

April 16, 2020

Michael Otavka
William S. Hart Union School District
21380 Centre Pointe Parkway
Santa Clarita, CA 91350**RE: Hart High School – Proposal for Pre-Design Services for Buildings P, D, Q, B, and X**
DLR Group Project No.: 75-20222-00

Dear Mike,

We are pleased to submit herewith a fee proposal for programming and planning for proposed Modernization of Buildings P, D, Q, B, and X on the Hart High School Campus along with a Seismic Study/Analysis of Buildings P, D, Q for the purpose of developing a rough order of magnitude cost model for voluntary seismic upgrade with comparative analysis for replacement cost/new construction.

1.0 Project Description

- 1.1 Programming and Visioning with William S. Hart Union School District stakeholders.
- 1.2 Site visits for the Design Team to familiarize themselves with existing conditions.
- 1.3 Preparing narratives and preliminary sketches for the purpose of obtaining preliminary cost estimate associated with potential seismic deficiencies (voluntary seismic retrofit) of Buildings Q, D, and P.
A seismic evaluation was performed by another consultant in 2013 for Buildings Q and D. Our proposed approach is to utilize the seismic deficiencies noted in this report and prepare the preliminary sketches and narrative based on this information. At this time, we will not perform an independent seismic evaluation for Buildings Q and D.
 - 1.3.1 This process will require the following:
 - 1.3.1.1 Review of original as-built Drawings for Buildings Q, D and P.
 - 1.3.1.2 Review of the previous seismic evaluation reports for Buildings Q and D prepared by another consultant in 2013.
 - 1.3.1.3 Perform preliminary seismic evaluation of Building P.
 - 1.3.1.4 Prepare narrative and sketches as required for preliminary cost estimate purposes.
 - 1.3.1.5 A preliminary cost estimate.
 - 1.3.2 At the conclusion of this study, and upon District review of the cost estimate and financial feasibility of the work, the District will determine the scope of seismic work to be incorporated into the modernization project. DLR Group will then prepare a fee proposal for the total scope of the modernization project, including the scope of seismic work.

2.0 Scope

- 2.1 Programming
 - 2.1.1 Review existing District Ed Specs and As-builts/Drawings.
 - 2.1.2 Review of Integrated Energy Master Plans.
 - 2.1.3 Access Buildings P, D, Q, X and B to finish comprehensive photography as needed.
 - 2.1.4 Videoconference: Kick off meeting with the Client and leadership to plan the focus group sessions with user groups (these could also include students).
 - 2.1.5 Videoconference workshops using Mural.com: Five (5) long range visioning focus group sessions that include the linkage between sustainability and education, optimizing outdoor space for learning and incorporating biophilic design principles and how space can best support teachers and 21st Century learners.
 - 2.1.5.1 Building P: Visual Arts and Performing Arts user groups;

- 2.1.5.2 Building D: General Manager / Food Service Director, Operations Manager / Assistant Food Service Director and user groups;
- 2.1.5.3 Building Q: Supervisor of Career Visions program, Director of Pathway to my Future program, STEM program leadership and user groups;
- 2.1.5.4 Building X: Principal and Admin Office user groups;
- 2.1.5.5 Building B: Teacher Librarian, Library Media Technician, Student Library workers and user groups.

2.1.6 Deliverables:

- 2.1.6.1 One (1) Discovery Report for each of the five focus groups.
- 2.1.6.2 First Draft Program of Spaces and Adjacency Diagrams (to be refined and finalized during the SD Phase).
- 2.1.6.3 Videoconference: Presentation of key drivers stemming from Discovery Reports and how they informed the Draft Program of Spaces and Adjacency Diagrams.

2.2 Structural

- 2.2.1 Review of existing Structural drawings for Buildings Q, D and P.
- 2.2.2 Perform preliminary seismic evaluation to identify preliminary seismic retrofit deficiencies for Building P.
- 2.2.3 Review seismic evaluation report previously prepared by another consultant for Buildings Q and D.
- 2.2.4 Prepare narrative describing the scope for potential seismic retrofits along with the preliminary sketches (Bluebeam) as required for preliminary cost estimate purposes and comparative analysis.

2.3 Cost Management Services (by Rider Levett Bucknall)

- 2.3.1 Analyze cost difference between the modernization of existing Buildings P, D, and Q, including necessary seismic upgrades and the cost of new construction for replacement buildings.
- 2.3.2 Prepare a high level rough of order of magnitude cost model for Buildings P, D, and Q for the modernization scope and derive a cost per square foot for replacement costs.

2.4 Field Verification

- 2.4.1 Up to three (3) site visits for Field Verification with 3D scanning of Buildings P, D, Q, X, and B.
- 2.4.2 This is a basic service included in this fee proposal in order to facilitate the conceptual space planning process and allow for better coordination and faster transition into the SD phase.

3.0 Professional Fees

- 3.1 The fee to perform the work outlined above shall be invoiced monthly on a percentage of completion basis not to exceed Seventy-nine Thousand Dollars (**\$79,000**). A fee breakdown is provided below:

3.1.1	Programming	\$30,000.00
3.1.2	Structural	\$35,000.00
3.1.3	Cost Management Services	\$ 5,500.00
3.1.4	Field Verification	<u>\$ 8,500.00</u>
Total Fee		\$79,000.00
Estimated Reimbursable Allowance (3%)		\$ 2,370.00

4.0 Reimbursable Expenses

- 4.1 Reimbursable Expenses are in addition to compensation for our professional services and include project related expenses incurred by us and any of our consultants, if applicable. Expenses will be billed at cost without markup as allowed by the Agreement.

5.0 Schedule

- 5.1 To be determined and mutually agreed upon, approximately Six (6) to Eight (8) weeks.
- 5.1.1 Programming and Structural Analysis – approximately four (4) weeks. See attached Exhibit A for breakdown of Programming activities.
 - 5.1.2 Cost Estimate – approximately two (2) weeks.

6.0 DLR Group Exclusions and Qualifications

- 6.1 Preparation of electronic documents (architectural/structural drawings, calculations, specifications) other than those indicated above for the purpose of preliminary cost estimate of potential seismic retrofit of Buildings Q, D and P is not included in this fee proposal and scope of work.
- 6.2 Adequate contingency shall be included in the preliminary cost estimate to include customary scope and intent not specifically indicated in the preliminary seismic retrofit sketches. The actual scope of work will be determined at a later phase and after performing an independent full seismic evaluation and analysis of Buildings Q, D and P.
- 6.3 If the seismic retrofit of above mentioned buildings is determined to be economically feasible, a more detailed and comprehensive seismic evaluation and analysis will be required to determine the site specific scope of voluntary seismic retrofit for the purposes of construction documents.
- 6.4 No seismic evaluation or retrofit is considered or included with this fee proposal for Buildings B and X. We understand that the preliminary cost estimate of potential seismic retrofit does not include these two buildings.
- 6.5 Additional services not specifically stated in this proposal document will be performed as a negotiated lump sum fee or on a time and material basis.

If you have any questions regarding this proposal for services, or if you wish to discuss any aspect of the project, please contact me directly at 213-373-6286, ext. 76-6286.

Best,

DLR Group



Brett Hobza
Senior Principal
CA License No. C34867

4/16/2020

Date
CC: LaTonya Whitfield-Horhn, Debbi Papel

Approved – William S. Hart Union School District

Mike Otavka
Director of Facilities

Date

Attachments, Exhibit A Programming Schedule, Exhibit B Conceptual Site Plan

Exhibit A: Programming Schedule

4/14/2020

Scope: (5) buildings : P- Photo Studio/ Black Box, D-Food Service / Cafeteria, Q- Auto Shop / Print Shop, X-Admin, B- Library and Landscape design for (7) outdoor areas shown in yellow circles on attached Exhibit B Hart HS site plan from deck.pdf

	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5	Week No. 6	Week No. 7	Week No. 8	Week No. 9	Week No. 10	Week No. 11	Week No. 12	Week No. 13	Week No. 14	Week No. 15	Week No. 16	Week No. 17	Week No. 18	Week No. 19	Week No. 20	Week No. 21	Week No. 22	Week No. 23	Week No. 24	Week No. 25	Week No. 26	Week No. 27	Week No. 28	Week No. 29	Week No. 30	Week No. 31
	4-May-20	11-May-20	18-May-20	25-May-20	1-Jun-20	8-Jun-20	15-Jun-20	22-Jun-20	29-Jun-20	1-Jul-20	6-Jul-20	13-Jul-20	20-Jul-20	27-Jul-20	3-Aug-20	10-Aug-20	17-Aug-20	24-Aug-20	31-Aug-20	7-Sep-20	14-Sep-20	21-Sep-20	28-Sep-20								
PROGRAMMING: 4 weeks																															
Review WHUHS Ed Specs (4 yrs old), asbuilts/CD docs, and Integrated Energy MP																															
Videoconf: Planning the plan Kick off meeting with client	●																														
Finish comprehensive photography of (5) buildings as needed																															
Videoconf: 5 long range visioning focus group sessions for Big Ideas (2.5 hours each)		●	●																												
Deliverable: 5 Discovery Reports																															
Deliverable: Program of Spaces and Adjacency Diagrams Draft #1																															
Videoconf: Present Discovery Reports, Program of Spaces & Diagrams				★																											
PRE-DESIGN TASKS: 6-8 weeks																															
Seismic Study/Analysis of Buildings P, D, Q																															
Deliverable: Narratives and preliminary sketches					●																										
ROM cost model for voluntary seismic upgrade							★																								
(3) site visits for field verification with 3D scanning of Buildings P, D, Q, X, and B																															
Deliverable: Field verified floor plans																															
PROGRAMMING PART 2 AND SCHEMATIC DESIGN: 12 weeks (N.I.C.)																															
Video conf. with landscape to provide guidelines and programming for outdoor spaces									○																						
Internal Design Charette																															
Review landscape design conceptual design plans																															
Review Arch Design teams furnished space plans 4 bldgs																															
Review Interiors team Admin bldg furnished space plans																															
Review landscape design 50% SD																															
Internal Pin Up 50% SD coordination																															
Deliverable: Program of Spaces Draft #2 and 50% Schematic Design												★																			
Focus group sessions for 50% SD feedback & Room Data Sheets (2 hours each)																															
Deliverable: Room Data Sheets, Café and Library Focus Group (FG) Reports																															
Follow up Room Data sheet correspondence with client																															
Deliverable: Room Data Sheets Draft #2 to team																															
Review 100% SD package to check alignment with programming																															
Deliverable: 100% SD Package incl. Room Data Sheets, updated FG Report															★																
District Review Period																															
Incorporate feedback from district to finalize Room Data Sheets (start of DD)																															
Deliverable: Final Room Data Sheets																			★												
Schematic Design Presentation to Community																				●											

- Client Meeting (videoconference) ●
- Approval Meeting (videoconference) ★
- Sub consultant Meeting (videoconference) ○
- DLR Group Scope
- Non- DLR Group Scope
- Holiday Week
- School not in session

Exhibit B: Hart High School Conceptual Site Plan
Note: yellow circles designate potential outdoor learning spaces

