

**WestCoast Solutions**

171 Provo Lane  
Sutherlin, OR



**WestCoast Solutions**

Reliable Representation and Management Services

**SOW for Agreement to Perform Consulting and Project Management Services to Glendale School District for Bond funds allocation**

Date	Services Performed By:	Services Performed For:
11/29/2021	West Coast Construction Solutions 171 Provo Lane Sutherlin, OR	Glendale School District PO Box E, Glendale, Oregon 97442

This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between Glendale School District (“Client”) and WestCoast Solutions (“Contractor”), effective December 1, 2021 (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this

Agreement, the terms of this SOW shall govern and prevail.

This SOW # 021 (hereinafter called the “SOW”), effective as of December 1, 2021, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

**Period of Performance**

The Services shall commence upon written contract and continue through completion

**Scope of Work**

Contractor shall provide the Services and Deliverable(s) of construction as follows:

- **Develop and Execute solicitation for the design and installation of an Exhaust System in the HS Shop**
- **Develop and execute solicitation for the design and installation of a Fire Alarm system in the Annex, Library, and HS Shop and Main buildings**

- **Develop and execute for the design/Build of the Clock/Intercom in the High School, Annex, and High School Shop buildings**
  - **Develop and execute solicitation for the design and installation of a HVAC system for the Highschool building**
  - **HVAC system in Annex building system repairs**
  - **Develop and implement contracts for the above-mentioned scopes of work**
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- Facilitate bidding process and Contractor procurement
  - Coordinate contractor duties with the district
  - Pre-bid/Pre-construction meeting administration
  - Submittal/RFI tracking and routing
  - Budget Analysis and review at design and contractor procurement
  - Onsite quality control
  - Design review
  - Contractors pay request review
  - Provide board presentations and updates as needed
  - Coordinate with ESD representative performing accounts payable

## Deliverable Materials

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- **Request for Proposals for the above to the districts legal for approval (if needed)**
- **Contracts for the above for approval and execution**
- **Budget trackers for the above scopes of work**
- **Preliminary Budgets for review**

## Contractor Responsibilities

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- Representation of the Clients and Owners best interests while managing the construction project.

## Client Responsibilities

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- Define roles and responsibilities within the Districts team. Provide Technical resources until project completion.

## Fee Schedule

This engagement will be conducted on an overall lump sum amount. Contractor will perform the services listed above for \$139,260.00.

Item Description	Number of Resources	Hourly Rate	Number of Hours
Project Manager/Administrator	1	165.00	844
Office Assistant	1	75.00	

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager	Client Cost Center
Glendale School District 100 Pacific Avenue Glendale, OR 97442	Clint Crites	ESD

## Out-of-Pocket Expenses / Invoice Procedures

- Client will be at completion for the consulting services. Standard Contractor invoicing is assumed to be acceptable. Invoices are due upon receipt.
- Invoices shall be submitted at completion in arrears, referencing this Client's SOW Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods.

Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 5% penalty per calendar month

## Completion Criteria

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Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled “Deliverable Materials,” and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of deliverables being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with 15 business days advance written notice to the other party.

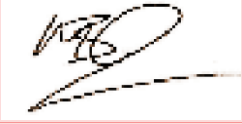
## Project Change Control Procedure

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The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

	Glendale School District		WestCoast Solutions
By:		By:	
Name:	David Hanson	Name:	Mike Jardine
Title:	Glendale School District Superintendent	Title:	Owner