

December 3, 2018

Mr. Tim Holcomb  
 Newport - Mesa Unified School District  
 2985 Bear Street  
 Costa Mesa, CA 92626

**Re: Ensign Intermediate – Site Controlled Access Implementation Proposal**

Dear Tim,

Thank you for the opportunity to provide this proposal for Architectural and Engineering Services related to Site Controlled Access Upgrades at Ensign Intermediate School. Noted below are the Scope of Work, Professional Services Fee, Reimbursable Budget, Assumptions, and Exclusions for services on this project.

**Scope of Work**

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To implement the planned Site Controlled Access upgrades at Ensign Intermediate School, Architectural, Civil, Landscape, Structural, and Electrical design services are proposed. Professional services shall be provided during the Design Development (DD), Construction Documentation (CD), Agency Compliance (AG), Bidding and Negotiation (BN), Construction Administration (CA), and Close-Out (CO) phases of the project. The Scope of Work of the project is based on the previously approved Schematic Design dated 09/24/2018. The following work is included in the Scope of Work for the project;

**Site Work**

- Fencing, gates, and other site alterations as required to provide one public point of entry into the campus at the existing Administration Building to increase the level of security on campus.
- New pick-up / drop-off driveway with visitor parking along Cliff Drive.
- New staff parking lot in North corner of site along Irvine Avenue. Provide a new trash enclosure.
- Demolition of the existing bus garage on the North corner of the site.
- Alterations to the existing parking lot as required to provide for pedestrian circulation around campus buildings and adjacent to the parking lot.
- Design a new bike rack location.
- Redesigned hardscape and softscape areas at the front of the Administration Building, adjacent to the existing parking lot, around existing buildings located adjacent to the existing parking lot, and along the two new parking lot areas.
- Design an accessible path of travel from accessible parking to the point of entry to the campus.

**Site Structures**

- Design a new trellis structure along existing classroom buildings adjacent to Cliff Drive.
- Design a new trellis / wall structure adjacent to the Library to create an outdoor reading area.
- Design a new trash enclosure.

**Administration Building Alterations**

- New glazing and doors shall be installed at the front portion of the Administration Building to provide for ingress to campus through the Administration office during school hours.
- Design a new layout for the reception area to accommodate attendance and other functions related to student and visitor entry to campus through the Administration Building.
- Alter glazing and door locations, if required, at the Library in order to facilitate ingress / egress on campus.
- Design new interior finishes for the reception area of the Administration Building including new flooring, new cabinetry, and new paint and wallcoverings.



### *Architectural Services*

1. Coordinate the overall requirements of the project between the District, School Administrators, Local Community, and Authorities Having Jurisdiction.
2. Verify field measurements and existing field conditions to minimize Change Orders during construction.
3. Coordinate with interior finish manufacturers and District Standards to specify interior finishes.
4. Produce Construction Documents appropriate for competitive bidding and compliance with current Federal, State, and Local requirements as required for DSA and local Fire Marshal approval.
5. Administer the DSA plan check process to obtain required permits for construction.
6. Assist the District and Construction Manager during the Bidding and Negotiation phase.
7. Attend Construction Administration meetings commensurate with construction progress and generate Construction Meeting Minutes if required.
8. Respond to Pre-Bid RFI's, Construction Phase RFI's, review contractor submittals and shop drawings, review contractor pay requisitions, and produce one (1) Punch List. Visit the site to confirm completion of the Punch List.

### *Landscape Architecture*

1. Attend one (1) site visit to verify existing conditions.
2. Provide landscape design for altered areas of the site and new parking lots.
3. Design irrigation alterations based upon District as-builts and coordination with District staff.
4. Respond to Pre-Bid RFI's, Construction Phase RFI's, review contractor submittals and shop drawings, and produce one (1) Punch List.

### *Civil Engineering*

1. Visit the project site to review existing field conditions. Observe and record the "as-built" conditions that will affect the work of this project. Note that no destructive measures will be employed to verify "as-built" conditions; exact verification of concealed construction will not be possible.
2. Review the Owner-furnished topographical survey and geotechnical reports for conformance with applicable standards and for completeness of information for design purposes. Make recommendations, in writing, for additional components missing in the survey and report such as: property boundary; existing easements, elevations, surface features, street centerline, hardscape recommendations, percolation tests, etc.
3. Prepare site demolition plans with applicable notes, including the disposition of wet underground utilities only.
4. Prepare paving & grading plans, with applicable detail sheets to satisfy A.D.A., and State of California codes / standards / requirements.
5. Prepare a Water Quality Management Plan as required by the City of Newport Beach.
6. Prepare & obtain approval of the off-site improvement plans which are required by the City of Newport Beach for any improvements in the public right-of-way.
7. Attend four (4) site visits during construction.
8. Respond to Pre-Bid RFI's, Construction Phase RFI's, review contractor submittals and shop drawings, and produce one (1) Punch List.

### *Structural Engineering*

1. Attend one (1) site visit to verify existing conditions.
2. Provide structural design and calculations as required for site structures.
3. Provide structural consultation for fence post design and design of any site walls.
4. Attend two (2) site visits during construction.
5. Respond to Pre-Bid RFI's, Construction Phase RFI's, review contractor submittals and shop drawings, and produce one (1) Punch List.



*Electrical Engineering Services*

1. Attend one (1) site visit to verify existing electrical system.
2. Provide exterior lighting design at the entry to the Administration Building, new trellis structures, and new parking lots.
3. Provide power and data alterations as required to accommodate Administration Building alterations.
4. Provide demolition power plan for Bus Garage to be demolished.
5. Provide single line diagram and panel schedule.
6. Attend two (2) site visits during construction.
7. Respond to Pre-Bid RFI's, Construction Phase RFI's, review contractor submittals and shop drawings, and produce one (1) Punch List.

**Professional Services Fee**

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A Fixed Fee of **Two Hundred Seven Thousand One Hundred Dollars (\$207,100)** is proposed for services noted in the Scope of Work above the fee breakdown indicated herein. Progress billings shall occur monthly per the following Phase Completion percentages; Design Development (20%), Construction Documents (45%), Agency Approval (7.5%), Bidding & Negotiation (5%), Construction Administration (20%), Close-Out (2.5%).

Architecture (Studio+).....	\$102,000
Landscape Architecture (Silverbar Studio).....	\$ 7,500
Civil Engineering (FPL & Associates)	
Base Services.....	\$ 40,000
Water Quality Management Plan.....	\$ 7,500
Structural Engineering Consulting (Rodriguez Engineering) .....	\$ 15,500
Electrical Engineering (Salas O'Brien Engineers) .....	\$ 14,600
<u>Unforeseen Services Budget (if required).....</u>	<u>\$ 20,000</u>
	<b>\$207,100</b>

**Reimbursable Budget**

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A Reimbursable Budget of **Two Thousand Five Hundred Dollars (\$2,500)** is proposed for reimbursable items associated with this project. The following items shall be considered reimbursable;

- Printing of owner requested, user group requested, agency requested, and documents required for bidding and construction.
- Scanning of agency approved drawings.
- Fed Ex, UPS, mail, and couriers.
- Any other expenses shall not be submitted for reimbursement unless written approval of the expense is requested and approved prior to incurring the expense.

*Plan Check fees, if paid by Studio+, are not included in the Reimbursable Budget indicated herein and shall be considered a separate reimbursable item.*

## Assumptions

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The following Assumptions are made under this proposal:

- As-built drawings are available for Review.
- No alterations to existing building structural members are required. No seismic or structural upgrades are triggered as a result of the Scope of Work.
- Building alterations are limited to locations indicated in Scope of Work herein.
- No HVAC or plumbing alterations are required within the Administration Building.
- Construction Cost Estimating shall be by the District's consultant.
- Existing electrical panels and / or switchboards require a 30-day load measurement per code. This shall be provided by the District.
- A topography Survey shall be provided by the District.
- An underground Utilities Survey in the area of new parking lots is recommended to be completed by the District.
- A Geotechnical Report at the location of site structures is recommended to be completed by the District.

## Exclusions

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The following services and fees are not provided under this proposal:

- Surveys including Land and Utility Surveys are excluded.
- Geotechnical Engineering and / or investigations are excluded.
- Utility Upgrades are excluded – all utilities to serve the area of work are existing within the building.
- Storm Water Pollution Prevention Plan is excluded – shall be completed by the Contractor before commencement of construction.
- Construction Cost Estimating.
- Creation as-built drawings is excluded.
- Construction Testing and / or Inspections are excluded.
- LEED / Sustainability Services are excluded.
- Any other service not specifically noted herein is not included.

Should the terms and conditions of this proposal be acceptable, please sign below.

Sincerely,

**studio+ ARCHITECTURE**



Jason Dontje, NCARB, LEED AP BD+C  
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Mr. Tim Holcomb  
Asst. Superintendent – Chief Operating Officer  
Facilities Development, Planning, and Design  
Date:

