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Enactment Number	12-0910
Enactment Date	3-14-12 <i>BJ</i>



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Tony Smith, Ed.D., Superintendent
Timothy White, Associate Superintendent, Facilities Planning and Management

Board Meeting Date March 14, 2012

Subject Agreement for Architectural Services - S. Meek Architecture - Oakland High School Building G Restrooms and Site Work Project

Action Requested Approval by the Board of Education of an Agreement for Architectural Services with S. Meek Architecture for Architecture Services on behalf of the District at Oakland High School Building G Restrooms and Site Work Project , in an amount not-to exceed \$160,000.00. The term of this Agreement shall commence on March 14, 2012 and shall conclude no later than December 31, 2012.

Background This project provides a new student restroom facility for Building G. The site plans are to close the campus commencing with the new school year of 2012-2013. Interior and exterior food service lines are to be modified and increased and additional seating are to be provided and upgraded to accommodate the closing of the campus.

Local Business Participation Percentage 20.00%

Strategic Alignment Among the key purposes of the District's Facilities Master Plan is to provide an academic environment for the Oakland community that will give every student, educator, and community member using our facilities the best possible opportunity for learning.

Through implementation of the Facilities Master Plan, the District intends to improve the District's facilities in terms of structural integrity, safety, reliability of operating (mechanical) systems, access to modern resources, number and type of appropriate laboratories and specialized instruction rooms, opportunities for physical education, and attractiveness, such that the Oakland Public Schools are second to none. Operation of the District schools under the



planned approach is intended to ensure safety, cleanliness, and orderliness for

all individuals participating in the learning process.

The basic facility needs of students such as proper lighting, functional roofs, noise control and well maintained buildings, not only convey the message that

we value our students and teachers but may foster a sense of school pride and community ownership which may improve attitudes towards learning. The implementation of the Facilities Master Plan is our first step in that direction.

Recommendation

Approval by the Board of Education of an Agreement for Architectural Services with S. Meek Architecture for Architecture Services on behalf of the District at Oakland High School Building G Restrooms and Site Work Project , in an amount not-to exceed \$160,000.00. The term of this Agreement shall commence on March 14, 2012 and shall conclude no later than December 31, 2012.

Fiscal Impact

General Obligation Bond-Measure B

Attachments

- Agreement for Architectural Services including scope of work

**INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
(CONSTRUCTION RELATED)**

Architectural Services

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **5th day of January, 2012** by and between the Oakland Unified School District, Oakland, California ("District") and **S. Meek Architecture** ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

Services. The Consultant shall provide the services as described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services" or "Work"). The scope of services will generally consist of the following: **The scope of the project is to provide Construction Administration for adding two (2) restrooms to the second floor of Building G, Per LCA approved DSA bulletin 63.0A, DSA application 09-110060. Project is assumed to be constructed by the same General Contractor hired for the lunch expansion project during summer of 2012. The second scope of the project is to provide bidding, construction administration and closeout phase. Lunchroom Expansion Project.**

The scope of services is more specifically indicated on **Exhibit "A."**

1.1. The Services shall be performed on the following project(s) / site(s) ("Project"):

Oakland High School Building G Restroom and Site Work Project

2. **Term.** The term of this Agreement shall be no longer than the period of construction of the Project, unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Submittal of Documents.** The Consultant shall not commence the Work under this Contract until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<input checked="" type="checkbox"/>	Signed Agreement
<input checked="" type="checkbox"/>	Workers' Compensation Certification
<input checked="" type="checkbox"/>	Fingerprinting/Criminal Background Investigation Certification
<input checked="" type="checkbox"/>	Insurance Certificates and Endorsements
<input checked="" type="checkbox"/>	W-9 Form

4. **Compensation.** Consultant's fee for the performance of Consultant's Services shall be on an hourly basis and/or a per unit basis, as indicated in **Exhibit "B"** (Prices for Services). District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **One hundred sixty dollars and no cents (\$160,000.00)**. District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Work shall be made for all undisputed amounts in monthly installment payments within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.

5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows: Not applicable.
6. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the work herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
7. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows: Not applicable.
8. **Performance of Services.**
 - 8.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
 - 8.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.
 - 8.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.
 - 8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.
9. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.
10. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. Termination.

12.1. **Without Cause By District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

12.2. **Without Cause By Consultant.** Consultant may, upon thirty (30) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **With Cause By District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

- 12.3.1. material violation of this Agreement by the Consultant; or
- 12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or
- 12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

13. **Indemnification.** To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim"), to property or persons, including personal injury and/or

death, to the extent that any of the above arise out of, pertain to, or relate to the negligence, recklessness, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages.

14. Insurance.

14.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

14.1.1. Commercial General Liability and Automobile Liability Insurance.

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

14.1.2. Workers' Compensation and Employers' Liability Insurance.

Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

14.1.3. Professional Liability (Errors and Omissions). Professional Liability (Errors and Omissions) Insurance as appropriate to the Consultant's profession.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

14.2. **Proof of Carriage of Insurance.** The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the

District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and the State and their agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.

14.2.4. All policies except the Professional Liability Policy shall be written on an occurrence form.

14.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

15. **Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

16. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

17. **Certificates/Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.

18. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

19. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all its subcontractor(s).

20. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's

performing of any portion of the Services.

21. **Disabled Veteran Business Enterprises.** Section 17076.11 of the Education Code requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least 3 percent, per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises (DVBE). In accordance therewith, the Consultant must submit, upon request by District, appropriate documentation to the District identifying the steps the Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.
22. **Local, Small Local and Small Local Resident Business Enterprise Program (L/SL/SLRBE):** There is a twenty percent (20%) minimum participation requirement for all District contracts. Consultant shall comply with the twenty percent (20%) local business participation requirement at a rate of ten percent (10%) local and 10% small local and/or small local resident business participation. The requirement may be wholly satisfied by a City of Oakland certified business. Business entities must be certified by the City of Oakland in order to earn credit toward meeting the twenty percent participation requirement. Please refer to the District's S/SL/SLRBE Policy; a copy can be obtained for the OUSD website: www.ousd.k12.ca.us
23. **No Rights In Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
24. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
 - 24.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
 - 24.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
25. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
26. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
27. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

Oakland Unified School District
955 High Street
Oakland, CA 94601
ATTN: **Tadashi Nakadegawa,**
Director of Facilities

Consultant:

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

28. Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

29. California Law. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.

30. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. Authority to Bind Parties. Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

33. Attorney Fees/Costs. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

34. Captions and Interpretations. Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

35. Calculation of Time. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

36. Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

37. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

38. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

OAKLAND UNIFIED SCHOOL DISTRICT



Jody London, President, Board of Education

Date: 3/15/12



Edgar Rakestraw, Jr., Secretary, Board of Education

Date: 3/15/12



Timothy White, Associate Superintendent Facilities Planning and Management

Date: _____

S. Meek Architecture



2/10/12

APPROVED AS TO FORM:



Catherine Boskoff, Facilities Counsel

Date: 2.22.12

LEGISLATIVE FILE

File ID Number 12-0636
Introduction Date 3-14-12
Enactment Number 12-0910
Enactment Date 3-14-12 

Information regarding Consultant:

Consultant: S Meek Architecture
License No.: CA 27503
Address: 3040 24th Street
San Francisco, CA
Telephone: 415-543-5505
Facsimile: 415-543-5585
E-Mail: smEEK@smArchitecture.com

20-3738814;
Employer Identification and/or Social
Security Number

NOTE: Title 26, Code of Federal Regulations, sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.

Type of Business Entity:
 Individual
 Sole Proprietorship
 Partnership
 Limited Partnership
 Corporation, State: _____
 Limited Liability Company
 Other: _____

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: 2/10/12

Proper Name of Consultant: S Meek Architecture

Signature: 

Print Name: Susannah Meek

Title: Principal, S Meek Architecture

(In accordance with Article 5 - commencing at section 1860, chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

The undersigned does hereby certify to the governing board of the District as follows:

That I am a representative of the Consultant currently under contract ("Contract") with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions with respect to the construction Project that is the subject of the Contract (check all that apply):

_____The Consultant has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its sub-consultants' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122. 1. A complete and accurate list of Consultant's employees and of all of its sub-consultants' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

_____Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

_____Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its sub-consultants' employees is

Name: _____

Title: _____

_____The Work on the Contract is at an unoccupied school site and no employee and/or sub-consultant or supplier of any tier of Contract shall come in contact with the District pupils.

Consultant's responsibility for background clearance extends to all of its employees, Sub-consultants, and employees of Sub-consultants coming into contact with District pupils regardless of whether they are designated as employees or acting as independent Consultants of the Consultant.

Date: 2/10/12

Proper Name of Consultant: S Meek Architecture

Signature: Susannah Meek

Print Name: Susannah Meek

Title: Principal, S Meek Architecture

DRUG/SMOKE-FREE WORKPLACE CERTIFICATION

The District and all District projects are "drug-free" and "smoke-free" workplaces and, as such, require that the Project Manager be subject to the requirements mandated by California Government Code Section 8340, et seq., when on the Project site. The Drug-Free Workplace Act of 1990 requires that every person or entity awarded a contract or grant for the procurement of any property or service from a State agency certify that it will provide a drug-free workplace and, in that respect, comply with certain obligations set forth in that Act. In addition, the Drug-Free Workplace Act provides that each contract or grant awarded by the State agency may be subject to suspension of payments or termination for failure to comply with such Act. It is the sole responsibility of the Project Manager to police and oversee its personnel on the Project. If the Project Manager fails to comply with the Drug-Free Workplace Act or the smoke-free workplace policy of the District, the District may enforce its lawful rights to suspend pending or subsequent payments and to terminate this Agreement and may pursue all other rights and remedies it may have against the Project Manager at law and/or in equity.

Date: 2/10/12

Proper Name of Consultant: S Meek Architecture

Signature: 

Print Name: Susannah Meek

Title: Principal, S Meek Architecture

EXHIBIT "A"
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is not made part of this Agreement. **[IF A CONSULTANT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

see attachments

Fee proposal for

**OAKLAND HIGH SCHOOL LUNCH SERVING ACCESS POINTS EXPANSION,
DSA PTN 61259-259**

Hereby included are final SD, DD, CD, bid, CA and closeout phase documents and administration. Description of work is per the OUSD base agreement and appendixes. Included are agency approval phases, DSA and Alameda Environmental Health Department review. Included are sub consultant services as follows: Mechanical Engineering, Electrical Engineering, Civil Engineering, Landscape Design, Structural Engineering, Cost Estimating. Not included is kitchen remodel, nor extensive kitchen equipment selection beyond basic serving counter modules.

SUMMARY FEE SCHEDULE

Projected construction budget: \$950,000
 Projected Fee for full Design Services Not-to-exceed: \$110,000

Professional Fees requested as part of \$130,000

FEE SCHEDULE

Phase %

Pre-design/ Arch program development	2.50%	\$ 2750
Schematic Design	10.00%	\$11,000
Design Development	17.50%	\$19,250
Construction Documents	30.00%	\$33,000
DSA approval	5.00%	\$5,500
Bidding	2.00%	\$2,200
Construction	23.00%	\$25,300
Closeout	10.00%	\$11,000
TOTAL	100.00%	\$110,000

PROPOSED REIMBURSABLE VALUE SCHEDULE

estimated at: **\$4,000**

Alameda Health Dept Agency Fee: \$825
 Fire Marshal access review fee: \$600
 Misc fees: \$2575

PROPOSED CONTINGENCY VALUE

estimated at: **\$16,000**

PROPOSED PROJECT SCHEDULE

See attached schedule dated 12/23/11

SD: 11/14/11 – 1/19/12
 DD: 1/20/12 – 2/20/12
 CD AND DSA: 2/21/12 – 4/27/12
 BID: 4/15/12 – 6/22/12
 CA: 6/29/12 – 9/26/12
 CLOSEOUT: 9/27/12 – 9/11/12

Fee proposal for OAKLAND HIGH SCHOOL MODERNIZATION

Scope: provide Construction Administration for adding (2) restrooms to the second floor of Building G, Per LCA approved DSA bulletin 63.0A DSA application 01-110060. Project is assumed to be constructed by the same General Contractor hired for the lunch expansion project during summer of 2012. Application is currently approved by DSA, hence no significant agency review is included. Included are bidding, construction administration and closeout phase. OUSD is expected to be responsible for getting closeout documents as needed regarding all other work pertaining to DSA app 01-110060. Estimated as part of this agreement are approximately 40 hours of consultant RFI and Submittal Time, paid hourly to Mechanical Engineering, Electrical Engineering, Civil Engineering, and Structural Engineering.

SUMMARY FEE SCHEDULE

Projected construction budget (by OUSD)	\$500,000
Projected Fee for full Bidding/Construction/closeout phase Services	
Not-to-exceed:	\$25,000

Professional Fees requested as part of \$30,000

FEE SCHEDULE

Phases	Phase %	Amount
Breakdown per typ OUSD full services schedule		
Start-up, document review		\$ 2,200
Bidding	+/- 2%	\$1,300
Construction	+/- 23%	\$15,000
Closeout	+/- 10%	\$6,500
TOTAL	100%	\$25,000

<u>PROPOSED CONTINGENCY SCHEDULE:</u>	\$5,0000
<u>PROPOSED REIMBURSABLE VALUE SCHEDULE:</u>	Not applicable

PROPOSED PROJECT SCHEDULE

See attached schedule dated 12/23/11

BID:	4/15/12 – 6/22/12
CA:	6/29/12 – 9/26/12
CLOSEOUT:	9/27/12 – 9/11/12

SMA PROPOSED BILLING RATES FOR PROJECT TEAM (dated 1/4/12)
rates, include overhead, administrative cost.

	Principal Staff	Sr Mgr Eng	Project Mgr/ Job Capitan	Design/ Tech Staff	Admin Draftng
Architectural	\$130.00	\$100.00	\$90.00	\$80.00	\$70.00
Mechanical	\$215.00	\$175.00	\$150.00	\$125.00	\$115.00
Electrical	\$205.00	\$166.00	\$141.00	\$110.00	\$65.00
Structural	\$180.00	\$150.00	\$120.00	\$100.00	\$85.00

S MEEK ARCHITECTURE

Don Chew
OUSD Senior Project Manager
Facilities Planning & Management
955 High Street
Oakland CA 94601

January 5th, 2012 (revised from 12/23/11)

Dear Don,

Please find attached our Professional Services Supplement Number 02 for:

OAKLAND HIGH SCHOOL MODERNIZATION & LUNCH SERVING ACCESS POINTS
EXPANSION,

OUSD project #05016/#07146, DSA app #01-110060 Bulletin #63.0A

Based on the proposed scope for this project, and the scope complexity of unknowns associated with entering a project in the CA phase, we request a professional services fee of \$25,000. This fee includes Construction Administration responses to RFI's and submittal by specialty sub consultants for plumbing, civil, mechanical engineering, Project in assumed to comprise the scope set forth in LCA DSA approved Bulletin #63.0A dated 1/25/11. If major changes are added to the scope, additional fees may be requested, hence Design contingency is included.

This fee assumes that we are able to work with OUSD and the School Site to plan for the project to be completed as a summer construction project in 2012.

Sincerely,



Susannah Meek

Encl: Fee proposal, PSS #02, Proposed schedule

Fee proposal for OAKLAND HIGH SCHOOL MODERNIZATION AND LUNCH SERVING ACCESS POINTS EXPANSION, OUSD project #05016

Scope: provide Construction Administration for adding (2) restrooms to the second floor of Building G, Per LCA approved DSA bulletin 63.0A DSA application 01-110060. Project is assumed to be constructed by the same General Contractor hired for the lunch expansion project during summer of 2012.

Based upon scope of work in OUSD contract/agreement for Professional services, appendix A

SUMMARY FEE SCHEDULE

Projected construction budget (by OUSD) \$500,000
 Projected Fee for full Bidding/Construction/closeout phase Services
 Not-to-exceed: \$25,000

Professional Fees requested as part of Professional Services Supplement #02 \$30,000

FEE SCHEDULE

Phases	Phase %	Amount
Breakdown per typ OUSD full services schedule		
Start-up, document review		\$ 2,000
Bidding	+/- 2%	\$1,300
Construction	+/- 23%	\$15,000
Closeout	+/- 10%	\$6,500
TOTAL	100%	\$25,000

PROPOSED CONTINGENCY SCHEDULE: \$5,0000
PROPOSED REIMBURSABLE VALUE SCHEDULE: Not applicable

PROPOSED PROJECT SCHEDULE

See attached schedule dated 12/23/11

BID: 4/15/12 – 6/22/12
 CA: 6/29/12 – 9/26/12
 CLOSEOUT: 9/27/12 – 9/11/12

page 2 of 5

S MEEK ARCHITECTURE

Professional Services Supplement number 02

In accordance with the agreement dated: 11/8/11

Between: Oakland Unified School District

And S Meek Architecture

For the Project: Architectural and Engineering Services:
OAKLAND HIGH SCHOOL MOD AND LUNCH SERVING ACCESS POINTS EXPANSION
OUSD project #05016, DSA 01-110060

Authorization is requested ___ x ___ To proceed with additional services
___ To proceed with revised scope of basic services
___ To incur reimbursable expenses for consultant

Notification is made ___ To proceed with additional services
___ To proceed with revised scope of basic services

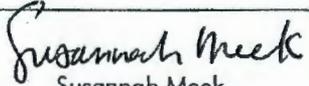
The following adjustment:

A request is made for adding complete construction administration phase services for the Bulletin 63.0a scope of work for DSA application 01-110060. Description of work is per the OUSD base agreement and appendixes. Application is currently approved by DSA, hence no significant agency review is included. Included are bidding, construction administration and closeout phase. OUSD is expected to be responsible for getting closeout documents as needed regarding all other work pertaining to DSA app 01-110060. Estimated as part of this agreement are approximately 40 hours of consultant RFI and Submittal Time, paid hourly to Mechanical Engineering, Electrical Engineering, Civil Engineering, and Structural Engineering. Construction is expected to be concurrent with and by the same GC hired to build DSA ptn #61259-259 project.

Compensation requested: based on approx 12% of \$550,000 estimated construction cost.
 Not to exceed Estimates are as follows, hourly billing rates are attached.

\$ 2,200	start-up phase
\$ 1,300	Bidding phase
\$ 15,000	Construction Administration phase
<u>\$ 6,500</u>	Closeout phase
\$ 25,000	
\$ 0	Reimbursables (none expected)
<u>\$ 5,000</u>	contingency – not to billed without prior specific permission by OUSD
\$ 30,000	TOTAL COMPENSATION REQUESTED

Attachments: letter to Project manager Don Chew

Submitted by:	 Susannah Meek, 1/5/12 S Meek Architecture	Authorization is given or notification is acknowledged by:
	OUSD	Date

OAKLAND HIGH SCHOOL LUNCH EXPANSION, OUSD PROJECT #05016

Renovation Project SCOPE OF WORK LIST AND WORK PLAN Date of report: 12/23/2011

	Duration (work days)	start	end	original contract dates
Notice of Intent	9-Aug-11			
Notice to proceed/contract ratification	16-Nov-11			
work days				
Predesign and Schematic Design		14-Nov-11	23-Dec-11	"Nov 14th - Jan 19th, 2012"
percent complete				
100%	Scope of work list and plan for OUSD review	23-Dec-11		
0%	Site interviews			
50%	Site data collection			
50%	OUSD Facilities data collection			
50%	existing building visual survey			
25%	architectural programming/report			
0%	<u>OUSD Milestone review: Pre-design present</u>	10-Jan-12		critical path
0%	Agency DSA code pre-app meeting			
0%	SD - base drawings to FS consultant	11-Jan-12		
0%	SD - drawings	5 12-Jan-12	19-Jan-12	
0%	<u>OUSD Milestone review: Schematic Design</u>	1/19/2012	19-Jan-12	
work days				
Design Development Phase	21	20-Jan-12	20-Feb-12	"Jan 20th -Feb 20th, 2012"
0%	DD drawings development	10 20-Jan-12	3-Feb-12	
0%	Agency coordination			
0%	DD -consultants dwg development	10 20-Jan-12	3-Feb-12	
0%	SMA milestone-dwgs and specs to Cost Estimator		3-Feb-11	
0%	DD cost estimate	8 4-Feb-12	16-Feb-12	
0%	OUSD presentation and/or Site Meeting		16-Feb-12	
0%	<u>OUSD Milestone review / Sign Off DD</u>	1 17-Feb-12	20-Feb-12	
	Cost reconciliation if req'd			
work days				
Construction Document Phase	27	21-Feb-12	28-Mar-12	"Feb 22nd - Mar 9th, 2012"
0%	CD drawings development	12 21-Feb-12	8-Mar-12	
0%	Agency coordination			
0%	CD -consultants dwg development	12 21-Feb-12	8-Mar-12	
0%	CD cost estimate	10 9-Mar-12	23-Mar-12	
0%	<u>OUSD Milestone Review 80% CD</u>		9-Mar-12	
0%	DSA submission	1 10-Mar-12		
0%	CD drawings completion	15 11-Mar-12	30-Mar-12	
work days				
DSA review	30	11-Mar-12	20-Apr-12	" Mar 10th-Apr 15th, 2012"
DSA backcheck/dsa final approval	5	21-Apr-12	27-Apr-12	note: 7 weeks total estimated
Alameda County Health Dept Review	20	11-Mar-12	6-Apr-12	
work days				
Bidding Phase	52			
finalize bid documents	1	15-Apr-12	16-Apr-12	note: bid DURING DSA review
advertise Bid, bid period	21	17-Apr-12	16-May-12	
bid closing	1	16-May-12	17-May-12	note: addendum 01 to pick up DSA backcheck comments (2 week prior to bid due)
OUSD Bid review	4	18-May-12	24-May-12	
Finalize construction contract	20	25-May-12	22-Jun-12	critical path
OUSD Board meeting			29-Jun-12	
OUSD Board Approval of contract	5	23-Jun-12	29-Jun-12	
work days				
Construction Phase	60			
pre Construction mtg	0	29-Jun-12	29-Jun-12	
Issue NTP	0	29-Jun-12	29-Jun-12	
construction duration	60	29-Jun-12	25-Sep-12	
Punchlist	15	28-Sep-12	18-Oct-12	
file notice of completion	15	19-Oct-12	9-Nov-12	

page 4 of 5

S MEEK ARCHITECTURE

SMA PROPOSED BILLING RATES FOR PROJECT TEAM (dated 1/4/12)
rates, include overhead, administrative cost.

	Principal	Sr Mgr Eng	Project Mgr/ Job Capitan	Design/ Tech Staff	Staff Admin Draftng
Architectural	\$130.00	\$100.00	\$90.00	\$80.00 \$	70.00
Mechanical	\$215.00	\$175.00	\$150.00	\$125.00	\$115.00
Electrical	\$205.00	\$166.00	\$141.00	\$110.00	\$65.00
Structural	\$180.00	\$150.00	\$120.00	\$100.00	\$85.00
Cost Estimator	\$210.00	\$165.00	\$145.00	\$120.00	\$70.00

S MEEK ARCHITECTURE

Don Chew
OUSD Senior Project Manager
Facilities Planning & Management
955 High Street
Oakland CA 94601

January 5th, 2012 (revised from 12/23/11)

Dear Don,

Please find attached our Professional Services Supplement Number 01 for:

OAKLAND HIGH SCHOOL MODERNIZATION AND LUNCH SERVING ACCESS POINTS
EXPANSION,

DSA PTN 61259-259 OUSD project # 07146

Based on the proposed scope for this project which covers both interior and exterior items, and the scope complexity of unknowns associated with existing buildings, we request a fee of \$110,000. This fee provides for full design phase services beyond Phase 01. This Fee includes specialty sub consultants for work scope of: extending power to (e) light poles, exterior paving, seating and shade structures, kitchen serving improvements and associated agency review with Health Department. Project is assumed to make no major changes to Fire/life safety, nor to structure, nor to the kitchen. Not included in project is kitchen remodel, nor extensive kitchen equipment selection beyond basic serving counter modules.

This fee assumes that we are able to work with OUSD and the School Site to plan for the project to be completed as a summer construction project in 2012.

Sincerely,



Susannah Meek

Encl: Fee proposal, PSS #01, Proposed schedule, Proposed reimbursables

Fee proposal for
 OAKLAND HIGH SCHOOL LUNCH SERVING ACCESS POINTS EXPANSION,
 DSA PTN 61259-259

Based upon scope of work in OUSD contract/agreement for Professional services, appendix A

SUMMARY FEE SCHEDULE

Projected construction budget: \$950,000
 Projected Fee for full Design Services Not-to-exceed: \$110,000

**Professional Fees requested as part of
 Professional Services Supplement #01 \$130,000**

FEE SCHEDULE

Phase %

Pre-design/ Arch program development	2.50%	\$ 2750
Schematic Design	10.00%	\$11,000
Design Development	17.50%	\$19,250
Construction Documents	30.00%	\$33,000
DSA approval	5.00%	\$5,500
Bidding	2.00%	\$2,200
Construction	23.00%	\$25,300
Closeout	10.00%	\$11,000
TOTAL	100.00%	\$110,000

PROPOSED REIMBURSABLE VALUE SCHEDULE

estimated at: **\$4,000**

Alameda Health Dept Agency Fee: \$825
 Fire Marshal access review fee: \$600
 Misc fees: \$2575

PROPOSED CONTINGENCY VALUE

estimated at: **\$16,000**

PROPOSED PROJECT SCHEDULE

See attached schedule dated 12/23/11

SD: 11/14/11 – 1/19/12
 DD: 1/20/12 – 2/20/12
 CD AND DSA: 2/21/12 – 4/27/12
 BID: 4/15/12 – 6/22/12
 CA: 6/29/12 – 9/26/12
 CLOSEOUT: 9/27/12 – 9/11/12

S MEEK ARCHITECTURE

Professional Services Supplement

number 01

In accordance with the agreement dated: 11/8/11

Between: Oakland Unified School District

And S Meek Architecture

For the Project: Architectural and Engineering Services:
OAKLAND HIGH SCHOOL MOD AND LUNCH SERVING ACCESS POINTS EXPANSION
DSA PTN 61259-259

Authorization is requested To proceed with additional services
 To proceed with revised scope of basic services
 To incur reimbursable expenses for consultant

Notification is made To proceed with additional services
 To proceed with revised scope of basic services

The following adjustment:

A request is made for adding complete design phase services for the project beyond the pre-design Phase 1. Hereby included are final SD, DD, CD, bid, CA and closeout phase documents and administration. Description of work is per the OUSD base agreement and appendixes. Included are agency approval phases, DSA and Alameda Environmental Health Department review. Included are sub consultant services as follows: Mechanical Engineering, Electrical Engineering, Civil Engineering, Landscape Design, Structural Engineering, Cost Estimating. Not included is kitchen remodel, nor extensive kitchen equipment selection beyond basic serving counter modules.

Compensation requested: approx 11.5% of \$950,000 estimated construction budget.

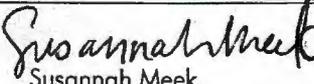
Not to exceed Estimates are as follows, hourly billing rates are attached.

- \$ 13,750 SD phase finalization, CAD backgrounds
- \$ 19,250 DD phase
- \$ 33,000 CD phase
- \$ 5,500 Agency approvals phase
- \$ 2,200 Bidding phase
- \$ 25,300 Construction Administration phase
- \$ 11,000 Closeout phase
- \$ 110,000 Design Services fee requested

\$ 4,000 Reimbursables (Alameda Health Submittal fee, fire marshal submittal fee)
 \$16,000 Contingency Design Fee, not to be billed unless authorized

\$130,000 TOTAL COMPENSATION REQUESTED

Attachments: proposed schedule dated 12/23/11, 1 page; letter to Project manager Don Chew

Submitted by:	 Susannah Meek, 1/5/12	Authorization is given or notification is acknowledged by:
	S Meek Architecture	OUSD
		Date

OAKLAND HIGH SCHOOL LUNCH EXPANSION, OUSD PROJECT #05016

Renovation Project SCOPE OF WORK LIST AND WORK PLAN Date of report: 12/23/2011

	Duration (work days)	start	end	original contract dates
Notice of Intent	9-Aug-11			
Notice to proceed/contract ratification	16-Nov-11			
work days				
Pre-design and Schematic Design		14-Nov-11	23-Dec-11	"Nov 14th - Jan 19th, 2012"
percent complete				
100%	Scope of work list and plan for OUSD review	23-Dec-11		
0%	Site interviews			
50%	Site data collection			
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25%	architectural programming/report			
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	Cost reconciliation if req'd			
work days				
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0%	<u>OUSD Milestone Review 80% CD</u>	9-Mar-12		
0%	DSA submission	1 10-Mar-12		
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work days				
DSA review	30	11-Mar-12	20-Apr-12	" Mar 10th-Apr 15th, 2012"
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pre Construction mtg	0	29-Jun-12	29-Jun-12	
Issue NTP	0	29-Jun-12	29-Jun-12	
construction duration	60	29-Jun-12	25-Sep-12	
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file notice of completion	15	19-Oct-12	9-Nov-12	

page 4 of 5

S MEEK ARCHITECTURE

SMA PROPOSED BILLING RATES FOR PROJECT TEAM (dated 1/4/12)
rates, include overhead, administrative cost.

	Principal	Sr Mgr Eng	Project Mgr/ Job Capitan	Design/ Tech Staff	Staff Admin Drafting
Architectural	\$130.00	\$100.00	\$90.00	\$80.00 \$	70.00
Mechanical	\$215.00	\$175.00	\$150.00	\$125.00	\$115.00
Electrical	\$205.00	\$166.00	\$141.00	\$110.00	\$65.00
Structural	\$180.00	\$150.00	\$120.00	\$100.00	\$85.00
Cost Estimator	\$210.00	\$165.00	\$145.00	\$120.00	\$70.00

LOCAL BUSINESS PARTICIPATION WORKSHEET

PRIME: S Meek Architecture
 Project: Oakland HS lunch program
 Project #: 07146

Date:
 Time:
 Project Mgr:
 Architect:

PROJECTED ESTIMATES
 Tuesday, January 10, 2012
 Don Chew
 Susannah Meek, CA license 27503

	LBE	SLB	SLBR	City of Oakland Certification No.
Company:(Mech) H&M Mechanical Group Address: 8517 Earhart Rd #230 City/State: Oakland Phone: 510)569-2000		2.0%		#2691
Company: (elec) Address: City/State: Phone:				
Company: KPW Associates (structural) Address: 130 Webster St, suite 200 City/State: Oakland CA Phone: 510-208-3300		8.0%		#6856, SLBE
Company: Address: City/State: Phone:				
Company:(civil) BKF Engineers Address: 1904 Franklin Street, Oakland, CA City/State: Oakland CA Phone: (510)227-3011	3.0%			# pending
Company: Golden Associates (landscape) Address: 4400 Market Street City/State: Oakland CA 94608 Phone: 510-465-4030	7.0%			#4812
Company: Address: City/State: Phone:				
TOTAL PARTICIPATION	10.0%	10.0%	0.0%	20.0%



P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 07-01-2011

GROUP:
POLICY NUMBER: 1889170-2011
CERTIFICATE ID: 5
CERTIFICATE EXPIRES: 07-01-2012
07-01-2011/07-01-2012

OAKLAND UNIFIED SCHOOL DISTRICT NA
955 HIGH ST
OAKLAND CA 94601-4404

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

James Neary
Authorized Representative

Thomas Elone
President and CEO

UNLESS INDICATED OTHERWISE BY ENDORSEMENT, COVERAGE UNDER THIS POLICY EXCLUDES THE FOLLOWING: THOSE NAMED IN THE POLICY DECLARATIONS AS AN INDIVIDUAL EMPLOYER OR A HUSBAND AND WIFE EMPLOYER; EMPLOYEES COVERED ON A COMPREHENSIVE PERSONAL LIABILITY INSURANCE POLICY ALSO AFFORDING CALIFORNIA WORKERS' COMPENSATION BENEFITS; EMPLOYEES EXCLUDED UNDER CALIFORNIA WORKERS' COMPENSATION LAW.

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

EMPLOYER

MEEK, SUSANNAH DBA: S MEEK ARCHITECTURE NA
3040 24TH ST
SAN FRANCISCO CA 94110

[SGM,CS]

PRINTED : 01-31-2012

AGREEMENT FOR ARCHITECTURAL SERVICES ROUTING FORM

Project Information

Project Name	Oakland HS Building G Restrooms and Site Work	Site	Oakland High School
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Basic Directions

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

Attachment Checklist	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider
-----------------------------	---

Contractor Information

Contractor Name	S. Meek Architecture	Agency's Contact	Susannah Meek				
OUSD Vendor ID #	V022417	Title	Project Manager				
Street Address	3040-24 th Street	City	SF	State	CA	Zip	94110
Telephone	415-543-5505	Policy Expires	7-1-2012				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
OUSD Project #	07146						

Term

Date Work Will Begin	3-14-2012	Date Work Will End By <small>(not more than 5 years from start date)</small>	12-31-2012
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Compensation

Total Contract Amount	\$	Total Contract Not To Exceed	\$160,000.00
Pay Rate Per Hour (if Hourly)	\$	If Amendment, Changed Amount	\$
Other Expenses		Requisition Number	

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Funding Source	Org Key	Object Code	Amount
9299, 9399, 9499	Measure B	3049901814	6215	\$160,000.00
				\$

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

	Division Head	Charles Love	Phone	510-535-8081	Fax	510-535-7082
1.	Capital Program Contract & Accounting Manager					
	Signature 	Date Approved	2-17-12			
2.	General Counsel, Department of Facilities Planning and Management					
	Signature 	Date Approved				
3.	Associate Superintendent, Facilities Planning and Management					
	Signature 	Date Approved				
4.	President, Board of Education					
	Signature	Date Approved				