

## SCOPE OF SERVICES PROPOSAL LETTER

DAVIS JOINT UNIFIED SCHOOL DISTRICT  
"DAVIS HIGH SCHOOL NEW STEM BUILDING"  
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 science / elective lab STEM building" 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 two-story STEM classroom building of 12 science / elective labs with related faculty work rooms and student / staff restrooms. Related adjacent site design connecting the building to the existing campus.
2. Consultants participating:
  - HLCM – Cost Estimating
  - LPCE – Fire Suppression and Technology
  - Brian Smith - Acoustical
  - LPA - Architecture, Interior Design, Structural Engineering, Civil Engineering, Landscape Architecture, M/E/P/FA Engineering

## 1 – SCHEMATIC DESIGN SERVICES (SD)

In the 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 Owner, 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 Owner. 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 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 Owner, consisting of the following basic services:

- 2.01** 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.
- 2.02** Meetings with the Owner. We assume (1) meeting and (1) conference call during the DD phase to review the drawings/scope.
- 2.03** 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 Outline Specification.
  - .04 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.

- .01 Assistance to the District in the preparation of the application.
- .02 Submittal to DSA. Response to plan check comments as necessary to obtain approval.
- .03 Transmitting an electronic copy of the approved plans to the District.
- .04 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 already in DSA approved set of documents.

**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.

**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.

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- .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 is calculated on the sliding scale for new construction on the building scope and for modernization on the site scope, both based on the Rough Order of Magnitude value estimate dated 7-27-2020:**

Building ROM      \$21,726,519 = Fee \$1,273,826  
Site ROM            \$2,327,528 = Fee \$260,253

| Description                      | Fee                |
|----------------------------------|--------------------|
| Building Scope                   | \$1,273,826        |
| Site Scope                       | \$260,253          |
|                                  |                    |
| <b>Augmentation Consultants:</b> |                    |
| Fire Suppression                 | \$25,000           |
| Acoustical                       | \$20,000           |
| Cost Estimating                  | \$25,000           |
| Irrigation                       | \$10,000           |
| Expenses                         | \$25,000           |
| <b>Total Fee</b>                 | <b>\$1,639,079</b> |

**Fee includes project expenses.**

SD Phase            10%  
DD Phase           15%  
CD Phase            27%

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|              |     |
|--------------|-----|
| 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.

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

- .01 Geotechnical investigation.
- .02 Hazardous materials studies.
- .03 Calculations.
- .04 Acoustical design.
- .05 Specialized audio visual.
- .06 Environmental studies.
- .07 Presentation renderings or models.
- .08 Off site design.
- .09 Addenda or CCD's by convenience from Owner changes.
- .10 Commissioning.
- .11 Food service.
- .12 Site ground topographic or aerial survey.
- .13 ADA consulting reports.
- .14 CPM scheduling.
- .15 Structural site visits related to existing buildings.
- .16 Traffic control plans.
- .17 Hydrology studies.
- .18 EIR or CEQA studies.
- .19 SWPPP or MS4 preparation and monitoring.
- .20 Changes to the design during construction resulting from unforeseen site conditions.
- .21 Processing documents with CDE, DTSC, OPSC, CEQA, Utility Rebates (To be done by Owner's consultants); LPA will only provide them project related information.
- .22 Design or calculations to existing fire water lines or systems.
- .23 LEED, CHPS design/certification.
- .24 Interim housing design.
- .25 Relocation of existing portable buildings.
- .26 Central plant design
- .27 Improvements to existing buildings on the campus.
- .28 CalGreen code Tier 1 or 2.
- .29 Value engineering (within 10% of construction estimate)
- .30 Preparation of As-Built or Record drawings.
- .31 Fire pump design.

#### 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

