

Acoustics

Audiovisual

Telecommunications

Security

24 August 2015

Casino Fajardo
Director of Construction and Modernization
Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill, CA 95037
Email: fajardoc@mhusd.org

Subject: **Room Acoustics in Multi-Purpose Rooms –
Barrett Elementary School, Morgan Hill, California
Martin Murphy Middle School, San Jose, California**
Proposal for Acoustical Consulting Services

Dear Casino:

Thank you for the opportunity to prepare this preliminary proposal to visit both the Barrett Elementary School in Morgan Hill and Martin Murphy Middle School in San Jose (which we understand falls under the Morgan Hill School District) to observe the existing multi-purpose rooms and discuss room acoustics with you. After observing the schools, and our discussion, we expect to provide a separate proposal for acoustical consulting services, which will likely include on-site measurements, analysis, and recommendations to improve room acoustics.

As discussed, we expect to visit both schools sequentially the same day, and have allotted up to six hours of acoustical consulting services for this task. We plan to provide these services on a time and expenses basis in accordance with the attached Terms and Conditions sheet to an initial maximum of **\$1,350** (approximately six hours at the principal rate). To authorize us to proceed, please sign in the space provided below and return a copy to our office. We look forward to working with you on these projects. Please call with any questions.

Sincerely,

CHARLES M. SALTER ASSOCIATES, INC.

AGREED AND ACCEPTED

Joshua M. Roper, PE, LEED® AP
Principal Consultant

By: _____
Morgan Hill Unified School District

Enclosure

Date: _____

Charles M. Salter, PE
David R. Schwind, FAES
Eric L. Broadhurst, PE
Philip N. Sanders, LEED AP
Thomas A. Schindler, PE
Anthony P. Nash, PE
Ken Graven, PE, RCDD, CTS-D
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Marva De Vear - Noordzee
Elizabeth F. Trocker
Jennifer G. Palmer
Jodessa G. Cortez
Susan E. Lonergan
Courtney H. Vineys
Erin D. Gorton
Tish Patel
Nicolette A. Sullivan

TERMS AND CONDITIONS

Insurance

General Liability	\$2,000,000
Workers Compensation.....	\$1,000,000
Automobile Liability	\$2,000,000

Professional Liability ("Errors and Omissions"): Professional liability of Charles M. Salter Associates, Inc. (CSA), its officers, employees, and subconsultants is limited to \$50,000 or our total fee, whichever is less. The above limitation of professional liability can be increased to \$1,000,000 by increasing our total fee by 10% prior to start of our services.

Schedule of Hourly Rates

President and Senior Vice President	\$300
Vice President	\$270
Principal Consultant.....	\$225
Senior Consultant.....	\$170
Consultant	\$150
Technical Assistant.....	\$100

Reimbursable expenses such as travel, subsistence, meals, lodging, and project-related materials are billed in addition at cost. Measurement instrumentation-use charges are at our standard rates.

Invoices for technical labor, reimbursable expenses, and instrumentation use are rendered monthly for services performed during the previous month. Payment for each invoice is due within 30 days.

Proposals are valid for 60 days. The total fee will be applied as we deem appropriate among the tasks. All proposals assume that services proceed without unreasonable delays, redesign, or scope changes. Such occurrences may warrant a renegotiation of fees. The schedule of hourly rates is valid for one year from the proposal date. A renegotiation of our hourly rates may be required after this period.

CSA specifications input and details have *all rights reserved* by Charles M. Salter Associates, Inc. These documents are for use only on the project for which Charles M. Salter Associates, Inc. is retained. It is the project architect's and engineer's responsibility to coordinate and verify the suitability of all specifications input and details as appropriate for the project. To facilitate drawing reviews, we require drawing files to be electronically transmitted to us or posted online (with notification of posting) in PDF file format, in addition to any AutoCAD or Revit background/model files necessary for design purposes.

Site visits and observations, if any, conducted by our firm relate only to our services. We are not responsible for the safety of others at the job site.

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