

FACILITIES SUBCOMMITTEE MEETING

Gilroy Unified School District-Board Room

March 2, 2018 at 9:30 a.m.



1.

ITEM <i>(Time Certain, 10:00 a.m.)</i>	VENDOR	PAGE #
A. Aedis	<i>Henry M.</i>	
B. Approval of Facilities Subcommittee Meeting Minutes: February 2, 2018 Minutes		1-6

2. Facilities & New Construction (Jim Bombaci)

ITEM	SITE	VENDOR	COST	FUNDING SOURCE	PAGE #
A. Change Order #1	Christopher HS	Premier Builders	(11,617.14)	Measure E	7-9
B. Contract for DSA closeout	Glen View ES	ACE	NTE\$10,000	Measure E	10-12
C. Contract for Roller Shades	Gilroy HS	California Blinds	\$12,000.45	Measure E	13
D. Architectural Services Proposal	GECA	ARTIK	\$60,000	Measure E	14-18
E. CEQA	Brownell MS	School Site Solutions	NTE \$27,000	Measure E	19-30
F. CEQA, CDE	South Valley MS	School Site Solutions	NTE \$27,000	Measure E	31-42
G. Proposal	Brownell MS	WLC	\$4,250,000	Measure E	43-47
H. Authorization to solicit bids (HVAC)	Various			Prop 39	48
I. Authorization to solicit bids (lighting)	Various			Prop 39	
J. Authorization to solicit bids	El Roble ES			Measure E	
K. Feasibility Study	Brownell MS	Aedis	\$18,543	Measure E	49-52
L. Feasibility Study	South Valley MS	Aedis	\$11,858	Measure E	
M. Feasibility Study	Brownell MS	LPA	\$35,000	Measure E	53-54
N. Feasibility Study	South Valley MS	LPA	\$35,000	Measure E	
O. Feasibility Study	Student Opportunity School	LPA	\$20,000	Measure E	
P. Architectural Services	Student Opportunity School	Aedis	\$98,948	Measure E	55-58
Q. Architectural Fees	Gilroy HS	Aedis		Measure E	59-62

**Gilroy Unified School District
Facilities Subcommittee Meeting Minutes
February 2, 2018**

Meeting began at: 9:01 a.m.

Present:

- Dr. Flores
- Patricia Midtgaard
- Linda Piceno
- James Pace
- Alvaro Meza
- Jim Bombaci
- Dan McAuliffe
- Kimberly Mason
- Anna O'Connor
- Cheryl Galloway

Item 1A.-Demonstration on Various Facilities Software (Colbi Technologies)

- Looking at this as an extra tool to help the facilities team, our current District Financial system is not set up for facilities.
- Software helps team manage their stuff of what they need to do in each department, need to be able to reconcile with districts financial system.
- Currently working with 150 schools in California and one 1 in Texas
- Unique is logistics of software, reports, quality
- We will mirror account code strings, our software is speaking the same language as the District financial system.
- Contract management-track retention, reimbursable, etc. this software is set up to do that.
- LOGISTICS-implementation process, training, support: import all historical stuff to get up to date, bonds that were passed etc. 3 day training process, 6 weeks later follow up, will provide as much training as needed.
- SUPPORT: can call us and will help with issues
- PLANNING: reports, interactive program planning report.
- Budgeting tool
- Internal control: proper processes in place and checks and balances place, budget year set up report, this is already input into program, warrant transmittal
- Very important to give community a clear picture, want to show whole foundation as to how this came to be, when you are transparent with community.
- Single project status report, great report you can take to the citizen's oversight committee etc.
- Construction Status report
- Fund Revenue Summary
- Cash flow - revenues and project demands (back end of this)
- Consolidated Budget Status Report: very comprehensive form, would most like bring this to our oversight committee, board etc.
- Audit report

- It is web based, do have to download Citrix client, accessing a web page from Colbis server
- Everything entering in software gets prepopulated to OPSC forms
- Same method for QSS, extract from QSS on to our system. Now we are reconciling using 2 different systems.
- To set up implementation there is a one-time fee of \$40K, annual fee of \$30K
- Also a cost if you want to have an archive version, it is \$5K even if the company goes out of business, they will give us a platform for this software.
- Document end system additional 15k a year
- Based in Tustin, CA Orange County
- Have 47 employees
- Have been in business since 2002

Item 1B. Approval of Facilities Subcommittee Minutes: January 12, 2018

- Minutes were reviewed

Item 2A. Change Order # 1, Christopher HS

- Only change order, this is a credit
- Total contingent \$20,756.14
- Waiting for DSA to make a decision on urinal partition
- Hoping DSA gives us a waiver
- 2 since lab and art room project where CMAP used to be

Item 2B. Notice of Completion, Christopher HS

- Sending NOC (Notice of Completion) for project as soon as we get change order
- Will be on the February 15th Board Agenda

Item 2C. Measure E COC Report

- A copy of the report was shared with the committee
- Getting COC (Citizens Oversight Committee) together, having them review the document prior to the Board Meeting

Item 2D. Measure P COC Report

- A copy of the report was shared with the committee
- This report will cover through June 2017, last one was 2015-2016
- This report used to go to the Board in May each year, we decided to push it out and have later in the year when we can cover all expenses, reports, audits, etc.
- Will now be doing it after the 30th of June annually
- Have one committee for Measure E & one for Measure P
- Have two separate meetings
- Adjourn one and start the next
- Follow the bylaws

Item 2E. Chemistry Lab, Dr. TJ Owens Gilroy Early College Academy

- Had discussion quite a bit in the past

- Trying to put it together this summer
- One was a water lab
- Teacher station and fume hood
- We need to make a decision whether this is a DSA and whether we need an architect, goes by dollar value and whether or not there is a fires safety or structure
- IOR and architect; they help us and we talk to both of them and figure out if it is or not
- Only looking at 150K
- Timing is problematic in DSA if she needs it for August
- Gas to the teacher station only
- Why only teacher station if the students need it, the other two high schools have it, don't we want to have a district standard?
- Jim will double check with Sonia and teacher
- More economical less danger

Item 3A. Gym Ceiling Tiles, Brownell Middle School

- Informational
- Issue at Brownell MS gym with ceiling tiles falling, felt it best that to have the tiles removed.
- Tested for possible asbestos or led, came back negative, got air tested by the same environmental engineer Clear to occupy, occupied again yesterday by school and NJB (outside basketball group)
- No acoustic treatment in the ceiling of that gym something we will look at and see if it is necessary to replace.
- This was not a roof leak, developing plan with TREMCO with all our sites, will be coming with priority 1, 2 and 3 with roofing issues.
- Gym is in fairly decent shape, that roof may be better to be replaced as opposed to repaired.
- We will have options to repair, recoat or total R & R, recoat vs replacement is probably 60% of total R & R
- Will look at both and see what the best option to go with this

Item 3B. Gas System Repairs, Ascencion Solorsano MS

- Bringing this as ratification
- Did have a few two extra locations added to that, charged by location and repair
- Once we completed the other repairs did find the other locations where buildings had entrance of gas, did have them repaired
- Did have extra work where we were not charged for
- Rest of the schools we are monitoring real well
- In 2012 we had the major issues out there at GHS, ended up chasing 8 of them
- Trying to get a hold of our rep, you can open a package and smell what it actually smells like
- There is one area on top of South Valley MS gym that the gas pipe is corroded
- Should have our representative do it once have them go around to every school just to be on the safe side
- Our plumbers have reviewed every site of exterior pipes
- If South Valley MS was in the condition that needed to be fixed we would make that a priority

Item 3C. Grass Athletic Field Renovations, Gilroy HS

- Have final pricing \$2,800, will bring it back to the next meeting

- This is for both fields, Softball was about \$9K about \$2,800 a pad
- Working with Billy and his staff, had a very positive effect on our crew
- Ceremonial first pitch in high school
- Great idea to have both fields named after Billy Holler

Item 3D. Gym Floor Refinish, Gilroy HS Main Gym

- Got lamination from the floor, a coat that our crew put on
- Not qualified, don't have the resistance don't have the expertise, this is something we hope we can always do professionally.
- In order to do that we would have to sand it down all the way to the wood.
- Has had so much use the floor finish is delaminating, coming off in squares
- We were warned when we topped it again that it would only last a year or two
- Got two quotes was hoping HY floors was less expensive because they already have the colors
- Total rebuild at Gilroy HS was 2012, Christopher HS will be needing it, in about one year or two.
- About 3 week process. Talked to Jamie (AD) already, will have to use the auxiliary gym to replace the gym
- Cannot wait until June, if we get into summer break time almost impossible to book
- Possibly do it late may early June, they can do all their stuff outside
- Will connect again with Jami and Marco about those days
- Is there a protocol on how you treat a floor?
- That would not be a bad idea to make sure tape is not appropriate, the proper wear on the floor
- Would like to have 3 weeks, it will take 2 weeks but should cure for one week

Item 3E. MPR Lunch Tables, El Roble ES

- Original tables
- The hardware, pistons, hydraulics are rusting and corroding, other one had a bare metal on it.
- Brought in R & T Specialties, spent \$2,100 to repair 3 tables
- Would like to take this to the Board with our preferred vendor, on February 15th.
- Should look at the outdoor tables, since we started should finish
- We can make an offer for Garlic festival to take the outdoor tables, we first have to list them as obsolete

Item 4A. Measure E Priorities Discussion

- Board approved at the prior meeting
- Did modify it to say "feasibility study & renovation"
- Asked both architects to give us proposals on both campuses (LPA and WLC)
- Talked to LPA on early indication of odyssey and parking for next fiscal year
- Bond timing, have until January 19, 2020 to spend 25% which is \$51 million.
- We sold \$60 million about a year ago got recorded January 19, 2017
- We are about a year and change and have two more years to spend it down, we are under the gun in timing
- What if we did those like what we are doing at GHS in the buildings
- If we went with a PC building those go fairly quick, getting all those pieces put together (Preconstruction pre-approved DSA plans)
- Have to do title 5 already contacted John of School Site Solutions will get us a proposal

- Thought was to have them go at the same time, start South Valley MS preliminary items at the same time that we are getting Brownell MS started to get that money spent, it cannot be encumbered, and it has to be spent.
- We are doing Gilroy HS in two years, if we did the same kind of construction for the new wings at Brownell, it has to be placed where it will be feasible to access the campus, and all we are keeping right now is the gym and the multi-purpose room (MRP).
- There's a lot that has to go into it, if we start trying to hurry ourselves we are going to end up with a bad product
- Deadline is January 19, 2020 to have the money SPENT
- One year out to get modular, they are out to December they got nothing for this year, possible next year, are going to move fast we have no choice.
- Connected with Randi of Isom, worse is that we get a penalty of 1.5% of the balance and penalty and difference of what you have earned
- Still going to hit our bond readings negatively and we do not want that
- Taking 10.2 million shift it over and spend that down
- If we work with one of the manufactures of the homes there is a chance we can purchase those buildings
- We haven't even gotten a pay app from them yet, we can work with them to get earlier pay apps
- If we were building the Elementary School we would not have run into this, we would be starting next month or month after site work.

Item 4B. Plan for Modular Construction/PreFast Field

- Wanted to schedule a tour
- Then it comes to 1million a classroom for prefab
- He is quoting a 400 sf that is for the shell, once you dress it up it is 1million dollar
- This is just for informational purposes
- Got general gen 7 building from AMS
- JMA building, Project frog, Milas, Silver creek
- We are going to look at all these and know what the cost is
- Would like to put together a road trip to see all these, probably a day trip, discuss pricing etc.
- Don't have a lot of time
- This summer looking at 10-17%
- South Valley MS is the biggest piece of property we own in the district; are we looking at two story buildings there? Probably because of the debris zone.
- We had that discussion with John from School Site Solution, we were hoping we can get grandfathered in
- Putting that school in the corner, will shrink it dramatically
- Linda asks is there a possibility of a pool on the East side? We can ask for the cost.

Item 5A. Facilities Use Data Reporting

- Page 24
- 3.5 years ago went to the board and asked for increase in rates, asked to come back 3 years later to give a heads up and see where we were.
- In the news MHUSD decided to do this and got quite a bit of backlash, this was their first test of doing this.
- A lot of our hourly rates for field use they were using as a day rate

- Have a really strong relationship with groups that would be affected by price increase already working with them as to what we provide with our students.
- Including in data as well
- This is something we don't have to do at this time, just map out, we can come to the board in March?
- We are using Facilitron, have been using them for 2 years, have quite a bit of data, can run reports, what groups are using it, etc. what groups, what rates, etc.
- Additionally they double check nonprofit and insurance status, if the user runs out they can purchase insurance from Facilitron.
- Pricing, can go over what our revenue was from January 2017 to January 2018, in depth study of administration, capital and operational cost. Did have capital cost at 400 sf bumped that up to 700 sf
- We've had some increases for our employee rates; have to consider what that does with STRS and PERS
- Another change grass field is rated to last 10 years but with the drought that we have been having changed 10 years to 5 years.
- Cheryl went over handouts and charts included and explained meaning colors etc.
- 50% covers all admin and operation cost and it has just a portion of capital cost, with capital cost we can start charging for repair and replace but it goes into a different line item, 25% operational and admin cost.
- Might propose the board consider any time someone uses our kitchen they have to pay a food service personnel to be there.
- For theaters they have to hire one of our techs to ensure our equipment is being used properly
- New baseball field at GHS, if you look at regular prices, really have to think about, have to be really careful with that, a lot of time and money went in to that field, maybe we should not rent it out until it is stable.
- Proposing the March 8th Board meeting with informational.
- Want to be careful about bond funded projects
- Our main gym for low rate charge \$17/hr. this is proposing we should be at \$30/hr.
- Will look at neighboring rates and what everyone else is charging.
- Dr. Flores thinks it is time to increase rates
- Doing little study (checking surrounding areas) will help
- Continue to refine and come back to the FSC first, before going to the board

Item 5B. Prop 39 Proposal

- Jenny Derry is going to be bring an RFP then we can do lighting and HVAC
- GPS was not included in prop 39 money that we go because it is based on ADA they have their own and we have our own.
- They are on our site and they would like to make improvements on our facilities
- They would like to fix gym high bays, 5 new HVAC units on portable, lighting
- For prop 39 you have to put in application to CDC by February 26th, GUSD has already done all of that
- GPS has not, if they can put in their application before and if CDC says yes at that point they will come to our Board and then the Board will decide if we can do these improvements or not. This is all their money not our money.
- They would manage these projects, it would be up to them
- Paul did some prop 39 work on the site
- Yes, all agreed they were fine with that.

PROJECT:	Christopher HS Science & Art Rooms Modernization	CHANGE ORDER #:	01
ARCH. PROJECT #:	115237/L11	DATE:	02.21.18
TO CONTRACTOR:	Premier Builders, Inc.	DSA FILE #:	43-17
		DSA APPL. #:	01-116676
		CONTRACT DATE:	9/21/17

The contract is changed as follows:

***SEE ATTACHED SUMMARY OF CHANGE ORDER ITEMS.

Not valid until signed by the Owner, Architect and Contractor.

The Original Contract Sum was	\$228,317.55
Net change by previously authorized Change orders.....	\$0
The Contract Sum Prior to this Change was.....	\$228,317.55
The Contract Sum will be decreased by this Change Order in the amount of...	(\$11,617.14)
The new Contract Sum including this Change Order will be.....	\$216,700.41
The Contract Time will be increased by.....	0 Days
The date of Substantial Completion as of the date of this Change Order therefore is.....	Unchanged

The undersigned Contractor approves the foregoing as to the changes in work, if any, and as to the contract price specified for each item and as to the extension of time allowed, if any, for completion of the project as stated herein, and agrees to furnish all labor, materials, and service and to perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of claims which have no basis in fact or which Contractor knows are false are made at the sole risk of the Contractor and may be a violation of the False Claims Act, as set forth in Government Code Sections 12650 *et seq.* It is understood that the changes to the Contract Documents set forth herein shall only be effective upon approval by the Governing Board of the District.

It is expressly understood that the value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project. Any costs, expenses, damages, or time extensions not included herein are deemed waived.

ARCHITECT
Artik Art & Architecture
 Name:

OWNER
Gilroy Unified School District
 Name:

BY: _____ DATE: _____

BY: _____ DATE: _____

CONTRACTOR
Premier Construction, Inc.
 Name:

BY: _____ DATE: _____

Item CO-01.01 (CPR #1)	Cost for locator for sewer main.		
	Justification: Field Condition		
	Requested By: Contractor		
		Add:	\$912.00
Item CO-01.02 (CPR #2)	Specified tile does not match existing - added cost for ceiling tiles that match existing.		
	Justification: Added scope		
	Requested By: Architect		
		Add:	\$2,745.00
Item CO-01.03 (CPR #3)	Additional installation cost for complicated VCT pattern.		
	Justification: Added Scope		
	Requested By: Architect/District		
		Add:	\$1,956.00
Item CO-01.04 (CPR #4)	Additional labor for VCT patching in Rooms B109 & B204.		
	Justification: Added Scope		
	Requested By: Architect/District		
		Add:	\$551.00
Item CO-01.05 (CPR #5)	Added door closer.		
	Justification: Added Scope		
	Requested By: Architect/District		
		Add:	\$722.00
Item CO-01.06 (CPR #6)	Extra floor prep required in all rooms.		
	Justification: Field Condition		
	Requested By: Contractor		
		Add:	\$441.00
Item CO-01.07 (CPR #7)	Revised electrical switching.		
	Justification: Field Condition		
	Requested By: Contractor		
		Add:	\$920.00
Item CO-01.08 (CPR #8)	Relocate toilet partition per CCD #3.		
	Justification: Added Scope		
	Requested By: Architect/District		
		Add:	\$892.00

Item CO-01.09 Return of contingency.

Justification: Reduced Scope
Requested By: District

Deduct: **(\$20,756.14)**

Total Add: **\$9,139.00**

Total Deduct: **(\$20,756.14)**

Net Total Deduct: **(\$11,617.14)**

Total Added Days: **0 Days**

Total Deduct Days: **(0 Days)**

Net Total Added Days: **0 Days**



American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126

February 15, 2018

Gilroy Unified School District
220 Swanston Lane
Gilroy, Ca 95020
Attn: James Bombaci

Subject: Fire Alarm As- Built CAD Services for Glen View Elementary School
Gilroy Unified School District

Dear James,

We are pleased to present this proposal to provide our Engineering services, for the subject project. The project consists of providing CAD services to develop As-Built drawings of the existing fire alarm layout at Glen View Elementary School.

It is our understanding that drawings will not be submitted to DSA. It will be used to submit to DSA for their use.

Project Description: Gilroy USD is trying to close out a project that has been recently constructed with new buildings in Glen View Elementary School. There are existing buildings on site which was not part of the new construction and are currently on the existing fire alarm system. DSA would like to have a professional engineer provide minimum as-builts plans of the existing devices in the buildings. Specifically Buildings C, N, O and P. ACEE will be recording as-builts based on what we can site observe. A fire alarm test will be provided by the district to confirm and submit as record to DSA that the system is operational.

Our understanding of the electrical scope of work is as follows:

A. CAD & SITE OBSERVATION SERVICES:

1. Field Survey and Scope of Work Coordination:
 - a. Provide (2) site visit to confirm existing FA device location in buildings C, N, O and P. ACEE will try to access what can be verified with limited tools. If there are hard to obtain access that is needed to confirm, the district will provide or obtain an electrician to confirm.
 - b. Obtain and review as-builts as needed to determine existing fire alarm layout.

- c. Obtain DSA drawings of currently installed new buildings and coordinate as needed with existing fire alarm system.
- 2. CAD Services:
 - a. **CAD Drafting:** Provide and draft required FA device and floor plan to illustrate general location of fire alarm device.
 - b. **Voltage Drop Calculations:** NIS
 - c. **Battery Calculations:** NIS
 - d. **Fire Alarm Test:** As soon as existing devices have been incorporated on floor plan, the district will perform a fire alarm test to show as record to DSA. District will submit test report for DSA records. ACEE can be available and this line item will be another site visit for observation. Roughly (4) min is expected for the fire alarm test. A separate fee will be identified so the district can choose if needed.

B. DELIVERABLES:

- 1. Fire Alarm As-Built Drawings:
 - a. Provide (1) set of floor plan drawings for district coordination, review and submittal to DSA.
 - b. No wet stamp required as the drawings will be submitted based on FA devices observed and the existing fire alarm system is operational.

C. EXCLUSIONS:

Based on our understanding of the project scope, the following services have not been included in our basic services, but may possibly be ADD-On items requested by the owner:

- a. Campus Fire Alarm Upgrade
- b. Line to lines fire alarm wiring observation and record keeping.

D. FEE OF SERVICES:

In consideration of the scope of basic services as outlined above, we proposed to provide the design services on a Fixed Fee Basis.

CAD Service (Base Scope):	\$10,000 Time & Material Not to Exceed
Witness FA Test (4 hours):	\$1,000 (Only if requested by District)

E. HOURLY RATES:

ACEE's hourly rate is as scheduled below.

- a. Principal (\$175/hr)
- b. Project Manager (\$150/hr)
- c. CAD Operator (\$95/hr)

Additional fees under exclusions will be added to the original fee if the owner requests our services.

Increases in the scope of subject work and/or revisions after our submission of substantially completed documents or review of change orders not initiated by or as a result of this firm that results in additional work by this firm will require negotiating fees.

The invoices shall be submitted monthly and are due and payable thirty (30) days from the date of receipt.

If the project is suspended or abandoned in whole or in part for more than twelve (12) months, the consultant shall be compensated for all services performed prior to receipt of written notice from the client of such suspension or abandonment, together with all reimbursable expenses then due and all Termination expenses as specified in the termination notice.

If the project is resumed after being suspended for more than twelve months, the consultant's compensation shall be equitably adjusted.

We trust this is in agreement with your understanding of subject project and meets with your approval. Please advice as soon as possible by signing and returning this letter to our office so we may proceed. This proposal is valid for thirty (30) days.

Sincerely,

Accepted by

Sammy Fernandez, P. E.
Principal

James Bombaci
Gilroy Unified School District

SF/ft

Date_____



California Blind Company
210 Curtner Ave, Suite 1
Campbell, CA 95008

Phone: 408-559-8600 Fax: 408-559-8601

Proposal

Date	Estimate #
2/8/2018	15698

Prepared For
Gilroy Unified School District 220 Swanston Lane Gilroy, CA 95020

Job Site
Gilroy High School 750 West Tenth Street Gilroy, CA 95020
Project
Gilroy High School

Rep	Terms
JLF	Upon Receipt

Description	Qty	Cost	Total
Gilroy High School Window Coverings Purchase 60 window coverings to below specifications Installation cost		8,513.00 2,700.00	8,513.00T 2,700.00
Window Covering Specifications Manufacturer: Springs Window Fashions Product: True Performance manual roller shades Fabric: Summit U300 series (3% open) Fabric Color: TBD Top treatment: none			
This proposal is valid for 30 days. If you have any questions, please call your sales Representative at the number above. Blinds will be ordered upon receipt of signed proposal and 50% deposit. All blinds are custom ordered. All sales are final. <u>Final payment is due upon installation or delivery of the product.</u>	Subtotal		
	\$11,213.00		
	Sales Tax (9.25%)		
	\$787.45		
	Total		
	\$12,000.45		

Signature _____

Purchase Order No: _____



394-A Umbarger Rd
San Jose, CA 95111
Phone 408.224.9890
Fax 408.224.9891
www.Artika3.com

February 21, 2018

Mr. Alvaro Meza
Assistant Superintendent, Business Services
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Project Name: **Gilroy Early College Academy (GECA)**
 Science Lab Modernization

Proposal Number: **TBD**

Dear Mr. Meza:

I am pleased to submit this proposal for limited architectural services based on the following terms and conditions:

Proposed Scope of the Project

The Gilroy Unified School District (Client) intends to modernize one (1) science classroom at the Dr. TJ Owens Gilroy Early College Academy (GECA), on the campus of Gavilan College at 5055 Santa Teresa Boulevard in Gilroy, CA. The scope of work for the project consists of the following:

- ◆ Demolish existing partial height walls with water and gas services: cap and abandon piping in place;
- ◆ Demolish floor finishes;
- ◆ Demolish existing casework and sinks at room perimeter;
- ◆ Provide new wood casework with chemical resistant epoxy tops, epoxy sinks and water and gas outlets at room perimeter;
- ◆ Provide a new emergency gas shut-off;
- ◆ Provide a fume hood with hot and cold water and gas services;
- ◆ Provide a makeup air system if required and write a sequence of operations;
- ◆ Provide relocated electrical and data outlets at room perimeter;
- ◆ Replace existing horn with a horn/strobe combination;
- ◆ Provide new floor finishes.

This proposal assumes that no work requiring structural engineering will be required, and that DSA will not require an upgrade of the existing fire alarm system to a voice evacuation type.



February 28, 2018
 Gilroy Unified School District
 GECA Science Lab Modernization
 Artik #TBD/C1
 Page 2 of 5

Per DSA PR 15-01 and IR 11B-10, modernization projects must include a review of the existing accessibility features related to the area of the scope of work, including parking, signage, path-of-travel, restrooms and drinking fountains. Where the features are not compliant to the current code, appropriate upgrades must be included in the scope of work in order to obtain DSA approval. This proposal includes the assessment of the existing features, and the design of upgrades, providing that the scope of upgrade is minor in nature, and does not require structural, mechanical, plumbing or electrical engineering services. If more major upgrades are required, the work will be billed as an Additional Service.

The total project cost for the project has been estimated at \$400,000. The construction is intended to start in the summer of 2018.

Proposed Scope of Professional Services – Basic Services

Artik Art & Architecture will provide, and be responsible for, the following project consultants: mechanical engineering, plumbing engineering, and electrical and low voltage engineering. All other project consultants, including, but not limited to, hazardous materials abatement, shall be provided by Client or by Artik Art & Architecture as an Additional Service.

Artik Art & Architecture proposes the following services to accomplish this task.

Construction Documents Phase

- ◆ Develop detailed project schedule and work plan.
- ◆ Review existing information provided by Client.
- ◆ Perform site verification (limited to visually observable conditions).
- ◆ Review existing accessibility features per requirements of DSA PR 15-01 and IR 11B-10, including parking, signage, path-of-travel, restrooms, and water fountains.
- ◆ Develop preliminary base drawings in CADD format for further design work.
- ◆ Perform preliminary code research.
- ◆ Meet with representatives of GECA and the District to review and confirm established program.
- ◆ Coordinate with District's Technology Consultant.
- ◆ Meet with representatives of District and GECA to review final design.
- ◆ Provide design of upgrades to existing accessibility features in compliance with DSA PR 15-01 and IR 11B-10 to be submitted to DSA for review and approval with the rest of the scope of work (this scope is limited to minor changes not requiring structural mechanical, plumbing or electrical engineering)
- ◆ Prepare 100% Completion Construction Documents.
- ◆ Prepare final specifications.
- ◆ Develop Construction Cost Estimate.

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- ◆ DSA Submittal and Backcheck
- ◆ Make one presentation to the District Board.

Bidding Phase

- ◆ Contact potential bidders.
- ◆ Coordinate bidding procedures and production of bidding documents with District staff.
- ◆ Respond to questions from bidders.
- ◆ Issue addenda, if required.
- ◆ Attend bid opening and assist District to determine lowest responsible bidder.
- ◆ Conduct post-bid interview of apparent lowest bidder.

Construction Administration Phase

- ◆ Conduct preconstruction meeting.
- ◆ Develop submittal and Request for Information (RFI) logs
- ◆ Conduct construction meetings.
- ◆ Make weekly site visits.
- ◆ Review and take appropriate action on submittals.
- ◆ Respond to RFI's.
- ◆ Review Contractor's Proposed Change Orders (PCO's), and if appropriate, issue change orders.
- ◆ Review payment applications.
- ◆ Conduct special construction meetings, if necessary.

Close Out Phase

- ◆ Conduct Substantial Completion walkthrough.
- ◆ Develop Punchlist of items to be completed for final acceptance
- ◆ Conduct Final Completion walkthrough.
- ◆ Review record drawings by Contractor.
- ◆ Review and transmit manuals and warranties.
- ◆ Assemble and transmit DSA documentation.
- ◆ Produce Final Verified Report

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Excluded from Proposal

The following services are expressly excluded from the Basic Services scope of services in this proposal:

- ◆ Extensive accessibility work required for DSA approval.
- ◆ Hazardous material testing, design or abatement
- ◆ Compliance with CEQA
- ◆ Topographic and geotechnical surveys
- ◆ Testing and inspection fees
- ◆ Plan review and permit fees for regulatory agencies
- ◆ Off-site improvements

Compensation – Basic Services

Artik Art & Architecture will provide the services indicated above for a Fixed Fee of **Sixty Two Five Thousand Dollars and No Cents (\$62,500)**, including Reimbursable Expenses as described in the Prime Agreement.

	<u>Fee</u>	<u>Reimb.</u>	<u>Total</u>
Construction Documents Phase:	\$45,000	\$1,500	\$46,500
Bidding Phase:	\$1,800	\$250	\$2,050
Construction Phase	\$12,000	\$500	\$12,500
Closeout Phase:	\$1,200	\$250	\$1,450
Total Basic Services:	\$60,000	\$2,500	\$62,500

Compensation – Additional Services

Additional Services shall include any service not specifically listed above and agreed to in writing by Architect and Owner. Compensation for Additional Services shall be a Fixed Fee mutually agreed to by Architect and Owner or on a Time and Material basis as follows:

Principal	\$180.00	Senior Drafter	\$120.00
Associate	\$165.00	Intermediate Drafter	\$110.00
Senior Project Manager	\$150.00	Jr. Drafter	\$100.00
Project Manager	\$140.00	Word Processor/Administrative	\$80.00
Job Captain	\$130.00		

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Please call if you have any questions. Your business is greatly appreciated.

Sincerely,



Martin Hochroth
Principal

2015 H Street
Sacramento, CA 95811



February 16, 2018

Mr. Alvaro Meza
Assistant Superintendent Business Services
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Subject: Proposal for CEQA Compliance, CDE Approval Services and DTSC Approval Services for the Gilroy Unified School District; Brownell Middle School Replacement Project

Dear Mr. Meza,

School Site Solutions, Inc. (SSS) is pleased to provide a proposal for the California Environmental Quality Act (CEQA) compliance, California Department of Education (CDE) approval services, and Department of Toxic Substances Control (DTSC) approval services for the Brownell Middle School Replacement Project for the Gilroy Unified School District (GUSD).

SSS was founded in 2003 as a school facilities consulting firm located in Sacramento, California. SSS specializes in school site selection, acquisition, State approvals, Department of Toxic Substances Control oversight, CEQA compliance services and School Facility Program eligibility and funding services for K-12 school districts all over the State. In total, we have served over 150 school district clients in this capacity. If our firm is selected as your District's Consultant, Ms. Kayla Knott and I will hold the primary analytical responsibility in the preparation of the district's CEQA documents.

Please do not hesitate to contact me at 916.930.0736 should you have any questions or require clarification on any aspect of this proposal. We thank you very much for the opportunity to submit a proposal and be considered for your CEQA and CDE consulting needs.

Best regards,



C. John Dominguez
President

**Gilroy Unified School District
Brownell Middle School Replacement Project
Proposed Scope of Work**

CEQA COMPLIANCE

Task 1 Project Kick-Off

Upon receipt of a written authorization to proceed, SSS will coordinate and attend a project kick-off meeting with District staff and other consultants as appropriate. If held at the District office, SSS will conduct a site visit in conjunction with the kick-off meeting. If held via conference call, a separate site visit will be arranged.

SSS will be prepared to complete all CEQA compliance tasks and manage the Draft Project Schedule. The District should be aware of the potential of other environmental investigations and studies (Geological Hazards, Preliminary Environmental Assessment, Traffic Study, EMF Survey, Air Quality Analysis, etc.) which will be incorporated by reference into the draft and final CEQA documents. The District should also provide a draft project description and site plan.

SSS will develop a plan for the new construction project that the District has outlined in their discussions with us. For this project, preliminary thoughts lead us towards the preparation of a Mitigated Negative Declaration.

Task 2 Prepare Initial Study

2.1 Finalize Project Description

SSS will work with the District and the Project Architect to finalize the project descriptions and conceptual site plans for preparation of appropriate scoping activities. Changes requested after preparation of the Initial Studies are underway may impact the project schedule and total cost.

2.2 Prepare Draft Initial Study

SSS will complete the Initial Study Checklist (Appendix G, CEQA Guidelines) and supporting narrative based on the final project description for the construction project. The following areas will be evaluated for potential environmental impacts: aesthetics, agriculture and forestry resources, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use/planning, mineral resources, noise, population/housing, public services, recreation, transportation/traffic, tribal cultural resources and utilities/service systems. If necessary, SSS, Inc., will develop a Mitigation Monitoring Plan that will cover all areas of environmental impacts.

The District is expected to provide SSS with copies of any studies assessing the health and safety conditions of the site. This includes, but is not limited to, a Pipeline Risk Analysis, Railroad Safety Study, EMF Field Survey, and Air Quality Analysis.

Preparation of the Initial Study and consultation with the City of Gilroy, Santa Clara County, and other regulatory agencies will determine which assessments are required.

Task 3 Prepare Mitigated Negative Declaration

3.1 Prepare Administrative Draft Mitigated Negative Declaration

SSS will finalize the Initial Study (IS) based on District comments. It is anticipated that the IS will indicate a Mitigated Negative Declaration (MND) should be prepared. SSS will compile the project description, IS and environmental determination into an Administrative Draft MND for review and comment. For cost savings, SSS proposes to conduct the administrative review using electronic documentation only.

3.2 Prepare Draft Mitigated Negative Declaration

SSS will finalize the Draft MND based on District comments. A camera-ready copy of the Draft MND will be delivered to a local printing company for reproduction. Two (2) hard copies and one electronic copy of the Draft MND will be provided to the District. Additional copies requested by GUSD will be billed at cost.

Task 4 Coordinate Public Review

4.1 Prepare Public Notice

SSS will prepare a Notice of Intent to Adopt a Mitigated Negative Declaration for publication in the local newspaper. SSS will arrange for the placement of the notice in the newspaper; the cost of publication is not included in this proposal.

4.2 File Notice of Completion

SSS will prepare a Notice of Completion and file the Draft MND with the State Clearinghouse and the Santa Clara County Clerk-Recorder to initiate the 30-day public review period. Fifteen (15) electronic copies of the Draft MND will be hand-delivered to the State Clearinghouse for distribution. Additional hard copies will be provided to local agencies and interested parties identified by GUSD.

Task 5 Prepare Final Mitigated Negative Declaration

SSS will review all comments received during the 30-day review period and provide a written response to be incorporated into the Final MND along with any revisions to the Draft and the complete Mitigation Monitoring Plan. A camera-ready copy of the Final MND will be delivered to a local printing company for reproduction. Up to two (2) hard copies and one electronic copy of the Final MND will be provided to GUSD.

Task 6 Document Adoption and Project Close-Out

6.1 Prepare Board Agenda Items and Resolutions

SSS will prepare a Staff Report summarizing the following Board actions to be taken upon completion of the 30-day public review and response to comments: (1) adopt the Final MND; (2) approve a Record of Decision to implement the project; and (3) document *Education Code* "written findings." SSS will attend the GUSD Board meeting at which the Final MND is considered in order to address the Board or any members of the public, as needed.

6.2 File Notice of Determination

SSS will prepare a Notice of Determination to be filed with the State Clearinghouse and Santa Clara County Clerk-Recorder following the Board's adoption of the Final MND. The following filing fees are required: (1) County Clerk-Recorder fee (est. \$50.00) and (2) California Department of Fish and Game fee (est. \$2,280.75). Payment of these fees is the responsibility of the District as the Lead Agency.

CEQA COST ESTIMATE

SSS is prepared to perform the CEQA Scope of Work for a not-to-exceed cost of **\$27,000.00**. Work will be performed on a time and materials basis.

CEQA PROJECT SCHEDULE

SSS is prepared to complete this Scope of Work within eight months of written authorization to proceed.

CDE CONSULTING SERVICES

SSS is also prepared to coordinate the California Department of Education (CDE) school site certification and plan approval requirements for the GUSD. Should the GUSD wish to retain SSS for these services, the GUSD will pay fees per hour services, plus actual out of pocket expenses (such as mileage/travel, office expenses, etc.) with a not to exceed cost of **\$7,500.00**.

The following services will be provided:

- Provide project management services for CDE site certification and plan approval.
- Identify all the necessary health and safety studies that are required for CDE site certification and plan approval.
- Assist in identifying all necessary consultants to complete required health and safety studies, monitor their progress, and review for completeness.
- Meet with local planning agencies, District staff, and attend Board meetings when necessary.
- Consult with the Architect and District Staff on site safety and design issues.
- Prepare, submit and monitor the progress of all plan application forms for CDE plan approval (SFPD 4.02/4.03/4.07/4.08/4.14/4.15).
- Provide updates and advice on the State program when requested.
- The District is responsible for contracting with identified consultants.
- Facilitate the Environmental Oversight Program for the Department of Toxic Substances Control (DTSC) Site Clearance, as needed.

The GUSD will be responsible for providing project information in a timely manner, verifying all data prepared by SSS and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

Changes to the State facilities program and additional requirements by the regulatory agencies and duties requested outside the scope of the contract may impact the provisions of this proposal.

DEPARTMENT OF TOXIC SUBSTANCES CONTROL APPROVAL OVERSIGHT

SSS is also prepared to oversee the Department of Toxic Substances Control (DTSC) approval process for the GUSD. Should the GUSD wish to retain SSS for these services, the GUSD will pay fees per hour for services, plus actual out of pocket expenses (such as mileage/travel, office expenses, etc.) with a not to exceed cost of **\$6,750.00**.

The following services will be provided:

- Provide project management services for DTSC approval.
- Identify all the necessary health and safety studies that are required for DTSC review and approval (i.e., Preliminary Environmental Assessment, Removal Action Workplan).
- Assist in identifying all necessary consultants to complete required health and safety studies, monitor their progress, and review for completeness.
- Prepare, submit and monitor the progress of all application forms for DTSC approval (i.e., Environmental Oversight Application).
- Facilitate the Environmental Oversight Program for DTSC Site Clearance.
- Attend the DTSC scoping meetings on behalf of GUSD.
- Meet with DTSC staff, District staff, and attend Board meetings when necessary.
- Consult with the Architect and District Staff on coordination of potential remediation into the construction schedule.
- Prepare community outreach and district compliance efforts on behalf of the GUSD.

The GUSD will be responsible for providing project information in a timely manner, verifying all data prepared by SSS and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

CONTRACTED SERVICES

Should the GUSD wish to retain SSS for CEQA compliance, CDE approval services, and/or DTSC services, SSS will provide Contract Agreements for each service upon written or verbal approval of our proposal.

FIRM CONTACT INFORMATION

FIRM NAME & LOCATION	School Site Solutions, Inc. 2015 H Street Sacramento, CA 95811
PHONE / FAX	916.930.0736 Phone 916.930.0788 Fax
PRINCIPALS	C. John Dominguez, President 916.257.2534 Cell john@schoolsitesolutions.com
STAFF	<p>Daniel Hart, Environmental Manager dhart@schoolsitesolutions.com</p> <p>Michelle Collins, Sr. Planning Manager mcollins@schoolsitesolutions.com</p> <p>Regina Bills-Dacong, Sr. Financial Resources Specialist 530.308.3645 Cell regina@schoolsitesolutions.com</p> <p>Leigh Coop, Associate 916.695.2331 Cell leighforschools@gmail.com</p> <p>Kayla Knott, Project Manager kayla@schoolsitesolutions.com</p> <p>Stephanie Lozoya, Office Assistant austyn@schoolsitesolutions.com</p> <p>Diane Davis, Accounts Payable/Receivable diane@schoolsitesolutions.com</p>

FIRM PROFILE

School Site Solutions, Inc. (SSS) is an "S" Corporation co-founded in June 2003 by Mr. C. John Dominguez, President and Mr. James F. Bush. SSS is a small consulting firm consisting of six staff members and one accounts manager. The principal, Mr. Dominguez, has over 30 years of school facilities planning experience, and our staff has considerable experience in dealing with a variety of issues related to school facilities.

SSS is a school facilities consulting firm specializing in the identification, approval and acquisition of new K-12 school sites. Since its inception, SSS has had contracted with over 150 school districts, county offices of education, charter organizations and private development companies. Our main function is to assess problems and coordinate specific studies to satisfy State school site approval regulations. We have steadily expanded our services to include educational and facility master planning and educational specifications. In 2008, after extensive experience managing CEQA consultants on school projects, we were pleased to add CEQA compliance services to our own repertoire. We are also now offering the state and federal school facility eligibility and funding services of Ms. Bills-Dacong to our clients. Currently, we have already completed or are currently working on environmental documents for over 40 school district projects for new and existing sites from Central to Northern California.

SSS is located in the downtown area of Sacramento, California, near many of the State agencies involved in school facilities planning. We work closely with the California Department of Education (CDE) on the approval of sites and plans. We also coordinate with other governmental agencies such as the Department of Toxic Substances Control, State Allocation Board, Office of Public School Construction, State Division of Aeronautics, and local governmental agencies involved in the review and approval process of school facilities. Being near these State agencies has made it possible for us to maintain a positive and productive working relationship with these agencies, increasing our level of expertise, and allowing us to continually move projects forward.

BACKGROUND OF KEY PERSONNEL

C. John Dominguez, President (30 Years Experience)

Prior to establishing School Site Solutions, Inc., Mr. Dominguez served as a Field Consultant for the California Department of Education, School Facilities Planning Division (SFPD). In this capacity, he assisted school districts throughout California in assessing site constraints and obtaining the approval of proposed school sites and for site certification for CDE plan approval. In addition, Mr. Dominguez administered the Qualified Zone Academy Bond program after its implementation for all of California. He also headed up the Joint Use program as part of his duties while at the SFPD. His expertise in these areas provides his clients the highest level of service possible.

Mr. Dominguez is also an active participant in the monitoring and development of school facility legislation. He serves as the Vice Chair of the Californian's for School Facilities (CSF) which sends a delegation to Washington D.C. to lobby for Federal funding for school facilities in California. In addition, he serves as an advocate for all school districts in California to promote legislative policies that enhance the ability of districts to construct safe and adequate school facilities. His professional affiliations include the Association of Engineering Geologists, Association of Environmental Planners, The Coalition of Adequate School Housing, The California Association of School Business Officials, and the California Charter Schools Association.

For seventeen years prior, Mr. Dominguez was an American Government teacher and Varsity Football coach at Del Oro High School in Loomis, California. His extensive experience as a mentor teacher/coach, in the classroom and in a district setting has given him the ability to clearly understand the educational and political challenges school districts face. This allows him to better assist his clients in a facilities planning environment. Mr. Dominguez also has taught courses in the University of California System and for the Coalition of Adequate School Housing Facility Academy on school facility management.

Daniel Hart, Environmental Manager

Mr. Hart currently holds the position of Environmental Manager at School Site Solutions, Inc. (SSS). Mr. Hart graduated from University of California, Davis in 2011 with a Bachelor's of Science Degree in Environmental Policy Analysis and Planning. While at Davis he studied in depth the details of the California Environmental Quality Act (CEQA); gaining hands on experience with environmental impact reports, negative declarations, and mitigation measures. He accepted his position with SSS in October 2012. Prior to SSS he worked as an environmental technician for a ground water systems company from July 2011 until his employment with SSS. At his previous employer, he managed ground water sampling projects, collecting data from polluted sites for environmental consulting and engineering firms.

Michelle Collins, Senior Planning Manager

Currently serving as Planning Manager for School Site Solutions, Inc., Ms. Collins has 15 years of experience working for the California Department of Education (CDE) in planning for K-12 school facilities and education technology in the classroom. Her knowledge and skills include the identification and acquisition of new school sites, the State School Building Program (SBP) process, educational master

planning and facility master planning, current technology trends and educational reform initiatives, such as the federal No Child Left Behind Act of 2001.

Most recently, Ms. Collins took the lead in developing and administering new federal grant funding programs at the CDE Education Technology office, including the School Renovation Technology Grants, a program to reduce the student-to-computer ratio in classrooms, and the Enhancing Education Through Technology Grants, a program to assist teachers to use technology to support the curriculum and promote student achievement.

In addition, Ms. Collins has worked as a consultant for CDE's School Facilities Planning Division. Her experience included a regional assignment approving K-12 school sites in northern California, advising local educational agencies about the site acquisition and state funding process, and developing policies and procedures related to the school site approval process. She participated in the development of new SBP loading standards and funding formulas for Special Education and Alternative Education facilities. She was also instrumental in the implementation of new funding initiatives such as the K-12 Class Size Reduction Program, Child Care Facilities Revolving Fund, and the SB 1795 Joint-Use Program.

Regina Bills-Dacong, Senior Financial Resources Specialist

Ms. Bills-Dacong serves as our Senior Financial Resources Specialist. She has over 14 years of experience assisting school districts throughout California with their school facility planning and funding needs. She works closely with districts to ensure that their projects comply with state regulations and law, and guides districts through the process of identifying appropriate funding sources, analyzing eligibility and preparing funding applications. She has also assisted with Financial Hardship, Facility Hardship and appeals to the State Allocation Board.

Her experience began at the Office of Public School Construction, where she served as a Project Manager for seven years. During her tenure she assisted in the development and implementation of the Overcrowding Relief Grant Program and the Small High School Program, and administration of the State Charter School Facility Program. She has also served as Director of Facility Planning at a premier architectural firm in California, where she oversaw the coordination of all planning and funding services for the firm's K-12 clients for six years. Her expertise in the facility and funding realm has resulted in millions of dollars of funding for her clients throughout the state.

CEQA EXPERIENCE & REFERENCES

Fullerton Joint Union High School District	In Progress
<i>Buena Park High School – Mitigated Negative Declaration</i>	
<i>Todd Butcher, Director of Facilities & Construction (714) 870-2818</i>	
Gilroy Unified School District	In Progress
<i>New Elementary School – Mitigated Negative Declaration</i>	
<i>James Bombaci, Director of Facilities (408) 842-5317</i>	
Morgan Hill Unified School District	July 2017
<i>New Peet Road Elementary School – Mitigated Negative Declaration</i>	
<i>Kirsten Perez, Asst. Superintendent, Business Services (408) 201-6052</i>	
Woodland Joint Unified School District	September 2016
<i>New Spring Lake Area Elementary School – Mitigated Negative Declaration</i>	
<i>Nicholas Baral, Director of Maintenance, Operations & Facilities (530) 406-5932</i>	
Santa Maria Joint Union High School District	In Progress
<i>New Small School – Mitigated Negative Declaration</i>	
<i>Gary Wuitschick, Director Support Services (805) 922-4573</i>	
Raisin City Elementary School District	October 2015
<i>Raisin City Elementary School Expansion Project – Mitigated Negative Declaration</i>	
<i>Anna Ramirez, Superintendent (559) 233-0128</i>	
Visalia Unified School District	In Progress
<i>New Elementary School – Mitigated Negative Declaration</i>	
<i>Robert Groeber, Asst. Superintendent, Admin. Services (559) 730-7529</i>	
Monterey County Office of Education	October 2014
<i>New Community School – Mitigated Negative Declaration</i>	
<i>Joshua Jorn, Director of General Services (831) 784-4236</i>	
Los Banos Unified School District	October 2014
<i>Badger Flat Middle School – Mitigated Negative Declaration</i>	
<i>Steve Tietjen, Superintendent (209) 826-3801</i>	
Clovis Unified School District	April 2014
<i>New Elementary School Project—Mitigated Negative Declaration</i>	
<i>Don Ulrich, Assistant Superintendent Facility Services (559) 327-9260</i>	
Tulare County Office of Education	February 2014
<i>Administration and Conference Building – Mitigated Negative Declaration</i>	
<i>John Caudle, Assistant Supt., Business Services (559) 733-6474</i>	
Burton School District	October 2013
<i>New K-8 School – Mitigated Negative Declaration</i>	
<i>Wendy Jones, Assistant Superintendent Business Services (559) 781-7265</i>	
Visalia Unified School District	September 2013
<i>Visalia Technical Education Center Expansion – Mitigated Negative Declaration</i>	
<i>Robert Groeber, Asst. Superintendent, Admin. Services (559) 730-7529</i>	
Santa Maria Joint Union High School District	April 2013
<i>SMHS New Classrooms at Broadway – Mitigated Negative Declaration</i>	
<i>Gary Wuitschick, Director of Support Services (805) 922-4573 x 4805</i>	

FEE SCHEDULES

Principal **\$145.00/hr**

C. John Dominguez, President

Project Manager **\$135.00/hr**

Daniel Hart

Regina Bills-Dacong

Michelle Collins

Leigh Coop

Kayla Knott

Clerical/Admin **\$65.00/hr**

Stephanie Lozoya

2015 H Street
Sacramento, CA 95811



February 16, 2018

Mr. Alvaro Meza
Assistant Superintendent Business Services
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

**Subject: Proposal for CEQA and Site Approval Services for the Gilroy Unified School District;
South Valley Middle School Rehabilitation Project**

Dear Mr. Meza,

School Site Solutions, Inc. (SSS) is pleased to provide a proposal for the California Environmental Quality Act (CEQA) compliance, California Department of Education (CDE) approval services, and Department of Toxic Substances Control (DTSC) approval services for the Brownell Middle School Replacement Project for the Gilroy Unified School District (GUSD).

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Please do not hesitate to contact me at 916.930.0736 should you have any questions or require clarification on any aspect of this proposal. We thank you very much for the opportunity to submit a proposal and be considered for your CEQA and CDE consulting needs.

Best regards,



C. John Dominguez
President

Gilroy Unified School District
South Valley Middle School Rehabilitation Project
Proposed Scope of Work

CEQA COMPLIANCE

Task 1 Project Kick-Off

Upon receipt of a written authorization to proceed, SSS will coordinate and attend a project kick-off meeting with District staff and other consultants as appropriate. If held at the District office, SSS will conduct a site visit in conjunction with the kick-off meeting. If held via conference call, a separate site visit will be arranged.

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Preparation of the Initial Study and consultation with the City of Gilroy, Santa Clara County, and other regulatory agencies will determine which assessments are required.

Task 3 *Prepare Mitigated Negative Declaration*

3.1 *Prepare Administrative Draft Mitigated Negative Declaration*

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Task 4 *Coordinate Public Review*

4.1 *Prepare Public Notice*

SSS will prepare a Notice of Intent to Adopt a Mitigated Negative Declaration for publication in the local newspaper. SSS will arrange for the placement of the notice in the newspaper; the cost of publication is not included in this proposal.

4.2 *File Notice of Completion*

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Task 5 *Prepare Final Mitigated Negative Declaration*

SSS will review all comments received during the 30-day review period and provide a written response to be incorporated into the Final MND along with any revisions to the Draft and the complete Mitigation Monitoring Plan. A camera-ready copy of the Final MND will be delivered to a local printing company for reproduction. Up to two (2) hard copies and one electronic copy of the Final MND will be provided to GUSD.

Task 6 *Document Adoption and Project Close-Out*

6.1 *Prepare Board Agenda Items and Resolutions*

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CEQA COST ESTIMATE

SSS is prepared to perform the CEQA Scope of Work for a not-to-exceed cost of **\$27,000.00**. Work will be performed on a time and materials basis.

CEQA PROJECT SCHEDULE

SSS is prepared to complete this Scope of Work within eight months of written authorization to proceed.

CDE CONSULTING SERVICES

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- Assist in identifying all necessary consultants to complete required health and safety studies, monitor their progress, and review for completeness.
- Meet with local planning agencies, District staff, and attend Board meetings when necessary.
- Consult with the Architect and District Staff on site safety and design issues.
- Prepare, submit and monitor the progress of all plan application forms for CDE plan approval (SFPD 4.02/4.03/4.07/4.08/4.14/4.15).
- Provide updates and advice on the State program when requested.
- The District is responsible for contracting with identified consultants.
- Facilitate the Environmental Oversight Program for the Department of Toxic Substances Control (DTSC) Site Clearance, as needed.

The GUSD will be responsible for providing project information in a timely manner, verifying all data prepared by SSS and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

Changes to the State facilities program and additional requirements by the regulatory agencies and duties requested outside the scope of the contract may impact the provisions of this proposal.

DEPARTMENT OF TOXIC SUBSTANCES CONTROL APPROVAL OVERSIGHT

SSS is also prepared to oversee the Department of Toxic Substances Control (DTSC) approval process for the GUSD. Should the GUSD wish to retain SSS for these services, the GUSD will pay fees per hour for services, plus actual out of pocket expenses (such as mileage/travel, office expenses, etc.) with a not to exceed cost of **\$6,750.00**.

The following services will be provided:

- Provide project management services for DTSC approval.
- Identify all the necessary health and safety studies that are required for DTSC review and approval (i.e., Preliminary Environmental Assessment, Removal Action Workplan).
- Assist in identifying all necessary consultants to complete required health and safety studies, monitor their progress, and review for completeness.
- Prepare, submit and monitor the progress of all application forms for DTSC approval (i.e., Environmental Oversight Application).
- Facilitate the Environmental Oversight Program for DTSC Site Clearance.
- Attend the DTSC scoping meetings on behalf of GUSD.
- Meet with DTSC staff, District staff, and attend Board meetings when necessary.
- Consult with the Architect and District Staff on coordination of potential remediation into the construction schedule.
- Prepare community outreach and district compliance efforts on behalf of the GUSD.

The GUSD will be responsible for providing project information in a timely manner, verifying all data prepared by SSS and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

CONTRACTED SERVICES

Should the GUSD wish to retain SSS for CEQA compliance, CDE approval services, and/or DTSC services, SSS will provide Contract Agreements for each service upon written or verbal approval of our proposal.

2015 H Street
Sacramento, CA 95811



FIRM CONTACT INFORMATION

FIRM NAME & LOCATION	School Site Solutions, Inc. 2015 H Street Sacramento, CA 95811
PHONE / FAX	916.930.0736 Phone 916.930.0788 Fax
PRINCIPALS	C. John Dominguez, President 916.257.2534 Cell john@schoolsitesolutions.com
STAFF	<p>Daniel Hart, Environmental Manager dhart@schoolsitesolutions.com</p> <p>Michelle Collins, Sr. Planning Manager mcollins@schoolsitesolutions.com</p> <p>Regina Bills-Dacong, Sr. Financial Resources Specialist 530.308.3645 Cell regina@schoolsitesolutions.com</p> <p>Leigh Coop, Associate 916.695.2331 Cell leighforschools@gmail.com</p> <p>Kayla Knott, Project Manager kayla@schoolsitesolutions.com</p> <p>Stephanie Lozoya, Office Assistant stephanie@schoolsitesolutions.com</p> <p>Diane Davis, Accounts Payable/Receivable diane@schoolsitesolutions.com</p>

FIRM PROFILE

School Site Solutions, Inc. (SSS) is an "S" Corporation co-founded in June 2003 by Mr. C. John Dominguez, President and Mr. James F. Bush. SSS is a small consulting firm consisting of six staff members and one accounts manager. The principal, Mr. Dominguez, has over 30 years of school facilities planning experience, and our staff has considerable experience in dealing with a variety of issues related to school facilities.

SSS is a school facilities consulting firm specializing in the identification, approval and acquisition of new K-12 school sites. Since its inception, SSS has had contracted with over 150 school districts, county offices of education, charter organizations and private development companies. Our main function is to assess problems and coordinate specific studies to satisfy State school site approval regulations. We have steadily expanded our services to include educational and facility master planning and educational specifications. In 2008, after extensive experience managing CEQA consultants on school projects, we were pleased to add CEQA compliance services to our own repertoire. We are also now offering the state and federal school facility eligibility and funding services of Ms. Bills-Dacong to our clients. Currently, we have already completed or are currently working on environmental documents for over 40 school district projects for new and existing sites from Central to Northern California.

SSS is located in the downtown area of Sacramento, California, near many of the State agencies involved in school facilities planning. We work closely with the California Department of Education (CDE) on the approval of sites and plans. We also coordinate with other governmental agencies such as the Department of Toxic Substances Control, State Allocation Board, Office of Public School Construction, State Division of Aeronautics, and local governmental agencies involved in the review and approval process of school facilities. Being near these State agencies has made it possible for us to maintain a positive and productive working relationship with these agencies, increasing our level of expertise, and allowing us to continually move projects forward.

BACKGROUND OF KEY PERSONNEL

C. John Dominguez, President (30 Years Experience)

Prior to establishing School Site Solutions, Inc., Mr. Dominguez served as a Field Consultant for the California Department of Education, School Facilities Planning Division (SFPD). In this capacity, he assisted school districts throughout California in assessing site constraints and obtaining the approval of proposed school sites and for site certification for CDE plan approval. In addition, Mr. Dominguez administered the Qualified Zone Academy Bond program after its implementation for all of California. He also headed up the Joint Use program as part of his duties while at the SFPD. His expertise in these areas provides his clients the highest level of service possible.

Mr. Dominguez is also an active participant in the monitoring and development of school facility legislation. He serves as the Vice Chair of the Californian's for School Facilities (CSF) which sends a delegation to Washington D.C. to lobby for Federal funding for school facilities in California. In addition, he serves as an advocate for all school districts in California to promote legislative policies that enhance the ability of districts to construct safe and adequate school facilities. His professional affiliations include the Association of Engineering Geologists, Association of Environmental Planners, The Coalition of Adequate School Housing, The California Association of School Business Officials, and the California Charter Schools Association.

For seventeen years prior, Mr. Dominguez was an American Government teacher and Varsity Football coach at Del Oro High School in Loomis, California. His extensive experience as a mentor teacher/coach, in the classroom and in a district setting has given him the ability to clearly understand the educational and political challenges school districts face. This allows him to better assist his clients in a facilities planning environment. Mr. Dominguez also has taught courses in the University of California System and for the Coalition of Adequate School Housing Facility Academy on school facility management.

Daniel Hart, Environmental Manager

Mr. Hart currently holds the position of Environmental Manager at School Site Solutions, Inc. (SSS). Mr. Hart graduated from University of California, Davis in 2011 with a Bachelor's of Science Degree in Environmental Policy Analysis and Planning. While at Davis he studied in depth the details of the California Environmental Quality Act (CEQA); gaining hands on experience with environmental impact reports, negative declarations, and mitigation measures. He accepted his position with SSS in October 2012. Prior to SSS he worked as an environmental technician for a ground water systems company from July 2011 until his employment with SSS. At his previous employer, he managed ground water sampling projects, collecting data from polluted sites for environmental consulting and engineering firms.

Michelle Collins, Senior Planning Manager

Currently serving as Planning Manager for School Site Solutions, Inc., Ms. Collins has 15 years of experience working for the California Department of Education (CDE) in planning for K-12 school facilities and education technology in the classroom. Her knowledge and skills include the identification and acquisition of new school sites, the State School Building Program (SBP) process, educational master

planning and facility master planning, current technology trends and educational reform initiatives, such as the federal No Child Left Behind Act of 2001.

Most recently, Ms. Collins took the lead in developing and administering new federal grant funding programs at the CDE Education Technology office, including the School Renovation Technology Grants, a program to reduce the student-to-computer ratio in classrooms, and the Enhancing Education Through Technology Grants, a program to assist teachers to use technology to support the curriculum and promote student achievement.

In addition, Ms. Collins has worked as a consultant for CDE's School Facilities Planning Division. Her experience included a regional assignment approving K-12 school sites in northern California, advising local educational agencies about the site acquisition and state funding process, and developing policies and procedures related to the school site approval process. She participated in the development of new SBP loading standards and funding formulas for Special Education and Alternative Education facilities. She was also instrumental in the implementation of new funding initiatives such as the K-12 Class Size Reduction Program, Child Care Facilities Revolving Fund, and the SB 1795 Joint-Use Program.

Regina Bills-Dacong, Senior Financial Resources Specialist

Ms. Bills-Dacong serves as our Senior Financial Resources Specialist. She has over 14 years of experience assisting school districts throughout California with their school facility planning and funding needs. She works closely with districts to ensure that their projects comply with state regulations and law, and guides districts through the process of identifying appropriate funding sources, analyzing eligibility and preparing funding applications. She has also assisted with Financial Hardship, Facility Hardship and appeals to the State Allocation Board.

Her experience began at the Office of Public School Construction, where she served as a Project Manager for seven years. During her tenure she assisted in the development and implementation of the Overcrowding Relief Grant Program and the Small High School Program, and administration of the State Charter School Facility Program. She has also served as Director of Facility Planning at a premier architectural firm in California, where she oversaw the coordination of all planning and funding services for the firm's K-12 clients for six years. Her expertise in the facility and funding realm has resulted in millions of dollars of funding for her clients throughout the state.

CEQA EXPERIENCE & REFERENCES

Fullerton Joint Union High School District	In Progress
<i>Buena Park High School – Mitigated Negative Declaration</i>	
<i>Todd Butcher, Director of Facilities & Construction (714) 870-2818</i>	
Gilroy Unified School District	In Progress
<i>New Elementary School – Mitigated Negative Declaration</i>	
<i>James Bombaci, Director of Facilities (408) 842-5317</i>	
Morgan Hill Unified School District	July 2017
<i>New Peet Road Elementary School – Mitigated Negative Declaration</i>	
<i>Kirsten Perez, Asst. Superintendent, Business Services (408) 201-6052</i>	
Woodland Joint Unified School District	September 2016
<i>New Spring Lake Area Elementary School – Mitigated Negative Declaration</i>	
<i>Nicholas Baral, Director of Maintenance, Operations & Facilities (530) 406-5932</i>	
Santa Maria Joint Union High School District	In Progress
<i>New Small School – Mitigated Negative Declaration</i>	
<i>Gary Wuitschick, Director Support Services (805) 922-4573</i>	
Raisin City Elementary School District	October 2015
<i>Raisin City Elementary School Expansion Project – Mitigated Negative Declaration</i>	
<i>Anna Ramirez, Superintendent (559) 233-0128</i>	
Visalia Unified School District	In Progress
<i>New Elementary School – Mitigated Negative Declaration</i>	
<i>Robert Groeber, Asst. Superintendent, Admin. Services (559) 730-7529</i>	
Monterey County Office of Education	October 2014
<i>New Community School – Mitigated Negative Declaration</i>	
<i>Joshua Jorn, Director of General Services (831) 784-4236</i>	
Los Banos Unified School District	October 2014
<i>Badger Flat Middle School – Mitigated Negative Declaration</i>	
<i>Steve Tietjen, Superintendent (209) 826-3801</i>	
Clovis Unified School District	April 2014
<i>New Elementary School Project—Mitigated Negative Declaration</i>	
<i>Don Ulrich, Assistant Superintendent Facility Services (559) 327-9260</i>	
Tulare County Office of Education	February 2014
<i>Administration and Conference Building – Mitigated Negative Declaration</i>	
<i>John Caudle, Assistant Supt., Business Services (559) 733-6474</i>	
Burton School District	October 2013
<i>New K-8 School – Mitigated Negative Declaration</i>	
<i>Wendy Jones, Assistant Superintendent Business Services (559) 781-7265</i>	
Visalia Unified School District	September 2013
<i>Visalia Technical Education Center Expansion – Mitigated Negative Declaration</i>	
<i>Robert Groeber, Asst. Superintendent, Admin. Services (559) 730-7529</i>	
Santa Maria Joint Union High School District	April 2013
<i>SMHS New Classrooms at Broadway – Mitigated Negative Declaration</i>	
<i>Gary Wuitschick, Director of Support Services (805) 922-4573 x 4805</i>	

FEE SCHEDULES

Principal **\$145.00/hr**

C. John Dominguez, President

Project Manager **\$135.00/hr**

Daniel Hart

Regina Bills-Dacong

Michelle Collins

Leigh Coop

Kayla Knott

Clerical/Admin **\$65.00/hr**

Stephanie Lozoya



CLIENT FOCUSED. PASSION DRIVEN.

ITEM 2G.

February 12, 2018

Mr. Alvaro Meza, CBO
Assistant Superintendent, Business Services
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020-7313

Re: Architectural Design Services
Brownell Middle School Reconstruction
Gilroy Unified School District

Dear Mr. Meza:

On behalf of WLC Architects, Inc., I am very pleased to submit this proposal to provide the Gilroy Unified School District (GUSD) with architectural and engineering design services for the reconstruction of Brownell Middle School.

WLC has assembled a design team that has worked successfully with the District and will provide the experience required to successfully complete this project. To maintain continuity, our team will consist of experienced professionals already familiar with your staff and the Gilroy USD community. Leo Ray-Lynch, AIA will be the Principal-In-Charge and an active participant in the project. Jenan Abdunnur, Project Architect will be your primary contact and will be responsible for the day-to-day activities of the project; she will also be the project designer responsible for establishing the design concept for the new facility. The design team will also include Edgardo Bueno, project manager and Revit manager; and John Dizon, design and production team member. These talented professionals along with WLC's other resources and our experienced consultant team are immediately available to move this project forward to a successful conclusion.

Our recent experience working with GUSD has provided us with specific knowledge of the needs of the District and will allow us to move faster and more expeditiously on this project than any other team. We have a clear understanding of the budget and schedule for the project because we assisted the business and facilities team in their development. We know that it is imperative for this project to be filed as a negative declaration with CEQA and have already identified strategies with District staff and their CEQA consultants for methods to achieve this determination. We know that the project needs to be approximately 50% complete (from a construction standpoint) by January 2020 and have already developed a delivery schedule within our office to meet this deadline. We know the process the District uses to approve facilities projects internally and will plan our work to meet that schedule. We have been and will continue to be an ally to the District to help you achieve your goals and meet the schedule demands. We have a team in place that has already visited Brownell and developed initial concepts for the campus improvements and we will not need any ramp up time to get started. With a proposed DSA submittal in October of 2018, there is no time to spare and our team is prepared to begin work immediately. GUSD is familiar with our team and we believe you are comfortable with us and our working methodologies and personalities. Based on our extensive work with GUSD over the past year, we can propose design strategies that will suit the project design requirements and therefore reduce front end design time to meet the accelerated schedule. We have a large enough team in the office that we can reduce production time and shorten all other design phases as well.

Mr. Alvaro Meza, CBO
 Architectural Design Services
 Brownell Middle School Reconstruction
 February 12, 2018
 Page 2

Noted below is our proposed design and construction schedule for Brownell Middle School:

Campus Master Plan and Preliminary Studies	February -2018 (Under Existing Contract)
Programming and Schematic Design	March - May 2018 Board Approval of Schematic Design at Last Board Meeting in May and Modular Partner Identified (If Applicable by End of May)
Design Development (DD)	June - July 2018
Construction Documents (CD)	August - October 2018
DSA Submittal	End of October 2018
DSA Review	October 2018 - April 2019
Bid	May 2019
Construction Notice to Proceed	June 2019
Construction Duration	June 2019 - July 2020
Substantial Completion and Move-In	July 2020
School Opens	August 2020

With the participatory design program that WLC incorporates into our design process, the schedule is dependent on the user group's availability and how quickly design decisions are made. The schedule may have to be adjusted to meet user group and District staff schedules.

The Process:

WLC's typical design process includes significant programming and design meetings with the Site Committee to explore options, define wants and needs, and define the specific scope and requirements of the project. We anticipate an exciting, transparent design process and look forward to working closely with District and school site staff, teachers, students, and the local community to design this project.

A significant amount of the process that we have to undertake to complete this project has already begun. For our recent work with the District, we met extensively with maintenance and technology staff, we spent time with the site use and safety coordinator, and worked closely with the business and facilities team to develop an understanding of the specific characteristics of the facilities that are important to GUSD. We understand some of the specific safety concerns and strategies such as limiting the glazing on street-facing facades, and the need for a secure perimeter, including the specific type of fencing GUSD prefers to use. We understand how important coordinating drop-off and parking traffic in and around the campus is to the District and the City, and how traffic flow often impacts the way buildings are sited. As a result, we are able to propose campus plans that address these concerns right at the beginning of the process. We've met with Maintenance and have developed guidelines for mechanical system strategies that are forward thinking and efficient, but also maintainable and comfortable for staff to use and maintain. We understand the tolerance for new systems and technologies and their value, so we will be able to propose systems that meet the District's needs very early in the process.

Mr. Alvaro Meza, CBO
 Architectural Design Services
 Brownell Middle School Reconstruction
 February 12, 2018
 Page 3

We have worked with your IT Director to understand what the District's technology standards are, as well as the vision for the future. Therefore, we know that while current standards rely on a combination of dedicated computer lab facilities and shared Chrome carts, the future of this school will rely more on individual portable technology, and we will develop plans with that transition in mind. Having spent an extensive amount of time with representatives from teachers and staff, we understand that while traditional classroom organization and departmental models are currently the basis of teaching, there are strategies in place for teaching collaboration and expanding the educational delivery to include project-based learning strategies. This means that Brownell's design needs to be a bit of a hybrid between traditional single teacher/classroom interaction and smaller group learning areas and opportunities. We know that the District is heavily invested in a "value-based" approach to their facilities, so finding innovative ways of using areas of the school that are required (like stair cores, or circulation space) to create opportunities for expanded and unique learning spaces is a valued approach.

We have spent time evaluating the climate and geography in Gilroy, so we understand how to site buildings and use the built elements to create comfort, including shade, and add the potential value for future elements like solar energy capture. We know how important the right kind of outdoor spaces are in Gilroy, and understand many of the characteristics that those spaces need such as shade, good visibility, visual supervision, acoustical impacts, and special events suitability. We have spent time understanding the myriad of external and supplementary programs that are housed on the school site and understand how to create areas of the campus that are used after hours or by others, while maintaining the integrity and security of the internal school functions. These experiences have allowed us to be prepared to move quickly and efficiently through the design process for the Brownell Middle School reconstruction.

Professional Fees:

Your contract with WLC will mark a purposeful investment in your facilities. We are here to make sure that you consider your investment to be a good one, with significant returns. WLC is flexible on the topic of fee structure, but we do consider our expertise valuable. We want you to feel that you are getting both excellent service and architectural value at a fair market price. The table below identifies the project and the professional fees for WLC Architects, Inc. and its consultants.

WLC will provide professional design services through all phases of the project and we will develop an opinion of probable cost for each phase of the project.

Professional Services	Estimated Construction Cost	Fee Percentage	WLC Fees
Brownell Middle School	\$ 50,000,000.00	8.5% of construction cost	\$ 4,250,000.00
TOTAL FEE			\$ 4,250,000.00

Scope of Work:

Scope of Work for Brownell Middle School: WLC will provide complete design and engineering services through DSA approval and including construction administration services.

Mr. Alvaro Meza, CBO
Architectural Design Services
Brownell Middle School Reconstruction
February 12, 2018
Page 4

WLC will invoice Gilroy USD monthly for services complete, including consultants and reimbursables. Should the scope of the project increase beyond what is identified herein or the allotted fee, I will request additional compensation in writing. Hourly rates will be per the attached WLC rate schedule.

We are very enthusiastic about beginning work on these projects and look forward to working with you, your staff, and the site's staff. I trust this proposal will meet with your approval. Please sign both copies and return one to me and we will be happy to get started. We will need to execute a formal contract as soon as possible. Please do not hesitate to contact me if you have questions.

Sincerely,



LEOPOLD RAY-LYNCH
Architect, AIA, NOMA
Principal

ALVARO MEZA
Assistant Superintendent, Business Services
Gilroy Unified School District

Date

LRL:dr / 18009-mkt

Attachments: WLC Hourly Rates - 2018

cc: James D. Bombaci, Director, Facilities Planning & Management, Gilroy Unified School District
Nanette Piccini, Director, Accounting, Associate, WLC Architects, Inc.
Pat Rose-Cluster, Director of Operations, WLC Architects, Inc.



ARCHITECTS CLIENT FOCUSED. PASSION DRIVEN.

ITEM 2G.

**2018
HOURLY RATES SCHEDULE**

Principals of Firm	\$ 240.00/hr
Associate/Director/Coordinator	\$ 210.00/hr
Senior Project Architect/Manager	\$ 190.00/hr
Project Architect/Manager	\$ 160.00/hr
Design Studio	\$ 110.00/hr
Administrative Services	\$ 90.00/hr

Hourly rates shown are applicable for the first calendar year of the signed agreement, afterwards, hourly rates will be increased at an annual escalation rate of 4%.

Site	Summary of project impacts								Construction Budgets		
	Interior Lighting	Exterior Lighting	HVAC RTU's	T-stats	IT Vending	EVC Controls	Kitchen Vent Hood Control	Condensing & HP H2O	Prop 39 for Construction	Other Funds	Total (in CR SIR Worksheet)
District Office	X	X	X	X					194681		
Rod Kelly ES	X	X	X	X	X				413411		
Luigi Aprea ES	X	X	X	X	X				717646		
Mt Madonna HS	X	X	X	X	X				102781		
Gilroy HS	X	X		X	X	X	X	X	972402		
Christopher HS	X	X		X	??	X	X	X	282122		

high-lighted large project



February 21, 2018

Mr. Alvaro Meza
 Assistant Superintendent, Business Services
 Gilroy Unified School District
 7810 Arroyo Circle
 Gilroy, CA 95020

Subject: Brownell and South Valley Middle Schools Feasibility Study
 Proposal for Planning Services

Dear Mr. Meza:

Thank you for meeting with us last week to discuss the site issues at the subject campuses. The information Mr. Bombaci and you gave clarified our understanding of what you hope to achieve at both schools. Based on this knowledge, we are respectfully submitting a new proposal for planning services, completing near the end of April 2018.

PROJECT UNDERSTANDING

Brownell and South Valley Middle Schools serve grades 6 through 8, with a planned enrollment of 1,000 students each (with expansion capacity of 200 students). Existing buildings are of various vintages, and conditions. Newer buildings at Brownell include the MPR and Gym, and are hoped to be preserved, with modifications. South Valley will suffer the vacation of a large portion of the site. District has had an on-going construction program to improve existing schools, financed by a variety of means including local bonds, state school construction funding, developer fees and other sources. Recent Board action has allocated a preliminary project budget of \$50M at Brownell, and \$70M at South Valley. Additional considerations:

Brownell:

- Replace classroom buildings
- Modernize gymnasium and MPR; add kitchen facility and replace administrative offices
- Replacement of exterior PE and athletic facilities

South Valley:

- Replace classroom buildings
- Restrict new development onto remaining parcel east of Forest Street alignment
- Indicate a possible location for a community pool as an option
- Eliminate Tennis Courts

To accommodate financing compliance, part of the study will include an expenditure goal accelerating work to spend ~\$51M by January 2020, likely at Brownell, as South Valley has CEQA conditions that will slow execution down. In addition the District's goal is to minimize or avoid interim housing altogether.

PROJECT APPROACH

We proposed the following steps to prepare the Campus Feasibilities Plan:

1. **Kick-off meeting:** to discuss the District's overall goals, planning issues at each campus, project schedule, community outreach and staff input process.
2. **Site Visits:** we will visit each of the existing campuses to review site layout and conditions of facilities. Utilizing the recent master plan study (2016) and current facilities assessment materials, we will confirm broadly the modernization needs of existing buildings and site features, grouping buildings, parts of buildings and major building systems into different levels of needs based on remaining useful life.
3. **(Optional) Staff/Site Council Meetings:** We will conduct up to two meetings per site to discuss and present site planning process and progress.
4. **Site Planning Options:** Incorporating site review findings, including identified known CEQA concerns. We will generate site planning options, two options for each campus, and provide the District with a pro/con analysis of each option. We will work with the District to select the optimal option. One administrative meeting to review is included.
5. **New Campus Programming:** We will develop a facilities program for each campus that may be needed to accommodate criteria set at kick-off meeting. One administrative meeting to review is included.
6. **Cost Estimating:** We will analyze and update the existing cost estimate(s) provided with the masterplan and make recommendations for an expenditure plan for each campus. The needs will be prioritized, based on an order of priority as approved by the District. We will include design, unforeseen condition and escalation contingencies for each project phase. We propose 10%, 10%, and 8% respectively. One administrative meeting to review is included.
7. **Funding Coordination:** We will work with the District to include revenue projections to best use this funding source in the facilities improvement.

Notes: the following are not included in our proposal herein.

1. Detailed Facilities Conditions Assessments of existing buildings and grounds.
2. Seismic, soils, underground conditions assessments.
3. Community Outreach, stakeholder meetings

PROJECT SCHEDULE

Execution of the project will depend largely on the District's schedule of community, parent and stakeholder meetings. The actual planning work is estimated to be completed **within 60** days from start.

COMPENSATION

Our fee for the proposed services will be: A fixed fee of:

- **Brownell Middle School:** **\$18,543.00**
- **South Valley Middle School:** **\$11,858.00**

Optional Staff/Site Meetings: \$1,500 per meeting



We anticipate no reimbursable costs as all correspondence and deliverables will be transmitted electronically. We will invoice on a monthly basis, following the percentage of completion of the project.

We thank you for the opportunity to be of service.

Sincerely yours,
AEDIS, Inc.

A handwritten signature in blue ink, appearing to read "Joe Vela".

Joe Vela, AIA
Principal

Accepted:

For Gilroy Unified School District

ATTACHMENT D
Owner Architect Agreement**ARCHITECT'S SCHEDULE OF HOURLY RATES**

Client: Gilroy Unified School District
Project: Various Projects
Date: 2/22/18

(Effective 1/1/2018 to 12/31/2018)

President / CEO	\$ 263.00 / hr
Principal	\$ 236.00 / hr
Associate Principal	\$ 221.00 / hr
Senior Project Manager	\$ 205.00 / hr
Project Architect/Project Manager	\$ 194.00 / hr
Contract Administrator	\$ 194.00 / hr
Senior Designer	\$ 194.00 / hr
Assistant Project Manager	\$ 158.00 / hr
Designer	\$ 131.00 / hr
Office Manager	\$ 158.00 / hr
Administrator	\$ 116.00 / hr

February 21, 2018

Mr. James Bombaci
GILROY UNIFIED SCHOOL DISTRICT
7810 Arroyo Circle
Gilroy, CA 95020

Re: Gilroy USD – Brownell MS / South Valley MS / Student Opportunity School

Dear Mr. Bombaci:

Based on our conversation held on the January 31, 2018 meeting regarding potential upcoming projects on the Brownell MS, South Valley MS and the back lot of District's office, you have requested LPA for the following proposals:

Brownell MS Addition and Modernization:

- a. District assumptions:
 - General scope includes: Administration modernization, library modernization, new kitchen expansion and new classrooms. No interim housing is expected.
 - Anticipated site infrastructure to support new buildings in existing site.
 - New 2 story classroom modular buildings to be located on field south of campus in a multiyear phased project to accommodate 1000 students.
 - New framed kitchen building expansion to existing MPR building for 1000 students.
 - Modernization to existing administration and library buildings.
 - Construction start on early 2019 for modular classroom building and for traditional framed buildings / modernization scope in 2020 (may also be modular construction).
 - Anticipated delivery method to be design-bid-build.
 - \$50 million construction budget
- b. LPA scope of services: Site visit to confirm general conditions and scope. Diagrammatic site plan showing colored blocks identifying the building program components and site elements such as potential quad spaces. List of new program components with related sf requirements. Master Plan level rough order of magnitude estimate. Meeting one time with District staff if necessary. We are anticipating an 8-9 week process starting when contract for scope of services is signed by District.

Anticipated fee for this campus feasibility study: \$35,000.00

New South Valley MS:

- a. District assumptions:
 - General scope includes: New school classroom buildings within existing site based on master plan. No interim housing is expected.
 - Anticipated site infrastructure to support new buildings in existing site.
 - New 2 story classroom buildings to be located on field north/east side of campus (Murray Avenue side) to accommodate 1000 students.
 - Construction start of early 2021 for a summer 2022 finish.
 - Anticipated delivery method to be design-build.
 - \$70 million construction budget

- b. LPA scope of services: Site visit to confirm general conditions and scope. Diagrammatic site plan showing colored blocks identifying the building program components and site elements such as potential quad spaces. List of new program components with related sf requirements. Master Plan level rough order of magnitude estimate. Meeting one time with District staff if necessary. We are anticipating an 8-9 week process starting when contract for scope of services is signed by District.

Anticipated fee for this campus feasibility study: \$35,000.00

New “Student Opportunity” school site in property behind District offices:

- a. District assumptions:
- General scope includes:
 - 2 classrooms (portables), about 12 students per classroom
 - Office space (portable)
 - Support spaces: restrooms, small serving (no kitchen), dining area (portable)
 - Exterior hardcourt (basketball)
 - Parking area for new site students/visitors
 - Parking area for District staff (separated)
 - Intended to be occupied in summer 2019.
 - Anticipated delivery method to be design-bid-build.
 - No construction budget given
- b. LPA scope of services: Site visit to confirm general conditions and scope. Test fit site plan showing colored blocks identifying the building program components and site elements such as exterior court, student parking, District parking. List of program components with related sf requirements. Master Plan level rough order of magnitude estimate. We are anticipating a 7-8 week process starting when contract for scope of services is signed by District.

Anticipated fee for this site test fit diagram: \$20,000.00

Reimbursables for the feasibility studies and test fit estimated at \$10,000.00

Thank you for the opportunity to participate in this proposal and please call us if you have any questions.

Sincerely,

LPA, Inc.

Anthony Harris, AIA
Associate / Managing Director



February 20, 2018

Mr. Alvaro Meza
Assistant Superintendent, Business Services
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Subject: Gilroy Unified School District Staff Parking Lot and Modular Campus at District Office Site
Proposal for Architectural Services

Dear Mr. Meza,

Per your request, we are submitting this Proposal for architectural service on the subject project. We will honor the terms herein for 30 calendar days from the date of this proposal. The proposal is as follows:

PROJECT UNDERSTANDING

The project consists of the construction of a new staff parking lot behind the District office approximately and an adjacent new modular campus. The area considered for this project is approximately 1 ½ to 2 acres of district owned land immediately behind the district office and the adjacent parking area. The new modular campus would be on the southernmost portion of the site, while new staff parking would be to the north.

This education center would be created using 3 portable buildings relocated from Gilroy High School and a new restroom building, not currently owned by the District. The area would be fenced in separately from the staff parking lot and provide an outdoor eating/break area for students. Separate parking for faculty would be included within the fence line for this new facility. An ADA accessible path of travel to the new site, from the street, will need to be provided.

New utilities to the parking lot and buildings would need to be provided. We anticipate connecting electric, sanitary sewer, storm sewer into the existing district services on site. New telephone, fire alarm and other systems will need to be determined; however they are included in this proposal. A electrical service upgrade is not anticipated. There are fire hydrants immediately adjacent to the area of work and we do not anticipate needing to extend these lines.

Due to the size of this project, over 10,000 sq. ft. impervious surfaces, C.3 Stormwater requirements will be required and designed into this project.

The estimated construction cost is unknown at this time.

BASIC SERVICE

We will provide basic design service, which includes the normal structural, mechanical/plumbing, electrical, landscape and civil (excluding off-site work) engineering services, covering the following phases:

Schematic Design Phase

We will review and evaluate the Owner-furnished program as well as schedule and budget requirements. Based on this information, we will prepare Schematic Design documents, which include drawings, a Statement of Probable Costs and other appropriate materials.

Design Development

Upon the Owner's approval of Schematic Design documents, we will prepare Design Development documents of sufficient details to fix and describe the size and character of the Project. We will submit an updated Statement of Probable Costs, which reflects the scope of work to-date.

Construction Documents

Upon the Owner's approval of Design Development documents, we will prepare Construction Documents consisting of drawings and specifications, setting forth in detail the requirements for the construction of the Project. On behalf of the Owner, we will seek the appropriate approval from state and local agencies of these documents and will assist the Owner in connection with the Owner's responsibility for filing other required documents. We will submit an updated Statement of Probable Costs, which reflects the scope of work to-date.

We will assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

Construction Phase

Our responsibility to provide Basic Services for the Construction Phase commences with the award of the Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

The basic service during the construction phase includes review of submittals, periodic site visits during construction, review and processing change orders, certification of construction payment requests and final project inspection.

BASIC COMPENSATION

Compensation for the above Basic Service is a fixed fee:

A fixed fee of \$98,948.00

ADDITIONAL SERVICES

Services beyond Basic Service described above will be invoiced based upon standard hourly rates listed in Attachment D.

REIMBURSABLE EXPENSES

Reimbursable expenses are invoiced at 1.10 times actual cost.

**PAYMENT SCHEDULE**

The payment schedule for basic compensation will be as follows. Invoices will be submitted monthly based on the percentage of completion of each phase of service.

Schematic Design	10.00%
Design Development	15.00%
Construction Documents	50.00%
Bid and Contract Award	5.00%
Construction Phase	20.00%

We are available to proceed immediately on the Project, upon your approval of this Proposal. Please do not hesitate to call us if you require additional clarification on any of the above points. Otherwise, we ask that you indicate your acceptance of this Proposal by signing the enclosed copy of this letter, which will become our working agreement, and return an electronic copy to our office.

We thank you for the opportunity to be of service.

Sincerely yours,
AEDIS, Inc.

A handwritten signature in blue ink, appearing to read "Joe A. Vela".

Joe A. Vela, AIA
Principal

Accepted:

For Gilroy Unified School District

ATTACHMENT D
Owner Architect Agreement**ARCHITECT'S SCHEDULE OF HOURLY RATES**

Client: Gilroy Unified School District
Project: Various Projects
Date: 2/22/18

(Effective 1/1/2018 to 12/31/2018)

President / CEO	\$ 263.00 / hr
Principal	\$ 236.00 / hr
Associate Principal	\$ 221.00 / hr
Senior Project Manager	\$ 205.00 / hr
Project Architect/Project Manager	\$ 194.00 / hr
Contract Administrator	\$ 194.00 / hr
Senior Designer	\$ 194.00 / hr
Assistant Project Manager	\$ 158.00 / hr
Designer	\$ 131.00 / hr
Office Manager	\$ 158.00 / hr
Administrator	\$ 116.00 / hr

February 23, 2017

Mr. Alvaro Meza
Assistant Superintendent, Business Services
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Re: Gilroy High School – Swimming Pools Deck Replacement.
Proposal for Architectural Services - Added Service Agreement – ASA 1 Revised scope.
Project No 201806

Dear Mr. Meza:

We are pleased to submit this Proposal for added services on the subject project, as follows:

PROJECT DESCRIPTION

After our initial discussion with the District and the Pool Consultant, it was determined that there were several issues that might need to be addressed if this project moves forward:

1. Extensive ADA improvements including path of travel and restroom/locker room upgrades
2. New exit gates equipped with panic hardware will be required.
3. Compliance with Health Code requirements to have separate filtration systems for each pool.
4. The pool equipment, chemical systems and utilities lines are at the end of life and may require replacement in a few years.
5. Existing Mechanical Room interior including concrete slab is deteriorating due to excessive corrosion.
6. The sizes of the existing pools do not meet current sport regulation standards.
7. Exterior overhead lighting may not be adequate.

We are therefore outlining a multi-tiered approach to this project:

Level 1: Original Scope of work - Replacing concrete deck and coping for two pools, improving the drainage around the pools, adding pool equipment such as diving blocks (racing platforms), path of travel and restroom/locker room ADA upgrades. We estimate that the construction cost for Level 1 work would be approximately \$859,000.00

Level 2: Combine the two pools to create one large pool with a deck replacement, modifying and/or replacing underground utilities, modifying existing surge tank and creating a new external surge tank. We estimate that the construction cost for Level 2 work would be approximately \$3,500,000.00

Level 3: Level 2 work plus amenities around pool area including bleachers, covered structures, larger score board, pole mounted sports lighting (localized to pool deck area) and public address system. We estimate that the construction cost for Level 3 work would be approximately \$4,200,000.00

Other code issues that may be mandated by both DSA and the County Health Department, not noted herein, are not included in this proposal. We would meet with both agencies to minimize impacts on this project. This proposal includes review and approval through DSA Oakland office. Travel and expenses to other DSA offices will be in pursuant to our Master Agreement.



Compensation for the above Service is as follows:

___ Level 1 (original fixed fee):	\$115,305.00
___ Level 2 add (fixed fee):	\$207,080.00 over Level 1
___ Level 3 add (fixed fee):	\$181,165.00 over Level 2

Additional Services and Reimbursables will be per our initial contract.

We are available to proceed immediately upon your approval of this added service. Please indicate the level of work desired by posting your initials at the appropriate fee above. Do not hesitate to call us if you require additional clarification on any of the above points. Otherwise, we ask that you indicate your acceptance of this Proposal by signing this letter and return an electronic copy to our office. We thank you for the opportunity to be of service.

Best Regards,
AEDIS, Inc.

A handwritten signature in blue ink, appearing to read "Henrik Malinowski".

Henrik Malinowski, AIA
Senior Project Manager

Accepted:

for Gilroy Unified School District

Cc: Joe Vela, Aedis
Eric Moss, Aedis

ATTACHMENT D
Owner Architect Agreement**ARCHITECT'S SCHEDULE OF HOURLY RATES**

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Project: Various Projects
Date: 2/22/18

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Designer	\$ 131.00 / hr
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AEDIS Architects

Reimbursable Expenses

All reimbursable expenses are at cost + 10% markup.

Printing Costs

All printing costs other than for in-house use.

Plotting

Plotting costs for projects to be billed at the following milestones:

Pre-design / programming
Schematic Development completion
Design Development completion
DSA Submittal
DSA Approval
Plotting of documents as requested by District during the Construction Phase

Shipping & Handling

Bill for shipping and handling of plans at the following milestones:

Pre-design / programming
Schematic Development completion
Design Development completion
DSA Submittal
DSA Approval
Bidding
Addenda