# proposal

**DATE:** April 22, 2019

**TO:** Jefferson Elementary School District
1219 Whispering Wind Drive
Tracy, CA. 95377

**ATTN:** James Bridges, Ed.D.

**RE:** Monticello Elementary School
Mechanical Replacement Project

Dear Jim,

PJHM Architects, Inc. is pleased to present this Professional Services Proposal for Monticello Elementary School Mechanical Replacement Project. The proposal is in accordance with the agreement dated June 21, 2011.

Project Scope
- Provide Mechanical Replacement plans and specifications
- DSA Approval not included.

Based on the scope of work listed above, PJHM Architects, Inc. proposes **$6,670** in professional service fees invoiced as a **fixed fee**.

This proposal includes the professional services of a Mechanical Engineer plus a 15% mark-up for the scope listed above. Due to the minimal scope of work and the short construction schedule PJHM is providing our architectural and construction administration services gratis.

This estimate does *not* include the following services: Civil Engineer; Structural Engineer; Plumbing Engineering; Electrical Engineer; Hardware Consultant; Landscape Architect; Topographical Investigations / Reports; Geotechnical Investigations / Reports; Underground Utility Survey; Fire Sprinkler System Design and/or Approval; Hazardous Material Investigations/Reports/Consultants; SWPPP Plans; WQMP Plans; CEQA Plans; CHPS/LEED/Commissioning Consultant; Food Service Consultant; Aquatic Consultant; Acoustical/Theatrical Designer; or Close out of existing DSA application numbers.

Reimbursable expenses, such as printing, shipping, agency fees, etc., will be invoiced at cost plus **15%**. We believe this cost will be minimal and we can provide these services for no cost as well.

Thank you,

**FROM:** Kenneth Podany • Architect
CHIEF EXECUTIVE OFFICER
pjhm architects

pjhm·architects
**OC**/// 24461 Ridge Route Drive #100 • Laguna Hills CA 92653 **P**/// 949-496-6191
**LA**/// 837 Traction Avenue #410 • Los Angeles CA 90013 **P**/// 213-278-0172
**SD**/// 804 Pier View Way #103 • Oceanside CA 92054 **P**/// 760-730-5527

Pocock Design Solutions Inc.

# Consulting Engineers

February 11, 2019

PJHM Architects
24461 Ridge Route Dr., Ste. 100
Laguna Hills, CA 92653

Attention: Ken Podany
Chief Executive Officer

**Project:** **Monticello Elementary School – Prop 39 HVAC Replacement**

**Subject:** **Proposal for Consulting Mechanical Engineering Services**

I am pleased to submit this proposal for the consulting services necessary for the design and construction for the above project.

**PROJECT DESCRIPTION:**

This project consists of the replacement of (10) existing rooftop packaged a/c units at Monticello Elementary School in Tracy, CA. The existing rooftop packaged a/c units will be replaced with new high-efficiency units of identical capacities. Project will be done in AutoCAD.

My understanding of the scope of the mechanical work for this project is as follows.

1. **HVAC:** Mechanical heating, cooling, and ventilation systems which comply with the requirements of the California Mechanical Code.
   a. Demo and replacement of existing rooftop a/c units including new adapter curbs as necessary.
   b. Controls for new a/c units to comply with district standards.
   c. Title 24 calculations.

   **Exclusions:**

   a. Savings by Design or Rebate Incentives.
   b. LEED, CHPS, or HPI
   c. Commissioning.
2. **Plumbing:** Domestic hot and cold water, sanitary waste and vent piping systems which comply with the requirements of the California Plumbing Code.
   a. Extension and reconnection of existing gas/condensate.
3. **Fire Sprinklers:** No services will be provided.
4. **Fire Hydrants:** No services will be provided.

**Engineering Services:**

For this scope of work, Pocock Design Solutions will provide the following services:

1. **Construction Document Phase:**

   a. Provide One (1) site investigation.

b. Provide coordination, including necessary documents/drawings with other disciplines.
c. Prepare final Construction Documents, including; drawings, project manual sections and applicable applications for plan reviewing authorities.
d. Provide final Title 24 Energy Analysis and complete forms as required for review and approval.
e. Prepare typed final project manual sections (specifications). Provide appropriate print type and layout to coordinate with Architect's documents.
f. Revise drawings as required by reviewing governmental agencies. Obtain all required approvals by governing governmental agencies prior to bid.
g. Respond to bid inquiries directly to the Architect. Provide all necessary documents, drawings and/or project manual changes in hard copy and/or disc formats to the Architect.
h. Provide information required for Addenda to the Architect.
i. Assist with post-bid review and analysis of mechanical/plumbing components and/or Contractor's Schedule of Values as required.
j. Deliverables:

HVAC:

- HVAC Plans.
- Schedules.
- Details for Installation of all HVAC Equipment and Penetrations.
- Specifications.
- All Mechanical Title 24 Compliance forms. Provide one set of forms for each building.

Plumbing:

- Plumbing Plans.
- Schedules.
- Specifications.

2. **Construction Administration Phase:**

a. Provide one final job-site observation visit.
b. Provide clarifications respond to Requests for information and make revisions to the drawings and/or project manual as required.
c. Review Contractor's shop drawings and submittals as required.
d. Prepare necessary reports (DSA Verified Reports) and coordinate submittal of same with the Architect.
e. Prepare final Mechanical/Plumbing Punch List.

3. **Exclusions:**

a. All printing and delivery costs.
b. Plancheck fees.
c. Professional cost estimates.

The proposed fee for these services is Five Thousand Eight hundred dollars ($5,800.00). The breakdown of this fee is as follows:

| | | |
|---|---|---|
| 1. | Construction Document Phase | 80% or $4,640.00 |
| 2. | Construction Administration Phase | 20% or $1,160.00 |

Fees will be billed monthly for the percentage of the engineering services completed.

Additional services will be provided as requested and will be charged on the basis of the following rates.

| Classification | Billing Rate |
|---|---|
| Principal | $200.00 |
| Engineer | $175.00 |
| Project Manager | $165.00 |
| Sr. Designer | $140.00 |
| Designer | $120.00 |
| Cad Drafting | $ 90.00 |
| Clerical | $ 70.00 |

If you have any questions concerning the proposed scope of work, services, fees and agreement, please call me. If this proposal and agreement are acceptable, please return one signed copy of each for our records.

Thank you for this opportunity to be of service. I look forward to working with you and your office on this project.

Sincerely,

**Pocock Design Solutions, Inc.**

**Accepted for PJHM Architects**

By:.....

Date: 3-12-19

**Andrew Gossman**
**Principal**