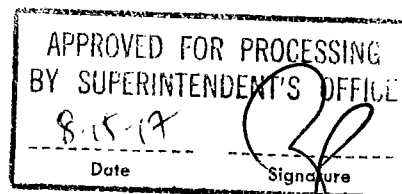


**TITLE: RATIFICATION OF AGREEMENT NO. A18.119 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND QDG ARCHITECTS TO PROVIDE MASTER PLANNING SERVICES FOR WHITE OAK AND HOLLOW HILLS ELEMENTARY SCHOOLS**

Business & Facilities  
Consent #24

August 15, 2017  
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent  
Business & Facilities



**Background Information**

On January 17, 2017 the Board of Education approved the list of selected firms for on-call architectural services for the Measure X Bond Program. The District wishes to obtain master planning services from the firm of QDG Architects, which is on the approved list, and can provide these services. The attached agreement with QDG Architects is presented to the Board of Education for ratification.

**Fiscal Analysis**

Agreement A18.119 (Exhibit "A") is for a **total fixed fee of \$49,000.00** for master planning services for White Oak and Hollow Hills elementary schools. These services will be funded with Measure X Bond funds.

Additional information is available at the Bond Management Office.

**Recommendation**

It is recommended that the Board of Education ratify Agreement A18.119 for master planning services for White Oak and Hollow Hills elementary schools with the firm of QDG Architects.

On a motion # 27 by Trustee Blough, seconded by Trustee White and carried by a vote of 5/0, the Board of Education ratified, by roll-call-vote, Agreement A18.119 for master planning services with the firm of QDG Architects.

Motion # 27 Ayes: Blough, LaBelle, Smollen, White, Daniels  
Noes: 0; Absent: 0; Abstain: 0  
Absent:      Abstained:

**PROJECT ASSIGNMENT AMENDMENT (PAA)  
AGREEMENT NO. A18.119  
TO  
AGREEMENT FOR ON-GOING ARCHITECTURAL SERVICES**

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and QDG Architecture ("Architect") on August 3, 2017.

Whereas, the District entered into a written Agreement entitled Agreement A18.107 for On-Going Architectural Services ("Agreement") generally establishing terms and conditions for the Architect's design professional services for Projects assigned by the District to the Architect.

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Architect for completion of design professional services.

NOW THEREFORE, the District and Architect and agree as follows:

1. **Assigned Project Description.** The Assigned Project is described as follows:  
**Master Planning for White Oak and Hollow Hills Elementary Schools** as further described in the attached Proposal from Architect dated August 2, 2017 (Attachment 1).
2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not applicable to this Master Planning Agreement.
3. **Assigned Project Basic Services.** The Basic Services Phases at each of the sites for the Assigned Project are:

Basic Services Phases
Site Research / Analysis
Master Planning & Site Concepts
Final Master Plan Development

4. **Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following; the Architect shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Architect.

Design Disciplines Design Consultants
Architectural

5. **Assigned Project Schedule.** The Architect's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Site Research / Analysis	August 25, 2017
Master Planning & Site Concepts	September 25, 2017
Final Master Plan Development	November 10, 2017

6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project is a lump sum fixed price of Forty-Nine Thousand Dollars (\$49,000.00). The Contract Price for the Assigned Project is allocated to the Basic Services Phases as follows:

Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
Site Research / Analysis for the two sites	\$9,800.00	20%
Master Planning & Site Concepts for the two sites	\$14,700.00	30%
Final Master Plan Development for the two sites	<u>\$24,500.00</u>	<u>50%</u>
	<b>Total for the two sites: \$49,000.00</b>	100 %

7. **Design Consultants.** Design Consultants to the Architect for the design disciplines required for the Assigned Project are as set forth in the Architect's RFQ Response, except: \_\_\_\_\_.

8. **Agreement Terms.** All terms of the Agreement are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

9. **Acknowledgment and Confirmation.** The Architect has a full and complete understanding of the Architectural Services required for the Assigned Project. The Architect certifies that all proposed personnel are duly certified, licensed, approved and otherwise qualified to complete obligations under the Architectural Services Agreement.

IN WITNESS HEREOF, the District and the Architect have executed this Project Assignment Amendment as of the date set forth above.

**District**  
**Simi Valley Unified School District**

By: \_\_\_\_\_  
Ron Todo

Title: Associate Superintendent, Business & Facilities

**Architect**  
**QDG Architecture**

By: \_\_\_\_\_  
Javier Molina

Title: Partner, CEO

## SCOPE OF PROJECT

QDG understands the many years of hard work that have gone into the development of Simi Valley's overall master plan for the District, and the local community. Our team is excited about working collaboratively with the stakeholders to create facilities that will evoke a sense of pride from the community and all those involved.

Based on working with complex stakeholder groups on major projects, we have developed a Design Management Plan that provides our outline for successful master plans. The plan is a balance of fixed and flexible qualities. It is fixed in its process, and includes a structure for project development which includes:

- Critical Design Tasks & Milestones
- Contacts and Responsibilities
- ROM Estimating

It also identifies specific tasks and responsibilities required to assure completion of the milestone dates. However, it is flexible in the way that it evolves with the goals established during the initial existing condition and analysis phase and will be updated throughout the course of the project to ensure all requirements are addressed by the team. Throughout the exploration and conceptual phase, QDG will collaborate with SVUSD to maximize the master planning effort in defining the scopes that fall under the following four planning principles:

- Renovations
- Modernizations
- New Construction
- Site Improvements

Together, as a team, we will provide Facility Master Plans that exemplify the efforts of Simi Valley Unified School Districts to ensure the best long-term solutions for the future of education for your students and the community.

## MASTER PLANNING SERVICES

I. Architectural services are divided into the three phases:

### 1. Site Research / Analysis

- a. Program verification, which includes interviews with users to finalize program.
- b. Analyze site opportunities and constraints.
- c. Vehicular and pedestrian access.
- d. Neighborhood context influences.
- e. Linkages to and from the site.
- f. Public and Private Open Space.
- g. Connection to existing buildings.
- h. Onsite Parking analysis.
- i. Fire Department Access.
- j. Accessibility Access.
- k. Meet with SVUSD staff to review findings and to identify needs.



**2. Master Planning & Site Concepts**

- a. Concept planning alternatives for each site. Identifying the scopes under the four planning principles
- b. Illustrative Conceptual Site Plan.
- c. Illustrative Conceptual Floor Plan.
- d. Follow-up meeting with SVUSD staff to select the preferred option for each site 2 Renderings depicting the architecture theme.

**3. Final Master Plan Development**

- a. Site Plan development
- b. Develop a project list for each campus
- c. Prioritize the list of projects
- d. Develop ROM estimates
- e. Prepare draft Facilities Master Plan
- f. Meeting with SVUSD staff to review draft Facilities Master Plan
- g. Revise the draft Facilities Master Plans based on staff/Principals/District input.
- h. Present draft Facilities Master Plan to the Board of Education
- i. Finalize Facilities Master Plan documentation

**II. BASIC SERVICES (Included in Fee)**

1. Master Planning Services, as stated above.
2. Master Plan Documents
3. Preparation of four (4) vision images
4. ROM

**III. ADDITIONAL SERVICES (not included in Basic Services Fee)****A. Fees & Services relating to the following consultants and/or services:**

- i. Full Architectural Services
- ii. Geo-technical
- iii. Tract Mapping
- iv. Civil Engineering
- v. Landscape Architecture
- vi. Structural Engineering
- vii. MEP | AV | Fire-Life Safety
- viii. Professional Cost Estimating
- ix. Surveying services
- x. Acoustical Engineering
- xi. FF&E

**B. Assisting with the Client's responsibility for filing documents required for the approval of design review boards having jurisdiction over the Project, including preparing**

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material sample boards, or additional drawings, or other materials required for submittal, not including professional renderings and professional finished models.

- C. Professional renderings and models.
- D. Providing services in connection with arbitration proceeding, or legal proceeding, except where the Consultant is party thereto.
- E. Community Outreach Assistance.

#### IV. Other Direct Expenses

Other direct expenses will be passed through without markup. Receipts will be submitted upon request. Direct expenses include the following:

1. Reprographic expenses such as blueprinting, copying, shipping / messenger services.
2. Parking.
3. Lodging, and meals for the purposes of this project.
4. Mileage expenses billable at 0.54 / mile.

**PROJECT SCHEDULE** - The following is an estimated schedule outlined based on *working days*.

1. Site Research / Analysis	20 Days
2. Master Planning & Site Concepts	30 Days
3. Final Master Plan Development	45 Days

**MASTER PLANNING SERVICES FEE** - All fees identified below are limited to master planning services only listed under Basic Service.

Fee is based according to the work identified in the "Scope of Project" section. If scope is inconsistent with design intent please advise us to adjust the fee accordingly.

**The total Architectural/ Engineering Lump Sum fee is \$49,000.**

I. The fee breakdown for Basic Services as described above:

4. Site Research / Analysis	\$9,800
5. Master Planning & Site Concepts	\$14,700
6. Final Master Plan Development	\$24,500

II. If any Additional Services or T&M fees as described above are required, they will be invoiced at an hourly rate as follows:



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1.	Partners	\$250 / hour
2.	Design Director	\$210 / hour
3.	Project Manager	\$190 / hour
4.	Project Architects	\$165 / hour
5.	Senior Designers	\$140 / hour
6.	Job Captains	\$125 / hour
7.	Designers	\$100 / hour
8.	Administration	\$90 / hour

ii. Fee does not include Building Department-imposed fees for plan check, permit, or inspection, or any other fees imposed by a governmental agency.

**PAYMENT SCHEDULE**

Invoices will be prepared on a monthly basis according to the percentage of completion listed under paragraph 1, of the "Master Planning Services Fee".

**AUTHORIZATION**

In witness whereof, the parties have caused this instrument to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

"Client"

*Simi Valley Unified School District*  
Mr. Pedro Avila

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Title

Dated \_\_\_\_\_

Address: 875 East Cochran Street  
Simi Valley, CA 93605

"Consultant"

*QDG Architecture*  
Javier Molina AIA, Partner/CEO  
CA License C23685

*Javier M. Molina*  
\_\_\_\_\_  
Consultant's Signature

*CEO*  
\_\_\_\_\_  
Title

Dated *Aug 2, 2017*

Address: 3055 Wilshire Blvd.  
Suite 1110  
Los Angeles, CA 90010  
(213) 387-4701 office  
(213) 387-4700 fax

