



architecture  
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August 17, 2012  
(revised August 17, 2012 1:30pm)

VIA E-MAIL  
[jkeiter@summbears.k12.ca.us](mailto:jkeiter@summbears.k12.ca.us)

Dr. John Keiter  
Superintendent  
Summerville Union High School District  
17555 Tuolumne Road  
Tuolumne, CA 95379

**Re: Architectural Services for the Summerville Union High School District**

Dear John:

Thank you for selecting BCA Architects for your pending bond program! We are excited to work with the District to prepare your conceptual master plan prior to the successful passage of your November Bond Measure.

Attached, for your review and approval, is our Architectural Services Agreement for Pre-Bond Planning Services for the Summerville Union High School District. The scope of work for our services will include:

**PRE-BOND PLANNING SERVICES:**

1. Procure As Built drawings of the existing Summerville High School site
2. Perform Conditions Assessment for Summerville High School
3. Initial Conceptual Master Plan for Summerville High School
4. Preliminary estimates of construction costs based on the following Priorities:
  - Priority 1: Code, health, safety
  - Priority 2: Infrastructure
    - Building shell integrity
    - Site utilities
  - Priority 3: Program scope
    - Classroom / Interior renovations
    - New construction for educational programs
    - Athletic Programs Support Facilities
    - Technology
  - Priority 4: Miscellaneous modernizations
    - Outdoor Spaces / Outdoor Learning
    - Energy Efficiency
    - General Facility Improvements
5. Meetings with District Administration to review findings
6. Board meeting to approve the Conceptual Master Plan
7. Presentation board(s) with identified scope of work to be performed illustrating the work to be done when the bond passes.



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**PROPOSED FEES:**

- PRE-BOND SERVICES - We propose to provide these services for a Lump Sum fee of \$19,750.

**The following documents are enclosed:**

- Terms of Agreement for Architectural Services
- BCA's standard hourly 2012 Fee Schedule (Attachment A)
- BCA's standard 2012 Reimbursable Expense Schedule (Attachment B)

Please let me know if you have any questions regarding this information. We look forward to formally being selected as your architects for your District.

Sincerely,  
BCA Architects

Paul C. Bunton, AIA  
President

cc: Jim Moore BCA Vice President, Studio Principal  
Leslie Guenther, BCA Accounting  
BCA Project File 12018

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## TERMS OF AGREEMENT

### Conditions Assessment and Conceptual Master Plan for the Summerville High School District

**Client:** Summerville Union High School District

**Architects:** Bunton Clifford Associates, Inc. (dba BCA Architects)  
Paul C. Bunton, AIA (C18659)

**I** Charges for Architectural Services for the project shall be based on a fixed fee equal to \$19,750.

**II** BCA will perform the following services:

1. Procure As Built drawings of the existing Summerville High School site
2. Perform Conditions Assessment for Summerville High School
3. Initial Conceptual Master Plan for Summerville High School
4. Preliminary estimates of construction costs based on the following Priorities:
  - Priority 1: Code, health, safety
  - Priority 2: Infrastructure
    - Building shell integrity
    - Site utilities
  - Priority 3: Program scope
    - Classroom / Interior renovations
    - New construction for educational programs
    - Athletic Programs Support Facilities
    - Technology
  - Priority 4: Miscellaneous modernizations
    - Outdoor Spaces / Outdoor Learning
    - Energy Efficiency
    - General Facility Improvements
5. Meetings with District Administration to review findings
6. Board meeting to approve the Conceptual Master Plan
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- III Additional services are identified, as any other services not described in Section II of this agreement. Additional services for the project will be provided by BCA if authorized or confirmed in writing by the Owner. Additional services will be performed under time and material (T&M) basis according to the attached Fee Schedule.
- IV Reimbursable expenses are in addition to the Compensation for the Basic Contract and include actual expenditures made by the Architect, his employees, or his professional consultants in the interest of the project. Refer to the attached BCA Expense Schedule.
- V Ownership of Documents, Drawings and Specifications are instruments of service, and shall remain the property of the Architect whether or not the project for which they are made is executed.
- VI Invoices for work shall be rendered monthly in proportion to the amount of work completed. Payment is due upon receipt of invoice. Invoices unpaid after one month shall be subject to a 1.5% per month charge, which is an annual percentage rate of 18%.
- VII This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- VIII The owner hereby agrees to indemnify the architect of any liability, injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to asbestos or asbestos abatement or any other hazardous material currently existing on the site.
- VIII If any legal or any arbitration or other proceeding is brought for the enforcement of this agreement, or because of any alleged dispute, breach or default in connection with any of the provisions of this agreement, the successful or prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other relief to which it or they may be entitled.

Accepted for Summerville Union High School District

8-22-2012 \_\_\_\_\_  
 Date: Accepted by: *Rudy Reel*

Accepted for BCA Architects

9/6/12 \_\_\_\_\_  
 Date: Accepted by: *J Moore*

BCA ARCHITECTS  
2012  
FEE SCHEDULE

Attachment 'A'

STAFF	FEE
Principal Owner Architect	\$250.00
Principal Architect	\$225.00
Design Director	\$175.00
Sr Project Manager	\$155.00
Sr Construction Administrator	\$150.00
Associate Architect	\$140.00
Construction Administrator	\$125.00
Studio Production Manager	\$125.00
Project Architect	\$125.00
Project Manager	\$125.00
Senior Designer	\$115.00
Job Captain	\$100.00
Project Designer III	\$ 90.00
Project Designer II	\$ 80.00
Project Designer I	\$ 70.00
Project Admin IV and V	\$ 80.00
Project Admin III	\$ 75.00
Project Admin I and II	\$ 70.00
Project Assistant	\$ 70.00
Intern	\$ 60.00
Project Consultants	Actual Fee + 15%

Fees are subject to change every January 1 of the New Year

BCA

**BCA ARCHITECTS  
2012  
EXPENSE SCHEDULE**

Attachment 'B'

EXPENSE	COST
Color Prints	
8-1/2 x 11	\$ 2.25 /print
11 x 17	\$ 2.75 /print
All other sizes	cost
Delivery (Other than mail)	cost
Facsimile	\$ 1.25
Large Scale Photocopy	cost
Lodging	cost
Meals	cost
Mileage	\$ 0.50 /mile
Permits and Fees	cost
Photocopy	
Black and White	\$ 0.10 /page
Photo Development	cost
Plots	\$ 15.00 /plot
Postage	cost
Reproduction	cost
Telephone	cost
Travel	cost
Other Direct Project Expense	cost

ABOVE EXPENSES ARE SUBJECT TO 15% SURCHARGE

Direct project expense other than cost expenses are subject to change every January 1 of the New Year

**B C A**