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July 2, 2015

Dr. Dawnalyn Murakawa-Leopard
Deputy Superintendant
Manhattan Beach Unified School District
325 South Peck Avenue
Manhattan Beach, California 90266

Re: Grandview School
New Shade Structure- **REVISED**

Dear Dr. Murakawa-Leopard:

We are pleased to offer the following proposal related to the above referenced project:

Description:

The project involves the installation of a new single post shade structure as provided by Shade Structures Company.

Scope:

- 1) Site visit to verify existing conditions and measurements
- 2) Creation of a CAD based site plan taken from existing Grandview document on file with the District-**Not necessary**
- 3) Coordination with Shade Structures in preparing a package for DSA submittal
- 4) Plan check application with DSA, including over-the-counter plan check procedure
- 5) Follow up meeting with DSA, with corrections as required

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- 6) One review meeting during the development of the documents
- 7) Two site meetings during the construction phase.
- 8) Preparation of DSA close-out paper work

Fee:

The fee would be a lump sum of **\$6,250.00.**

In addition to the above fee, the following direct expenses would be reimbursable on a direct cost plus 15% basis:

Electronic and hard copy reproduction
Messenger or overnight delivery services (if requested by the Client)
Mileage at \$0.50 per mile

Work performed beyond the scope of this agreement (with prior client approval) would be billed at the following rates:

Principal Architect	\$180.00 per hour
Project Architect	\$125.00 per hour
Documentation	\$ 95.00 per hour
Administrative	\$ 50.00 per hour

We look forward to working with you on this project.

Best Regards,



William F. Burch