

**EXHIBIT A**  
**Work Authorization Form**

<b>Firm</b>	<b>Marca Architecture, Inc.</b>	<b>Work Authorization Number</b>	<b>01</b>
<b>Attn:</b>	Mark Bankert	<b>Contract #</b>	20210462
<b>Requestor</b>	Rhonda Brown	<b>Date Requested</b>	10/28/20
<b>Due By</b>	11/20/20	<b>Deliverables (Y/N)</b>	Y

<b>TASKS/DELIVERABLES</b>	
<b>Tasks Required/Deliverables</b>	<b>Due Dates</b>
<b>Task 1: Perform Structural Calculations and DSA Exemption Analysis for the Replacement of Existing HVAC Package Units per the DSA 7 process.</b>	<b>11/20/20</b>
<b>Task 2: Create Architectural plans with Structural Attachment details as needed for DSA approval.</b>	<b>TBD – Dependent on District Approval</b>
<b>Task 3: Submit DSA 7 Package to DSA to obtain approval (DSA Fee to be paid by District)</b>	<b>TBD – Dependent on District Approval</b>

<b>Cost/Payment Schedule</b>	
<b>Task</b>	<b>Authorized Estimated Cost</b>
<b>1. Provide Structural Calculation Evaluation per DSA Exemption process</b>	<b>\$2,750.00</b>
<b>2. Create Architectural plans and details for submission to DSA</b>	<b>\$10,900.00</b>
<b>3. Submit DSA 7 Exemption to DSA for approval</b>	<b>\$1,090.00</b>

**TOTAL NOT-TO-EXCEED AUTHORIZATION** \$14,740.00

## Request Details

Send invoices to [rhonda.brown@sanpasqualunion.net](mailto:rhonda.brown@sanpasqualunion.net)

Further details included in the attached proposal.

Coordinate work with Eric Berg – Project Manager (858) 295-6896

Agreement to Perform by:  \_\_\_\_\_

Date: 10-14-2020

Print Name: Mark Bankert

Authorized to Proceed by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: Mark Burroughs, Superintendent



**ARCHITECTURAL SERVICES AGREEMENT  
FOR  
SAN PASQUAL UNION SCHOOL DISTRICT  
HVAC REPLACEMENT**

**CLIENT**

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
Attention: Eric Berg**

**ARCHITECT**

**MARCA ARCHITECTURE, INC.  
dba MARCA•TECTS  
240 N. Market Place  
ESCONDIDO, CA 92029  
(760) 743-4109 Fax (760) 743-4106**

**DATE:**

**OCTOBER 28, 2020**

240 N. MARKET PLACE  
ESCONDIDO, CA 92029  
Phone: (760) 743-4109  
marca@marcatects.com



Eric Berg, School Facilities Planning Specialist  
San Diego County Office of Education  
6401 Linda Vista Road  
San Diego, CA 92111

**RE: SAN PASQUAL UNION SCHOOL DISTRICT HVAC REPLACEMENT**

Dear Eric Berg:

In accordance with the terms and conditions of the MASTER AGREEMENT FOR PROFESSIONAL ARCHITECTURE CONSULTING SERVICES BETWEEN THE SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS AND MARCATECTS signed by Marcatects 09/18/20, Marcatects (ARCHITECT) is pleased to provide the San Diego County Office of Education (CLIENT) with the following proposal for HVAC replacement at San Pasqual Union School District (District) site located at 15305 Rockwood Rd. Escondido, CA 92027.

**SCOPE OF PROJECT**

The San Pasqual Union School District project consist of the replacement of existing HVAC rooftop units with new in-kind HVAC units at Buildings B, C and E.

This proposal assumes DSA review exemption under PR 14-02.

The project will be designed under the latest adopted local, California building codes.

**SCOPE OF SERVICES**

**A. GENERAL SERVICES**

1. Coordinate with WSP structural engineer
2. Structural engineering and DSA exemption analysis
3. Structural calculations
4. DSA Concurrence Review Submittal (PR 14-02: Exemption Concurrence, DSA 7: Application for Concurrence)

BID ADMINISTRATION - Not included

CONSTRUCTION ADMINISTRATION – Not included

PROJECT CLOSEOUT – Not included

**SERVICES EXCLUDED, BUT NOT LIMITED TO:**

1. Easement or lot line adjustment processing
2. Any services required is DSA exemption is not granted
3. Closeout services related to previously uncertified projects
4. Geotechnical investigations and reports
5. Investigation of existing conditions which are hidden or concealed. Any existing

condition that will require destructive testing to determine the existing conditions is not included. Therefore, the ARCHITECT cannot assume any responsibility for these "concealed" conditions

**ADDITIONAL SERVICES**

Additional services may be provided under this contract when completely defined by the CLIENT. The scope of new services and fee shall be established by an additional or revised NTP.

Such services include, but are not limited to the following:

- A. Any extra work requested by the CLIENT
- B. Significant program changes to the Project.
- C. Complying with new or changed regulations imposed during the course of this Agreement
- D. Alternate design studies
- E. Mechanical unit selection
- F. Variance processing and administration
- G. Administering any appeals of approvals
- H. Consultation with specialty engineers not specifically included herein
- I. Underground utility locating services during construction

**COMPENSATION**

Compensation to provide the required services for the above scope for a DSA Exempt project shall be a Fixed Fee Lump Sum of **\$14,740.00**.

This fee is broken down per discipline and scope task as follows:

<b><u>Task 1.1</u></b>	
Architectural .....	\$ 250.00
Structural .....	\$ 2,500.00
<b><u>Tasks 1.2, 1.3</u></b>	
Architectural .....	\$ 1,090.00
Structural .....	\$ 10,900.00
<b><u>Grand Total:</u></b>	<b><u>\$ 14,740.00</u></b>

**TIME:**

The ARCHITECT shall perform services as expeditiously as is consistent with professional skills

and care and the orderly progress of the Work.

**PAYMENTS:**

The ARCHITECT shall invoice the CLIENT monthly in proportion to the Work completed, with the following provisions:

- A. At completion of the SCHEMATIC DESIGN PHASE, the ARCHITECT'S billing for all work to date shall be limited to a sum equal to 10% (ten percent) of the total compensation.
- B. At completion of DESIGN DEVELOPMENT PHASE, the ARCHITECT'S billings for all work to date shall be limited to a sum equal to 35% (thirty-five percent) of the total compensation.
- C. At completion of 50% CONSTRUCTION DOCUMENTS PHASE, the ARCHITECT'S billings for all work to date shall be limited to a sum equal to 55% (fifty-five percent) of the total compensation.
- D. At completion of CONSTRUCTION DOCUMENTS PHASE, the ARCHITECT'S billings for all work to date shall be limited to a sum equal to 100% (one hundred percent) of the total compensation.

**REIMBURSABLE EXPENSES:**

Reimbursable Expenses are in addition to the Compensation for Architectural Services and will be billed at the rate of 1.2 times the ARCHITECT'S direct cost. Reimbursable expenses include expenditures made by the ARCHITECT in the interest of the Project for, but not limited to:

- A. Application and plan check and permit fees  
Consultant fees (when not part of the Contract)  
Reproduction (blueprints) CAD plots, color copies  
Notification lists for public hearings  
Models and Promotional Materials, photography, renderings  
Delivery and/or express mail charges
- B. Alternatively, reimbursable expenses can be invoiced against a pre-established budget.
- C. The client shall approve all individual expenditure by the ARCHITECT in excess of \$500, and in general the CLIENT shall pay all major reimbursable costs directly.
- D. Other disbursements on the CLIENT'S account, approved by the CLIENT.
- E. The ARCHITECT will charge a fee of \$90.00 for travel to the Project site and or a reimbursable actual mileage rate based on the current allowance provided by the Internal Revenue Service.

**CLIENT RESPONSIBILITIES:**

The CLIENT shall provide full information regarding requirements for the Project, in a written program for the Project indicating general and specific items and areas required by the CLIENT to be included in the Architectural Design and ARCHITECT shall have the right to rely on the accuracy of the information provided.

The CLIENT shall make available the following engineering services and other consultant information or services deemed necessary by the ARCHITECT or required by governing agencies:

- Complete legal description of the property
- Architectural controls and guidelines
- Geotechnical reports
- Mechanical unit selections and cutsheets
- Other consultant information as may become necessary for completion of the Project

The services, information and reports required shall be furnished at the CLIENT'S expense, and the ARCHITECT shall be entitled to rely upon the accuracy and completeness thereof.

The CLIENT shall furnish required information and services and shall render approval and decisions as expeditiously as necessary for the orderly progress of the ARCHITECT'S services and of the Work.

**GENERAL:**

If the scope of the Project or of the ARCHITECT'S services is changed materially, or if the Project is suspended for more than 90 days through no fault of the ARCHITECT, the amounts of compensation shall be equitably adjusted.

This Agreement shall be binding and inure to the benefit of the parties hereto and their respective successors and assigns, provided that neither party shall have the right to assign, sublet or transfer his interest in this Contract without written consent of the other.

The return of the original copy of this Agreement, signed by the CLIENT to the office of the ARCHITECT constitutes acceptance and authorizes the ARCHITECT to proceed.

**ARCHITECT: Marca Architecture, Inc. dba MARCA•TECTS**

BY

TITLE \_\_\_\_\_  


DATE 10/22/2020