

August 27, 2024

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

Attention: Edith Holbert, Executive Director of Operations

Subject: Proposal for Architectural Services  
**Larson Elementary School – Portable Buildings**  
Lodi Unified School District  
Architect's Project Number: TBD

Dear Edith:

We are pleased to provide our proposal for portable buildings at Larson ES for the Lodi Unified School District.

**A. Project Description:** Based on our discussions and understanding of the work, the project shall include:

- Portable Classrooms:
  - Two (2) existing 960 sf portable classrooms on wood foundations from district stockpile to be relocated onto site; set flush-to-grade in recessed pit
  - Site grading, underground utilities, paving, landscape modifications, fencing adjustments as required
  - Utility extensions and modifications as needed to accommodate new buildings including water and SS to classrooms
  - Low voltage systems throughout buildings
- Portable Building Exclusions:
  - Interior and exterior rehabilitation of existing classrooms (by district maintenance)
  - Fire sprinklers

**B. Scope of Services:**

- Topographic survey limited to structure locations, immediate adjacent area only including Path of Travel (no underground utility survey)
- Site plan studies for new buildings
- Structure location confirmation
  - Work with the District to finalize exact structure locations considering site desires, existing conditions, and code issues

- Final site plan with location of structures, path of travel and other improvements necessary
- ADA upgrades (minimum required including toilet rooms, parking, and POT); shade structure project may have addressed some of these items
- Final plans, specifications, and project manual
- In-house QA/QC review of documents
- Agency approvals (DSA; local fire for portables)
- Bidding assistance
- General construction contract administration services
- Close-out and certification

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

- Warren Green Engineering for surveying and civil engineering
- Edge Electrical Consulting for electrical engineering and low voltage
- No other consultants are included with this proposal

**D. Proposed Schedule:** We propose the following schedule:

- |                             |                |
|-----------------------------|----------------|
| ▪ Agreement Approval / Auth | Sep 2024       |
| ▪ Surveying                 | Oct            |
| ▪ Schematic Design          | Oct            |
| ▪ Construction Documents    | Nov - Dec      |
| ▪ DSA Approval              | Jan 2025 (OTC) |
| ▪ Bidding / Award           | Feb - Mar      |
| ▪ Construction              | May - Jul      |
| ▪ Closeout                  | Aug - Sep      |

**E. Estimate of Construction:** Upon finalization of scope of work, we will develop an estimate of costs.

**F. Exclusions from Services:**

1. Comprehensive site topographic survey
2. Detailed full-site ADA assessment
3. Certification of unclosed DSA applications
4. Structural engineering of portables (by manufacturer)
5. Geotechnical Investigation / Geohazards Investigation
6. Storm Water Prevention Pollution Plan
7. Underground utility survey and exhaustive evaluation of utility services and distribution/collection systems
8. Extraordinary efforts to search for facility data on existing sites and buildings
9. Assessment, testing or removal of hazardous materials
10. Services or activities not specifically noted above
11. Detailed cost estimates

**G. Fee Proposal:** Compensation for the performance of all services described above by the Architect shall be a fixed fee of \$78,500 including survey work.

Please note this is for services as described. If additional scope is added, fee may need to be adjusted. As the fees are fixed, they shall be billed based on the percent complete of work and will not include a detailed breakdown of time as indicated in District Exhibit D, Paragraph C4a.

Reimbursable expenses and hourly extra services, if required and authorized, will be billed per the attached Fee Schedule "X".

**I. District Responsibilities:**

1. Identify and provide DSA approved drawings for stockpile buildings
2. Provide record drawings including site plans and recent DSA projects illustrating ADA improvements
3. Provide geotechnical report
4. Project Inspector services
5. Testing & Inspection
6. DSA fees

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

**K. Survey Disclaimer:** HMC has been asked by the Client to procure the services needed for a topographical survey of the sites. In accordance with industry standards and in recognition that HMC does not have direct professional expertise with regard to these services, such services are normally considered to be the Client's responsibility to procure and forward the resulting recommendations and/or observations to HMC who shall be entitled to rely on the information provided.

In an effort to assist the Client, HMC will proceed to procure such services as a convenience to the Client with the understanding that HMC cannot assume any liability related to the accuracy or completeness of the services provided by the Engineers. Accordingly, the Client agrees to indemnify, defend, release, and hold HMC, its officers, directors, or employees harmless from any and all liability for claims, demands, actions, causes of action, costs, including reasonable attorney's fees and defense costs or other claims in law or equity resulting from any actual or alleged damage as a result of procuring such topographical survey services performed by the Engineers.

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/lodi\\_larson\\_es\\_portables\\_2025\\_proposal\\_8-27-2024.docx](https://hmcarch-my.sharepoint.com/personal/jeffrey_grau_hmcarchitects_com/documents/desktop/lodi_larson_es_portables_2025_proposal_8-27-2024.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 Mana	\$ 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.