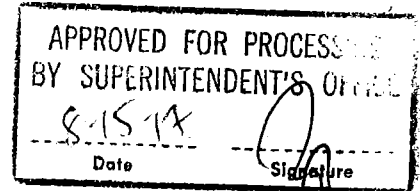


**TITLE: RATIFICATION OF AGREEMENT NO. A18.108 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM DESIGN GROUP FOR DESIGN OF SHADE STRUCTURES FOR JUSTIN EARLY LEARNERS ACADEMY**

Business & Facilities  
Consent # 14

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. Two shade structures are needed for Justin Early Learners Academy. The firm of RRM Design Group is on the approved list and can provide these services. The attached agreement with RRM Design Group is presented to the Board of Education for ratification.

**Fiscal Analysis**

Agreement A18.108 (Exhibit "A") is for a **total fixed fee of \$36,070** for design of shade structures for Justin Early Learners Academy. 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 A18.108 for design of two shade structures for Justin Early Learners Academy with the firm of RRM Design Group.

On a motion # 27 by Trustee Blough, seconded by Trustee White and carried by a vote of 5/2, the Board of Education ratified, by roll-call-vote, Agreement A18.108 for design of two shade structures for Justin Early Learners Academy.

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

Absent: 6 Abstained: 6

PROJECT ASSIGNMENT AMENDMENT (PAA)  
**AGREEMENT NO. A18.108**  
 TO  
 AGREEMENT FOR ON-GOING ARCHITECTURAL SERVICES

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and RRM DESIGN GROUP ("Architect") on August 16, 2017.

Whereas, the District entered into a written Agreement entitled Agreement A17.321 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:

**Design of two shade structures for Justin Early Learners Academy** as further described in the attached Proposal from Architect dated July 24, 2017 (Attachment 1).

**2. Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is Two-Hundred Fifty-Thousand Dollars (\$250,000).

**3. Assigned Project Basic Services.** The Basic Services Phases for the Assigned Project are:

Basic Services Phases
Surveying
Conceptual Site Plan
Cost Opinion
Structural Engineering, Construction Documents
Landscape Architecture, Construction Documents
Design Elements for DSA, Construction Documents
DSA Review (and DSA Closeout)
Project Meetings and Coordination
Reimbursables

**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, Structural, Landscaping, Civil, Electrical, and others as necessary or required.

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
Surveying	8/29/17
Conceptual Site Plan	9/5/17
Cost Opinion	9/20/17
Structural Engineering, Construction Documents	10/10/17
Landscape Architecture, Construction Documents	10/25/17
Design Elements for DSA, Construction Documents	11/5/17
DSA Review (and DSA Closeout)	12/1/17
Project Meetings and Coordination	TBD
Reimbursables	TBD

6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project is Choose an item. 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
Surveying	\$2,800.00	7.76%
Conceptual Site Plan	\$6,000.00	16.63%
Cost Opinion	\$1,400.00	3.88%
Structural Engineering, Construction Documents	\$2,250.00	6.24%
Landscape Architecture, Construction Documents	\$7,440.00	20.63%
Design Elements for DSA, Construction Documents	\$6,340.00	17.6%
DSA Review (and DSA Closeout)	\$4,760.00	13.2%
Project Meetings and Coordination	\$3,080.00	8.5%
Reimbursables (Estimated)	\$2,000.00	5.5%
Choose an item.	<b>Total: \$36,070.00</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.

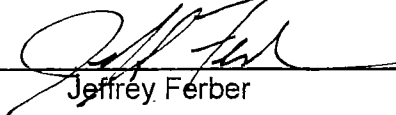
IN WITNESS HEREOF, the District and the Architect have executed this Project Assignment Amendment as of the date set forth above.

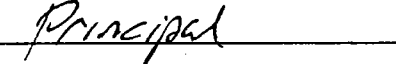
**District**  
**Simi Valley Unified School District**

By:   
Ron Todo

Title: Associate Superintendent, Business & Facilities

**Architect**  
**RRM DESIGN GROUP**

By:   
Jeffrey Ferber

Title:   
Principal



July 24, 2017

**Transmitted via email: [pedro.avila@simivalleyusd.org](mailto:pedro.avila@simivalleyusd.org)**

Pedro Avila  
Simi Valley Unified School District  
875 East Cochran Street  
Simi Valley, CA 93065

**RE: Justin Early Learners Academy School Playground Shade Structures  
Proposed Scope of Services**

Dear Pedro,

Jeff and I are pleased to provide you with this proposal for the design services for the two shade structures at Justin Elementary School. We look forward to working with you through the design process on this as we choose the best shade option for the existing playground structures.

## **PROJECT UNDERSTANDING**

The District wishes to install two new shade structures over the two existing playgrounds at the campus. As part of this process, RRM will work with the District to narrow down the manufacturer, materials, and aesthetic related to the shade structures. RRM will provide design services as well as coordination between the District and the selected manufacturer. We assume the installation of these shade structures will not require modification/redesign of the existing playgrounds.

RRM anticipates that the project will require full DSA review. RRM will coordinate with shade structure manufacturer part of the schematic and working drawing stages and use PC or pre-checked design plans for the structure.

## **SCOPE OF SERVICES**

### **Task S.1: Topographic Survey and Mapping**

RRM's survey team will provide field surveying and mapping of the two (2) playground areas to be covered by shade structure. The survey will include post locations, maximum height of structures, and provide some context around the playground. The survey will include the following detail items:

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401  
p: (805) 543-1794 • f: (805) 543-4609

[www.rrmdesign.com](http://www.rrmdesign.com)

a California corporation • Lenny Grant, Architect C26973 • Jerry Michael, PE 36895, LS 6276 • Jeff Ferber, LA 2844

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Justin Early Learners Academy School Playground Shade Structures  
Proposed Scope of Services

July 24, 2017

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- Contours at one-foot intervals with spot elevations
- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features within close proximity to the playgrounds
- Surface evidence of utilities within project limits
- Vertical and horizontal control on local agency datum if available

**Deliverables:**

- *Digital Base Map in AutoCAD Civil 3D format for design and planning purposes*

**Task A: Conceptual Design****Subtask A.1: Conceptual Site Plan**

RRM will create a Conceptual Site Plan to illustrate the proposed shade structures in relationship to the existing playgrounds. The plan will incorporate preliminary design layout of the shade structure as provided by the manufacturer's preliminary drawings. The plan will further include a list of materials, colors, as well as an elevation view of the structures.

**Subtask A.2: Cost Opinion**

RRM will provide a preliminary opinion of probable cost based on the concept plan provided to DSA. The cost opinion will be provided in an excel spreadsheet with a breakdown of construction components and unit prices for each.

**Deliverables:**

- *Conceptual site plan in PDF format*
- *One (1) opinion of probable construction cost*

**Task B: Construction Documents**

RRM Landscape and Structural Engineering will develop the approved conceptual design plans into a construction document package. The construction document package will be compiled into a single large format (24x36) PDF set to be submitted to the District at the 60%, 90%, and bid set completion levels. The package will comprise of the following elements listed within the following subtasks:

**Subtask B.1: Construction Documents – Structural Engineering**

RRM's structural engineering group will provide the following structural engineering support for shade structures at two locations on the campus.

- Plans, details and general notes for the concrete foundations. The foundation designs will be based on utilizing the loads provided by the manufacturer (a traditional foundation with continuous and spread footings connected by grade beams or pole foundations will be utilized)



- Coordination between the manufacturer superstructure and the site design for the foundations

### **Project Structural Assumptions**

- For the pre-engineered site shade structures, RRM will act as the engineer of record for the project
- This project will be designed in accordance with the 2016 CBC
- Weight and structural info, including reactions to the foundations for pre-engineered shade structure and play structures, will be provided by the manufacturer
- The shade structures themselves will be designed and detailed by the manufacturer or a representative of the manufacturer

#### **Deliverables:**

- *Structural plans, details and general notes:*
  - *Construction documents for permit application (24x36 – PDF format)*
- *Structural calculations will be provided to support the structural construction documents for submission for a building permit*
  - *Calculations for permit application (8.5x11 – PDF format)*

### **Subtask B.2: Construction Documents - Landscape**

The following is a list of anticipated landscape architectural construction document elements to be included as part of the construction document package:

- Site plan and construction details – Site plan providing detail references, keynotes, general notes, and site dimensions. As applicable, corresponding details illustrating proposed methods of construction will accompany the plan.
- CSI Technical Specifications – Landscape architectural technical specifications. Front end specifications shall be provided by the District.

#### **Deliverables:**

- *Landscape construction document package*

### **Subtask B.3: Construction Documents - DSA**

When submitting plans to DSA for review, certain additional information is required to be included as part of the construction document package:

- Accessibility site plan and details
- Project closeout history for campus
- Site fire access plan including DSA form 810

#### **Deliverables:**

- *As listed above*



### **Task C: DSA Over The Counter Review**

#### **Subtask C.1: DSA Review and Approval**

RRM will conduct an Over The Counter (OTC) appointment review of the construction documents with DSA Los Angeles to obtain DSA approval of the plans. RRM will calculate the anticipated DSA fees and provide the estimate to the District to provide the required check or checks.

**Deliverables:**

- DSA Form 3, Project Submittal Checklist
- DSA PL 07-02 OTC Package Checklist
- DSA form 145
- DSA OTC review meeting
- Scanned copy of DSA approved plans

### **Task D: Project Meetings and Coordination**

#### **Subtask D.1: Project Meetings and Coordination**

RRM will provide project coordination between the District Staff, and Structure manufacturer during the design process. This task includes up to three (3) project design team meetings to meet at the District during the design process.

**Deliverables:**

- Up to three (3) project design team meetings to review construction document package

### **Reimbursable Expenses**

Incidental expenses incurred by RRM Design Group, or any subconsultant it may hire to perform services for this project, are reimbursed by the client at actual cost plus 10% to cover its overhead and/or administrative expenses. Reimbursable expenses include, but are not limited to, reproduction costs, postage, shipping and handling of drawings and documents, long-distance communications, fees paid to authorities having jurisdiction over the project, the expense of any additional insurance requested by client in excess of that normally carried by RRM Design Group or its subconsultants, travel expenses (transportation/automobile/lodging/meals), renderings and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

**Estimated Fee:**

- \$2,000



Justin Early Learners Academy School Playground Shade Structures  
Proposed Scope of Services

July 24, 2017

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## TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
<b>Task S: Survey Services</b>		
S.1	Topographic Survey and Mapping	\$ 2,800
<b>Subtotal Task S</b>		<b>\$ 2,800</b>
<b>Task A: Conceptual Design</b>		
A.1	Conceptual Site Plan	\$ 6,000
A.2	Cost Opinion	\$ 1,400
<b>Subtotal Task A</b>		<b>\$ 7,400</b>
<b>Task B: Construction Documents</b>		
B.1	Construction Documents – Structural Engineering	\$ 2,250
B.2	Construction Documents – Landscape	\$ 7,440
B.3	Construction Documents – DSA	\$ 6,340
<b>Subtotal Task B</b>		<b>\$ 16,030</b>
<b>Task C: DSA Over The Counter Review</b>		
C.1	DSA Review & Approval	\$ 4,760
<b>Subtotal Task C</b>		<b>\$ 4,760</b>
<b>Task D: Meetings and Coordination</b>		
D.1	Project Meetings and Coordination	\$ 3,080
<b>Subtotal Task D</b>		<b>\$ 3,080</b>
<b>SUMMARY OF FEES:</b>		<b>\$ 34,070</b>
<b>Estimated Reimbursable Expenses:</b>		<b>\$ 2,000</b>
<b>ESTIMATED PROJECT TOTAL:</b>		<b>\$ 36,070</b>



### **Fee Footnote**

Fixed fee tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced.

### **Adjustment to Hourly Billing Rates**

RRM reserves the right to adjust hourly rates on an annual basis.

### **SERVICES AND/OR INFORMATION TO BE PROVIDED BY CLIENT**

- Current soils engineering studies
- Relevant record drawings including information on DSA application numbers for each building on campus.

### **LIMITATIONS OF SCOPE AND EXCLUSIONS**

Please note that the tasks to be performed by the RRM team are limited purely to those outlined above. Substantive changes requested by the client or changes in the client's program or direction that are inconsistent with prior approvals are subject to additional services fees. Any additional services that RRM Design Group is asked to perform over and beyond those described above will be billed on a negotiated and client-approved, fixed-fee or hourly basis.

The following services or tasks are specifically excluded from the scope:

- Bidding & construction support
- Landscape & irrigation plans
- Civil engineering (demolition, grading, erosion control plans)
- Soils engineering
- City permitting
- DSA closeout documentation

Justin Early Learners Academy School Playground Shade Structures  
Proposed Scope of Services

July 24, 2017

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If you have any questions or require clarification of the scope of services or fees outlined above, please do not hesitate to call us. If this scope of services is acceptable, please sign below indicating mutual agreement of the terms of this proposal; return one set to RRM and retain one set for your records. Thank you again for this opportunity.

Sincerely,

**RRM DESIGN GROUP**

A handwritten signature in black ink, appearing to read 'Chris Dufour', written over a horizontal line.

Chris Dufour, LEED AP  
Project Manager  
CA License No. 4993

A handwritten signature in black ink, appearing to read 'Jeff Ferber', written over a horizontal line.

Jeff Ferber, ASLA  
Principal  
CA License No. 2844

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