

JUN 11 2026

MENLO PARK CITY
SCHOOL DISTRICT

**AMENDMENT NO. 1 TO THE AGREEMENT FOR ARCHITECTURAL SERVICES
BY AND BETWEEN THE MENLO PARK CITY SCHOOL DISTRICT AND CAW
ARCHITECTS, INC., FOR LAUREL LOWER SCHOOL NEW CONSTRUCTION AND
MODERNIZATION**

This Amendment No. 1 to the Agreement for Architectural Services ("Amendment No. 1"), is made and entered into this 11th day of June, 2026 ("Effective Date"), by and between the Menlo Park City School District ("District") and CAW Architects, Inc., ("Architect") (each a "Party," and, collectively, the "Parties") as follows:

RECITALS

WHEREAS, the Parties previously entered into the Agreement for Architectural Services ("Agreement"), dated May 8, 2025, for the Laurel Lower School New Construction and Modernization ("Program");

WHEREAS, Architect submitted a revised proposal dated May 15, 2026 ("Proposal"), to provide certain additional services in connection with the Program, for an additional proposed fee of **Nine Hundred Thirty-Two Thousand, Five Hundred Seventeen, and 00/100 Dollars (\$932,517.00)** and a reimbursable allowance of **Thirty Thousand and 00/100 Dollars (\$30,000.00)**;

WHEREAS, at this time, the Parties desire to amend and supplement the Agreement to formally incorporate therein the Proposal and revise the provisions of the Agreement in accordance with the same.

NOW, THEREFORE, the Parties agree as follows:

TERMS

Section I. Amendment to Agreement.

1. Article 6.1 of the Agreement is amended and replaced with the following:

The District shall pay Architect for all Services contracted for under this Agreement the following ("Fee"):

An amount not to exceed **Three Million, Nine Hundred and Three Thousand, Five Hundred Twenty-Five and 00/100 Dollars (\$3,903,525.00)** based on the rates set forth in **Exhibit "D."**

2. Section E (Design Development Phase) of Exhibit A to the Agreement is amended by adding the following new sub-section 11 (Additional Tasks and Deliverables) to that Section:

11. Additional Tasks and Deliverables

Except as provided elsewhere in this **Exhibit "A,"** Architect shall perform the following additional services:

- a. Conduct one (1) pre-application meeting with DSA.

- b. Review the schematic design drawings with the District and incorporate feedback.
 - c. Prepare design development drawings including major details, plans, elevations, and schedules.
 - d. Prepare color and material finishes samples for District review and approval.
 - e. Prepare project specifications.
 - f. Coordinate building systems.
 - g. Present and finalize material and finish selection with the District.
 - h. Finalize and obtain District approval of building systems selections.
 - i. Make design revisions to incorporate value engineering recommendations.
 - j. Present design development and obtain written approval.
 - k. Conduct a total of three (3) District core group/leadership meetings.
 - l. Provide Design Development Drawings and Specifications and a Design Development Cost Estimate.
3. Section F (Construction Documents Phase) of Exhibit A to the Agreement is amended by adding the following new sub-section 5 (Additional Tasks and Deliverables) to that Section:

5. Additional Tasks and Deliverables

Except as provided elsewhere in this **Exhibit "A,"** Architect shall perform the following additional services:

- a. Finalize coordination and design issues with the consultant team.
- b. Review the design development drawings with the District and incorporate feedback.
- c. Prepare construction document set and specifications suitable for permit and bid.
- d. Submit drawings for constructability review and incorporate comments.
- e. Submit project for permit review.

- f. Manage the review process through the permit agency.
- g. Respond to plan check comments.
- h. Obtain permit approval.
- i. Conduct a total of three (3) District core group/leadership meetings in connection with the Construction Documents Phase.
- j. Provide Construction Documents and Specifications, and a 100% Construction Documents Cost Estimate.
- k. Conduct a total of four (4) District core group/leadership meetings in connection with permitting.
- l. Provide DSA-approved documents.

4. Section G (Bidding Phase) of Exhibit A to the Agreement is amended by adding the following new sub-section 10 (Additional Tasks and Deliverables) to that Section:

10. Additional Tasks and Deliverables

Except as provided elsewhere in this **Exhibit "A,"** Architect shall perform the following additional services:

- a. Respond to bid RFIs.
- b. Attend one (1) pre-bid site walkthrough.
- c. Prepare addenda and obtain agency approval, as required.
- d. Attend one (1) bid opening.
- e. Conduct a total of two (2) District meetings in connection with the Bidding Phase.
- f. Provide permit agency-approved addenda, if any.

5. Section H (Construction Contract Administration Phase) of Exhibit A to the Agreement is amended by adding the following new sub-section 14 (Additional Tasks and Deliverables) to that Section:

14. Additional Tasks and Deliverables

Except as provided elsewhere in this **Exhibit "A,"** Architect shall perform the following additional services:

- a. Respond to contractor RFI's, process submittals, and review proposed change orders.
- b. Conduct periodic jobsite visits to monitor the progress of the work.

- c. Review and approve applications for payment.
 - d. Coordinate approvals with the permit agency, as required.
 - e. Conduct one (1) punch list at substantial completion and one (1) punch list back check
 - f. Conduct weekly OAC meetings.
 - g. Provide bulletins and CCD's, as needed.
6. Section I (Close Out Phase) of Exhibit A to the Agreement is amended by adding the following new sub-section 5 (Additional Tasks and Deliverables) to that Section:

5. Additional Tasks and Deliverables

Except as provided elsewhere in this **Exhibit "A,"** Architect shall perform the following additional services:

- a. Prepare and submit permit agency closeout documentation.
- b. Obtain permit agency Project Certification, if applicable.
- c. Prepare record drawings incorporating RFI responses, bulletins, and CCD's.
- d. Conduct two (2) District meetings in connection with the Close Out Phase.
- e. Provide permit agency Project Certification and record drawings.

[Remainder of page intentionally left blank.]

Section II. All Other Provisions Reaffirmed.

All other provisions of the Agreement shall remain in full force and effect and are hereby reaffirmed. If there is any conflict between this Amendment No. 1 and any provision of the Agreement, the provisions of this Amendment No. 1 shall control.

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 1 to the Agreement to be executed by their respective officers who are duly authorized, as of the Effective Date.

ACCEPTED AND AGREED as of the Effective Date:

Dated: June 11, 2026

Dated: June 11, 2026, 2026

MENLO PARK CITY SCHOOL DISTRICT

CAW ARCHITECTS, INC.

Sign: 

Sign: 

Name: Kristen Gracia

Name: Mousam Adcock

Title: Superintendent

Title: Principal