

1110 Iron Point Road
Folsom, CA 95630
Phone: (916)355-9922
PBK.com

January 23, 2025

VIA: Email



Ms. Edit Holbert
Executive Director Operations Services
Lodi Unified School District
880 N. Guild Ave.
Lodi, CA 95240

Re: Fee Proposal – Bridge Classroom Portables Project – Multiple Sites

Dear Ms. Holbert,

On behalf of PBK, we want to express how much we genuinely appreciate the opportunity to submit a fee proposal for Architectural and Engineering Services for the addition of (5) portables for multiple sites.

PBK proposes to deliver basic comprehensive services to facilitate design through closeout of these projects based on the scope of services as outlined herein. It is truly our intent to become an extension of your staff and create a seamless partnership in facilitating all services as proposed on this important project.

I. SCOPE OF BASIC WORK:

As we understand, the district intends to add one Portable Classroom at the sites listed below to house Bridge program at each site. The Scope of Work generally consists of:

- A. Placement of (5) new 24x40 (960 sf) modular classroom buildings at the following sites:
 - a. (1) portable at Borchardt Elementary School
 - b. (1) portable at Lakewood Elementary School
 - c. (1) portable at Vinewood Elementary School
 - d. (1) portable at Nichols Elementary School
 - e. (1) portable at Millswood Middle School
- B. These portables are based on pre-checked (PC) drawings, by Class Leasing, and will go through DSA's PC review process.
- C. Concrete pad design for the new portable classroom at applicable sites
- D. Construction of new asphalt paving landing and concrete walkway at applicable sites
- E. ADA path of travel upgrades at applicable sites
- F. Upgrade and/or modifications to existing electrical services and connect portables to school site via new electrical trenches
- G. Connect portables to school site data, clock, bell & paging system
- H. New fire alarm system at portables connected to schools existing fire alarm system
- I. Design for drywells at condensate lines at portables
- J. Design PC ramps, per PC drawings, at each portable
- K. Design for closure panel between portables
- L. It is assumed that some accessible upgrades will be required on the sites. These upgrades may or may not include parking stalls, path of travel, restrooms for students and staff, and drinking fountains. A detailed analysis will be conducted during the Construction Document Phase to determine the level of scope required by DSA to obtain approval of the project.

II. SCOPE OF SERVICES:

The Services to be performed by PBK will be executed as follows:

- A. Provide Architectural / Engineering services for the above-mentioned scope of work items.
 - a. Basic services consultants include: Architectural, Civil, and Electrical.
 - b. Specialty consultants include: Not Applicable
- B. Provide Basic Services for the following phases: Schematic Design through Close Out
- C. Provide Specialty Services as follows: Not Applicable
- D. Submission to the following agencies:
 - a. Division of the State Architect

III. **ASSUMPTIONS & EXCLUSIONS:**

- A. The district shall provide as-builts or drawings of original construction and any previous improvements.
- B. The district shall provide an overall topographical survey, ground topographic survey, and underground utility survey of the areas in CAD files, including adequate information to delineate a path of travel from the site items noted above to the building being placed.
- C. Geotechnical / Geohazard reports are excluded.
- D. Abatement and forensic studies are excluded.
- E. Specialized reports (i.e. Site utility, CEQA, SWPPP, traffic study, abatement, etc.) are excluded.
- F. LEED documentation and submittals are excluded.
- G. Specialty consultants (i.e. acoustician, lighting designer, food service, aquatic, etc.) are excluded.
- H. Off-site (i.e. public right-of-way, easements) improvements occurring in the public way are excluded.
- I. Closeout of uncertified DSA projects are excluded.
- J. State/Local agency review/approval fees are excluded.
- K. Cost estimating (3rd party and/or internal) is excluded.
- L. Fees associated with the scanning of DSA archived documents are excluded.

IV. **COMPENSATION:**

- A. **Fee Calculation:** Compensation for Basic Services to facilitate execution of this project as noted above shall be based on the fixed fee as follows:
- B. **Fee:** The Construction Budget for this project has been roughly identified as \$2,750,000. The total A/E fee is Two Hundred and Twenty-One Thousand Dollars (\$221,000). The total A/E fee breakdown shall be as follows:
 - a. Basic in-house A/E services: \$163,300
 - b. Civil Engineering services: \$46,700
 - c. Specialty consultants: \$0

Fees will be billed monthly in accordance with the work completed. The fee breakdown by Phase shall be as follows:

- Schematic Design 10%
- Design Development 10%
- Construction Documents 45%
- DSA Review and Approval 5%
- Bidding / Award 5%
- Construction Admin 20%
- Closeout 5%

V. SCHEDULE:

Proposed Schedule is as follows:

- | | |
|---------------------------|----------|
| • Schematic Design | 1 months |
| • Design Development | 2 months |
| • Construction Documents | 2 months |
| • DSA Review and Approval | 2 months |
| • Bidding / Award | 2 months |
| • Construction Admin | 2 months |
| • Closeout | 1 months |

VI. ADDITIONAL SERVICES:

If additional work is required beyond what is noted above, PBK will provide services for these scope of work items under a separate proposal per the attached Hourly Rate Schedule (Attachment 'A'). No additional services will be performed without receiving written permission from the district.

VII. REIMBURSABLE EXPENSES:

All reimbursable invoices will include associated back-up receipts. Fee includes all reproductions, travel, time, overhead and profit, except for document copies required for bidding and construction phase services. There will be a 10% mark-up on reimbursable expenses. The reimbursable expenses are not expected to exceed Three thousand dollars (\$3,000) and must be authorized by the district prior to procurement.

Our sincere thanks to the Lodi Unified School District for considering our firm for this project. We look forward to the opportunity of working with you and your team. Please do not hesitate to call at any time if you should have any questions or need additional information. You can reach me at (312) 608-0108.

Sincerely,



Leona Ketterl
Principal, PBK

Approved by:

Edith Holbert
Executive Director Operations Service,
LUSD

cc: Stephanie Quintero, PBK
Leona Ketterl PBK
File: 1a.2



Attachment 'A'

HOURLY BILLING RATES
CALIFORNIA
Effective July 1, 2024 - June 30, 2025

Senior Principal	\$	400.00
Principal/Client Executive/Director	\$	350.00
Senior Project Manager/Director	\$	310.00
Project Manager	\$	290.00
Senior Project Architect	\$	275.00
Project Architect	\$	255.00
Construction Services Manager	\$	250.00
Construction Services Coordinator/Construction Administrator	\$	200.00
Production Staff (Job Captain, Asst. PM, Project Coord., Design Coord., Associates, Tech. Designer)	\$	180.00
Draftsman	\$	180.00
Interior Designer	\$	170.00
Intern	\$	155.00
Designer	\$	130.00
Administrative	\$	120.00