



9 August 2018

Mr. Michael Otavka, Director of Facilities  
WILLIAM S. HART UNION HIGH SCHOOL DISTRICT ("District")  
21380 Centre Pointe Parkway  
Santa Clarita, CA 91350

**RE: PROFESSIONAL LANDSCAPE ARCHITECTURE + DESIGN SERVICES  
for SAUGUS HIGH SCHOOL AUDITORIUM PROJECT – FIELD RESTORATION  
PHASE, SANTA CLARITA, CALIFORNIA**

Dear Mr. Otavka,

Pursuant to your request, we are pleased to submit this proposal for professional landscape architecture services for the conceptual design and construction documents for the restoration of the open turf field for Saugus High School, located at 21900 Centurion Way 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.

***PROJECT INFORMATION / SCOPE OF WORK***

Saugus High School currently has areas in the athletic field that need full restoration. The above scope of work is agreed upon between the District and the consultant that the work will not be considered a DSA review item.

Our proposal outlines the tasks and related fees to provide schematic design and construction documents to implement the improvements for Saugus High School as described above. Included in our task will be site administration during bidding and construction which we will assume five (5) total site visits schedule to be determined.

***DESIGN COMPONENT TIMELINES***

***Task I: Programming + Schematic Design***

1. Conduct and attend one (1) District and user programming meeting.
2. Conduct on-site investigation with staff to analyze the existing conditions and related site features.
3. Review existing grading and topographic plans.
4. Prepare a schematic plan depicting and identifying the following:
  - a. Prepare design options showing the new turf area and any decomposed granite areas to be used for either parking and or vehicular travel.
  - b. Review existing irrigation points of connections and irrigation controllers to determine the best direction for the proposed new irrigation.
5. Review schematic plans with District staff and users.

***Task I. Deliverables***

1. Schematic layout plan.
2. Assumes (1) one site meeting with the District.

**Task II. Construction Documents – 100% Complete**

1. Review with District staff to verify final site plan changes.
2. Prepare final demolition plans.
3. Prepare final layout, grading plan, irrigation and turf seeding plan and related details.
4. Prepare final narrative specifications for Division 2 sections.

**Task II. Deliverables**

1. Final 100% construction plans.
2. Related legends, notes, and details.
3. Narrative specifications.
4. One (1) on-site District meeting is included in the task.

**Task III: Construction Administration**

1. Attend four (4) construction site meetings time to be determined.
2. Review and assist District project manager with construction reports and compliance to construction documents. Review contractor's submittals.

**DISTRICT RESPONSIBILITIES**

1. District will clearly communicate desired site amenities 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.

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

Oasis Associates, Inc. shall provide the 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 & Schematic Design.....	\$	2,048.00
Task II	Construction Documents (100%).....	\$	4,545.00
Task III	Site Administration .....	\$	4,531.00
<b>TOTAL.....</b>			<b><u>\$ 11,124.00</u></b>
Reimbursable Expenses (not to exceed).....			\$ 100.00

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 Oasis Associates, Inc. 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:**  
**WM. S. HART UNION UNIFIED SCHOOL DISTRICT**

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Dated:

Attachment: Professional Fee Schedule

c: 18-0055

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