



# CABRILLO UNIFIED SCHOOL DISTRICT

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**SUPERINTENDENT**  
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**GOVERNING BOARD**  
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Sophia Layne

## MEMORANDUM

**MEETING DATE:** June 27, 2024  
**TO:** Members of the Governing Board  
**FROM:** Jennifer Marsh, Chief Business Officer  
**CATEGORY:** Consent/Action  
**ITEM TITLE:** Approval of Amendment No. 1 to Agreement for Architectural Services with QKA Architects, Inc. for El Granada Elementary School Project

### BACKGROUND INFORMATION

The Cabrillo Unified School District (“District”) previously entered into an Agreement for Architectural Services (“Agreement”) with Quattrocchi Kwok Architects, Inc. (“Architect”) on August 12, 2021, for the El Granada Elementary School Project, Phase One – New One-Story Classroom Building and Site Development (“Phase 1”).

Subsequently, the District and Architect agreed to additional phases and services through letter proposals dated September 20, 2022, August 31, 2023, and March 26, 2024. These additional services include Phase .5 (Pre-K Classrooms and Playgrounds plus K-6 Playgrounds), a revised Phase 1 Construction Cost Budget, and services related to the Coastal Development Permit (CDP) process required for compliance with the San Mateo County Local Coastal Program (LCP).

At this time, the District seeks to formally amend the Agreement to incorporate these additional phases and services, revise the Phase 1 Construction Cost Budget, and increase the architectural fees accordingly.

### Amendment Details:

1. Project Scope: Formally acknowledges the incorporation of Phase .5 into the Agreement, detailing the inclusion of Pre-K Classrooms and Playgrounds plus K-6 Playgrounds and the New One-Story Classroom Building and Site Development.
2. Project Scope: Formally acknowledges Coastal Development Permit (CDP) Services, including all additional services necessary to meet the requirements of the local Coastal Development Plan (CDP) for the project, such as preparation and submittal of documents for review and approval by relevant San Mateo County departments, assistance with public hearings, and preparation of additional required drawings and calculations.
3. Adjusts Architectural Fees Based on Revised Phase 1 Budget: The Guaranteed Maximum Price (GMP) for Phase 1 construction is adjusted from \$10,030,000 to \$16,371,088.
4. Amended Architectural Fees:
  - o Phase .5 Services: The architect shall be paid a sum not exceeding \$186,100.00 for all services under Phase .5.
  - o Phase 1 Services: The architect shall be paid a maximum of \$1,206,225.00 for all services under Phase 1.
5. Supersession of Prior Proposals: This Amendment supersedes the letter proposals dated September 20, 2022, August 31, 2023, and March 26, 2024.

**FISCAL ANALYSIS**

The total financial impact of this amendment is \$1,392,325.00, which will be allocated from the project's Bond budget.

**RECOMMENDATION**

The District administration recommends that the Governing Board approve Amendment No. 1 to the Agreement for Architectural Services with Quattrocchi Kwok Architects, Inc. This amendment formally incorporates additional project phase and services, including adjusting fees based on the revised Phase 1 Construction Cost Budget and ensuring compliance with the San Mateo County Coastal Development Permit process, thereby facilitating the successful completion of the Project.