

BOARD APPROVED



November 12, 2025

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Sandra Franco, Director MOT
Menlo Park City School District
181 Encinal Avenue
Atherton, CA 94027

**MENLO PARK
CITY SCHOOL DISTRICT**

**RE: CONTRACT MODIFICATION #2: MPCSD Districtwide HVAC Replacement Project
FEE INCREASE for HED Allowance, Admin, Architectural and Structural**

Dear Ms. Franco,

Our original CMTA + HED Fee proposal/agreement included an hourly not to exceed allowance for HED Admin, Architectural and Structural of \$190,000 (\$40,000 Admin + \$150,000 Arch + Structural) for the entirety of the project to support the Districtwide HVAC Replacement, as the scope at that time remained unknown before the Predesign site visits, analysis and full project scoping.

Our original proposal did not include Cost Estimating Services, and this scope was requested to be added to the project, which transferred \$54,000 from HED Architectural/Structural Allowance to Sierra West Cost Estimating Services scope, within the original agreement.

As of October 31st, as shared via email on November 6, 2025, of our total reduced HED Allowance of \$136,000, we have \$27,391.67 remaining to complete the remainder of 100% Construction Documents, DSA Review/Approval, Bidding, Construction Administration, and DSA Closeout Phases.

We respectfully request an increase of the HED Allowance of \$250,000, as hourly, not to exceed, with a goal for it to cover the remainder of the project, understanding that we have limited control over DSA review comments and that there may be unforeseen conditions that will surface during construction. As always, we endeavor to provide the most efficient and economical solutions in the best interest of the District.

Thank you for this opportunity to continue to be of service to you and MPCSD in maximizing positive outcomes for your educational facilities and community.

Sincerely,

Mary Ruppenthal, AIA, LEED AP
Principal-in-Charge | Education Market Sector Leader
CA 30908



PREVIOUSLY APPROVED FEE AND CURRENT FEE INCREASE

Phase	Fee
HED: Prime Administrative Fees	\$ 40,000
CMTA: Schematic Design	\$175,000
CMTA: Design Development	\$350,000
CMTA: 50% Construction Documents	\$437,500
CMTA: 100% Construction Documents	\$437,500
CMTA: DSA Submittal & Bidding	\$87,500
CMTA: Construction Administration & Closeout	\$262,500
Sub-Total	\$1,790,000
HED: Architectural & Structural Allowance	\$ 96,000
Sierra West: Cost Estimating	\$ 54,000
Original Total	\$1,940,000
Contract Mod #1: CMTA: Minus Lower Laurel HOCC CD Phase (8/14/2025)	\$ 23,000
Revised Total	\$1,917,000
Contract Mod #2: HED Allowance Increase, Hourly NTE	\$ 250,000
Revised Total	\$2,167,000