



PROJECT DESCRIPTION AND ASSUMPTIONS

The following Scope of Services is proposed to assist the **DIXON UNIFIED SCHOOL DISTRICT** (Owner) with the re-roofing of Building A on the **Old Dixon High School** campus located at **455 E A Street, Dixon, CA 92620**. Services include the preparation of construction documents, the processing of plans through the Division of the State Architect's (DSA) office for plan check approval, and assistance during the bidding and construction phase. We understand that the existing building "A" has DSA closeout.

The project is summarized as follows:

1. Project includes the re-roofing of mechanical well area currently with a built-up roof membrane with a single ply membrane to be added on top of it and the building perimeter sloped parapet currently with clay tiles to be replaced with metal roof panels. It is assumed that existing roof structural members are in good condition for re-use and it is appropriate for new roofing systems to be installed.
2. Scope of work doesn't include structural engineering calculations or retrofit of building components.
3. Scope of work doesn't involve mechanical, electrical, or plumbing engineering.
4. We assume DSA will not require to document any accessible path of travel, accessible parking, restrooms or ramps.
5. Project assumed to be awarded to a single contractor.

0 – GENERAL

During the project, certain activities occur in each phase. These activities, described below, are non-sequential and **may not be applicable** to all phases of the project. These activities include:

0.01 Project Administration services consisting of predesign administrative functions including:

- .01 Initial consultation in development of the Project.
- .02 Project-related research.
- .03 Communications.
- .04 Travel time.
- .05 Direction of the work of in-house personnel.

0.02 Disciplines Coordination/Document Checking services consisting of predesign activities for:

- .01 Coordination between LPA's work and the work of engineering and other involved disciplines for the Project.
- .02 Review and checking of documents prepared for the Project.

0.03 DISTRICT supplied Data Coordination services consisting of predesign activities including:

- .01 Review and coordination of data furnished for the Project as a responsibility of DISTRICT. LPA assumes data is accurate.
- .02 Site assessment to verify visually exposed as-built conditions.

1 – CONSTRUCTION DOCUMENTS SERVICES

In the Construction Documents Phase, LPA, Inc. shall provide the following services necessary to prepare Construction Documents:

1.01 Architectural Documentation services consisting of preparation of Drawings and Specifications setting forth in detail the construction requirements for the Project.

1.02 Materials Research / Specifications consisting of:

- .01 Development and preparation of architectural Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.
- .02 Coordination of the development of Specifications by other disciplines (when applicable).
- .03 Compilation of Project Manual including Conditions of the Contract, the Agreement, and other Bidding Documents prepared by others and provided to LPA; and Specifications.

1.03 Agency Plan Check Approval services including submittal of plans to the Division of the State Architect (DSA) office.

- .01 Assistance to the District in the preparation of the application.
- .02 Submittal to DSA for plan check review. Response to plan check comments as necessary to obtain approval.
- .03 Distribution of approved sets of documents.

1.04 Statement of Probable Construction Cost services during the Construction Documents Phase consisting of development of a rough order of magnitude range for the Project based on the DSA submittal set of drawings.

1.05 Meetings with the DISTRICT. We assume two (2) meeting (s) during the construction documents phase.

1.06 Deliverables include meeting minutes of all meetings we attend, Statement of Probable Construction Cost, and drawings as follows: (1) set of construction documents in electronic PDF format at DSA submittal and a copy of the DSA approved and scanned construction documents in PDF format.



2 – BIDDING SUPPORT SERVICES

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

- 2.01 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.
- 2.02** Owner initiated changes for **convenience** to project scope in DSA approved set of documents will be considered additional services.
- 2.03 Bidding** services consisting of:
 - .01 Participation in a pre-bid conference.
 - .02 Responses to questions from Bidders and clarifications or interpretations of the Bidding Documents.
 - .03 Attendance at a bid opening.

3 – CONSTRUCTION ADMINISTRATION SERVICES

In the Construction Administration Phase, LPA, Inc. shall provide the following services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction:

- 3.01 Office Construction 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.
- 3.02 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 of eight (8) weeks, plus one (1) substantial completion walk and one (1) final walk.

3.03 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.

3.04 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 Directives (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 Coordination of communications, approvals, notifications and record-keeping relative to changes in the Work.

3.05 Construction Cost Accounting services consisting of:

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

3.06 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.
- .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 final completion of the Work.



- .06 Receipt and transmittal of warranties, maintenance manuals, and record drawings prepared by the Contractor.

4 – FEE

We propose to provide the services described herein for a phased fixed fee as identified below:

Fee Schedule

<u>Phase</u>	<u>Fee</u>
Construction Documents	\$ 26,000.00
Bidding	\$ 3,000.00
Construction Administration	\$ 18,000.00
Proposed Service Fee	\$ 47,000.00
<u>Anticipated Project Expenses</u>	\$ 2,000.00

5 – SCHEDULE

We propose the following durations for the performance of our proposed design services (Actual dates will be applied following receipt of Owner’s signed Authorization to Proceed):

Construction Documents	4-5 Weeks
DSA Plan Check / Approval (Estimated)	10 Weeks
Construction Period (Estimated)	8 weeks

6 – EXCLUSIONS

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

6.01 Qualifications/exclusions to the scope of services described above:

- .01 Geotechnical engineering.
- .02 Hazardous Materials studies.
- .03 Structural Engineering.
- .04 Distribution of Bid and Construction Documents.
- .05 Structural Site Visits.
- .06 Calculations.
- .07 Changes to the design during construction resulting from unforeseen sight conditions.

6.02 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.
- .02 Reproductions.
- .03 Messenger and delivery services.

7 – 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	\$245.00
Director	\$215.00
Discipline Director	\$205.00
Project Director	\$185.00
Project Leader	\$165.00
Manager	\$145.00
Design Coordinator II	\$140.00
Senior Specialist	\$120.00
Design Coordinator I	\$115.00
Designer III	\$105.00
Designer II	\$95.00
Specialist	\$90.00
Designer I	\$85.00
Intern	\$70.00

NOTE: These rates became effective June 1, 2016 and are subject to change annually.

8 – CONSULTANT FEES

Unless specifically noted as being included in a ‘stipulated sum’ (see under “Construction Document Services”), all additional consultant fees shall be subject to a multiple of 1.25 times the consultant cost incurred by LPA.