



July 5, 2017

Michael Otavka
Director of Facilities, Planning & Construction
21380 Centre Pointe Parkway
Santa Clarita, CA 91350

RE: Saugus High School Auditorium: Exterior Concrete Steps Proposal
162-11004

Dear Mike:

During the site preparation for the new auditorium a set of concrete steps and adjacent paving were demolished that were not part of the original scope. We are being asked to design the replacement steps and adjacent paving and have them approved by DSA. This is the proposal for your review to do that work.

Scope of Services

- Procure civil engineering services
- Design concrete steps and document
- Submit a CCD A to DSA and a bulletin to contractors
- Coordinate approval
- Review concrete mix/submittal
- Include scope of work in the punch walk/list

Schedule/Professional Services Fee

After approval of the proposal we will need 2 weeks to generate the CCD A that will include drawings and specifications. One additional week will be required to put the bulletin and CCD together to be issued.

We propose a fixed fee in the amount of **\$3,800.00** for the scope of services summarized above; this amount includes all the anticipated printing expenses during the process.

Mike, we thank you for your continued support during our work with the WSHUHSD. Let me know if any additional information is required.

Sincerely


Leticia Ochoa, AIA
Associate Principal, NAC Architecture

