



May 24, 2016

Davis Joint Unified School District  
526 B Street  
Davis, California 95616

Attention: George Parker, Director of Facilities, Maintenance & Operations

Subject: **Multipurpose Building Planning**  
**Birch ES, Chavez ES, North Davis ES, Willett ES**

Dear George:

Thank you for the opportunity to submit our proposal for Planning Services for new multipurpose buildings at four elementary schools.

We understand this work is for preliminary planning only and will focus on developing a multipurpose building prototype that can be site adapted to four existing elementary school sites.

**Observations and Comments:** Our proposal is based on our understanding of the project needs and the following assumptions:

- The desire is to develop a building plan that can be used at various sites and adapted as needed to fit specific site conditions.
- The building should provide equity for various uses such as performing arts and athletics; providing a true multi-use facility.
- The planning process is intended to develop interest and support for developing these facilities at the school sites.
- Funding for these projects is based on the future bond initiative.

**Team Organization and Input:** The team structure for this planning process is important to promote inclusiveness while building support for these projects. An open, collaborative process with the site stakeholders will be critical.

We are open to developing the process based on your needs. As a starting point, we recommend creating two groups: 1) an oversight group to manage and coordinate the process and 2) a site group. The site group would not be separate for each school, but rather a single, larger group meeting together.

The oversight group would include Facilities, the architect and any other key representatives you feel are appropriate. This may include maintenance, food service and other departments related to the building use or care. This group's task is to provide leadership, create a vision and goals for the project, develop guidelines for the process and coordinate the site group. This group is also tasked with making decisions and providing direction when there are competing desires.

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The site group would include representatives from each site; probably 3-4 individuals with site specific knowledge who can speak for the school. Their role is to represent the school site's needs while working with the larger group to develop the prototype building. These participants should be available and committed to attending all sessions to ensure continuity.

**Process:** We propose the process as follows:

1. Oversight Group
  - a. Identify group members
  - b. Develop overall vision and goals for project
  - c. Develop guidelines for process
  - d. Develop schedule
2. Site Group:
  - a. Create group with participants from each school site
3. Site Assessments:
  - a. Review existing documents available
  - b. Site visit by Oversight Group to familiarize group with conditions, limitations and site specific issues
  - c. Create base site plan
4. Planning Meeting 1 – Orientation and Initial Input
  - a. Initial planning meeting to discuss vision, goals and objectives
  - b. Review project process
  - c. Site specific identification of building needs (small groups); presentation of needs
  - d. Overall group compilation of building needs (large group)
  - e. Task assignment to sites
5. Planning
  - a. Develop initial plan concepts for building based on stakeholder input
  - b. Develop initial site concepts for each school based on input and assessment
  - c. Oversight Group meeting for review and input
6. Planning Meeting 2 – Plan Development
  - a. Presentation of initial building and site plan ideas and options
  - b. Discussion and input from site group

- c. Plan changes and refinements
  - d. Building adaptability and features
7. Plan Development
- a. Further development of options and ideas based on stakeholder input
  - b. Initial cost estimating
  - c. Oversight Group meeting for review and input
  - d. Preliminary exterior building imagery
8. Planning Meeting 3 – Final Plan
- a. Presentation of building plan development with adaptability options
  - b. Presentation of exterior building imagery
  - c. Presentation of school site plans
  - d. Discussion and final input from planning group
  - e. Review of costs
9. Plan Finalization
- a. Summary document to outline process and input
  - b. Final building plan
  - c. Exterior building imagery
  - d. Final site plans
  - e. Cost estimates

**Deliverables:** At the end of the process, we will provide a summary document along with individual site plans and multipurpose building plan with site adaptations.

**Cost Estimate:** Our estimating will be based on SF costs for building types and site improvements. A detailed cost estimate will not be part of this work.

**Schedule:** We will work with you to develop a schedule based on your needs and availability. It is important to ensure stakeholders will be able to attend all meetings to ensure continuity.

**Consultants:** We will not be using any consultants for this scope of work.

**ADA Conditions:** Due to the scope of this work, ADA issues will not be specifically addressed. While we can provide general review of ADA issues, we are not an accessibility expert and cannot prepare detailed ADA compliance studies.

**Exclusions:**

- ADA study
- Topographic survey
- Hazardous materials investigation

**District to Provide:**

- \* Electronic site plan for each school
- \* Participants for meetings including site staff, maintenance, food service, etc.

**Fee Proposal:** For the services described above, we propose an hourly not-to-exceed fee of \$36,000 including consultants and reimbursable expenses. Hourly rate schedule included below.

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**Contract Form:** We will submit our short-form agreement for review.

Please let us know if you have any questions or comments. We would be happy to review and discuss the services proposed as needed to ensure they match your expectations.

Thank you for this opportunity to provide our proposal. We look forward to hearing from you.

Sincerely,



Timothy DeWitt  
Principal Architect

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\\FEE SCHEDULE "W"  
Effective July 22, 2013

Architectural:

Principal Architect	\$	190.00/hour
Associate Architect	\$	175.00/hour
Senior Architect	\$	165.00/hour
Architect	\$	160.00/hour
Project Manager	\$	150.00/hour
Designer	\$	130.00/hour
Job Captain	\$	130.00/hour
Interior Designer	\$	130.00/hour
Intern Graduate	\$	95.00/hour
Clerical	\$	85.00/hour

Consultants: Consultant Billing x 115%

Other: Vehicle use (mileage): No Charge

Zone or Long Distance phone calls: No Charge

Mailing: No charge EXCEPT for "special express handling" when requested or necessary, which is billed at cost.

Printing: No charges for "in-house" or consultants check prints. Agency prints, Owner/Owner's Representative prints, Bid Documents, Submittals/Shop Drawings, Record Drawings and request prints are billed at printing invoice x 115%.

Fees Advanced: All fees paid in advance by the Architect will include a \$40.00 Processing and Handling Fee.