Use Modifications

Dear Charlie,

We are pleased to submit our fee proposal for consultation and electrical engineering services for the subject project based upon your email dated October 9, 2012.

1.00 SCOPE OF WORK

- 1.1 Site visit to survey existing electrical power, lighting, and data systems modifications in storage room, multi-use room and stage.
- 1.2 Provide floor plans as follows:
 - 1.2.1 Modify power, data and lighting in storage room next to existing weight teachers office. Room to be reconfigured for joint use.
 - 1.2.2 Provide panel schedules and data diagrams as required for reconfiguration.
 - 1.2.3 Replace existing multi-use building lighting with more efficient lighting in the same locations. Existing circuiting and switching controls to remain.
 - 1.2.4 Upgrade overhead general stage lighting to provide better lighting. Existing suspended stage lighting to remain unchanged. Existing circuiting and switching controls to remain.
 - 1.2.5 Provide mounting details for new light fixtures.

1.3 Provide electrical specifications including materials and installation requirements.

1.4 Coordinate drawings with your office and District.

2.00 CONSTRUCTION ADMINISTRATION

2.1 Provide services for answering construction methods during bidding phase.

2.2 Review submittals.

2.3 One (1) site visit during construction.

2.4 Final inspection at completion of construction.

3.00 INFORMATION REQUIRED FROM THE ARCHITECT

3.1 Owner/Architect shall provide backgrounds in AutoCAD format and a hard copy plot of each plan.

3.2 WHM has communication software and drawing files can be transferred by electronically.

4.00 WORK NOT INCLUDED

4.1 Solicit bids, evaluate and/or purchase any electrical materials or equipment.

4.2 Preparing shop drawings for equipment installation and field verifying of dimensions required for equipment fabrication.

5.00 PROJECT TEAM

5.1 WHM Inc. will provide Stephen C. Hansmeyer, Principal-in-Charge, and Tiffany Kane, Project Manager, as key staff in producing the work.

6.00 EXTRA WORK

6.1 Extra work due to changes in scope beyond our control to include equipment or facility rearrangement that dictate redesign or redrawing in part or entirety of the project drawings will be billed at the following hourly rates:

Principals	\$140.00 per hour
Staff Engineer	100.00 per hour
Designer	78.00 per hour
CAD Drafter	73.00 per hour
Clerical	57.00 per hour

7.00 PRINTING COSTS

- 7.1 Reimbursable expenses such as Xerox vellums, multiple sets of prints, CAD plots, requested messenger services or overnight delivery, etc., will be billed to you at our cost.

8.00 FEE AND TERMS OF PAYMENT

8.1 Base Fee

We propose to furnish the work as outlined above for the following fee:

Construction Documents	\$3,200.00
Construction Administration	<u>800.00</u>
Total Electrical Engineering Fee	\$4,000.00

8.2 Terms of Payment

Regular monthly invoices will be submitted based on the percentage of work complete and with a maximum amount as indicated under "Base Fee". Invoices will be submitted by WHM Inc. to Charles Ham Associates.

9.00 CONTRACT CANCELLATION

- 9.1 Should our services be canceled for any reason whatsoever before completion of work under this contract, the work completed to date will be billed based on the number of hours expended to date, at the rates quoted under "Extra Work" not to exceed the fees quoted herein.

10.00 CONTRACT DELAY

- 10.1 In the event the design work is started and stopped due to reasons beyond our control causing a delay of 4 months or greater, the fees quoted herein will be increased at a rate of 6% per year to cover increased operating costs due to inflation and loss of job efficiency caused by lack of job continuity.

11.00 INSURANCE

- 11.1 WHM Inc. maintains as minimum coverage the following insurance:
- 11.11 Errors and omissions insurance coverage in the amount of \$1,000,000 for liability in connection with the work.
- 11.12 Comprehensive/commercial general liability insurance in the amount of \$1,000,000.

Mr. Charles Ham
Charles Ham Associates
October 10, 2012

Concord High School
Multi-Use Modifications
Page 4

12.00 ACCEPTANCE

12.1 Your acceptance of this proposal will constitute an agreement between WHM Inc. and Charles Ham Associates and will be our authorization to proceed with work on this project as defined under SCOPE OF WORK.

Thank you for your interest in our firm. We look forward to working with you on this project.

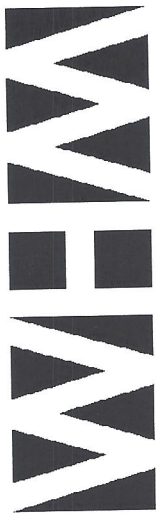
Sincerely,

Stephen C. Hansmeyer

Stephen C. Hansmeyer, P.E.
Principal

SCH/tlk

Accepted: _____
Date: _____



WHM Incorporated, Engineering Consultants, 1605 School Street Moraga, CA 94556
Tel (925) 376-2902 Fax (925) 376-2904

October 10, 2012

Mr. Charles Ham
Principal
Charles Ham Associates
231 Market Place #350
San Ramon, CA 94583

RE: Concord High School
Modular Gymnasium

Dear Charlie,

We are pleased to submit our fee proposal for consultation and electrical engineering services for the subject project based upon your email dated October 9, 2012.

1.00 SCOPE OF WORK

- 1.1 Site visit to survey existing electrical power, intrusion, clock/speaker, fire alarm and data systems for connection of new building systems.
- 1.2 Provide site plans for connection of new power, intrusion, clock/speaker, fire alarm and data systems.
- 1.3 Provide new floor plans as follows:
 - 1.3.1 New power as requested by district that is not part of modular manufacturers base design.
 - 1.3.2 New intrusion alarm system connected to existing campus system including riser diagrams.
 - 1.3.3 New clock/speaker system connected to existing campus system including riser diagrams.
 - 1.3.4 New data system connected to existing campus system including riser diagrams.
 - 1.3.5 New fire alarm system connected to existing campus system including riser diagrams and calculations.

- 1.4 Provide electrical specifications including materials and installation requirements.
- 1.5 Provide assistance during DSA back check.
- 1.6 Provide fire alarm calculations, cut sheets and CSFM listing sheets.
- 1.7 Coordinate drawings with your office and District.

2.00 CONSTRUCTION ADMINISTRATION

- 2.1 Provide services for answering construction methods during bidding phase.
- 2.2 Review submittals.
- 2.3 Two (2) site visits during construction.
- 2.4 Final inspection at completion of construction.

3.00 INFORMATION REQUIRED FROM THE ARCHITECT

- 3.1 Owner/Architect shall provide backgrounds in AutoCAD format and a hard copy plot of each plan.
- 3.2 WHM has communication software and drawing files can be transferred by electronically.

4.00 WORK NOT INCLUDED

- 4.1 Solicit bids, evaluate and/or purchase any electrical materials or equipment.
- 4.2 Preparing shop drawings for equipment installation and field verifying of dimensions required for equipment fabrication.

5.00 PROJECT TEAM

- 5.1 WHM Inc. will provide Stephen C. Hansmeyer, Principal-in-Charge, and Tiffany Kane, Project Manager, as key staff in producing the work.

6.00 EXTRA WORK

- 6.1 Extra work due to changes in scope beyond our control to include equipment or facility rearrangement that dictate redesign or redrawing in part or entirety of the project drawings will be billed at the following hourly rates:

Principals	\$140.00 per hour
Staff Engineer	100.00 per hour
Designer	78.00 per hour
CAD Drafter	73.00 per hour
Clerical	57.00 per hour

7.00 PRINTING COSTS

- 7.1 Reimbursable expenses such as Xerox vellums, multiple sets of prints, CAD plots, requested messenger services or overnight delivery, etc., will be billed to you at our cost.

8.00 FEE AND TERMS OF PAYMENT

8.1 Base Fee

We propose to furnish the work as outlined above for the following fee:

Construction Documents	\$10,000.00
Construction Administration	<u>2,500.00</u>
Total Electrical Engineering Fee	\$12,500.00

8.2 Terms of Payment

Regular monthly invoices will be submitted based on the percentage of work complete and with a maximum amount as indicated under "Base Fee". Invoices will be submitted by WHM Inc. to Charles Ham Associates.

9.00 CONTRACT CANCELLATION

- 9.1 Should our services be canceled for any reason whatsoever before completion of work under this contract, the work completed to date will be billed based on the number of hours expended to date, at the rates quoted under "Extra Work" not to exceed the fees quoted herein.

Mr. Charles Ham
Charles Ham Associates
October 10, 2012

Concord High School
Modular Gymnasium
Page 4

10.00 CONTRACT DELAY

10.1 In the event the design work is started and stopped due to reasons beyond our control causing a delay of 4 months or greater, the fees quoted herein will be increased at a rate of 6% per year to cover increased operating costs due to inflation and loss of job efficiency caused by lack of job continuity.

11.00 INSURANCE

11.1 WHM Inc. maintains as minimum coverage the following insurance:

11.11 Errors and omissions insurance coverage in the amount of \$1,000,000 for liability in connection with the work.

11.12 Comprehensive/commercial general liability insurance in the amount of \$1,000,000.

12.00 ACCEPTANCE

12.1 Your acceptance of this proposal will constitute an agreement between WHM Inc. and Charles Ham Associates and will be our authorization to proceed with work on this project as defined under SCOPE OF WORK.

Thank you for your interest in our firm. We look forward to working with you on this project.

Sincerely,

Stephen C. Hansmeyer

Stephen C. Hansmeyer, P.E.
Principal

SCH/tlk

Accepted: _____
Date: _____



October 10, 2012

Charles Ham Associates
231 Market Place, Suite 213
San Ramon, CA 94583

Re: MDUSD Concord High School Gym - Site

Dear Charles:

We wish to submit for your consideration a proposal to render mechanical engineering services relative to the site work investigation, documentation and assistance for a new gym.

This proposal will become invalid if the mechanical engineering design is not started in six (6) months from the date of this proposal.

1. **Project Background:** A new gym is to be located at the Concord High School. The gym is to be designed by others. This project is to provide support of the site utilities related to its impact on the existing site utilities.
2. **Scope of Work:**
 - **HVAC:** None.
 - **Plumbing:** Review existing documents of existing buildings and services. Services include the loads put upon the site utility/building lines for gas and water.
 - **Fire Sprinkler:** None.
 - **Title 24 Energy Calculations:** None
3. **Phases of Work:**
 - **Field Investigation:** Visit the site to familiarize ourselves with the project and verify the As-built drawings.
 - Document our analysis for determining of adequacy of existing utilities to service the new gym.
4. **Compensation for Services:**
 - **Lump Sum Fee:** TWENTY FOUR HUNDRED DOLLARS (\$2,400.00)
 - **Additional Services:** Activities outside the basic compensation will be performed only on a pre-agreed fixed sum or hourly cost effort. Work will proceed upon receiving a written authorization of the effort prior to the work. For additional services requested, the following hourly rates will apply:

Principal:	\$228.00/hr
Engineer:	\$176.00/hr
Designer:	\$129.00/hr
CAD Operator:	\$105.00/hr
Administration:	\$ 82.00/hr
 - **Reimbursement:** Costs related to travel expenses, printing, reproduction of drawings, shipping/delivery charges and other costs related to the completion of documents, shall be a reimbursable expense and will be billed at cost plus a ten percent (10%) handling fee. In house plotting shall be billed at \$6.00 per plot.
5. **Termination:** This Agreement may be terminated by either party, with or without cause, upon not less than seven (7) calendar days' written notice. In the event of termination, Architects shall pay all amounts due hereunder with respect to services performed and reimbursable expenses or claim against the Architect for any damages of any nature whatsoever, or for extra compensation or loss of anticipated profits incurred the H&M Mechanical Group as a result of such termination.
6. **Authorization:** Please sign and return one copy of this proposal to us, which shall constitute a Contract.

Work will commence upon the return of a signed contract to H&M Mechanical Group.

8517 Earhart Rd.
Suite 230
Oakland, CA 94621

510 569-2000 :T
510 569-2002 :F
hm-mechanical.com :E



CHARLES HAM ASSOCIATES

By: _____

Date: _____

H&M MECHANICAL GROUP

By: *Gary Hennings*
Gary Hennings, Principal

Date: October 10, 2012