



ROBERT ROBLES
ARCHITECTURE
INC

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February 21, 2018

Santa Barbara Unified School District
720 Santa Barbara Street
Santa Barbara, CA 93101

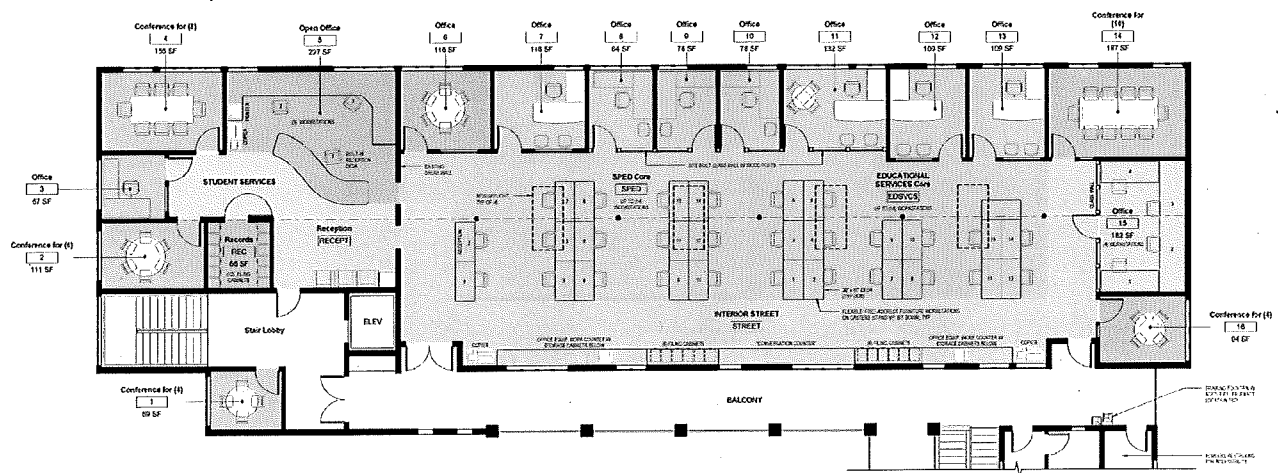
Attn: Mr. David Hetynok, Director of Facilities & Operations

Re: Proposal for Architectural & Engineering Services
(Design Development through Construction Administration Services)
SBUSD Administration Center Reconfiguration
720 Santa Barbara Street, Santa Barbara, CA 93101

Dear Mr. Hetynok,

Robert Robles Architecture, Inc. is pleased to offer professional services for the above noted project. These services include planning, architecture & engineering, governing authority processing, contract procurement assistance, and construction administration for the modernization of the existing SBUSD Administration Center (Main District Office) located at 720 Santa Barbara Street. This is an interior-only remodeling project and does not include building additions.

The Schematic-Design services of the 2nd Floor of the building is under a separate contract. The latest design scheme was presented to the District on 02/15/18, and we believe that this latest design (excerpt below) is sufficiently developed to proceed into Design Development phase of work anticipating only minor further revisions to the layout:



The goal of 2nd Floor reconfiguration work is to convert the existing enclosed office layout into an open-plan office space with some private offices and conference spaces as further described by the above Schematic-Design drawing. The work at the second floor will also include remodeling of the existing restrooms for improved accessibility, and replacement of the HVAC equipment in the existing mechanical room. The 1st Floor scope-of-work includes replacement of mechanical system dual-duct boxes and remodeling of the two (2) restrooms adjacent to the Board Room. The scope-of-work does not include the basement, retrofitting of the existing passenger elevator, and work at the adjacent building (La Cuesta High School).

The preliminary amount estimated by the architect for the District's budget for the Cost-of-Work, i.e., construction cost, is \$2,218,034. This figure excludes "soft costs," (i.e., the Architect's compensation, DSA fees, inspection, and printing of documents) and other district-direct costs (i.e., fixtures, furnishings, equipment, personnel relocation costs, and project contingency funds). The project will be designed for a target Base Bid of approximately \$1,418,034 with an Additive Bid Alternate of approximately \$800,000 for the HVAC unit replacement in the mechanical room (for a total of \$2,218,034 in designed scope-of-work). Please see attached "Conceptual Opinion of Cost"—attached to the end of this proposal—for additional cost breakdown and information.

The following Consultants are included in the Architect's fee as Basic Design Services:

1. Structural Engineering by *Kanda and Tso Associates* to prepare the structural drawings and calculations.
2. Mechanical Engineering by *Mechanical Engineering Consultants, Inc.* to design the HVAC and plumbing system remodeling.
3. Electrical Engineering by *Alan Noelle Engineering* to design the power, lighting, data/communications, and fire alarm system remodeling.
4. Professional Cost Estimating by *Jacobus & Yang, Inc.* to provide two (2) detailed cost estimates.

Proposed Scope-of-Services

The following services and service-phases are proposed:

1. Design Development Phase: Based upon the Schematic Design documents approved under the previous project, Design Development documents will be prepared for the District's approval. The Design Development Documents will consist of drawings to describe the character of the Project as to architectural, mechanical, and electrical systems (including outline specifications that identify major materials and systems and establish in general their quality levels). At the end of this phase, one (1) detailed professional cost estimate will be prepared.
2. Construction Documents Phase: Based upon the documents completed under the Design Development Phase and approved by the District, the Architect and his consultants will produce Construction Documents for District's approval. The Construction Documents shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. This phase will also include the selection

and specifications of interior materials, finishes, and colors (i.e., Interior Design). At the end of this phase, one (1) detailed professional cost estimate will be prepared.

3. Governing Authority Processing Phase: Architect will process the plans through the Division of the State Architect (DSA).
4. Bidding Phase: Bidding Phase Services will include following services as necessary: pre-bid job-walk, addenda, processing of bidder RFIs, and assistance with price validation.
5. Construction Administration Phase: Construction Phase Services will include project meetings, construction observation, submittal processing, processing of Contractor RFIs, contract modifications as necessary, payment application review, and project close-out inspections.
6. Governing Authority Close-out Phase: Processing of reports and close-out documentation through the Division of the State Architect (DSA).

Exclusions

The following items and services are not included: 1. civil engineering and work associated with improvements to the existing parking lot (this work is not anticipated for this project), 2. assistance with the selection of interior movable fixtures, furniture, and equipment (these services will be completed by the District's separate consultant), 3. planning related to the relocation of personnel made necessary by the remodeling, 4. hazardous materials testing, onsite testing, project inspection services, and similar services typically provided by the Owner, 5. fire-sprinkler system design (fire sprinklers are not anticipated for this project), 6. acoustical engineering, 7. LEED paperwork/ processing and building commissioning services, 8. post-occupancy evaluations/ services, 9. security system design, and 10. document printing (printing of documents is a reimbursable expense). Excluded items and services may be added later as an Extra Service, if requested by the District.

Extra Services

Services not included in the above scope-of-services may be added at any time with the District's written authorization. Additional compensation to Architect for Extra Services can be completed on an hourly basis or negotiated on a fixed fee basis.

Suspension or Termination

With written notification to the Architect, District may suspend or terminate services, at any time, for the District's convenience and without cause. In the events of suspension and termination, the Architect shall be compensated for services provided prior to suspension and termination.

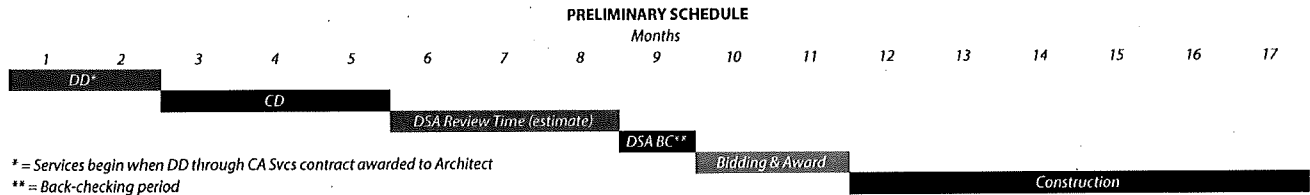
Schedule

We will endeavor to meet the District's timeline for the planning and construction of this project. Accounting for design time and DSA processing time, we anticipate that the Construction Documents will be

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approved by DSA and ready for bidding in approximately nine (9) months from the receipt of a purchase order starting the project design-development services:



Compensation

The Architect's total fee for Basic Design Services is a stipulated sum of \$227,056. This fee is derived from the following fee schedule, which is based upon the total estimated Cost-of-Work (\$2,218,034):

11.5% of the first \$1,000,000:	\$115,000
11.0% of the next \$1,000,000:	\$110,000
10.0% of the next \$218,034:	\$21,800
	<u>\$246,800</u>

Credit for Schematic Design
(under separate contract):

-\$19,744

TOTAL FEE: \$227,056

Reimbursable allowance (not included in above fee): \$3,000

The fee will be invoiced monthly based upon percentage progress in accordance with the following payment schedule:

Schematic Design (N/A; separate contract):	0%
Design Development:	18%
Construction Documents:	40%
DSA Approval:	7%
Bidding:	5%
Construction Administration:	20%
DSA Close-out:	10%
	<u>100%</u>

Authorization

Should you require additional information or wish to discuss this proposal further, please contact me at (805) 382-6700. If this proposal is satisfactory, please sign below to indicate acceptance and return one signed copy with a purchase order at your earliest convenience. Thank you for the opportunity to be of further service to the District.

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Yours Sincerely,



Digitally signed by Robert Robles
DN: cn=Robert Robles, o=Robert
Robles Architecture, Inc., ou,
email=rr@robertroblesarch.com, c=US
Date: 2018.02.21 11:28:33 -08'00'

ROBERT ROBLES ARCHITECTURE, INC.
Robert Robles, President

Encl. Conceptual Opinion of Cost

Accepted by: _____ Dated: _____
(Signature)

SANTA BARBARA UNIFIED SCHOOL DISTRICT