

December 3, 2018

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

Re: Corona del Mar High School – 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 Corona del Mar High School. Noted below are the Scope of Work, Professional Services Fee, Reimbursable Budget, Assumptions, and Exclusions for services on this project.

Scope of Work

To implement the planned Site Controlled Access upgrades at Corona del Mar High 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 three (3) public points of entry into the campus at strategic locations to increase the level of security on campus.
- Alterations to the existing parking lot located off Eastbluff Drive to improve vehicular and pedestrian flow. New hardscape and landscape shall be provided along this parking lot.
- Alter the existing bus pick-up / drop-off area adjacent to Mar Vista Drive in order to accommodate new fencing and circulation in and around campus.
- Alterations to the entry point to campus adjacent to Mar Vista Drive in order to accommodate new accessible parking, an accessible path of travel from baseball fields to restrooms, as well as for an accessible path of travel to the public way adjacent to Mar Vista Drive. Redesign the existing marquee sign and locate it as required for the new site design.
- Design new landscaped outdoor learning areas between Mar Vista Drive and existing arts classrooms.
- New fencing and gates along the perimeter of campus. Parking lots shall not be fenced.
- Provide an accessible path of travel from accessible parking to campus entry points.

Site Structures

- Design a new trellis structure along existing classroom buildings adjacent to the parking lot along Eastbluff Drive.
- Design a new monumental entrance structure adjacent to the existing pool.



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 & 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.
6. Attend three (3) 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.

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 altered site areas and site structures.
3. Provide single line diagram and panel schedule.
4. Attend one (1) site visit 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.

Professional Services Fee

A Fixed Fee of **One Hundred Nineteen Thousand Five Hundred Dollars (\$119,500)** 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+).....	\$ 65,000
Landscape Architecture (Silverbar Studio).....	\$ 7,500
Civil Engineering (FPL & Associates).....	\$ 21,500
Structural Engineering Consulting (Rodriguez Engineering)	\$ 15,500
Electrical Engineering (Salas O'Brien Engineers)	\$ 5,000
Unforeseen Services Budget (if required).....	\$ 5,000
	\$119,500

Reimbursable Budget

A Reimbursable Budget of **Two Thousand Dollars (\$2,000)** 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

The following Assumptions are made under this proposal:

- As-built drawings are available for Review.
- No existing building alterations are required.
- 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 Water Quality Management Plan is not anticipated to be required for this Project.
- A topography Survey shall be provided by the District.
- A Geotechnical Report at the location of site structures is recommended to be completed by the District.



Exclusions


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:

