

July 25, 2016

Mr. Greg Giuffre  
Facilities & Planning Manager  
Paso Robles Joint Unified School District  
800 Niblick Road  
Paso Robles, CA 93446

**Subject: Proposal for Consulting Services**

Dear Mr. Giuffre :

We appreciate the opportunity to present you with this Proposal for Consulting Services to assist the Paso Robles Joint Unified School District (District) update the District's New Construction and Modernization eligibility to reflect October 2015 CBEDS enrollment. School Facility Consultants (SFC) has assisted the District in obtaining over \$20.8 million in State funding for its facility projects.

Specifically, we recommend that SFC provide the following services:

1. Review, prepare and submit documentation required to update and maximize the District's 2015/16 Modernization eligibility under the State School Facility Program:
  - a. Analyze site maps, facility inventory and historical eligibility documents
  - b. Update and file SAB 50-03 Eligibility Determination forms
2. Review, prepare and submit documentation required to maximize the District's district wide 2015/16 New Construction eligibility under the State School Facility Program including:
  - a. Ten-Year Enrollment Projections
  - b. Five-Year Enrollment Projections
  - c. Modified Weighting Mechanism Review (AB 1014)
  - d. Birth Attendance Rate Adjustment Review (County & Zip Code)
  - e. Dwelling Unit Augmentation Review (including contact with local planning agency)
  - f. Student Yield Factor Review
  - g. Prepare and Submit SAB 50-01, Enrollment Certification/Projection form
3. Assist District with planning services, as requested by the District, and as accepted by SFC

For the services outlined above, the District shall pay SFC on a time and material basis at the hourly rate schedule below. SFC will bill the District in increments of 15 minutes and invoice on a monthly basis. The estimated fee for services 1 & 2 is \$6,500. The fees shall cover all normal business expenses incurred in Sacramento by SFC on behalf of the District. District agrees that if it becomes necessary for a Consultant from SFC to visit the District, the District will pay for travel time per the rate schedule below. District also agrees to reimburse SFC for all necessary and pre-approved travel expenses.

#### **SFC Hourly Rate Schedule**

Principal	\$195.00 / Hr.
Director	\$185.00 / Hr.
Senior Consultant	\$180.00 / Hr.
Consultant	\$160.00 / Hr.
Research Analyst	\$135.00 / Hr.
Administrative Support	\$ 80.00 / Hr.

The District shall be responsible for reviewing and verifying all data included in documents, forms and reports prepared by the SFC on behalf of the District. The District shall be responsible for meeting any certification requirements and shall be responsible for consulting legal counsel as related to the preparation and submittal of documents, forms and reports.


It is understood that the SFC shall function as an independent SFC without authority to obligate the District for any indebtedness or other commitments. The SFC will accurately and fairly represent the District's position.

During the term of this agreement, the status of those individuals performing the work stipulated in this contract may change. Changes to an individual's status may affect billing rates. The District agrees to accept these changes. The SFC agrees that any such changes in status will be reflected on the bill.

The terms of the agreement shall remain in force unless mutually amended. This agreement may be terminated by either party upon 30 days written notice.

We look forward to working with you and the Paso Robles Joint Unified School District to maximize State funding for your current facilities program. If appropriate, please sign, date and return. Please do not hesitate to contact me at your earliest convenience with any questions.

Sincerely,



Matthew A. Pettler  
Vice President

**SUBMITTED BY:**

School Facility Consultants

**ACCEPTED BY:**

Paso Robles Joint Unified School District

\_\_\_\_\_  
Authorized Signature

Date: July 25, 2016

Date: \_\_\_\_\_