



Office: 877-204-1392
Fax: 949-748-8889
decisioninsite.com

January 25, 2018

Mr. Andrew Lucia
Assistant Superintendent - School Support and District Development
Santa Clara Unified School District
1889 Lawrence Road
Santa Clara
CA 95051

RE: Agnews Attendance Boundary Project

Dear Andrew,

DecisionInsite is pleased to present this proposal to Santa Clara Unified School District to assist you in your Agnews Attendance Boundary project.

Scope of Work

- Utilize video conferencing for initial meetings with the District Planning Team and then the School Principals in winter or spring 2018 to discuss the Agnews boundary change processes, timelines, Boundary Advisory Committee composition, criteria for boundary changes, and relevant school district policies and practices, and other information.
- Provide slide presentations for all meetings that will include enrollment projections, new residential research, boundary scenarios with geographic area projections, and other relevant data, information and map graphics.
- Chair five meetings convened at a school site or the district office with a school district Agnews Boundary Advisory Committee (ABAC) to present school enrollment projections and other school and district data, review, refine, and reconfigure school boundaries for the anticipated opening of a new elementary, middle and high school in the northern portion of the Santa Clara Unified School District.
- Utilize video conferencing for a meeting with the District Planning Team (DPT) before the ABAC meetings, Board Study Session, Community Forums, and Board Meeting to consult with DPT members over the continued process, development of new boundaries, and final recommendation for a boundary change to the Board of Education.
- Provide follow up support to the Santa Clara Unified School District for implementation of the new boundaries, including, new Custom Layer Boundaries, MySchoolLocator, and student mailing lists. High Resolution 11x17 and 36"x24" digital maps for the approved and final new boundaries are available upon request at an additional cost through DecisionInsite.

Fee Breakdown

An estimate of time and fees is provided in the following fee table. However, experience has shown that once in the process, unanticipated additional work is often called for by a district to effectively complete the work in a satisfactory fashion. In some cases, the work required to complete the project is less than expected. ***DecisionInsite invoices for consulting based upon actual time and materials.*** The fees below serve as an estimate of expected fees and a total, “not to exceed” project amount. Travel costs required to fulfill the work are invoiced at actual costs.

| Tasks and Meetings | Consultant Estimated Hours | Consultant Rate | Senior Consultant Estimated Hours | Senior Consultant Rate | Estimated Billing |
|---|----------------------------------|--------------------|--|------------------------------|-------------------|
| Preparation, Analysis, Data Gathering and development of boundary scenarios to project completion. | | | 85 | \$250 | \$21,250 |
| Presentations at 5 Agnews Boundary Advisory Committee meetings, 2 Board Meetings and 2 Community Forums | | | 22.5 | \$250 | \$5,625 |
| Video Conference for 10 District Planning Team (DPT) meetings and one Principals' meeting | 10 | \$175 | 16.5 | \$250 | \$5,875 |
| Total Estimate for Preparation and Presentations: | | | | | \$32,750 |
| Travel Costs for Senior Consultant and Consultant | | | | | |
| Senior Consultant Travel Time 8 trips | | | | | \$5,625 |
| Estimated Travel Costs for 8 round trips for Senior Consultant - flight, hotel, car rental, meals | | | | | \$5,700 |
| Total Travel Costs: | | | | | \$11,325 |
| Consultant and Travel Estimate: | | | | | \$44,075 |
| Contract Not to Exceed: | | | | | \$47,500 |

Additional Services or Costs

The hours and corresponding fees listed above represent our best estimate of the work required to complete this project. If the client should desire to change the scope of the project a listing of hourly rates are shown below. The rates are listed for reference purposes only. Additional work will only be completed if the client directs us to do so in writing.

| Team Member | Rate |
|------------------------|------------|
| Senior Consultant | \$250/Hour |
| Consultant | \$175/Hour |
| GIS Technical Services | \$85/Hour |
| Research Analyst | \$85/Hour |

Uniquely Qualified and Ready

DecisionInsite is in a unique position to assist the District with this project. Santa Clara Unified School District is a DecisionInsite Premier client, meaning that the DecisionInsite team already has detailed knowledge of the District's enrollment trends, boundaries, and demographic trends. With this knowledge and the data required already at hand, our team is ready to start this work. This means that there will be no additional time or work required "getting up to speed" with enrollment forecasts, district boundaries, attendance area boundaries, and school locations. Based on recent district and site program changes, school capacities need to be revisited as a part of this boundary process to ensure they are up-to-date.

Project Management

The lead consultant on this project will be Mr. Tony Ferruzzo. His contact information follows. tferruzzo@decisioninsite.com or by phone 877.204.1392, ext. 1017.

Additionally, Ms. Hayley Rigali will work with Mr. Ferruzzo as needed. Her contact information follows. hrigali@decisioninsite.com or by phone 877.204.1392, ext. 1020.

Acceptance of Agreement

If the terms of this proposal are acceptable to the District, please sign and date in the signature boxes below and return a copy to DecisionInsite, 101 Pacifica, Suite 380, Irvine, CA 92618 or email a signed PDF copy to lmiller@decisioninsite.com.

We look forward to working with you and your District.

Best Regards,



Michael B. Regele, President

For: Santa Clara Unified School District

DecisionInsite, LLC



Name:

Michael B. Regele

Title:

President, DECISIONINSITE, LLC

Date: _____

January 25, 2018

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