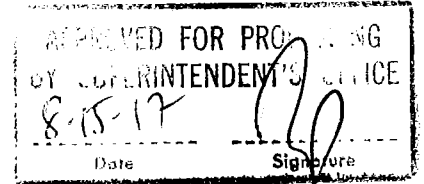


TITLE: RATIFICATION OF AGREEMENT NO. A18.091 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM DESIGN GROUP FOR SANTA SUSANA ELEMENTARY SCHOOL BUS LOOP AND PARKING LOT EXPANSION DESIGN

Business & Facilities
Consent # 16

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 design services from the firm of RRM Design Group, which is on the approved list. The attached agreement with RRM Design Group is presented to the Board of Education for ratification.

Fiscal Analysis

Agreement A18.091 (Exhibit "A") is for a **total fixed fee of \$68,760.00** for design services for Santa Susana Elementary School. 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 A18.091 for design of a bus loop and parking lot expansion for Santa Susana Elementary School with the firm of RRM Design Group.

On a motion # 27 by Trustee Blough, seconded by Trustee White and carried by a vote of 570, the Board of Education ratified, by roll-call-vote, Agreement A18.091 with the firm of RRM Design Group.

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

Absent: 6 Abstained: 6

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.091
 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") as of February 27, 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:

Santa Susana Elementary School Bus Loop and Parking Lot Expansion. Design & DSA Plancheck Approval as further described in the attached Proposal from Architect dated July 7, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is Five-Hundred Thousand Dollars (\$500,000).

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

Basic Services Phases
Conceptual Site Plan
Conceptual Landscaping Plan
Conceptual Grading Plan
Preliminary DSA Review
Construction Cost Estimate
Civil Construction Documents
Landscape Construction Documents
Electrical Construction Documents
DSA Items Required on Construction Documents
DSA Review & Approval
Choose an item.

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, 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
Conceptual Site Plan	8/10/17
Conceptual Landscaping Plan	8/25/17
Conceptual Grading Plan	9/15/17
Preliminary DSA Review	10/5/17
Construction Cost Estimate	10/15/17
Civil Construction Documents	11/15/17
Landscape Construction Documents	11/15/17
Electrical Construction Documents	11/20/17
DSA Items Required on Construction Documents	12/15/17
DSA Review & Approval	Thursday, March 01, 2018

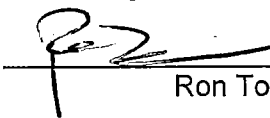
6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project is Choose an item. The Contract Price for the Assigned Project is allocated to the Basic Services Phases as follows:

Basic Services Phases	Contract Price Allocation	Percentage of Construction Budget
Conceptual Site Plan	\$8,150.00	11.8%
Conceptual Landscaping Plan	\$2,880.00	4.2%
Conceptual Grading Plan	\$4,160.00	6.05%
Preliminary DSA Review	\$2,240.00	3.26%
Construction Cost Estimate	\$2,800.00	4.07%
Civil Construction Documents	\$13,180.00	19.2%
Landscape Construction Documents	\$13,520.00	19.7%
Electrical Construction Documents	\$5,790.00	8.4%
DSA Items Required on Construction Documents	\$8,000.00	11.6%
DSA Review & Approval	\$5,040.00	7.3%
Reimbursables	\$3,000.00	4.3%
Choose an item.	Total: \$68,760.00	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 7, 2017

Transmitted via email: pedro.avila@simivalleyusd.org

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

**RE: Santa Susana Elementary School Bus and Parking Loop Improvements
Proposed Scope of Services**

Dear Pedro,

It was great meeting with you the other day to share in your vision for the expanded bus loop and parking lot. RRM is very pleased with this opportunity to continue our support for the Santa Susana Elementary School campus as we turn our focus to the front end of the campus. It is essential that this area is carefully thought out and well designed to provide the campus with the curb appeal it deserves.

PROJECT UNDERSTANDING

The District wishes to replace the existing parking lot and bus drop off loop at the campus entry along Apricot Rd. The parking expansion will target a goal of approximately 63 parking spaces in order to accommodate current staff parking demand. In addition to these improvements, the new design shall provide accessible walkways, fencing, drainage improvements, and landscaping. A site plan indicating the project limits of work is provided as an attachment to this scope of services.

The District has existing electronic topographic files in AutoCAD format available for RRM to use as backgrounds for the design. As such no further surveying is proposed at this time.

RRM anticipates that the project will require a DSA access review. RRM will coordinate with DSA as part of the schematic and working drawing stages.

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Business & Facilities, Consent #16



SCOPE OF SERVICES

Task A – Conceptual Design

Subtask A.01: Conceptual Site Plan

RRM will create a Conceptual Site Plan to illustrate proposed improvements to the parking, bus loop, sidewalks, planter areas, and fencing within the project limits of work. The plan will include a keynote legend identifying the existing proposed site elements relative to the project. The conceptual site plan will include proposed parking lot lighting locations. Included as part of this task, RRM will provide a preliminary review with DSA.

Subtask A.02: Conceptual Landscape Plan

RRM will also create a Conceptual Landscape Planting Plan based on the Conceptual Site Plan layout discussed above. The Conceptual Landscape Planting Plan will illustrate the general layout of proposed plant material. A plant legend will be provided comprising of material appropriate for the District. Additionally, water use projections and a brief narrative regarding methods of irrigating the landscape will be provided.

Subtask A.03: Conceptual Grading Plan

RRM's civil engineering group will provide a conceptual grading plan for the project. The grading plan will generally layout rough grades, paths of travel, and proposed walls.

Subtask A.04: Preliminary DSA Review

RRM's DSA correspondent will submit a DSA form 93 to DSA based on the conceptual design plans with the DSA office to elicit a preliminary review of the proposed concept. If required, RRM's project manager and/or DSA correspondent will visit the DSA office to meet in person and go over the proposed project.

Subtask A.05: 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*
- *Conceptual Landscape Plan in PDF format*
- *Conceptual Grading Plan in PDF format*
- *Preliminary DSA review and coordination*
- *One (1) opinion of probable construction cost*
- *One (1) project team meeting with District staff to review concepts*



Task B – Construction Documents

RRM's Landscape and Civil Engineering group 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.01: Construction Documents - Civil

The following is a list of anticipated civil engineering construction document elements to be included as part of the Construction Document package:

- Grading and Drainage Plan – A site plan with spot grades to cover areas where earthwork is required to accommodate new improvements. Drainage structures and piping will be provided. City/District/County standard details will be provided where applicable.
- Erosion Control Plan – Plan indicating temporary measures for protecting from sediment and erosion during construction.
- Utility Plan – A plan indicating existing known utilities including proposed modifications where required to accommodate new improvements.
- CSI Technical Specifications – Civil related technical specifications. Front end specifications shall be provided by the District

Deliverables:

- *Civil Construction Documents as listed above.*

Subtask B.02: 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:

- Landscape Site Plan and Construction Details – A site plan providing detail references, keynotes, general notes, and site dimensions. Corresponding details illustrating proposed methods of construction will accompany the plan
- Irrigation Plan – A plan diagrammatically laying out proposed irrigation equipment based on the District's approved equipment list. RRM will coordinate with maintenance staff to locate irrigation tie-in points
- Planting Plan – A plan locating proposed and existing plant material along the frontage. The plan will include a plant palette, planting notes, and corresponding details
- CSI Technical Specifications – Landscape Architectural technical specifications. Front end specifications shall be provided by the District.

Deliverables:

- *Landscape Construction Document Package*
- *Two (2) project design team meeting to review Construction Document package*

**Subtask B.03: Construction Documents - Electrical**

The following is a list of anticipated electrical construction document elements to be included as part of the Construction Document package:

- Electrical Plans – A site plan providing parking and pedestrian lighting layout with accompanying details.
- Title 24 Sheets
- CSI Technical Specifications – Electrical technical specifications. Front end specifications shall be provided by the District.

Deliverables:

- *Electrical Construction Document Package*

Subtask B.04: 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
- Fire Access Site Plan
- Project Closeout History for Campus
- Site Access Details

Deliverables:

- *Accessibility Site Plan including campus closeout history*
- *Fire Access Site Plan*
- *Site Access Details*

Task C: DSA Review**Subtask C.01: DSA Review**

RRM's DSA correspondent will coordinate the construction document package with the DSA office to work towards DSA approval. This task anticipates RRM's project manager and/or DSA correspondent will visit the DSA office to meet in person and go over the project.

Deliverables:

- *DSA Form 3, Project Submittal Checklist*
- *DSA PL 07-02 OTC Package Checklist*
- *DSA form 145*
- *DSA OTC Review Meeting*

Santa Susana Elementary School Bus and Parking Loop Improvements
Proposed Scope of Services

July 7, 2017

Page 5 of 7



TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Conceptual Design		
A.01	Conceptual Site Plan	\$ 8,150
A.02	Conceptual Landscape Plan	\$ 2,880
A.03	Conceptual Grading Plan	\$ 4,160
A.04	Preliminary DSA Review	\$ 2,240
A.05	Cost Opinion	\$ 2,800
Subtotal Task A		\$ 20,230
Construction Documents		
B.01	Construction Documents – Civil	\$ 13,180
B.02	Construction Documents – Landscape	\$ 13,520
B.03	Construction Documents – Electrical	\$ 5,790
B.04	Construction Documents – DSA	\$ 8,000
Subtotal Task B		\$ 40,490
DSA Approval		
C.01	DSA Review & Approval	\$ 5,040
Subtotal Task C		\$ 5,040
SUMMARY OF FEES:		\$ 65,760
Estimated Reimbursable Expenses:		\$3,000
ESTIMATED PROJECT TOTAL:		\$68,760

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.

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.

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 topographic survey of school site with spot elevations
- 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
- Structural engineering
- Soils engineering
- Surveying
- City permitting
- DSA Closeout Documentation



Santa Susana Elementary School Bus and Parking Loop Improvements
Proposed Scope of Services

July 7, 2017

Page 7 of 7

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

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

Jeff Ferber, ASLA
Principal
CA License No. 2844

Attachment: Site Plan

The person signing and executing this contract for the Client represents and warrants that they are duly authorized and has the legal capacity and actual authority to bind the Client to each and every term, condition and obligation of this contract and that all requirements of the Client have been fulfilled to provide such authority.

AUTHORIZATION TO PROCEED BY CLIENT REPRESENTATIVE:

Sign

Date

Print Name, Title

Billing Address (if different from mailing address)