

September 9, 2020

Kevin Emenaker
Executive Director, Administrative Services
Alvord Unified School District
9 KPC Parkway
Corona, CA 92879

RE: ISS Building Remodel
4671 La Sierra Ave., Riverside, CA 92505
BNds #20026-00

Dear Kevin,

On behalf of BakerNowicki Design Studio, we are pleased to present this proposal for the interior renovation of the above referenced District-owned building. The building is a 2-story office building that is to be remodeled for occupancy by the Instructional Services Department (ISS). The existing building appears to be of type-V construction with fire sprinklers constructed in 1988.

SCOPE OF WORK

- The District proposes to renovate the first floor to accommodate the ISS Dept. and design the future renovation of the second floor.
- The remodel of the existing lobby and entry area, toilet rooms and stairs.
- Minor site work to address code required compliance with ADA for parking and path-of-travel.
- The SOW will include removing non-structural walls on both floors with interior planning to include a few offices and open office-systems furnishings and workstations.
- Project will be under the jurisdiction of the City of Riverside and will not be a DSA Field Act building.
- HVAC equipment has been removed for replacement but most of the existing ductwork may be usable.
- Fire sprinklers may need some modification for the new plan.
- Electrical service is assumed to be adequate but replanning and upgrades for data and technology will be needed.

SCOPE OF SERVICES

Schematic Design

- Conduct detailed program meetings with designated subject matter experts to finalize building program and scope of work priorities.
- Develop preliminary site and space planning alternatives to address programmatic needs of the ISS department.
- Develop preliminary site and space planning alternatives to improve existing facilities, systems and operational conditions identified as campus needs.
- Preliminary code analysis including ADA compliance.
- Provide design drawings of the Project for presentation to the District for review and approval.
- Prepare overall project development timeline schedule.

Design Development

- Based on Owner's direction, develop design concepts with preliminary engineering of systems, materials and assemblies.
- Preliminary layout of mechanical, plumbing and electrical systems.

- Prepare preliminary specifications

Construction Documents

- Prepare working drawings and specifications as necessary for obtaining approval by City of Riverside.
- Documents shall describe the work to be done including: structural, mechanical, plumbing, electrical and fire protection systems.
- Prepare final project technical specifications.

Agency Approvals

- Preliminary plan review meeting with City of Riverside.
- Prepare design documents, drawings and specifications to applicable requirements.
- Use best professional efforts to interpret and apply current ADA requirements.
- Submit and Obtain approval for project drawings and specifications from City of Riverside.

Construction Administration

- Assist District with bidding of the work.
- Conduct pre-bid and pre-construction conferences
- Provide construction administration services
- Attend job-site meetings as required
- Prepare document clarifications, change requests, change orders, etc.
- Review contractor payment applications
- Prepare preliminary punch-list

FEE

BakerNowicki Design Studio will provide the above stated services for a fixed fee of **\$285,000**. Fees will be invoiced monthly. Invoices are due and payable upon receipt.

Approved expenses will be invoiced at Direct Cost x 1.1

We hope that this proposal is satisfactory to your needs and would be pleased to answer any questions that you may have. We appreciate the opportunity to be of continued service to the Alvord Unified School District.

EXCLUSIONS/OWNER PROVIDED ITEMS

- Reproduction of documents for Agency approval, bidding and construction can be paid by the District or provided as a reimbursable expense by BNds to the District.
- All agency fees will be paid directly by the District.
- District will provide all record documents of existing site conditions including building as-builts.
- New site boundary and topographic survey will be provided by the District.
- Preparation or processing of documentation/applications for LEED or CHPS certification.
- Engineering and calculations for the seismic up-grading of existing buildings.
- Structural upgrades to existing elevator, guide rails, etc.
- Civil engineering for ADA site improvements will be designed by District consultant.
- Landscape and irrigation improvements will be designed by District consultant
- Off-site improvements in the public right-of-way.
- SWPPP and/or storm water management responsibilities during construction.
- Compliance documentation, reports, or commissioning of equipment installed in our design or as noted in section 5.410.2 of the California 2013 Green Building Standards Code.
- Design of alternative energy sources.

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- Design of a building access control system or a video surveillance system.
- Cost estimating to be performed by the District's contractor.

RISK ALLOCATIONS

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Clients agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any causes shall not exceed our fee. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Sincerely,



Jon Alan Baker, FAIA, LEED AP
Partner
CA. Lic. C-14513