



PROPOSAL for
LANDSCAPE ARCHITECTURAL DESIGN + CONSULTING SERVICES

2020 – 2021 Master Services Agreement
William S. Hart Union High School District

26 August 2020

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

Dear Michael,

THANK YOU for the opportunity to submit this proposal for landscape architecture design and consulting services for the above mention project.

We look forward to providing the landscape design services, outlined below, for the above project. This correspondence outlines the general nature of the services we will provide to William S. Hart Union High School District (“Client”), 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:

SCOPE OF WORK

TASK I – PROGRAM, COORDINATION AND SCHEMATIC DESIGN

1. Coordinate with the client and users to discuss the project scope, program, schedule, priorities, concerns, related details, communication protocol for various projects requested by the District.
2. Review project related documents: preliminary site plans, building footprint/elevations, grading/drainage plans, soils reports, utilities, and district landscape standards and related regulatory framework.
3. Attend coordination meetings with client and/or users for those sites.
4. Prepare schematic landscape plan to include:
 - a. Layout of any hardscape and softscape elements requested and or required to create the exterior spaces and or outdoor plaza spaces

TASK II – DESIGN DEVELOPMENT

1. Continued coordination with the client and project team to discuss any changes to the project scope, program, or schedule.
2. Attend site meeting with District representative to obtain site information required for any existing irrigation systems as well as existing utilities that may need to be relocated or abandoned.
3. Prepare Design Development plans for the proposed sites to possibly include:
 - a. Planting plans, hardscape layout plans, site fine grading and drainage and irrigation plans.

TASK III – CONSTRUCTION DOCUMENTS

1. Continued coordination with the client and project team to discuss any changes to the project scope, program, or schedule.
2. Attend coordination meetings with client and/or users.
3. Prepare final landscape construction documents.
4. Prepare related landscape details and specifications.
5. Provide digital copies of final landscape construction documents to client.
6. Review, respond, and incorporate plan check comments related to the above scope of work.

TASK IV – BIDDING PHASE (TBD)

1. Answer bidder's questions and prepare related addenda, as necessary.

TASK V – CONSTRUCTION ADMINISTRATION PHASE (TBD)

1. Review and respond to contractor submittals and Requests for Information (RFI).
2. Conduct site inspection subsequent to the installation.
3. Prepare inspection memoranda and punch-lists for all site observation(s) and inspections, and distribute, accordingly.

CLIENT RESPONSIBILITIES

The Client will clearly communicate the desired site and landscape amenities, any budgetary or scheduling constraints, and prioritize specific areas of concern. The Client will provide timely input and responses throughout the process. All pertinent information related to the project shall be provided by the Client, including topographic surveys and/or soils engineering reports, grading/drainage plans, and utility information (all in AutoCAD format).

ESTIMATED PROFESSIONAL FEES

Oasis will provide the above scope of work noted above on an hourly basis with an estimated maximum of \$15,000 per project and an estimated aggregate maximum of \$100,000 over a 12-month contract duration.

Services will be billed on a monthly basis and will not exceed the estimated amount without prior notification and approval from the District.

These services, plus any reimbursables, will be billed monthly in accordance with our standard professional fee schedule, and payment is due within thirty (30) days. All deliverable items will be in digital format only.

If this proposal/contract meets your approval, please sign below where indicated and return to our office, which will serve as our notice-to-proceed. If you would like to discuss this proposal in greater detail, please feel free to contact me. Thank you for your time and consideration.

Respectfully submitted,
OASIS ASSOCIATES, INC.



Michael Cripe, ASLA
 Principal Landscape Architect

AGREED AND ACCEPTED,

 by,
 Its _____

Date: _____

Attachment – Professional Fee Schedule
 c: 20-0080

• PROFESSIONAL FEE SCHEDULE •

PERSONNEL CHARGES – Hourly Rates

Principal Planner.....	\$ 160.00/hr.
Principal Landscape Architect.....	\$ 140.00/hr.
Associate Planner.....	\$ 110.00/hr.
Associate Landscape Architect.....	\$ 100.00/hr.
Graphic Designer.....	\$ 95.00/hr.
Irrigation Designer.....	\$ 100.00/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.