



VERDE DESIGN

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www.verdedesigninc.com

November 30, 2017

Saugus Union School District  
Nick Heinlein, Assistant Superintendent of Business  
Delivered via Electronic Mail

RE: Saugus Union School District Landscaping Site Evaluation Consulting  
Verde Design Project No.: 1722900

Dear Nick:

Thank you for the opportunity to provide this proposal for consulting services. This proposal shall remain valid for a period of sixty (60) days.

Saugus Union School District (District) has developed a series of sitework and landscape renovation project as identified in the District's Facility and Maintenance Project Planner. Verde Design is proposing to visit the project sites (as selected by the District) over a single day (in terms of this T&M fee amount, though this can be increased if desired by the District) and walk the specific project areas. Out of these site visits, we can develop quick take offs and validate project budgets, as well as identify a recommended approach for the identified and visited projects.

Nick, for this above effort, we are proposing a time and materials fee of \$3,700, including anticipated reimbursable expenditures. District may adjust this fee or order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

This agreement may be terminated by either party at any point with ten (10) days written notice to the other party in the event of substantial failure of performance, or if the client should deem it necessary or desirable to indefinitely suspend the project.

Invoices will be sent by the 10th of the month for work completed through the 25th of the previous month. Any additional services will be billed separate from contracted services. Payment is due and payable within 30 days of the statement date.

If this proposal meets with the approval of the District, sign as indicated below and issue a purchase order to Verde Design. Nick, thank you again for the opportunity to work with the District. We hope this is the start of a long-running and positive professional relationship

Respectfully Submitted,  
Verde Design, Inc.

Devin Conway, P.E.  
Principal

PROPOSAL APPROVED BY:  
Saugus Union School District

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

CC: Verde Design Distribution

Attachment: Current Charge Rate Schedule

21.1-90002.0-93006-85000-5800-0400000

**Verde Design, Inc.  
Charge Rate Schedule  
Effective until December 31, 2018**

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

**Project Rates**

Principal	\$215.00 per hour
Project Manager/Construction Manager	
Level Four	\$200.00 per hour
Level Three	\$180.00 per hour
Level Two	\$160.00 per hour
Level One	\$145.00 per hour
IT Manager	\$160.00 per hour
CAD Manager	\$155.00 per hour
Project Designer	\$135.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$130.00 per hour
Draftsperson Level II	\$115.00 per hour
Draftsperson Level I	\$110.00 per hour
Project Administrator	\$80.00 per hour
Intern	\$70.00 per hour

**Reimbursable Rates**

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

**Reimbursable Expenses**

Blueprints and Reproductions	Travel Expenses
Postage/Overnight Mail Service	Courier Delivery Service

*Charge Rate Schedule is subject to revisions.  
Revised 11/2017*