

July 8, 2020

Ann Kroll  
Project Planner, Manager  
Facilities Bond Program  
Las Positas College  
Chabot-Las Positas Community College District  
7600 Dublin Blvd., 3<sup>rd</sup> Floor  
Dublin, CA 94568

Re: Las Positas College, Student Services Renovation, Project Number 20009.100 (C1)  
Proposal for Architectural Services

Dear Ann:

Steinberg Hart (Architect) is pleased to submit the following proposal to provide Design, Construction Documents, DSA approval, Bidding Assistance and CA associated with the Renovations at the Information Desk, Counselors, Financial Aid and Admissions and Records areas at the Student Services Building in Las Positas College, to the Chabot-Las Positas Community College District (Owner).

This proposal is based on our understanding of the project per our feasibility study and options presented via e-mail May 7, 2020 and subsequent conversations.

Attachments, included and made a part hereof:  
Attachment 1 – Scope of Services  
Attachment 2 – Compensation and Payment provisions

This proposal is intended to describe the services, compensation and general responsibilities of the Owner and Architect for meetings and design services of the proposed project. We welcome the opportunity to review and refine this proposal with you to meet your specific needs. We require your written approval/authorization of these Services prior to our commencing the work. We look forward to receiving the Owner-Architect Agreement as the basis of the agreement between parties.

Please feel free to contact me should you have any questions or comments. We appreciate the opportunity and look forward to working with you to create a successful project.

Best regards,



Katia McClain, AIA, NOMA, DBIA, LEED AP BD+C, LFA  
Managing Principal

Attachments: Exhibit A, Schedule  
Consultants proposals  
cc: Karie Fahey, Steinberg Hart

# SCOPE OF PROFESSIONAL SERVICES

## I. PROJECT UNDERSTANDING

The intent of this project is to complete a set of documents for DSA approval based on Option 2 of the Feasibility Study VE analysis dated May 7, 2020, to address security issues with public counters and other points of interaction between staff and public of the following areas in the Student Services building:

- Information Desk.

ADA front approach counter replacement and flat tempered glass vertical surface.

- Counselors.

ADA front approach counter replacement at one service counter only. Removal of framed glass system, new acoustical/privacy fins, glazed opening restrictions, and individual roll-up or screen protection for all counter windows.

- Financial Aid.

ADA front approach counter replacement at one service counter only. Removal of framed glass system, new acoustical/privacy fins, glazed opening restrictions, and individual roll-up or screen protection for all counter windows.

- Admissions and Records.

ADA front approach counter replacement at one service counter only. Removal of framed glass system, new acoustical/privacy fins, glazed opening restrictions, and individual roll-up or screen protection for all counter windows.

No scope is anticipated at the Bursars Office.

## II. SCOPE OF PROFESSIONAL SERVICES

A. The following scope of work outline was developed through previous experience with similar projects.

1. Concept Design

Steinberg Hart will engage with the Owner and the users to confirm the design approach for the service counters. Two meetings are included as part of the refinement of the concept design. One revision to the cost estimate will be provided as part of this phase.

2. Construction Documents

Steinberg Hart will develop a set of Construction Documents to submit to DSA for approval. One revision to the cost estimate will be provided as part of this phase.

3. DSA approval

Steinberg Hart is assuming DSA will require accessibility information for location of ADA parking stalls, building restrooms, and general access to the building. If DSA requires information in addition to these areas, Steinberg Hart will respectfully request an add service to comply with any additional requirements.

One revision to the cost estimate will be provided as part of this phase.

4. Bidding Assistance

The project will be a DBB project. The Architect shall assist the Owner in bidding the Project by:

- a. Conducting a pre-bid conference for prospective bidders;
- b. Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
- c. Participating in the opening of the bids, as directed by the Owner.

The Owner will be responsible for prospective bidders reach-out efforts.

5. Construction Administration

The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent of providing interpretation of the Construction Documents. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures.

# SCOPE OF PROFESSIONAL SERVICES

or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents.

Steinberg Hart shall perform the following services:

- a. Evaluations of the work. The Architect shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.  
Steinberg Hart is assuming 3 (three) construction meetings in person and weekly construction meetings by phone for 2 months (estimated construction schedule).
- b. Reviewing and signing Certificates for Payment to Contractor
- c. Reviewing submittal schedule and submittals as well as maintaining a record of submittals supplied by the Contractor. Two reviews maximum per submittal are included in the fee. Architect may not withhold approval of submittals for benefit of additional services. Use of Make Corrections Noted shall be pursued.
- d. Reviewing and responding to Request for Information about the Contract Documents.
- e. Preparing Change Orders and Construction Change Directives and obtaining DSA approval for them.

## 6. Project Completion

Steinberg Hart will perform 1 (one) additional site visit to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

- a. Steinberg Hart will be responsible for obtaining DSA close-out. However, the Architect is not responsible for paperwork that the Inspector of Record, Testing Agencies and Owner shall provide the Architect.
- b. As-built drawings are typically provided by the Contractor. Steinberg Hart will review the as-builts drawings and provide CADD files incorporating the Contractor notes at the completion of the project.

- B. The Architect shall not be responsible for any additional services not expressly set forth herein except upon a written agreement signed by both parties. The professional services will be provided and compensated in accordance with the terms and conditions setout below.
- C. The Architect shall not be responsible for other project consultants, except for Structural, MEP, Acoustics, and Cost Estimating. All other necessary project consultants shall be provided by and are the responsibility of the Owner.

## III. PROJECT TEAM

- A. We have assembled the following team for this project. Additional staff may be provided as we proceed with this project.
  - Katia McClain Principal in Charge
  - Edmund Rivera Design Director
  - TBD Consultants Cost Estimating
  - Interface Engineering MEP, Fire Alarm and Fire Sprinkler Design
  - Hohbach-Lewin Structural
  - Salter Acoustical

# SCOPE OF PROFESSIONAL SERVICES

## IV. ADDITIONAL SERVICES

- A. Additional Services shall be provided only when authorized in writing by the Owner in accordance with the form entitled Architect Request for Authorization of Additional Services. The Owner shall pay for Additional Services in addition to compensation for Basic Services, in accordance with District contract language.

## V. DELIVERABLES

- A. We will deliver a PDF set of Construction Documents to the Owner and DSA. Once approval has been obtained, Steinberg Hart will provide a PDF and CADD files of the DSA set. Steinberg Hart will not be responsible for bidding sets.

## VI. SCHEDULE

- A. See Exhibit A. The preliminary schedule to complete the Concept Design is 3 weeks and 4 weeks to complete the construction documents from the time the stakeholders are available to meet with us to discuss the final design. This proposed timeframe accounts for a progressive process where the required representatives from the College will have availability for meetings and make timely decisions.

## VII. EXCLUSIONS

- A. The following items are currently excluded from this proposal but could be provided as an additional service:
- Existing conditions measured drawings.
  - As-built drawings, except as noted in item II.6.b. above.
  - Site Survey.
  - FF&E specifications.
  - Acoustical Measurements.
  - Video Animations.
  - LEED documentation, administration and certification process.
  - Energy analysis or Central Plan analysis.
  - Drawings or narratives for disciplines not listed in above proposal.
  - Site accessibility investigation.
  - Enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service.
  - Decisions of the Owner or others not rendered in a timely manner.
  - Significant change in the Project including, but not limited to, size, complexity, or areas of scope of work
  - Meetings or reviews in addition to the quantity listed herein at any phase during the project.
  - Renderings, professional models, etc.
  - Increase in the schedule, as described above, will constitute an additional service.
  - Any services for an Environmental analysis, reports, or Hazardous Materials

[END OF SCOPE OF PROFESSIONAL SERVICES]

# COMPENSATION AND PAYMENT

## I. COMPENSATION AND PAYMENT

The Architect and its Consultants will provide Services on this Project in two phases. The Concept Design phase will be completed on a T&M basis NTE Twenty Six Thousand Dollars (\$26,000).

The rest of the project will be completed for a lump sum fee of One Hundred and Fifty Six Thousand Four Hundred Dollars \$(156,400.00), plus estimated project expenses, not to exceed One Thousand Five Hundred Dollars (\$1,500.00). Within this fee, Bidding and CA to be done on a T&M basis.

Breakdown of the fee is as follows:

Concept Design	\$26,000
Construction Documents, DSA approval, Bidding Assistance, and CA:	
Structural:	\$ 12,000
Cost Estimating:	\$ 15,000
Acoustical:	\$ 4,000
MEP, Fire Alarm and Fire Sprinkler Design:	\$ 15,000
Architectural:	<u>\$ 84,440</u>
Subtotal	\$130,440
Total	\$156,440

## II. PROJECT EXPENSES

- A. Project Expenses include, but are not limited to, transportation expenses, messengers, reproductions, plots, models, and renderings, if required by the Architect. These expenses shall be billed by the Architect to the Owner at cost.

## III. HOURLY RATES

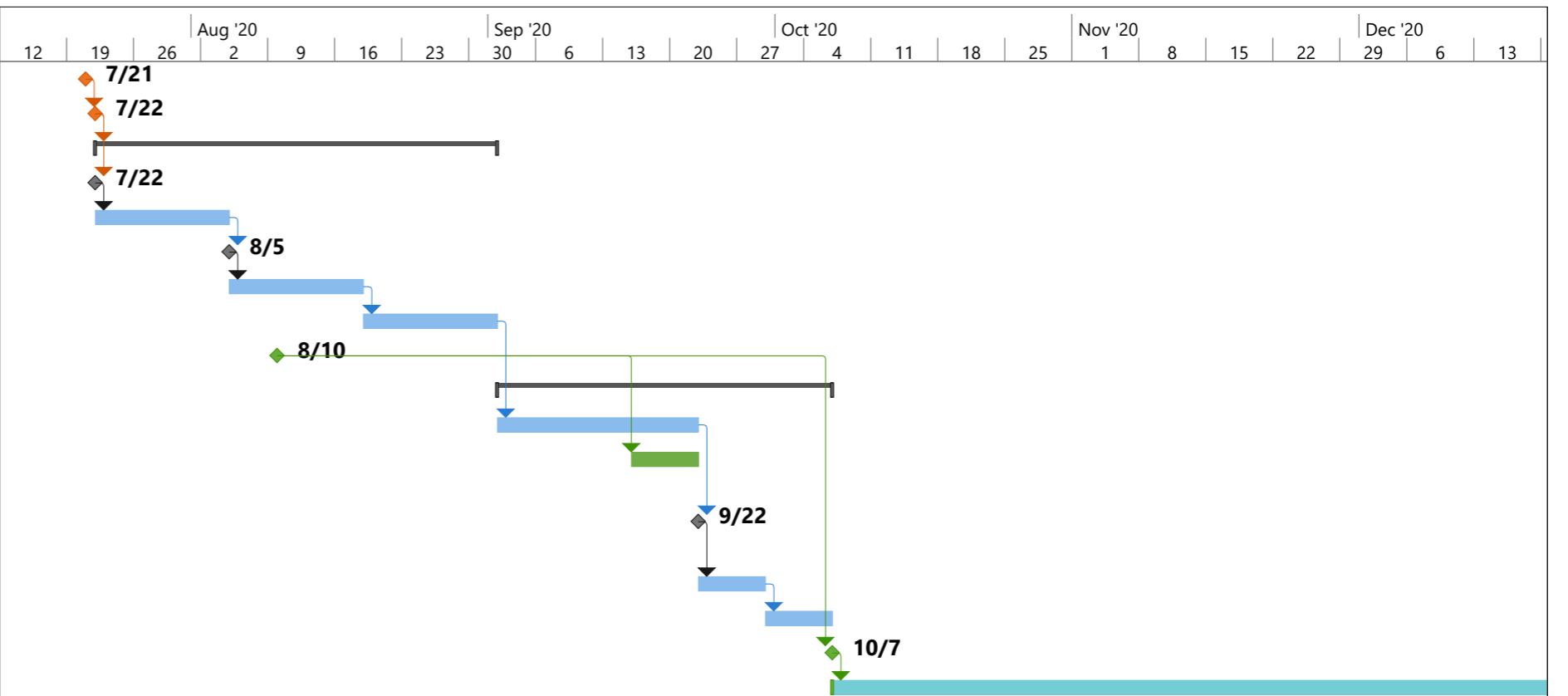
For hourly or Additional Services as agreed to by both parties, the Architect's hourly rates as of January 1, 2020 are set forth below. As a result of annual salary adjustments, the below rates are subject to change. The rates represent the range for professional and administrative personnel. Project-specific roles for personnel will be established with the appropriate rate.

o Principal	\$300-395	o Project Architect	160-190
o Design Director	220-240	o Landscape Architect	180-200
o Technical Director	220-240	o Senior Job Captain	175-185
o Senior Project Manager	215-230	o Job Captain	150-175
o Senior Project Architect	215-230	o Intermediate Designer	150-175
o Senior Landscape Architect	185-215	o Interior Designer	125-145
o Project Manager	185-215	o Designer	120-140
o Senior Designer	200-215	o Administrative	100-110
o Senior Interior Designer	180-200	o Intern	75

- IV. This proposal does not include all terms and conditions required by law to form a contract for architectural services. Neither party shall treat this proposal as a contract for the described Services.

[END OF COMPENSATION AND PAYMENT]

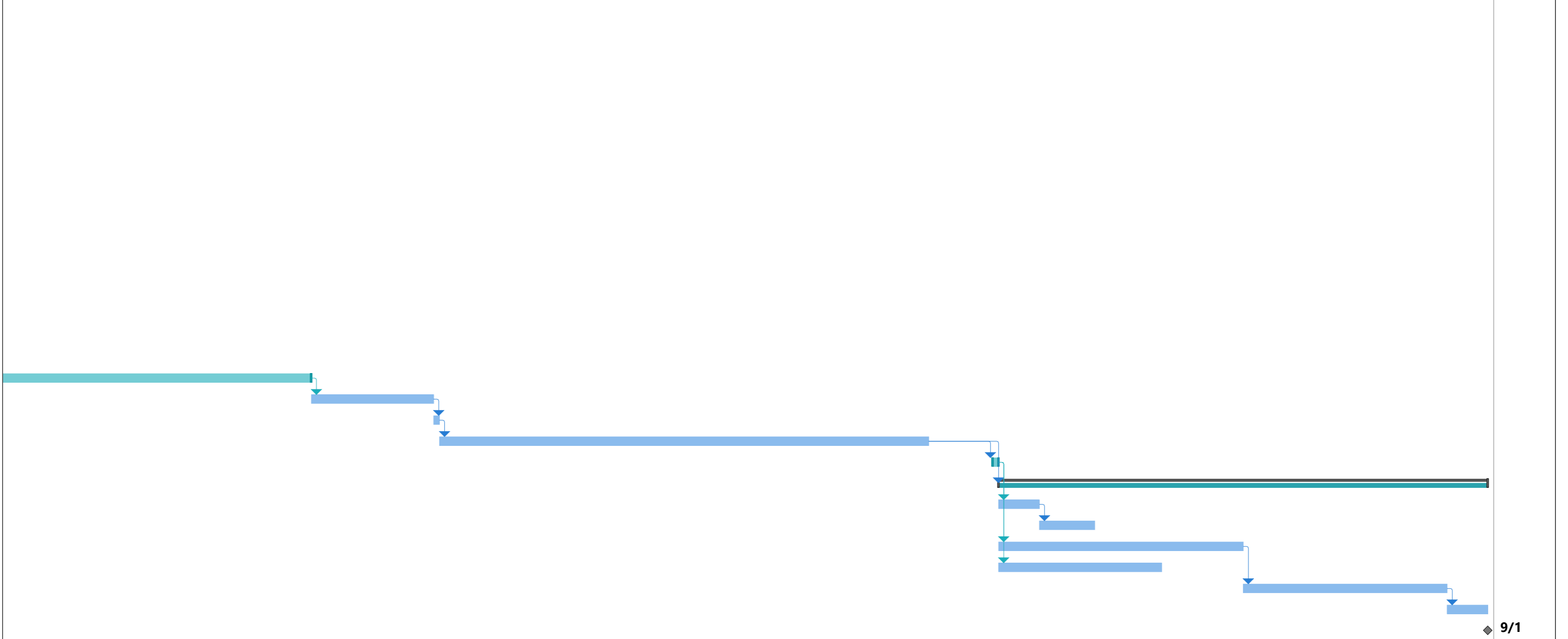
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor
1		Board Meeting	0 days	Tue 7/21/20	Tue 7/21/20	
2		Start Project	0 wks	Wed 7/22/20	Wed 7/22/20	1
3		<b>Concept Design</b>	<b>30 days</b>	<b>Wed 7/22/20</b>	<b>Tue 9/1/20</b>	<b>2</b>
4		Meeting with users	0 wks	Wed 7/22/20	Wed 7/22/20	2
5		Develop final design conc	2 wks	Wed 7/22/20	Tue 8/4/20	4
6		Review final design conce	0 wks	Wed 8/5/20	Wed 8/5/20	5
7		Prepare cost estimate	2 wks	Wed 8/5/20	Tue 8/18/20	6
8		District's review	2 wks	Wed 8/19/20	Tue 9/1/20	7
9		Complete DSA Registratio	0 wks	Mon 8/10/20	Mon 8/10/20	
10		<b>Construction Documents</b>	<b>25 days</b>	<b>Wed 9/2/20</b>	<b>Wed 10/7/20</b>	
11		Develop CDs	3 wks	Wed 9/2/20	Tue 9/22/20	8
12		Complete DSA forms for submittal	1 wk	Wed 9/16/20	Tue 9/22/20	9
13		Review of CD drawings with Distirct	0 wks	Tue 9/22/20	Tue 9/22/20	11
14		District's review M&O and	1 wk	Wed 9/23/20	Tue 9/29/20	13
15		Incorporate District's cor	1 wk	Wed 9/30/20	Tue 10/6/20	14
16		DSA Submittal	0 days	Wed 10/7/20	Wed 10/7/20	9
17		<b>DSA review</b>	<b>4.55 mons</b>	Wed 10/7/20	Wed 2/10/21	16
18		<b>Backcheck</b>	<b>3 wks</b>	Thu 2/11/21	Wed 3/3/21	17
19		<b>DSA approval</b>	<b>1 day</b>	Thu 3/4/21	Thu 3/4/21	18
20		<b>Bidding</b>	<b>12 wks</b>	Fri 3/5/21	Thu 5/27/21	19
21		<b>Award</b>	<b>1 day</b>	Tue 6/8/21	Tue 6/8/21	20
22		<b>Construction</b>	<b>60 days</b>	<b>Wed 6/9/21</b>	<b>Tue 8/31/21</b>	<b>20</b>
23		Mobilize	1 wk	Wed 6/9/21	Tue 6/15/21	21
24		Demo	1.5 wks	Wed 6/16/21	Fri 6/25/21	23
25		Glazing system fabricatio	6 wks	Wed 6/9/21	Tue 7/20/21	21
26		Countertop fabrication	4 wks	Wed 6/9/21	Tue 7/6/21	21
27		Installation	5 wks	Wed 7/21/21	Tue 8/24/21	25
28		Painting/cleaning	1 wk	Wed 8/25/21	Tue 8/31/21	27
29		<b>Occupancy</b>	<b>0 days</b>	Wed 9/1/21	Wed 9/1/21	



Project: LPC Student Services sc  
Date: Wed 7/8/20

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

20 | 27 | Jan '21 | 3 | 10 | 17 | 24 | Feb '21 | 31 | 7 | 14 | 21 | Mar '21 | 28 | 7 | 14 | 21 | Apr '21 | 28 | 4 | 11 | 18 | 25 | May '21 | 2 | 9 | 16 | 23 | Jun '21 | 30 | 6 | 13 | 20 | 27 | Jul '21 | 4 | 11 | 18 | 25 | Aug '21 | 1 | 8 | 15 | 22 | Sep '21 | 29 | 5



Project: LPC Student Services sc  
Date: Wed 7/8/20

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



**HOHBACH-LEWIN, INC. STRUCTURAL & CIVIL ENGINEERS**

*"Timely Solutions Based On Timeless Principles"*

May 26, 2020

Steinberg Hart  
Katia McClain  
kmcclain@steinberghart.com

Project: LPC Architectural Barriers  
Hohbach-Lewin, Inc. Project 14809B

Subject: Proposal to provide structural engineering consulting services

Dear Katia:

As requested, Hohbach-Lewin will support Steinberg Hart in their efforts to provide design documents for the LPC Architectural Barriers project. Specifically, we will perform the following tasks:

- Reframe existing interior non-structural wall openings as required to support cantilevered countertops, suspended glass barriers and roll-up screen/windows. We understand that this condition will be identical or nearly identical in 4 locations throughout the building and therefore only one set of details and supporting calculations will need to be provided. Design of the roll up screen and glazing is outside of the structural scope and is assumed to be designed by others. In addition, glass barriers are assumed to be rigidly attached to the opening framing and therefore not free to sway within the opening.

We will assist you in the response of DSA plan review comments however we do not anticipate needing to attend back check sessions at DSA's office and have therefore not included that in our scope.

During construction, we will assist you in responding to contractor generated RFI's pertaining to the structural aspects of the work.

We will provide the above described services on a labor and expenses for an estimated NTE fee of \$12,000.

If the above terms and attached General Conditions are acceptable to you, please sign below where indicated. This letter may then serve as our agreement and authorization to proceed.

PRINCIPALS:

DOUGLAS HOHBACH	S.E.
DAN LEWIN	S.E.
JOAQUIM ROBERTS	S.E.
ANTHONY LEE	S.E.
VIKKI BOURCIER	S.E.
SAM SHIOTANI	S.E.
LES TSO	S.E.

ASSOCIATE PRINCIPALS:

KEVIN MORTON	S.E.
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SENIOR ASSOCIATES:

VICKY RUNDORFF	S.E.
GREG RODRIGUES	S.E.
BILL DALEY	S.E.
STUART LOWE	S.E.
EDDIE HUI	S.E.
MICHAEL RESCH	S.E.

ASSOCIATES:

MIKE DAVIES	S.E.
STACY GADDINI	S.E.
BRIAN HO	S.E.
TJ WU	S.E.

SENIOR STRUCTURAL ENGINEERS:

MOHAMED IBRAHIM	S.E.
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CE DEPT MANAGER:

BILL HENN	
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Sincerely,

Michael Resch, S.E.  
Associate Principal

Accepted By: \_\_\_\_\_

Attached: General Conditions





111 Pine Street, Suite 1315,  
San Francisco, CA 94111

**WORK AUTHORIZATION**

**DATE:** 5/26/2020

**PROJECT:** Las Positas Administration Bldg Public Counter Spaces Remodel

**CLIENT:** Steinberg Hart

**CLIENT CONTACT:** Katia McClain

**DESCRIPTION OF SERVICES:** Cost Estimating Services to estimate Las Positas, Administration Counselling and Other Areas, Public Counters, Remodel.

Concept Design Stage and Two Estimate Revisions at CD stage.

The fee excludes reconciliation with other or other meetings. Any additional work will be charged in accordance with our hourly rates.

**FEE:** Cost Estimating lump sum \$15,000

We will invoice upon approval of our proposal for payment prior to completion of services. Interest at 1½% per month will be charged to balances outstanding after thirty days.

**ISSUED BY:**

A handwritten signature in cursive script that reads "Brian T. Mand".

**TBD Consultants**

**ACCEPTED BY**  
**Steinberg Hart:**  
**DATE:**

26 May 2020

Katia McClain  
**Steinberg Hart**  
125 S. Market Street, Suite 110  
San Jose, CA 95113  
kmcclain@steinberg.us.com

**Subject: Las Positas College Student Services Center Service Counter Area, Livermore, CA –  
Proposal for Additional Acoustical Consulting Services  
Salter Project 19-0665**

Dear Katia:

Thank you for requesting an additional acoustical consulting services proposal for the Las Positas College Student Services Building. You have asked us for input to approaches and products that can help enhance speech privacy at four service counter areas.

We are requesting an hourly authorization not to exceed **\$4,000** for this service, to be provided as an addendum to our existing authorization for the project.

Please call if you have questions. To authorize us to proceed, please sign in the space below and return a copy to our office.

Best,

**CHARLES M. SALTER ASSOCIATES, INC.**



Phil Sanders, LEED® AP  
Senior Vice President

**AGREED AND ACCEPTED**

By: \_\_\_\_\_  
**Steinberg Hart**

Date: \_\_\_\_\_

*erlo/phsa 2020-05-27 Las Positas College SSC Service Area Ac Proposal Salter*

cc: Jin Zhu  
**Steinberg Hart**  
jzhu@steinberghart.com



60 South Market Street, Suite 480 tel 408.295.4944  
San Jose, CA 95113 [salter-inc.com](http://salter-inc.com)

Acoustics  
Audiovisual  
Telecommunications  
Security

June 4, 2020

Katia McClain  
Steinberg Hart  
125 S. Market Street, Suite 110  
San Jose, CA 95113

Re: Las Positas College - Administration Building - Architectural Barrier  
Professional Services Proposal

Dear Katia:

Thank you for the opportunity to provide you with our proposal for the referenced project. Your project is important to us and we have made an effort to address detailed scopes for all disciplines.

This proposal is based on our Standard Provisions of Agreement for Professional Services, which is attached and incorporated by this reference.

## **PROJECT DESCRIPTION**

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### **Project Owner**

Chabot Las Positas Community College District

### **Project Location**

Las Positas, Livermore, California

### **Building/Project Description**

Scope of work is limited to the design of the HVAC, Electrical, Fire Alarm, and Technology, and Fire Alarm Systems to accommodate the proposed modifications to the following areas: Admin Services Office Suite (approximately 1,000 sf).

## **INFORMATION SOURCE**

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Based on RFP/email from Katia McClain dated 5/26/2020

## **ASSUMPTIONS**

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Based on information received, and documents provided, we understand that this project:

- Will have a single bid/construction packet.
- Will have 2 document/construction phases. 50% Construction Drawing, and 100% Construction Drawings.
- Existing MEP/FLS systems are adequate to serve the project area.
- Project will be developed as a Revit model to meet the Level of Development and Clash Classification, which is attached and incorporated by this reference.
- Project will not be a LEED® project.

- Adequate drawings will be provided with as-built conditions. Scope does not include any field investigation beyond surface investigations. If review of systems above the ceiling in the immediate project area are required, Owner will have ceilings removed
- Construction Administration is limited to review of submittals, response to RFI's, and one punch list. We will review submittals one time during construction administration with one corrective review. All submittals must be provided as a single package per disciplines.
- Project Funding: We have assumed and understand that funding for this project has been secured or will be in place when project design starts. We have not assumed that payment for services will be held or delayed due to any funding delays or issues.

### **PROJECT SCHEDULE**

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- Design: Maximum of Two Months
- Construction: Maximum of Three Months

Note: Dates listed above are approximate based on information provided. However, substantial changes to the schedule above, and start/stops to project progress may result in additional services and fees.

### **MEETINGS**

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Up to 4 meetings with design team, Owner representative, and construction team during design and documentation for coordination, as required.

### **DESIGN SUBMITTALS**

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Construction Documents/Permit Drawings with up to two revisions.

### **ENGINEERING SERVICES DESCRIPTION**

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Our scope of services is limited to the following. Services not included are additional services.

The following scope is to be limited to the A&R, Counseling and FA Rooms associated with the building renovation.

1. Mechanical review of the existing system design will satisfy the ventilation and heating/cooling requirements of the new space lay out.
2. Plumbing review of the existing system design and layout will satisfy the requirements of the new space.
3. Electrical plan to show new power layout and lighting coordination with the new space.
4. Technology plan to show new furniture layout and accommodate any equipment relocations to the space.
5. New Fire Alarm permit drawings will be provided to accommodate the new tenant space layout.
6. New Fire Sprinkler permit drawings will be provided to accommodate the new tenant space layout.

**CONSTRUCTION ADMINISTRATION: BIDDING AND NEGOTIATIONS**

1. Answer questions during bidding phase.
2. Issue addenda as may be required under the original design scope.
3. Attend prebid preconstruction meeting with design team and contractors.
4. Two reviews of the mechanical and electrical system submittals are included; additional reviews will be billed at our hourly rates with prior written approval. Fee is based on submittals being provided per Interface standard specifications.
5. Answer RFIs, DCVRs, and construction questions.
6. Construction observation site visits: Review of final install will be with one electrical/fire/life safety site visit. All other systems will be reviewed with final photographs of the space.
7. Issue of ASIs, change orders, plan revisions, etc. generated by others is not included. Additional fees will be submitted for prior approval for these services.
8. Review of change order costs initiated by others will be billed hourly, on prior approval.

**EXCLUSIONS AND CLARIFICATIONS**

1. Construction cost estimates will be by construction cost estimator. We will provide a cost opinion or review cost estimator's pricing.
2. We assume that our attendance at prebid and preconstruction meetings is not required.
3. Construction record drawings are not included.
4. Shop drawings, fabrication drawings, and construction coordination drawings are not included.
5. Life cycle cost analysis for alternate mechanical/electrical systems are not included.
6. Structural calculations for the seismic restraint of mechanical and electrical equipment are not included.
7. Waterproofing details/requirements for building components by others are not included.
8. Commissioning of systems is not included unless proposed and accepted.
9. Cost reduction requiring redesign after approved systems have been designed is not included.
10. Determination/interpretation of egress lighting paths with local officials is not included.
11. Change order issues, ASIs, and revisions requiring redesign and additional design are not included.
12. Acoustical calculations for systems are not included. We will include modifications to our systems per your acoustical consultants' recommendations within our base fee.
13. Fee assumes that the existing system is adequate to serve the project area.
14. Acoustical analysis, design of noise attenuation requirements, and special vibration isolation requirements for mechanical systems will be performed by others.
15. Commissioning participation unless proposed and accepted.

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**FEE**


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**Phased Fixed Fee**

<b>Project Phase</b>	<b>Phase Totals</b>
Design	<b>\$10,000</b>
Construction Administration	<b>\$5,000</b>

**Total Fee: \$15,000**

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**PAYMENT TERMS**


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Standard reimbursable expenses per the Prime Contract.

We will bill fees and reimbursable expenses monthly as services are performed. Payment is due within 60 days of receipt of invoice. Finance charges may be added after that time at a rate of 1.5 percent per month (annual rate of 18 percent). Finance charges will be applied to delayed payments resulting from lack of project funding. Upon aging of fees and reimbursable expenses beyond 90 days, Interface reserves the right to meet with Architect and holder of Prime Contract to determine resolution prior to continuation of services.

This proposal is valid for 90 days from the date first written above. Interface Engineering, Inc. (Interface) reserves the right to modify or update this proposal after that date.

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**ADDITIONAL SERVICES**


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Services requested beyond those included in this proposal will be considered extra services and will be billed either at hourly rates listed below or will be estimated on a lump sum basis. Interface may decline to perform additional work until authorization is received in writing.

Additional services will be billed at our standard hourly rates at the time the work is performed. Our current standard hourly rates are:

Principal:	\$280/Hour
Associate Principal:	\$230/Hour
Associate/Sr. Engineer-Designer III:	\$210/Hour
Sr. Engineer-Designer II:	\$180/Hour
Sr. Engineer-Designer I:	\$155/Hour
Engineer-Designer III:	\$145/Hour
Designer II:	\$125/Hour
Designer I:	\$120/Hour
Revit Lead:	\$110/Hour
Drafter-Revit:	\$105/Hour
Administrative:	\$80/Hour