



September 2, 2022

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417 Montgomery St.
Suite 400
San Francisco, CA 94104

T 415.981.2345
F 415.981.2343

Dr. Lisa Gonzales
Chief Business Officer
Mt. Diablo Unified School District
1939 Carlotta Drive
Concord, CA 94519

**RE: Educational Specifications and District Standards
Mt. Diablo Unified School District
HED Project Number 2022-MD015-002**

Dear Ms. Gonzales,

At the District's request, HED is pleased to submit a proposal for the scope of work and deliverable of Mt. Diablo USD Educational Specifications and District Standards.

The goal of this project is to work with staff to develop and refine district standards and a boiler plate educational specification to guide the success for your new projects, aligning with Mt. Diablo USD's vision, goals and priorities.

PROJECT ASSUMPTIONS

A. Educational Specifications will be based on the following schools:

- Elementary: Walnut Acres and Meadow Homes ES
- Middle: El Dorado and Diablo View MS
- High: Concord and Northgate HS

B. District Standards, coordinated with District staff that can be provided as either:

- a. Technical District Standards: Complete CSI guide specifications by individual section for future work which would provide baseline Technical Specifications for future Projects.
- b. Design Guide Standards: A District specific Design Guide (similar to the LAUSD sample provided) which lays out design guidelines for future work.
- c. District Standards List: A list of CSI specifications in abbreviated to outline MDUSD Standard products and preferences.

I. BASIC SERVICES – Educational Specifications

A. Educational Specifications – Overview

There is an inherent challenge in developing Educational Specifications that support curriculum and pedagogy, which are constantly evolving to keep pace with today's students and the future generations. Relevant Educational Specifications require a creative look at how the district's vision, goals and educational delivery models can be best supported by its physical spaces, and it must be intuitive for use and easy to update and maintain.

HED approaches the Ed Spec process with a fresh outlook--no pat answers, no cookie-cutter solutions. We strive to accurately capture and address who the facilities serve, how the facilities should function and will be used, what problems need to be solved, and the schools' role in the community. We begin by understanding what is unique and important to Mt. Diablo USD, then we translate the District's needs and goals



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into tangible solutions.

Our workplan is based on a proposed 6 month duration which allows the necessary time for:

- Our discovery and analysis of the District’s facilities, educational standards, guiding principles, Facility Master Plan and related documents
- Meeting with the District to establish the Ed Spec Executive Committee, and the stakeholder groups
- Three collaborative full day Educational Specifications Committee workshops, and stakeholder group meetings
- Preparing detailed specifications (including necessary building features, equipment and fixtures) for each instructional and activity space with spatial relationships diagrams for each functional area, both interior and exterior, and necessary space requirements as well as prioritized ranking of the facilities and features
- District input and review of DRAFT Educational Specifications
- Finalization of MDUSD Educational Specifications

B. Discovery and Analysis

To begin the development of the Educational Specifications, we must first learn about the District and its curriculum and instructional goals, current spaces and capacities, and practical limitations to be compatible with existing facilities. We will become familiar with the District’s existing facilities, demographics, standards, guiding principles, enrollment projections, Facility Master Plan and related documents. This includes our review and analysis of the following items:

- Current and projected enrollment & demographics (provided by MDUSD)
- District guiding principals
- District educational goals
- Current District educational standards
- Current Facility Master Plan
- Board approved educational policies
- Educational programs and pathways
- Local Control and Accountability Plan (LCAP)

We will hold a kickoff meeting with the District to establish the Educational Specifications Executive Committee, then tour the District’s elected facilities and gather further data from the District that may be valuable for a comprehensive understanding of the District.

The facilities tour will allow our team to understand, observe and document the following:

- How the educational spaces are configured
- How the vehicular traffic, parking and drop-off function
- How each educational space is being utilized (school capacity)
- Identify potential outdoor learning environments
- Equity and parity among the campuses

We anticipate three (3) days for the site visits:

- 1 day for the two elementary schools
- 1 day for the two middle schools
- 1 day for the two high schools

With the Executive Committee, we will draft a schedule for three workshops and various stakeholder meetings, and a list of potential participants for the stakeholder groups. These groups are typically comprised of a cross-section of the Mt. Diablo USD administration, instructional staff and grade specific experts, custodial and technology experts, parents and/or community members.

Educational Specifications Executive Committee and Stakeholder Groups

The Ed Spec Executive Committee consists of approximately six persons who can assist with gathering and reviewing the information required to produce the final Educational Specifications. This group will meet monthly (or as needed) throughout the course of the project.



The Executive Committee will help establish early prioritization that will facilitate the identification of stakeholder groups for each educational space and focus area. Suggested participants for stakeholder groups include a representative group of principals and teachers, facility and maintenance staff, administrators and district curriculum leaders, as well as specialized teams for science, art, music, physical education and adult educational requirements.

C. Workshops and Stakeholder Meetings for DRAFT Development

Once we have identified the stakeholder groups and meeting schedule, we can proceed into defining the Educational Specifications.

Three workshops will involve the Executive Committee and stakeholder groups, to ensure that the decision making and prioritization process, and the resulting Educational Specifications, are informed by the District’s visioning, goals and values. All workshops will encourage exploration and investigation of concepts through presentations and exercises, and if appropriate, facility tours. These activities will provide data, supporting information and case studies to inform the committee’s decision making process and lead to consensus and conclusions.

We propose that each workshop is a full day meeting, with the morning session dedicated to addressing Elementary Schools and Middle Schools and the afternoon session to addressing High Schools.

a. Workshop #1: Values and Priorities Exploration and Investigation

Workshop #1 will identify major facility features and concepts to reflect a comprehensive and cohesive integrated building environment. Attendees will provide input towards identifying priorities and determining “needs versus wants” of the District, stakeholders and community.

b. Stakeholder Meetings

In between the first and second workshop, HED will meet separately with the various stakeholder groups. These groups will be identified according to educational spaces, and include subcommittees as required to understand the current curriculum at the sites, capacities, pathways, LCAP goals, specialty programs, and focus areas (STEM/STEAM/Performing Arts, etc.).

During these meetings, HED will present visioning ideas for implementing District priority concepts (such as community centered schools, health and wellness, 21st century learning) and reinforcing the District’s values and goals, and collect detailed feedback. These meetings will provide stakeholders with an understanding of how spaces may be designed and utilized. If appropriate, HED can arrange for visits with other built campuses to serve as examples of how District priority concepts are implemented.

The educational spaces we propose to be represented by the stakeholder groups are:

Elementary

- Kindergarten spaces
- General education spaces
- Specialty teaching spaces
- Media center/library
- Multi-purpose room
- Outdoor learning spaces

Middle School

- General education spaces
- Science/lab spaces
- Music/performance spaces
- Innovation Lab

- Media center/library
- Multi-purpose room
- Physical education spaces
- Outdoor learning spaces

High School

- General education spaces
- Science/lab spaces
- Visual and performing arts spaces
- Career technical education spaces
- Physical education and athletic spaces
- Media center/library
- Multi-purpose room

We also recommend one meeting (approximately 1 ½ hour each) for the following focus groups:

- Administration
- Nutritional Services
- Special Education
- Campus Safety and Security
- Technology

c. Workshop #2: Values and Priorities Alignment

Workshop #2 essentially serves as a venue to report back to the entire group findings gathered from the first workshop and refined through the various stakeholder meetings. HED will facilitate the workshop so that all participants will distill the information through the lens of the District's values and priorities, being mindful of the nature and potential of existing facilities, and responsive to the context and process of Mt. Diablo USD.

Upon completion of this second workshop, HED will develop the DRAFT of the Educational Specifications, which define the physical description of each space, as well as the function, aesthetic, flexibility and community expectations of the District's future learning environments.

EDUCATIONAL SPECIFICATIONS PREPARATION

HED will prepare the Educational Specifications for Elementary and Secondary Schools and prioritized ranking as a framework and document that will guide and impact all future educational facilities designed for the District. The Educational Specifications will consist of the following elements:

- Enrollment capacity
- Grade configurations
- Curriculum delivery descriptions
- Space types and adjacency requirements
- Size
- Description of functions and uses
- Connectivity
- Special considerations
- Technology
- Finishes, equipment and furniture requirements

d. Workshop #3: Values and Priorities Validation

Workshop #3 is the venue for the review of the DRAFT Educational Specifications by the Executive Committee and stakeholder groups. Comments from this workshop will be collected and incorporated into the document, resulting in the second DRAFT Educational Specifications. Upon completion of this second workshop, HED will develop the DRAFT of the Educational Specifications, which define the physical description of each space, as well as the function, aesthetic, flexibility and community expectations of the District's future learning environments.



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D. Final Educational Specifications District Review and Approval

The DRAFT and FINAL Educational Specifications will include detailed specifications (including necessary building features, equipment and fixtures) for each instructional and activity space with spatial relationships diagrams for each functional area, both interior and exterior, and necessary space requirements as well as prioritized ranking of the facilities and features. The educational specifications will be consistent with all CDE requirements related to spaces, sizes and contents. They will also serve as a living document that may be modified as educational programs and philosophies change.

The final step in the process is for the Mt. Diablo USD's Board of Education to approve and adopt the Educational Specifications.

HED's Educational Specifications go well beyond just text narratives of spatial requirements. We recommend and can assist the District with including content such as links to research, articles and videos that support your vision and concepts for the design of your future learning environments. In a real sense, your Educational Specifications can be educational for your stakeholders and community. Such content could be considered for the workshop presentations to the stakeholders and community.

E. Educational Specifications Timeframe (See Attachment A – Schedule:

Our proposed Workplan Timeline with Milestones allows for a 6 month duration from start to finish, however, may be adjusted as required to meet the District's schedule as we work with you to understand your needs and goals.

II. BASIC SERVICES – District Standards

A. District Standards Overview

There are a number of different formats that the Mt. Diablo USD District Standards can take as outlined below – this fee proposal itemizes each option:

- d. **Technical District Standards:** for us to create complete CSI guide specifications for future work which would provide baseline Technical Specifications for future Projects.
- e. **Design Guide Standards:** A District specific Design Guide (similar to the LAUSD sample provided) which lays out design guidelines for future work.
- f. **District Standards List:** A list of CSI specifications in abbreviated to outline MDUSD Standard products and preferences.

Each of the above options will require District Meetings to review content and/or product selections prior to finalizing District Standard detail. **Three group meetings are planned.** In advance of each meeting, HED will send each department the relevant Technical Specification/Design Guideline that best matches their area of expertise, so that they can be read and so that District input can be provided. These comments will be the basis for discussion at each meeting.

HED will meet M&O and Facilities and any District staff specific to the following departments/systems:

- a. Carpentry
- b. Custodial
- c. Electrical
- d. Low Voltage & Cameras
- e. Landscaping
- f. Plumbing
- g. Painting



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- h. HVAC
- i. Locksmith
- j. Fencing
- k. Flooring
- l. Technology
- m. Other as identified in this process

III. ADDITIONAL CONDITIONS

- 1. Client shall provide all existing information necessary for the completion basic services as described in this letter of agreement.

IV. PROPOSED FEE

Item I - Educational Specifications

HED proposes to perform the above outlined services for a lump sum, fixed fee amount of \$ 93,936 (ninety three thousand, nine hundred thirty six dollars).

Proposed Fee		
Architectural	\$ 91,200	
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Subtotal	\$ 91,200	\$ 91,200
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Reimbursable (@3% of fee)	\$ 2,736	\$ 2,736
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Total		\$ 93,936

Item II – District Standards

HED proposes to perform the below itemized District Standard Formats as described above, for the itemized lump sum fees below with 3% Reimbursables added onto the options below for District Selection:

Technical District Standards:	\$ 27,480 + 3% Reimbursables = \$28,304
Design Guide Standards:	\$ 21,240 + 3% Reimbursables = \$21,877
District Standards List:	\$ 14,160 + 3% Reimbursables = \$14,584

EXCLUSIONS (but can be provided upon request as additional service)

- Any services not listed above
- Any Engineering or Consulting Services not listed above
- Cost Estimating Services
- Demographics Services

SCHEDULE

HED will commence immediately upon authorization to proceed. Please refer to Attachment A for the Proposed Schedule for the Educational Specifications. The schedule for the District Standards can align with this 6 month schedule or be expedited to 3 months with the smaller user group and meeting process.



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We greatly appreciate this opportunity to be of service to you and your District. HED will begin work on the project immediately upon receipt of your written authorization to proceed. If you have any questions regarding this proposal-agreement for services, or if you wish to discuss any aspect of the project, please contact me directly.

Sincerely,

Mary Ruppenthal, AIA, LEED AP, DBIA
Associate Principal, Pre-K12 Sector Leader
CA License #: 30908

PROPOSAL ACCEPTANCE

By signing below, I approve the Proposal terms and conditions, attest that I have the authority to execute this Proposal on behalf of *the Mt. Diablo Unified School District* and authorize HED to commence services.

Accepted for *Mt. Diablo Unified School District* by:

Signature _____

Printed Name and Title _____

Date _____

This Proposal-Agreement will be valid for a period of sixty (60) days from date first noted above. Upon acceptance, please forward a signed copy to HED and retain a complete signed copy of the Agreement for your records.

Attachments:

Exhibit A – Hourly Rates + Reimbursable Expenses

Attachment A – Proposed Educational Specification Schedule



EXHIBIT A

HED HOURLY RATES

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For additional services performed on an hourly arrangement, the following rates apply:

Discipline	Rate per Hour
Design Principal-in-Charge	\$ 295
Design/Technical/Interior Leader	\$ 290
Sr. Structural Engineer	\$ 275
Sr. Proj. Manager/ Sr. Proj. Architect	\$ 275
Project Architect / Engineer	\$ 225
Job Captain / Project Coordinator	\$ 170
Design and Technology Support	\$ 135
Administration	\$ 120

Rates are subject to change annually and are effective through December 31, 2022.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to compensation for our Landscape Assessment and Schematic Drawings Package Services and include expenses incurred by the Architect and consultants in the interest of the project. Reimbursable expenses generated by additional services will be billed separately.

Reimbursable expenses include (or as otherwise negotiated): ground transportation; hard copy printing or reproduction costs, large format scanning, mailing and shipping, additional consultants, permits and fees, models.

MT. DIABLO UNIFIED SCHOOL DISTRICT

EDUCATIONAL SPECIFICATIONS

scope of work milestone schedule

