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August 8, 2019 (Revised)

VIA Email: ramosr@mdusd.org



Ms. Rose Ramos
Chief Business Officer
Mt. Diablo Unified School District
1936 Carlotta Dr.
Concord, CA 94519

Re: Fee Proposal – District Wide Safety and Security Assessment

Dear Ms. Ramos:

PBK is extremely excited to be presented with the opportunity to begin a professional service relationship with the Mt. Diablo Unified School District, by submitting this proposal for the Safety and Security Assessment of Mt. Diablo USD district sites. PBK's understanding of the task at hand, our scope of services and applicable fees for those services are described below.

I. PROJECT DESCRIPTION & UNDERSTANDING:

- A. Based on our discussions, the following represents our understanding of the proposed project:
 - 1. Assess all schools in the district, alternative school sites, and district offices with regard to current safety and security measures and develop concepts, procedures and design improvements that should be implemented to enhance the safety and security for students, staff and visitors.
 - 2. Assessment of district sites and implementation of safety and security measures will be done in coordination with Mr. Guy Moore, District Safety Coordinator, and the safety ideas he has already developed.

II. SCOPE OF SERVICES:

- A. Tasks to accomplish the project description are as follows:
- B. Client kick-off meeting to discuss expectations, procedures and time frames to accomplish the assessment, and deliverables that will be provided pursuant to Phase 1 efforts.
- C. Developing and drafting base site plans for each school.
- D. Site visits to each school and all other district sites to understand and document current safety & security measures and concerns.
 - 1. Site visits will include 31 elementary schools, 9 middle schools, 5 high schools, 7 alternate schools/adult centers and 2 district facilities for a total of 54 sites.
- E. Develop options and recommendations for improving the safety and security on all sites and present to district personnel for review and approval of measures to be implemented. Options and recommendations will include, but not be limited to, such considerations as:
 - 1. Perimeter fencing
 - 2. "Columbine" gates allowing students to exit but not allowing intruder access
 - 3. Increased height of gates and fencing in strategic areas
 - 4. New/improved exterior and interior lighting in parking lots, hallways, PE facilities, etc.
 - 5. Review of the adequacy of current camera systems and revised locations for installation of the latest in technology for surveillance systems
 - 6. Video monitoring systems at main entrances
 - 7. Relocation and reconfiguration of administration offices allowing easier and more effective monitoring of visitors

8. Changes to and adjustment of exterior landscaping to create better sight-lines and decrease hiding spaces
 9. Tinting, mirroring, or other modifications to interior and exterior glazing to reduce ability to view into student or staff occupied spaces
 10. Installation of dual Knox box at all sites - one for police and one for fire
- F. Create a district-wide safety and security plan incorporating the safety and security measures approved by the district.

III. SCOPE OF SERVICES NOT INCLUDED:

- A. Some safety and security measures, such as fencing or administrative office reconfiguration, will require detailed construction drawings and specifications to properly implement the ideas presented in the final safety and security report. The PBK effort, while it will identify specific safety measures for each school site and will determine the scope and extent of those measures, will not create detailed construction documents needed to implement certain of the safety measures identified.

IV. PROPOSED FEES:

- A. PBK proposes a fixed fee for the district-wide safety and security assessment efforts of *Two Hundred Twenty Seven Thousand Five Hundred Sixty Dollars (\$227,560)*.
1. Fee for elementary schools (including kick-off meeting) shall be *One Hundred Nine Thousand One Hundred Sixty Dollars (\$109,160)*.
 2. Fee for middle schools shall be *Forty Seven Thousand Eight Hundred Dollars (\$47,800)*.
 3. Fee for high schools shall be *Thirty Four Thousand two Hundred Dollars (\$34,200)*.
 4. Fee for alternative schools, adult education centers and district office facilities shall be *Thirty Six Thousand Four Hundred Dollars (\$36,400)*.
- B. Billings for work completed will be made monthly based on progress of work.

V. REIMBURSABLES:

- A. All reimbursable expense invoices will include associated back-up receipts. Reimbursable expenses will be limited to the following unless otherwise defined in basic architectural agreement.
1. Printing/copying of final assessment report documents.
 2. Mileage to and from sites.
 3. Reimbursable allowance shall be \$5,000.

VI. ADDITIONAL SERVICES:

If additional work is required beyond what has been noted above, PBK will provide services for those scope of work items on an hourly basis per the attached Hourly Rate Sheet (Attachment A). No additional services will be performed prior to receiving written authorization.

VII. SCHEDULE:

Schedule shall be developed in concert with district personnel and shall be mutually agreed upon by both the district and PBK, after all project parameters and review timelines are known.

1. Assessment work will commence with the elementary schools.

Thank you for the opportunity to team with you on this most exciting undertaking. Feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary Gery".

Gary Gery, AIA C-17626
Principal, PBK

Attachments

Attachment A

Effective June 1, 2019 - May 31, 2020

HOURLY BILLING RATES

Principal in Charge	\$225.00
Design Director	\$215.00
Senior Project Manager	\$205.00
Senior Project Architect	\$205.00
Project Manager	\$185.00
Project Architect	\$180.00
Project Leader / Technical Leader	\$150.00
Project Coordinator	\$130.00
Architectural Intern / Designer	\$115.00
Intern	\$ 90.00
Senior Project Designer	\$200.00
Project Designer	\$185.00
Design Leader	\$140.00
Designer II	\$135.00
Designer	\$110.00
Senior Educational Facilities Planner	\$230.00
Facilities Planner	\$185.00
Senior Construction Administrator	\$210.00
Construction Administrator	\$175.00
Sustainable Designer	\$160.00
Specification Writer	\$185.00
Agency Compliance	\$110.00
Cost Estimator	\$210.00
Clerical / Office	\$100.00