



December 14, 2018

J. Wade Roach  
 Napa Valley Unified School District

**RE: Irene Snow Elementary School - TLCD Project Number 16060.00**

**Additional Services Request 5 – Lunch Shelter DSA approval.**

Dear Wade,

Please see the following Additional Services request, for services related to the new pre-checked lunch shelter to be constructed on the new Irene Snow Elementary School campus.

**OTC DSA APPROVAL OF LUNCH SHELTER**

The District intends to purchase a 30'x40' DSA pre-checked lunch shelter from a vendor through a purchasing contract for the new Irene Snow Elementary School campus. The vendor will provide drawings and engineering for the lunch shelter. Additional services include the following, in summary:

1. Coordinate with lunch shelter vendor.
2. Prepare drawings including title sheet, code analysis plan, and site plan.
3. Prepare all materials required for DSA approval through the over-the-counter process, including drawings and DSA forms.
4. Attend DSA backcheck appointment.
5. Construction administration and closeout as required by the DSA construction oversight process.

**TOTAL FEES**

A fixed fee plus reimbursable expenses by discipline as indicated below:

•	<u>TLCD Architecture</u>	<u>\$ 8,375</u>
	Total	<b>\$ 8,375</b>

We look forward to continuing the work with you on this important and exciting project. Please feel free to contact me with any questions or comments.

Sincerely,



Brian C. Wright, AIA  
 Principal