

Board Office Use: Legislative File Info.	
File ID Number	11-2469
Committee	Facilities
Introduction Date	11/8/11
Enactment Number	11-2422
Enactment Date	11-16-11



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools. Thriving Students

Memo

To Board of Education

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

Board Meeting Date September 27, 2011

Subject Amendment No. 2, Professional Services Facilities Contract - S. Meek
Architecture- Havenscourt New Cafeteria and Classroom Building Project

Action Requested Approval by the Board of Education of Amendment No. 2, Professional Services Facilities Contract with S. Meek Architecture for A/E Services on behalf of the District at Havenscourt New Cafeteria and Classroom Building Project, in an amount not-to exceed \$9,380.00 increasing previous contract amount from \$993,540.00 to a not to exceed amount of \$1,002,920.00. All remaining portions of the agreement shall remain in full force and effect as originally stated.

Background The new building and interim kitchen projects were bid separately to prevent Division of State Architect (DSA) approval time for the new building from pushing out the start date of construction and the CCPA computer lab is to be relocated due to issues with theft associated with the existing computer lab location.

Local Business Participation Percentage 50.00%

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 Amendment No. 2, Professional Services Facilities Contract with S. Meek Architecture for A/E Services on behalf of the District at Havenscourt New Cafeteria and Classroom Building Project, in an amount not-to exceed \$9,380.00 increasing previous contract amount from \$993,540.00 to a not to exceed amount of \$1,002,920.00. All remaining portions of the agreement shall remain in full force and effect as originally stated.

Fiscal Impact

The funding sources for this project are Resource Codes: 9299, 9399 and 9499.

Attachments

- Professional Services Contract including scope of work

Key Code:

2079901812-6215

AMENDMENT NO. 2 TO PROFESSIONAL SERVICES CONTRACT

This Amendment is entered into between the Oakland Unified School District (OUSD) and S. Meek Architecture. OUSD entered into an Agreement with CONTRACTOR for services on December 16, 2009, and the parties agree to amend that Agreement as follows:

1.	Services: <input type="checkbox"/> The scope of work is <u>unchanged</u> . <input checked="" type="checkbox"/> The scope of work has <u>changed</u> .
If scope of work changed: Provide brief description of revised scope of work including description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary. <u>Attach revised scope of work.</u> The CONTRACTOR agrees to provide the following amended services: <u>The scope of the project is to provide professional services associated with bidding the Havenscourt New Building and Havenscourt Interim Dining projects separately and provide design services to change classroom #D25 in the new building into a computer lab, including modifications to the layout, panel schedule, circuitry and additional data drops.</u>	
2.	Terms (duration): <input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u> . <input type="checkbox"/> The term of the contract has <u>changed</u> . If term is changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____, 20____.
3.	Compensation: <input type="checkbox"/> The contract price is <u>unchanged</u> . <input checked="" type="checkbox"/> The contract price has <u>changed</u> . If the compensation is changed: The contract price is amended by <input checked="" type="checkbox"/> Increase of \$9,380.00 to original contract amount <input type="checkbox"/> Decrease of \$ _____ to original contract amount and the new contract total is <u>One million, two thousand, nine hundred twenty dollars and no cents (\$1,002,920.00)</u>

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

There are no previous amendments to this Agreement. This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
1	4-13-2011	The scope of the project is to provide additional architectural and engineering design services to modify the foundation system of the new building from a rigid grade beam to a matt slab, install fire sprinklers in the temporary kitchen/cafeteria, and modifying the interim kitchen/cafeteria portable design including changing out two of the four portable units.	\$24,540.00

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Board of Education, and the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

Jody Linder
 Jody Linder, President, Board of Education

11/17/11
 Date

Edgar Rakestraw, Jr.
 Edgar Rakestraw, Jr., Secretary
 Board of Education

11/17/11
 Date
 Date

Timothy White
 Timothy White, Assistant Superintendent
 Facilities, Planning and Management

 Date

CONTRACTOR

Susannah Meek
 Contractor Signature 8/30/11
 Date

Susannah Meek, Principal S ME EK ARCHITECTURE
 Print Name, Title

File ID Number: 11-2469
 Introduction Date: 11-8-11
 Enactment Number: 11-2422
 Enactment Date: 11-16-11
 By: [Signature]

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is **not** made part of this Agreement.

SCOPE OF WORK

Contractor Name: S. Meek Architecture

Billing Rate: Nine thousand, three hundred eighty dollars and no cents (\$9,380.00)

Description of Services to be Provided

- 1. Goals or Objectives**
Additional architectural services

 - 2. Description of Services to be Provided**
The scope of the project is to provide professional services associated with bidding the Havenscourt New Building and Havenscourt Interim Dining projects separately and provide design services to change classroom #D25 in the new building into a computer lab, including modifications to the layout, panel schedule, circuitry and additional data drops.

 - 3. Deliverables**
New design for computer lab
-

S MEEK ARCHITECTURE

Professional Services Supplement

number 04

In accordance with the agreement dated 11/17/09

Between: Oakland Unified School District

And: S Meek Architecture

For the Project: Architectural and Engineering Services
Havenscourt New Classroom and Cafeteria and Building Project
OUSD#07030-2

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 costs associated with changing (1) of the classrooms, #D26 at the second floor, to a computer lab. Scope includes changing of the layout, updating panel schedules, curcuitry for the additional power to the tables, and additional data drops to the tables.

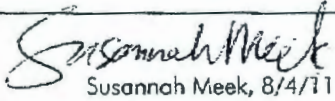
Request was made after DSA submission, when dwgs were complete.

Compensation requested: Personnel time will be charged at the rate of \$180.00 per hour for the Electrical Engineer and \$100.00 per hour for CAD drawing services. Not to exceed Estimates are as follows

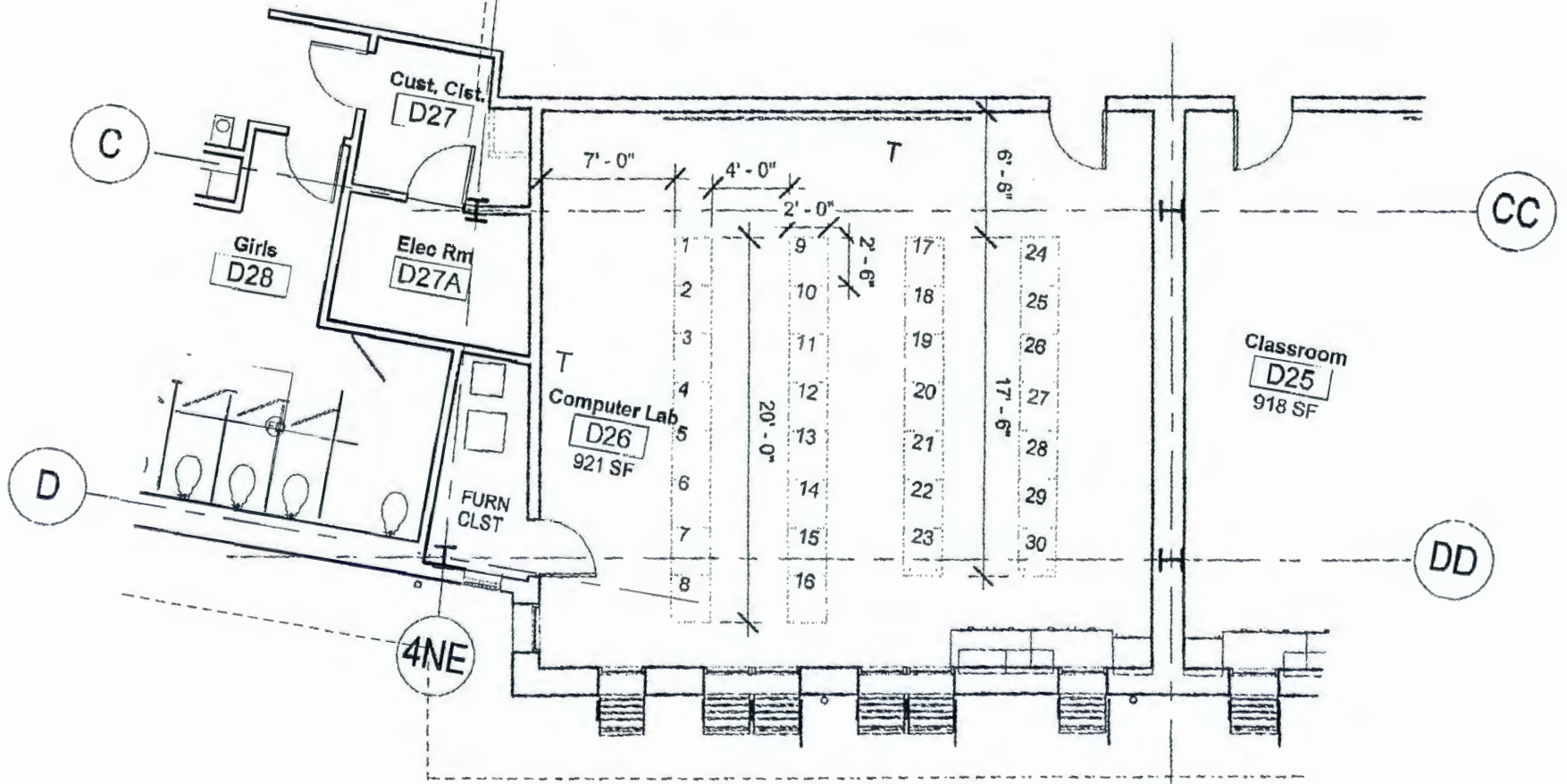
\$ 180	Electrical Engineer calculations
\$ 500	Electrical drawing
\$ 700	<u>Architectural drawing and coordination</u>
\$ 1380	TOTAL EXPENSE REQUESTED

Attachments: computer lab layout, rev 8/3/11

Approximate completion of proposed work: Thru Addendum.

Submitted by:	 Susannah Meek, 8/4/11	Authorization is given or notification is acknowledged by:	
	S Meek Architecture	OUSD	Date

HAVENSCOURT MIDDLE SCHOOL - NEW CLASSROOM AND CAFETERIA BLDG
PROPOSED COMPUTER LAB - REV
 S MEEK ARCHITECTURE
 6/17/11



PSS #4

8/4/11
 a) quantity of drops per OUSD standards on page 25; only one printer is assumed to be at the teachers station.
 b) power from below or from above, TBD; trench not possible, power pole will be investigated.

415-543-5585

S MEEK ARCHITECTURE

Professional Services Supplement

(Preliminary) number 05

In accordance with the agreement dated 11/17/09

Between: Oakland Unified School District

And: S Meek Architecture

For the Project: Architectural and Engineering Services
Havenscourt New Classroom and Cafeteria and Building Project
OUSD#07030-2

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: FOR DDC controls at the entire Havenscourt campus.

A request is made for costs associated with adding DDC controls as discusses with Eric Scheuemann, Charles Smith, Brian Chuck on 7/22/11

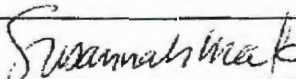
Request is additional scope beyond the New Building.

Compensation requested: Not to exceed Estimates are as follows

\$ 39,000 Mechanical scope, per attachment A
\$ TBD Electrical drawing
\$ TBD, \$3000 Architectural coordination/oversight
\$ TBD TOTAL EXPENSE REQUESTED

Attachments: A: McCracken and Woodman proposal dated 7/27/11

Approximate completion of proposed work: Thru Addendum.

Submitted by:	 Susannah Meek, 8/4/11	Authorization is given or notification is acknowledged by:	
	S Meek Architecture	OUSD	Date

Professional Services Supplement, PSS no. 5
attachment A

From: Brian Chuck [mailto:brian.chuck@mccracken-woodman.com]
Sent: Wednesday, July 27, 2011 6:59 PM
To: 'Susannah Meek'
Cc: 'Marc Woodman' (mailto:marc.woodman@mccracken-woodman.com)
Subject: Havenscourt Add Service for Campus DDC Controls

Susannah,

Our add service fee for the design of DDC system controls upgrade for the Havenscourt buildings is \$39,000.00. Our fees are based on the following list of buildings and our understanding of the mechanical systems per our meeting on July 22, 2011:

Building A -

Packaged A/C units, approximately five (5) units located on roof. Controls are to be upgraded to DDC controls.

Building B -

Packaged A/C units. Controls are to be upgraded to DDC controls.

Gymnasium -

Two (2) gas fired furnaces. Controls for these two units are to be upgraded to DDC controls.

Building C -

Packaged A/C units. Controls are to be upgraded to DDC controls.

Building "Main" -

Pneumatic controls serving the classroom areas are existing to remain.

No work to the existing control air compressor or existing pneumatic system.

Steam boiler controls to be upgraded to DDC controls.

Control for steam condensate pump(s) to be upgraded to DDC controls.

Heating and ventilating unit controls to be upgraded to DDC controls. Heating and ventilating unit serves the Auditorium space.

We have included fees to create building backgrounds and floor plans as required to show the new controls work. We have also included site visits to determine the existing mechanical system details as required to design the new DDC system.

Best Regards,
Brian Chuck, P.E.

MCCRACKEN WOODMAN
INCORPORATED

355 Grand Ave, Oakland, CA 94610
www.mccracken-woodman.com

TEL 510-763-4881
FAX 510-763-0619

PSS #5

S MEEK ARCHITECTURE

Professional Services Supplement

number 06

In accordance with the agreement dated 11/17/09

Between: Oakland Unified School District

And: S Meek Architecture

For the Project: Architectural and Engineering Services
Havenscourt New Classroom and Cafeteria Building Project
 OUSD#07030-2

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: for additional submittal/bid/CA package of "Interim Dining and Site Utilities"

A request is made for professional services associated with splitting the "New Building and Interim Cafeteria" into (2) separate bid packages – app# 01-111714 and app #01-111800

This request was made in October 2010 in order to facilitate the construction schedule of the New Building and in order to coordinate with other separate Summer Construction concurrent projects on the Havenscourt Campus.

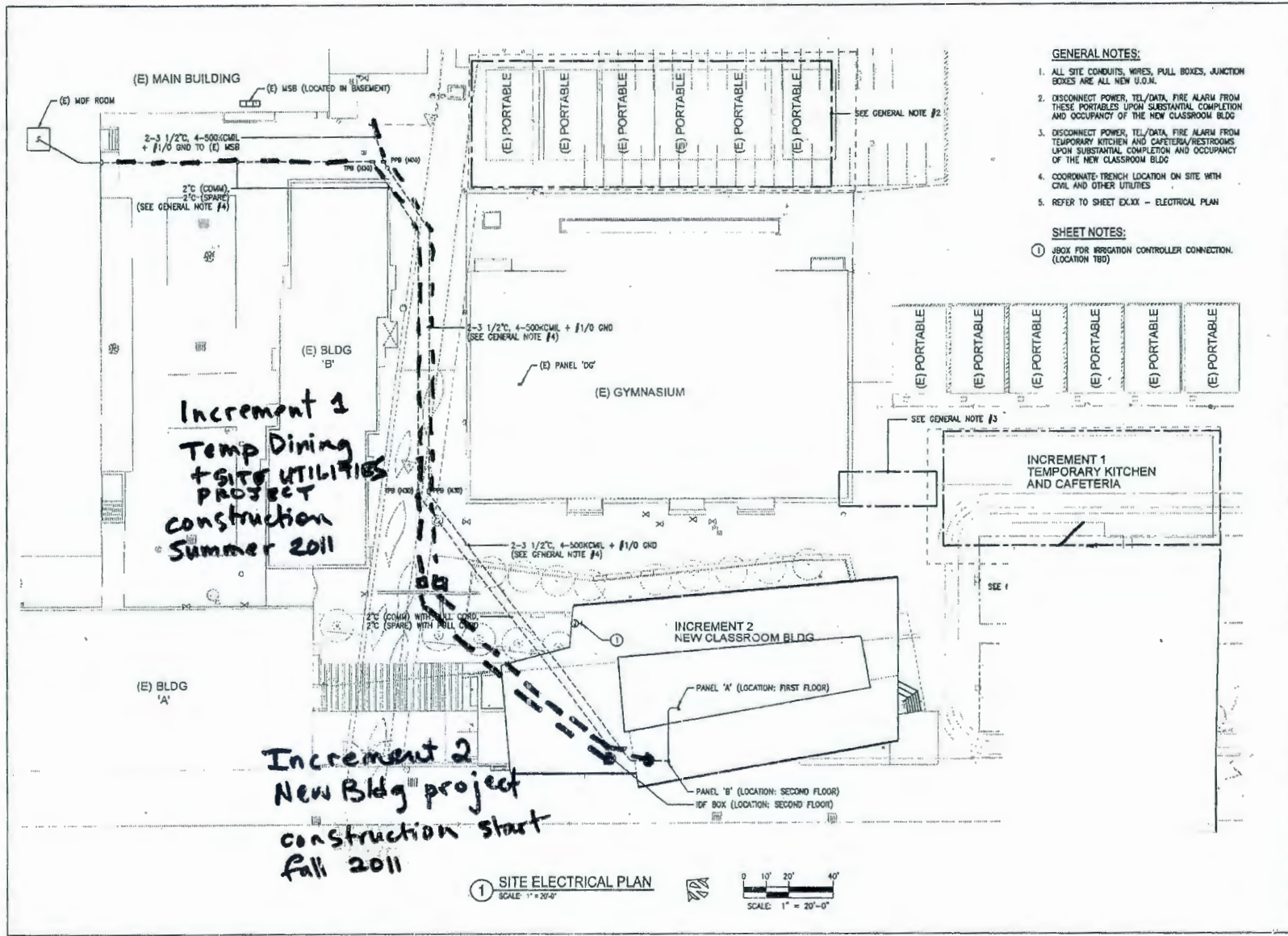
Compensation requested: Not to exceed Estimates are as follows

\$1,000	Splitting documents and scope into separate projects, including consultant direction and coordination, documents, new drawing and specification title blocks.
\$2,500	Unique DSA agency and Alameda Environmental Health submittal and review for application # 01-111800
\$1,000	Unique Bidding phase for application # 01-111800
\$1,000	Additional administrative CA phase services due to additional General contractor (note that CA fee as part of original scope is billed under the original contract)
<u>\$ 2,500</u>	<u>Unique Closeout services for app #01-111800</u>
\$ 8,000	TOTAL EXPENSE REQUESTED

Attachments: Site plan showing split

Approximate completion of proposed work: Summer 2011

Submitted by:	Susannah Meek, 8/5/11	Authorization is given or notification is acknowledged by:	
	S Meek Architecture	OUSD	Date



GENERAL NOTES:

1. ALL SITE CONDUITS, WIRES, PULL BOXES, JUNCTION BOXES ARE ALL NEW U.O.A.
2. DISCONNECT POWER, TEL/DATA, FIRE ALARM FROM THESE PORTABLES UPON SUBSTANTIAL COMPLETION AND OCCUPANCY OF THE NEW CLASSROOM BLDG
3. DISCONNECT POWER, TEL/DATA, FIRE ALARM FROM TEMPORARY KITCHEN AND CAFETERIA/RESTROOMS UPON SUBSTANTIAL COMPLETION AND OCCUPANCY OF THE NEW CLASSROOM BLDG
4. COORDINATE TRENCH LOCATION ON SITE WITH CIVIL AND OTHER UTILITIES
5. REFER TO SHEET EX-XX - ELECTRICAL PLAN

SHEET NOTES:

- ① JBOX FOR IRRIGATION CONTROLLER CONNECTION. (LOCATION TBD)

S MEEK
ARCHITECTURE
3040 24th Street
San Francisco, CA 94110
P 415-774-3333
F 415-774-3333

ZEIGER ENGINEERS INC.
ELECTRICAL CONSULTANTS
2400 STREET
OAKLAND, CA 94612
TEL. 510-434-8899
FAX 510-434-8861



Havenscourt Middle School
New Classroom and Cafeteria Building
Phase 2
INCREMENT 2
1390 46th Ave.
Oakland, CA 94621

Submittal:	DATE
REVISION	
Schematic Design	3/20/10
Design Development	9/28/10
CD/IFB	9/29/10

Sheet Title:
SITE ELECTRICAL PLAN

Date: 5/28/10
Drawn: STA
Job: OUSD# 07030
JEF 3392

Sheet Number:
E1.1

3325 1/2/10/10

① **SITE ELECTRICAL PLAN**
SCALE: 1" = 20'-0"

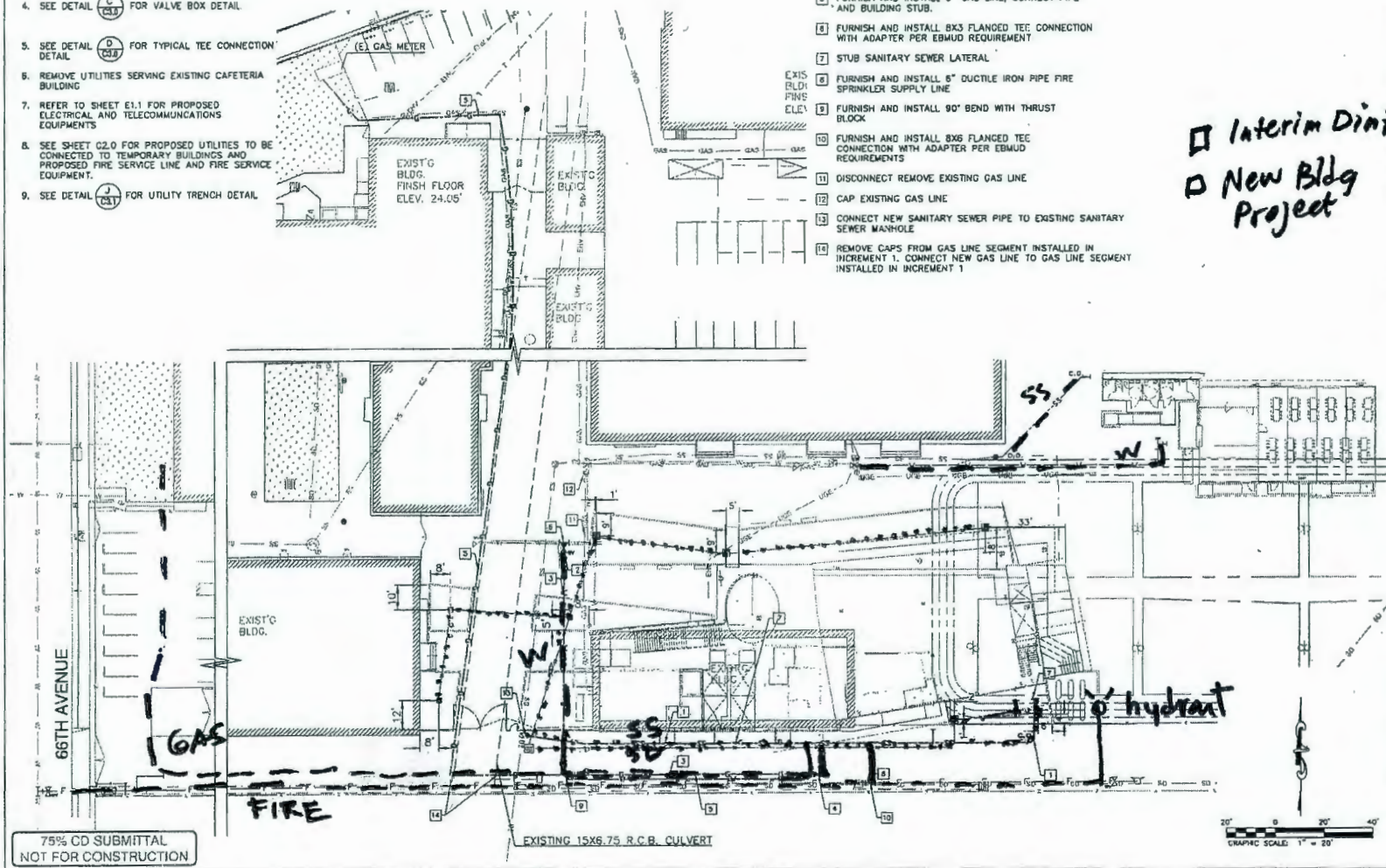


NOTES:

1. SEE DRAWING CD1.0 FOR STORM DRAINAGE SYSTEM DETAILS.
2. SEE DRAWING P2.0 FOR NEW CLASSROOM AND CAFETERIA BUILDING UTILITY STUB LOCATIONS AND ROOF DRAIN LOCATIONS
3. PROPOSED SITE UTILITIES SHALL BE STUBBED AT 5' FROM FACE OF NEW BUILDING
4. SEE DETAIL (C) FOR VALVE BOX DETAIL
5. SEE DETAIL (D) FOR TYPICAL TEE CONNECTION DETAIL
6. REMOVE UTILITIES SERVING EXISTING CAFETERIA BUILDING
7. REFER TO SHEET E1.1 FOR PROPOSED ELECTRICAL AND TELECOMMUNICATIONS EQUIPMENTS
8. SEE SHEET G2.0 FOR PROPOSED UTILITIES TO BE CONNECTED TO TEMPORARY BUILDINGS AND PROPOSED FIRE SERVICE LINE AND FIRE SERVICE EQUIPMENT.
9. SEE DETAIL (J) FOR UTILITY TRENCH DETAIL

CONSTRUCTION NOTES:

- 1 FURNISH AND INSTALL 6" SANITARY SEWER PIPE
- 2 FURNISH AND INSTALL WATER VALVE AND HAND HOLE (INCREMENT 1)
- 3 FURNISH AND INSTALL 3" DUCTILE IRON WATER PIPE
- 4 FURNISH AND INSTALL GAS VALVE
- 5 FURNISH AND INSTALL 5" GAS LINE, CONNECT PIPE AND BUILDING STUB.
- 6 FURNISH AND INSTALL 8X3 FLANGED TEE CONNECTION WITH ADAPTER PER EBMUD REQUIREMENT
- 7 STUB SANITARY SEWER LATERAL
- 8 FURNISH AND INSTALL 6" DUCTILE IRON PIPE FIRE SPRINKLER SUPPLY LINE
- 9 FURNISH AND INSTALL 90° BEND WITH THRUST BLOCK
- 10 FURNISH AND INSTALL 8X6 FLANGED TEE CONNECTION WITH ADAPTER PER EBMUD REQUIREMENTS
- 11 DISCONNECT REMOVE EXISTING GAS LINE
- 12 CAP EXISTING GAS LINE
- 13 CONNECT NEW SANITARY SEWER PIPE TO EXISTING SANITARY SEWER MANHOLE
- 14 REMOVE CAPS FROM GAS LINE SEGMENT INSTALLED IN INCREMENT 1. CONNECT NEW GAS LINE TO GAS LINE SEGMENT INSTALLED IN INCREMENT 1



*Interim Dining / SITE
New Bldg Project*

S MEEK ARCHITECTURE
3040 24th Street
San Francisco, CA 94110
P: 415-543-5005
F: 415-543-5006

DKS Associates
CONSULTING ENGINEERS
1000 BAY STREET
SAN FRANCISCO, CA 94133



Havenscourt Middle School
New Classroom and Cafeteria Building
Increment 2

1390 66th Ave.
Oakland, CA 94621

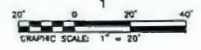
Submittal	ISSUE	DATE
	75% CD	8/23/10

Sheet Title:
SITE UTILITY PLAN
(INCREMENT 2)

Date: 05/14/10
Drawn: FXC
Jcb: OUSD/ 07030
SMA/ 0802

Sheet Number:
C2.1

75% CD SUBMITTAL
NOT FOR CONSTRUCTION



NOV 05 2010

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
04/11/2011

PRODUCER
Dealey, Renton & Associates
P. O. Box 12675 Attn: KXC
Oakland, CA 94604-2675
510 465-3090

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
S Meek Architecture
3040 - 24th Street
San Francisco, CA 94110

INSURER A: **Hartford Casualty Insurance Co.**
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	GENERAL LIABILITY	57SBAKB0015	12/01/10	12/01/11	EACH OCCURRENCE \$1,000,000								
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC				FIRE DAMAGE (Any one fire) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000								
A	AUTOMOBILE LIABILITY	57SBAKB0015	12/01/10	12/01/11	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000								
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	EXCESS LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
	OTHER												

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

RE: Havenscourt Middle School, New Building + Interim Dining #07030

GENERAL LIABILITY ADDITIONAL INSURED: Oakland Unified School District, its Directors, Officers, employees, agents and representatives (See Attached Descriptions)

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
Oakland Unified School Dist. Attn: Timothy White Dept. of Facilities Planning & Management 955 High Street Oakland, CA 94601		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Naomi M. Bassett</i>

DESCRIPTIONS (Continued from Page 1)

BUSINESS LIABILITY, NON-OWNED and HIRED AUTOMOBILE LIABILITY ADDITIONAL INSURED: The Certificate Holder and any other person named in the written contract between the Named Insured and the Certificate Holder. The coverage afforded is pursuant to Section C., Who Is An Insured, Sub Section 6., Additional Insureds When Required By Written Contract, Written Agreement Or Permit, Subsection f. Any Other Party of the Business Liability Coverage Form, Form No. SS 00 08.

S. Meek Architecture
Policy # 57SBAKB0015

EXCERPTS FROM: Hartford Form SS 00 08 04 05

BUSINESS LIABILITY COVERAGE FORM

C. WHO IS AN INSURED

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit. A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

f. Any Other Party

(1) Any other person or organization who is not an insured under Paragraphs a. through e. above, but only with respect to liability for "bodily injury, "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (a) In the performance of your ongoing operations;
- (b) In connection with your premises owned by or rented to you; or
- (c) In connection with "your work" and included within the "products- completed operations hazard, but only if
 - (i) The written contract or written agreement requires you to provide such coverage to such additional insured; and
 - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to: "Bodily injury, "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including inspection, or engineering

E.5. Separation of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

E.7.b.(7).(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

E.8.b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

EXCERPT FROM Hartford Form SS 04 38 06 01

HIRED AUTO AND NON-OWNED AUTO

B. With respect to the operation of a "non-owned auto", WHO IS AN INSURED is replaced by the following: The following are "insureds":

- d. Anyone liable for the conduct of an "insured", but only to the extent of that liability.



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

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 07-01-2010

GROUP:
 POLICY NUMBER: 1889170-2010
 CERTIFICATE ID: 6
 CERTIFICATE EXPIRES: 07-01-2011
 07-01-2010/07-01-2011

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

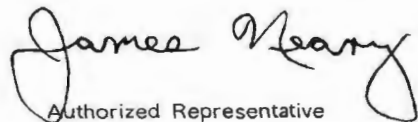
NA

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.


 Authorized Representative


 Interim 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



CERTIFICATE OF LIABILITY INSURANCE

OP ID KC
SMEEK-1DATE (MM/DD/YYYY)
01/28/11

PRODUCER (PA)Heffernan Prof. Practices 1808A Embarcadero Rd. Palo Alto CA 94303 Phone: 650-842-5200 Fax:650-842-5201	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED S Meek Architecture 3040 24th Street San Francisco CA 94110	INSURER A: The Employers Fire Ins. Co.,	20648
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A		Professional Liability	DPL050311	01/24/11	01/24/12	Per Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

****Certificate Holder Continued: Department Facilities Planning & Management.**
Re: OUSD #07030 Havenscourt Middle School New Building.
All Operations of the Named Insured.
*** 10 Days Notice for Non-Payment of Premium.**

CERTIFICATE HOLDER

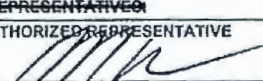
CANCELLATION

OKUSD-1

Oakland Unified School
 District, Attn Timothy White**
 955 High Street
 Oakland, CA 94601

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATI DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHAL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE



IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

PROFESSIONAL SERVICES CONTRACT ROUTING FORM


Project Information			
Project Name	Havenscourt New Cafeteria & Classroom Building	Site	Havenscourt Middle School
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	AOR
Street Address	3040-24th Street	City	San Francisco State CA Zip 94110
Telephone	415-543-5505	Policy Expires	12-1-2011
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 #	07030		

Term			
Date Work Will Begin	12-16-2009	Date Work Will End By <small>(not more than 5 years from start date)</small>	12-31-2013

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$ 1,002,920.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$ 9,380.00
Other Expenses		Requisition Number	

Budget Information				
<i>If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.</i>				
Fund #	Resource Name	Org Key	Object Code	Amount
2122	GO Bond-Measure B	2079901812	6215	\$ 9,380.00
				\$

Approval and Routing (in order of approval steps)				
<small>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.</small>				
1.	Division Head	Charles Love	Phone	510-535-7081 Fax 510-879-3673
	Capital Program Contract & Accounting Manager			
	Signature		Date Approved	8-31-11
2.	General Counsel, Department of Facilities Planning and Management			
	Signature		Date Approved	8-31-11
3.	Assistant Superintendent, Facilities Planning and Management			
	Signature		Date Approved	
4.	President, Board of Education			
	Signature		Date Approved	