



29 May 2018

Mr. Michael Otavka, Director of Facilities  
William S. Hart Union High School District  
21380 Centre Point Parkway  
Santa Clarita, CA 91350

**RE: PROFESSIONAL LANDSCAPE ARCHITECTURE + DESIGN SERVICES  
REVISED CONSTRUCTION DOCUMENTS FOR FENCING IMPROVEMENTS AT  
VALENCIA HIGH SCHOOL, SANTA CLARITA, CALIFORNIA**

Dear Mike,

Pursuant to your request, we are pleased to submit this proposal for professional landscape architecture services in connection with the proposed fencing improvements at the Valencia High School, located at 27801 N. Dickason Drive in Santa Clarita, California. 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:

**SCOPE OF WORK**

***Task I: Programming and Construction Documents***

1. Conduct and attend one (1) District and user programming meeting.
2. Conduct on-site investigation with District staff to analyze the existing fencing layout, proposed layout, and site features.
3. Prepare 100% construction plan and related details.
4. Prepare narrative specifications for Division 2 sections.
5. Review documents with District.

***Deliverable Items:***

1. 100% construction plans.
2. Related legends notes and details.
3. Narrative specifications.

***Task II: Bid and Award***

1. Assist the District with bidder's questions and/or clarification.

***Task III: Construction Administration***

1. Review contractor submittals.
2. Conduct and attend one (1) pre-construction bid job walk.
3. Conduct two (2) site observation meeting(s) as requested during construction.
4. Prepare inspection memoranda and punch-lists for the site observation(s) and distribute accordingly.

**DISTRICT RESPONSIBILITIES**

1. District will clearly communicate desired fencing layout and materials and prioritize specific areas of concern.

2. District will clearly communicate all budgetary and scheduling constraints.
3. Attend coordination meetings, as required, to expedite the project.

**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 .....	\$ 2,975.00
Task II .....	\$ 740.00
Task III .....	\$ 2,185.00
<b>TOTAL .....</b>	<b><u>\$ 5,900.00</u></b>

All deliverable items will 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.



Michael Cripe, ASLA  
Principal Landscape Architect

AGREED AND ACCEPTED:

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Dated: \_\_\_\_\_

Attachment: Professional Fee Schedule

c: 18-0038

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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.*