



VERDE DESIGN

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May 29, 2019

Mr. Michael Pearson, Director, Facilities, Maintenance & Operations  
Napa Valley Unified School District  
Delivered via Electronic Mail

RE: Turf Fields Replacement Project  
Verde Design Project No.: 1908800

Dear Mike:

Thank you for the opportunity to provide Napa Valley Unified School District (District) with this proposal for the replacement of four of the District's eight turf fields. This proposal shall remain valid for a period of ninety (90) days.

#### PROJECT UNDERSTANDING

District is looking to retain Verde Design to provide synthetic turf consulting, development of RFP for turf companies on the field replacement project, and construction administration / oversight. The project is for the District's four turf fields at American Canyon and Silverado Middle Schools, as well as Napa and Vintage High Schools (the District may elect to change these four schools if priorities change), due to these four fields generally being in the condition most needing turf replacement.

We are not aware of any existing issues with the field base beneath the turf. We will meet with the District to review turf replacement options, confirm the fields' base drains adequately, and discuss drainage and shock pad options for the field. We understand it is the District's intention to replace the synthetic turf field and to receive CMAS (or equivalent procurement method) pricing directly from turf companies.

We are assuming that there will be one overall CMAS solicitation package for the four fields, and two different phases for construction (assuming two fields per phase). The planned overall project construction budget for the four fields is \$3 million. We have also provided an optional design fee in case the District decides to "hard bid" the work instead of the CMAS procurement method.

As this is a field replacement, we are assuming this project does not require DSA review as it is not a School Building or change in condition. However, DSA has been trying to enforce even replacement synthetic turf fields go to DSA for at minimum Accessibility review. We do have an optional fee in the proposal if the District directs the project to go to DSA for approval.

#### SCOPE OF SERVICES

Based on past similar successful projects, Verde Design proposes the following detailed scope of work for the above referenced Project Understanding:

##### A. Project Start-up, RFP Development and CMAS procurement

1. Attend a meeting with District staff to review procurement method, discuss and existing field issues or concerns, review turf and pad product options, desired field markings and graphics, and discuss project timeline.

2. Visit the four project sites, observe field conditions, including edge connections, and test each field base for permeability in 1-2 locations. The responsibility to open up the turf field and replacement upon completion of the field testing is not of Verde Design.
3. Set up CMAS RFP for turf companies. This will include RFP document and turf qualifications and specifications, as well as a field graphic drawing for the field. The turf specification will address the following criteria:
  - a. Material specification requirements.
  - b. Installation crew experience requirements
  - c. Warranty and Company Financial Requirements
  - d. Environmental Criteria
  - e. G-max requirements
  - f. Turf Maintenance Contract Requirements
  - g. Proposal Form
4. Deliver RFP documents to the District electronically, and make any revisions as needed based on District comments.
5. Answer any turf company bid questions and assist District with the review of the submitted proposals

**B. Construction Administration (this effort will be for each of the two phases of work)**

1. Attend one pre-construction meeting
2. Process and coordinate submittals and shop drawings for the turf product (max. 2 submittals for any one product; additional re-submittals will be billed on an additional Time-and-Materials basis)
3. Visit project site during existing turf removal process and inspect base for any potential issues.
4. Visit project site up to three times to inspect installation procedures for new field product.
5. RFI coordination and processing.
6. Provide one substantial completion walk through for each turf field area and generate a punch list.
7. Complete one final walkthrough for the turf installation and generate final punch list, if necessary. All subsequent punch walks will be billed on an additional Time-and-Materials basis.
8. Review all Turf Company warranty and M&O documentation for the turf product.

**Optional Scope: DSA Submittal and Coordination**

1. Provide required DSA paperwork and electronic application processing
2. Develop DSA package, including the following documents:
  - a. Cover Page
  - b. Site Access Plan
  - c. Improvement Plan
  - d. Construction Detailing
3. Address any DSA comments as received
4. Attend DSA backcheck appointment in DSA Oakland office
5. Distribute digitally signed documents once received from DSA.
6. Provide all required DSA paperwork during construction and closeout

Note: any improvements required by DSA outside the turf field is currently not included in this optional scope as the extents of what these required site upgrades may be are not yet known.

**Additional Meetings:** We will gladly attend any additional meetings requested by the District throughout the process. Additional meetings will be billed at cost in accordance with the attached Charge Rate Schedule in addition to the fixed fee. There is no charge for additional virtual or GoTo meetings.

## PROJECT TIMELINE

For the purpose of this proposal, we propose the following timeline for our work, based on a written Notice To Proceed:

Project Start-up, RFP Development and CMAS Procurement:	6 weeks
Construction Administration:	Approximately 6 weeks per phase

Note: the above timelines does not include any required review time by District (or DSA effort if directed by the District).

## CLIENTS RESPONSIBILITIES

In order to complete the items described in Scope of Services above, we respectfully ask the District provide the following information.

1. Any specific District requests regarding project budget and schedule
2. Specific Field Layout and Marking / Striping requirements and identification of what sports and activities will be programmed for the turf field.
3. Any available construction or record drawings of the existing field area.
4. Digital Survey or CAD base file for the four field areas
5. Site Access plans and DSA application numbers for the campus if DSA optional service is authorized

## SPECIAL PROVISIONS

Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services.

1. Presentations to public bodies.
2. Engineering (Electrical, Geotechnical, Mechanical & Structural) or Architecture Services.
3. Construction Management services.
4. Subsurface and utility investigation/validation.
5. Field Gmax testing
6. Existing synthetic turf environmental testing (may be required by specific landfills)
7. Utility relocation design and documentation services and other elements excluded above in the Project Understanding
8. Renderings or presentation graphics.
9. Permitting or Coordination with any public agency, including DSA.
10. Environmental review, studies, or CEQA documentation.
11. Meetings other than those listed
12. Site work improvements beyond turf removal and replacement
13. C.3 and QSD / QSP services (assumed to not be required for this project)
14. Topographic and Utility Surveying Services

Services will be diligently pursued and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of District, his consultants, utility companies, or

jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

### **PROFESSIONAL COMPENSATION**

For the above proposed Scope of Services that is based on our project understanding, Verde Design respectfully proposes a lump sum fee as identified below, including reasonable reimbursable expenses. This fee is based on the current hourly rate of the office as defined by our attached current Charge Rate Schedule, as well as the anticipated work effort that will be required to successfully complete this project. The fee will be billed as a percentage complete of specified scope.

Project Start-up, RFP Development and CMAS Procurement:	\$ 38,800
Construction Administration:	\$ 45,750
<b>Total Fee:</b>	<b>\$ 84,550</b>

Additive Optional Hard Bidding effort for all four sites, lump sum: \$16,900

Additive Optional DSA work for all four sites, lump sum: \$23,500

Billings will be in accordance with the attached current Charge Rate Schedule, and additional services will be charged on a negotiated fixed fee or time and material basis as noted on the attached Charge Rate Schedule, per the direction of the District.

### **CHANGE IN SERVICES**

District may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

In the event that additional services including, but not limited to design, plans, renderings, and presentations not included in the Scope of Services are required; or for changes and revisions requested by District after work has been performed, they will be performed on an hourly charge rate basis as extra work in accordance with the charge rate schedule in effect at the time the services are performed.

### **TERMINATION OF AGREEMENT**

This agreement may be terminated by either party at any point with ten (10) days written notice to the other party in the event of substantial failure of performance, or if the District should deem it necessary or desirable to indefinitely suspend the project. In the event that the project is terminated or indefinitely suspended in the manner herein provided, Verde Design shall turn over copies of any and all documents completed to that date. Verde Design shall be entitled to compensation up to, and including, said termination date. Original work shall remain the property of Verde Design.

### **BILLINGS & PAYMENT**

Invoices will be sent by the tenth (10<sup>th</sup>) of the month for work completed through the twenty-fifth (25<sup>th</sup>) of the previous month. Any additional services will be billed separate from contracted services. Payment is due and payable within thirty (30) days of the statement date.

If this proposal meets with the approval of the District, sign as indicated below and issue a purchase order to Verde Design. Mike, thank you again for the opportunity to work with the District!

Respectfully Submitted,  
**Verde Design, Inc.**



Devin Conway, P.E.  
Principal

PROPOSAL APPROVED BY:  
**Napa Valley Unified School District**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

CC: Verde Design Distribution

Attachment: Current Charge Rate Schedule

**Verde Design, Inc.  
Charge Rate Schedule  
Effective until December 31, 2019**

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

**Project Rates**

Principal	\$225.00 per hour
Project Manager/Construction Manager	
Level Four	\$210.00 per hour
Level Three	\$190.00 per hour
Level Two	\$165.00 per hour
Level One	\$150.00 per hour
IT Manager	\$165.00 per hour
CAD Manager	\$160.00 per hour
Project Designer	\$140.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$135.00 per hour
Draftsperson Level II	\$120.00 per hour
Draftsperson Level I	\$115.00 per hour
Project Administrator	\$80.00 per hour
Intern	\$70.00 per hour

**Reimbursable Rates**

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

**Reimbursable Expenses**

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service

*Charge Rate Schedule is subject to revisions.  
Revised 11/2018*