

May 2, 2019

Mr. Douglas Marquand  
Assistant Superintendent, Business Services  
San Rafael City Schools  
310 Nova Albion Way  
San Rafael, CA 94903

**Subject: Proposed Contract Renewal – July 1, 2019 through June 30, 2020**

Dear Mr. Marquand:

School Facility Consultants (SFC) is pleased to present this proposal for a contract renewal for the 2019-20 fiscal year. Our current Independent Contractor Agreement for Special Services with the San Rafael City Schools (District) will expire on June 30, 2019.

SFC is currently working with the District to submit applications for funding under the School Facility Program to assist the District to leverage the maximize funding from it's local bond.

Specifically, I propose that SFC provide the following services:

- Assist District to determine and maximize eligibility for State funding of new school construction and/or modernization of school facilities under the State School Facility Program.
- Assist District with preparation and submittal of State applications required for eligible new construction and/or modernization projects.
- Monitor meetings of the State Allocation Board and the Office of Public School Construction and Legislative Committees on issues affecting the District's applications.
- Assist District with planning services, as requested by the District, and as accepted by the SFC.

SFC proposes to provide the above services on a time and material basis at the hourly rate schedule not to exceed \$20,000 without prior approval from the District. The fees shall cover all expenses incurred in Sacramento by SFC on behalf of the District. If it becomes necessary for a Consultant from SFC to visit

the District, the District will pay for travel time at the rate schedule below. The District will also reimburse SFC for all necessary and pre-approved travel expenses.

**Hourly Rate Schedule**

Principal	\$240 per hour
Director	\$200 per hour
Senior Consultant	\$195 per hour
Consultant	\$175 per hour
Research Analyst	\$145 per hour
Administrative Support	\$90 per hour

We look forward to working with you and the San Rafael City School District. Please call me with any questions or concerns regarding the proposed services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew A. Pettler', with a long horizontal stroke extending to the right.

Matthew A. Pettler  
Vice President

cc: Dan Zaich, Ed.D., Senior Director, Capital Facilities Program