



March 14, 2023

Oscar Cabrera
Facility and Grounds Manager
Palisades Charter High School

Project Name: **Palisades Charter High School
Lab Classroom Modernization Project**
Project Number: **TBD**
Subject: **Architecture/Engineering Services – Lab Classroom Modernization**

Dear Mr. Cabrera:

In accordance with your request, Perkins Eastman is pleased to provide this fee proposal for professional services in connection with the Palisades Charter High School Lab Modernization Project. We look forward to reviewing this proposal with you and address any questions or comments you may have related to the proposal as outlined below.

A. Project Understanding

Perkins Eastman has reviewed the requirements including existing as built information for Palisades Charter High School, located at 15777 Bowdoin St, Pacific Palisades, CA for the modernization of (2) existing lab classrooms. The modernization would be to replace all existing casework and solid surface counters as well as upgrade flooring and plumbing fixtures. The extent of scope is outlined below:

B. Scope of Services

Perkins Eastman proposes to provide professional services as indicated below.

1. Scope of Basic Services include:
 - a. Field verification of existing conditions and preparation of drawing backgrounds
 - b. Preparation of design documents for (2) classrooms being upgraded.
 - c. Rough Order of Magnitude (ROM) budget estimate of anticipated work outlined in the drawings.
 - d. Preparation of project exemption statement for DSA according to IR-A 22 requirements
 - e. Construction Administration services including:
 - i. Submittal Review, response to RFI's
 - ii. Attendance of construction meetings: (1) kickoff meeting on site, up to (4) virtual meetings during construction, up to (2) site visits during construction (additional meetings can be provided as an additional service).
 - iii. (1) project punch walk



C. Deliverables

- 1. Architectural and Engineering
 - a. 100% Design Development Documents including finish material selection
 - b. 100% Construction Documents
 - c. (1) ROM Estimate

D. Schedule

Perkins Eastman will commence performance of the services described above immediately upon the receipt of an executed Agreement and Notice to Proceed by Palisades Charter High School. The total project duration is indicated below: any delay in NTP/contract issuance will push these dates forward.

NTP Issued	April 1, 2024
100% DD Drawings	April 15, 2024
100% CD Drawings	May 15, 2024
Bidding	May 15, 2024 - June 15, 2024
Construction	June 30, 2024 – August 15, 2024

E. Project Budget Information

Construction budget is assumed to be under \$128,000.

F. Owner Furnished Information

As built drawings existing fire alarm system building.

G. Consultants

No Consultant services are anticipated, any required additional consultants may be added under a separate authorization

H. Professional Fees

The Basic Services outlined above shall be provided for a lump sum professional fee of **\$36,500.00 (thirty-six thousand five hundred dollars)** and shall be invoiced monthly based on the percent complete of the design team efforts based on the break down below.

The professional fee shall be apportioned per phase as follows:

Professional Services Fee:	
Field Verification Fee:	\$6,500.00
<u>Design Fee:</u>	<u>\$30,000.00</u>
Total Professional Services Fee:	\$36,500.00

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Design Development	25%
Construction Documents	25%
Bidding	15%
<u>Construction Administration</u>	<u>35%</u>
Total	100%

Professional fees reflect our understanding of the project criteria, including but not limited to project scope, size, complexity, schedule and deliverables and assumed required agency approvals. Revisions to the project criteria impacting the anticipated effort by the design team will require an equitable adjustment to the proposed professional fee.

I. General Assumptions

The following assumptions have been considered in estimating the design team's effort required for this project:

- Project will meet the criteria for plan review exemption by DSA. Construction cost is assumed to be under the threshold of \$128,000 making it exempt from DSA review. If the project exceeds \$128,000, DSA may be required and could potentially delay project construction and require additional effort and fees.
- Lease criteria with LAUSD does not require all work to be submitted to DSA.
- No additional consultants are required as part of this project beyond those outlined above. If it becomes apparent that additional consultants are required, the effort can be provided as an additional service fee.
- No extensive path of travel upgrades will be required, localized upgrades for the classrooms are the only upgrades that shall be required.
- No Mechanical, electrical or structural engineering shall be required.
- Furniture Selection and procurement (FF&E) is not required and shall be provided by the school.
- Extensive field verification is not anticipated assuming as-built documentation will be current and complete. Field verification shall be for developing a scaled floor plan with location of walls, doors, windows and existing interior finishes of the two classrooms being improved. Effort for extensive verification of existing conditions or verification of conditions required outside of the scope of work area can be provided as an additional service.
- Record drawings shall be provided by the general contractor.

J. Excluded Services

Any services, other than those listed above, are excluded from our understanding of the project and excluded from this proposal. Such services can be provided under separate authorization upon request.

H. Terms and Conditions

Terms and conditions of these services not specifically described above shall be in accordance to the Agreement for Consultant Services negotiated between Perkins Eastman and the Palisades Charter High School.

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We appreciate the opportunity to assist the Palisades Charter High School with this important project. Please contact us if you have any questions regarding this proposal. Our team is available to commence our efforts upon receiving your formal authorization to proceed with our services.

Sincerely,

Perkins Eastman Architects

A handwritten signature in blue ink, appearing to read "Diego Matzkin", with a long horizontal line extending to the right.

Diego Matzkin, AIA, LEED AP
Principal

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