

SCOPE OF SERVICES PROPOSAL LETTER

DAVIS JOINT UNIFIED SCHOOL DISTRICT
"DAVIS HIGH SCHOOL NEW AQUATICS CENTER"
NOVEMBER 20, 2020
LPA, INC.



PROJECT APPROACH

The following Scope of Services is proposed to assist the **DAVIS JOINT UNIFIED SCHOOL DISTRICT** (Owner) with the design for a "new aquatics center" on the existing **Davis High School** campus located at **526 B Street, Davis, CA 95616**.

Following the intent of the District's Facilities Master Plan the project is summarized as follows:

1. Design of a new Aquatics facility with a single 50 meter by 25 yard competitive pool, a one-story building with boys / girls lockers and a one-story pool equipment and storage building. Related pool deck, hardscape, landscape and ADA related improvements.
2. No modernization work on existing buildings is anticipated.
3. Consultants/Disciplines participating:
 - HLCM – Cost Estimating
 - Aquatic Design Group – Pool Consultant
 - LPCE - Technology
 - SHN – Sheet Pile Design
 - LPA - Architecture, Interior Design, Structural Engineering, Civil Engineering, Landscape Architecture, M/E/P/FA Engineering

1 – FINAL SCHEMATIC DESIGN SERVICES (SD)

In the Final Schematic Design Phase, LPA Inc. shall provide those services designated necessary to prepare Schematic Design Documents from the approved Predesign Documents, for approval by the District, consisting of the following basic services:

- 1.01** Architectural, Interior Design, Structural Engineering, Civil Engineering, Landscape Architecture, M/E/P/LV Engineering and Cost Estimating. Design/Documentation services consisting of preparation of design and drawings setting forth in detail the construction requirements for the Project.
- 1.02** Meetings with the District. We assume (2) meetings and (2) conference calls during the SD phase to review the drawings/scope.
- 1.03** Deliverables include meeting minutes of all meetings we attend, and (1) set of documents in electronic PDF format with all building and site design at this phase.
 - .01 Building and site Schematic Design drawings.
 - .02 Pool Schematic Design Drawings.
 - .03 Schematic Design Cost Estimate.

2 - DESIGN DEVELOPMENT SERVICES (DD)

In the Design Development Phase, LPA Inc. shall provide those services designated necessary to prepare Design Development Documents from the approved Schematic Design Documents, for approval by the District, consisting of the following basic services:

- 3.01** Architectural, Interior Design, Structural Engineering, Civil Engineering, Landscape Architecture, M/E/P/LV Engineering and Cost Estimating. Design/Documentation services consisting of preparation of design and drawings setting forth in detail the construction requirements for the Project.
- 3.02** Meetings with the Owner. We assume (1) meeting and (1) conference call during the DD phase to review the drawings/scope.
- 3.03** Deliverables include meeting minutes of all meetings we attend, and (1) set of documents in electronic PDF format with all building and site design at this phase.
 - .01 Building Design Development drawings.
 - .02 Site Design Development drawings.
 - .03 Pool Design Development drawings/
 - .04 Outline Specification.
 - .05 Design Development Cost Estimate.

3 – CONSTRUCTION DOCUMENT SERVICES (CD)

In the Construction Documents Phase, LPA Inc. shall provide those services designated necessary to prepare Construction Documents from the approved Design Development Documents, for approval by the Owner, consisting of the following basic services:

- 3.01** Architectural, Interior Design, Structural Engineering, Civil Engineering, Landscape Architecture, M/E/P/LV Engineering and Cost Estimating. Design/Documentation services consisting of preparation of design and drawings setting forth in detail the construction requirements for the Project.
- 3.02** Meetings with the Owner. We assume (1) meeting and (1) conference call during the CD phase to review drawings/scope.
- 3.03** Deliverables include meeting minutes of all meetings we attend, and (1) set of documents in electronic PDF format with the DSA Submittal set for Owner's review and comment and (1) set following DSA approval (DSA scanned final construction documents).

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- .01 Building Construction Documents drawings.
- .02 Site Construction Documents drawings.
- .03 Final Specification.
- .04 DSA Submittal Cost Estimate.

4 – AGENCY APPROVAL

4.01 Agency Plan Check Approval services including submittal of plans and documents to the Division of the State Architect (DSA) office, Fire Authority and County Health Department.

- .01 Assistance to the District in the preparation of the application.
- .02 Submittal to DSA. Response to reasonable plan check comments as necessary to obtain approval.
- .03 Submittal to the local Health Department. Response to reasonable plan check comments as necessary to obtain approval.
- .04 Transmitting an electronic copy of the approved plans to the District.
- .05 Obtaining approval by local fire marshal on fire access plan (if applicable).

5 – BIDDING SUPPORT SERVICES

In the Bidding Support Phase, LPA, Inc. shall provide the following services necessary to assist the Owner in obtaining bids, awarding and preparing contracts for construction:

5.01 Addenda services consisting of preparation and distribution of Addenda as may be required during bidding or negotiation and including supplementary Drawings, Specifications, instructions and notice(s) of changes in the bidding schedule and procedure; and processing of Addenda through the Division of the State Architect (DSA) office for plan check approval. This does not include Owner initiated for convenience changes to project scope by the District.

5.02 Bidding services consisting of:

- .01 Participation in a pre-bid conference.
- .02 Responses to questions from Bidders or proposers and clarifications or interpretations of the Bidding Documents.

- .03 Attendance at a bid opening, if requested.

6 – CONTRACT ADMINISTRATION SERVICES (CA)

In the Contract Administration Phase, LPA, Inc. shall provide the following services:

6.01 Contract Administration services consisting of:

- .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Contract Documents.
- .02 Related communications.

6.02 Construction Field Observation services consisting of visits to the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents and preparing related reports and communications.

- .01 The following site visits are anticipated:
One (1) site visit weekly during construction period as noted in the attached schedule, plus Substantial Completion walk, Final walk and two (2) non-scheduled site visits. Attendance may be a combination of in person and virtual/online if Covid 19 mandates persist.

6.03 Supplemental Documents services consisting of:

- .01 Preparation, reproduction and distribution of supplemental Drawings, Specifications and interpretations in response to requests for clarification by Contractor(s) or the Owner and as required by construction exigencies.
- .02 Forwarding the Owner's instructions and providing guidance to the Contractor(s) on the Owner's behalf relative to changed requirements and schedule revisions.

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6.04 Quotation Requests / Change Orders services consisting of:

- .01 Preparation, reproduction and distribution of Drawings and Specifications to describe Work to be added, deleted or modified.
- .02 Preparation of Construction Change Documents (CCD's) and processing through the Division of the State Architect's (DSA) office for plan check approval.
- .03 Review of proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials.
- .04 Review and recommendations relative to changes in time for Final Completion.
- .05 Assisting in the preparation of appropriate modifications of the Contract for Construction.
- .06 Coordination of communications, approvals, notifications relative to changes in the Work.

6.05 Construction Cost Accounting services consisting of:

- .01 Evaluation of Applications for Payment and certification thereof.

6.06 Project Closeout services initiated upon notice from the Contractor(s) that the Work, or a designated portion thereof which is acceptable to the Owner, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:

- .01 A detailed review with the Owner representative for conformity of the Work to the Contract Documents to verify the list submitted by the Contractor(s) of items to be completed or corrected.
- .02 Issuance of Certificate(s) of Substantial Completion, if required.
- .03 Review upon notice by the Contractor(s) that the Work is ready for final review and acceptance.
- .04 Notification to the Owner and Contractor(s) of deficiencies found in follow-up review, if any.
- .05 Final review with the Owner, or Owner's representative to verify completion of the Work.
- .06 Receipt and transmittal of warranties, maintenance manuals, and as-built

drawings prepared by the Contractor.

- .07 Assistance with the DSA close out and certification process for the project scope of work. DSA certification is contingent upon many factors including work and filing of DSA documents by the General Contractor, Owner, DSA Field Engineer, Inspector of Record not in control by Architect.

- .08 In accordance with the Master Agreement between LPA and the District, LPA's services shall be performed in a manner which is consistent with the usual and customary professional skill and care the orderly progress of the work, and LPA shall not be responsible for any delays beyond its control, including those related to COVID-19.

7 – SCHEDULE

LPA proposes the duration for the performance of our proposed design services **as shown in attached project schedule** (Actual dates will be applied following receipt of Owner's signed Authorization to Proceed):

8 – FEE

LPA proposes to provide the services described herein for a Fixed Fee to be billed as percentage of progress as identified below:

Proposed fee of 9% of the Rough Order of Magnitude value estimate dated 7-27-2020:

\$11,740,543 x 9% = \$1,056,648.00

Fee includes project expenses.

SD Phase	10%
DD Phase	15%
CD Phase	27%
Agency Phase	10%
Bid Phase	3%
CA Phase	35%

9 – EXCLUSIONS

The services and items described below are specifically not included in the Architect's Fee.

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9.01 Exclusions to the scope of Predesign phase services described above:

- .01 Geotechnical investigation.
- .02 Hazardous materials studies.
- .03 Calculations.
- .04 Fire suppression.
- .05 Acoustical design.
- .06 Specialized audio visual.
- .07 Environmental studies.
- .08 Presentation renderings or models.
- .09 Off site design.
- .10 Addenda or CCD's by convenience from Owner changes.
- .11 Commissioning.
- .12 Food service.
- .13 Topographic or aerial survey.
- .14 ADA consulting reports.
- .15 CPM scheduling.
- .16 Structural site visits related to existing buildings.
- .17 Traffic control plans.
- .18 Hydrology studies.
- .19 EIR or CEQA studies.
- .20 MS4 preparation and monitoring.
- .21 Changes to the design during construction resulting from unforeseen site conditions.
- .22 Processing documents with CDE, DTSC, OPSC, CEQA, Utility Rebates (To be done by Owner's consultants); LPA will only provide them project related information.
- .23 Design or calculations to existing fire water lines or systems.
- .24 LEED, CHPS design/certification.
- .25 Interim housing design.
- .26 Relocation of existing portable buildings.
- .27 Central plant design
- .28 Improvements to existing buildings on the campus.
- .29 Sports facility courtyard or entry plaza.
- .30 CalGreen code Tier 1 or 2.
- .31 Value engineering (within 10% of construction estimate)
- .32 Preparation of As-Built or Record drawings.
- .33 Fire pump design.
- .34 Additional meetings other than those noted.
- .35 Shoring design.
- .36 Utility design or assessment outside the immediate limits of the pool.
- .37 Forensic, GPRS or other utility locating services.
- .38 Operational report updates.
- .39 Energy studies.

9.02 Project Expenses for the following are not included in the fee and shall be reimbursed to the Architect at 1.10 times the invoice amount.

- .01 Mileage/Travel/Meals/Airplane/Hotel
- .02 Reproductions.
- .03 Messenger and delivery services.
- .04 Professional Renderings and Models.

10 – BASIC HOURLY RATE SCHEDULE

Additional services will be performed at the following hourly rates. We will submit written notification to the District in the event additional services are warranted and will not proceed prior to receipt of District approval and authorization.

Principal	\$265.00
Director	\$240.00
Discipline Director	\$230.00
Project Director	\$220.00
Project Leader	\$185.00
Design Coordinator II	\$160.00
Design Coordinator I	\$135.00
Senior Specialist	\$125.00
Designer III	\$125.00
Designer II	\$110.00
Specialist III	\$105.00
Designer I	\$100.00
Specialist II	\$95.00
Specialist I	\$85.00
Intern	\$75.00

NOTE: These rates are effective January 1, 2020 and are subject to change annually.

11 – CONSULTANT FEES

Unless specifically noted as being included in Basic Scope all additional consultant fees shall be subject to a multiple of 1.25 times the consultant cost incurred by LPA.

Thank you again for the opportunity to provide these services to your project.

Sincerely,

LPA, Inc.

Anthony Harris, AIA
Associate, Managing Director

<p>DAVIS JOINT UNIFIED SCHOOL DISTRICT DAVIS HS AQUATIC CENTER CD's SCHEDULE November 16, 2020</p>
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Task Mode	Task Name	Duration	Start	Finish
1	<div><div></div><div>Davis HS Swimming Pool</div></div>	739 days	Wed 4/1/20	Mon 1/30/23
2	<div><div></div><div></div></div>			
3	<div><div></div><div>Conceptual Design Phase</div></div>	166 days	Wed 4/1/20	Thu 11/19/20
4	<div><div></div><div>Conceptual Desgin Kickoff & Documentation Phase</div></div>	20 wks	Wed 4/1/20	Tue 8/18/20
5	<div><div></div><div>2x2 Joint Use Discussion Process with City</div></div>	32 days	Wed 8/19/20	Thu 10/1/20
6	<div><div></div><div>Board Approval of Conceptual and start CD's</div></div>	0 wks	Thu 11/19/20	Thu 11/19/20
7	<div><div></div><div></div></div>			
8	<div><div></div><div>Schematic Design Phase</div></div>	72 days	Thu 11/19/20	Fri 2/26/21
9	<div><div></div><div>SD Documentation</div></div>	4 wks	Mon 11/30/20	Fri 12/25/20
10	<div><div></div><div>Ground Survey</div></div>	6 wks	Thu 11/19/20	Wed 12/30/20
11	<div><div></div><div>Utility Survey</div></div>	6 wks	Thu 11/19/20	Wed 12/30/20
12	<div><div></div><div>Geotechnical Engineer's Report</div></div>	6 wks	Thu 11/19/20	Wed 12/30/20
13	<div><div></div><div>Schematic Design Client Review Page Turn</div></div>	1 wk	Mon 1/4/21	Fri 1/8/21
14	<div><div></div><div>SD Documentation Refinement</div></div>	4 wks	Mon 1/11/21	Fri 2/5/21
15	<div><div></div><div>SD ROM Construction Cost Estimate</div></div>	1 wk	Mon 2/8/21	Fri 2/12/21
16	<div><div></div><div>Schematic Design Presentation</div></div>	0 wks	Fri 2/12/21	Fri 2/12/21
17	<div><div></div><div>Schematic Design and Budget Approval</div></div>	1 wk	Mon 2/15/21	Fri 2/19/21
18	<div><div></div><div>Community Outreach - Presentation</div></div>	1 day	Mon 2/22/21	Mon 2/22/21
19	<div><div></div><div>Pause for Budget Refinement</div></div>	1 wk	Mon 2/22/21	Fri 2/26/21
20	<div><div></div><div></div></div>			
21	<div><div></div><div>Design Development</div></div>	66 days	Mon 3/1/21	Mon 5/31/21
22	<div><div></div><div>Design Development Documentation</div></div>	6 wks	Mon 3/1/21	Fri 4/9/21
23	<div><div></div><div>Coordination Meeting</div></div>	0 wks	Fri 4/9/21	Fri 4/9/21
24	<div><div></div><div>Design Development Documentation</div></div>	4 wks	Mon 4/12/21	Fri 5/7/21
25	<div><div></div><div>Complete DD Package</div></div>	0 wks	Fri 5/7/21	Fri 5/7/21
26	<div><div></div><div>DD Cost Estimate</div></div>	1 wk	Mon 5/10/21	Fri 5/14/21
27	<div><div></div><div>District Page Turn Review</div></div>	1 wk	Mon 5/10/21	Fri 5/14/21
28	<div><div></div><div>DD Review/Approval</div></div>	1 wk	Mon 5/17/21	Fri 5/21/21
29	<div><div></div><div>Community Outreach - Presentation</div></div>	1 day	Mon 5/24/21	Mon 5/24/21
30	<div><div></div><div>Pause for Budget/Scope Refinement</div></div>	1 wk	Tue 5/25/21	Mon 5/31/21
31	<div><div></div><div></div></div>			
32	<div><div></div><div>Construction Documents</div></div>	145 days	Tue 6/1/21	Mon 12/20/21
33	<div><div></div><div>CD Documentation</div></div>	6 wks	Tue 6/1/21	Mon 7/12/21
34	<div><div></div><div>District 50% Coordination Meeting</div></div>	0 wks	Mon 7/12/21	Mon 7/12/21
35	<div><div></div><div>CD Documentation</div></div>	4 wks	Tue 7/13/21	Mon 8/9/21
36	<div><div></div><div>Documentation Preparation for Agency Submittal</div></div>	1 wk	Tue 8/10/21	Mon 8/16/21
37	<div><div></div><div>CD 95% Cost Estimate</div></div>	2 wks	Tue 8/17/21	Mon 8/30/21
38	<div><div></div><div>District Page Turn Review</div></div>	1 wk	Tue 8/17/21	Mon 8/23/21
39	<div><div></div><div>Final Plan and Cost Meeting / Presentatoin</div></div>	0 wks	Mon 8/30/21	Mon 8/30/21
40	<div><div></div><div>DSA Review Period</div></div>	8 wks	Tue 8/31/21	Mon 10/25/21
41	<div><div></div><div>Receive Agency Comments</div></div>	0 wks	Mon 10/25/21	Mon 10/25/21
42	<div><div></div><div>Address DSA & Agency Comments</div></div>	6 wks	Tue 10/26/21	Mon 12/6/21
43	<div><div></div><div>DSA / Agency Approval</div></div>	1 wk	Tue 12/7/21	Mon 12/13/21
44	<div><div></div><div>Finalize Bid Package</div></div>	1 wk	Tue 12/14/21	Mon 12/20/21
45	<div><div></div><div></div></div>			
46	<div><div></div><div>Bidding Administration</div></div>	60 days	Tue 12/21/21	Mon 3/14/22
47	<div><div></div><div>Advertising/Bid Distribution</div></div>	8 wks	Tue 12/21/21	Mon 2/14/22
48	<div><div></div><div>Bid Award / NTP</div></div>	4 wks	Tue 2/15/22	Mon 3/14/22
49	<div><div></div><div></div></div>			
50	<div><div></div><div>Construction Observation</div></div>	230 days	Tue 3/15/22	Mon 1/30/23
51	<div><div></div><div>Construction</div></div>	42 wks	Tue 3/15/22	Mon 1/2/23
52	<div><div></div><div>Substantial Completion</div></div>	0 wks	Mon 1/2/23	Mon 1/2/23
53	<div><div></div><div>Punchlist Walk</div></div>	2 wks	Tue 1/3/23	Mon 1/16/23
54	<div><div></div><div>Project Closeout</div></div>	2 wks	Tue 1/17/23	Mon 1/30/23
55	<div><div></div><div>Turnover</div></div>	0 wks	Mon 1/30/23	Mon 1/30/23

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