

Jodi Collins, PE

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July 2, 2026

Friends of Alba Road Schoolhouse
Attn: Jim Helmer
12070 Alba Road
Ben Lomond, CA 95005

Re: Proposal for Professional Engineering Services
Structural Design for Replacement Schoolhouse Community Building
12070 Alba Road, Ben Lomond, CA 95005
APN 078-011-05

Exhibit "A"

Dear Mr. Helmer,

At your request, I am pleased to provide you with this proposal for professional engineering services for the structural design of the replacement of the schoolhouse community building located at 12070 Alba Road, Ben Lomond, CA. As shown in the preliminary architectural drawings provided by Homelife Design Studio, the proposed project includes the construction of a new building similar to the original schoolhouse to be used for a community building. The new building will be located in approximately the same location as the previous building. It is my understanding that the scope of work will be to provide a structural design for the replacement structure. This proposal is based on the preliminary architectural plans prepared by Homelife Design Studio provided on June 25, 2026, my discussions with Joshua Stewman, geotechnical investigation report prepared by Dees & Associates, dated August 19, 2022, as well as experience with similar projects.

Scope of Services:

The following is a breakdown of the proposed scope of services to be provided for the structural design of the proposed structure:

1. **Prepare Structural Calculations:** Based on the architectural plans provided by Homelife Design Studio, I propose to prepare structural calculations for the proposed community building. The structural calculations include lateral and gravity analyses of the structure to determine the framing, foundation members, and lateral resistive elements needed. This proposal assumes that the main roof for the building will be constructed with manufactured trusses with the structural calculations to be prepared by the manufacturer. The bell tower will be designed to support the bell and bell stand that will be provided by others.
2. **Prepare Structural Plans:** Based on the structural calculations and architectural plans, I propose to prepare structural plans for the community building. The structural plans will include the roof framing plan, floor framing and upper foundation plan, basement foundation plan, structural details, and construction material specifications.
3. **Meetings & Coordination:** Time has been budgeted for two meetings with the design team and yourself, as well as time for coordination with Homelife Design Studio.

Project Deliverables:

1. PDF file of the wet signed structural calculations for the submittal to the County of Santa Cruz.
2. PDF file of the wet signed structural plans for the submittal to the County of Santa Cruz.
3. PDF file of the truss review letter to be submitted to the County of Santa Cruz.

Estimated Fee:

The estimated fee for the above scope of services and project deliverables is \$11,220.00.

Additional Services:

1. Additional services not included in the above scope of services can be provided on a time and material basis. If there is additional scope, I will review the additional work and provide an estimate for those services.
2. Structural Inspections are considered additional work and can be provided on an hourly basis.

The structural design for the new building will be based on the 2025 California Building Code (CBC). The foundation design for the new foundations will be based on the geotechnical investigation report prepared by Dees & Associates, dated August 19, 2022, and the required 2025 CBC update letter with retaining wall design criteria to be provided by Dees & Associates. This proposal assumes that the foundation for the structure will be shallow spread foundations embedded into engineered fill.

Specific exclusions for the scope of services are, but not limited to, meetings, civil site design, site retaining wall design, site visits, preparation of site plan, permit submittal, permit processing, structural inspections, and construction administration.

After the submittal of the permit package, the County of Santa Cruz may provide plan check comments. At that time, I will review the comments to determine if the response to the comments will require additional work.

The proposed fee for the scope of services indicated above is provided on a fixed fee basis. Should additional work be required, I will review the project budget and determine if additional fees are required beyond what is indicated above. If there are additional fees required, I will notify you of the additional services will not proceed until written authorization is received.

Prior to the start of the work, I will need to obtain a written contract. If the above scope of services and fee are acceptable, please sign the attached standard EJCDC (Engineers Joint Contract Documents Committee) contract. Please note that a retainer in the amount of \$1,200.00 is due prior to the start of work.

Based on my current workload, I estimate that I can begin working on the project within four to five weeks of being given authorization to proceed. Once I begin the work, I anticipate completing the plans within approximately three weeks. Note that prior to starting the work on the project, I will need to receive the most current version of the architectural drawings from Homelife Studio and the updated geotechnical recommendations from the Dees & Associates.

I hope this proposal meets your current needs. Please do not hesitate to contact me with any questions. I look forward to working with you.

Sincerely,

Jodi Collins Henry

Jodi Collins, PE
RCE 66954