

MAINSTREET

ARCHITECTS + PLANNERS, INC.

May 8, 2015

Martin Klauss
Assistant Superintendent
Business & Administrative Services
Oak Park Unified School District
5901 E. Conifer Street
Oak Park, CA 91377-1002

Re: Architectural Services for Construction Documents and the submittal process through DSA for several Uncertified Relocatables on the Red Oak and Oak Hills elementary school campuses.

Dear Martin,

At your request, Mainstreet Architects and Planners (MAP) is pleased to submit this proposal for the above mentioned project. The attached project scope, Exhibit B, outlines the task required to prepare the documents and submit to DSA for certification.

For the services noted above, we propose a not-to-exceed time and materials fee in the amount of \$26,800.00 (Twenty Six Thousand Eight Hundred Dollars) plus reimbursables.

We will work diligently and expeditiously to meet the project goals within the project budget and will not exceed this not-to-exceed amount without prior notice and authorization from the Client. This proposal will remain in effect for 60 days from the date of this letter, after which we reserve the right to modify it accordingly. Also included is our Fee Schedule (Exhibit A).

I would appreciate the opportunity to discuss this proposal with you. We thank you for the opportunity to assist you with this project.

Regards,



Deborah Guthrie, RA
Senior Principal, COO

Attachments: Exhibit A, Fee Schedule
Exhibit B, Project Scope of Services –May 8, 2015

Mainstreet Architects + Planners, Inc.

FEE SCHEDULE

2013

Mainstreet Architects & Planners, Inc. rates are as follows, and are used to determine compensation for work performed on an hourly "time and materials" basis:

SENIOR PRINCIPAL

Hourly rate: \$225.00

PRINCIPAL

Hourly rate: \$200.00

SENIOR PROJECT ARCHITECT

Hourly rate: \$150.00

PROJECT ARCHITECT

Hourly rate: \$140.00

SENIOR PROJECT MANAGER

Hourly rate: \$130.00

PROJECT MANAGER

Hourly rate: \$125.00

SENIOR JOB CAPTAIN

Hourly rate: \$110.00

JOB CAPTAIN

Hourly rate: \$100.00

SENIOR DRAFTER

Hourly rate: \$95.00

DRAFTER

Hourly rate: \$85.00

JUNIOR DRAFTER

Hourly rate: \$75.00

ADMINISTRATIVE

Hourly rate: \$70.00

CONSULTANT DESIGN AND ENGINEERING

At above rates if by staff; if by consultants, 1.15 times invoiced amount.

INTERIOR/COLOR DESIGN

Mainstreet will provide interior design and develop project color palettes (exterior and interior) at above rates.

REIMBURSABLE EXPENSES

Reimbursable expenses, defined as money expended by Mainstreet Architects & Planners, Inc. in the interest of the project, shall be reimbursed at 1.15 times the amount expended. These expenses normally include, but are not limited to, costs for reproduction of drawings, photography, photo copying, permit fees (if directed by client) and other reasonable costs.

Owners Initials _____

Mainstreet Architects + Planners, Inc.

PROJECT SCOPE OF SERVICES

5-8- 2015

Oak Park Unified School District Relocatable Site Placement Plans

1. Red Oak Elementary School Relocatable Site Placement Plan

Project Description: Preparation of a site placement plan for uncertified relocatable classroom buildings described as buildings 51 & 52 under stockpile Application # 61228. These two relocatables can be submitted to DSA under one project number.

A. Architectural Documents provided:

1. Title Sheet (A.0) with all pertinent information required by DSA.
2. Site placement plan (A.1) showing the following:
 - a. Fully dimensioned location of the proposed relocatable building(s) in relation to other buildings on the site. All other buildings and structures on the site shall be shown along with their DSA application numbers.
 - b. Elevations of finished and original grade at each corner or each relocatable and the elevation of their finished floor. Elevation of adjacent exterior finished grade at each corner of the building if different from foundation grade, and the elevation of the top and bottom of stairs and ramps.
 - c. Location of means of access and egress to and from each building including access compliance requirements and location of safe dispersal area(s). Delineated how means of egress ties into approved campus accessible Path of Travel.
 - d. Location of all utilities, including underground fire alarm cables, serving each building from the source to the point of connection. *(Districts consultant shall provide the following information for this plan; a signed statement from the appropriate responsible engineer indicating his or her verification of the location of the utilities shown as existing and that their capacity is adequate for the additional load. If the source of utilities is in or on an existing building, provide the DSA application number under which the building was approved).*
3. Detail Sheet (AD.1) showing details of existing foundation conditions.

B. DSA submittals/Plan Check/Coordination items:

1. Prepare and submit to DSA form 1 (Application for Approval of Plans and Specifications).
2. Prepare and submit to DSA form 102-IC (Construction Start Notice/Inspection Card Request).
3. Setup PC review with DSA.
4. Prepare and submit DSA 3, if required.
5. 1 site visit to verify dimension locations of relocatables on the site.
6. 2 meetings with DSA.
7. Coordination with District Consultants, as necessary.

C. Items provided by the District to obtain Project Certification:

1. District letter and fee to DSA to reopen file.
2. Campus Site plan, in AutoCAD format, showing location of all buildings, including all associated DSA application numbers *(this could be a previously approved Fire Alarm Plan)*.
3. Approved utilities plan showing underground fire alarms serving each building *(this could be a previously approved Fire Alarm Plan)*. A signed statement to put on the drawings, from the appropriate responsible engineer indicating his or her verification of the location of the utilities shown as existing and that their capacity is adequate for the additional load is required by DSA. If the source of utilities is in or on an existing building, show the DSA application number under which the building was approved.

4. PC drawings of each relocatable to incorporate into submittal documents. If building was relocated from stockpile superstructure must have been constructed using an appropriate approved DSA application for construction, not a Pre-Check (PC). District must provide final Verified Reports (DSA-6 form) from the In-Plant Inspector (RBIP or Class 1) and from the In-Plant Welding Inspector (AWS/CWI).
5. Evidence of the relocatable building compliance using either a DSA final certification letter for the original project wherein the building was constructed, or a final verified report from the in-plant inspector (RBIP) and the welding inspector (AWS/CWI) for the original construction of the buildings per Section 6.3 and Appendix D of the DSA Project Certification Guide. This documentation provides proof to DSA that the superstructure is DSA certified. Or, Provide verified report from the Project Inspector (PI) using Alternate Process Type C for Legacy Projects.
6. Existing Grading Plan or new survey showing finish grades at each corner of each relocatable building and finish floor elevations as required per DSA IR 16-1.
7. Signed DSA 810 showing Local Fire Authority approval of the site.
8. Building Module Identification. Each building shall have a metal identification label mechanically fastened and visible from the exterior showing the DSA application number under which the building construction was authorized, the manufacturers or builder's name, and the serial number.
9. DSA-6 from Project Inspector.
10. Electrical grounding test results, performed by the PI or DSA approved Laboratory. Results may be reported using DSA-6, DSA-121 or a separate report.
11. Notice of Completion from the District.
12. Any approved change documents (Addenda, Revision, CO's, FCD's, CCD's) associated with the relocatables.
13. Compliance with CALGreen Code. Provided the existing certified relocatable buildings relocated to different campuses have not been altered or modified they are not required to be retrofitted to conform to the mandatory measures of the 2013 CALGreen Code.
14. Any additional DSA fees.

D. DSA Close-Out Submittals/Outstanding documents, obtain and submit to DSA:

1. DSA 6 forms
2. Applicable testing reports
3. Statement of Final Project Cost
4. Notice of completion

E. Exceptions:

1. Fire sprinklers. This campus is not equipped with a fire sprinkler system; therefore relocatables should be exempt from this requirement.

2. Oak Hills Elementary Relocatable Site Placement Plan

Project Description: Preparation of site placement plans for uncertified relocatable classroom buildings described as buildings 16, 17, 18 under stockpile Application # 52929, buildings 22 & 23 under stockpile Application # 51860 and Building 25 under Application # 03-101230. Each Application number will require separate submittal to DSA.

A. Architectural Documents provided:

1. Title Sheet (A.0) with all pertinent information required by DSA.
2. Site placement plan (A.1) showing the following:
 - a. Fully dimensioned location of the proposed relocatable building(s) in relation to other buildings on the site. All other buildings and structures on the site shall be shown along with their DSA application numbers.

- b. Elevations of finished and original grade at each corner or each relocatable and the elevation of their finished floor. Elevation of adjacent exterior finished grade at each corner of the building if different from foundation grade, and the elevation of the top and bottom of stairs and ramps.
 - c. Location of means of access and egress to and from each building including access compliance requirements and location of safe dispersal area(s). Delineate how means of egress ties into approved campus accessible Path of Travel.
 - d. Location of all utilities, including underground fire alarm cables, serving each building from the source to the point of connection. *(Districts consultant shall provide the following information for this plan; a signed statement from the appropriate responsible engineer indicating his or her verification of the location of the utilities shown as existing and that their capacity is adequate for the additional load. If the source of utilities is in or on an existing building, provide the DSA application number under which the building was approved).*
3. Detail Sheet (AD.1) showing details of existing foundation conditions.

B. DSA submittals/Plan Check/Coordination items:

- 1. Prepare and submit to DSA form 1 (Application for Approval of Plans and Specifications).
- 2. Prepare and submit to DSA form 102-IC (Construction Start Notice/Inspection Card Request).
- 3. Setup PC review with DSA.
- 4. Prepare and submit DSA 3, if required.
- 5. 1 site visit to verify dimension locations of relocatables on the site.
- 6. 2 meetings per Project with DSA.
- 7. Coordination with District Consultants, as necessary.

C. Items provided by the District to obtain Project Certification:

- 1. District letter and fee to DSA to reopen file.
- 2. Campus Site plan, in AutoCAD format, showing location of all buildings, including all associated DSA applications numbers *(this could be a previously approved Fire Alarm Plan)*.
- 3. Approved utilities plan showing underground fire alarms serving each building *(this could be a previously approved Fire Alarm Plan)*. A signed statement to put on the drawings, from the appropriate responsible engineer indicating his or her verification of the location of the utilities shown as existing and that their capacity is adequate for the additional load is required by DSA. If the source of utilities is in or on an existing building, show the DSA application number under which the building was approved.
- 4. PC drawings of each relocatable to incorporate into submittal documents. If building was relocated from stockpile superstructure must have been constructed using an appropriate approved DSA application for construction, not a Pre-Check (PC). District must provide final Verified Reports (DSA-6 form) from the In-Plant Inspector (RBIP or Class 1) and from the In-Plant Welding Inspector (AWS/CWI).
- 5. Evidence of the relocatable building compliance using either a DSA final certification letter for the original project wherein the building was constructed, or a final verified report from the in-plant inspector (RBIP) and the welding inspector (AWS/CWI) for the original construction of the buildings per Section 6.3 and Appendix D of the DSA Project Certification Guide. This documentation provides proof to DSA that the superstructure is DSA certified. Or, Provide verified report from the Project Inspector (PI) using Alternate Process Type C for Legacy Projects.
- 6. Existing Grading Plan or new survey showing finish grades at each corner of each relocatable building and finish floor elevations as required per DSA IR 16-1.
- 7. Signed DSA 810 showing Local Fire Authority approval of the site.
- 8. Building Module Identification. Each building shall have a metal identification label mechanically fastened and visible from the exterior showing the DSA application number

under which the building construction was authorized, the manufacturers or builder's name, and the serial number.

9. DSA-6 from Project Inspector.
10. Electrical grounding test results, performed by the PI or DSA approved Laboratory. Results may be reported using DSA-6, DSA-121 or a separate report.
11. Notice of Completion from the District.
12. Any approved change documents (Addenda, Revision, CO's, FCD's, CCD's) associated with the relocatables.
13. Compliance with CALGreen Code. Provided the existing certified relocatable buildings relocated to different campuses have not been altered or modified they are not required to be retrofitted to conform to the mandatory measures of the 2013 CALGreen Code.
14. All DSA fees.

D. DSA Close-Out Submittals/Outstanding documents, obtain and submit to DSA:

1. DSA 6 forms
2. Applicable testing reports
3. Statement of Final Project Cost
4. Notice of completion

E. Exceptions:

1. Fire sprinklers. This campus is not equipped with a fire sprinkler system; therefore relocatables should be exempt from this requirement.

3. Fee for Services

This project will be billed on a Time and Materials basis with a not to exceed fee of \$26,800.00 (Twenty Six Thousand Eight Hundred dollars) plus reimbursables.

End of scope