

May 11, 2015

Kent Taylor
Superintendent
Lennox School District
10319 Firmona Avenue
Lennox, California 90304

Regarding: **Moffett Elementary School – Additional Portable Buildings Project**

Agreement Date: March 10, 2015

CSDA Project No. 1505.01

Subject: **Request for ADD SERVICE Proposal for Additional DSA required Upgrades at Moffett Elementary School**

Dear Mr. Taylor:

CSDA Design Group (CSDA) values the opportunity to continue to work with the Lennox School District. Based upon the site measuring walk-through conducted on March 17, 2015 along with our meeting with Bill Abshire on March 23, 2015, we have listed below the required upgrades that the Division of the State Architect (DSA) is requiring for the approval of this project.

Based upon our experience with portable projects we have developed a project approach and fee that best represents the added level of effort required for this new scope.

To move forward with this work CSDA and our consultants will require a topographic survey of the existing area that is in need of upgrading. Our civil consultant can provide a recommendation for a surveying company if the district needs one. The survey is estimated to cost about (\$3,500) and is to be provided by the district.

Scope of Services

Additional level of effort is required from CSDA and consultants for the following additional scope of work:

1. Existing Accessible Parking area does not meet current code
2. Existing Path of Travel from Accessible parking to the main office does not meet current code
3. Existing Path of Travel from right of way to main office does not meet current code
4. Existing Path of Travel from main office to the new proposed portables does not meet current code
5. Existing Boy's and Girl's Restrooms do not meet current code (located on the North part of the existing building)
6. New Accessible Drinking Fountain needs to be provided for the site

Page 1 of 3

**Re: Request for ADD SERVICE Proposal for Additional DSA required Upgrades
Moffett Elementary School – Additional Portable buildings Project**

The scope of services to include the following phases:

1. **Site Confirmation:** Site Visit to confirm existing conditions
2. **Design Documentation:** Provide schematic design and 100% construction document level design package for review and approval by the District.
3. **Fire Authority Coordination and Approval:** Provide design documents and coordination for the project approval through the local fire authority.
4. **DSA Submittal and Approval:** Prepare design document package for submittal and approval by the Division of the State Architect (DSA).
5. **Bid and Award:** Assist the District with bidding and contractor approval.
6. **Construction Administration:** Provide construction contract administration services related to the execution of the contract documents and attend bi-weekly construction site meetings.
7. **Project Closeout/Certification:** Provide closeout/certifications services to successfully closeout/certify the project through DSA.

Schedule

This proposal is based upon the following design and construction schedule:

- | | |
|--------------------------------|----------|
| • Site Confirmation: | 1 week |
| • Schematic Design: | 4 week |
| • 100% Construction Documents: | 4 weeks |
| • DSA Submittal and Approval: | 20 weeks |
| • Bid and Award | 4 weeks |
| • Construction | 20 weeks |
| • Closeout/Certification | 4 weeks |

Fees

As compensation for Professional Architectural and Engineering Services for the Scope of Work as outlined above, CSDA proposes Professional Compensation of **\$44,250.00**.

Civil Engineering Services	\$10,000.00
Plumbing Engineering Services	\$ 8,000.00
Electrical Engineering Services	\$ 7,250.00
Architectural Services	\$19,000.00
Total	\$44,250.00

Exclusions

Services listed below are beyond the Scope of Basic Services and are not included in CSDA's fee but can be provided if required under an Add Service:

1. Design services related to the existing campus fire alarms
2. Fire Flow testing

**Re: Request for ADD SERVICE Proposal for Additional DSA required Upgrades
Moffett Elementary School – Additional Portable buildings Project**

3. Structural, Mechanical, or Fire Sprinkler Engineering services
4. Community meetings
5. Site or building survey and geotechnical services
6. Audio/Visual consulting services
7. 3D renderings, physical models or mock-ups
8. Plotting services related to District review and bidding
9. Any other item not specifically included in the scope of services and scope of work as listed within this proposal

CSDA greatly values the relationship we have built over the past several years with you and the Lennox School District team. Our proposal has been developed in response to your specific needs. We look forward to working with you and the District once again.

Please contact me at (310)821.9200 if we can provide any additional information regarding this proposal.

Sincerely,

CSDA DESIGN GROUP



Michael Schoen, AIA
Principal

cc: Anissa K. Wong – Principal
CSDA File