

Paul Poirier + Associates

A R C H I T E C T S

8/16/2023

SBCERS c/o
Greg Levin
130 Robin Hill Road
Goleta, CA 93117

Re: Architectural Services for 1st Floor Office Tenant Improvements at 130 Robin Hill Road,
Goleta, CA 93108

Greg Levin,

We have prepared this proposal for full architectural services for the 1st floor tenant offices (approximately 5,000 s.f. total) to produce construction drawings based on these designs at 130 Robin Hill building through the permit and bidding phase. We will design the new portion of the building to meet the requirements of the California Green Building Code, ADA, and applicable codes, and we have included work with the electrical and mechanical engineers to complete the project. We will also provide a materials sample board of the materials and textures to be used on the building interior. We have included producing a project manual to include all the specification sections from the engineering consultant firms for their scope of work.

This permit drawing package will be used to go out to bid to establish a hard construction cost for the improvements on the first floor T.I. We have included bidding services and construction phase services in this proposal, and have priced it so it can be completed separately from the first floor.

Final construction and engineering drawings for the proposed improvements to Buildings at 132 and 134 Robin Hill Road are not included in our scope of work. We have not included solar, structural or civil engineering in our proposal at this time as they do not appear to be needed.

The services included in this proposal are listed on the enclosed task description summary. We estimate that the tasks listed could be performed for a fee of \$118,780.00 plus reimbursable costs. Architectural fees will be billed monthly on an hourly basis, at our enclosed rates, for the services outlined on the attached task summary not to exceed the amount of \$118,780.00 plus reimbursable expenses. You will only be billed for time attributed to your project, and if we are able to complete the work in less time than estimated, the total fee will be reduced accordingly. Any additions to the proposed scope of work would be approved by you prior to adjusting the architectural fee, and prior to commencing any additional work beyond that listed on the task summary. Any additional work or services will be billed at our current hourly rates, enclosed. Reimbursable expenses will be billed at cost plus 10% and are in addition to the fee for architectural services.

Poirier + Associates meets the standard for the California Unified Certification Program for a Disadvantaged Business Enterprise (DBE) firm with the California Department of Transportation, Office of Business and Economic Opportunity (OBEO).

Please review this proposal and contact us if you want to discuss any changes to the scope of the project. If the foregoing meets with your approval, please sign and return one copy of this agreement letter as authorization to proceed. This letter signed by you will serve as a contract for the work described herein. We appreciate the opportunity to continue to contribute to this project, and are looking forward to working with you to finish this project.

Yours truly,



Paul Poirier, AIA
license: C18831

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A R C H I T E C T S

Paul Poirier + Associates Architects			8/16/2023
130 Robin Hill Road, Goleta, CA [1st Floor Tenant Improvements]			
ESTIMATED FULL SERVICE ARCHITECTURAL SERVICES			
TASK DESCRIPTION	HOURS	NIC = Not in contract	
		RATE	COST
PROJECT PLANNING AND ADMINISTRATION			
GENERAL ADMINISTRATION	4		
MEETINGS WITH OWNER	8		
SUBTOTAL PHASE PP:	12		\$1,740.00
CODES/ PERMITS/ APPROVALS * (hourly)			
BUILDING DEPT APPROVALS	32		
HEALTH DEPT APPROVAL	0		NIC
WATER DISTRICT COORD	T&M		NIC
PROJECT TEAM COORDINATION	8		
PLANNING SUBMITTALS & APPROVALS, C of O Approval	4		
PLAN CHECK CORR. AND PERMIT EXPEDITING	32		
SIGN APPROVALS			NIC
SUBTOTAL PHASE PA:	76		\$10,320.00
PHASE 1: PREDESIGN AND PROGRAMMING			
SUBTOTAL PHASE1:			COMPLETED
PHASE 2: SITE/ EXISTING STRUCTURE ANALYSIS			
FIELD MEASURE	4		
ADJUST BASE PLAN	4		
COORDINATE ARCHEOLOGISTS	0		NIC
COORDINATE SURVEY	0		NIC
SUBTOTAL PHASE 2:	8		\$920.00
PHASE 3: SCHEMATIC DESIGN AND DOCUMENTATION			
SCHEMATIC PLANNING APPROVAL PACKAGE			Completed
SITE DESIGN			Completed
SPACE PROGRAMMING	4		
1ST FLOOR TENANT PLAN	24		
Material Sample Boards	24		
SCHEMATIC STOREFRONT ELEVATIONS			Completed
SUBTOTAL PHASE 3:	52		\$6,560.00
PHASE 4: DESIGN DEVELOPMENT			
CONTENT OF DRAWINGS:			NOT IN CONTRACT
DESIGN AND ADMINISTRATION:			NOT IN CONTRACT
ESTIMATING PROBABLE CONSTRUCTION COST			NOT IN CONTRACT
SUBTOTAL PHASE 4:	0		\$0.00
PHASE 5: CONSTRUCTION DOCUMENTS			
CONTENT OF DRAWINGS			
PROJECT INFORMATION, CODE ANALYSIS	2		
FIXTURE, FURNISHING, AND EQUIPMENT PLANS	0		NIC
A0.1 Project Statistics, Cover Sheet	4		
A0.2 First Floor Exiting Plan	6		
A1.1 Site Plan	4		
130 Robin Hill Package			
A2.1 First Floor Plan	60		
A2.2 Second Floor Plan	2		
A2.3 Door Schedules	32		
A2.4 Window Schedules	16		
A2.5 Finish Schedule	24		
A2.6 First Floor Finish Plan	24		
A2.8 Roof Plan	1		

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A3.3 Sections	32		
A4.1 Enlarged Breakroom Plans, First Floor	32		
A5.1 Interior Elevations Breakroom, First Floor	32		
A5.2 Interior Elevations, Cabinetry	24		
A6.1 First Floor Reflected Ceiling Plan	16		
A9.1 Interior Details	16		
A9.2 Interior Details	16		
A9.3 Interior Details	16		
A9.4 Interior Details	16		
D2.1 First Floor Demo Plan	8		
<i>Project Coordination</i>			
STRUCTURAL DESIGN COORDINATION	0		NIC
SOLAR DESIGN COORDINATION	0		NIC
MECHANICAL DESIGN COORDINATION	4		
ELECTRICAL DESIGN COORDINATION	4		
SOLAR DESIGN & DOCUMENTATION	0		NIC
CIVIL DESIGN & DOCUMENTATION	0		NIC
ESTIMATING PROBABLE CONSTRUCTION COST			NIC
PROJECT MANUAL & SPECIFICATIONS	24		
SUBTOTAL PHASE 5:	415		\$47,070.00
PHASE 6: BID ADMINISTRATION (Assume 1 Bidder)			
Bidding job walkthrough	4		
Bidding Questions	16		
Bidding Analysis	4		
SUBTOTAL PHASE 6:	24		\$3,680.00
PHASE 7: CONSTRUCTION CONTRACT ADMIN (hourly) *(Assume 6 months)			
PROJECT ADMINISTRATION- PRECONSTRUCTION	4		
SHOP DWG/SUBMITTAL CHECKING AND COORD.	40		
FIELD OBSERVATION AND REPORTS (max 12 visits)	54		
(additional site visits to be provided on T&M basis)			
RFI RESPONSES AND CHANGE ORDERS.	40		
PAYMENT REQUESTS	6		
CERTIFICATION OF SUBST. COMPLETION, PUNCH LIST	6		
SUBTOTAL PHASE 7:	150		\$21,100.00
ARCHITECTURAL FEE TOTAL:			
	TOTAL:		\$91,390.00
CONSULTANTS (Contracting direct to Owner)			
STRUCTURAL ENGINEER, Ashley Vance			NIC
STRUCTURAL ENGINEER CONST. ADMIN, AV			NIC
COMMISSIONING AUTHORITY (Allowance)			NIC
ENERGY MODELING, MECHANICAL, PLUMBING, MEC			\$13,530.00
MECHANICAL CONSTRUCTION ADMIN, MEC			\$2,420.00
ELECTRICAL ENGINEERING, SEA			\$8,140.00
ELECTRICAL ENGINEER Construction Phase			\$3,300.00
			NIC
SUBTOTAL CONSULTANTS:			\$27,390.00
TOTAL FEE:			\$118,780.00
REIMBURSABLES WILL BE BILLED SEPARATELY AT COST PLUS 10%.			

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TASKS NOT INCLUDED IN CONTRACT			
PROPERTY LINE AND TOPOGRAPHIC SURVEY			
SHELL AND SITE IMPROVEMENT PLANS			
CONSTRUCTION COST ESTIMATING			
ASBESTOS MATERIAL IDENTIFICATION AND REMOVAL			
TOXIC/ HAZARDOUS MATERIAL IDENTIFICATION AND REMOVAL			
TESTING OF SOILS FOR BEARING CAPACITIES OR OTHER SOILS CHARACTERISTICS			
FIRE SPRINKLER DESIGN (by CONTRACTOR)			
TRAFFIC REPORT			
OFFSITE IMPROVEMENT PLANS, NOT REQUIRED AT THIS TIME			
ARCHEOLOGICAL REPORTS			
BUILDING SIGNAGE ALTERATION SUBMITTALS AND APPROVALS			
SIGN DRAWINGS			

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Standard Schedule of Rates January 2023

Hourly Rate Schedule for Professional Services:

Architect:	\$180.00/hr.
Project Manager:	\$140.00/hr.
Senior Draftsperson:	\$120.00/hr.
Junior Draftsperson:	\$100.00/hr.
Administrative/Clerical:	\$75.00/hr.

Reimbursable Expenses:

Reimbursable expenses include the following: transportation and living expenses while traveling in connection with the project, long distance phone calls, faxes, reproduction costs, plotting, postage, shipping and photography. These items will be included on a separate bill.

Overtime:

Expense for overtime work requiring higher than regular rates will be paid only when authorized by Owner in advance.

Payment Terms:

Statements are issued monthly for services and reimbursable expenses and are due and payable within 14 days from the statement date. All charges outstanding for more than 30 days will be charged interest at the rate of 1.5% (one and one half per cent) per month. Paul Poirier and Associates reserve the right to suspend work on the project if payment is not received within 60 days from the invoice date.

Limitation of Liability:

In authorizing Paul Poirier and Associates Architects to proceed on work based upon the above professional rate schedule, you as the Client agrees to limit Paul Poirier and Associates liability to the Client and all construction contractors and subcontractors on the Project due to professional negligent acts, errors or omissions, such that the total aggregate liability of Paul Poirier and Associates to all those named above shall not exceed \$50,000.00 or the total fee for services rendered on the project, whichever is less.