



Santa Barbara School Districts

Date: April 22, 2008

To: Dr. J. Brian Sarvis, Superintendent

From: David J. Hetyonk, Director of Facilities and Operations

Subject: Approval of Proposal for Architectural Services from Robert Robles Architecture Inc. for Converting Portable # 23 to Offices at Adams Elementary School.

Bond Fund Consent Agenda: XX

Background:

As part of the ADA upgrades at Adams Elementary School an existing restroom and office building is being demolished. In addition, a trailer housing offices on site will be removed as it is not accessible. The restrooms are being replaced by a new relocatable restroom and the offices will be relocated to portable # 23. A project of this scope will require plans and specifications.

Issue:

The district has requested the attached proposal from Robert Robles Architecture Inc. Mr. Robles has worked with the district in the past.

Fiscal Impact:

\$26,300

Funding Source:

Measure I-98 bond funds (fund 24)

Recommendation:

It is recommended that the Board Approve the Proposal for Architectural Services from Robert Robles Architecture Inc. for Converting Portable # 23 to Offices at Adams Elementary School.

Attachment(s)?	<input checked="" type="checkbox"/>	Yes (if so, please attach)	<input type="checkbox"/>	No	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Consultant
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ROBERT ROBLES
ARCHITECTURE
INC

401 South A Street #9, Oxnard, CA 93030
Tel 805.487.9620 Fax 805.487.9624

March 28, 2008

Santa Barbara School Districts
720 Santa Barbara Street
Santa Barbara, CA 93101

Attn: Mr. David Weniger, Construction Manager

Re: Proposal for Professional *Architecture & Engineering Services*
Office Remodel of Existing Relocatable Building #23 at Adams Elementary School

Dear Mr. Weniger,

Robert Robles Architecture, Inc. is pleased to offer *Architecture & Engineering Services* for the above noted project. Based upon my understanding of initial requirements, the goal of this project is to convert existing relocatable building #23 into four offices (and supporting space) for School Psychologists. The existing building measures approximately 24' x 40' in plan and is located at the west-central portion of the campus (adjacent to the playground).

Scope-of-Work

The following tasks are included in the proposed *Architecture & Engineering Services*:

1. Programming Phase: Consultation with District and School Staff to define design objectives, limitations and criteria. Development of initial program of approximate areas, space requirements, and space relations. Development of a preliminary project schedule. Development of a preliminary budget for the Work based upon programming and schedule.
2. Design Phase: Based upon the agreed-upon budget for the Work of the project, *Robert Robles Architecture, Inc.* will provide Design Documents that establish the conceptual design of the project for the review and approval of the District.
3. Construction Documents Phase: Provide Construction Documents, based upon the approved Design Documents, for the review and approval of the District. The Construction Documents will include Drawings and Specifications that establish in detail the quality level of materials and systems required for the project. This phase also includes the following:
 - a. Mechanical Engineering by Hugh McTernan of AE Group Mechanical Engineers, Inc.
 - b. Electrical and Fire Alarm Engineering by Robert Nettles of Santa Barbara Electrical Design, Inc.
 - c. Structural Engineering by Ed Latthitham of EDL Structural Engineering.
 - d. Professional Cost Estimating Services.

- e. Application, Submittals and Back-Checking for the approval of the Division of the State Architect (DSA).
4. Construction Procurement Phase: Attend the pre-bid job-walk and assist the District in obtaining competitive bids for the project. This service includes response to bidders' Requests for Information (RFIs) with addenda, and assistance with bid validation.
5. Construction Administration Phase: Provide administration of the Contract between the District and the Contractor during construction. This service includes, but is not limited to, the following: response to contractor RFIs, administration of construction meetings, review & processing of contractor submittals, review of contractor applications for payment, field observations, and punchlist review & inspections at project completion.

The scope-of-work does not include governmental fees, surveys and testing services that are normally provided by the Owner.

Schedule

Robert Robles Architecture, Inc. will make every reasonable effort to work within the demands of your schedule.

Proposed Fee and Method of Compensation

Proposed services are on an hourly basis with reimbursable expenses. Time and expenses shall be in accordance with the attached "Exhibit A," Standard Billing Rates. Payment is due upon receipt of monthly billing statements (net 30 days).

Based upon my understanding of project requirements and my experience with projects of similar scope, the estimated fee required for the proposed services will be **\$26,300**, excluding reimbursable expenses. If the project scope changes at a later time, additional services can also be completed on an hourly basis or negotiated on a fixed fee basis.

Authorization

Should you require any additional information or wish to discuss this proposal further, please contact me at (805) 487-9620. If this proposal is satisfactory, I will prepare a written contract for the District's approval. Thank you for your consideration. I look forward to assisting the Santa Barbara School Districts with this project.

Yours Sincerely,



ROBERT ROBLES ARCHITECTURE, INC.
Robert Robles, AIA; President

Encl. "Exhibit A," Standard Billing Rates.



Exhibit A
STANDARD BILLING RATES

RATES EFFECTIVE JANUARY 1, 2008*

<u>In-House Services</u>	<u>Rate per Hour</u>
Architect.....	\$120.00
Technical Level I (Designer).....	\$90.00
Technical Level II (Drafter).....	\$65.00
Technical Level III (Clerical).....	\$50.00
<u>Outside Services</u>	<u>Rate</u>
Outside Consultant.....	Cost plus 10%
Surveying & Testing Services.....	Cost plus 10%
<u>Reimbursable Expenses</u>	<u>Rate</u>
Prints and Plots.....	Cost plus 10%
Project-related Travel.....	\$0.40 per mile

*Rates are subject to a five percent (5%) increase effective the first of January of each year.