

Monday, April 06, 2020

Mr. Michael Otavka, Director Facilities, Planning & Construction  
William S. Hart Union High School District  
21380 Centre Pointe Parkway  
Santa Clarita, California 91350



RE: ARCHITECTURAL/ENGINEERING SERVICES FEE PROPOSAL  
BOWMAN HIGH SCHOOL – PROGRAMMING & PRE-DESIGN EFFORT

Dear Michael:

In accordance with our recent discussions, Rachlin Partners is pleased to submit our proposal for an architectural and engineering analysis of the Scope of Work and Budget for Bowman High School. I have reviewed the Scope of Services, which I have used as a reference in preparing this proposal. The following provides the basis of our proposal:

#### Project Goals

The William S. Hart Union High School District requested a proposal for an architectural and engineering analysis of the Scope of Work and Budget for Bowman High School.

#### Scope of Work

The Architects and Engineers shall perform an architectural and engineering analysis of the Scope of Work and Budget for Bowman High School. Our initial investigation of Bowman High School will be to review the program and scope of work. We shall prepare a report on the assessment's findings. Our scope of work will include the following:

- Site Visits to review existing conditions.
- Review available as-built drawings.
- Develop an outline of possible scope of work for review and discussion.
- Develop preliminary cost estimates

During the site visits, the team will evaluate the existing Architectural and Mechanical / Plumbing systems and associated architectural elements. The report will summarize findings and recommendations as well as provide Rough Order of Magnitude (ROM) cost estimates for budgeting purposes.

During the course of the programming process, the Architect will be responsible for producing all meeting minutes and associated documents, drawings, etc., as required to facilitate a complete understanding of their analysis and recommendations.

### Exclusions

The following scope of work is not a part of our engineering analysis:

- Construction Documents.
- Formal Structural calculations.
- Construction Administration.

### Summary of Approach and Methodology

Our approach to working with you in providing a Programming Assessment will encompass the following:

- Program Start-Up: Scope and Methodology – We will develop the scope of work in detail with respect to the collection of data, information required to create a pre-design and programming study, and a clear vision of the program’s goals. We will also work with you and your staff/personnel to develop a schedule for the inspection phase of the project.
- Data Collection; Interview; Photograph Existing Conditions – We will assemble a project team consisting of Architects, Engineers, and Specialty Consultants as needed.
- Assess Physical and Site Conditions – The Bowman High School will be surveyed and photographed to document existing conditions.
- Interview WHUHSD Staff and Personnel – This will be done in order to collect and record all relevant data, understand current conditions and use, and identify opportunities for functional/aesthetic enhancements.
- Program Analysis – We will compile field investigation data to provide you with an architectural analysis including site diagrams and/or floor plans of the existing campus to determine the suggested scope of work.
- Cost Plan for Recommended Improvements – Conceptual cost estimates and Rough Order-of-Magnitude (ROM) financial models will be provided to aid the District in budgeting for future design and construction work.
- Meetings and Input/Revisions – Make presentations, respond to questions, and make minor revisions as required. Provide copies as required.

Fee Schedule – Bowman High School  
Pre-Design / Programming Effort

As requested, I have reviewed the scope of work and I have provided a fee proposal below for your review.

Our proposed fixed fee for the Pre-Design / Programming effort is \$23,440.00. I have attached an itemized breakdown of the Programming / Pre-Design Services fee. If the scope of the work were revised, the A/E fee for the services would be negotiated between the WHUHSD and the A/E.

Reimbursable Services shall include mileage, postage, plotting and printing and shall roughly be \$1,000.00 with adequate back-up documentation to be provided.

As an additional part of this proposal, I have attached a list of the WHUHSD Responsibilities, and a list of our standard Additional Services and our Hourly Rate Schedule.

I am prepared to commence with these services upon receipt of a written approval and your notice to proceed, and I look forward to a successful project.

If you have any questions, please call me at (310) 204-3400.

Sincerely,



Michael Rachlin, AIA, LEED  
Partner

### William S. Hart Union High School District (WHUHSD) Responsibilities

1. WHUHSD Representative. A WHUHSD Representative shall be named by WHUHSD and shall represent WHUHSD in all matters pertaining to the services to be rendered under this Agreement. All requirements of WHUHSD pertaining to services to be rendered shall be given through the office of WHUHSD's Representative. WHUHSD's Representative shall cooperate with the Architect in all matters relative to this Agreement in order to permit the performance of the work without undue delay.
2. Statement of Building Program. WHUHSD shall provide full information as to the requirements and program of the Project, including budget limitations and scheduling needs.
3. Surveys and Tests.
  - a. Site Survey. WHUHSD shall furnish to the Architect, when requested, a complete and accurate survey of the Project site, prepared by a licensed surveyor, indicating, where relevant, among other matters, the location of all existing buildings; grades around existing buildings; grades and lines of streets and pavements; boundaries of adjoining properties; and contours of the site. Information shall also include existing sewer, water, gas and electrical services, of which WHUHSD or local municipalities has a record.
  - b. Soils Tests. Prior to authorizing the Architect to proceed with the Design Development, WHUHSD shall furnish results of any required soils tests prepared, including a qualified testing laboratory. This shall include identification of any existing water table, and foundation recommendations by qualified soils and foundation engineers. WHUHSD shall also furnish results of field tests for soil corrosivity and recommendations for corrective action by a qualified corrosive engineer, if required in the opinion of WHUHSD Representative, prior to the start of the Design Development.
  - c. Geologic Hazards Investigation Survey. WHUHSD shall have performed any geological hazards investigation surveys required by State authorities having jurisdiction and shall make copies available to the Architect for distribution as necessary.

- d. *Environmental/Hazardous Materials Consultant.* WHUHSD shall provide Architect with a copy of any mitigation measures for the Project adopted by WHUHSD pursuant to the California Environmental Quality Act, the Department of Toxic Substances Control and other agencies having jurisdiction. WHUHSD shall provide Architect with a hazardous-materials survey of the Project site.
  - e. *Specialized Testing/Inspection.* WHUHSD shall ensure that a testing service for materials testing and inspection as required by state law is provided.
  - f. *Design Review Comments and Correction.* WHUHSD shall review documents submitted by the Architect according to milestones. WHUHSD shall also provide written comment and/or correction to the Architect.
  - g. *Checking and Permit Fees.* WHUHSD shall pay or reimburse the Architect for all checking and permit fees required in connection with the Project to public authorities having jurisdiction.
  - h. *Project Inspector.* WHUHSD shall furnish and provide an Inspector, or Inspectors, as required during the entire course of construction of the Project. Each Inspector shall be qualified and approved by the Division of the State Architect. The cost of employment of each Inspector will be borne by WHUHSD and paid directly to the Inspector. The administration by the Architect and its engineers shall be in addition to the continuous personal supervision of WHUHSD's Inspector(s).
4. WHUHSD Staff Inspections.
- a. *Relationship with Contractors.* If, during the course of construction, any questions, recommendations, or requests for changes occur, or if WHUHSD staff initiates substitutions, they shall be directed through WHUHSD Representative. Directives to the Contractor shall be issued through WHUHSD Representative.
  - b. *Pre-Final Inspection.* WHUHSD shall assist the Architect in making the pre-final inspections and the preparation of the "punch list."
  - c. *Final Inspection.* When the Architect has notified WHUHSD that the "punch list" items have been corrected, WHUHSD Representative shall accompany the Architect and the Contractor on the final inspection.

### Additional Services

1. The Architect shall be paid for additional services not originally contemplated by the parties to this agreement, including those services described herein, provided that the additional services have received advance written approval by WHUHSD.
2. Additional Services of the Architect.
  - a. Revisions and changes to approved documents and the preparation of alternative or deductive change orders requested by WHUHSD, which are not affected for the purpose of reducing the cost to within ten percent (10%) of the Revised Agreed Estimate.
  - b. Services for repair of damage to the Project during construction.
  - c. Selection by the Architect, at WHUHSD's request, of movable furniture, equipment, or articles which are not included in the Construction Contract.
  - d. Additional services caused by the delinquency or insolvency of the Contractor.
  - e. Preparation of measured drawings of existing structures if authorized by WHUHSD.
  - f. The employment of special consultants and/or the preparation of special delineations and /or models as directed by WHUHSD.
  - g. If required by WHUHSD to accelerate schedules, overtime work by the Architect's employees.
  - h. In the event the project is suspended or abandoned, for a period in excess of six months, the Architect shall be entitled upon reactivation to additional compensation, prior to commencing work for his remobilization effort.
  - i. Preparation of off-site work related to street widening and street improvements including, but not limited to, curb cuts, street trees, street lighting and utilities, if authorized by WHUHSD.
  - j. Providing construction administration services after the construction time has been exceeded through no fault of the Architect, where it is determined that the fault is that of the contractor.

## Billing Rates

In order to best service our clients' needs, we have compiled the following fee schedule listing our hourly billing rates. These fees are effective until December 31, 2020 and are subject to revision thereafter.

Reimbursable expenses such as blueprinting, photocopying, long-distance telephone charges, mileage and travel expenses, consultant services and other direct expenses will be billed at the rates that follow below the fee schedule.

### Rachlin Partners Fee Schedule

Principals	\$225.00 per hour
Project Manager	\$155.00 per hour
Project Architect	\$135.00 per hour
Project Architect/Designer	\$120.00 per hour
Senior CAD/Designer	\$115.00 per hour
Intermediate CAD/Designer	\$105.00 per hour
Junior CAD/Designer	\$ 95.00 per hour
Quality Control	\$ 85.00 per hour
Support Staff	\$ 75.00 per hour

### Reimbursable Fees

8-1/2" x 11" photocopies	\$ 0.10 per copy
Mileage	\$ 0.58 per mile
Facsimile Transmission	\$ 1.00 per page
CADD Plots	\$ 2.50 per square foot
Blueprinting	\$ 0.10 per square foot