

June 14, 2016

Mr. Steve Kessler  
Supervisor  
Beverly Hills Unified School District  
255 South Lasky Drive  
Beverly Hills, California 90212

1650 Spruce Street  
Suite 300  
Riverside, CA 92507

o: 951/682-0470  
f: 951/682-1801

Project Name: Beverly Hills High School  
DLR Group Project No.: 75-12202-

Re: Proposal for Beverly Hills High School  
Moreno Curb Cut for Demo Abate

Dear Steve:

As requested DLR Group is providing a proposal to provide additional professional services for the subject project. Beverly Hills Unified School District wishes to install a new temporary driveway at Beverly Hills High School (BHHS) along Moreno Drive for construction access, as shown on the attached Psomas Proposal. The temporary driveway is within the City of Beverly Hills right of way and shall be designed and construction per City standards.

**Scope**

1. Coordinate with the City of Beverly Hills to determine design, permit and construction requirements. Meet with the City one (1) time during coordination of requirements.
2. Provide civil engineering grading design for the new temporary driveway compliant with the City of Beverly Hills requirements and standards.
3. Submit the driveway grading design to the City of Beverly Hills for review and approval. Scope of additional services assumes no more than two review rounds with the City.
4. Scope of additional services excludes relocation or removal of utility systems and structures.
5. Scope of additional services excludes coordination with the City on tree relocation or removals.
6. The contractor shall be responsible for pulling the City of Beverly Hills construction permit for the driveway.
7. The contractor shall be responsible to restore the site to original condition per City standards, after the access is no longer needed for construction activities.

**2.0 Professional Fees**

DLR Group shall provide the above scope of services for the following fixed fee:

<b>Civil Engineering Service</b>	<b>\$4,500</b>
<b>Total Consultant Fee</b>	<b>\$4,500</b>
<b>Administrative Markup on Consultant Fees (10%)</b>	<b>\$450</b>
<b>Total Fee</b>	<b>\$4,950</b>

**Estimated Reimbursable Allowance (5%)** **\$248**

Work outside the scope of services defined above will be charged as additional services based on the most current DLR Group Hourly Rates.

**3.0 Reimbursable Expenses**

3.1 Reimbursable Expenses are in addition to compensation for our professional services and include project related expenses incurred by us and any of our consultants, if applicable. Expenses will be billed at cost.

**4.0 Other Terms**

4.1 Upon your notification that this proposal is acceptable, we will anticipate a District issued professional services agreement for review and signature.

We look forward to working with you on this very exciting project. If you have any questions, please feel free to call me.

Respectfully,  
**DLR Group**



Ben Levin  
Principal  
[blevin@dlrgroup.com](mailto:blevin@dlrgroup.com)

Cc: B Cohen, B. Hobza  
Encl: Psomas proposal,

June 13, 2016

Mr. Ben Levin  
**DLR Group**  
3130 Wilshire Boulevard, 6th Floor  
Santa Monica, CA 90403

Subject:       **Proposal for Additional Professional Services  
Temporary Driveway  
Beverly Hills High School  
Beverly Hills, CA  
Psomas Project 1DLR010100**

Dear Ben:

Psomas is pleased to furnish this letter proposal to provide additional professional services for the subject project. Beverly Hills Unified School District wishes to install a new temporary driveway at Beverly Hills High School (BHHS) along Moreno Drive for construction access, as shown on the attached Exhibit "A". The temporary driveway is within the City of Beverly Hills right of way and shall be designed and construction per City standards. DLR Architects has requested this additional services proposal from Psomas to provide the following civil engineering services for the new temporary driveway.

1. Coordinate with the City of Beverly Hills to determine design, permit and construction requirements. Meet with the City one (1) time during coordination of requirements.
2. Coordinate final driveway location with DLR Architects.
3. Provide civil engineering grading design for the new temporary driveway compliant with the City of Beverly Hills requirements and standards.
4. Submit the driveway grading design to the City of Beverly Hills for review and approval. Scope of additional services assumes no more than two review rounds with the City.
5. Owner will pay all necessary permit fees
6. Scope of additional services excludes relocation or removal of utility systems and structures.

Mr. Ben Levin  
Psomas Project 1DLR010100  
January 8, 2016

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7. Scope of additional services excludes coordination with the City on tree relocation or removals.
8. Scope of additional services excludes revisions to the DSA approved BHHS documents and the offsite improvements package (both previously prepared by Psomas under original agreement with DLR Architects) to reflect the temporary driveway design.
9. Scope of services assumes the temporary driveway will be bid and constructed with either the Early Demolition Package or the DSA site package (both previously prepared under original agreement with DLR). Scope of services **specifically excludes** preparation of a separate bid package and separate bid phase and construction support services.
10. The contractor shall be responsible for pulling the City of Beverly Hills construction permit for the driveway.
11. The contractor shall be responsible to restore the site to original condition per City standards, after the access is no longer needed for construction activities.

Psomas hereby requests additional fee in the amount of **four thousand five hundred dollars (\$4,500)** to complete the additional professional services described herein.

Due to the unknown level of effort required to process the City of Beverly Hills approval, we propose to provide these services on a Time and Material (T&M) basis. The budget is an estimate and is based on a normal, un-expedited plan check process. The governmental relations process is subjective and it is often difficult to determine the precise number of hours that may be necessary to complete the scope of work outlined. If additional budget is required, we will notify the Architect in writing prior to exceeding the budgeted amount

The additional professional services described herein shall be provided under an amendment to the original agreement (reference AIA agreement dated February 12, 2014). All provisions of the original agreement remain enforced.

Sincerely,  
**PSOMAS**



Alysén Weiland, P.E., ENV SP  
Project Manager/Associate

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Suite 4300  
Los Angeles, CA 90071-2405

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[www.Psomas.com](http://www.Psomas.com)

**EXHIBIT "A"**  
**BHHS Temporary Driveway**  
**June 13, 2016**

**BUILDING B3**  
**AUDITORIUM**

**SALTER T**

