

**HAMILTON UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING
AGENDA
Hamilton High School Library
Tuesday, April 17, 2018**

5:30 p.m.

Open session

1.0 OPENING BUSINESS:

Call to order and roll call

_____ Gabriel Leal, President

_____ Rosalinda Sanchez

_____ Tomas Loera

_____ Hubert "Wendall" Lower, Clerk

_____ Rod Boone

2.0 PUBLIC SESSION/FLAG SALUTE:

3.0 ADOPT THE AGENDA: (M)

4.0 DISCUSSION ITEMS:

1. Hog Barn update and preparations (D. Holliman and M. Cannon).
2. Superintendent update and further Board direction to Superintendent and legal counsel.

5.0 PUBLIC COMMENT: Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

6.0 ACTION:

1. Consultant contract between Hamilton Unified School District and Educational Facilities Program Management, LLC for Program and Project Management Services, CTE Animal Facilities Building and Infrastructure at Hamilton High School.
2. Consultant contract between Hamilton Unified School District and Nichols, Melburg and Rossetto, Architects & Engineers for Hamilton High School Hog Barn.
3. Glenn County Educators Hall of Fame.

7.0 ADJOURNMENT:

Superintendent's Report

HUSD
Special Board Meeting
April 17, 2018

Superintendent's Report

- The Superintendent was to investigate the following:
 - Possible locations of a future school site in or around Hamilton proper.
 - Investigate the limitations to future developments that protects the school district.
 - Possibility of a location north of the current High School.



Superintendent's Report

- Glenn County Planning Commission (met Friday, March 23, 2018). We learned the following:
 - Permitting processes.
 - Mitigation to community services, schools, sewer and water, police, fire and other impacts.
 - The California Land Conservation Act of 1965 (Known as the Williamson Act) <http://www.conservation.ca.gov/dlrp/lca>
 - The California Environmental Quality Act (CEQA) <https://www.wildlife.ca.gov/Conservation/CEQA/Purpose>
 - FEMA flood maps-Flood plane information <https://msc.fema.gov/portal/search?AddressQuery=620%20canal%20street%20hamilton%20city%20ca#searchresultsanchor>

Superintendent's Report

- Permitting process for new developments in most communities is approximately 24 to 36 months if all mitigations are met.
- Safety nets for schools and other community services (water, sewer, police and fire) Planning & mitigation processes.
- Elements of a Facilities Master Plan (FMP) for Expansion, New Construction & Modernization.
- Current District FMP Status

Superintendent's Report



- Steps to Acquiring/Expanding School Sites
- Identify Program-Appropriate Sites
- CA Dept. of Ed. School Facilities Site Requirements:
 - County Planning Department & Williamson Act Reviews
 - California Environmental Quality Act (CEQA) Review
 - Preliminary Environmental (Toxics) Assessment (PEA/Phase 1)
 - Geological/Geotechnical Hazards (Traffic, Pipeline, Railway, Airport, Flooding, Liquefaction etc.)
- Preliminary Site Utilization Design
- Board Resolutions on Site Suitability & Hazardous Substances

Superintendent's Report

- How do we pay for all of this:
 - Local Bond Funding
 - Developer Impact Fees
 - District General Fund Revenues
 - State Facilities Bond Eligibility & Revenues
- Timelines for Funding & Projects



Superintendent's Report

- Next Steps:
 - Discussion & identification program needs and potential properties <http://gis.gcppwa.net/zoning/>
 - Funding & completing projects and new facilities needs in the mean time.
 - Additional direction from the Board as needed



AGREEMENT

Between

Hamilton Unified School District

And

Educational Facilities Program Management, LLC

For

Program and Project Management Services

**CTE Animal Facilities Building & Infrastructure
At Hamilton High School**

DOCUMENTS BOUND HEREWITH

Agreement Form

Exhibit A: Program Manager's Basic Services

HAMILTON UNIFIED SCHOOL DISTRICT

Agreement for Program and Project Management Services

Table of Contents

ARTICLE 1. DEFINITIONS.....2

ARTICLE 2: RELATIONSHIP OF THE PARTIES.....2

ARTICLE 3: PROJECT MANAGER’S BASIC SERVICES3

ARTICLE 4: DURATION OF THE PROJECT MANAGER'S SERVICES3

**ARTICLE 5: CHANGES IN THE PROJECT MANAGER'S BASIC SERVICES
AND ADDITIONAL COMPENSATION.....4**

ARTICLE 6: FOUNDATION RESPONSIBILITIES4

ARTICLE 7: COMPENSATION AND PAYMENT5

ARTICLE 8: INSURANCE AND MUTUAL INDEMNITY.....6

ARTICLE 9: TERMINATION AND SUSPENSION.....7

ARTICLE 10. ADDITIONAL PROVISIONS8

EXHIBIT "A": PROJECT MANAGER'S BASIC SERVICES10

HAMILTON UNIFIED SCHOOL DISTRICT

Agreement for Program and Project Management Services

THIS AGREEMENT, made in three originals on the 1st day of March, 2018 by and between the HAMILTON UNIFIED SCHOOL DISTRICT, hereinafter called DISTRICT, and EDUCATIONAL FACILITIES PROGRAM MANAGEMENT, LLC, hereinafter called EFPM - which is used to include both Program and Project Management, as defined in the Scope of Work.

DISTRICT desires to retain EFPM to provide program and project management services in connection with the construction of a CTE Animal Facilities Building and Infrastructure at Hamilton High School in the DISTRICT.

ARTICLE 1: DEFINITIONS

DESIGN PROFESSIONAL: Those licensed Architects, Professional Engineers and/or Landscape Architects retained by DISTRICT to provide design and construction oversight services for this Project.

DISTRICT: Hamilton Unified School District

ARCHITECT-ENGINEER (A/E): The organization or individual providing those professional design services associated with construction, alteration, or repair of real property.

DISTRICT'S PROGRAM/PROJECT MANAGER (EFPM): The agent appointed by the DISTRICT, as DISTRICT's representative to provide program and project management services.

PROJECT BUDGET: The total available funding as set forth by DISTRICT and approved to be used for the acquisition of the Project. It is the intent of DISTRICT that the Project Budget include all costs for acquisition, permitting, design, project contingencies, and such administrative costs as DISTRICT shall deem appropriate.

ARTICLE 2: RELATIONSHIP OF THE PARTIES

- A. DISTRICT and Project Manager: The Program Manager, hereinafter referred to as EFPM, shall be DISTRICT's agent in providing the Program Manager's Services described in Article 3 of this Agreement. The EFPM and DISTRICT shall perform as stated in this Agreement and EFPM and DISTRICT accept the relationship of trust and confidence between them, which is established herein.

- B. DISTRICT and Design Professional: DISTRICT may enter into a separate agreement with one or more Design Professionals to provide architectural and engineering design for the Project.
- C. Relationship of the EFPM to Other Project Participants: In providing the Program Manager's Services described in this Agreement, EFPM shall endeavor to maintain a working relationship with all other parties on behalf of DISTRICT. However, nothing in this Agreement shall be construed to mean that EFPM assumes any of the responsibilities or duties of any of the other parties. There are no third party beneficiaries of this DISTRICT-EFPM agreement and no one except the parties to the EFPM agreement may seek to enforce its terms.
- D. EFPM affirms that, to the best of its knowledge, there exists no actual or potential conflict between family, business, or financial interests of EFPM and performance of its services under this Agreement. In the event of change in either interests or services under this Agreement, EFPM affirms that it will immediately notify DISTRICT any question regarding possible conflict of interest that may arise as a result of such change.
- E. At its sole cost and expense, EFPM shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority directly bearing on the performance of EFPM's work, including those relating to safety, hazardous materials, and equal employment opportunities; obtain all permits and licenses necessary for performance of EFPM's work; pay all local, state, and federal taxes associated with its work; and pay all benefits, workers' compensation insurance, taxes, and contributions for Social Security and Unemployment which are measured by wages, salaries, or other remuneration paid to EFPM's employees. Upon DISTRICT'S request, EFPM shall furnish evidence satisfactory to Foundation that any or all of the foregoing obligations have been fulfilled.
- F. EFPM accepts the relationship of trust and confidence established between Foundation and EFPM by this agreement. EFPM covenants with DISTRICT to furnish its skill and judgment with due care and in accordance with applicable federal, state and local laws and regulations in carrying out its responsibilities defined in Article 3 of this contract.

ARTICLE 3: PROGRAM MANAGER'S BASIC SERVICES

Project Manager's Basic Services are included as Exhibit "A".

ARTICLE 4: DURATION OF THE PROGRAM MANAGER'S SERVICES

- A. The duration of the EFPM's Basic Services under this Agreement shall be from March 1, 2018 through September 30, 2019.
- B. Extensions to duration of the EFPM's basic services shall be dealt with as outlined in Article 5.

ARTICLE 5: CHANGES IN THE PROGRAM MANAGER'S BASIC SERVICES AND ADDITIONAL COMPENSATION

- A. DISTRICT, without invalidating this Agreement, may make changes in EFPM's Basic Services specified in Article 3 of this Agreement. EFPM shall promptly notify DISTRICT of changes that increase or decrease EFPM's compensation or the duration of EFPM's Basic Services or both.
- B. Additional Compensation and Changes in Duration: EFPM shall be entitled to receive additional compensation when the scope of Basic Services is significantly increased or extended through no fault of EFPM. A written request for additional compensation shall be given by EFPM to DISTRICT describing the circumstances or event precipitating the additional work. In no event will EFPM begin additional work without prior written approval by DISTRICT.
- C. Changes in EFPM's Basic Services: Upon mutual agreement between DISTRICT and EFPM, changes in the EFPM's Basic Services or duration of the Agreement, and entitlement to additional compensation, shall be made by a written Amendment to this Agreement. The Amendment shall be executed by DISTRICT and EFPM prior to EFPM performing the Services required by the Amendment. EFPM shall proceed to perform the Services required by the Amendment only after receiving written notice directing EFPM to proceed.
- D. Payment of Additional Compensation: EFPM shall submit invoices for additional compensation with its invoice for Basic Services and payment shall be made pursuant to the provisions of Article 7 of this Agreement.

ARTICLE 6: DISTRICT'S RESPONSIBILITIES

- A. DISTRICT shall provide to EFPM all necessary information regarding DISTRICT's requirements for the Project.
- B. DISTRICT shall examine information submitted by EFPM and shall render decisions pertaining thereto promptly.
- C. DISTRICT shall furnish legal, accounting, contract review and insurance counseling services as may be necessary for the Project.
- D. DISTRICT shall furnish insurance for the Project as specified in Article 8.
- E. If DISTRICT observes or otherwise becomes aware of any fault or defect in the Project or EFPM's services, or any nonconformity with the Contract Documents, DISTRICT shall give prompt written notice thereof to EFPM.
- F. DISTRICT shall furnish required information and approvals and perform its responsibilities and activities in a timely manner to facilitate orderly progress of the

work in cooperation with EFPM, consistent with this Agreement and in accordance with the planning and scheduling requirements and budgetary constraints of the Project.

- G. DISTRICT may retain other parties to assist in this Project, whose services, duties and responsibilities will be described in written agreements between DISTRICT and these other parties. The services, duties and responsibilities set out in the agreement between DISTRICT and other parties shall be compatible and consistent with this Agreement.
- H. DISTRICT shall, in a timely manner secure, submit and pay for necessary approvals, easements, assessments, permits and charges required for the construction, use or occupancy of permanent structures or for permanent changes in existing facilities.
- I. DISTRICT shall designate an officer, employee or other authorized representatives to act in DISTRICT's behalf with respect to the Project. The DISTRICT'S representative shall be Diane Lyon, Chief Business Official. This representative shall be available as often as may be reasonably required to render decisions and to furnish information in a timely manner.

ARTICLE 7: COMPENSATION AND PAYMENT

A. Compensation for Basic Services

DISTRICT shall compensate EFPM's for performing the Basic Services described in Article 3, within timeframes established in Exhibit C as follows:

The fee shall be based upon EFPM' estimate of Three Hundred and Twenty Hours (320) Hours to complete the Basic Services noted in Exhibit C, compensated at a rate of One Hundred and Twenty Dollars (\$120.00) per hour. EFPM's fee shall not exceed Thirty Eight Thousand Four Hundred Dollars (\$38,400.00) for work associated with the basic Scope of Work of the Project, without the prior written consent of the DISTRICT.

EFPM will not accept any additional fees for this Project without amendment to this Agreement. DISTRICT will not reimburse EFPM for any expenses unless mutually agreed to in writing prior to incursion of the expense.

EFPM will invoice monthly indicating the project worked, time spent on the job and the phase of construction or planning.

B. Payment:

Payment shall be made monthly by DISTRICT to EFPM for basic services covered in Exhibit C as submitted by EFPM and approved by DISTRICT. Invoices submitted by EFPM shall be based upon actual hours completed as outlined in Exhibit C. Additional services shall be paid for as invoiced by EFPM and approved by DISTRICT.

EFPM will submit an invoice monthly to DISTRICT. DISTRICT shall make payment to the EFPM of one hundred percent (100%) of DISTRICT-approved invoiced amount within forty-five (45) days of DISTRICT's receipt of the invoice.

C. Accounting Records

Record of EFPM's personnel expense, consultant fees and direct expenses pertaining to the Project shall be maintained on the basis of generally accepted accounting practices and shall be available for inspection by DISTRICT or DISTRICT's representative at mutually convenient times for a period from the date of this Agreement through two years after completion of the contracted Services.

D. Compensation for Additional Services

If DISTRICT and EFPM agree to additional services in writing, EFPM shall be compensated and payments shall be made for performing Additional Services in the same manner as provided in Article 7 for Basic Services. There shall be an increase in the fee set out in Paragraph 7A in an amount which is mutually agreed upon in writing between DISTRICT and EFPM. EFPM shall receive all such written agreements in advance of performing extra duties.

ARTICLE 8: INSURANCE AND MUTUAL INDEMNITY

- A. EFPM shall as necessary procure and maintain insurance on all of its operations during the progress of its work on the Project, with reliable insurance companies, on forms acceptable to Foundation, for the following minimum insurance coverage:
1. Workers' Compensation insurance and occupational disease insurance, as required by law, and employer's liability insurance, with minimum limits of \$500,000, covering all workplaces involved in this Agreement.
 2. Commercial general liability insurance, with limits of not less than as indicated in either (1) or (2) as follows: (1) Bodily Injury Liability - \$500,000 each person, \$500,000 each occurrence; Property Damage Liability - \$500,000 each occurrence, \$500,000 aggregate; (2) A single limit for Bodily Injury Liability and Property Damage Liability Combined of \$500,000 each occurrence and \$500,000 aggregate. Insurance is to be placed with insurers admitted by the State of California Department of Insurance and with a Bests' rating of no less than (A) Level VII.
 3. EFPM shall provide Certificates of Insurance, or other evidence of insurance, to Foundation within thirty (30) days after receipt by EFPM of a signed version of this Agreement. The certificates shall provide that there will be no cancellation, reduction, or modification of coverage without ten (10) days' prior written notice to Foundation.

B. Indemnity

1. EFPM shall indemnify and hold harmless DISTRICT and its employees, agents and representative from and against any and all claims, demands, suits and damages for bodily injury and property damage for which the EFPM is liable that arise out of the solely negligent acts or omissions of EFPM in performing the Project Manager's Services under this Agreement.
2. DISTRICT shall indemnify and hold harmless EFPM and its employees, agents and representative from and against any and all claims, demands, suits and damages for bodily injury and property damage for which DISTRICT is liable that arise out of the solely negligent acts or omissions of DISTRICT in connection with the performance of the Project Manager's Services under this Agreement.

ARTICLE 9: TERMINATION AND SUSPENSION

A. Termination

1. This Agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party; providing that no such termination may be effected unless the other party is given:
 - a) Written notification (delivered by certified mail) that the other party is in material breach of the contract and the notification specify the circumstances of the breach.
 - b) Ten (10) calendar days to cure the breach.
 - c) An opportunity for consultation with the terminating party prior to the termination.
 - d) Termination notification (delivered by certified mail) that the breach has not been cured and providing an additional seven (7) calendar days prior to termination.
2. This Agreement may be terminated in whole or in part in writing by DISTRICT for its convenience without cause; provided EFPM is given (i) not less than thirty (30) days written notice (delivered by certified mail) of intent to terminate and (ii) an opportunity for consultation with DISTRICT prior to termination. In the event of notice of termination, EFPM shall take reasonable measures to mitigate termination expenses.

3. If termination pursuant to Subparagraph 9.A.1 is effected by DISTRICT, EFPM will be paid for work actually performed to the date of last service as specified in the termination notice.
4. Upon receipt of a termination notice pursuant to Paragraph 9.A.1 or 9.A.2, EFPM shall (i) promptly discontinue all services affected (unless the notice directs otherwise), and (ii) within 10 days deliver or otherwise make available to DISTRICT all data, documents, procedures, reports, estimates, summaries, and such other information and materials as may have been accumulated by EFPM in performing this Agreement, whether completed or in process.

B. Suspension

DISTRICT may in writing order EFPM to suspend all or any part of the Program Manager's Services for the Project for the convenience of DISTRICT. If the performance of all or any part of the Services for the project is so suspended, an adjustment in EFPM's compensation shall be made for the increase, if any, in the cost of EFPM's performance of this Agreement caused by such suspension. Upon mutual agreement the compensation shall be modified in writing accordingly.

ARTICLE 10: ADDITIONAL PROVISIONS

A. Confidentiality

EFPM shall not disclose or permit the disclosure of any confidential information, except to its agents, employees and other consultants who need such confidential information in order to properly perform their duties relative to this Agreement.

B. Limitations and Assignment

1. DISTRICT and EFPM each bind themselves, their successors, assigns and legal representatives to the terms of this Agreement.
2. Neither DISTRICT nor EFPM shall assign or transfer its interest in this Agreement without the written consent of the other.

C. Governing Law

Unless otherwise provided, the laws of the State of California shall govern this Agreement.

D. Extent of Agreement

This Agreement represents the entire and integrated agreement between DISTRICT and EFPM and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both DISTRICT and EFPM. Nothing contained in this Agreement is intended to benefit any third party. The Contractors and Design Professionals are not intended third party beneficiaries of this Agreement.

E. Severability

If any portion of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be enforceable without such provisions.

F. Meaning of Terms

References made in the singular shall include the plural and the masculine shall include the feminine or the neuter.

G. Notices

All Notices required by this Agreement or other communications to either party by the other shall be deemed given when made in writing and deposited in the United States Mail, first class, postage prepaid, addressed as follows:

To DISTRICT:

Diane ~~Lyon~~ Holliman, Chief Business Official
Hamilton Unified School District
P.O. Box 488
Hamilton City, CA 95951

To EFPM:

Michael S. Cannon, Principal
Educational Facilities Program Management, LLC
129 Rideout Way
Marysville, CA 95901

This Agreement is executed as of the day and year first written above.



By: Charles Tracy, Superintendent
Hamilton Unified School District

By: Michael S. Cannon, Principal
Educational Facilities Program Management, LLC

EXHIBIT "A": PROGRAM MANAGER'S BASIC SERVICES:

EFPM shall perform the Basic Services described in this Article. It is not required that the Basic Services be performed in the sequence in which they are described.

FACILITY DESIGN & OVERSIGHT

EFPM shall assist the DISTRICT in defining the Project Scope; selecting and contracting for Architectural and Engineering Design Services; and overseeing the Design process to insure that DISTRICT goals and needs are met.

OTHER PROJECT CONTRACTS AND ADMINISTRATIVE REQUIREMENTS

EFPM shall assist the DISTRICT, as requested by the DISTRICT, in applying for such funding as may be available to the DISTRICT for Facilities Renovation from the State Allocation Board and other available governmental and private sources. EFPM shall assist the DISTRICT, in contracting for the service of Project Inspectors, Materials Testing and such other services as may be needed to complete the Project.

CONSTRUCTION CONTRACTING AND OVERSIGHT

EFPM shall assist the DISTRICT in qualifying, selecting and contracting for construction services for qualified licensed Contractors to carry out the construction of the Project. EFPM shall provide periodic oversight of the Construction Process; process such Requests for Information as needed; review and Process Change Order Requests; and oversee the filing of such reports as may be necessary to the required State and Local agencies.

PROJECT CLOSEOUT

EFPM shall assist the DISTRICT in taking the proper steps to document the completion of the Project, including but not limited to filing of a Notice of Completion with the proper State and Local authorities; insuring that the Architect has filed all necessary documentation with the Division of the State Architect (DSA); and assisting the DISTRICT in the fiscal closeout of the Project.

OTHER SERVICES

EFPM may assist the DISTRICT, at the request of the DISTRICT, with such other matters pertaining to the Project as both Parties may agree to.



March 12, 2018

Nichols, Melburg, and Rossetto
555 Main Street Suite 300
Chico, CA 95926

Attention: Kevin Robertson, Associate Principal Architect

Regarding: Hamilton High School, New Hog Barn

Dear Kevin,

At the request of your email request, we have prepared this proposal for surveying and civil engineering services related to the future design of a new hog barn and path of travel upgrades at Hamilton High School. We will also analyze drainage issues in the area surrounding the hog barn, offer options, and develop a plan for drainage improvements. We appreciate the opportunity you have given us to propose our services. From our research of the school property we propose the following services:

A. DESIGN DEVELOPMENT

1. Preliminary Research

- a) Review owner provided title report (if available)
- b) If available, research existing recorded maps in the vicinity of the property and locate existing survey monuments upon which to determine approximate boundary locations.
- c) Determine if a benchmark is close by to base vertical survey on (within 1000 feet) otherwise an assumed vertical elevation datum will be used.
- d) Review any record drawings supplied by owner or architect.

2. Field Surveying

- a) Using Theodolite with total station data collector, perform a topographic survey of a portion of the campus the campus as shown on Exhibit A.
- b) Locate prominent features such as buildings, driveways, parking lots, walkways, structures, visible surface utilities, and existing trees (larger than 6").

3. Mapping

- a) Download field data into computers
- b) Create 24"x36" map at the appropriate scale depicting the following:
 - Elevation contours at 1-foot intervals
 - Spot elevations at selected points including elevation changes at entries to classrooms, doorways, curbs and stairs.
 - Building, walkways, driveways, and structures
 - Approximate Property boundary lines (if title reports are available and monuments found)

- Surface Utilities and underground utilities from record drawings (if record drawings are available)
 - Other unique physical features observable from surface evidence.
4. Agency Research and Preliminary Coordination
 - a) Research with Owner, Architect, and governing agencies to obtain design requirements based on schematic design documents.
 - b) Coordination with owner, architect, design team, etc. during design development.
 - c) Verify existing path of travel slope compliance from new building site to existing accessible parking stall and administration building.
 5. Preliminary Grading Plan and Site Plan
 - a) Prepare Preliminary Site and Grading Plan, based on the Architect's schematic diagram, for circulation among the project design team.
 - b) Plan to schematically depict existing and proposed grades for walkways and building.
 - c) Calculate preliminary earthwork cut/fills and propose changes to finished floor elevations to balance earthwork as much as possible.
 6. Preliminary Utility Plan
 - a) Prepare Preliminary Utility Plan based on Architect's Site Plan for circulation among the project team.
 - b) Schematically depict the layout of the site utilities including new sanitary sewer line, storm drains and water lines.
 - c) Coordinate with electrical consultant to locate new utility trench connection to existing facilities.
 - d) Verify with Architect the locations of the utility stub-outs from buildings for domestic water, fire service, roof drains, and sanitary sewer.
 7. Deliverables
 - a) Deliver DD set of plans to project team at 50% stage
 - b) Deliver DD set of plans at 90% stage

B. CONSTRUCTION DOCUMENTS

1. Demolition Plan
 - a. Show pavement, buildings, and landscape areas to be removed to accommodate new project
2. Site Pavement Plan
 - a) Plan to show areas of light and heavy-duty pavement areas. Plan will be based on recommendations from the Geotechnical Investigation Report. Or, design will be based on assumed characteristics with the understanding that there will be no guarantee on the service life of pavement.
3. Grading Plan
 - a) Plan to show existing and proposed topographic information for on-site buildings and access walkway areas.
4. Utility Plan
 - a) Prepare Utility plan(s) for on-site water supply and wastewater lateral,
 - b) Utilities to be stubbed to within Five (5) feet of the proposed buildings.
 - c) Assumes ordinary connection to off-site utilities along project boundary.
 - d) Electric, gas, telephone, data, and cable TV distribution, will be designed by others.

5. Storm Drainage, Hydrology and Hydraulic Calculations
 - a) Prepare hydrology and hydraulic calculations for new on-site storm drain system.
 - b) Design new storm drainage system to serve project.
6. Erosion and Sediment Control Plan
 - a) Provide basic erosion and sediment control plan with associated BMP's
 - b) Provide details of BMP's.
7. Details, Notes, and Specifications
 - a) Prepare details and general notes for civil work including curbs, drainage structures, storm drain, sewer installations, and grading.
 - b) Construction specifications for those elements of the project that we design will be provided in CSI 2016 format. Templates to be supplied by Architect.
8. Submittals and Permit Processing
 - a) Submittal of plans for design team coordination and district review at 50% completion.
 - b) Submittal of plans at 90% completion to the Owner, Architect, and DSA for approval.
9. Project Coordination
 - a) Coordination with owner, Architect, project team and agencies during the preparation of plans.
 - b) Utilize NMR Alliance program if utilized for project coordination.

C. AGENCY REVIEW

1. Permits to be obtained by the Owner or Architect.
2. Submit 100% completion set.

D. BIDDING

1. Prepare addenda and supplemental instruction documents, interpret civil drawings and specifications where required to clarify the intent of the construction documents.

E. CONSTRUCTION ADMINISTRATION

1. Review shop drawings and submittal data for general compliance with specifications.
2. Review Contractor submittals (RFI's) and respond as necessary.
3. Provide 1 site visit during construction
4. Provide 1 visit for final walk/punchlist.

F. PROJECT CLOSEOUT

1. Assist with site related closeout documentation.

ASSUMPTIONS AND EXCLUSIONS

1. It is assumed that the Architects Site Plan will be available in AutoCAD format.
2. Revisions based on changes to the Architect's Site Plan after the start of our design work during construction document phase will be an extra service.
3. Note regarding earthwork - every effort will be made to provide a design to achieve a balanced site.

However, Robertson Erickson do not warrant or guarantee a balanced site. Factors affecting a site balance include soils shrinkage factor (volume change) type and extent of utility trenches, subgrade depths, pad grading, and landscape treatments. Building elevations are occasionally limited or constrained by accessibility slopes of paths of travel. Provisions for handling an imbalance should be considered by identifying on-site or off-site disposal or extraction sites, and by providing reasonable contingencies for paying for such work.

4. Design of loading docks, slabs, retaining walls, or service facilities appurtenant to the buildings is not included. The design of retaining walls for on-site or off-site improvements is also not included and assumed not necessary.
5. It is assumed that on or off-site utilities have adequate capacity to accommodate the proposed development. Upgrading and/or analysis of existing on or off-site facilities and design of extensions of off-site utilities is not included but can be performed as an additional service.
6. It is assumed that a water connection is available on campus and has capacity to accommodate the new building. It is also assumed that this location will be shown on a supplied plan or pointed out at the campus site by school personnel. This scope of work does not include new wells or pumping systems.
7. This contact does not include any Qualified SWPPP Practitioner (QSP) or Qualified SWPPP Developer (QSD) work since it is assumed that total disturbed dirt area will be less than 1-acre.
8. Preparation of Parcel Maps, easement plats and/or legal descriptions, American Land Title Association (ALTA) Surveys and maps, and flood studies is not included.
9. Plan check fees, permit fees, and other processing fees will not be paid by Robertson Erickson.
10. Coordination, preparation and processing of drawings, documents, and applications, attendance at public hearings, etc. during the planning/use permit/rezoning phase of the project is not included but can be provided as additional service.
11. The preparation and processing of drawings and documents for environmental impact reports, assessment districts, maintenance districts, and annexations is not included.
12. The design of custom manholes, junction structures or piping facilities for storm water or sanitary sewer is not included. It is assumed all required structures and piping facilities will be commonly available from manufacturers.
13. It is assumed that sanitary sewer drains and storm drains will be designed as gravity systems and that pumping will not be required. The design of storm water or sanitary sewer pumping facilities is not included.
14. Groundwater monitoring well planning, installation, or monitoring is not included.
15. This proposal does not include the preparation of Public Utility joint trench plans and details. Nor does it include the preparation of as-built joint trench plans. If such plans and details are required by the County, or any agency or utility, Robertson Erickson will prepare them on hourly rates and charges basis and our fees will in addition to the fee quote for the remainder of this proposal.
16. Although we will be showing gas distribution mains. We assume that meters, pressure regulators, and pipe sizes will be designed by the project mechanical engineer.
17. Property Boundaries shown on the topographic map and plans will be based on field evidence and recorded information and should be considered approximate. The procedure for determining exact property boundaries involves performing a Record of Survey. Performing a Record of Survey is

beyond our scope of work for this project and is not included in this proposal.

- 18. This proposal does not include the design of fences or walls along the frontage or boundaries of the property. It is assumed that these fences or walls will be designed by others and that Robertson Erickson will only show their location on the plans.
- 19. Construction Document Grading Plans do not include a rough grading plan or offsite grading (extraction or borrow sites).
- 20. This proposal does not include landscape or irrigation design.
- 21. Reimbursable items such as mileage and reproduction shall be charged as extra charges.

B. Client agrees to compensate consultant for such services as follows:

Fees as follows:

Design Development	\$ 5,500
Construction Documents & Specs	\$ 7,000
Agency Review	\$ 1,230
Bidding	\$ 475
Construction Administration	\$ 3,250
Close Out	\$ 475
Total	\$17,930
Reimbursable budget	\$200

Optional Service

If connection to storm drainage system is unfeasible then an option might be to drain into underground leach trenches or infiltration trenches. If that option is pursued it will be necessary to determine the soil characteristics to determine if infiltration is possible at an acceptable rate. This work would include excavating some exploration trenches with a backhoe to log the soil horizons and then setting up additional trenches to test infiltration capability of the soil. This will be accomplished with percolation tests. We propose the following optional service:

Perform 2 trench explorations to log soil horizons and 3 percolation tests. This work includes the coordination and hiring of a backhoe operator. We will provide this additional service for a fee of \$2,000.00

If you have any questions or would like to discuss this further, please do not hesitate to call me at (530) 894-3500. If you decide to hire us for this project, please sign and date this proposal/contract letter below. Work can be stopped on this project with a 10-day written notice by either party with fees paid to date. We have the right to stop work on this project for invoices not paid beyond 30-days past due date.

Thank you for the opportunity to present this proposal and we look forward to working with you.

Sincerely,



Russ Erickson, P.E.
Civil Engineer/Principal

Accepted by: _____

Printed Name: _____

Date: _____

Attachment A
Survey/Project Area



HAMILTON HIGH

HAMILTON ELEMENTARY

HAMILTON UNIFIED

1979 Ella McLaughlin Barkely
1979 James Cameron
1979 Winifred Hook
1979 Hans J. Reines
1979 Fred K. Walker
1979 Thelma Ahsley Watson
1981 Donald R. Prusia
1983 Arvel V. Allread
1984 Maynard Strong
1984 Pete Panchesson
1985 Emerson Carter
1985 Neal Butler
1986 Bernice Loveall Fox
1987 Hilmer Finne
1989 Oscar Carpenter
1990 Emma Uhl Roney
1992 Charles Haines
1993 Prentice Ross
1994 Bill Rankin
1995 Patricia Kaiser
1996 Gail Zimmerman
1997 Marta Coleman
1998 Paul Houser
1999 Scott D. Johnson
2000 Hubert Lower
2001 Rae Turnbull
2002 Maxine Bigler
2003 Frederick Sturzen
2003 Jeanette Sturzen
2004 Sonya Reynier
2005 Jeannie Robinson
2006 Fred Freitas
2007 Coleen Parker
2008 Otto Lohse
2009 Jill R. Kortie
2010 Blanca Carrillo

1981 Irma Stratton
1983 Ruth Reager Stanley
1986 Joe Billiou
1987 Paula James
1988 Nellie Hanks
1990 Gerald F. Tipping
1991 Chester Walker
1991 Margaret Mason
1992 Edna Curtis
1993 Dale Anderson
1994 Bryant Odom
1995 Tomasa Murgia
1996 Esther Sabin
1997 Beulah Cyr
1998 Alice Donovan
1999 Daniel O. Paul
2000 Sarah Odom
2001 Fred L. Shanks
2002 Marge Howard
2003 Sharon Talk
2004 Mike Thomas
2004 Judy Mulvany
2005 Ruthie Holland
2006 Jenell Cook
2007 John Kissam
2008 Eva Perez
2008 Pamela Radke
2009 Lili Hands
2010 Dan White

2011 Ray Odom
2012 William (Bill) Boone
2013 Lui Tuato'o
2014 Cyndee Staley
2014 Darlene Odom
2015 Susan Lohse
2016 Greg Felton
2016 Ken Mason
2017 Tom Conwell
2017 Ralph Brand

- Had an impact/change on students' education.
- Influenced people in their department, program or service to strive for improved or expanded services to students.
- Helped make HUSD a more cooperative environment.
- Has a history of being a positive, collaborative team player with other agencies and the district: its' departments, administration, and staff.