



12 April 2017

Mr. Mons Mendoza, Senior Project Manager
WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
21380 Centre Pointe Pkwy
Santa Clarita, CA 91350

**RE: PROFESSIONAL LANDSCAPE ARCHITECTURE + DESIGN SERVICES
SHADE STRUCTURE ADA DSA CLOSE OUT PACKAGE,
SANTA CLARITA, CALIFORNIA**

Dear Mr. Mendoza,

Pursuant to your request, we are pleased to submit this proposal for professional landscape architecture services to consolidate the various projects listed below into one bid package, assist the district with construction administration, project DSA certification and close-out. This correspondence outlines the general nature of the services we will provide, our respective responsibilities and the manner in which we will charge for our fees and out-of-pocket services. Upon your approval, we will complete the following tasks for the above-mentioned project.

PROJECT INFORMATION / SCOPE OF WORK

The following school sites require various ADA upgrades as shown on their individual DSA approved plans, this will require bidding out the work to contractors to complete and or install. The school sites are as follows: Canyon HS, Golden Valley HS, West Ranch HS, La Mesa JHS, Placerita JHS, and Sequoia Charter School.

Our proposal outlines the tasks and related fees to provide the scope of work necessary for bid packaging, bidding, construction administration, and DSA Close-out.

Scope of Work:

Task I: Programming + Inspector Meetings

1. Conduct and attend one (1) District inspector and programming meeting.
2. Conduct on-site investigation with inspectors to analyze the site conditions and any plan changes that will be required.
3. Review all school sites as needed to verify any plan changes required prior to bidding to contractors.
4. Prepare notes and review with district prior to plan revisions.

Task I. Deliverables

1. Plan notes for corrections and or plan changes required prior to preparing the bid package.

Task II. Plan consolidation and changes

1. Review plan changes that will be required and gain final direction with district.
2. Prepare 65% consolidation plans with changes required.
3. Review with district and inspectors.
4. Prepare 100% consolidation plans and review with district staff.

Task II. Deliverables

1. 65% and 100% consolidation plans.
2. Related legends, notes and details.

Task III. Bid and Award

1. Assist district with bid preparation.
2. Review and respond to RFI's.
3. Attend pre-bid job walk.
4. Review bids with district staff.

Task III. Deliverables

1. RFI responses

Task IV: Construction Administration

1. Attend (3) site construction observation site meetings at districts request (TBD).
2. Respond to contractor's questions and prepare a DSA CCD as needed.
3. Prepare project punch list.

Task IV. Deliverables

1. RFI responses
2. Project punch list

Task V: DSA Close Out

1. Prepare all documents for final close out with the Division of State Architects (DSA).

DISTRICT RESPONSIBILITIES

1. District will clearly communicate desired site amenities and prioritize specific areas of concern.
2. Attend coordination meetings, as required, to expedite the project.

Garing & Taylor Architectural and Engineering – Architectural Over Stamping for DSA, CCD'S

PROPOSED FEES BY POSITION, HOURLY RATE, HOURS & TOTAL / COMPENSATION

Oasis Associates, Inc. shall provide the aforementioned Scope of Work for the following (not to exceed) professional fee, based upon the attached Fee Schedule. For informational purposes only, the professional fees are distributed as follows:

Task I	Programming with DSA inspectors	\$	2,630.00
Task II	Plan consolidation and changes	\$	3,088.00
Task III	Bid and Award	\$	1,580.00
Task IV	Construction Administration.....	\$	4,095.00
Task V	DSA Close Out	\$	2,760.00

TOTAL..... \$ 14,153.00

All deliverable items shall be in digital format only. Any printed materials provided, or other costs advanced on behalf of Client (i.e., out-of-pocket expenses), are charged to the Client at cost in addition to the fees for professional services, as provided herein.

If the above proposal is acceptable to you, please sign below where appropriate and return to me. This will signify your agreement to and acceptance of the terms of our engagement set forth in this proposal. A duplicate original is enclosed for your files. Once we receive this signed letter, we will proceed with the work pursuant to your schedule.

Should you have any questions regarding the above-mentioned information, please contact us at your earliest convenience. Thank you for your time and consideration.

Respectfully submitted,
OASIS ASSOCIATES, INC.

AGREED AND ACCEPTED:
WM. S. HART UNION UNIFIED SCHOOL DISTRICT



Michael Cripe, ASLA
Principal Landscape Architect

Dated:

Attachment: Professional Fee Schedule

c: 17-0040

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• PROFESSIONAL FEE SCHEDULE •

PERSONNEL CHARGES – Hourly Rates

Principal Planner.....	\$ 150.00/hr.
Principal Landscape Architect.....	\$ 135.00/hr.
Associate Planner.....	\$ 105.00/hr.
Associate Landscape Architect.....	\$ 95.00/hr.
Graphic Designer.....	\$ 95.00/hr.
Irrigation Designer.....	\$ 95.00/hr.
Project Manager.....	\$ 90.00/hr.
Construction Administrator.....	\$ 90.00/hr.
Executive Assistant.....	\$ 70.00/hr.
Technical/Administrative Assistant.....	\$ 65.00/hr.

REIMBURSABLE EXPENSES – Direct Charges

Charges for special outside services, equipment or facilities not furnished directly by Oasis Associates, Inc. will be added to the monthly invoice as a reimbursable expense. Such charges may include, but are not limited to, the following:

Outside services, equipment or facilities	Permit fees
Printing, scanning, photographic reproduction	Sub-consultant fees*
Postage/shipping charges	Telecommunication
Travel outside of San Luis Obispo County	Facsimile

*Any professional fees for sub-consultants may incur a ten percent (10%) administration fee.

NOTE: Rates are subject to change from time to time to reflect increased costs.