PERALTA COMMUNITY COLLEGE DISTRICT

Request for Proposals 19-20/02

Architectural – Full Services

Library + Learning Resource Center Project

Laney College, Main Campus

Peralta Community College District (“District”) is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural services, from approved FPP through construction and move-in, including furniture layouts, FF+E specifications, end-user IT, and landscape for the District’s Library + Learning Resource Center at Laney College (“Project”).

Respondents to this Request for Proposals (“RFP”) must mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or USB flash drive of the Proposal, labeled “Proposal for Architectural Services – Laney College Library + Learning Resource Center Project,” conforming to the requirements of this RFP to:

PERALTA COMMUNITY COLLEGE DISTRICT
John Hiebert, Purchasing Department
501 5th Avenue, Oakland, CA 94606
Re: RFP #19-20/02

ALL RESPONSES ARE DUE BY 2:00 P.M., ON TUESDAY, SEPTEMBER 10, 2019. Proposals received after this date and time will not be accepted and will be returned unopened. Oral, facsimile, or email Proposals will not be accepted. Each Proposal must conform and be responsive to the requirement set forth in this RFP.

The District reserves the right to waive any informalities or irregularities in received Proposals. Further, the District reserves the right to reject any and all Proposals and to negotiate contract terms with one or more Respondents for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFP please email John Hiebert, Purchasing Department, at jhiebert@peralta.edu before 2:00 p.m. on August 30, 2019; also copy Atheria Smith, the Project Manager, at atheriasmith@peralta.edu. Answers will be provided by 5:00 p.m. on September 3, 2019.
I. **RFP RESPONSE SCHEDULE SUMMARY**

The District reserves the right to change the dates on the schedule without prior notice.

<table>
<thead>
<tr>
<th>DATE/TIME</th>
<th>ACTION ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 16, 2019</td>
<td>Release of RFP #19-20/02.</td>
</tr>
<tr>
<td>Tuesday, August 27, 2019 at 2:00 P.M. at District Board Room, District Office, 333 E. 8th Street, Oakland, CA 94606</td>
<td>Mandatory Pre-Proposal Meeting</td>
</tr>
<tr>
<td>Friday, August 30, 2019 at 2:00 P.M.</td>
<td>Deadline for submission to District of written questions</td>
</tr>
<tr>
<td>Tuesday, September 3, 2019 at 5:00 P.M.</td>
<td>Deadline for responses from District to written questions</td>
</tr>
<tr>
<td><strong>Tuesday, September 10, 2019 at 2:00 P.M.</strong></td>
<td><strong>Deadline for all submissions in response to RFP</strong></td>
</tr>
<tr>
<td>Friday, September 13, 2019</td>
<td>Release of short-listed Respondents and interview notifications.</td>
</tr>
<tr>
<td>Friday, September 20, 2019</td>
<td>Interviews of short-listed Respondents.</td>
</tr>
<tr>
<td>Tuesday, October 8, 2019</td>
<td>Board of Trustees Action to Award Contract.</td>
</tr>
</tbody>
</table>

II. **BACKGROUND**

Peralta Community College District delivers transformative educational opportunity to its six-city service area (Albany, Berkeley, Piedmont, Oakland, Alameda, and Emeryville) through its four colleges: College of Alameda, Berkeley City College, Laney College, and Merritt College. Capital projects for all locations are managed through the District Office, Department of General Services. The District’s Project Manager is the primary point of contact for the design team during the contract period.

Laney College is the largest college in the District and its student population is among the most diverse in the nation. As a community, Laney College advocates for a broadly defined and thoroughly implemented experience of inclusiveness, welcome, and support. The Laney College motto is “Dream. Flourish. Succeed.”

The 60-acre campus is located at 900 Fallon Street in downtown Oakland. The Lake Merritt BART station, Lake Merritt Channel, Peralta Community College District Office, and Oakland Museum of California are all immediately adjacent. The overall layout and massing of the central campus was inspired by a medieval walled city. Most of the buildings were designed in the International/Modern style and were constructed as a unified set in the 1960s. The original design and construction are largely intact. The central campus is generally on two levels; the central plaza is on the upper level.
Approximately half of the College’s instructional space is devoted to laboratories and shops to support vocational programs. In addition to general instructional space, facilities at the main campus include the student center, gymnasium, swimming pool, library, childcare, forum, and theatre. 30 acres of outdoor space include a linear park and community garden along the Lake Merritt Channel, and athletic fields for baseball, football, and track. Most administrative, counseling, and faculty offices are located in the Tower building.

This Request for Proposals ("RFP") defines the architectural services sought from Respondents and generally outlines the Project requirements.

III. PROJECT DESCRIPTION

This project will replace the existing Library with a facility that combines the Library with a Learning Resource Center ("LRC"). In addition to the traditional Library program, the existing Library facilitates a variety of activities and events. The Learning Resource Center will provide a shared home for various instructional resources that currently occupy spaces scattered across the campus.

The existing Library building contains approximately 31,000 ASF. The new Library+LRC ("LLRC") will contain approximately 49,000 ASF.

The space inventory for the existing Library is provided in Section VIII.

Program changes from the existing Library include:

• add study space for collaborative and individual learning
• add video conference space for distance learning and staff development activities
• enlarge and modernize the Teacher Learning and Training Center
• enlarge the Media Center to add more computer workstations.

Learning Resource Center programs include:

• tutoring resource center
• drop-in computer labs
• discipline-specific labs, such as math, business, English, writing, and ESOL.

The combined new facility shall also:

• provide robust, reliable IT
• advance financial and environmental sustainability
• improve durability of fixtures and finishes in a context of heavy public use
• improve support / accommodation for a wide variety of users
• improve ADA compliance, provide accommodation beyond code minimums
• improve seismic safety
• improve access to natural light
• create a safe, secure, healthy, and attractive structure
• improve the public face of the campus.

The project site is approximately 3 acres on the southeast part of the campus and is currently occupied by Eagle Village. Eagle Village is a group of seven single-story portable classroom buildings plus a bathroom building and some central plant chillers. There is a trail, linear park with community garden, and the Lake Merritt Channel to the east of the project site; 7th Street, the main parking lot, and the Estuary to the south; a small parking lot to the west; and Building E (central utility plant on the lower level, general classrooms on the upper level) to the north. The project site provides opportunities to improve the public face of the campus along 7th Street (the “front” for people arriving from the main parking lot) and to engage with the linear park and community garden at the Channel.

The Project is further defined in the attached EXHIBIT 1, along with the District’s budget and schedule for the Project.

All Respondents must be able to demonstrate that the Key Personnel proposed for this project have achieved approval from the Division of the State Architect (“DSA”) for structural, fire/life safety, and access compliance on at least three projects, including, but not limited to libraries projects of similar size and scope, with robust IT system design and for State-funded California Community College projects.

IV. SCOPE OF SERVICES

Any Respondent must be capable of providing full architectural services from approved FPP through construction and move-in, including furniture layouts, FE+E specifications, end-user IT, and landscape. The desired scope of services is set forth at Exhibit “A” to the District’s form Agreement for Architectural Services (“Agreement”), which is attached to this RFP as EXHIBIT 2.

V. LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any person or entity responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFP.

Proposals, and any other supporting materials submitted to the District in response to this RFP, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal.4th
1065, Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to Respondent or other party as a result of any public disclosure of any Proposal.

VI.  **RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation/selection process, or the award of the contract with any member of the District, Board of Trustees, or any member of the citizens’ oversight committee. Any such contact shall be grounds for the disqualification of Respondent.

VII.  **FULL OPPORTUNITY**

No Respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition, or disability in any consideration leading to the award of the contract.

VIII. **SMALL LOCAL BUSINESS ENTERPRISE AND SMALL EMERGING LOCAL BUSINESS ENTERPRISE PROGRAM**

The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual overall program goal of twenty-five percent participation for small local businesses. To facilitate opportunities for small local business, the District will use a maximum 5% bidding preference for SLBE and SELBE firms. The preference is only used for computation purposes to determine the winning bidder, the contract is awarded at the actual bid amount.

The full version of the District’s small local business enterprise and small emerging local business enterprise program can be found by going to the District’s home page:

web.peralta.edu/business/.../Small-Local-Business-Enterprise-Program.pdf

Proposers meeting the District criteria for an SLBE and SELBE can complete the below self-certification affidavit signed under penalty of perjury. Proposers claiming SLBE and SELBE status in the self-certification affidavit will be required to submit proof of residency and revenue 48 hours after the delivery deadline for Proposals. Such proof shall consist of a copy of a contract to perform work, to rent space or equipment, or for other business services, executed from their local address, and the firm’s tax returns from the past three consecutive years.
SLBE/SELBE SELF CERTIFICATION AFFIDAVIT

I certify under penalty of perjury that my firm meets the District’s definition of a Small Local Business Enterprise or a Small Emerging Local Business Enterprise and resides in the geographic location of the District's market area and qualifies for the below preference. The maximum preference will be five percent of the bid amount of the lowest responsible bidder, and may not exceed $50,000.00 for any bid. The preference is only used for computation purposes to determine the winning bidder; the contract is awarded at the actual bid amount. The District’s Contract Compliance Office will determine whether this requirement has been fulfilled. Bidders may only claim one of the below preferences.

<table>
<thead>
<tr>
<th>Certification Status</th>
<th>Preference</th>
<th>Preference Claimed (check only one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLBE</td>
<td>5% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>SELBE</td>
<td>5% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>25% of Subcontractors are SLBE/SELBE</td>
<td>4% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>Not a SLBE/SELBE</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1. I acknowledge and am hereby advised that upon a finding of perjury with the claims made in this self certification affidavit the District is authorized to impose penalties which may include any of the following:
   a) Refusal to certify the award of a contract
   b) Suspension of a contract
   c) Withholding of funds
   d) Revision of a contract for material breach of contract
   e) Disqualification of my firm from eligibility for providing goods and services to the Peralta Community College District for a period not to exceed five (5) years.

2. I acknowledge and have been advised and hereby agree that my firm will be required to provide proof (and if applicable, my SLBE and SELBE Subcontractors will provide proof) of the status claimed on this self-certification affidavit 48 hours after bid opening. Proof of status claimed includes tax returns from the previous three years and past contracts to determine the size and geographical location of my firm.

3. I declare that the above provisions are attested to under penalty of perjury under the laws of the State of California.

Bid Number: ____________________ Bid Name: ____________________

Signed ___________________________ Date: ______________________

Printed or typed name: ____________________ Title: ____________________

Name of Company: ____________________ Telephone: ____________________ Fax: ____________________
IX. **PROPOSAL REQUIREMENTS**

A. **Format**

Respondents to this RFP must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format with font no less than 11 point font size. Proposals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled “Cover Letter”, the second tab would be entitled “Table of Contents”, etc.

Proposals shall be no more than fifteen (15) double-sided pages in length. This page limitation excludes front/back covers, divider sheets/tabs, and allowed appendices. Proposals containing more than the authorized number of pages will not be considered.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the Proposal. The unbound copy shall be marked “Copy for Reproduction”, and shall be formatted as follows:

- No divider sheets or tabs.
- Pages with proprietary information removed.
- A cover sheet listing Respondent’s name, the total number of pages, and identifying those pages that were removed due to proprietary information.

The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite (ie: MS Word) or PDF.

B. **Content**

1. **Cover Letter** (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why Respondent is well suited for, and can meet, the District’s needs.
- Clearly identify the individual(s) who are authorized to speak for Respondent during the evaluation process.
- Include one (1) of the follow statements:

  "[INSERT RESPONDENT’S NAME] received a copy of the District’s form of Agreement for Architectural Services ("Agreement") attached as EXHIBIT 2 to the RFP. [INSERT RESPONDENT’S NAME] has reviewed the indemnity and insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT RESPONDENT’S NAME] has no objections to the use of the Agreement."

  OR
“[INSERT RESPONDENT’S NAME] received a copy of the District’s form of Agreement for Architectural Services ("Agreement") attached as Exhibit 2 to the RFP. [INSERT RESPONDENT’S NAME] has reviewed the indemnity and insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT RESPONDENT’S NAME] has objections to the use of the Agreement, only as identified in Tab 8 (Comments on Form of Agreement).”

- Certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

- Certify that no official or employee of Respondent has ever been convicted of an ethics violation.

- Include evidence that Respondent is legally permitted to conduct business in the State of California and properly licensed to perform the services.

- Sign below the following language: “By virtue of submission of this Proposal, [INSERT RESPONDENT’S NAME] declares that all information provided is true and correct.”

2. **Respondent Information**

- Company name.

- Address.

- Telephone.

- Fax.

- Website.

- Name and email of main contact.

- Federal Tax I.D. Number.

- License Number.

- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.

- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.

- Brief profiles of currently active principals.

- Number of employees (licensed professionals, technical support).

- Location of office where the bulk of services solicited will be performed.
• Provide Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion attached as **EXHIBIT 3** to this RFP.

• Provide Small Local Business Enterprise and Small Emerging Local Business Enterprise Program Worksheet attached as **EXHIBIT 4** to this RFP.

• Provide State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. **Relevant Qualifications**

• Briefly describe Respondent’s approach to and/or experience with each of the following:
  
  o Designing library projects of similar size and scope.
  
  o Designing robust IT systems.
  
  o State-funded California Community College projects
  
  o Cost estimating, including some history of cost estimates versus actual bid amount on three (3) school projects awarded in the last five (5) years.
  
  o Quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
  
  o Conformance with federal/state/local applicable code requirements.
  
  o Construction cost reduction measures such as, but not limited to, value engineering in design and construction.
  
  o DSA and working within the DSA processes.

4. **Relevant Project Experience**

• Provide information about prior services furnished by Respondent in the last ten (10) years on a minimum of five (5) K-12 or community college educational projects, and list the following for each project:
  
  o For the purposes of determining the final selection, projects of similar size and scope, completed for community colleges or districts, will be prioritized.
  
  o District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
  
  o Project name and location.
  
  o Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
  
  o Square footage.
  
  o Main program elements.
- Original budget, bid amount, and final amount at close-out.
- Number of RFI's and Change Orders of each project.
- Briefly state relevance of the project for consideration in this RFP.
- Specify role of Respondent if work was not exclusively by Respondent (i.e., joint venture, association).
- Key individuals of Respondent involved and their roles in the project.
- Any sub-consultants that worked with Respondent.

- Identify any and all K-12 and community college educational projects that have not been closed-out by DSA and provide explanation.

- Present photographs, drawings, and narrative to demonstrate design skills. Highlight program requirements, occupant/visitor experience, site/context, aesthetics, sustainability (environmental/financial), problem solving, overall quality and/or creativity.

5. **Project Team Summary**

- Identify key team members, including sub-consultants, and state their qualifications relevant to the Project.

- The District expects that the team shall remain intact through the duration of the Project. If a team member must leave, the District reserves the right to approve that team member’s replacement.

6. **Litigation History**

- Provide a comprehensive five (5)-year summary of Respondent’s litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome.

- A Proposal failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

7. **Fee Proposal**

- Fee proposal shall include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates (“SOR”) by position, by company entity, for each position proposed by Respondent, whether submitting as a prime with sub-consultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.
• A form of the Agreement has been distributed with this RFP as **EXHIBIT 2**. The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the District and the selected Respondent.

8. **Comments on Form of Agreement**

• Respondents must thoroughly review the Agreement attached to this RFP as **EXHIBIT 2** and confirm in writing that, if given the opportunity to contract with the District, Respondent has no substantive objections to the use of the District’s standard agreement, or identify any term or condition of the Agreement that the Respondent requests modifying, deleting, or adding. Respondents must clearly explain what modification would be sought and specify alternate language.

• Respondent, if selected, will be precluded from negotiating changes that have not been identified in the Proposal. The District will review but is not obligated to accept any proposed changes.

9. **Appendix**

• Firm brochure/history/background, reprints, etc.

• Key team member resumes.

X. **SELECTION PROCESS**

A. **Criteria**

The District will evaluate all timely Proposals. Each Proposal must be complete. Incomplete Proposals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. The District will identify Respondent(s) that can provide the greatest overall benefit to the District.

[CONTINUED ON FOLLOWING PAGE]
The District will evaluate a number of factors in combination. Submissions will be scored according to the criteria and weights (points) listed below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria</th>
<th>Max. Points</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td><strong>Strength of Proposer</strong></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Successful performance of similar work for community colleges; Ability to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>support the project with personnel and experience</td>
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</tr>
<tr>
<td>2</td>
<td><strong>Project-Specific Team and Work Plan</strong></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Understanding of project specifics; Strength of project-specific team;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Realistic approach to project delivery</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Design Skills</strong></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Quality; Creativity; Sustainability</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Fee</strong></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Clarity, tangible deliverables, consistency, overall cost</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Authorized Signature, Business Information, and Related Documents</strong></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Complete and correct</td>
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</tr>
<tr>
<td>6</td>
<td><strong>Written Communication Skills</strong></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Clarity, quality, internal consistency, ease of use; Complete and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>concise (&quot;right-sized&quot;)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

B. **Interviews**

The District, at its sole discretion, may elect to interview selected Respondent(s). The District may elect to interview one or more Respondents. If a Respondent is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District’s to review the Respondent’s proposal and other matters the District deems relevant to its evaluation. **Any comments or proposed changes to the form of Agreement attached hereto as EXHIBIT 2 shall be provided in writing in Tab 8 and may be the subject of inquiry at the interview.**

C. **District Investigations**

The District may perform investigations of Respondents that extend beyond contacting the references identified in the Proposals. The District may request a Respondent to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from any other available sources in addition to any documents or information submitted.

XI. **FINAL DETERMINATION AND AWARD**

The District reserves the right to contract with any person or entity responding to this RFP for all or any portion of the work described herein, to reject any Proposal as non-responsive, and/or not to contract with any Respondent for the services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP, including any supporting materials.
Awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful Respondent(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other Respondent selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent to this RFP.

XII. SUBMISSION GUIDELINES

Respondents to this RFP must mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or USB flash drive of the Proposal, labeled “Proposal for Architectural Services – Laney College Library + Learning Resource Center Project,” conforming to the requirements of this RFP to:

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WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT’S PROJECT.
EXHIBIT 1

PROJECT DESCRIPTION

Project Name: Laney College Library + Learning Resource Center Project

Construction Cost Budget: $60,000,000.00

The Construction Cost Budget includes, but is not limited to:

- All demolition, construction, mitigation, and disposal work associated with the project.
- General contractor’s on-site administrative and operations costs, bonds and insurance, overhead, and profit.
- Fully designed and installed IT and low voltage systems – all cabling, terminations, network equipment, and programming.
- All on-site and off-site work necessary to achieve full functionality of the project. Examples of off-site work include: programming at system control panels located elsewhere on campus or at the District office, connections to infrastructure beyond 5’ of the building exterior, repair and restoration of areas and items damaged by the construction process, infrastructure modifications and improvements necessary to support the project.
- Escalation to the mid-point of construction at bid.
- 10% allowance for change orders to the general contract after award.

The design schedule must achieve milestone dates acceptable to the State Chancellor’s Office.

Summary of Project Scope:

This project will replace the existing Library with a facility that combines the Library with a Learning Resource Center (“LRC”). In addition to the traditional Library program, the existing Library facilitates a variety of activities and events. The Learning Resource Center will provide a shared home for various instructional resources that currently occupy spaces scattered across the campus.

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Summary of Additional Relevant Facts and Documents:

1. **Milestone Schedule for State Funding**

   Milestone Schedule for State Funding will be provided via Addendum.

2. **Space Data for Existing Library (from FUSION)**

   See attached.
3. **Miscellaneous Library Events**

Examples of miscellaneous regular events at the Laney Library: an annual quilting show, speaker series, movie series, poetry readings, open mic events (occasionally with major performers), and drop-in events for stress relief during finals weeks, tax preparation, and quilting.

4. **LRC Program Spaces**

Further detail regarding the existing LRC spaces will be provided in **Exhibit 6**. The square footage for these programs is anticipated to be more efficient when similar spaces are combined for shared use by multiple programs.

5. **Project Location and Site Constraints**

A map of the project site will be provided via Addendum. The estuary has setbacks and other constraints. There are some central plant chillers located at the project site that will need to be accommodated or relocated.

6. **CEQA Finding**

Draft report is in progress. Final determination will be provided when available (tentatively September 2019).

7. **Geotechnical Report**

Geotechnical report is in progress and will be provided when available.

8. **Topographical and Utility Surveys**

Topographical and Utility Surveys will be provided when available.

9. **Inter-Project Coordination**

The relocation of Eagle Village is a separate project, anticipated to be complete prior to the construction of the LLRC.

Major campus infrastructure projects at Laney are separate projects, anticipated to be complete prior to the construction of the LLRC.

There may be small maintenance and operations projects that will need to be coordinated with the LLRC project. Detail will be provided after contract award.
EXHIBIT 2

FORM OF AGREEMENT FOR ARCHITECTURAL SERVICES

Attached[A1].
EXHIBIT 3

CERTIFICATIONS

Attached.
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

I am aware of and hereby certify that neither __________________________ (“Architect”) nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts.

If Architect or any of its principals are unable to certify this statement, it shall attach an explanation hereto.

IN WITNESS WHEREOF, this certification has been duly executed by the Principal of the above named Architect on the ___ day of ________________________, 20___, for the purposes of submission of this Agreement.

Name of Architect: ________________________________

Signature: ______________________________________

Print Name: _____________________________________

Title: __________________________________________
CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) Be securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all subcontractors to do the same.

___________________________________________
Contractor

By: _______________________________________

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.)
STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

I hereby certify that ______________________________________________________

(Legal Name of Vendor/Consultant/Contractor)

Will not discriminate against any employee or applicant for employment because of race, creed, sex, color or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

The vendor’s questionnaire requests information for record keeping purposes only. The information requested will not be used as a basis for contract award.

However, after a contract is awarded to your company, the District requires your company to report:

a. Actual racial, gender and residential workforce composition of your company for the contract work.
b. Actual racial, gender and residential workforce composition of subcontractors for the contract work.
c. Number of apprenticeship workforce for the contract work.

This report must be submitted to the District Department of General Services on a quarterly basis.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

BY: __________________________________________

____________________________________
Date

____________________________________
Print Name
NON-COLLUSION DECLARATION

(To be executed by Proposer and submitted with your proposal)

The undersigned declares:
I am the ___________ of ____________________, the party making the foregoing bid.

[Title] [Name of Firm]

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from submitting a proposal. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the bid price, or of that of any other proposer. All statements contained in the bid are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on ___________________________,

[Date]
at __________________________, ____.

[City] [State]

Signature: ____________________________________________

Print Name: ____________________________________________

Title: ________________________________________________
EXHIBIT 4

VENDOR’S QUESTIONNAIRE AND CERTIFICATE BY COMPLIANCE

Attached.

The following information is requested for information purposes only. It will not be used in determining bid award.

Date: _____________________

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Type of Organization (Check one)  Individual ☐  Partnership ☐  Corporation ☐

Name of Owner(s) (if applicable)

State of Incorporation (if applicable)

Name of Partners  (I)  Indicate (G) General (L) Limited

Local Address

Amount of Annual Business

The District is identifying vendor ownership as follows:
The District is identifying vendor workforce as follows:

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<th>Black or African-American</th>
<th>Filipino</th>
<th>Latino (other than Mexican or Mexican-American)</th>
<th>Mexican or Mexican-American</th>
<th>Native – American</th>
<th>Pacific Islander, other Asian</th>
<th>White</th>
<th>Disabled</th>
<th>Veteran</th>
<th>Women</th>
<th>Subcontract</th>
<th>Employee</th>
<th>Apprentice</th>
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Explain whether current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state, or local). Use separate sheet if necessary.

Detail steps taken by vendor since inception to assure non-discriminatory recruiting, hiring, and apprenticeship, placement, promotion, demotion, layoff and termination practices. Use separate sheet if necessary.
What are you interested in providing the District? (e.g., construction, consulting, goods or services).

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**Total # of Employees _____**

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**Total # of Employees _____**

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<tr>
<td>6.</td>
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EXHIBIT 5
Acknowledgement and Signature Form

The undersigned having carefully examined the Request for Proposals, location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Vendor’s Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work described in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the RFP, including any Addenda, within the time specified.

Addendum Acknowledgement

The following addendum(s) are acknowledged in this RFP: ______________________

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated on this proposal.

Vendor Name: ___________________ Title: ______________________________

Contact Person: _______________________________________________________

Address: ____________________________________________________________

Telephone: ________________________ __________________________ Fax:

Contractor License #: _______________ Expiration Date: _________________

Federal Tax Identification Number: _____________________

Authorized Signature: Date: ________________________________
The Board of Governors, California Community Colleges requests $TBD for the construction and equipment phase of the Peralta Community College District, Laney College, Learning Resource Center (LRC). The existing building will be replaced with a 48,830 assignable square feet (ASF) facility that includes 1,066 ASF Office, 37,904 ASF library, 8,179 ASF AV/TV, and 1,681 ASF Other Space. The new LRC will better meet the needs of the changed curriculum and provide significantly improved services, integrating tutoring and assessment functions that are currently scattered across the campus in various buildings. Total project costs are $TBD state funds and $TBD district funds.

Required Legislation
- Code Section(s) to be Added/Amended/Repealed: CCCI 6596

Requires Provisional Language
- Budget Package Status: Not Needed

Impact on Support Budget
- One-Time Costs: No
- Future Costs: No
- Future Savings: No
- Revenue: No

If proposal affects another department, does other department concur with proposal? No

Prepared By: Hoang Nguyen
Date: 

Reviewed By: 
Date: 

Attach comments of affected department, signed and dated by the department director or designee.
<table>
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<tr>
<th>Department Director</th>
<th>Date</th>
<th>Agency Secretary</th>
<th>Date</th>
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</table>

**Department of Finance Use Only**

<table>
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<tr>
<th>Principal Program Budget Analyst</th>
<th>Date submitted to the Legislature</th>
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A. Purpose of the Project: (problem, program need, infrastructure deficiency)

The Laney College Library, Building 11, was originally constructed in 1971 and has never been significantly modernized over the last 41 years. Instructional Support Services, including tutoring in Math, English, Foreign Languages, and other disciplines are scattered around the campus in a variety of classroom and lab spaces. None of these spaces can continue to adequately support the needs of the Laney College students without significant modernization and improvements to technology. The Library suffers from an inflexible design that prevents it from meeting the needs of the modern academic environment. The mechanical, electrical, and plumbing systems are reaching the end of their lifespan with major components requiring immediate replacement. The library shelving is spaced too closely to meet current ADA requirements and needs to be more widely spaced, which would consume more floor space for the same number of units. The stacks do not meet current seismic codes and have been braced with extensive and unsightly seismic bracing, which blocks light. Sightlines in the stacks are poor, presenting a concern for security and safety.

The project will provide infrastructure to support current and future technology standards, and accommodate the demands on library resources generated by increased enrollment. The project will address code deficiencies for accessibility and life safety, and correct significant deficiencies with the HVAC, electrical, plumbing, waterproofing, and other building systems by providing a new facility with completely new systems and a life expectancy of at least 50 years. The new 48,830 assignable square feet (ASF) Learning Resource Center will include 1,066 ASF Office, 37,904 ASF library, 8,179 ASF AV/TV, and 1,681 ASF Other Space.

The proposed solution will:

- Provide a cost effective in terms of on-going operating costs, including energy consumption, maintenance, water use, and other factors.
- Provide an energy-efficient facility.
- Meet the needs of future enrollment changes by reducing Capacity Load Ratios in over-enrolled categories and increasing Capacity Load Ratios in under-enrolled categories.
- Provide sufficient space to accommodate all needed functions.
- Deliver services in an organized and uncomplicated manner.
- Improve student access to Library.
- Create a facility that responds to and supports the educational program.
- Provide maximum flexibility to meet future unknown needs without an excessive amount of alterations to the building.
- Accommodate new technologies.
- Provide a permanent (50-year), state-of-the-art facility.
- Be consistent with the College Master Plan.

B. Relationship to the Strategic Plan: (relevance of problem/need to mission and goals)

The Laney College campus, including the Library, was largely completed in 1971. Since then, the college has undergone major changes in its programs and services, methods employed by faculty to foster learning, and the tools and technologies needed to support effective education. Students’ needs and expectations continue to evolve, reflecting an increasingly diverse local community.

The District’s Facilities Master Plan 2001-2015 addresses the need for more Library and AV/Media space on the campus. The implementation of this project fits the strategic plan for the District.

The Facilities Master Plan 2001-2015 also identifies the need for larger teaching spaces to replace the smaller spaces originally designed for the campus.
C. **Alternatives:** (for each, describe the proposed alternative and provide a brief summary of scope, cost, funding source, program benefits, facility management benefits, and impact on support budget)

The feasible alternatives to this project include:

- **Alternative #1:** Construct New Building at 8th Street Site
- **Alternative #2:** Construct New Building on Existing Site
- **Alternative #3:** Renovation of Existing Library and drop-and-replace of adjacent building
- **Alternative #4:** Re-locatable Buildings

Alternative #1 – Construct a new building at 8th Street Site, on the edge of the Laney College Campus at one of the primary entrances from the main parking lots. The new facility will provide more efficient layouts for stacks and reading areas, improved accessibility to services and materials, improved quality lighting and acoustics, and improved sight lines for security and safety. Additional study rooms will be added for collaborative and individual learning and these rooms will be equipped to accommodate modern technology and learning modalities. Technical processing and staff work areas will be consolidated, providing improved working conditions, and greater security for library materials, staff and students.

The new facility will have much better technology capability than the existing facility. This alternative improves the capacity load ratios for the campus by reducing laboratory and office spaces, while increasing Library and AV/Media spaces.

**Pros:**
- The facility to be fully code compliant.
- Provide significantly improved services with a new Learning Resource Center.
- The new library will meet the need for better, modern technology.
- Provide a safe environment for students and faculty.
- The library will meet current ADA requirements.
- New Library, LRC, and AV/Media spaces that respond to current programmatic needs.
- Increased group study areas that support current learning methodologies.
- Flexible technology infrastructure that responds to today’s needs.
- Create a facility that responds to and supports the educational program

**Cons:**
- Minimal disruption to programs and campus while project is under construction.

Alternative #2 – Construct new building on the existing site by demolishing and replacing the current LRC with a new building. The new Learning Resource Center will be constructed on the existing site within the Laney College core campus. The proposed building will be a 48,830 ASF. By reorienting the building’s main entrance and reactivating the connection to the campus quad, the project will restore a critical element of the original campus master plan and greatly improve access for the entire Laney population.

**Pros:**
- Improves the effectiveness of library and tutoring services on the Laney campus.
- The stacks and reading areas will be reconfigured for improved efficiency, accessibility, lighting and acoustics, and improved sight lines for security and safety.
- Additional study rooms will be added for collaborative and individual learning and these rooms will be equipped to accommodate modern technology.
- Technical processing and staff work areas will be consolidated, providing improved security for library materials, staff and students.
- The new facility will have much better technology capability.
Capital Outlay Budget Change Proposal (COBCP) - Cover Sheet

Cons:
- This cost of this alternative is approximately the same as that of Alternative #1; however, this alternative has some detrimental impacts that are avoided in Alternative #1.
- The library would need to be closed under this alternative, leaving large numbers of faculty and students without a library facility.
- The layout of the program area, however, will be constrained by the footprint of the existing building, which will require constructing a six-story building to accommodate the necessary ASF.

Alternative #3 – Renovate and modernize the existing library and drop and replace an adjacent building. By reorienting the building’s main entrance and reactivating the connection to the campus quad, the project will restore a critical element of the original campus master plan and greatly improve access for the entire Laney population.

Pros:
- Although this alternative will resolve to some extent many of the problems associated with the existing facility.
- Additionally, the cost of this alternative which includes renovating the existing library and dropping and replacing an adjacent building, is approximately 93% of the cost of Alternative #1.

Cons:
- Under Alternative #1, the new Learning Resource Center will be constructed on another site, thereby avoiding the closure of the existing library for the duration of construction. The library would need to be closed under this alternative, leaving large numbers of faculty and students without a library facility. The lack of a library facility and the complications of providing temporary space to accommodate some of the library functions make this alternative unacceptable.
- The concrete structure of the building will not allow the incorporation of current and future technologies required by a college library.
- Modernization makes it much more difficult to create a primary entrance to the main campus plaza, while also solving technology issues, exiting issues, and materials security issues with available staff.
- The current HVAC system draws outside air from an active vehicular way enclosed by other structures, and is the cause of significant indoor air quality problems. The rigidly constructed air distribution would be very difficult to change in a modernization. A completely new design of the system is required.
- The existing building envelope is inherently inefficient with regard to energy use, with little to no insulation, single glazed windows, limited natural light, and other deficiencies. A new building will provide a highly energy efficient envelope and accept reduced future operating costs.
- The cost of this alternative is approximately 93% of the cost of a new building as proposed in Alternative 1 and the problems associated with accessibility, technology, structural and mechanical, electrical and lighting systems will still not be mitigated due to the type of construction of the existing facility.

Alternative #4 - Re-locatable Buildings. The construction of re-locatable buildings that would house the program areas. The required ASF area is assumed to be comparable. Assuming an efficiency of 70%, the OGSF for Alternative 4 is proposed to be 69,757 square feet. Bringing this area to a modular square footage results in a need for 48 1,440-square-foot modules. This would be required over a 50-year period, which would correspond to the expected lifespan of a new building.

Pros:
- The program improvements would mostly be achieved in this alternative.
Because this assumes a one-story layout, the library spaces would be spread out over a larger area, resulting in a less functional layout, making it much more difficult for students to access materials.

- Security and safety in a large "campus" of relocatable buildings presents additional concerns for this alternative.
- Will increase in ASF for Library and AV/TV.
- Will be much less energy efficient than any of the other alternatives.
- Increased staffing levels would be required to supervise the library spaces and control access to the buildings and the materials.

D. Recommended Solution:

1. Which alternative and why?
   Alternative #1 – The Recommended Solution is Alternative 1 – Building a new 3-story Learning Resource Center building at one of the primary entrances to the campus. This building can be constructed in a more cost effective manner and will provide a more flexible and operationally efficient plan due to its 3-story configuration. This project will come at lower cost and with minimal disruption to critical ongoing library and instructional support activities. It provides the best solution because it increases areas of deficient capacity and reduces excess capacity that exists on the campus.

2. Detailed scope description.
   - New Library, LRC, and AV/Media spaces that respond to current programmatic needs.
   - Increased group study areas that support current learning methodologies.
   - Flexible technology infrastructure that responds to today’s needs.
   - Improved staff work and service areas.
   - An integrated Learning Resource Center that combines the Library and Instructional Support Services to serve all students of Laney College.
   - Greater flexibility for future change.
   - Improved comfort due to better thermal performance, access to daylight, and highly efficient HVAC and lighting systems not possible in confines of the existing structure.
   - A modern “flagship” building in a highly visible and accessible location.
   - Increased service life (50 years) and lower maintenance and operating costs.
   - Eliminates costs for “swing space” and interim moves for staff and collections.
   - More efficient and flexible floor areas to better meet educational and program needs.
   - Structural systems designed to current codes.
   - Completely new plumbing, mechanical, electrical, and IT systems.
   - A high-performance building shell incorporating energy saving measures such as increased thermal insulation for roof and walls.
   - High performance glazing systems.
   - Greatly enhanced access to natural lighting.
   - Greater flexibility for incorporation of future technologies.
   - More efficient and flexible floor areas.
   - Improved acoustic performance.
   - Higher ceiling heights for improved natural daylighting, low-glare indirect lighting and greater thermal comfort.

3. COBCP Abstract:
   Peralta CCD, Laney College, Learning Resource Center – $TBD for Construction and Equipment Phase. The project includes a 48,830 ASF facility that is comprised of 1,066 ASF Office, 37,904 ASF library, 8,179 ASF AV/TV, and 1,681 ASF Other Space. Total project costs are estimated at $TBD, including preliminary plans ($TBD), working drawings ($TBD), construction ($TBD) and equipment ($TBD). The current project schedule estimates preliminary plans will begin in August 2018 and be completed in February 2019. The working drawings are estimated to begin in July 2019 and be completed in March 2020. Construction is scheduled to begin in July 2020 and will be completed in February 2022.

4. Basis for cost information.

(TBD)
5. Factors/benefits for recommended solution other than the least expensive alternative.

This project will result in a new building that will correct the extensive deficiencies of the existing building and provide increased area for both Library and Learning Resource Center uses in a convenient and highly visible location on campus. It provides the best solution because it increases areas of deficient capacity and reduces excess capacity that exists on the campus and provides all of the programmatic improvements necessary for improved Learning Resource Center service for the students and faculty of Laney College.

6. Complete description of impact on support budget.

Energy costs are expected to decrease. The new building will include improved efficiency in lighting and HVAC equipment. In addition, the new wall, roof and glazing systems, and the improvements in daylighting, will offer greatly improved thermal and energy performance. Exterior maintenance costs will be reduced because ongoing problems such as water penetration will be eliminated. Interior maintenance will also be reduced by virtue of new building systems and finishes that will offer many years of service. Only minimal changes to site areas are proposed, and no increases in site maintenance costs are anticipated.

7. Identify and explain any project risks.

None identified.

8. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals, e.g. technology proposals).

• Division of the State Architect – Title 24 structural, access compliance and energy reviews
• State Fire Marshal – fire/life safety

E. Consistency with Government Code Section 65041.1:

Consistent with the provisions of Government Code Section 65041.1, the California Community Colleges are exempt from the specific provisions of this Government Code Section.

F. Attachments:

1. JCAF 31
JCAF 31
CFIS #: 40.40.304

JCAF 31- Learning Resource Center (Laney College/Peralta CCD) (12/17)

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<th>No. Sta</th>
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* Indicates manual override
AGREEMENT FOR ARCHITECTURAL SERVICES

PERALTA COMMUNITY COLLEGE DISTRICT

WITH

[NAME OF PROJECT]

_______, 20__
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AGREEMENT FOR ARCHITECTURAL SERVICES

This Agreement for Architectural Services is made as of [______], 20__, between the Peralta Community College District, a California public school district, (“District”) and [_______________________________] (“Architect”) (collectively “Parties”), for the following project (“Project”):

For and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

Article 1. Definitions

1.1. In addition to the definitions above, the following definitions of words or phrases shall apply when used in this Agreement, including all Exhibits:

1.1.1. Agreement: The Agreement consists exclusively of this document and all identified exhibits attached and incorporated by reference.

1.1.2. Architect: The Architect identified in the first paragraph of this Agreement, including all Consultants to the Architect. The term Architect means the Design Professional in General Responsible Charge on this Project.

1.1.3. As-Built Drawings (“As-Builts”): Any document prepared and submitted by District Contractor(s) that details on a Conforming Set, the actual construction performed during the Project, including changes necessitated by Construction Change Documents and change orders, and detailed by the District’s construction contractor(s) on a Conforming Set.

1.1.4. Bid Set: The plans, drawings, and specifications at the end of the Construction Documents Phase that the Division of the State Architect (“DSA”) has approved and that the District can use to go out to bid for construction of the Project.

1.1.5. Conforming Set: The plans, drawings, and specifications at the end of the Bidding Phase that incorporate all addenda, if any, issued during the Bidding Phase. The Architect shall ensure that DSA has approved all revisions to the Bid Set that are incorporated onto the Conforming Set and for which DSA approval is required.

1.1.6. Construction Budget: The total amount of funds indicated by the District for the entire Project plus all other costs, including design, construction, administration, and financing.
1.1.7. **Construction Change Documents ("CCD"):** The documentation of changes to the DSA-approved construction documents.

1.1.8. **Construction Cost Budget:** The total cost to District of all elements of the Project designed or specified by the Architect, as adjusted at the end of each design phase in accordance with this Agreement. The Construction Cost Budget does not include the compensation of the Architect and the Architect’s Consultants, the cost of land, rights-of-way, financing or other costs which are the responsibility of the District, including construction management.

1.1.9. **Construction Manager:** The District’s representative on the Project if the District retains a construction manager, project manager, or owner’s representative.

1.1.10. **Contractor:** One or more licensed contractors under contract with the District for construction of all or a portion of the Project.

1.1.11. **Consultant(s):** Any and all consultant(s), sub-consultant(s), subcontractor(s), or agent(s) to the Architect.

1.1.12. **District:** The Pleasanton Unified School District.

1.1.13. **DSA:** The Division of the State Architect.

1.1.14. **Extra Services:** District-authorized services outside of the scope in Exhibit “A” or District-authorized reimbursables not included in Architect’s Fee.

1.1.15. **Laboratory of Record:** The District-designated laboratory(ies) for testing of concrete, soils, materials, and other required testing.

1.1.16. **Project:** [A3].

1.1.17. **Record Drawings:** A final set of drawings prepared by the Architect that incorporates all changes from all As-Builts, sketches, details, and clarifications.

1.1.18. **Service(s):** All labor, materials, supervision, services, tasks, and work that the Architect is required to perform and that are required by, or reasonably inferred from, the Agreement, and that are necessary for the design and completion of the Project.

1.1.19. **Visually Verify:** To verify to the fullest extent possible by physical inspection and reasonable investigation and without any destructive action.
Article 2. Scope, Responsibilities, and Services of Architect

2.1. Architect shall render the Services described in Exhibit “A,” commencing with receipt of a written Notice to Proceed signed by the District representative. Architect’s Services will be completed in accordance with the schedule attached as Exhibit “C.”

2.2. Architect shall provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law, including, but not limited to, the requirements of the California Business and Professions Code, the California Education Code, and the California Code of Regulations. All persons providing professional services hereunder shall be properly licensed as required by California law.

2.3. The District intends to award the Project to Contractor(s) pursuant to a competitive bid process. District reserves its right to use alternative delivery methods and the Architect’s scope of work may be adjusted accordingly.

2.4. Architect acknowledges that all California public school districts are obligated to develop and implement the following storm water requirements, and Architect shall provide the design for the same, without limitation:

2.4.1. A municipal Separate Storm Sewer System ("MS4"). An MS4 is a system of conveyances used to collect and/or convey storm water, including, without limitation, catch basins, curbs, gutters, ditches, man-made channels, and storm drains.

2.4.2. A Storm Water Pollution Prevention Plan ("SWPPP") that contains specific best management practices ("BMPs") and establishes numeric effluent limitations at:

2.4.2.1. Sites where the District engages in maintenance (e.g., fueling, cleaning, repairing) of transportation activities.

2.4.2.2. Construction sites where:

2.4.2.2.1. one (1) or more acres of soil will be disturbed, or

2.4.2.2.2. the project is part of a larger common plan of development that disturbs one (1) or more acres of soil.

2.4.3. Architect shall conform its design work to the District’s storm water requirements indicated above, that are approved by the District and applicable to the Project, at no additional cost to the District. In addition, as required Architect shall develop a grading and drainage plan and a site plan from architectural
information showing a final development of the site. This drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The Services described in this subparagraph shall be provided by a professional civil engineer who contracts with or is an employee of the Architect.

2.5. Architect shall contract for or employ at Architect’s expense, Consultant(s) to the extent deemed necessary for completion of the Project including, but not limited to: architects; mechanical, electrical, structural and civil engineers; landscapers; and interior designers, licensed as such by the State of California as part of the Basic Services under this Agreement. The names of Consultant(s) shall be submitted to the District for approval prior to commencement of Services, as indicated below. The District reserves the right to reject Architect’s use of any particular Consultant. Nothing in the foregoing procedure shall create any contractual relationship between the District and any Consultant employed by the Architect under terms of the Agreement. Architect shall require each of the Consultants retained by it to execute agreements with standard of care and indemnity provisions commensurate with this Agreement, but Architect shall remain solely responsible and liable to District for all matters covered by this Agreement.

2.6. Architect shall coordinate with District personnel or its designated representatives as may be requested and desirable, including with other professionals employed by the District for the design, coordination or management of other work related to the Project. This shall include, without limitation, coordination with State labor compliance, if any. If the Architect employs Consultant(s), the Architect shall ensure that its contract(s) with its Consultant(s) include language notifying the Consultant(s) of State labor compliance, if any.

2.7. Architect shall identify the regulatory agencies that have jurisdiction over essential building and design elements and coordinate with and implement the requirements of the regulatory agencies, including, without limitation, the California Department of Education, the Office of Public School Construction, the Department of General Services, DSA, including DSA Fire/Life Safety, DSA Access Compliance Section, DSA Structural Safety Section, the State Fire Marshal and any regulatory office or agency that has authority for review and supervision of school district construction projects.

2.7.1. If the Project is subject to DSA jurisdiction, then Architect, and its Consultants, if any, shall comply with all the DSA requirements, including without limitation, all the requirements included and/or referenced in the following forms:

2.7.2.1. Form DSA IR A-6, Construction Change Document Submittal and Approval Process.

2.7.2.2. Form DSA IR A-18: Use of Construction Documents Prepared by Other Professionals. [A4]
2.7.2.3. Form DSA IR A-24, Construction Phase Duties of the School District, Contractor and Design Professional.

2.7.2.4. Form DSA PR 07-01: Pre-Check Approval Process.

2.7.2.5. Form DSA PR 07-02: Over-The-Counter Review of Projects Using Pre-Check Approved Design. [A5]

2.7.2.6. Form DSA PR 13-01, Construction Oversight Process Procedure.

2.7.1.6.1. Each of Architect’s duties as provided in the Construction Oversight Process Procedure shall be performed timely so as not to result in any delay to the Project.

2.7.2.7. Form DSA PR 13-02, Project Certification Process.

2.8. Architect shall provide Services as required to obtain any local, state and/or federal agencies’ approval for on-site and off-site work related to the Project including review by regulatory agencies having jurisdiction over the Project.

2.9. Architect shall direct and monitor the work of the District’s DSA project inspector(s) (“Project Inspector(s)”) and the Laboratory of Record. Architect shall provide code required supervision of special inspectors not provided by the Laboratory of Record.

2.10. Architect shall give efficient supervision to Services, using its best skill and attention. Architect shall carefully study and compare all contract documents, drawings, specifications, and other instructions (“Contract Documents”) and shall at once report to District, Construction Manager, and Contractor, any error, inconsistency, or omission that Architect or its employees may discover, in writing, with a copy to District's Project Inspector(s). Architect shall have responsibility for discovery of errors, inconsistencies, or omissions.

2.11. Architect recognizes that the District may obtain the services of a Construction Manager and that Architect may have to assume certain coordination and management responsibilities, including tracking Requests for Information (“RFI”), providing RFI responses, and leading all coordination meetings between the District, Project Inspectors, and Contractors on the Project. The District reserves the right to retain the services of a Construction Manager at any time. The Construction Manager, if any, shall be authorized to give Architect Services authorizations and issue written approvals and notices to proceed on behalf of District. The District reserves the right to designate a different Construction Manager at any time. Any task, including, but not limited to, reviews or approvals that the District may perform pursuant to this Agreement may be performed by the Construction Manager, unless that task indicates it shall be performed by the Governing Board of the District. In addition, the
District may have a constructability review of Architect’s design documents. Architect shall conform any design documents to the constructability review as part of the Services under this Agreement and shall not be entitled to any compensation as Extra Services for this activity.

2.12. Architect shall provide computer-generated pictures downloaded to computer files, updated as requested by the District, that the District may use on its website.

2.13. As part of the basic Services pursuant to this Agreement, Architect is not responsible for:

2.13.1. Ground contamination or hazardous material analysis.

2.13.2. Any asbestos and/or lead testing, design or abatement; however, it shall coordinate and integrate its work with any such information provided by District.

2.13.3. Compliance with the California Environmental Quality Act (“CEQA”), except that Architect agrees to coordinate its work with that of any CEQA consultants retained by the District, to provide current elevations and schematic drawings for use in CEQA compliance documents, and to incorporate any mitigation measures adopted by the District into the Project design at no additional cost to the District.

2.13.4. Historical significance report.

2.13.5. Soils investigation.

2.13.6. Geotechnical hazard report, except as indicated in Exhibit “A.”

Article 3. Architect Staff

3.1. The Architect has been selected to perform the Services herein because of the skills and expertise of key individuals.

3.2. The Architect agrees that the following key people in Architect’s firm shall be associated with the Project in the following capacities: [A6]

Principal In Charge: _______________________

Project Director: _______________________

Project Architect(s): _______________________

Project Architect(s): _______________________

Other: _______________________

Major Consultants:

Electrical: __________________________
Mechanical: __________________________
Structural: __________________________
Civil: ________________________________
Other: ________________________________

3.3. Architect shall not change any of the key personnel listed above without prior written approval by the District, unless said personnel cease to be employed by Architect. In either case, the District shall be allowed to interview and approve replacement personnel.

3.4. If any designated lead or key person fails to perform to the satisfaction of the District, then upon written notice Architect shall have five (5) calendar days to remove that person from the Project and replace that person with one acceptable to the District. All lead or key personnel for any Consultant must also be designated by the Consultant and are subject to all conditions stated in this paragraph.

3.5. Architect represents that Architect has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of Services required under this Agreement and that no person having any such interest shall be employed by Architect.

3.6. Architect shall comply with Education Code section 17302(a) and agrees that any plans and/or specifications included in the Services shall be prepared under the supervision of licensed personnel, and that licensed personnel shall be in “responsible charge” of persons who observe the construction.

Article 4. Schedule of Services

Architect shall commence Services under this Agreement upon receipt of a written Notice to Proceed and shall prosecute the Services diligently as described in Exhibit "A," so as to proceed with and complete the Services in compliance with the schedule in Exhibit "C." Time is of the essence and failure of Architect to perform Services on time as specified in this Agreement is a material breach of this Agreement. It shall not be a material breach if a delay is beyond the Architect’s or Architect’s Consultant(s)’ reasonable control.

Article 5. Construction Cost Budget

5.1. Architect hereby accepts the District’s established Construction Cost Budget and Project scope. In accordance with Exhibit "A," the Architect shall have responsibility to further develop, review, and reconcile the Construction Cost Budget for the District at the
beginning of the Project and at the completion of each design phase. The District and Construction Manager shall also have responsibility to develop, review, and reconcile the Construction Cost Budget with the Architect.

5.2. Architect shall complete all Services as described in Exhibit “A,” including all plans, designs, drawings, specifications and other Contract Documents, so that the cost to construct the work designed by the Architect will not exceed the Construction Cost Budget, as adjusted subsequently with the District’s written approval. Architect shall maintain cost controls throughout the Project to deliver the Project within the Construction Cost Budget.

5.3. The District may, in its sole discretion, do one, or a combination, of the following if any of the events in Article 5.4 occur:

5.3.1. Give Architect written approval on an agreed adjustment to the Construction Cost Budget.

5.3.2. Authorize Architect to re-negotiate, when appropriate, and/or re-bid the Project within three (3) months’ time of receipt of bids (exclusive of District and other agencies’ review time) at no additional cost to the District.

5.3.3. Terminate this Agreement if the Project is abandoned by the District, without further obligation by either party.

5.3.4. Within three (3) months’ time of receipt of bids, instruct Architect to revise the drawings and specifications (in scope and quality as approved by the District) to bring the Project within the Construction Cost Budget for re-bidding at no additional cost to the District.

5.4. If any of the following events occur, the District may exercise any one, or any combination, of the actions set forth in Article 5.3 above:

5.4.1. The lowest responsive base bid received is in excess of five percent (5%) of the Construction Cost Budget; or

5.4.2. If the combined total of base bid and all additive alternates come in ten percent (10%) or more under the Construction Cost Budget; or

5.4.3. If the Construction Cost Budget increases in phases subsequent to the Schematic Design Phase due to reasonably foreseeable changes in the condition of the construction market in the county in which the District is located, in so far as these have not been caused by Acts of God, earthquakes, strikes, war, or energy shortages due to uncontrollable events in the world economy.
Article 6. Fee and Method of Payment

6.1. The District shall pay Architect for all Services contracted for under this Agreement an amount equal to the following ("Fee"): An amount equal to [A7]____________________ Dollars ($__________) based on the rates set forth in Exhibit “D.”

6.2. The District shall pay Architect the Fee pursuant to the provisions of Exhibit “D.”

6.3. Architect shall bill its work under this Agreement in accordance with Exhibit “D.”

6.4. No increase in Fee will be due from CCDs and/or change orders generated during the construction period to the extent caused by Architect’s error or omission.

6.5. The Architect’s Fee set forth in this Agreement shall be full + compensation for all of Architect’s Services incurred in the performance hereof as indicated in Exhibit “D.”

6.6. Regardless of the structure of Architect’s Fee, the Architect’s Fee may be adjusted downward if the Scope of Services of this Agreement is reduced by the District in accordance with this Agreement.

Article 7. Payment for Extra Services or Changes

Any charges for Extra Services shall be paid by the District as described in Exhibit “B” only upon certification that the claimed Extra Service was authorized as indicated herein and that the Extra Services have been satisfactorily completed. If any service is done by Architect without prior written authorization by the Construction Manager or the District’s authorized representative, the District will not be obligated to pay for such service. The foregoing provision notwithstanding, Architect will be paid by the District as described in Exhibit “B” for Extra Services that the Construction Manager or the District’s authorized representative verbally requests, provided that Architect confirms such request in writing pursuant to the notice requirements of this Agreement, and proceeds with such Extra Services not earlier than two (2) business days after the District receives confirmation of the request from the Architect.

Article 8. Ownership of Data

8.1. Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for the District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Architect or its Consultants prepare or cause to be prepared pursuant to this Agreement.

8.2. Architect retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings,
specifications, estimates, and other documents that Architect or its Consultants prepare or cause to be prepared pursuant to this Agreement.

8.3. Architect shall perform the Services and prepare all documents under this Agreement with the assistance of Computer Aided Design Drafting Technology ("CADD") (e.g., AutoCAD). Architect shall deliver to District, on request, the tape and/or compact disc format and the name of the supplier of the software/hardware necessary to use the design file. As to any drawings that Architect provides in a CADD file format, the District acknowledges that anomalies and errors may be introduced into data when it is transferred or used in a computer environment, and that the District should rely on hard copies of all documents.

8.4. In order to document exactly what CADD information was given to the District, Architect and District shall each date and sign a "hard" copy of reproducible documents that depict the information at the time Architect produces the CADD information. The District agrees to release Architect from all liability, damages, and/or claims that arise due to any changes made to this information by anyone other than Architect or its Consultant(s) subsequent to it being given to the District.

8.5. Following the termination of this Agreement, for any reason whatsoever, Architect shall promptly deliver to the District upon written request and at no cost to the District the following items (hereinafter “Instruments of Service”), which the District shall have the right to utilize in any way permitted by statute:

8.5.1. One (1) set of the Contract Documents, including the bidding requirements, specifications, and all existing cost estimates for the Project, in hard copy, reproducible format.

8.5.2. One (1) set of fixed image CADD files in DXF format of the drawings that are part of the Contract Documents.

8.5.3. One (1) set of non-fixed image CADD drawing files in DXF or DWG or both formats of the site plan, floor plans (architectural, plumbing, structural, mechanical and electrical), roof plan, sections and exterior elevations of the Project.[A8]

8.5.4. All finished or unfinished documents, studies, reports, calculations, drawings, maps, models, photographs, technology data and reports prepared by the Architect under this Agreement.

8.5.5. The obligation of Section 8.5 of this Agreement shall survive the termination of this Agreement for any reason whatsoever.

8.6. In the event the District changes or uses any fully or partially completed documents without Architect’s knowledge or participation or both, the District agrees to release Architect of responsibility for
such changes, and shall hold Architect harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Architect is found to be liable in a forum of competent jurisdiction. In the event that the District uses any fully or partially completed documents without the Architect’s full involvement, the District shall remove all title blocks and other information that might identify Architect and its Consultants.

Article 9. Termination of Contract

9.1. If Architect fails to perform Architect’s duties to the satisfaction of the District, or if Architect fails to fulfill in a timely and professional manner Architect’s material obligations under this Agreement, or if Architect shall violate any of the material terms or provisions of this Agreement, the District shall have the right to terminate this Agreement, in whole or in part, effective immediately upon the District giving written notice thereof to the Architect. In the event of a termination pursuant to this subdivision, Architect may invoice the District for all Services performed until the notice of termination, but the District shall have the right to withhold payment and deduct any amounts equal to the District’s costs because of Architect’s actions, errors, or omissions that caused the District to terminate the Agreement.

9.2. District shall have the right in its sole discretion to terminate the Agreement for its own convenience. In the event of a termination for convenience, Architect may invoice District and District shall pay all undisputed invoice(s) for Services performed until the District’s notice of termination.

9.3. Except as indicated in this Article, termination shall have no effect upon any of the rights and obligations of the Parties arising out of any transaction occurring prior to the effective date of such termination.

9.4. Architect has the right to terminate this Agreement if the District does not fulfill its material obligations under this Agreement. Such termination shall be effective thirty (30) days after receipt of written notice from Architect to the District. Architect may invoice the District and the District shall pay all undisputed invoice(s) for Services performed until Architect’s notice of termination.

9.5. If, at any time in the progress of the Design of the Project, the Governing Board of the District determines that the Project should be terminated, Architect, upon written notice from the District of such termination, shall immediately cease Services on the Project. The District shall pay Architect only the fee associated with the Services provided since the last invoice that has been paid and up to the notice of termination.

9.6. If the District suspends the Project for more than one hundred twenty (120) consecutive days, Architect shall be compensated for Services performed prior to notice of that suspension. When the Project is
resumed, the schedule shall be adjusted and Architect’s compensation shall be equitably adjusted to provide for expenses incurred in the resumption of the Architect’s Services. If the District suspends the Project for more than two (2) years, Architect may terminate this Agreement by giving written notice.

**Article 10. Indemnity/Architect Liability**

10.1. To the furthest extent permitted by California law, Architect shall indemnify and hold free and harmless the District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (“the Indemnified Parties”) from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity (“Claim”) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Architect, its officers, employees, subcontractors, consultants, or agents, including without limitation the payment of all consequential damages. Architect shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Architect’s own expense, including attorneys’ fees and costs, from any and all Claim(s) and allegations relating thereto with counsel approved by District where such approval is not to be unreasonably withheld. Whereas the cost to defend the Indemnified Parties charged to the Architect shall not exceed the proportionate percentage of Architect’s fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by the District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.

10.2. Architect shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim. Architect’s obligation pursuant to Article 10.1 includes reimbursing the District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s), or to enforce the indemnity herein. Architect’s obligation to defend or to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Architect proposes to defend the Indemnified Parties.

10.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Architect from amounts owing to Architect.

**Article 11. Fingerprinting**

Pursuant to Education Code section 45125.2, the District has determined on the basis of scope of Services in this Agreement, that Architect, its Consultants and their employees will have only limited contact with pupils.
Architect shall promptly notify the District in writing of any facts or circumstances which might reasonably lead the District to determine that contact will be more than limited as defined by Education Code section 45125.1(d).

**Article 12. Responsibilities of the District**

12.1. The District shall examine the documents submitted by the Architect and shall render decisions so as to avoid unreasonable delay in the process of the Architect’s Services.

12.2. The District shall verbally or in writing advise Architect if the District becomes aware of any fault or defect in the Project, including any errors, omissions or inconsistencies in the Architect’s documents. Failure to provide such notice shall not relieve Architect of its responsibility therefore, if any.

12.3. Unless the District and Architect agree that a hazardous materials consultant shall be a Consultant of the Architect, the District shall furnish the services of a hazardous material consultant or other consultants when such services are requested in writing by Architect and deemed necessary by the District or are requested by the District. These services shall include: asbestos and lead paint survey; abatement documentation; and specifications related to said matters, which are to be incorporated into bid documents prepared by Architect. If the hazardous materials consultant is furnished by the District and is not a Consultant of the Architect, the specifications shall include a note to the effect that the hazardous materials consultant’s specifications are included in the Architect’s bid documents for the District’s convenience and have not been prepared or reviewed by the Architect. The note shall also direct questions about the hazardous materials consultant’s specifications related to asbestos and lead paint survey and/or abatement documentation to the preparer of the hazardous materials consultant’s specifications.

**Article 13. Liability of District**

13.1. Other than as provided in this Agreement, District’s financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

13.2. District shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Architect, or by its employees, even though such equipment be furnished or loaned to Architect by District.
Article 14. **Nondiscrimination**

14.1. Architect agrees that no discrimination shall be made in the employment of persons under this Agreement because of the race, national origin, ancestry, religion, age, physical or mental disability, sex, or sexual orientation of such person.

14.2. Architect shall comply with any and all applicable regulations and laws governing nondiscrimination in employment.

Article 15. **Insurance**

15.1. Architect shall comply with the insurance requirements for this Agreement, set forth in Exhibit “E.”

15.2. Architect shall provide certificates of insurance and endorsements to District prior to commencement of the work of this Agreement as required in Exhibit “E.”

Article 16. **Covenant against Contingent Fees**

Architect warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Architect, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Architect, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement. For breach or violation of this warranty, the District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the contract price or consideration or to recover the full amount of such fee, commission, percentage fee, gift, or contingency.

Article 17. **Entire Agreement/Modification**

This Agreement, including the Exhibits attached hereto, supersedes all previous contracts and constitutes the entire understanding of the Parties hereto. Architect shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both Parties. Architect specifically acknowledges that in entering this Agreement, Architect relies solely upon the provisions contained in this Agreement and no others.

Article 18. **Non-Assignment of Agreement**

In as much as this Agreement is intended to secure the specialized Services of the Architect, Architect may not assign, transfer, delegate or sublet any interest therein without the prior written consent of District and any such assignment, transfer, delegation or sublease without the District’s prior written consent shall be considered null and void. Likewise, District may not assign, transfer, delegate or sublet any interest therein without the prior written consent of Architect and any such assignment, transfer, delegation or sublease without Architect’s prior written consent shall be considered null and void.
Article 19.  Law, Venue

19.1. This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.

19.2. To the fullest extent permitted by California law, the county in which the District administration office is located shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

Article 20.  Alternative Dispute Resolution

All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement may be decided through mediation as the first method of resolution. If this method proves unsuccessful, then all claims, disputes or controversies as stated above may be decided through arbitration, if agreed to in writing by all Parties.

Article 21.  Tolling of Claims

Architect agrees to toll all statutes of limitations for District’s assertion of claims against Architect that arise out of, pertain to, or relate to Contractors’ or subcontractors’ claims against District involving Architect’s work, until the Contractors’ or subcontractors’ claims are finally resolved.

Article 22.  Attorneys’ Fees

In the event either party shall bring any action or legal proceeding for damages for any alleged breach of any provision of or performance under this Agreement, to terminate this Agreement, or to enforce, protect or establish any term or covenant of this Agreement or right or remedy of either party, the prevailing party shall be entitled to recover, as a part of the action or proceeding, reasonable attorneys’ fees and court costs, including consultants’ fees, attorneys’ fees and costs for appeal, as may be fixed by the court. The term “prevailing party” shall mean the party who received substantially the relief requested, whether by settlement, dismissal, summary judgment, judgment, or otherwise. [A9]

Article 23.  Severability

If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

Article 24.  Employment Status

24.1. Architect shall, during the entire term of Agreement, be an independent contractor and nothing in this Agreement is intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the District to exercise
discretion or control over the professional manner in which Architect performs the Services that are the subject matter of this Agreement; provided always, however, that the Services to be provided by Architect shall be provided in a manner consistent with all applicable standards and regulations governing such Services.

24.2. Architect understands and agrees that Architect’s personnel are not and will not be eligible for membership in or any benefits from any District group plan for hospital, surgical or medical insurance or for membership in any District retirement program or for paid vacation, paid sick leave or other leave, with or without pay or for other benefits which accrue to a District employee.

24.3. Should the District, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Department, or both, determine that Architect, or any employee or Consultant of Architect, is an employee of the District for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Architect which can be applied against this liability). The District shall then forward those amounts to the relevant taxing authority.

24.4. Should a relevant taxing authority determine a liability for past services performed by Architect for the District, upon notification of such fact by the District, Architect shall promptly remit such amount due or arrange with the District to have the amount due withheld from future payments to Architect under this Agreement (again, offsetting any amounts already paid by Architect which can be applied as a credit against such liability).

24.5. A determination of employment status pursuant to the preceding two (2) paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Architect shall not be considered an employee of the District. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Architect is an employee for any other purpose, then Architect agrees to a reduction in District’s liability resulting from this Agreement pursuant to principles similar to those stated in the foregoing paragraphs so that the total expenses of District under this Agreement shall not be greater than they would have been had the court, arbitrator, or administrative authority determined that Architect or its employees of Consultants was not an employee.

24.6. Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.

Article 25. Certificate of Architect

25.1. Architect certifies that the Architect is properly certified or licensed under the laws and regulations of the State of California to provide the professional services that it has herein agreed to perform.
25.2. Architect certifies that it is aware of the provisions of the California Labor Code that require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that it will comply with those provisions before commencing the performance of the Services of this Agreement.

25.3. Architect certifies that it is aware of the provisions of California Labor Code and California Code of Regulations that require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects (“Prevailing Wage Laws”). Since the Architect is performing Services as part of a “public works” or “maintenance” project, and since the total compensation is one thousand dollars ($1,000) or more, the Architect agrees to fully comply with and to require its Consultant(s) to fully comply with all requirements of the Prevailing Wage Laws.

Article 26. **Cost Disclosure - Documents and Written Reports**

Architect shall be responsible for compliance with California Government Code section 7550, if the total cost of the Contract is over five thousand dollars ($5,000).

Article 27. **Notice & Communications**

Notices and communications between the Parties to this Agreement may be sent to the following addresses:

**District:**

Peralta Community College District  
333 East 8th Street  
Oakland, CA 94606  
ATTN: Jowell LaGuerre  
FAX:  
EMAIL: jlaguerre@peralta.edu

**Architect:**

_______________________  
_______________________  
_______________________  
ATTN: _________________  
FAX: __________________  
EMAIL: ________________

Any notice personally given shall be effective upon receipt. Any notice sent by facsimile or electronically shall be effective the day after transmission. Any notice sent by overnight delivery service shall be effective the day after delivery. Any notice given by mail shall be effective five (5) days after deposit in the United States mail.

Article 28. **Disabled Veteran Business Enterprise Participation**

Pursuant to section 17076.11 of the Education Code, the District has a participation goal for disabled veteran business enterprises (“DVBES”) of at least three percent (3%), per year, of funds expended each year by the District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act (the “Act”). This Project may use funds allocated under the Act. Therefore, to the extent feasible and pertaining to futurehirings, Architect, before it executes the Agreement, shall provide to the District certification of compliance with the procedures for
implementation of DVBE contracting goals, appropriate documentation identifying the amount(s) intended to be paid to DVBEs in conjunction with the contract, and documentation demonstrating Architect’s good faith efforts to meet these goals.

**Article 29. District’s Right to Audit**

29.1. District retains the right to review and audit, and the reasonable right of access to Architect’s and any Consultant’s premises to review and audit the Architect’s compliance with the provisions of this Agreement (“District’s Right”). The District’s Right includes the right to inspect, photocopy, and to retain copies, outside of Architect’s premises, of any and all Project-related records and other information with appropriate safeguards, if such retention is deemed necessary by the District in its sole discretion. The District shall keep this information confidential, as allowed by applicable law.

29.2. The District’s Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that the District determines is necessary to discover and verify whether Architect is in compliance with all requirements of this Agreement.

29.3. If there is a claim for additional compensation or for Extra Services, the District’s Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that the District determines is necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.

29.4. Architect shall maintain complete and accurate records in accordance with generally accepted accounting practices in the industry. Architect shall make available to the District for review and audit all Project-related accounting records and documents and any other financial data. Upon District’s request, Architect shall submit exact duplicates of originals of all requested records to the District.

29.5. Architect shall include audit provisions in any and all of its subcontracts, and shall ensure that these sections are binding upon all Consultants.

29.6. Architect shall comply with these provisions within fifteen (15) days of the District’s written request to review and audit any or all of Architect’s Project-related records and information.

**Article 30. Other Provisions**

30.1. Architect shall be responsible for the cost of reviewing CCDs and/or change orders caused by the Architect’s willful misconduct, recklessness, or negligent acts, errors or omissions. Without limiting Architect’s liability for indirect cost impacts, the direct costs for change orders for which Architect shall be liable shall equal the
difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared Contract Documents. These amounts shall be paid by Architect to District or the District may withhold those costs from amounts owing to Architect.

30.2. Neither the District’s review, approval of, nor payment for, any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and Architect shall remain liable to the District in accordance with this Agreement for all damages to the District caused by Architect’s failure to perform any of the Services furnished under this Agreement to the standard of care of the Architect for its Services, which shall be, at a minimum, the standard of care of architects performing similar work for California school districts in or around the same geographic area as the District.

30.3. Each party warrants that it has had the opportunity to consult counsel and understands the terms of this Agreement and the consequences of executing it. In addition, each party acknowledges that the drafting of this Agreement was the product of negotiation, that no party is the author of this Agreement, and that this Agreement shall not be construed against any party as the drafter of the Agreement.

Article 31. Exhibits “A” through “E” [A11] attached hereto are hereby incorporated by this reference and made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) indicated below.

PERALTA COMMUNITY COLLEGE DISTRICT

[NAME OF ARCHITECT]

Date: ______________________, 20__

By: ______________________

Title: ______________________

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) indicated below.
## EXHIBIT "A"
### RESPONSIBILITIES AND SERVICES OF ARCHITECT

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EXHIBIT "A"

RESPONSIBILITIES AND SERVICES OF ARCHITECT

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

1. Project Name: [INSERT]
2. Construction Cost Budget: [INSERT]

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.

2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. Architect shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.

3. The District shall provide all information available to it to the extent the information relates to Architect’s scope of work. This information shall include, if available,

   a. Physical characteristics;
   
   b. Legal limitations and utility locations for the Project site(s);
   
   c. Written legal description(s) of the Project site(s);
   
   d. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
   
   e. Adjacent drainage;
   
   f. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
   
   g. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
h. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;

i. Surveys, reports, as-built drawings, record drawings; and

j. Subsoil data, chemical data, and other data logs of borings.

Architect shall Visually Verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by the District.

If Architect determines that the information or documentation the District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a geotechnical report; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that the District has not provided, then, at the soonest possible time after Architect has become aware that this additional information is needed, the Architect shall request that the District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through the Architect, who may invoice the District for those services as Extra Services.

4. **Technology Backbone.** [DS1]Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with the District’s technology consultant, and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents prepared by the Architect based on the information provided by the District’s technology consultant as appropriate to the level of design completion.

5. **Interior Design.** [DS2]Architect shall provide interior design and other similar services required for or in connection with selection and color coordination of materials. Architect is required to coordinate the placement of furniture, equipment layout, or schematic space allocation. The District shall procure furnishings and moveable equipment. Architect shall advise the District on lead times and availability of all Project equipment, materials, supplies, and furnishings to ensure that all of these will be available to the District in a timely fashion so as not to delay the Project and/or the District’s beneficial occupancy of the Project.

6. **District Standards.** [DS3]Architect shall incorporate into its work and the work of all Consultants the District standards for facilities and construction at such time as they are adopted.

7. **High Performance Schools.** [DS4]If the District adheres to the Collaborative for High Performance School (“CHPS”) Best Practice Standards, the Services provided by
the Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

8. **Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District’s request, the Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect’s assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation (“Mandatory Assistance”).

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C. PRE-DESIGN AND START-UP SERVICES

1. Project Initiation

Upon final execution of the Agreement with the District, Architect shall:

a. Within the first week following execution of the Agreement, review the proposed Schedule of Services set forth in Exhibit “C” to the Agreement and prepare a detailed scope of work list and work plan for documentation in a computer-generated Project schedule to the District’s satisfaction. This scope of work list and work plan will identify specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Architect shall also identify milestone activities or dates, specific task responsibilities, required completion times necessary for review and approval by the District and by all regulatory agencies and additional definition of deliverables.

b. Review the developed work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

2. Development of Architectural Program

Architect shall prepare for the District’s review of an architectural program as follows:

a. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional needs, directives and constraints imposed by regulatory codes. Review all data pertinent to the Project including survey, site maps, geotechnical reports and recommendations, soil testing results reports, and pertinent historical data, and other relevant information provided by District.

b. Review DSA codes pertaining to the proposed Project design.

c. Identify design issues relating to functional needs, directives and constraints imposed by applicable regulatory codes.

d. Based on survey and topography data provided by the District, input into computer and develop existing conditions base for the Schematic Design Phase.[DS6]

e. Administer Project as required to coordinate work with the District and among Consultants.

f. Develop District standards for facilities and construction, including but not limited to designation of any material, product, thing or service by specific brand or trade name pursuant to Public Contract Code section 3400, subdivision (c).[DS7]
3. **Construction Cost Budget**

   a. Architect shall have responsibility to further develop, review, and reconcile the Construction Cost Budget within the parameters of the Construction Budget established by the District for the Project. The estimates forming the basis of the Construction Cost Budget are to be based on the developed functional architectural program as approved by the District. The following conditions apply to the Construction Cost Budget prepared by the Architect:

      (i) All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be approved by the District and its representatives.

      (ii) Format shall be in a building systems format (e.g., foundations, substructure, structural system, exterior wall enclosure, window systems, etc.) for new buildings, and summarized by the Construction Specification Institute (“CSI”) categories for buildings being modernized.

      (iii) Contingencies for design, bidding, and construction are to be included as individual line items, with the percentage and base of calculation clearly identified.

      (iv) Architect shall include all information and estimates from the District and/or the Construction Manager that are intended to be part of the Construction Cost Budget.

      (v) One week prior to submittal of documents, Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

      (vi) Mechanical, electrical, civil, landscape and estimating consultant(s) shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the Construction Cost Budget.

   b. The Construction Cost Budget for the Project must at no point exceed the District’s Construction Budget for the Project. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

4. **Presentation**

   Architect, along with any involved consultant(s), shall present and review with the District and, if directed, with the District's Governing Board, the summary and detail of work involved in this Phase, including two-dimensional renderings of any proposed facility suitable for public presentation.
5. **Deliverables and Numbers of Copies**

Within thirty (30) days of the end of this Phase, Architect shall provide to the District a hard copy of the following items produced in this Phase, together with one (1) copy of each item in electronic format:

a. Two (2) copies of the Architectural Program (include comparison between developed program and “model” program, include narrative explaining any substantial deviations);

b. Two(2) copies of the Site Plan;

c. Two (2) copies of the revised Construction Cost Budget;

d. Two (2) copies of the final Schedule of Services;

e. Two (2) copies of the meeting Reports/Minutes from the Kick-off and other meetings; and

f. Two (2) copies of the renderings provided to District for public presentation.

6. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

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D. SCHEMATIC DESIGN PHASE

Upon District’s acceptance of Architect’s work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare for the District’s review a Schematic Design Study, containing the following items as applicable to the Project scope, as follows:

1. Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities of the Architect, required completion times necessary for the review and approval by the District and by pertinent regulatory agencies and additional definition of deliverables.

2. Review the developed work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

3. Architectural

   a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.

   b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.

   c. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.

   d. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.

   e. Identify code requirements, include occupancy classification(s) and type of construction.

4. Structural

   a. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.

   b. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.

5. Mechanical

   a. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.
b. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.

c. Show selected system on drawings as follows:

   (i) Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.

   (ii) Location and preliminary sizing of all major equipment and duct work in allocated spaces.

   (iii) Schematic piping.

   (iv) Temperature control zoning.

d. Provide design criteria to include the intent base of design for the Project.

e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

6. **Electrical**

a. Calculate overall approximate electrical loads.

b. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.

c. Show system(s) selected on drawings as follows:

   (i) Single line drawing(s) showing major distribution system.

   (ii) Location and preliminary sizing of all major electrical systems and components including:

         (A) Load centers.
         (B) Main panels.
         (C) Switch gear.

d. Provide design criteria to include the intent base of design for the Project.

e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

7. **Civil**

a. Develop on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
b. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

Coordinate finish floor elevations with architectural site plan.

8. **Landscape**

Develop and coordinate landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

9. **Specifications**

Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District’s standardized equipment/material list for new construction and modernization in development of the Project design and specifications. Architect shall review and comment on District’s construction bid contracts and contract documents (the “Division 0″ and “Division 1″ documents) as part of its Services under the Agreement.

10. **Construction Cost Budget**

Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Phase, the following conditions apply to the revised Construction Cost Budget:

a. Schematic Estimates: This estimate consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor’s mark-up.

   (i) General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.

b. The estimate shall separate the Project's building cost from site and utilities cost. Architect shall submit to the District the cost estimating format for prior review and approval.

c. Escalation: all estimates shall be priced out at current market conditions. The estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

d. The Construction Cost Budget for the Project must at no point exceed the District’s Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

e. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and Construction Manager to further develop, review, and reconcile the Construction Cost Budget.
f. At the end of this Phase, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

11. Deliverables and Numbers of Copies

Within thirty (30) days of the end of this Phase, Architect shall provide to the District a hard copy of the following items produced in this phase, together with one (1) copy of each item in electronic format:

a. Two (2) copies of the breakdown of Construction Cost Budget as prepared for this Phase;

b. Two (2) copies of meeting reports/minutes;

c. Two (2) copies of the Schematic Design Package with alternatives;

d. Two (2) copies of a statement indicating changes made to the Architectural Program and Schedule; and

e. Two (2) copies of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

12. Presentation

a. Architect shall present and review with the District the detailed Schematic Design.

b. The Schematic Design shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

13. Meetings

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

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E. DESIGN DEVELOPMENT PHASE

Upon District’s acceptance of Architect’s work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Schematic Design Phase, the Design Development Phase documents consisting of the following for each proposed system within Architect’s scope of services:

1. Architectural
   a. Scaled, dimensioned floor plans with final room locations including all openings.
   b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.
   c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.
   d. Identification of all fixed equipment to be installed in Project.
   e. Interior finishes identified and located within the rooms of all buildings.
   f. Site plan completely drawn with beginning notes and dimensions including grading and paving.
   g. Preliminary development of details and large scale blow-ups.
   h. Legend showing all symbols used on drawings.
   i. Floor plans identifying all fixed and major movable equipment and furniture.
   j. Further refinement of Outline Specifications for architectural, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.
   k. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:
      (i) Light fixtures.
      (ii) Ceiling registers or diffusers.
      (iii) Access Panels.

2. Structural
   a. Structural drawings with all major members located and sized.
   b. Establish final building and floor elevations.
   c. Preliminary specifications.
d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.

e. Identify foundation requirement (including fill requirement, piles) with associated soil pressure, water table and seismic center.

3. Mechanical

a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.

b. Major mechanical equipment should be scheduled indicating size and capacity.

c. Ductwork and piping should be substantially located and sized.

d. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.

e. Devices in ceiling should be located.

f. Legend showing all symbols used on drawings.

g. More developed Outline Specifications indicating quality level and manufacture.

h. Control Systems identified.

i. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

4. Electrical

a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.

b. All major electrical equipment should be scheduled indicating size and capacity.

c. Complete electrical distribution including a one-line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low-voltage system includes fire alarm system, security system, clock and public address system, bell system, voice-data system, and telecom/technology system.

d. Legend showing all symbols used on drawings.

e. More developed and detailed Outline Specifications indicating quality level and manufacture.
f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

5. Civil

a. Further refinement of Schematic Design Phase development of on and off site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.

b. Further refinement of Schematic Design Phase roadways, walkways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.

6. Landscape

Further refinement of Schematic Design concepts. Includes coordination of hardscape, landscape planting, ground cover, and irrigation main distribution lines.

7. Bid Documents

Architect shall review and comment on District’s construction bid contracts and contract documents (the “Division 0” documents and “Division 1” documents) as part of its Services under the Agreement.

8. Construction Cost Budget

a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:

(i) Design Development Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item. The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, Contractor’s mark-ups, and general conditions shall be listed separately.

(ii) The Construction Cost Budget for the Project must at no point exceed the District’s Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

(iii) At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

b. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.
9. **Deliverables and Numbers of Copies**

Architect shall provide to the District a hard copy of the following items produced in this phase, together with one (1) copy of each item in electronic format:

a. Two (2) copies of the Design Development drawing set from all professional disciplines necessary to deliver the Project;

b. Two (2) copies of the Specifications;

c. Two (2) copies of the revised Construction Cost Budget; and

d. Two (2) copies of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

The Design Development deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

10. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

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F. CONSTRUCTION DOCUMENTS PHASE

Upon District’s acceptance of Architect’s work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Design Development Phase the Construction Documents consisting of the following for each proposed system within Architect’s scope of work:

1. Construction Documents (“CD”) 50% Stage:

   a. General

      Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the Contractor in a timely fashion so as not to delay the Project.

   b. Architectural

      (i) Site plan developed to show building location, all topographical elements and existing/proposed contour lines.

      (ii) Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.

      (iii) Architectural details and large blow-ups started.

      (iv) Well developed finish, door, and hardware schedules.

      (v) Site utility plans started.

      (vi) Fixed equipment details and identification started.

      (vii) Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.

   c. Structural

      (i) Structural floor plans and sections with detailing well advanced.

      (ii) Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.

      (iii) Completed cover sheet with general notes, symbols and legends.

   d. Mechanical

      (i) Mechanical calculations virtually completed with all piping and ductwork sized.

      (ii) Large scale mechanical details started.
(iii) Mechanical schedule for equipment substantially developed.

(iv) Complete design of Energy Management System (“EMS”).

e. **Electrical**

(i) Lighting, power, signal and communication plans showing all switching and controls. Fixture schedule and lighting details development started.

(ii) Distribution information on all power consuming equipment; lighting and device branch wiring development well started.

(iii) All electrical equipment schedules started.

(iv) Special system components approximately located on plans.

(v) Complete design of low-voltage system. Low-voltage system includes fire alarm system, security system, clock and public address system, voice-data system, and telecom/technology system.

f. **Civil**

All site plans, site utilities, parking, walkway, and roadway systems updated to reflect update revisions from Design Development Phase Documents.

g. **Landscape**

All landscape, hardscape, and irrigation plans updated to reflect update revisions from Design Development Phase Documents.

h. **Construction Cost Budget**

(i) Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the Design Development Phase revisions to the Construction Cost Budget. Architect shall provide a Construction Cost Budget sorted by Project Bid Packages, if more than one.

(ii) The Construction Cost Budget for the Project must at no point exceed the District’s Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

(iii) Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

(iv) At this stage of the design, the Construction Cost Budget may include design contingencies of no more than five percent (5%) in the cost estimates.
i. **Specifications**

More than fifty percent (50%) complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.

(i) No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:

(A) The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code, section 3400, or

(B) The designation is allowable by a specific allowable exemption or exception pursuant to Public Contract Code, section 3400.

(ii) Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by the District and only with District’s prior approval.

(iii) Specifications shall be in CSI format.

j. **Deliverables and Numbers of Copies**

Within thirty (30) days of the end of this Phase, Architect shall provide to the District a hard copy of the following items produced in this Phase, together with one (1) copy of each item in electronic format:

(i) Two (2) reproducible copies of working drawings;

(ii) Two (2) copies of the Specifications;

(iii) Two (2) copies of the statement of requirements for testing and inspection of service for compliance with Contract Documents and applicable codes; and

(iv) Two (2) copies of a statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

2. **Construction Documents – 100% / Completion Stage:**

a. **Architectural**

   (i) Completed site plan.

   (ii) Completed floor plans, elevations, and sections.

   (iii) Architectural details and large blow-ups completed.
(iv) Finish, door, and hardware schedules completed, including all details.
(v) Site utility plans completed.
(vi) Fixed equipment details and identification completed.
(vii) Reflected ceiling plans completed.

b. Structural
   (i) Structural floor plans and sections with detailing completed.
   (ii) Structural calculations completed.

c. Mechanical
   (i) Large scale mechanical details complete.
   (ii) Mechanical schedules for equipment completed.
   (iii) Completed electrical schematic for environmental cooling and exhaust equipment.
   (iv) Complete energy conservation calculations and report.

d. Electrical
   (i) Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.
   (ii) Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
   (iii) All electrical equipment schedules completed.
   (iv) Special system components plans completed.
   (v) Electrical load calculations completed.

e. Civil
   All site plans, site utilities, parking and roadway systems completed.

f. Construction Cost Budget
   (i) Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the fifty percent (50%) Construction Documents Phase revisions to the Construction Cost Budget.
(ii) The Construction Cost Budget for the Project must at no point exceed the District’s Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

(iii) Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

(iv) At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.

g. Specifications

(i) Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.

(ii) No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:

(A) The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or

(B) The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.

(iii) Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by the District and only with District’s prior approval.

(iv) At one hundred percent (100%) review, District shall review the Specifications and shall direct Architect to make corrections at no cost to the District.

(v) Coordination of the Specifications with specifications developed by other disciplines.

(vi) Specifications shall be in CSI format.

h. Constructability Review

The District and/or its designee, at its sole discretion, shall have the right to conduct a constructability review of the Construction Documents. A report shall be given to the Architect who shall make necessary changes along with providing written comments for each item listed in the report. Conducting a constructability review does not excuse the Architect’s obligation to provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law.
i. **Deliverables and Numbers of Copies**

Within thirty (30) days of the end of this Phase, Architect shall provide to the District a hard copy of the following items produced in this Phase, together with one (1) copy of each item in electronic format:

(i) Two (2) reproducible copies of working drawings;

(ii) Two (2) copies of the Specifications;

(iii) Two (2) copies of the engineering calculations;

(iv) Two (2) copies of the revised Construction Cost Budgets;

(v) Two (2) copies of a statement of requirements for testing and inspection of service for compliance with Construction Documents and applicable codes;

(vi) Two (2) copies of the DSA file including all correspondence, meeting, minutes or reports, back-check comments, checklists to date; and

(vii) Two (2) copies of a statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

3. **Construction Documents Final Back-Check Stage:**

   a. The Construction Documents final back-check stage shall be for the purpose of the Architect incorporating all regulatory agencies' comments into the drawings, specifications, and estimate. All changes made by the Architect during this stage shall be at no additional cost to the District.

   b. The final contract documents delivered to the District upon completion of the Architect’s work shall be the Bid Set and shall consist of the following:

      (i) Drawings: Original tracings of all drawings on Architect’s tracing paper with each Architect/Consultant’s State license stamp.

      (ii) Specifications: Original word-processed technical specifications on reproducible masters in CSI format.

   c. Architect shall update and refine the Consultants’ completed Contract Documents.

   d. Conclusion of Construction Document Phase requires final stamp-out by DSA.

4. **Meetings**

   During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

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G. BIDDING PHASE

Upon District’s acceptance of Architect’s work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Bidding Phase services for District as follows:

1. Contact potential bidders and encourage their participation in the Project.

2. Coordinate the development of the bidding procedures and the construction Contract Documents with the District.

3. The development of the bidding procedures and the construction Contract Documents shall be the joint responsibility of the District and Architect. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor’s cost of performance.

4. While the Project is being advertised for bids, all questions concerning intent shall be referred to the District for screening and subsequent processing through Architect.

5. In the event that items requiring interpretation of the drawings or specifications are discovered during the bidding period, those items shall be analyzed by the Architect for decision by the District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by the Architect and issued by the District.


7. Coordinate with Consultants.

8. Respond to District and potential bidder questions and clarifications.

9. Deliverables and Number of Copies

Within thirty (30) days of the end of this Phase, Architect shall provide to the District a hard copy of the following items produced in this Phase, together with one (1) copy of each item in electronic format:

a. Two (2) copies of the meeting report/minutes from the kick-off meeting;

b. Two (2) copies of the meeting report/minutes from the pre-bid site walk; and

c. Upon completion of the Bidding Phase, Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued thus far. Architect shall supply District with two (2) complete, reproducible sets of plans and specifications marked as a Conforming Set.
H. CONSTRUCTION ADMINISTRATION PHASE

Upon District’s acceptance of Architect’s work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Construction Administration Phase services for the District as follows:

1. Architect’s responsibility to provide basic services for the Construction Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon the District’s terminating the Agreement, whichever is earlier.

2. Construction Oversight and Project Certification Process

a. Architect shall ensure that the Project Inspector is approved by the DSA for the Project by submitting the applicable Inspector’s Qualification Record (form DSA 5 or more current version) to and by obtaining approval from the DSA prior to commencement of construction and prior to requesting issuance of project inspections cards (form DSA 152 or more current version).

b. Architect shall request issuance of the proper number of project inspection cards (forms DSA 152 or more current version) by electronically submitting form DSA 102-IC (or more current version) to the DSA after the construction contract has been awarded. Architect shall provide project inspection cards to the Project Inspector prior to commencement of construction.

c. Prior to commencement of construction, Architect shall provide (1) a copy of the DSA approved construction documents and (2) the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103 or more current version) prepared by Architect to the Project Inspector and Laboratory of Record.

d. Architect shall prepare and submit a Contract Information form (form DSA 102 or more current version) for all construction contracts.

e. Architect shall maintain such personal contact with the Project as is necessary to assure themselves of compliance, in every material respect, with the DSA-approved construction documents. Personal contact shall include visits to the Project site by the Architect or engineer or their qualified representative to observe construction.

f. Architect shall notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA-approved construction documents.

g. Architect shall respond to DSA field trip notes as necessary.

h. Architect shall submit an interim Verified Report (form DSA 6-AE or more current version) to the DSA electronically and a copy to the Project Inspector for each of the applicable nine (9) sections of form DSA 152 prior to the Project Inspector signing off that section of the project inspection card.

i. Architect shall submit a Statement of Final Actual Project Cost (form DSA 168 or more current version) to the DSA.
j. Architect shall submit Verified Reports (form DSA 6-AE or more current form) to the DSA and to the Project Inspector if any of the following events occur: (1) when construction is sufficiently complete in accordance with the DSA-approved construction documents so that the District can occupy or utilize the Project; (2) work on the Project is suspended for a period of more than one month; (3) the services of the Architect are terminated for any reason prior to completion of the Project; or (4) DSA requests a Verified Report.

3. Change Orders

a. Architect shall review all of Contractor’s change order requests to determine if those requests are valid and appropriate. Architect shall provide a recommendation to District as to whether the change should be approved, partially approved, returned to the Contractor for clarification, or rejected.

b. Architect shall furnish all necessary Construction Change Documents and additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders. The District shall request these Construction Change Documents and drawings from the Architect, which shall be provided at no additional cost unless designated as Extra Services by the District. The original tracing(s) and/or drawings and contract wording for change orders shall be submitted to the District for duplication and distribution.

4. Submittals

a. Architect shall review and approve or take other appropriate action upon Contractor’s submittals such as: shop drawings, Project data, samples and Construction Change Documents, but only for the purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

b. Architect shall review Contractor’s schedule of submittals and advise the District on whether that schedule is complete. Architect shall provide the District with proposed revisions to this schedule and advise the District on whether the District should approve this schedule.

c. Architect’s action upon Contractor’s submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of Contractor(s), while allowing sufficient time in the Architect’s professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed twenty-one (21) calendar days from its receipt by the Architect. Architect’s response to each submittal shall be a substantive and acceptable response. This twenty-one (21)-day time period shall not include time when a submittal is within the District’s control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect’s liability if it fails to prepare acceptable documents.

5. RFIs. During the course of construction as part of the basic services, Architect must respond to all Requests for Information (“RFI”) as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed seven (7) calendar days from receipt by the Architect. Architect’s response to each RFI shall be a substantive and acceptable response.
This seven-day time period shall not include time when a submittal is within the District’s control or if the submittal is being reviewed by DSA. In no way does this provision reduce the Architect’s liability if it fails to prepare acceptable documents. Architect must verify that RFIs are passed through the Project Inspector, if any.

6. **Notices of Deficient Work.** On the basis of on-site observations, Architect shall keep the District informed of the progress and the quality of the work, and shall endeavor to guard the District against defects and deficiencies in the work. Architect shall timely notify the District in writing of any defects or deficiencies in the work by any of the District’s Contractors that Architect may observe. However, Architect shall not be a guarantor of the Contractor's performance.

7. **As-Built Drawings.** Architect shall review and evaluate for District the Contractor(s)’ documentation of the actual construction performed during the Project that the Contractor(s) should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by Construction Change Documents and change orders, and detailed by the District’s construction Contractor(s) on a Conforming Set.

8. **Record Drawings.** Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one (1) set of final Record Drawings for the District. The Record Drawings shall incorporate onto one (1) set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information, Construction Change Documents and change orders based upon the construction Contractor’s representations of actual construction. Architect shall deliver the Record Drawings to the District at completion of the construction in a format acceptable to the District, and it shall be a condition precedent to the District’s approval of Architect’s final payment. Architect may insert the following notice on the Record Drawings:

   These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care.

9. **O&M Manuals / Warranties.** Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications.

10. **Start-up.** Architect shall also provide, at the District’s request, architectural/engineering advice to the District on start-up, break-in, and debugging of facility systems and equipment, and on apparent deficiencies or defects in construction following the acceptance of the Contractor’s work.

11. **Payment Statements.** Recommendations of Payment by Architect constitute Architect’s representation to the District that work has progressed to the point indicated to the best of Architect’s knowledge, information, and belief, and that the quality of the work is in general conformance with the Contract Documents.
12. **Deliverables and Number of Copies**

Within thirty (30) days of the end of this Phase, Architect shall provide to the District a hard copy of the following items produced in this Phase, together with one (1) copy of each item in electronic format:

a. Two (2) copies of the meeting report/minutes from the kick-off meeting;

b. Two (2) copies of the observation reports; and

c. Two (2) copies of the weekly meeting reports.

13. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

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I. CLOSE OUT PHASE

1. As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for the District as required in a timely manner:

   a. Architect shall review the Project and observe the construction as required to determine when the Contractor has completed the construction of the Project and shall prepare punch lists of items that remain in need of correction or completion.

   b. Architect shall collect from the Contractor, review, and forward to the District all written warranties, operation manuals, and spare parts with Architect’s recommendation as to the adequacy of these items.

   c. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.

   d. Architect shall respond to the DSA “90-day” letter.

   e. Architect shall obtain all required DSA approval of all Construction Change Documents and addenda to the Contractor’s contract.

   f. Architect shall prepare a set of As-Built Drawings for the Project, as required by the District.

   g. Architect shall review and prepare a package of all warranty and O&M documentation.

   h. Architect shall organize electronic files, plans and prepare a Project binder.

   i. Architect shall have primary responsibility to coordinate all Services required to close-out the design and construction of the Project with the District and among Consultants.

2. When the design and construction of the Project is complete, the District shall prepare and record with the County Recorder a Notice of Completion for the Project.

3. Deliverables and Number of Copies

   a. Two (2) copies of punch lists for each site; and

   b. Upon completion of the Project, all related Project documents, including As-Builts and Record Drawings. These are the sole property of the District.

4. Meetings

   During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.
J. MEETINGS / SITE VISITS / WORKSHOPS

1. Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite the District and/or its representative to participate in these meetings. Architect shall keep a separate log to document design/coordination comments generated in these meetings.

2. General Meeting, Site Visit, and Workshop Requirements

   a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, and/or Contractors, as applicable.

   b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the District and/or its representative for inclusion in the overall Project documentation.

   c. As required, Architect shall provide at no additional cost to the District copies of all documents or other information needed for each meeting, site visit, and workshop.

   d. Each meeting may last up to a full day (eight (8) hours) and shall be held at the District office or at the Project site, unless otherwise indicated.

3. Meetings During Project Initiation Phase (__________ (__) meeting(s))

   a. Within the first week following execution of the Agreement, Architect shall participate in one (1) Project kick-off meeting to determine the Project intent, scope, budget and timetable, which shall encompass the following:

      (i) Architect, its appropriate consultant(s), and District staff, shall attend the meeting.

      (ii) The Project kick-off meeting will introduce key team members from the District and the Architect to each other, defining roles and responsibilities relative to the Project.

      (iii) During this meeting, Architect shall:

            (A) Identify and review pertinent information and/or documentation necessary from the District for the completion of the Project.

            (B) Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
(C) Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

(D) Review documentation of the Project kick-off meeting prepared by the District’s representative and comment prior to distribution.

b. Architect shall participate in one (1) meeting(s) as requested by District [add specifics about these required meetings if applicable].

4. Initial Site Visits (__________ (__) meeting(s))

a. Architect shall visit the Project site to complete a visual inventory and documentation of the existing conditions.

5. Meetings During Architectural Program (__________ (__) meeting(s))

a. Architect shall participate in _________ (__) public community information site meeting to receive input from the community regarding its wishes and expectations regarding the design of Architect’s work on the Project and the schedule of use of the site during construction.

b. Architect shall conduct _________ (__) site visit/meeting with the District’s facilities team to gather information from District facilities team and site personnel and to make a visual presentation regarding the Project.

c. Architect shall conduct a minimum of _________ (__) additional meetings as requested by District.

d. Electrical, civil, mechanical, structural, landscaping, and estimating consultant(s) shall participate in these meetings as appropriate and shall provide input and feedback into the development of the Construction Cost Budget.

6. Meetings During Schematic Design Phase (__________ (__) meeting(s))

a. Within the first two weeks following the start of the Schematic Design Phase, Architect shall conduct _________ (__) design workshop[s] with the District’s facilities team and site personnel to complete a basic design framework with computer-aided design equipment (“CADD”). The District may, at its discretion, allow Architect to proceed with this meeting without using CADD. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with the Architect’s preliminary design. This workshop shall include the following:

(i) Architect shall designate its team member duties and responsibilities.

(ii) Architect and District shall review District goals and expectations.

(iii) District shall provide input and requirements.

(iv) Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
(v) Prepare and/or revise the scope of work list and general workplan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.

(vi) Establish methods to facilitate the communication and coordination efforts for the Project.

b. Architect shall participate in [number] meeting(s) as requested by District.

7. **Meetings During Design Development Phase** ([number] meeting(s))

a. At the time designated for completion of the Design Development package, Architect shall conduct [number] meeting[s], per package or submittal, with the District to review the following:

   (i) Present the Design Development package for review and comment to proceed with preparation of final plans and specifications.

   (ii) Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.

b. **Value Engineering Workshop** ([number] meeting(s))

   (i) Architect shall conduct value engineering workshop(s), as requested by the District, which shall include all of Architect’s Consultant(s), the District, and the Construction Manager during the Design Development Phase. This workshop shall be ongoing and may include several meetings.

8. **Meetings During Construction Documents Phase** ([number] meeting(s))

a. Prior to beginning work on the fifty percent (50%) design package, Architect shall conduct [number] meeting(s), per package or submittal, with the District to revise the Design Development package and receive comments.

b. At the time designated for completion of the fifty percent (50%) submittal package, Architect shall conduct [number] meeting(s), per package or submittal, with the District to review the following:

   (i) Present the fifty percent (50%) submittal package for review and comment to proceed with preparation of final plans and specifications.

   (ii) Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.

c. At the time designated for completion of the one hundred percent (100%) Construction Document package, Architect shall conduct [number] meeting(s), per package or submittal, with the District to review the following:
(i) Present the hundred percent (100%) Construction Document package for review and comment to proceed with preparation of final plans and specifications.

(ii) Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.

9. **Meetings During Bidding Phase** (__________ (__) meeting(s))
   
a. Attend and take part in _________ (__) meeting(s), per package or submittal, with all potential bidders, District staff, and Construction Manager.

   b. Conduct _________ (__) kick-off meeting with the successful bidder, District staff, and Construction Manager to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.

10. **Meetings During Construction Administration Phase** (__________ (__) meeting(s), plus weekly Project meetings until entire Project is complete)
    
a. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.

    b. Conduct weekly Project meetings with District staff to review with District staff the progress of the work. This is expected to be _________ (__) meeting(s), per site, but Architect acknowledges that the Project may not be completed in this timeframe and agrees to attend weekly Project meetings, at no additional cost to the District, until the work of the Project is complete.

    c. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that Consultant agreements shall reference District requirements for Construction Phase services.

11. **Citizens’ Bond Oversight Committee Meetings** (__________ (__) meeting(s))

    Architect acknowledges that the design and construction of the Project is subject to oversight by the District’s citizen bond oversight committee. Architect shall, at the District’s direction, attend District citizen bond oversight committee meeting(s) and present the Architect’s design to the District’s citizen bond oversight committee for review.

12. **Governing Board Meetings** (__________ (__) meeting(s))

    Architect acknowledges that the District’s Governing Board must approve all designs. Architect shall, at the District’s direction, attend District Governing Board meeting(s) and present the Architect’s design to the District’s Governing Board for review and approval.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]
EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by the District:

A. Making revisions in drawings, specifications, or other documents when such revisions are required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.

B. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.

C. Providing services made necessary by the default of Contractor(s).

D. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than ninety (90) days after the date of completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

E. Providing deliverables or other items in excess of the number indicated in Exhibit “A.” Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform the District that expected deliverables may be in excess of the number indicated in Exhibit “A,” so that the District can procure the additional deliverables itself or direct Architect to procure the deliverables at the District’s expense or on the District’s account at a specific vendor.

F. Providing services as directed by the District that are not part of the Basic Services of this Agreement.

G. Providing services as an expert and/or witness for the District in any mediation, arbitration, and/or trial in which the Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

H. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal In Charge:</td>
<td></td>
</tr>
<tr>
<td>Associate Principal:</td>
<td></td>
</tr>
<tr>
<td>Project Manager:</td>
<td></td>
</tr>
<tr>
<td>Designer:</td>
<td></td>
</tr>
<tr>
<td>Assistant Project Manager:</td>
<td></td>
</tr>
<tr>
<td>Intern Architect:</td>
<td></td>
</tr>
<tr>
<td>Contract Administrator:</td>
<td></td>
</tr>
</tbody>
</table>

I. The mark-up on any approved reimbursable item of Extra Services shall not exceed five percent (5%).
EXHIBIT "C"

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to the District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver two (2) hard copies and one (1) electronic copy to the District along with the monthly billing.

B. Architect shall complete Services required under the Development of Architectural Program section within ___ calendar days after written authorization from the District to proceed.

C. Architect shall complete Services required under the Schematic Design Phase within ___ calendar days after written authorization from District to proceed.

D. Architect shall complete Services required under the Design Development Phase within ___ calendar days after receipt of a written authorization from District to proceed.

E. Architect shall complete Services required under Construction Documents Phase within ___ calendar days after written authorization from District to proceed, and as more specifically indicated below. Excluded from this duration is the time associated with DSA review the Construction Documents back-check stage.

   1. 50% Submittal Package ___ calendar days
   2. 100% Submittal Package ___ calendar days
   3. Final Contract Documents after Final Back-Check Stage ___ calendar days

F. The durations stated above include the review periods ___ calendar days required by the District. [DS1]

G. All times to complete tasks set forth in this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are incurred as a result of the District’s inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by the District.

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EXHIBIT "D"

PAYMENT SCHEDULE

A. Compensation

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect’s Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel within two hundred (200) miles of a Project location, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in Exhibit “A,” or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and Exhibit “B,” there shall be no payment for extra costs or expenses.

2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.

3. District shall pay Architect as follows for all Services contracted for under this Agreement:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Percentage of Total Fee per Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Design/Architectural Program Development Phase</td>
<td>2.5%</td>
</tr>
<tr>
<td>Schematic Design Phase</td>
<td>10%</td>
</tr>
<tr>
<td>Design Development Phase</td>
<td>17.5%</td>
</tr>
<tr>
<td>Construction Documents Phase-Submittal to DSA</td>
<td>30%</td>
</tr>
<tr>
<td>Approval by DSA</td>
<td>5%</td>
</tr>
<tr>
<td>Bidding Phase</td>
<td>2%</td>
</tr>
<tr>
<td>Construction Administration Phase</td>
<td>23%</td>
</tr>
<tr>
<td>Close Out Phase</td>
<td>10%</td>
</tr>
<tr>
<td>Generate Punch List</td>
<td>2%</td>
</tr>
<tr>
<td>Sign Off On Punch List</td>
<td>2%</td>
</tr>
<tr>
<td>Receive and Review All M &amp; O Documents</td>
<td>2%</td>
</tr>
<tr>
<td>Filing All DSA Required Close Out Documents</td>
<td>2%</td>
</tr>
<tr>
<td>Receiving DSA Close Out, including DSA approval of</td>
<td>2%</td>
</tr>
<tr>
<td>the final set of Record Drawings</td>
<td></td>
</tr>
<tr>
<td>TOTAL BASE COMPENSATION</td>
<td>100%</td>
</tr>
</tbody>
</table>

B. [DS2] Method of Payment

1. Invoices shall be on a form approved by the District and are to be submitted to the District via the District’s authorized representative.

2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).

3. Architect shall submit to the District for approval a copy of the Architect’s monthly pay request format.
4. Upon receipt and approval of Architect’s invoices, except as provided in subdivision 4.g. herein, the District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

a. **Pre- Design/Architectural Program Development Phase:**

   Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Pre-Design/Architectural Program.

b. **For Schematic Design Phase:**

   Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by the District.

c. **For Design Development Phase:**

   Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by the District.

d. **For Construction Documents Phase:**

   Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by the District.

e. **For Bidding Phase:**

   Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon the District’s award of the bid.

f. **For Construction Administration Phase:**

   Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon the District’s notice of completion.

g. **For Close Out:**

   Lump sum payment no sooner than thirty-five (35) days and no later than forty-five (45) days after completion of all items in this Phase.

h. **Format and Content of Invoices (Additional Services Only) [DS3]:**

   Architect acknowledges that the District requires Architect’s invoices to include detailed explanations of the Services performed. For example,
a six hour charge for "RFIs and CORs" is unacceptable and will not be payable. A more detailed explanation, with specificity, is required. This includes a separate entry for each RFI, PCO, CCD and change order. For example, the following descriptions, in addition to complying with all other terms of this Agreement, would be payable. The times indicated below are just placeholders:

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review RFI 23; review plans and specifications for response to same; prepare responses to same and forward to contractor, district, construction manager, and project inspector.</td>
<td>.8</td>
</tr>
<tr>
<td>Review COR 8; review scope of same and plans and specifications for appropriateness of same; prepare draft change order and language for same.</td>
<td>.7</td>
</tr>
<tr>
<td>Review COR 11; review scope of same and plans and specifications for appropriateness of same; prepare rejection of COR 11 for review by district, CM, IOR.</td>
<td>1.2</td>
</tr>
</tbody>
</table>

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]
EXHIBIT "E"

INSURANCE REQUIREMENTS

A. Architect shall procure, prior to commencement of the Services of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by the Architect, his agents, representatives, employees and Consultant(s). Architect’s liabilities, including but not limited to Architect’s indemnity or defense obligations, under this Agreement shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Architect’s failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated by the District as a material breach of contract.

B. Minimum Scope and Limits of Insurance: Coverage shall be at least as broad as the following scopes and limits:

1. **Commercial General Liability.** Two Million Dollars ($2,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project/location or the general aggregate limit shall be twice the required occurrence limit.

2. **Commercial Automobile Liability, Any Auto.** Two Million Dollars ($2,000,000) per accident for bodily injury and property damage.

3. **Workers’ Compensation Liability.** For all of the Architect’s employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Architect shall keep in full force and effect, a Workers’ Compensation policy. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

4. **Employment Practices Liability.** For all of the Architect’s employees who are subject to this Agreement, Architect shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers’ liability coverage with minimum liability coverage of Two Million Dollars ($2,000,000) per occurrence. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

5. **Professional Liability.** This insurance shall cover the prime design professional and his/her consultant(s) on a Claims Made basis for Two Million Dollars ($2,000,000) aggregate limit subject to no more than Twenty-Five Thousand Dollars ($25,000) per claim deductible, coverage to continue through completion of construction plus two (2) years thereafter.

C. The District reserves the right to modify the limits and coverages described herein.
D. **Deductibles and Self-Insured Retention**: Architect shall inform the District in writing if any deductibles or self-insured retention exceeds Twenty-Five Thousand Dollars ($25,000). At the option of the District, either:

1. The District can accept the higher deductible;

2. Architect’s insurer shall reduce or eliminate such deductibles or self-insured retention as respects the District, its officers, officials, employees and volunteers; or

3. Architect shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. **Other Insurance Provisions**: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Architect; Instruments of Service and completed operations of the Architect; premises owned, occupied or used by the Architect; or automobiles owned, leased, hired or borrowed by the Architect. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds.

2. For any claims related to the projects, Architect’s insurance coverage shall be primary insurance as respects the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of Architect’s insurance and shall not contribute with it.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

4. Architect’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

F. **Acceptability of Insurers**: Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A:VII. Architect shall inform the District in writing if any of its insurer(s) have an A.M. Best’s rating less than A:VII. At the option of the District, the District may either:

1. Accept the lower rating; or

2. Require Architect to procure insurance from another insurer.
G. **Verification of Coverage:** Prior to commencing with its provision of Services under this Agreement, Architect shall furnish District with:

1. Certificates of insurance showing maintenance of the required insurance coverages; and

2. Original endorsements affecting general liability and automobile liability coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverages on its behalf. All endorsements are to be received and approved by the District before Services commence.

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EXHIBIT “F”

ROOFING PROJECT CERTIFICATION

This form shall be executed by all architects, engineers, or roofing consultants who provide professional services related to the repair or replacement of a roof of a public school where the project is for repair of more than 25% of the roof or that has a total cost more than $21,000 (“roofing project”) and submitted to the District prior to the time professional services are engaged. Not applicable to a school district with an average daily attendance less than 2,500.

Certification of:  □ Architect               □ Engineer
                        □ Roofing Consultant          □ Other ____________________________

I, ___________________, ______________________________, certify that I have not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the roofing project contract. As used in this certification, “person” means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Furthermore, I, ___________________, ______________________________,
[Name] [Name of Firm]
certify that I do not have, and throughout the duration of the contract, I will not have, any financial relationship in connection with the performance of this contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I, ___________________, ______________________________,
[Name] [Name of Firm]
have the following financial relationships with an architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor, or other person in connection with the following roofing project contract (provide Name and Address of Building, and Contract Date and Number):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
By my signature below, I hereby certify that, to the best of my knowledge, the contents of this disclosure are true, or are believed to be true. I further certify on behalf of the Firm that I am aware of section 3000 et seq. of the California Public Contract Code, and the sections referenced therein regarding the penalties for providing false information or failing to disclose a financial relationship in this disclosure. I further certify that I am authorized to make this certification on behalf of the Firm.

Date: 

Proper Name of Firm: 

Signature: 

Print Name: 

Title: