



VERDE DESIGN

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April 11, 2018

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

Subject: Oak Grove Middle School Field Project
Verde Project No.: 1806300

Dear Richard:

Thank you for the opportunity to provide the proposal athletic field 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 the existing play field area at Oak Grove Middle School. Verde Design would provide civil engineering, landscape architecture, and athletic facility design, documentation and construction assistance services for renovating the natural grass field. This proposal is based on an estimated construction budget of approximately \$750,000 (not including new backstops or fencing, and contingencies would be in addition to this figure), which will accommodate natural grass renovations. Our effort for a natural grass field will not require DSA involvement.

We are assuming the field area will be reconstructed in place. The existing chain link fence backstops are anticipated to remain unchanged. The skinned infields will receive new surface materials. We recommend a new perimeter pathway around the field be provided to define the edges of the field as well as to provide accessible paths of travel around the field and to the backstops.

We recommend the irrigation system be replaced in its entirety, and that perimeter drainage for the field be provided. We would recommend a new drinking fountain with jug filler be installed at the edge of the field nearest the campus hardcourt. Otherwise, no new utilities (i.e. domestic water, sewer, and electrical) will be necessary as 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. At this time no electrical, M/E/P or structural engineering improvements have been identified to be included in our scope. 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.

Verde Design will develop the construction documents and assist the District to obtain a NOI filing for an erosivity waiver project. The design, if the District elects to include, will include provisions for ground rodent prevention and deterrence, as we understand that this is a long term and constant issue at this school site. While our designs will utilize reasonable best practices for combating the rodents at each of the intended improvement areas that fit within the stated District budget, we will need to ensure that none of these additional measures do not negatively impact the safety and performance of any of the project areas. Please note that no measures, short of total eradication programs, will eliminate or totally prevent the presence of ground rodents. In addition, the District and site should recognize that without eradication of

the rodents, any rodents prevented from digging or burrowing into the new improvements will most likely migrate to another area on the campus, or to another adjacent property.

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.
2. Complete a site walk with District / School staff (in order to confirm maintenance needs, existing infrastructure, etc.).
3. Compile a composite soil sample and have it agronomically tested for current and desired nutrient levels
4. Establishment of project files, procedures and other administrative tasks.
5. 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.
6. Review all pertinent program and site inventory information.

B. Schematic Design

1. Develop preliminary schematic designs for the project improvements.
2. Meet with the District to review preliminary design package and develop a preferred design.
3. Refine the preferred design and develop CAD base. Send refined Final Schematic Design 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 Plan
 - c. Erosion / Sedimentation Control Plan
 - d. Demolition Plan
 - e. Grading / Drainage Plan
 - f. Layout / Material Plan
 - g. Irrigation Plan
 - h. Construction Details
 - i. Statement of Probable Construction Costs
 - j. Technical Project Specifications
2. Submit 50% Package (two sets) to the District 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 eight construction meetings at the project site. 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:	2-3 weeks
Schematic Design:	2 weeks
Design Development:	3 weeks
Construction Documentation:	
90% Submittal:	2 weeks
100% Submittal:	1 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. Program use criteria by the District / School's user groups (along with any other approved programmed use of the project area)
4. Utility survey of existing utilities as needed and / or potholing as required in specific areas as requested by our office
5. 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.
6. Required products, including turf type and other materials, if required.
7. Drawing title block and drawing standards. If none available or needed, Verde Design will base all drawings on its drawing standards.
8. Program use criteria by school for physical education, user groups, and interscholastic use.

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. Construction Surveying or Staking
16. PG&E coordination or permitting
17. SWPPP Risk Level design and documentation – NOI for an erosivity waiver project is included
18. QSD / QSP work during construction

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:	\$ 4,900
Schematic Design:	\$ 8,800
Design Development:	\$ 15,500
Construction Documentation:	\$ 23,800
<u>Bidding & Construction Administration:</u>	<u>\$ 19,600</u>
Base Fee Subtotal:	\$ 72,600
<i>Optional</i> Topographic Surveying (via PLS Surveys)	\$ 5,600
<i>Optional</i> Design Fee Allowance:	\$ 7,500
Fee Total, with Optional Services:	\$ 85,700

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.

Respectfully Submitted,
Verde Design, Inc.



Devin Conway, P.E.
Principal

PROPOSAL APPROVED BY:
Mt. Diablo Unified School District



Richard Jucker

04/20/18
Date

CC: Verde Design Distribution

Attachment: Current Charge Rate Schedule

Verde Design, Inc.
Charge Rate Schedule
Effective until December 31, 2018

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	\$215.00 per hour
Project Manager/Construction Manager	
Level Four	\$200.00 per hour
Level Three	\$180.00 per hour
Level Two	\$160.00 per hour
Level One	\$145.00 per hour
IT Manager	\$160.00 per hour
CAD Manager	\$155.00 per hour
Project Designer	\$135.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$130.00 per hour
Draftsperson Level II	\$115.00 per hour
Draftsperson Level I	\$110.00 per hour
Project Administrator	\$80.00 per hour
Intern	\$70.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Postage/Overnight Mail Service	Courier Delivery Service

*Charge Rate Schedule is subject to revisions.
Revised 11/2017*