

August 27, 2024

Lodi Unified School District  
1305 E. Vine Street  
Lodi, California 95240

Attention: Edith Holbert, Executive Director of Operations

Subject: Proposal for Preliminary Architectural Services  
**Gantner Elementary School**  
Lodi Unified School District  
Architect's Project Number: TBD

Dear Edith:

We are pleased to provide our proposal for Preliminary Architectural Services for the new Gantner Elementary School. The proposed services are intended to understand the existing conditions, define the district goals, and develop preliminary site analysis and site use diagrams.

- A. Project Description:** The Gantner Elementary School will be the next new elementary school for the Lodi Unified School District. The need is being driven by the residential growth in the surrounding area and the new students arriving with the housing developments.
- B. Scope of Services:** Our services will include the following:
- Site Investigation and analysis
    - Review any existing site data and information available
    - Visit site for general site observation
    - Identify necessary initial actions to consider:
      - Survey
      - Preliminary Site Assessment / Hazardous Materials
      - CDE Site Approval Checklist
      - City information and data on streets and adjacent uses
      - Utility availability
      - Other as identified
  - Program Information
    - Collect all available program information
    - Define need for Educational Specifications
  - Schedule Development
    - Develop overall project schedule

- Develop initial schedule for programming and planning services
- Agency Participation
  - Identify all state and local agencies and contacts involved
    - CDE
    - OPSC
    - CGS
    - local fire
    - City of Lodi
    - Utility companies
    - Other
  - Develop schedule and tasks for agency contacts and involvement
- Program Parameters
  - Assist District in developing basic parameters
    - site size
    - capacity
    - grade configuration
    - vision for school
    - type of construction
  - Review need for specialty CDE site approval consultant with District
- Initial Site Analysis and Studies
  - Analyze site conditions
  - Perform initial site use studies to illustrate potential development strategies
- Meetings and Presentations
  - Conduct a series of meetings as needed to gather information, review conditions, and gain input and direction
  - Present to Facilities, Committees and Board as needed
- Identify Next Steps
  - develop Actions List
  - Assign responsibilities
  - Assign milestone dates

**C. Consultants:** For this work we will utilize the following consultants:

- Sierra West Consulting for cost estimating
- Warren Consulting Engineers for civil investigation
- Edge Electrical Consulting for electrical investigation
- No other consultants are included with this proposal

**D. Schedule:** We will work with you to develop a schedule as part of our Scope of Services that will meet your goals.

**E. Estimate of Construction:** We will work with you to develop initial cost models as part of our Scope of Services utilizing our cost estimator.

**F. Exclusions from Services:**

1. Site topographic survey
2. Geotechnical Investigation / Geohazards Investigation
3. Underground utility survey and evaluation of utility services
4. Assessment, testing or removal of hazardous materials
5. Development of comprehensive Educational Specifics
6. Site approval with CDE
7. Services or activities not specifically noted above
8. Detailed cost estimates

**G. Fee Proposal:** Compensation for the performance of services described above by the Architect shall be an hourly fee billed against an initial amount of \$75,000.

**I. District Responsibilities:**

1. Provide program information or Educational Specifications
2. Provide district team as needed for input, feedback, and direction
3. Provide available site information

**J. Contract Form:** We will execute District standard agreement upon receipt.

Please let us know if you have any questions or comments.

Thank you for this opportunity to continue serving the Lodi Unified School District.

Sincerely,



Jeffrey Grau, Principal in Charge

<https://hmcarch->

[my.sharepoint.com/personal/jeffrey\\_grau\\_hmcarchitects\\_com/documents/desktop/letterhead\\_2024\\_sacramento.docx](https://hmcarch-my.sharepoint.com/personal/jeffrey_grau_hmcarchitects_com/documents/desktop/letterhead_2024_sacramento.docx)

pc: Jennifer Huang; HMC

**HMC Rate Schedule**  
**Hourly Rate by Professional Category**  
 (Not all categories need apply to this contract)

Description	Rates
Principal in Charge	\$ 330
Sr Project Manager/Sr Project Architect/Sr Technical Manager	\$ 270
Project Manager/Project Architect/Technical Manager	\$ 255
Job Captain/Technical Leader	\$ 215
Project Coordinator	\$ 185
Senior Construction Administrator	\$ 275
Construction Administrator	\$ 255
Project Administration Support	\$ 150
Design Principal	\$ 370
Senior Project Designer	\$ 270
Project Designer	\$ 255
Design Leader	\$ 215
Designer II	\$ 165
Designer	\$ 150
Sustainability Director	\$ 305
Specifications Writer	\$ 235
Visualization Arts	\$ 215
Senior Education Facilities Planner	\$ 270
Education Facilities Planner	\$ 215

These are the current hourly rates effective July 1, 2024, through June 30, 2025, and are subject to change one time annually effective July 1<sup>st</sup>.

**Consultants:** Consultant Billing x 115%

- Other:**
- Vehicle use (mileage): No Charge
  - Phone calls: No Charge
  - Mailing: No charge EXCEPT for "special express handling" when requested or necessary, which is billed at cost.
  - Printing: No charges for "in-house" or consultants check prints. Agency prints, Owner/Owner's Representative prints, Bid Documents, Submittals/Shop Drawings, Record Drawings, and request prints are billed at printing invoice x 115%.
  - Fees Advanced: All fees paid in advance by the Architect will include a \$40.00 Processing and Handling Fee.