

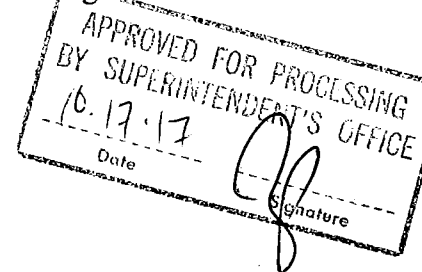
TITLE: RATIFICATION OF AGREEMENT NO. A18.349 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM DESIGN GROUP FOR DESIGN OF LANDSCAPING AND FENCING FOR WHITE OAK ELEMENTARY SCHOOL

Business & Facilities
Consent #4

October 17, 2017

Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

Improvements to the landscaping and fencing are needed at White Oak Elementary School. RRM Design Group can provide landscape architect services for design of these improvements.

Fiscal Analysis

The cost associated with Agreement No. A18.349 is a not-to-exceed fee of \$27,920.00 for design of the improvements. Said Agreement is attached as Exhibit "A". These design services will be funded with Measure X funds.

Recommendation

This item is presented for Board of Education ratification.

On a motion # 70 by Trustee LaBelle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education ratified, by roll-call-vote, Agreement A18.349 with RRM Design Group for design of landscaping and fencing for White Oak Elementary School.

Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Absent: _____

Abstained: _____

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.349
 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 September 15, 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 landscape and fencing improvements for White Oak Elementary School as further described in the attached Proposal from Architect dated August 18, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases
Surveying and Mapping
Conceptual Design Plan
Design Meetings
Construction Documents

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
As 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 and Mapping	October 10, 2017
Conceptual Design Plan	October 27, 2017
Design Meetings	December 6, 2017
Construction Documents	December 22, 2017

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:

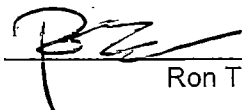
Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
Surveying and Mapping	\$3,500.00	12.5%
Conceptual Design Plan	\$3,680.00	13.2%
Design Meetings	\$1,120.00	4.0%
Construction Documents	\$19,120.00	68.5%
Reimbursables	\$ 500.00	1.8%
Choose an item.	Total Contract Price: \$27,920.00	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

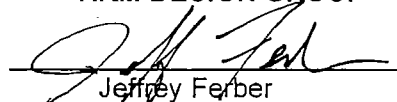
By:


 Ron Todo

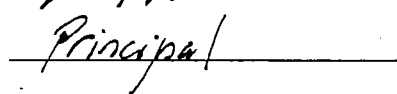
Title: Associate Superintendent, Business & Facilities

Architect
RRM DESIGN GROUP

By:


 Jeffrey Ferber

Title:


 Principal

Attachment 1



White Oak Elementary School Landscape and Fencing Proposed Scope of Services

PROJECT UNDERSTANDING

The District wishes to enhance the fencing security and curb appeal at the White Oak Elementary School. The existing chain link fencing will be removed. A combination of wire mesh fencing and metal picket fencing will be installed in place. Existing gates will be upgraded as part of these improvements. Landscaping will be provided along the northern and western frontage of the school. As part of this design, we will review the site for opportunities for enhanced courtyard spaces similar to Township Elementary School. See Attachment G for proposed limit of work.

SCOPE OF SERVICES

The following is a detailed list of tasks based on our understanding of the project.

Task C: Surveying

Subtask C.01: Topographic Survey and Mapping

RRM Survey will provide field surveying and mapping of the perimeter landscape frontages as indicated on Attachment G. Where feasible, the field survey work will be combined with surveys of other school work for which RRM is contracted. The survey will include the following detail items:

- Contours at one-foot intervals with spot elevations
- Tree trunks over four (4) inches in diameter with drip lines within the project area
- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features that occur within the project limits
- Surface evidence of utilities within project limits
- Half-width cross sections of streets adjacent to landscape frontage improvements
- Vertical and horizontal control on local agency datum if available
- Right-of-way and boundary surveying not included in this scope

Deliverables:

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

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401

p: (805) 543-1794 • f: (805) 543-4609

www.rrmdesign.com

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



White Oak Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 2 of 4

Task L: Conceptual Design

Subtask L.01: Conceptual Design Plan

RRM will create a Conceptual Design Plan to illustrate proposed fencing and landscape improvements as indicated on Attachment G. The Conceptual Design Plan will layout existing and proposed fencing. The plan will provide limits of proposed plant material as well as a plant palette. The Conceptual Design Plan will be provided in large (24x36) PDF format in basic colors for review and approval.

An initial draft of the Conceptual Design Plan will be provided to the District for review. RRM will make any necessary revisions as part of the Construction Documents.

Deliverables:

- *One (1) Conceptual Design Plan*

Subtask L.02: Project Team Design Meetings

RRM's project manager will meet with District staff to go over Conceptual Designs, Construction Documents, and other project-related topics. These meetings will likely occur on District grounds and will be coordinated in advance with District staff. These meetings will likely include discussions of multiple school projects. As such, the quantity of meetings will be limited and spread across each of the schools.

Deliverables:

- *One (1) meeting with the District staff*

Subtask L.03: Construction Documents

RRM will develop the approved Conceptual Design Plans into a set of Construction Documents. The Construction Document package will be provided to the District at 95% and Final Bid set completion levels. The following is a list of anticipated elements to be included as part of the Construction Document package.

Construction Document Package Contents:

- Demolition Plan: A site plan with instructions to contractor on demolition of existing fencing and gates
- Construction Plan: A series of site plans locating the proposed fencing and concrete curbing. Corresponding construction details will be provided. Deepened concrete mow curbs will be provided where grading dictates they be necessary
- Irrigation Plan: A plan diagrammatically laying out proposed irrigation equipment based on the District's approved equipment list. RRM will coordinate with maintenance staff on tie-in points. The plan will coordinate adjustment of the existing irrigation system based on available as-built data



White Oak Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 3 of 4

- **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:** CSI Book Specifications for pertinent sections related to the Construction Document Plans. Front end specifications shall be provided by the District
- **Cost Estimate:** An Opinion of Probable Construction Cost will be provided at the 100% design submittal stage

Deliverables:

- Construction Document Package submitted at 95%, and Final Bid stage

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 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:

- \$500

TASK AND FEE SUMMARY.

TASK	DESCRIPTION	FIXED FEE (see footnote)
Task C	Surveying	
C.01	Topographic Survey and Mapping	\$ 3,500
Task L	Landscape Design	
L.01	Conceptual Design Plan	\$ 3,680
L.02	Project Team Design Meetings	\$ 1,120
L.03	Construction Documents	\$ 19,120
SUMMARY OF FEES:		\$27,420
Estimated Reimbursable Expenses:		\$500
ESTIMATED PROJECT TOTAL:		\$27,920



White Oak Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 4 of 4

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.

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:

- Structural engineering
- Geotechnical engineering
- DSA permitting
- Construction support (to be determined)
- Record drawings

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".

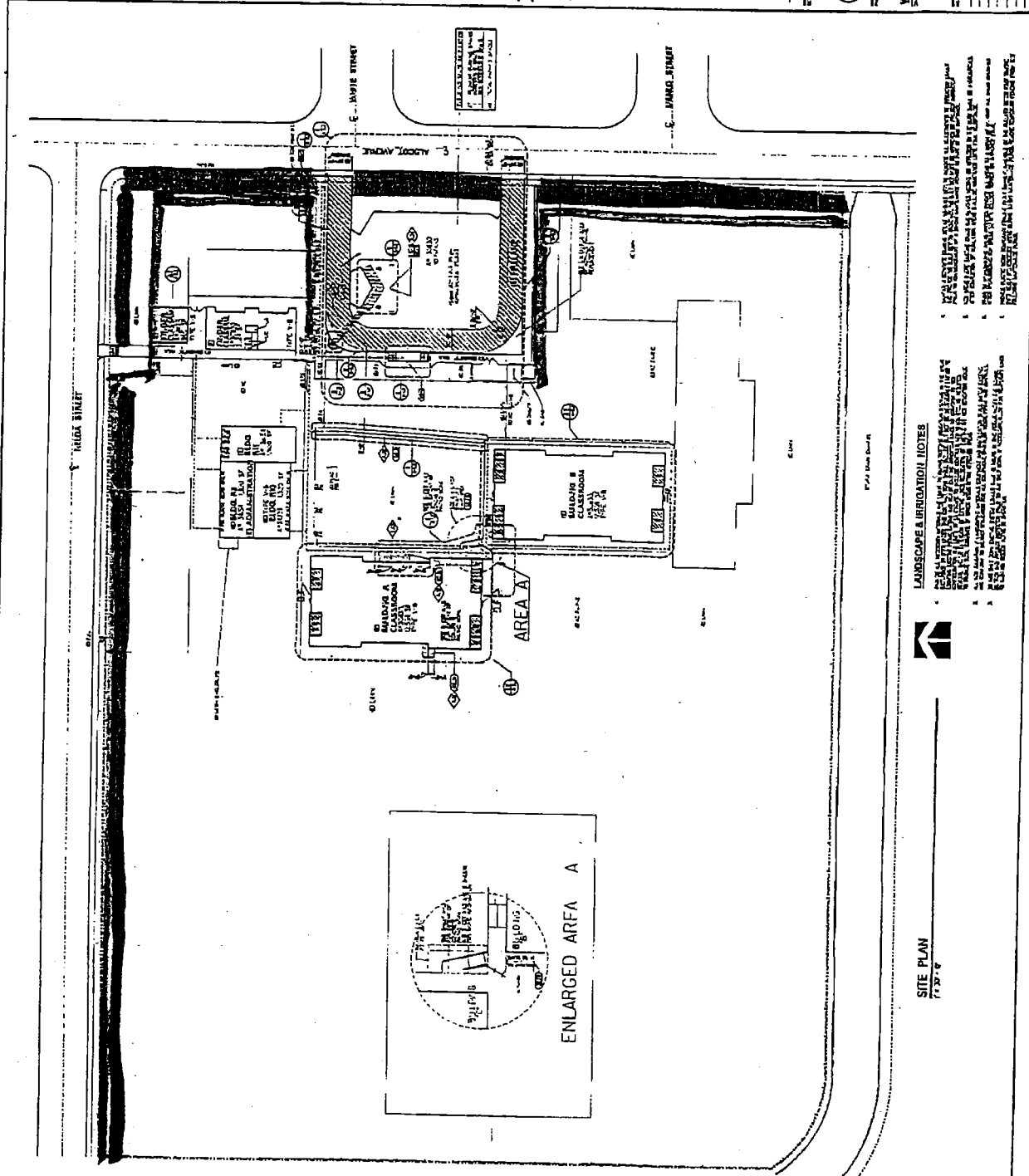
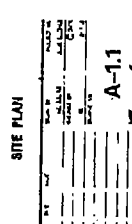
Chris Dufour, LEED AP
Project Manager
CA License No. 4993

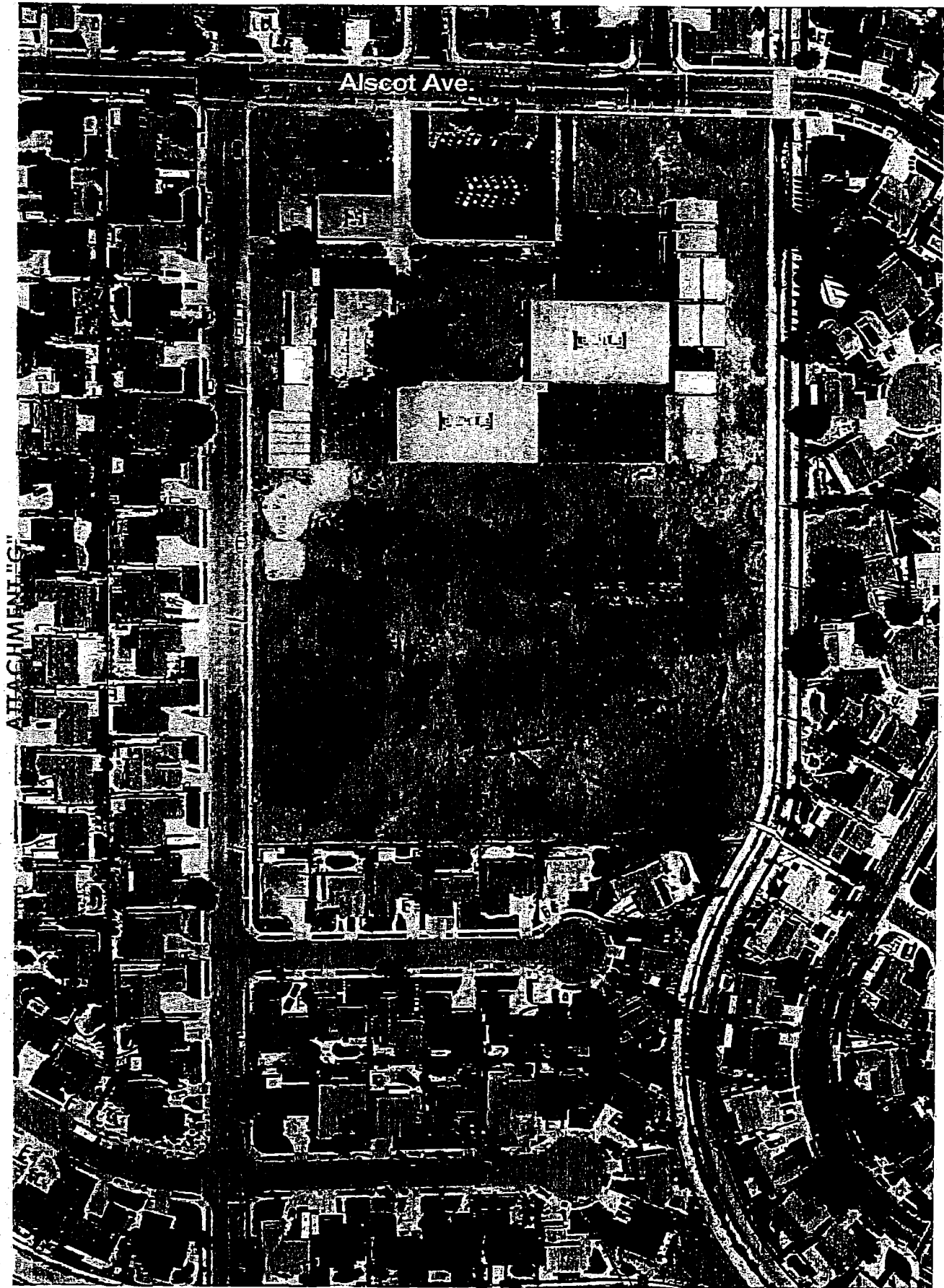
A handwritten signature in black ink, appearing to read "Jeff Ferber".

Jeff Ferber, ASLA
Principal
CA License No. 2884

Attachment G: Site Plan Markup

jmw\N:\X-FILES\X-Files-0801\X0860-01-C117-White-Oak-Elem-Landscape-Fencing\Proposals\Original-Docs\G-cd Scope White Oak-08-18-17-BPD.doc





1"=40'

White Oak Elementary

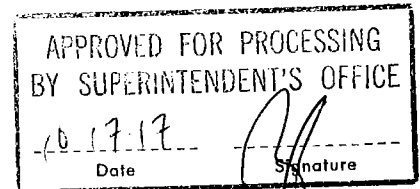
9-07-06

TITLE: RATIFICATION OF AGREEMENT NO. A18.351 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM DESIGN GROUP FOR DESIGN OF LANDSCAPING AND FENCING FOR PARK VIEW ELEMENTARY SCHOOL

Business & Facilities
Consent #6

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

Improvements to the landscaping and fencing are needed at Park View Elementary School. RRM Design Group can provide landscape architect services for design of these improvements.

Fiscal Analysis

The cost associated with Agreement No. A18.351 is a not-to-exceed fee of \$28,820.00 for design of the improvements. Said Agreement is attached as Exhibit "A". These design services will be funded with Measure X funds.

Recommendation

This item is presented for Board of Education ratification.

On a motion # 70 by Trustee LaBelle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education ratified, by roll-call-vote, Agreement A18.351 with RRM Design Group for design of landscaping and fencing for Park View Elementary School.

Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Absent: _____ Abstained: _____

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.351
 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 September 15, 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 landscape and fencing improvements for Parkview Elementary School as further described in the attached Proposal from Architect dated August 18, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases
Surveying and Mapping
Conceptual Design Plan
Design Meetings
Construction Documents

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
As 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 and Mapping	October 10, 2017
Conceptual Design Plan	October 27, 2017
Design Meetings	December 6, 2017
Construction Documents	December 22, 2017

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 and Mapping	\$3,200.00	11.1%
Conceptual Design Plan	\$3,680.00	12.8%
Design Meetings	\$1,120.00	3.9%
Construction Documents	\$20,320.00	70.5%
Reimbursables	\$ 500.00	1.7%
Choose an item.	Total Contract Price: \$28,820.00	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

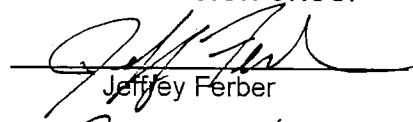
By:


Ron Todo

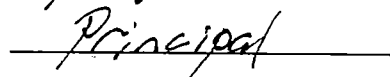
Title: Associate Superintendent, Business & Facilities

Architect
RRM DESIGN GROUP

By:


Jeffrey Ferber

Title:


Principal

Attachment 1



Park View Elementary School Landscape and Fencing Scope of Services

PROJECT UNDERSTANDING

The District wishes to enhance the fencing security and curb appeal at the Park View Elementary School. The existing chain link fencing will be removed. A combination of wire mesh fencing and metal picket fencing will be installed in place. Existing gates will be upgraded as part of these improvements. Landscaping will be provided along the street frontage of the school. As part of this design, we will review the site for opportunities for enhanced courtyard spaces similar to Township Elementary School. See Attachment E for proposed limit of work.

SCOPE OF SERVICES

The following is a detailed list of tasks based on our understanding of the project.

Task C: Surveying

Subtask C.01: Topographic Survey and Mapping

RRM Survey will provide field surveying and mapping of the perimeter landscape frontages as indicated on Attachment E. Where feasible, the field survey work will be combined with surveys of other school work for which RRM is contracted. The survey will include the following detail items:

- Contours at one-foot intervals with spot elevations
- Tree trunks over four (4) inches in diameter with drip lines within the project area
- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features that occur within the project limits
- Surface evidence of utilities within project limits
- Half-width cross sections of streets adjacent to landscape frontage improvements
- Vertical and horizontal control on local agency datum if available
- Right-of-way and boundary surveying not included in this scope

Deliverables:

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

Task L: Conceptual Design

Subtask L.01: Conceptual Design Plan

RRM will create a Conceptual Design Plan to illustrate proposed fencing and landscape improvements as indicated on Attachment E. The Conceptual Design Plan will layout existing and proposed fencing. The plan will provide limits of proposed plant material as well as a plant palette. The Conceptual Design Plan will be provided in large (24x36) PDF format in basic colors for review and approval.

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401

p: (805) 543-1794 • f: (805) 543-4609

www.rrmdesign.com

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



Park View Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 2 of 4

An initial draft of the Conceptual Design Plan will be provided to the District for review. RRM will make any necessary revisions as part of the Construction Documents.

Deliverables:

- One (1) Conceptual Design Plan

Subtask L.02: Project Team Design Meetings

RRM's project manager will meet with District staff to go over Conceptual Designs, Construction Documents, and other project related topics. These meetings will likely occur on District grounds and will be coordinated in advance with District Staff. These meetings will likely include discussions of multiple school projects. As such, the quantity of meetings will be limited and spread across each of the schools.

Deliverables:

- One (1) meeting with the District staff

Subtask L.03: Construction Documents

RRM will develop the approved Conceptual Design Plans into a set of Construction Documents. The Construction Document package will be provided to the District at 95% and Final Bid set completion levels. The following is a list of anticipated elements to be included as part of the Construction Document package.

Construction Document Package Contents:

- Demolition Plan: A site plan with instructions to contractor on demolition of existing fencing and gates
- Construction Plan: A series of site plans locating the proposed fencing and concrete curbing. Corresponding construction details will be provided. Deepened concrete mow curbs will be provided where grading dictates they be necessary
- Irrigation Plan: A plan diagrammatically laying out proposed irrigation equipment based on the District's approved equipment list. RRM will coordinate with maintenance staff on tie-in points. The plan will coordinate adjustment of the existing irrigation system based on available as-built data
- 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: CSI Book Specifications for pertinent sections related to the Construction Document Plans. Front end specifications shall be provided by the District
- Cost Estimate: An Opinion of Probable Construction Cost will be provided at the 100% design submittal stage

Deliverables:

- Construction Document Package submitted at 95%, and Final Bid stage



Park View Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 3 of 4

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 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:

- \$500

TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Task C	Surveying	
C.01	Topographic Survey and Mapping	\$ 3,200
Task L	Landscape Design	
L.01	Conceptual Design Plan	\$ 3,680
L.02	Project Team Design Meetings	\$ 1,120
L.03	Construction Documents	\$ 20,320
SUMMARY OF FEES:		\$28,320
Estimated Reimbursable Expenses:		\$500
ESTIMATED PROJECT TOTAL:		\$28,820

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.



Park View Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 4 of 4

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:

- Structural engineering
- Geotechnical engineering
- DSA permitting
- Construction support (to be determined)
- Record drawings

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".

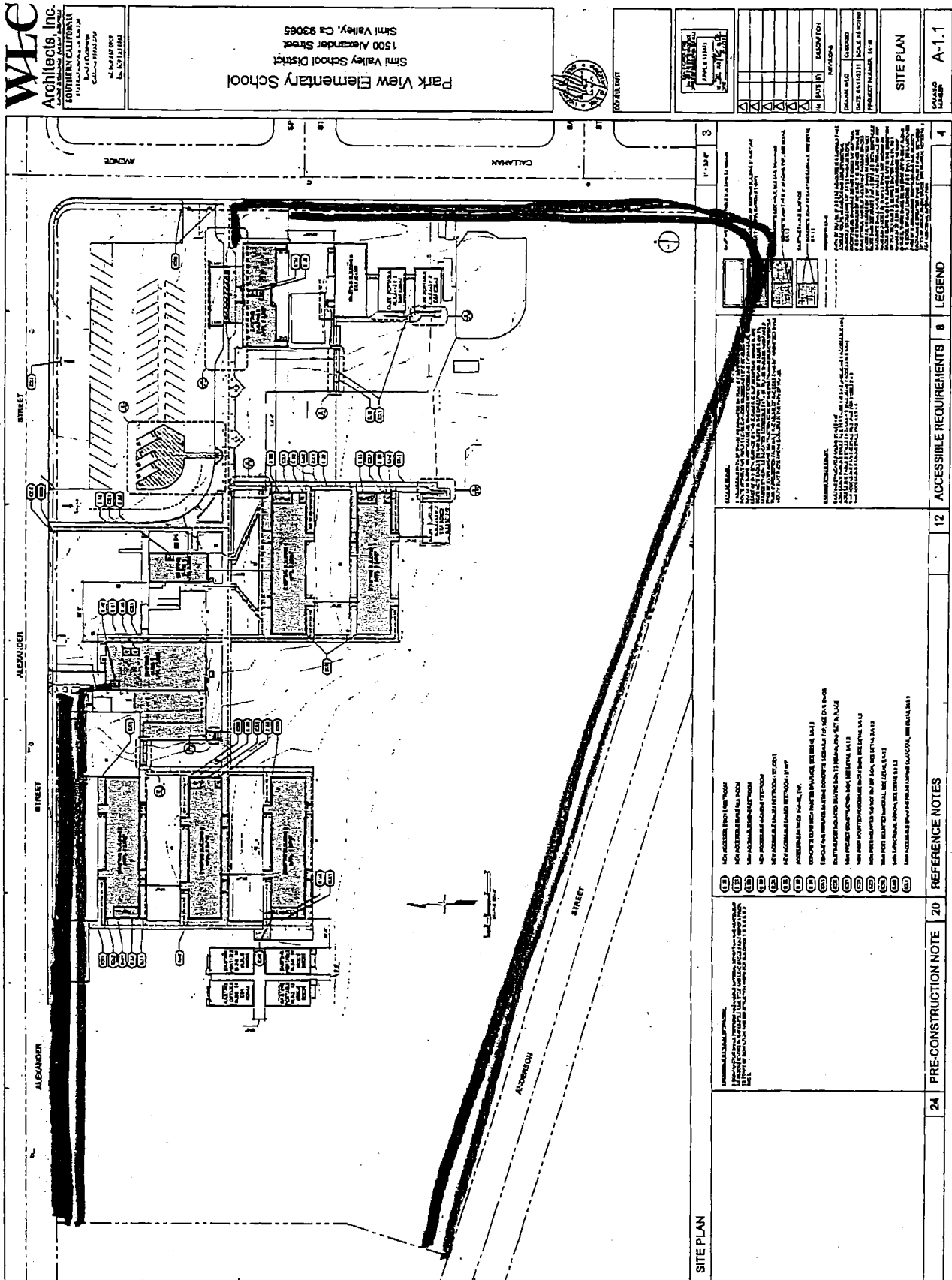
Chris Dufour, LEED AP
Project Manager
CA License No. 4993

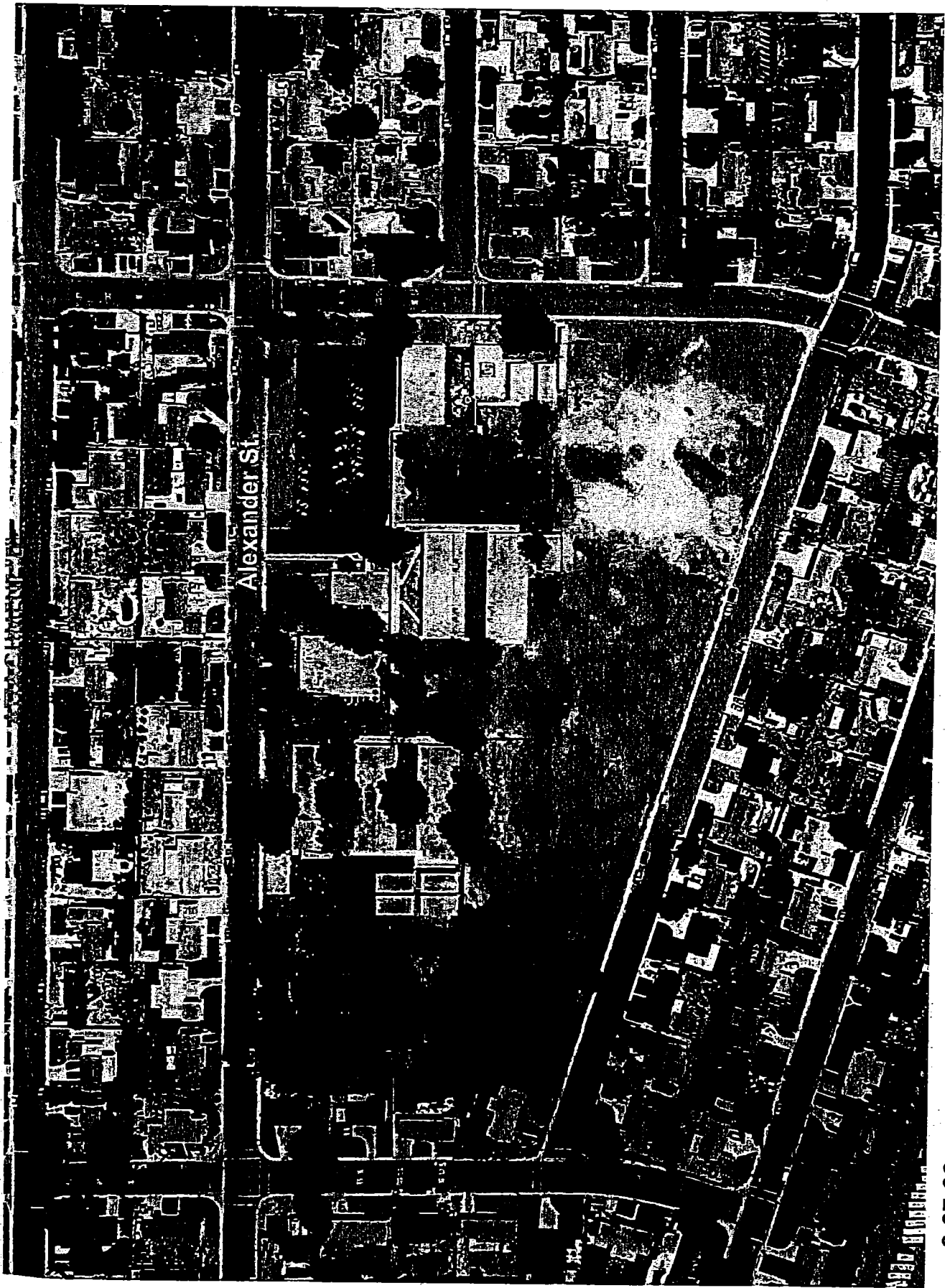
A handwritten signature in black ink, appearing to read "Jeff Ferber".

Jeff Ferber, ASLA
Principal
CA License No. 2884

Attachment E: Site Plan Markup

ATTACHMENT "E"





1"=40'

Park View Elementary

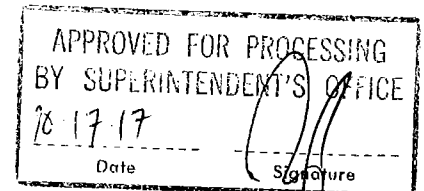
9-07-06

TITLE: RATIFICATION OF AGREEMENT NO. A18.352 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM DESIGN GROUP FOR DESIGN OF LANDSCAPING AND FENCING FOR GARDEN GROVE ELEMENTARY SCHOOL

Business & Facilities
Consent #7

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

Improvements to the landscaping and fencing are needed at Garden Grove Elementary School. RRM Design Group can provide landscape architect services for design of these improvements.

Fiscal Analysis

The cost associated with Agreement No. A18.352 is a not-to-exceed fee of \$27,420.00 for design of the improvements. Said Agreement is attached as Exhibit "A". These design services will be funded with Measure X funds.

Recommendation

This item is presented for Board of Education ratification.

On a motion # 70 by Trustee La Belle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education ratified, by roll-call-vote, Agreement A18.352 with RRM Design Group for design of landscaping and fencing for Garden Grove Elementary School.

Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Absent: _____ **Abstained:** _____

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.352
 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 September 15, 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 landscape and fencing improvements for Garden Grove Elementary School as further described in the attached Proposal from Architect dated August 18, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases
Surveying and Mapping
Conceptual Design Plan
Design Meetings
Construction Documents

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
As 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 and Mapping	October 10, 2017
Conceptual Design Plan	October 27, 2017
Design Meetings	December 6, 2017
Construction Documents	December 22, 2017

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:

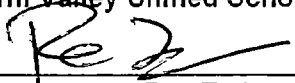
Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
Surveying and Mapping	\$3,200.00	11.7%
Conceptual Design Plan	\$3,680.00	13.4%
Design Meetings	\$1,120.00	4.1%
Construction Documents	\$18,920.00	69%
Reimbursables	\$ 500.00	1.8%
	Total Contract Price: \$27,420.00	100 %

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

District
Simi Valley Unified School District

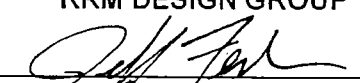
By:


 Ron Todo

Title: Associate Superintendent, Business & Facilities

Architect
RRM DESIGN GROUP

By:


 Jeffrey Ferber
 Principal

Title:

Attachment 1



Garden Grove Elementary School Landscape and Fencing Scope of Services

PROJECT UNDERSTANDING

The District wishes to enhance the fencing security and curb appeal at the Garden Grove Elementary School. The existing chain link fencing will be removed. A combination of wire mesh fencing and metal picket fencing will be installed in place. Existing gates will be upgraded as part of these improvements. Landscaping will be provided along the northern and western edges of the school. As part of this design, we will review the site for opportunities for enhanced courtyard spaces similar to Township Elementary School. See Attachment D for proposed limit of work.

SCOPE OF SERVICES

The following is a detailed list of tasks based on our understanding of the project.

Task C: Surveying

Subtask C.01: Topographic Survey and Mapping

RRM Survey will provide field surveying and mapping of the perimeter landscape frontages as indicated on Attachment D. Where feasible, the field survey work will be combined with surveys of other school work for which RRM is contracted. The survey will include the following detail items:

- Contours at one-foot intervals with spot elevations
- Tree trunks over four (4) inches in diameter with drip lines within the project area
- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features that occur within the project limits
- Surface evidence of utilities within project limits
- Half-width cross sections of streets adjacent to landscape frontage improvements
- Vertical and horizontal control on local agency datum if available
- Right-of-way and boundary surveying not included in this scope

Deliverables:

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

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401

p: (805) 543-1794 • f: (805) 543-4609

www.rrmdesign.com

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



Garden Grove Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 2 of 4

Task I: Conceptual Design

Subtask L.01: Conceptual Design Plan

RRM will create a Conceptual Design Plan to illustrate proposed fencing and landscape improvements as indicated on Attachment D. The Conceptual Design Plan will layout existing and proposed fencing. The plan will provide limits of proposed plant material as well as a plant palette. The Conceptual Design Plan will be provided in large (24x36) PDF format in basic colors for review and approval.

An initial draft of the Conceptual Design Plan will be provided to the District for review. RRM will make any necessary revisions as part of the Construction Documents.

Deliverables:

- *One (1) Conceptual Design Plan*

Subtask L.02: Project Team Design Meetings

RRM's project manager will meet with District staff to go over Conceptual Designs, Construction Documents, and other project related topics. These meetings will likely occur on District grounds and will be coordinated in advance with District Staff. These meetings will likely include discussions of multiple school projects. As such, the quantity of meetings will be limited and spread across each of the schools.

Deliverables:

- *One (1) meeting with the District staff*

Subtask L.03: Construction Documents

RRM will develop the approved Conceptual Design Plans into a set of Construction Documents. The Construction Document package will be provided to the District at 95% and Final Bid set completion levels. The following is a list of anticipated elements to be included as part of the Construction Document package.

Construction Document Package Contents:

- Demolition Plan: A site plan with instructions to contractor on demolition of existing fencing and gates
- Construction Plan: A series of site plans locating the proposed fencing and concrete curbing. Corresponding construction details will be provided. Deepened concrete mow curbs will be provided where grading dictates they be necessary
- Irrigation Plan: A plan diagrammatically laying out proposed irrigation equipment based on the District's approved equipment list. RRM will coordinate with maintenance staff on tie-in points. The plan will coordinate adjustment of the existing irrigation system based on available as-built data



Garden Grove Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 3 of 4

- 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: CSI Book Specifications for pertinent sections related to the Construction Document Plans. Front end specifications shall be provided by the District
- Cost Estimate: An Opinion of Probable Construction Cost will be provided at the 100% design submittal stage

Deliverables:

- Construction Document Package submitted at 95%, and Final Bid stage

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 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:

- \$500

TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Task C	Surveying	
C.01	Topographic Survey and Mapping	\$ 3,200
Task L	Landscape Design	
L.01	Conceptual Design Plan	\$ 3,680
L.02	Project Team Design Meetings	\$ 1,120
L.03	Construction Documents	\$ 18,920
SUMMARY OF FEES:		\$26,920
Estimated Reimbursable Expenses:		\$500
ESTIMATED PROJECT TOTAL:		\$27,420



Garden Grove Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 4 of 4

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.

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:


- Structural engineering
- Geotechnical engineering
- DSA permitting
- Construction support (to be determined)
- Record drawings

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,

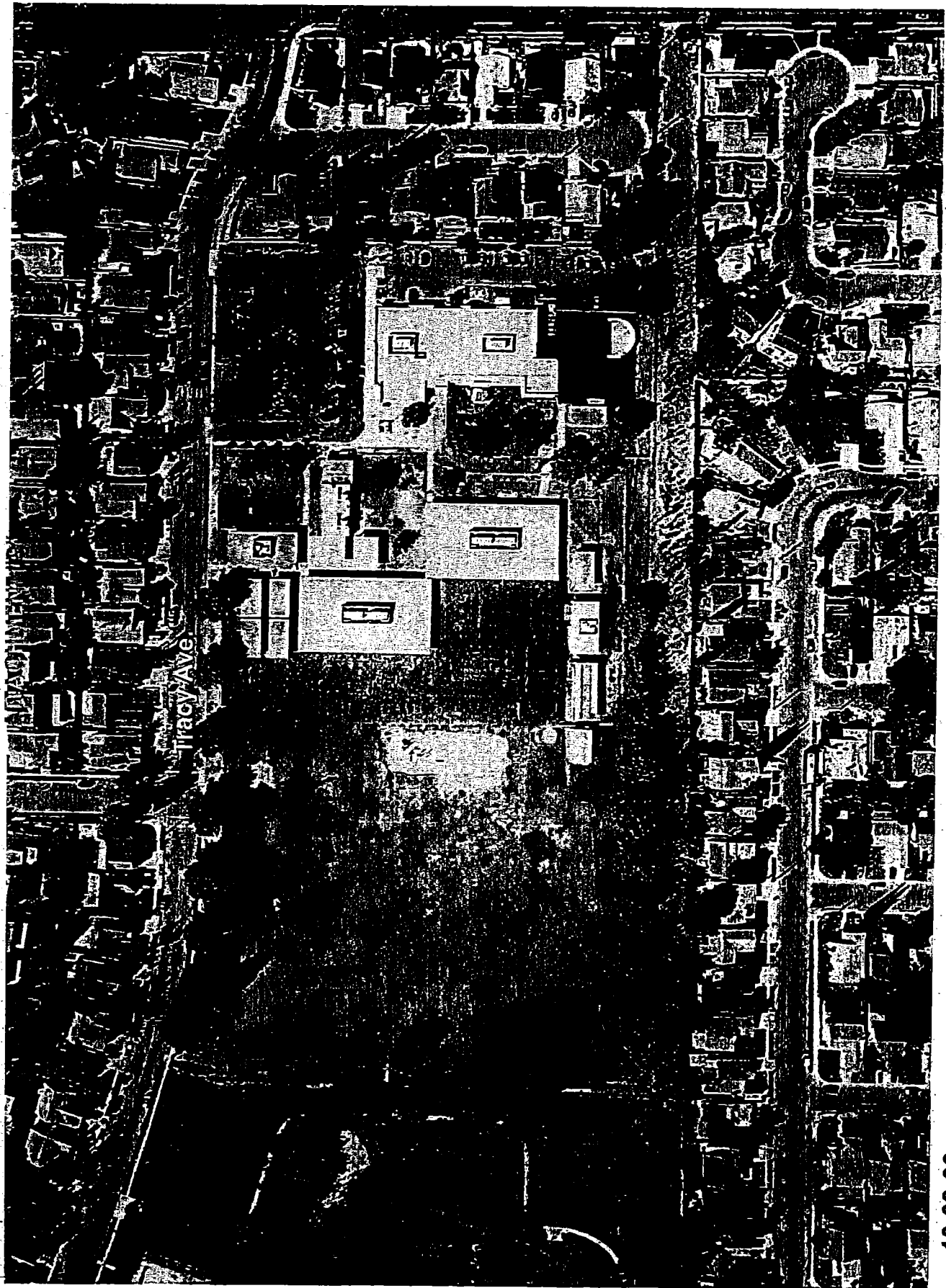
RRM DESIGN GROUP


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


Jeff Ferber, ASLA
Principal
CA License No. 2884

Attachment D: Site Plan Markup

jmwn:\X-FILES\X-Files-0801\X0839-01-C117-Garden-Grove-Elem-Landscape-Fencing\Proposals\Original+Docs\D-cd-Scope-Garden Grove-08-18-17-BPD.doc



1"=40'

"Δ"

Garden Grove Elementary

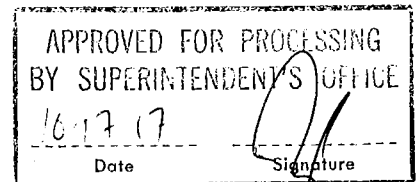
10-03-06

TITLE: RATIFICATION OF AGREEMENT NO. A18.353 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM DESIGN GROUP FOR DESIGN OF LANDSCAPING AND FENCING FOR CRESTVIEW ELEMENTARY SCHOOL

Business & Facilities
Consent #8

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

Improvements to the landscaping and fencing are needed at Crestview Elementary School. RRM Design Group can provide landscape architect services for design of these improvements.

Fiscal Analysis

The cost associated with Agreement No. A18.353 is a not-to-exceed fee of \$28,360.00 for design of the improvements. Said Agreement is attached as Exhibit "A". These design services will be funded with Measure X funds.

Recommendation

This item is presented for Board of Education ratification.

On a motion # 70 by Trustee LaBelle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education ratified, by roll-call-vote, Agreement A18.353 with RRM Design Group for design of landscaping and fencing for Crestview Elementary School.

Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Absent: _____

Abstained: _____

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.353
 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 September 15, 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 landscape and fencing improvements for Crestview Elementary School as further described in the attached Proposal from Architect dated August 18, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases
Surveying and Mapping
Conceptual Design Plan
Design Meetings
Construction Documents

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
As 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 and Mapping	October 10, 2017
Conceptual Design Plan	October 27, 2017
Design Meetings	December 6, 2017
Construction Documents	December 22, 2017


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 and Mapping	\$3,500.00	12.3%
Conceptual Design Plan	\$3,680.00	13%
Design Meetings	\$1,120.00	3.9%
Construction Documents	\$19,560.00	69%
Reimbursables	\$ 500.00	1.8%
	Total Contract Price: \$28,360.00	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.

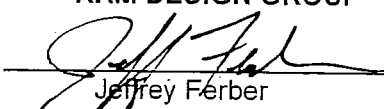
IN WITNESS WHEREOF, the District and the Architect have executed this Project Assignment Amendment as of the date set forth above.

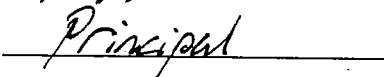
District
Simi Valley Unified School District

By: 
Ron Todo

Title: Associate Superintendent, Business & Facilities

Architect
RRM DESIGN GROUP

By: 
Jeffrey Ferber

Title: 
Principal



Attachment 1

Crestview Elementary School Landscape and Fencing Scope of Services

PROJECT UNDERSTANDING

The District wishes to enhance the fencing security and curb appeal at the Crestview Elementary School. The existing chain link fencing will be removed. A combination of wire mesh fencing and metal picket fencing will be installed in place. Existing gates will be upgraded as part of these improvements. Landscaping will be provided along the northern and western edges of the school. As part of this design, we will review the site for opportunities for enhanced courtyard spaces similar to Township Elementary School. See Attachment C for proposed limit of work.

SCOPE OF SERVICES

The following is a detailed list of tasks based on our understanding of the project.

Task C: Surveying

Subtask C.01: Topographic Survey and Mapping

RRM survey will provide field surveying and mapping of the perimeter landscape frontages as indicated on Attachment C. Where feasible, the field survey work will be combined with surveys of other school work for which RRM is contracted. The survey will include the following detail items:

- Contours at one-foot intervals with spot elevations
- Tree trunks over four (4) inches in diameter with drip lines within the project area
- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features that occur within the project limits
- Surface evidence of utilities within project limits
- Half-width cross sections of streets adjacent to landscape frontage improvements
- Vertical and horizontal control on local agency datum if available
- Right-of-way and boundary surveying not included in this scope

Deliverables:

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

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401

p: (805) 543-1794 • f: (805) 543-4609

www.rrmdesign.com

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



Crestview Elementary School Landscape and Fencing Improvements
Proposed Scope of Services

August 18, 2017

Page 2 of 4

Task L: Conceptual Design

Subtask L.01: Conceptual Design Plan

RRM will create a Conceptual Design Plan to illustrate proposed fencing and landscape improvements as indicated on Attachment C. The Conceptual Design Plan will layout existing and proposed fencing. The plan will provide limits of proposed plant material as well as a plant palette. The Conceptual Design Plan will be provided in large (24x36) PDF format in basic colors for review and approval.

An initial draft of the Conceptual Design Plan will be provided to the District for review. RRM will make any necessary revisions as part of the Construction Documents.

Deliverables:

- *One (1) Conceptual Design Plan*

Subtask L.02: Project Team Design Meetings

RRM's project manager will meet with District staff to go over Conceptual Designs, Construction Documents, and other project-related topics. These meetings will likely occur on District grounds and will be coordinated in advance with District staff. These meetings will likely include discussions of multiple school projects. As such, the quantity of meetings will be limited and spread across each of the schools.

Deliverables:

- *One (1) meeting with the District staff*

Subtask L.03: Construction Documents

RRM will develop the approved Conceptual Design Plans into a set of Construction Documents. The Construction Document package will be provided to the District at 95% and Final Bid set completion levels. The following is a list of anticipated elements to be included as part of the Construction Document package.

Construction Document Package Contents:

- Demolition Plan: A site plan with instructions to contractor on demolition of existing fencing and gates
- Construction Plan: A series of site plans locating the proposed fencing and concrete curbing. Corresponding construction details will be provided. Deepened concrete mow curbs will be provided where grading dictates they be necessary
- Irrigation Plan: A plan diagrammatically laying out proposed irrigation equipment based on the District's approved equipment list. RRM will coordinate with maintenance staff on tie-in points. The plan will coordinate adjustment of the existing irrigation system based on available as-built data



**Crestview Elementary School Landscape and Fencing Improvements
Proposed Scope of Services**

August 18, 2017

Page 3 of 4

- 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: CSI Book Specifications for pertinent sections related to the Construction Document Plans. Front end specifications shall be provided by the District
- Cost Estimate: An Opinion of Probable Construction Cost will be provided at the 100% design submittal stage

Deliverables:

- *Construction Document Package submitted at 95%, and Final Bid stage*

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 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:

- \$500

TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Task C	Surveying	
C.01	Topographic Survey and Mapping	\$ 3,500
Task L	Landscape Design	
L.01	Conceptual Design Plan	\$ 3,680
L.02	Project Team Design Meetings	\$ 1,120
L.03	Construction Documents	\$ 19,560
SUMMARY OF FEES:		\$27,860
Estimated Reimbursable Expenses:		\$500
ESTIMATED PROJECT TOTAL:		\$28,360



Crestview Elementary School Landscape and Fencing Improvements
Proposed Scope of Services

August 18, 2017

Page 4 of 4

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.

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:

- Structural engineering
- Geotechnical engineering
- DSA permitting
- Construction support (to be determined)
- Record drawings

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".

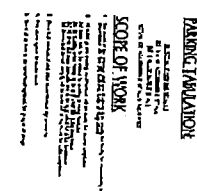
Chris Dufour, LEED AP
Project Manager
CA License No. 4993

A handwritten signature in black ink, appearing to read "Jeff Ferber".

Jeff Ferber, ASLA
Principal
CA License No. 2884

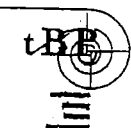
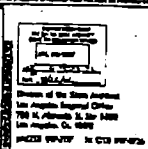
Attachment C: Site Plan Markup

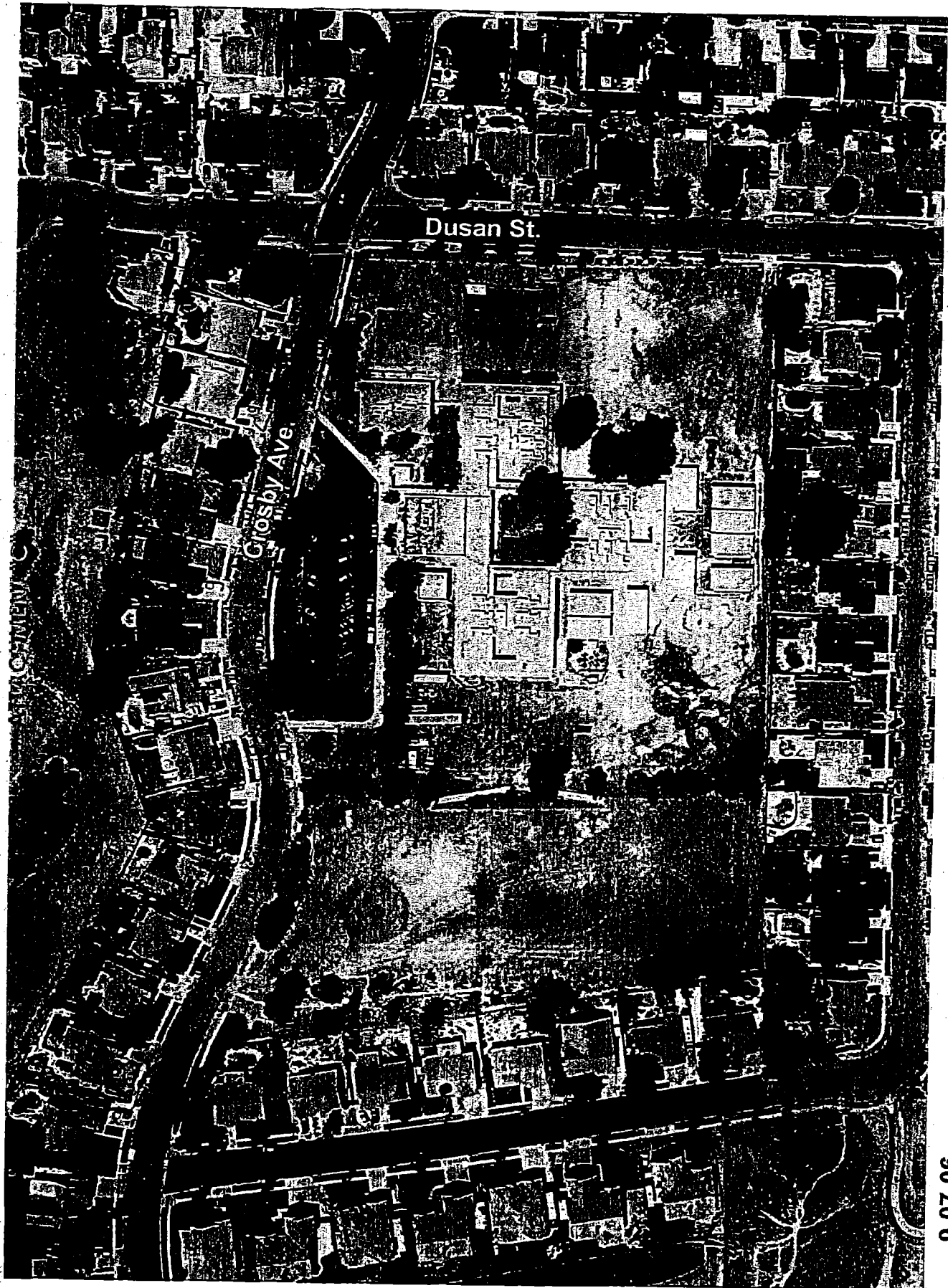
jmw\N:\X-FILES\X-Files-0801\X0838-01-Cl17-Crestview-Elem-Landscape-Fencing\Proposal\Original-Docs\C-cd-Scope-Crestview-08-18-17.doc



KNOWLEDGE	
10	What is the purpose of the <u>10</u> ?
11	What is the purpose of the <u>11</u> ?
12	What is the purpose of the <u>12</u> ?
13	What is the purpose of the <u>13</u> ?
14	What is the purpose of the <u>14</u> ?
15	What is the purpose of the <u>15</u> ?
16	What is the purpose of the <u>16</u> ?
17	What is the purpose of the <u>17</u> ?
18	What is the purpose of the <u>18</u> ?
19	What is the purpose of the <u>19</u> ?
20	What is the purpose of the <u>20</u> ?
21	What is the purpose of the <u>21</u> ?
22	What is the purpose of the <u>22</u> ?
23	What is the purpose of the <u>23</u> ?
24	What is the purpose of the <u>24</u> ?
25	What is the purpose of the <u>25</u> ?
26	What is the purpose of the <u>26</u> ?
27	What is the purpose of the <u>27</u> ?
28	What is the purpose of the <u>28</u> ?
29	What is the purpose of the <u>29</u> ?
30	What is the purpose of the <u>30</u> ?
31	What is the purpose of the <u>31</u> ?
32	What is the purpose of the <u>32</u> ?
33	What is the purpose of the <u>33</u> ?
34	What is the purpose of the <u>34</u> ?
35	What is the purpose of the <u>35</u> ?
36	What is the purpose of the <u>36</u> ?
37	What is the purpose of the <u>37</u> ?
38	What is the purpose of the <u>38</u> ?
39	What is the purpose of the <u>39</u> ?
40	What is the purpose of the <u>40</u> ?
41	What is the purpose of the <u>41</u> ?
42	What is the purpose of the <u>42</u> ?
43	What is the purpose of the <u>43</u> ?
44	What is the purpose of the <u>44</u> ?
45	What is the purpose of the <u>45</u> ?
46	What is the purpose of the <u>46</u> ?
47	What is the purpose of the <u>47</u> ?
48	What is the purpose of the <u>48</u> ?
49	What is the purpose of the <u>49</u> ?
50	What is the purpose of the <u>50</u> ?
51	What is the purpose of the <u>51</u> ?
52	What is the purpose of the <u>52</u> ?
53	What is the purpose of the <u>53</u> ?
54	What is the purpose of the <u>54</u> ?
55	What is the purpose of the <u>55</u> ?
56	What is the purpose of the <u>56</u> ?
57	What is the purpose of the <u>57</u> ?
58	What is the purpose of the <u>58</u> ?
59	What is the purpose of the <u>59</u> ?
60	What is the purpose of the <u>60</u> ?
61	What is the purpose of the <u>61</u> ?
62	What is the purpose of the <u>62</u> ?
63	What is the purpose of the <u>63</u> ?
64	What is the purpose of the <u>64</u> ?
65	What is the purpose of the <u>65</u> ?
66	What is the purpose of the <u>66</u> ?
67	What is the purpose of the <u>67</u> ?
68	What is the purpose of the <u>68</u> ?
69	What is the purpose of the <u>69</u> ?
70	What is the purpose of the <u>70</u> ?
71	What is the purpose of the <u>71</u> ?
72	What is the purpose of the <u>72</u> ?
73	What is the purpose of the <u>73</u> ?
74	What is the purpose of the <u>74</u> ?
75	What is the purpose of the <u>75</u> ?
76	What is the purpose of the <u>76</u> ?
77	What is the purpose of the <u>77</u> ?
78	What is the purpose of the <u>78</u> ?
79	What is the purpose of the <u>79</u> ?
80	What is the purpose of the <u>80</u> ?
81	What is the purpose of the <u>81</u> ?
82	What is the purpose of the <u>82</u> ?
83	What is the purpose of the <u>83</u> ?
84	What is the purpose of the <u>84</u> ?
85	What is the purpose of the <u>85</u> ?
86	What is the purpose of the <u>86</u> ?
87	What is the purpose of the <u>87</u> ?
88	What is the purpose of the <u>88</u> ?
89	What is the purpose of the <u>89</u> ?
90	What is the purpose of the <u>90</u> ?
91	What is the purpose of the <u>91</u> ?
92	What is the purpose of the <u>92</u> ?
93	What is the purpose of the <u>93</u> ?
94	What is the purpose of the <u>94</u> ?
95	What is the purpose of the <u>95</u> ?
96	What is the purpose of the <u>96</u> ?
97	What is the purpose of the <u>97</u> ?
98	What is the purpose of the <u>98</u> ?
99	What is the purpose of the <u>99</u> ?
100	What is the purpose of the <u>100</u> ?

SIMI VALLEY UNIFIED SCHOOL DISTRICT
875 EAST COCHRAN STREET
SIMI VALLEY, CA 93065





1"=30'



Crestview Elementary

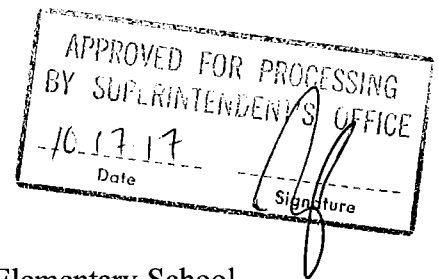
9-07-06

TITLE: RATIFICATION OF AGREEMENT NO. A18.350 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM DESIGN GROUP FOR DESIGN OF LANDSCAPING AND FENCING FOR ATHERWOOD ELEMENTARY SCHOOL

Business & Facilities
Consent #9

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
 Business & Facilities



Background Information

Improvements to the landscaping and fencing are needed at Atherwood Elementary School. RRM Design Group can provide landscape architect services for design of these improvements.

Fiscal Analysis

The cost associated with Agreement No. A18.350 is a not-to-exceed fee of \$26,860.00 for design of the improvements. Said Agreement is attached as Exhibit "A". These design services will be funded with Measure X funds.

Recommendation

This item is presented for Board of Education ratification.

On a motion # 70 by Trustee LaBelle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education ratified, by roll-call-vote, Agreement A18.350 with RRM Design Group for design of landscaping and fencing for Atherwood Elementary School.

Ayes: 4 **Motion #70 LaBelle/Blough (4/0/1)**
 Ayes: Blough, Smollen, LaBelle, Daniels;
 Noes: 0; Absent: White; Abstain: 0

Abstained: _____

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.350

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 September 15, 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 landscape and fencing improvements for Atherwood Elementary School as further described in the attached Proposal from Architect dated August 18, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases
Surveying and Mapping
Conceptual Design Plan
Design Meetings
Construction Documents
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
As 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 and Mapping	October 10, 2017
Conceptual Design Plan	October 27, 2017
Design Meetings	December 6, 2017
Construction Documents	December 22, 2017


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 and Mapping	\$3,200.00	11.9%
Conceptual Design Plan	\$3,680.00	13.7%
Design Meetings	\$1,120.00	4.2%
Construction Documents	\$18,360.00	68.3%
Reimbursables	\$ 500.00	1.9%
Choose an item.	Total Contract Price: \$26,860.00	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.

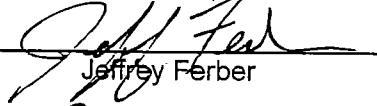
IN WITNESS HEREOF, the District and the Architect have executed this Project Assignment Amendment as of the date set forth above.

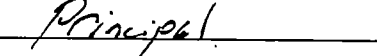
District
Simi Valley Unified School District

By: 
Ron Todo

Title: Associate Superintendent, Business & Facilities

Architect
RRM DESIGN GROUP

By: 
Jeffrey Ferber

Title: 
Principal

Attachment 1



Atherwood Elementary School Landscape and Fencing Scope of Services

PROJECT UNDERSTANDING

The District wishes to enhance the fencing security and curb appeal at the Atherwood Elementary School. The existing chain link fencing will be removed. A combination of wire mesh fencing and metal picket fencing will be installed in place. Existing gates will be upgraded as part of these improvements. Landscaping will be provided along the bulk of the western slope of the school. As part of this design, we will review the site for opportunities for enhanced courtyard spaces similar to Township Elementary School. See Attachment B for proposed limit of work.

SCOPE OF SERVICES

The following is a detailed list of tasks based on our understanding of the project.

Task C: Surveying

Subtask C.01: Topographic Survey and Mapping

RRM Survey will provide field surveying and mapping of the perimeter landscape frontages as indicated on Attachment B. Where feasible, the field survey work will be combined with surveys of other school work for which RRM is contracted. The survey will include the following detail items:

- Contours at one-foot intervals with spot elevations
- Tree trunks over four (4) inches in diameter with drip lines within the project area
- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features that occur within the project limits
- Surface evidence of utilities within project limits
- Half-width cross sections of streets adjacent to landscape frontage improvements
- Vertical and horizontal control on local agency datum if available
- Right-of-way and boundary surveying not included in this scope

Deliverables:

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



Atherwood Elementary School Landscape and Fencing
Proposed Scope of Services

August 18, 2017

Page 2 of 4

Task L: Conceptual Design

Subtask L.01: Conceptual Design Plan

RRM will create a Conceptual Design Plan to illustrate proposed fencing and landscape improvements as indicated on Attachment B. The Conceptual Design Plan will layout existing and proposed fencing. The plan will provide limits of proposed plant material as well as a plant palette. The Conceptual Design Plan will be provided in large (24x36) PDF format in basic colors for review and approval.

An initial draft of the Conceptual Design Plan will be provided to the District for review. RRM will make any necessary revisions as part of the Construction Documents.

Deliverables:

- *One (1) Conceptual Design Plan*

Subtask L.02: Project Team Design Meetings

RRM's project manager will meet with District staff to go over Conceptual Designs, Construction Documents, and other project related topics. These meetings will likely occur on District grounds and will be coordinated in advance with District Staff. These meetings will likely include discussions of multiple school projects. As such, the quantity of meetings will be limited and spread across each of the schools.

Deliverables:

- *One (1) meeting with the District staff*

Subtask L.03: Construction Documents

RRM will develop the approved Conceptual Design Plans into a set of Construction Documents. The Construction Document package will be provided to the District at 95% and Final Bid set completion levels. The following is a list of anticipated elements to be included as part of the Construction Document package.

Construction Document Package Contents:

- Demolition Plan: A site plan with instructions to contractor on demolition of existing fencing and gates
- Construction Plan: A series of site plans locating the proposed fencing and concrete curbing. Corresponding construction details will be provided. Deepened concrete mow curbs will be provided where grading dictates they be necessary.
- Irrigation Plan: A plan diagrammatically laying out proposed irrigation equipment based on the District's approved equipment list. RRM will coordinate with maintenance staff on tie-in points. The plan will coordinate adjustment of the existing irrigation system based on available as-built data
- 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



**Atherwood Elementary School Landscape and Fencing
Proposed Scope of Services**

August 18, 2017

Page 3 of 4

- CSI Technical Specifications: CSI Book Specifications for pertinent sections related to the Construction Document Plans. Front end specifications shall be provided by the District
- Cost Estimate: An Opinion of Probable Construction Cost will be provided at the 100% design submittal stage

Deliverables:

- *Construction Document Package submitted at 95%, and Final Bid stage*

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 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:

- \$500

TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Task C	Surveying	
C.01	Topographic Survey and Mapping	\$ 3,200
Task L	Landscape Design	
L.01	Conceptual Design Plan	\$ 3,680
L.02	Project Team Design Meetings	\$ 1,120
L.03	Construction Documents	\$ 18,360
SUMMARY OF FEES:		\$26,376
Estimated Reimbursable Expenses:		\$500
ESTIMATED PROJECT TOTAL:		\$26,860



**Atherwood Elementary School Landscape and Fencing
Proposed Scope of Services**

August 18, 2017

Page 4 of 4

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.

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:

- Structural engineering
- Geotechnical engineering
- DSA permitting
- Construction support (to be determined)
- Record drawings

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".

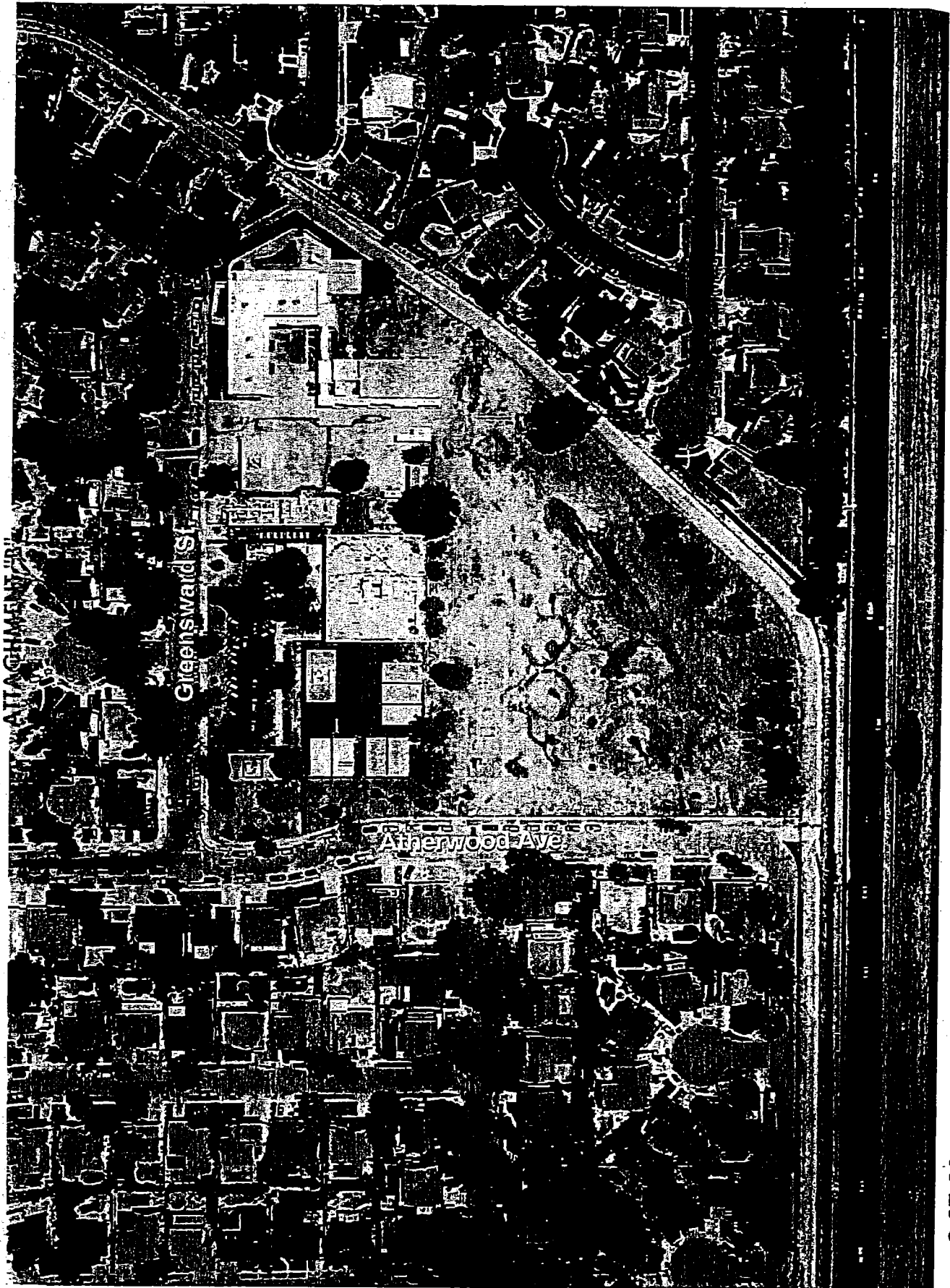
Chris Dufour, LEED AP
Project Manager
CA License No. 4993

A handwritten signature in black ink, appearing to read "Jeff Ferber".

Jeff Ferber, ASLA
Principal
CA License No. 2884

Attachment B: Site Plan Markup

jmwN:\X-FILES\X-Files-0801\X0835-01-C117-Atherwood-Elem-Landscape-Fencing\Proposals\Original-Docs\B-cd-Scope-Atherwood-08-17-17-BPD.doc



1"=40'

Atherwood Elementary

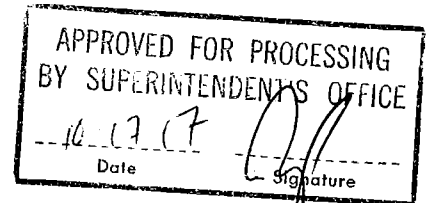
9-07-06

**TITLE: RATIFICATION OF AGREEMENT NOS. A18.354 AND A18.355
BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND RRM
DESIGN GROUP FOR DESIGN OF PHASE I AND PHASE II
FRONTAGE IMPROVEMENTS FOR KATHERINE ELEMENTARY
SCHOOL**

Business & Facilities
Consent #10

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

Improvements to the landscaping, fencing, and campus frontage are needed at Katherine Elementary School. RRM Design Group can provide landscape architect services for design of these improvements.

Fiscal Analysis

The costs associated with these agreements is as follows:

Phase I Agreement No. A18.354 not-to-exceed fee (Exhibit "A"):	\$33,660.00
Phase II Agreement No. A18.355 not-to-exceed fee (Exhibit "B"):	\$49,820.00
Total:	\$83,480.00

These design services will be funded with Measure X funds.

Recommendation

This item is presented for Board of Education ratification.

On a motion # 70 by Trustee LaBelle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education ratified, by roll-call-vote, Agreement Nos. A18.354 and A18.355 with RRM Design Group for design of landscaping, fencing, and campus frontage improvements for Katherine Elementary School.

Ayes: 4 Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Abstained:

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.354

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 September 15, 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 Phase I Campus Frontage Improvements for Katherine Elementary School as further described in the attached Proposal from Architect dated September 13, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases
Surveying and Mapping
Conceptual Site Plan
Design Meetings
Construction Documents
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
As 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 and Mapping	October 10, 2017
Conceptual Site Plan	October 27, 2017
Design Meetings	December 6, 2017
Construction Documents	December 22, 2017
Reimbursables	

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 and Mapping	\$5,500.00	16.3%
Conceptual Site Plan	\$8,600.00	25.5%
Design Meetings	\$1,000.00	3.0%
Construction Documents	\$17,760.00	52.8%
Reimbursables	\$ 800.00	2.4%
Choose an item.	Total Contract Price: \$33,660.00	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

Attachment 1



September 13, 2017

Transmitted via email: pedro.avila@simivalleyusd.org

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

**RE: Katherine Elementary School Frontage Improvements – Phase 1
Proposed Scope of Services**

Dear Pedro,

RRM Design Group greatly appreciates you taking the time to meet regarding the Katherine Elementary School and walk the site to better understand the District's goals for the campus frontage. Discussing the project with you and the principal has allowed us to fully see your vision for the campus.

PROJECT UNDERSTANDING

The District wishes to take the first phase in making several improvements to the campus frontage at Katherine Elementary School. Phase I improvements will likely include the following primary objectives:

- Replacement perimeter fencing and gates. Set back fencing in select locations to allow for additional buffer landscaping
- New landscaping and irrigation in landscape areas created between the fence and public right-of-way

This first phase anticipates a construction period prior to summer and will likely include replacement of perimeter fencing (excluding kindergarten and campus entry). Services for the following phase is provided in a separate agreement and is anticipated to be constructed over the summer.

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401

p: (805) 543-1794 • f: (805) 543-4609

www.rrmdesign.com

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



Katherine Elementary School Frontage Improvements – Phase 1
Proposed Scope of Services

September 13, 2017

Page 2 of 6

SCOPE OF SERVICES

Task A: Surveying

Subtask A.01: Topographic Survey and Mapping

RRM Survey will provide field surveying and mapping for both Phase 1 and 2 improvements. This will include the perimeter landscape frontages, and selective campus interior spaces as indicated on Attachment I. Where feasible, the field survey work will be combined with surveys of other school work for which RRM is contracted. The survey will include the following detail items:

- Contours at one-foot intervals with spot elevations
- Tree trunks over four (4) inches in diameter with drip lines within the project area
- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features that occur within the project limits
- Surface evidence of utilities within project limits
- Half-width cross sections of streets adjacent to landscape frontage improvements
- 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 B: Conceptual Design – Phase 1 and 2

Subtask B.01: Conceptual Site Plan

RRM will create a Conceptual Site Plan to illustrate proposed improvements for both phases of work. The plan will include a keynote legend identifying the existing proposed site elements relative to the project. The Conceptual Site Plan will begin to identify the future phases of construction.

As part of the Conceptual Site plan, we will provide a preliminary plant legend comprising of material appropriate for the District.

Lastly, the plan will include rough wall heights and conceptual grades in key areas where grading will occur within the project.

Task C: Project Team Design Meetings

Subtask C.01: Project Team Design Meetings

RRM's project manager will meet with District staff on an as-needed basis to go over conceptual designs, Construction Documents, and other project related topics. These meetings will likely occur on district grounds and be initiated by District staff.

Deliverables:

- *Up to one (1) meeting with the District staff*



Katherine Elementary School Frontage Improvements – Phase 1
Proposed Scope of Services

September 13, 2017

Page 3 of 6

Task D: Construction Documents – Phase 1

RRM's Landscape Architecture will develop the first phase of approved Conceptual Design Plans into a Construction Document package. This phase will focus primarily on the perimeter fencing improvements and adjacent landscaping. No DSA review is anticipated for this phase. The Construction Document package will be compiled into a single large format (24x36) PDF set to be submitted to the District at the 90% and Bid Set completion levels. The package will comprise of the following elements listed within the following subtasks:

Subtask D.01: 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:

- Demolition Plan – A site plan providing demolition and removals of fencing, gates, and hardscape where applicable
- 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 – A landscape architectural technical specifications. Front end specifications shall be provided by the District

Deliverables:

- *Landscape Construction Document Package*



Katherine Elementary School Frontage Improvements – Phase 1
Proposed Scope of Services

September 13, 2017

Page 4 of 6

TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Surveying		
A.01	Topographic Survey and Mapping	\$ 5,500
Subtotal Task A		\$ 5,500
Conceptual Design – Phase I and 2		
B.01	Conceptual Site Plan	\$ 8,600
Subtotal Task B		\$ 8,600
Project Team Design Meetings		
C.01	Project Team Design Meetings	\$ 1,000
Subtotal Task C		\$ 1,000
Construction Documents – Phase I		
D.01	Construction Documents – Landscape	\$ 17,760
Subtotal Task D		\$ 17,760
SUMMARY OF FEES:		\$32,860
Estimated Reimbursable Expenses:		\$800
ESTIMATED PROJECT TOTAL:		\$33,660

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.



Katherine Elementary School Frontage Improvements – Phase 1

Proposed Scope of Services

September 13, 2017

Page 5 of 6

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 and construction support
- DSA review for Phase I
- Phase 2 Design (Separate agreement)
- Drainage analysis
- Stormwater Quality Report (not anticipated)
- Soils engineering
- Surveying
- City permitting
- DSA closeout documentation
- Right-of-way and boundary surveying not included in this scope



Katherine Elementary School Frontage Improvements – Phase 1
Proposed Scope of Services

September 13, 2017

Page 6 of 6

If you have any questions or require clarification of the scope of services or fees outlined above, please do not hesitate to call us. Thank you again for this opportunity.

Sincerely,

RRM DESIGN GROUP

A handwritten signature in black ink, appearing to read 'Chris Dufour'.

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

A handwritten signature in black ink, appearing to read 'Jeff Ferber'.

Jeff Ferber, ASLA
Principal
CA License No. 2844

Attachment I: Site Plan Markup

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:

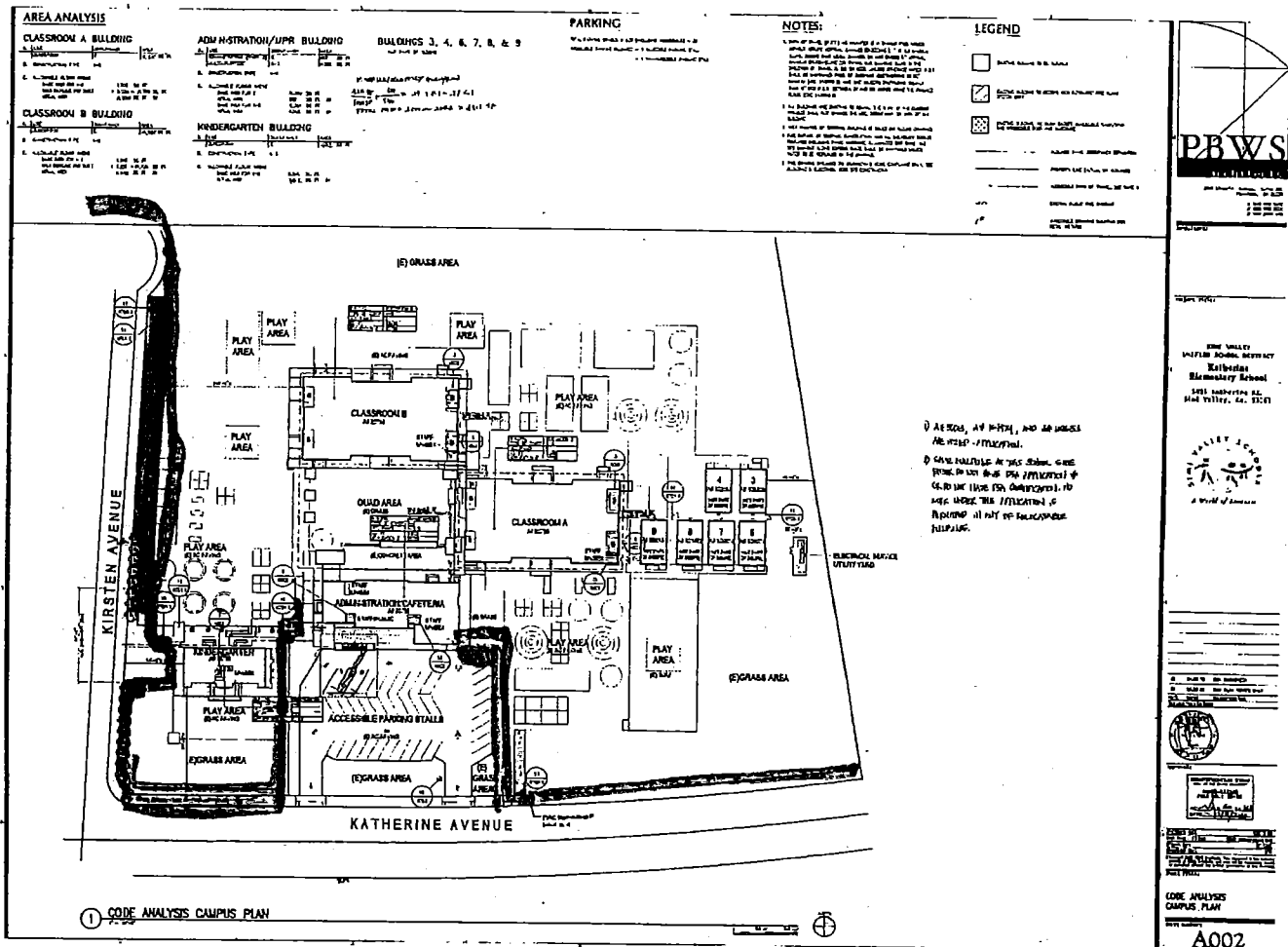
Sign

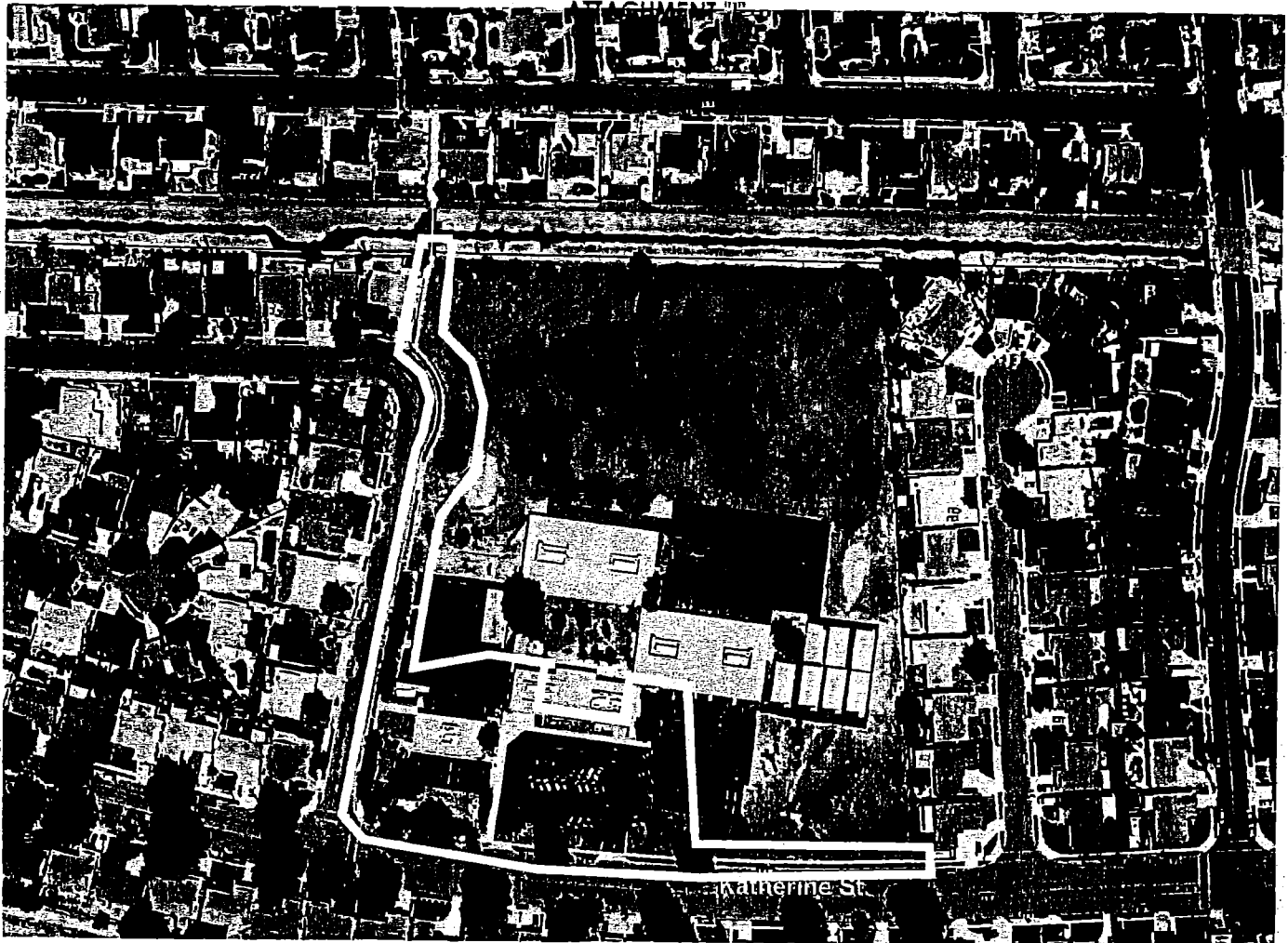
Date

Print Name, Title

jmw\\slofiles-sr\\non-site\\X-FILES\\X-Files-0801\\X0843-01-C11 7-Katherine-Elem-Landscape-Fencing\\Proposal\\Original-Docs\\cd-Katherine-Scope-09-13-17-BPD - Ph 1.docx

ATTACHMENT "I"





9-07-06

Katherine Elementary



1"=40'

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.355

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 September 15, 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 Phase II Campus Frontage Improvements for Katherine Elementary School as further described in the attached Proposal from Architect dated September 13, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases
Design Meetings
Construction Documents - Civil
Construction Documents - Landscape
Construction Documents - Electrical
100% Plans for DSA
DSA Review & Approval
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
As 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
Design Meetings	December 6, 2017
Construction Documents - Civil	December 19, 2017
Construction Documents - Landscape	December 19, 2017
Construction Documents - Electrical	December 19, 2017
100% Plans for DSA	January 4, 2018
DSA Review & Approval	April 6, 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:

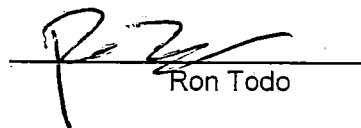
Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
Design Meetings	\$1,930	3.9%
Construction Documents - Civil	\$9,350	18.8%
Construction Documents - Landscape	\$20,420	41%
Construction Documents - Electrical	\$2,860	5.7%
100% Plans for DSA	\$7,520	15.1%
DSA Review & Approval	\$6,940	13.9%
Reimbursables	\$ 800	1.6%
	Total Contract Price: \$49,820	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

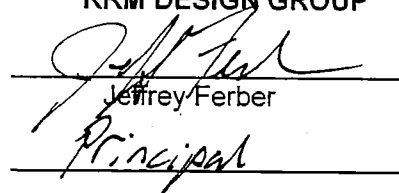
By:


Ron Todo

Title: Associate Superintendent, Business & Facilities

Architect
RRM DESIGN GROUP

By:


Jeffrey Ferber
Principal

Title:

Attachment 1



September 13, 2017

Transmitted via email: pedro.avila@simivalleyusd.org

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

**RE: Katherine Elementary School Frontage Improvements – Phase 2
Proposed Scope of Services**

Dear Pedro,

RRM Design Group presents you with the second of two proposals for providing design services for Katherine Elementary.

PROJECT UNDERSTANDING

The District wishes to make several improvements to the campus entry. Improvements will likely include the following primary objectives:

- Completion of the replacement perimeter fencing and gates at kindergarten and select areas not completed in Phase I. Set back fencing in select locations to allow for additional buffer landscaping
- Provide retaining walls along selected edges of parking lot and kindergarten play yard
- Provide additional pedestrian access walkway, ramp, and/or staircase-adjacent fire access gate. Walkway will tie in with existing walkway at parking lot adjacent redwood grove
- Revise location of perimeter school fencing at campus entry to enhance security
- Provide new staircase and walkway to improve pedestrian access between kindergarten classrooms
- Enhance front of campus to provide a public courtyard space for parents waiting on children
- Installation of new electronic message kiosk at campus front

RRM anticipates that this phase of the project will require a DSA access review. As such, RRM will coordinate with DSA during the working drawing stage. The schedule for this phase anticipates construction during the summer construction period.

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401

p: (805) 543-1794 • f: (805) 543-4609

www.rrmdesign.com

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



Katherine Elementary School Frontage Improvements – Phase 2
Proposed Scope of Services

September 13, 2017

Page 2 of 7

SCOPE OF SERVICES

Task A: Project Team Design Meetings

Subtask C.01: Project Team Design Meetings

RRM's project manager will meet with District staff on an as-needed basis to go over Construction Documents, and other project related topics. These meetings will likely occur on district grounds and be initiated by District staff.

Deliverables:

- *Up to two (2) meetings with the District staff*

Task B: Construction Documents – Phase 2

RRM Landscape Architecture and Civil Engineering will develop the second phase of Construction Documents based on the approved conceptual design. The Construction Document package will be compiled into a single large format (24x36) PDF set to be submitted to the District at the 90% and Bid Set completion levels. The package will comprise of the following elements listed within the subtasks below.

Subtask B.01: Construction Documents – Civil

RRM Civil Engineering will provide a Civil Improvement Plan showing grades, new hardscape, and ADA accessibility features as provided by RRM Landscape Architecture. Civil engineering will work with the landscape architecture group in determining the scope and amount of hardscape improvements needed. We anticipate the following items included in the civil scope and that the civil plan will be included and made a part of the architectural plan set.

RRM Structural and Civil engineering will provide detailing and structural calculations for the proposed site walls.

Deliverables:

- *Civil Improvement Plan(s)*
 - *Grading & Drainage Plan*
 - *Grades, construction notes*
 - *ADA paths of travel and ramps if needed*
 - *Retaining Wall Profiles*
 - *Structural Calculations on Walls*
 - *Sections and Details necessary for construction*



Katherine Elementary School Frontage Improvements – Phase 2
Proposed Scope of Services

September 13, 2017

Page 3 of 7

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:

- Demolition Plan – A site plan providing demolition and removals of fencing, gates, and hardscape where applicable
- 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*

Subtask B.03: Construction Documents – Electrical

RRM's electrical consultant will provide electrical plans for providing power to a proposed electronic message kiosk similar to the existing one at Santa Susana Elementary School. The plans will also include any proposed site lighting at the revised campus entry courtyard. 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
Note: *Front end specifications shall be provided by the District*

Deliverables:

- *Electrical Construction Document Package*



Katherine Elementary School Frontage Improvements – Phase 2
Proposed Scope of Services

September 13, 2017

Page 4 of 7

Task F: DSA Plans and Review

Subtask F.01: DSA Plans

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

Subtask F.02: 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 office visit; one (1) visit
- DSA Form 3, Project Submittal Checklist
- DSA PL 07-02 OTC Package Checklist
- DSA Form 145
- DSA OTC Review Meeting



Katherine Elementary School Frontage Improvements – Phase 2
Proposed Scope of Services

September 13, 2017

Page 5 of 7

TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Project Team Design Meetings		
A.01	Project Team Design Meetings	\$ 1,930
Subtotal Task C		\$ 1,930
Construction Documents – Phase 2		
E.01	Construction Documents – Civil	\$ 9,350
E.02	Construction Documents – Landscape	\$ 20,420
E.03	Construction Documents – Electrical	\$ 2,860
Subtotal Task E		\$ 32,630
DSA Plans and Review		
F.01	DSA Plans	\$ 7,520
F.02	DSA Review	\$ 6,940
Subtotal Task F		\$ 14,460
SUMMARY OF FEES:		\$49,020
Estimated Reimbursable Expenses:		\$800
ESTIMATED PROJECT TOTAL:		\$49,820

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.



**Katherine Elementary School Frontage Improvements – Phase 2
Proposed Scope of Services**

September 13, 2017

Page 6 of 7

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:

- Surveying (provided in phase I)
- Bidding and construction support
- Phase I improvements (campus perimeter fencing)
- Drainage analysis
- Stormwater Quality Report (not anticipated)
- Soils engineering
- Surveying
- City permitting
- DSA closeout documentation
- Right-of-way and boundary surveying not included in this scope



Katherine Elementary School Frontage Improvements – Phase 2
Proposed Scope of Services

September 13, 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. Thank you again for this opportunity.

Sincerely,

RRM DESIGN GROUP

A handwritten signature in black ink, appearing to read 'Chris Dufour', with a long horizontal line extending to the right.

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

A handwritten signature in black ink, appearing to read 'Jeff Ferber', with a long horizontal line extending to the right.

Jeff Ferber, ASLA
Principal
CA License No. 2844

Attachment I: Site Plan Markup

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.

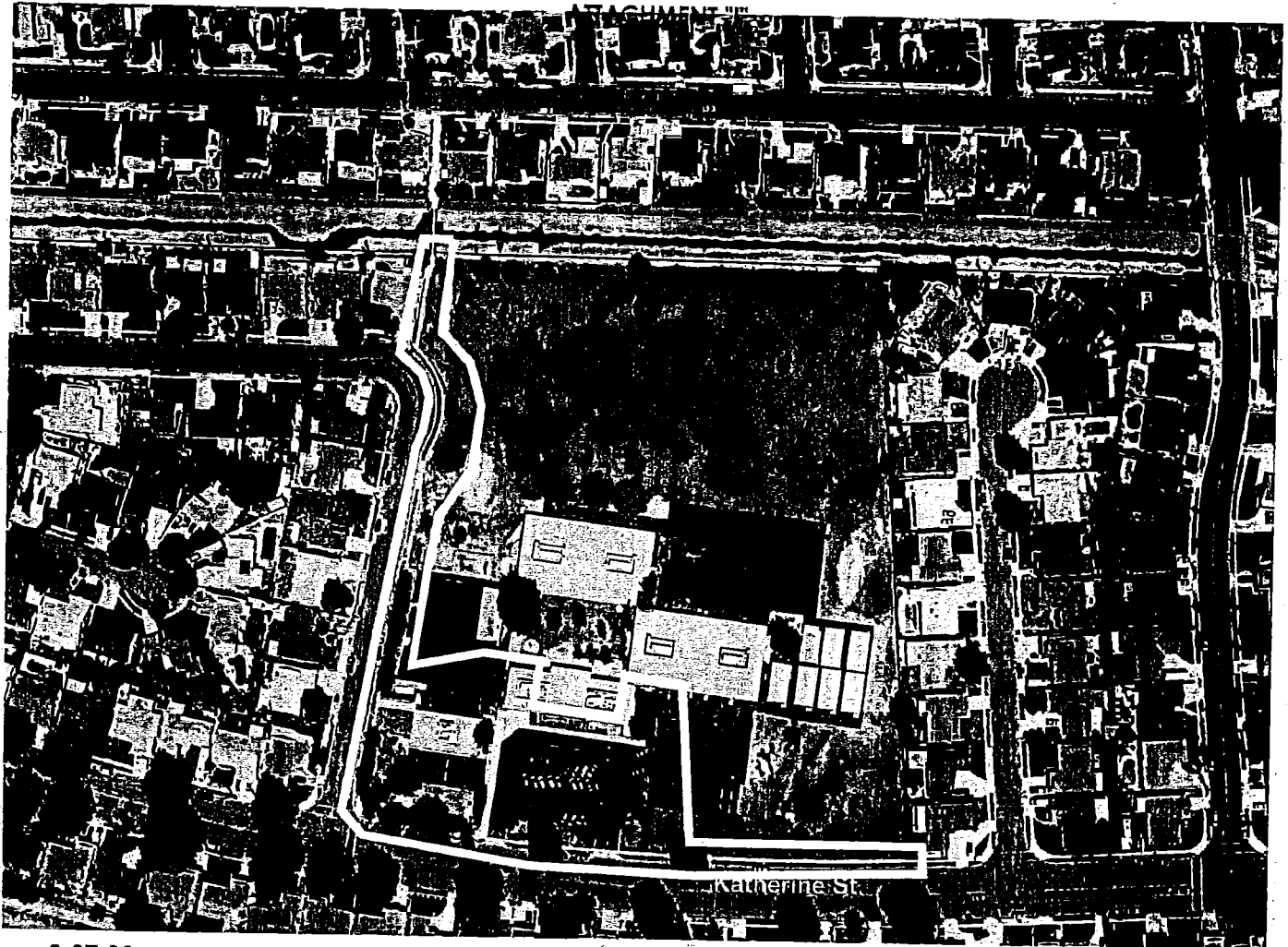
AUTHORIZATION TO PROCEED BY CLIENT REPRESENTATIVE:

Sign

Date

Print Name, Title

jmw\\slofiles-sr\\on-site\\X-FILES\\X-Files-0801\\X0843-01-C117-Katherine-Elem-Landscape-Fencing\\Proposals\\Original-Docs\\cd-Katherine-Scope-09-13-17-BPD - Ph 2.docx



9-07-06

Katherine Elementary



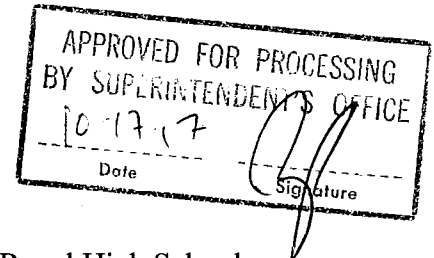
1"=40'

TITLE: RATIFICATION OF AGREEMENT NO. A18.358 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS FOR SCHEMATIC AND PRELIMINARY DESIGN OF LANDSCAPING AT ROYAL HIGH SCHOOL

Business & Facilities
Consent #11

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

Improvements to the landscaping located at the east side of the campus at Royal High School are needed. Jordan, Gilbert & Bain Landscape Architects can provide design services for these improvements.

Fiscal Analysis

The cost associated with Agreement No. A18.358 is a fixed fee of \$31,380.00 for design of schematic and preliminary plans for the improvements. Said Agreement is attached as Exhibit "A". These design services will be funded with Measure X funds.

Recommendation

This item is presented for Board of Education ratification.

On a motion # 70 by Trustee LaBelle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education ratified, by roll-call-vote, Agreement A18.358 with Jordan, Gilbert & Bain Landscape Architects for design of schematic and preliminary plans for landscaping improvements at the east side of the campus for Royal High School.

Ayes: 4 Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Abstained: _____

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.358
 TO
 AGREEMENT FOR ON-GOING ARCHITECTURAL SERVICES

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and Jordan, Gilbert & Bain Landscape Architects, Inc. Landscape Architect ("Architect") as of September 15, 2017.

Whereas, the District entered into a written Agreement entitled Agreement A17.423 for On-Going Landscape Architect 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: **Royal High School East Area Landscape Improvements Schematic & Preliminary Plans & Estimate** per the attached Proposal (Attachment 1) from Architect dated September 5, 2017.
2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not identified at the time of execution of this agreement.
3. **Assigned Project Basic Services.** The Basic Services Phases for the Assigned Project are:

Basic Services Phases - Plans & Estimate Preparation
Schematic Landscape Plans
Preliminary Landscape Plans
Schematic and Preliminary Ticket Booth Plans
Plans for parking lot upgrades.
Landscape Planting Plans for the East Parking Lot Area
Estimate of Probable Construction Cost
Meetings with District
Perspective Sketches for Ticket Booth

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
As 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
Schematic Landscape Plans	Friday, September 29, 2017
Preliminary Landscape Plans	Friday, October 13, 2017
Schematic and Preliminary Ticket Booth Plans	Friday, October 20, 2017
Plans for parking lot upgrades.	Saturday, October 28, 2017
Landscape Planting Plans for the East Parking Lot Area	Thursday, November 09, 2017
Estimate of Probable Construction Cost	Friday, November 24, 2017
Meetings with District	Friday, January 19, 2018
Perspective Sketches for Ticket Booth	Friday, November 10, 2017

6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project is a lump sum fixed price of Thirty-One Thousand Three-Hundred Eighty Dollars (\$31,380.00). 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
Schematic and Preliminary Ticket Booth Plans	\$8,850	28.2%
Plans for parking lot upgrades.	\$9,500	30.3%
Landscape Planting Plans for the East Parking Lot Area	\$6,250	19.9%
Estimate of Probable Construction Cost	\$1,740	5.5%
Meetings with District	\$2,160	6.9%
Perspective Sketches for Ticket Booth	<u>\$2,880</u>	<u>9.2%</u>
Total Contract Price:	\$31,380	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.

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

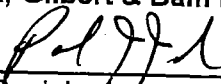
By:


Ron Todo

Title: Associate Superintendent, Business & Facilities

Architect
Jordan, Gilbert & Bain Landscape Architects

By:


Paul Jordan

Title: President

Attachment 1

PROPOSAL FOR LANDSCAPE ARCHITECTURAL SERVICE – September 5, 2017

PROJECT: Royal High East Area Landscape Improvements

LANDSCAPE ARCHITECTS: JORDAN, GILBERT & BAIN
LANDSCAPE ARCHITECTS, INC.
459 NORTH VENTURA AVENUE
VENTURA, CALIFORNIA 93001

CLIENT: Simi Valley Unified School district
875 Cochran Street
Simi Valley, CA 93065

ATTENTION: Pedro Avila

Project Overview:

Prepare schematic / preliminary landscape plans for the east side of Royal High School. The design intent is to continue the phase 2 fencing and pilaster design along the east side of the campus. Entry trellis features will be developed at major access points from the east parking area. The design of this phase will include the entry design of the quad area between the gym and MPR building, a ticket booth design to the athletic fields, and the planting upgrades of the adjacent parking area.

A. SCOPE OF WORK:

The services of the Landscape Architect shall include necessary professional services such as consultations, preparation of schematic designs, preliminary design plans, cost estimates, and design review meeting with the district. The following is a description of the proposed deliverables:

- A. A schematic and preliminary landscape plan showing the fencing, pilasters, and entry features along the east side of the campus.
- B. A schematic and preliminary landscape plan of the entry to the new quad area between the MPR building and the gym.
- C. Schematic and preliminary plans for a new ticket booth at the entrance to the Athletic fields.
- D. Upgrades to the parking lot east of the ticket booth.
- E. Landscape planting designs for the existing landscape areas throughout the east parking areas.
- F. Estimate of probable construction cost.
- G. Meetings with the district to discuss the schematic and preliminary designs.
- H. Perspective sketches that illustrate the entry features and the propose ticket booth.

B. FURNISHED BY DISTRICT:

The district will provide a survey of the project area the can be used as the base work for the designs.

C. COMPENSATION FOR LANDSCAPE ARCHITECTURAL SERVICES

ROYAL HIGH SCHOOL EAST SIDE LANDSCAPE IMPROVEMENTS
September 5, 2017
PAGE 2 OF 2

Fee for the Landscape Architectural services shall be a fixed price of \$31,380. To be billed as
Per the requirements of the On-Call Service Agreement.

REQUIRED NOTIFICATION

Landscape Architects are regulated by the State of California. Any questions concerning a
Landscape Architect may be referred to the Landscape Architects Technical Committee at:
Landscape Architects Technical Committee, 2420 Del Paso Road, Suite 105, Sacramento, California
95834, (916) 575-7230.

BY: Paul Joran DATE September 5, 2017
PAUL JORAN, LANDSCAPE ARCHITECT #1443
JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS, INC.

~~Abstained:~~

PROJECT ASSIGNMENT AMENDMENT (PAA)
AGREEMENT NO. A18.369

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 September 15, 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 frontage improvements for Wood Ranch Elementary School as further described in the attached Proposal from Architect dated September 15, 2017 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not available at the time of execution of this agreement.

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

Basic Services Phases	
Surveying and Mapping	
Conceptual Design Plan	
Design Meetings	
Landscape Construction Documents	
Civil Construction Documents	

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
As 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 and Mapping	October 10, 2017
Conceptual Design Plan	October 27, 2017
Design Meetings	December 6, 2017

Basic Services Phases	Completion Date
Landscape Construction Documents	December 22, 2017
Civil Construction Documents	December 22, 2017

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 and Mapping	\$3,200.00	8.9%
Conceptual Design Plan	\$4,340.00	12.1%
Design Meetings	\$1,250.00	3.5%
Landscape Construction Documents	\$24,070.00	67.1%
Civil Construction Documents	\$2,500.00	7%
Reimbursables	\$ 500.00	1.4%
	Total Contract Price: \$35,860.00	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

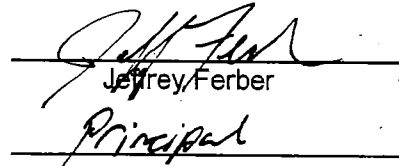
By:


Ron Todo

Title: Associate Superintendent, Business & Facilities

Architect
RRM DESIGN GROUP

By:


Jeffrey Ferber
Principal

Title:

Attachment 1



September 15, 2017

Transmitted via email: pedro.avila@simivalleyusd.org

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

**RE: Wood Ranch Elementary School Frontage Improvements
Proposed Scope of Services**

Dear Pedro,

RRM Design Group greatly appreciates this opportunity to provide the following scope of services to the District's for the proposed upgrade for the campus frontage of Wood Ranch Elementary School.

PROJECT UNDERSTANDING

The District wishes to enhance the landscaping, fencing, and pedestrian access into the Wood Ranch Elementary School. Landscaping will be provided along the southern street frontage at the entry. Additionally, the District wishes to provide a more direct pedestrian walkway/staircase at the project entry. See Attachment H for the proposed limit of work. DSA review and permitting is not anticipated for this project.

SCOPE OF SERVICES

The following is a detailed list of tasks based on our understanding of the project.

Task S: Surveying

Subtask S.01: Topographic Survey and Mapping

RRM Survey will provide field surveying and mapping of the perimeter landscape frontages as indicated on Attachment H. Where feasible, the field survey work will be combined with surveys of other school work for which RRM is contracted. The survey will include the following detail items:

- Contours at one-foot intervals with spot elevations
- Tree trunks over four (4) inches in diameter with drip lines within the project area



Wood Ranch Elementary School Frontage Improvements

Scope of Services

September 15, 2017

Page 2 of 5

- Structures, fences, walks, curbs, gutters, edge of pavement, utility poles, and other pertinent planimetric features that occur within the project limits
- Surface evidence of utilities within project limits
- Half-width cross sections of streets adjacent to landscape frontage improvements
- 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 L: Landscape Design**Subtask L.01: Conceptual Design Plan**

RRM will create a Conceptual Design Plan to illustrate proposed fencing, pedestrian walkway/staircase, and landscape improvements along the right side of the main drive as indicated on Attachment H. The Conceptual Design Plan will layout existing and proposed fencing. The plan will provide limits of proposed plant material as well as a plant palette. The Conceptual Design Plan will be provided in large (24x36) PDF format in basic colors for review and approval.

An initial draft of the Conceptual Design Plan will be provided to the District for review. RRM will make any necessary revisions as part of the Construction Documents.

Deliverables:

- *One (1) Conceptual Design Plan*

Subtask L.02: Project Team Design Meetings

RRM's project manager will meet with District staff to go over Conceptual Designs, Construction Documents, and other project related topics. These meetings will occur on District grounds and will be coordinated in advance with District Staff.

Deliverables:

- *One (1) meeting with the District staff*

Subtask L.03: Landscape Construction Documents

RRM will develop the approved Conceptual Design Plans into a set of Construction Documents. The Construction Document package will be provided to the District at 95% and Final Bid set completion levels. The following is a list of anticipated elements to be included as part of the Construction Document package.



Wood Ranch Elementary School Frontage Improvements

Scope of Services

September 15, 2017

Page 3 of 5

Construction Document Package Contents:

- Demolition Plan: A site plan with instructions to contractor on demolition of existing fencing and gates
- Construction Plan: A series of site plans to locate the proposed fencing, concrete walkway, and curbing. Corresponding construction details will be provided. Deepened concrete mow curbs will be provided where grading dictates they be necessary
- Irrigation Plan: A plan diagrammatically laying out proposed irrigation equipment based on the District's approved equipment list. RRM will coordinate with maintenance staff on tie-in points. The plan will coordinate adjustment of the existing irrigation system based on available as-built data
- 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: CSI Book Specifications for pertinent sections related to the Construction Document Plans. Front-end specifications shall be provided by the District
- Cost Estimate: An Opinion of Probable Construction Cost will be provided at the 100% design submittal stage

Deliverables:

- *Construction Document Package submitted at 95%, and Final Bid stage*

Task C: Civil Improvement Plan(s)**Subtask C.01: Civil Improvement Plan(s)**

RRM Civil Engineering will provide a Civil Improvement Plan showing grades, new hardscape, and ADA accessibility features as provided by RRM Landscape Architecture. We will work with the landscape architecture group in determining the scope and amount of hardscape improvements needed. We anticipate the following items included in the civil scope and that the civil plan will be included and made a part of the architectural plan set.

- Conceptual Grading Scheme
- Grading and Drainage Plan
 - Grades, construction notes
 - ADA paths of travel and ramps if needed
 - Sections and details necessary for construction

Deliverables:

- *Civil Improvement Plan(s)*



Wood Ranch Elementary School Frontage Improvements

Scope of Services

September 15, 2017

Page 4 of 5

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 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:

- \$500

TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Surveying		
S.01	Topographic Survey and Mapping	\$ 3,200
Landscape Design		
L.01	Conceptual Design Plan	\$ 4,340
L.02	Project Team Design Meetings	\$ 1,250
L.03	Landscape Construction Documents	\$ 24,070
Civil Improvement Plans		
C.01	Civil Construction Documents	\$ 2,500
SUMMARY OF FEES:		\$35,360
Estimated Reimbursable Expenses:		\$500
ESTIMATED PROJECT TOTAL:		\$35,860

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.



Wood Ranch Elementary School Frontage Improvements

Scope of Services

September 15, 2017

Page 5 of 5

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 service 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:

- Structural engineering
- Geotechnical engineering
- Electrical engineering
- DSA permitting
- Construction support (to be determined)
- Record drawings
- Right-of-way and boundary surveying

If you have any questions or require clarification of the scope of services or fees outlined above, please do not hesitate to call us. 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

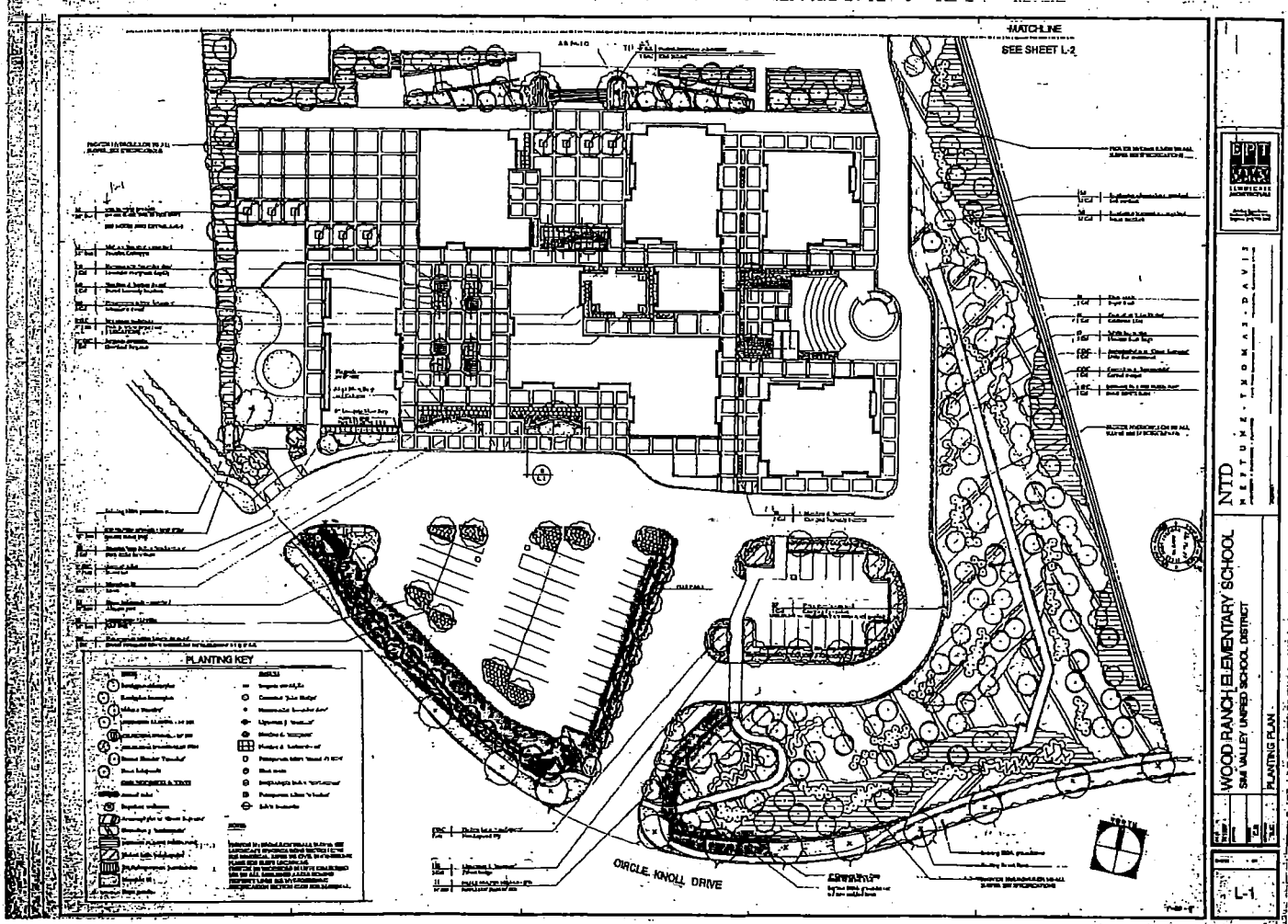
A handwritten signature in black ink, appearing to read "Jeff Ferber", written over a horizontal line.

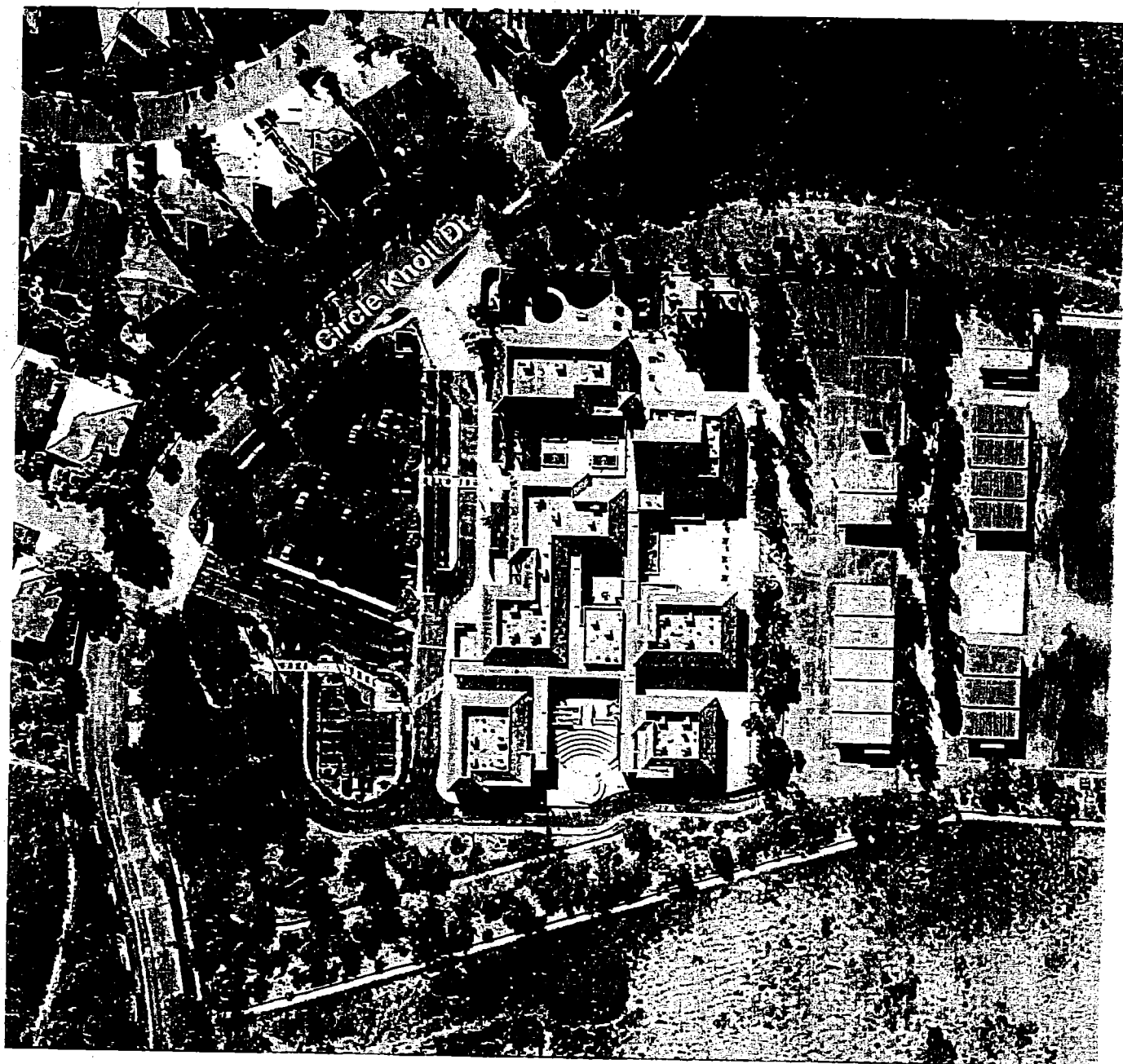
Jeff Ferber, ASLA
Principal
CA License No. 2884

Attachment H: Site Plan Markup

J:\mwn\X-FILES\X-Files-0801\X0861-01-C117-Wood-Ranch-Elem-Landscape-Fencing\Proposals\Original-Docs\H-cd-Scope-Wood-Ranch-09-06-17-BPD.doc

ATTACHMENT "H"





10-03-06

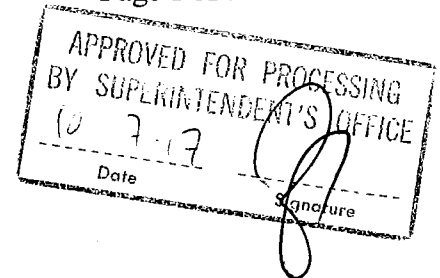
Wood Ranch Elementary

TITLE: RATIFICATION OF THE PURCHASE OF CHROMEBOOKS, CARTS AND SERVICES FOR DEI THROUGH MEASURE X FUNDING

Business & Facilities
Consent #19

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

On September 19, 2017 Board approved the purchase of 1,716 Chromebooks, 63 Chromecarts and the associated White Glove Chromebook Installation Services. These purchases/services are the result of teachers completing the Digital Educator Institute (DEI) professional development training, created by the TOSAs (Teachers on Special Assignment) in Educational Services. Additional Chromebooks, Chromecart, and the associated White Glove Chromebook Installation Services are needed as additional teachers completed the training.

Fiscal Analysis

Quantities include 50 Chromebooks, and 1 Chromecart, at a cost of \$17,613.25, purchased through CDW-G using the CalSave Technology Contract. Also included is the White Glove Chromebook Installation Services at a cost of \$500.00, associated with MJP Technologies, Inc, bid# 16D29RFP243. Quotes are attached as "Exhibit A". The expenditure for this next wave of digital educators will be funded with Measure X Bond funds.

The Board adopted Resolution No. 01-17/18, Participating in Bids/Contracts of Other Public Corporations and Agencies throughout the 2017-2018 Fiscal Year, at the August 15, 2017 Board Meeting.

Recommendation

It is recommended that the Board of Education approve the purchase of additional Chromebooks, Carts, and Services.

On a motion # 70 by Trustee LaBelle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education approved, by roll-call-vote, additional Chromebooks, Carts, and Services.

Ayes: 4 N **Motion #70 LaBelle/Blough (4/0/1)**
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Abstained: _____

Exhibit: **A**

Date: 10/17/2017 Consent # 19

QUOTE CONFIRMATION**DEAR PHIL SCRIVANO,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JGRV004	9/22/2017	2 ADDITIONAL TEACHERS	1258714	\$17,613.25

IMPORTANT - PLEASE READ

Fees applied to Item(s): 3886679

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Asus Chromebook R 11 C738T-C5R5 - 11.6" - Celeron N3150 - 4 GB RAM - 32 GB</u> Mfg. Part#: NX.G55AA.003 UNSPSC: 43211503 Contract: CalSAVE Technology Contract 527683 (527683)	50	3886679	\$271.00	\$13,550.00
<u>Google Chrome Management Console License</u> Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: CalSAVE Technology Contract 527683 (527683)	50	3577022	\$25.00	\$1,250.00
<u>LocknCharge Carrier 40 Car - cart</u> Mfg. Part#: 10141 UNSPSC: 56101535 Contract: CalSAVE Technology Contract 527683 (527683)	1	4593962	\$1,474.00	\$1,474.00
RECYCLING FEE DETAILS				
RECYCLING FEE 4" TO LESS THAN 15" Fee Applied to Item: 3886679	50	654809	\$5.00	\$250.00

PURCHASER BILLING INFO	SUBTOTAL	\$16,274.00
Billing Address: SIMI VALLEY UNIFIED SCHOOL DISTRICT ATTN: ACCTS PAYABLE 875 COCHRAN ST SIMI VALLEY, CA 93065-1934 Phone: (805) 306-4680 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	RECYCLING FEE	\$250.00
	SALES TAX	\$1,089.25
	GRAND TOTAL	\$17,613.25
DELIVER TO	Please remit payments to:	
Shipping Address: SIMI VALLEY UNIFIED SCHOOL DISTRICT PHIL SCRIVANO 875 COCHRAN ST SIMI VALLEY, CA 93065-1934 Phone: (805) 306-4680 Shipping Method: FEDEX Ground	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Louis Donzelli

(877) 501-2996

louldon@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2017 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



MJP Computers
6085 King Dr. Unit 102
Ventura, CA 93003

TECHNOLOGIES, INC.

Web Site: www.mjp.net

Phone #: (805) 981-9511

E-mail: orders@mjp.net

Fax #: (805) 981-3775

MJP Estimate

Date: 9/22/2017

Estimate #: 214998

Name / Address Simi Valley Unified School District Philip Scrivano 875 East Cochran Street Simi Valley, CA 93065		Ship To Various Schools in the SVUSD	
		P.O. #	
		Contact: Phil Scrivano	
Description	Qty	Cost	Total
Chromebook Installation Services: White Glove Installation Service-MJP will complete all services at its own warehouse and then deliver ready to plug-in carts fully loaded with the requested number of Chromebooks to each school in the district per the schedule provided. MJP will perform and provide Chromebook services as detailed in RFQ for Chromebook "White Glove Service". Reference document prepared by the district. Project will be completed within requested time frame and MJP will need only 20 working days after receiving all the products and information to complete Price includes delivery and insurance and performance bond cost.	50	10.00	500.00
Estimate valid for 30 days unless otherwise specified. Email purchase orders to orders@mjp.net or fax to (805)981-3775. Please inspect goods upon receipt. Damage claims must be processed immediately or may not be honored.			
Subtotal:	\$500.00	Sales Tax: (7.25%)	\$0.00
		Total	\$500.00
Quote Valid Until: 12/31/2017		Date:	

Print Name: _____

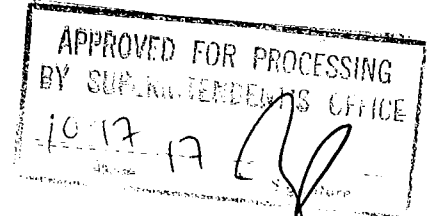
Customer Signature: _____

TITLE: AUTHORIZATION TO AWARD BID #18I28BX280, HILLSIDE MIDDLE SCHOOL KILN ENCLOSURE

Business & Facilities
Consent #28

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business and Facilities



Background Information

Five bids were received on September 28, 2017 for Bid #18I28BX280, Hillside Middle School Kiln Enclosure. The recommended low bidder is indicated in bold type. Additional Information is available in the Bond Management Office.

Construction Company Name

Bid Amount

A Bates G.C., Inc.	\$233,000
Ardalan Construction Company, Inc.	\$288,000
Kiwitts General Building	\$298,000
The Nazerian Group	\$194,123
United Construction & Landscape	\$324,500

Fiscal Analysis

The total amount of this project \$194,123 will be funded by Measure X Bond Funds.

Recommendation

It is recommended that the Board of Education authorize award of Bid #18I28BX280, Hillside Middle School Kiln Enclosure, to The Nazerian Group in the amount of \$194,123.

On motion # 70 by Trustee La Belle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education approved, by roll-call vote, award of the Hillside Middle School Kiln Enclosure to The Nazerian Group.

AYES: 4 Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

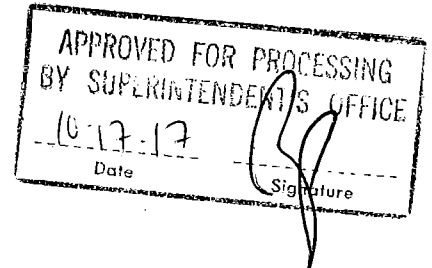
Abstained: 0

**TITLE: REVISION TO FUNDING FOR AGREEMENT NO. A17.286 BETWEEN
SIMI VALLEY UNIFIED SCHOOL DISTRICT AND TRANE U.S., INC.**

Business & Facilities
Consent #29

October 17, 2017
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent
Business & Facilities



Background Information

On August 15, 2017 the Board of Education approved using Measure X funds and Proposition 39 funds for Agreement A17.286 with Trane U.S. Inc. for design-build services under Proposition 39 for design and construction of energy conservation projects at Simi Valley High School, Santa Susana High School, Hillside Middle School, and Sinaloa Middle School. The amount of available Proposition 39 funds is less than the \$1,400,000 that the District intended to use. The District anticipates receiving additional Proposition 39 funds during the summer of 2018, however, until such time, the difference needs to be funded with Measure X funds.

Fiscal Analysis

The August 15, 2017 Board authorization identified \$1,400,000 of Proposition 39 funds, and \$1,485,125 of Measure X funds, which totals \$2,885,125 for energy conservation projects. Only \$1,098,362 of Proposition 39 funds are currently available, thus \$1,786,763 needs to be funded with Measure X funds.

Additional information is available at the Bond Management Office.

Recommendation

It is recommended that the Board of Education approve revising the Measure X funded portion of Agreement No. A17.286 with Trane U.S., Inc. to \$1,786,763.

On a motion # 70 by Trustee La Belle, seconded by Trustee Blough and carried by a vote of 4/0/1, the Board of Education approved, by roll-call-vote, revising the amount of Measure X funds for Agreement No. A17.286 with Trane U.S., Inc.

Ayes: 4

Motion #70 LaBelle/Blough (4/0/1)
Ayes: Blough, Smollen, LaBelle, Daniels;
Noes: 0; Absent: White; Abstain: 0

Abstained: