

July 30, 2019

Keith Butler, Ph.D.  
Associate Superintendent, Business Services  
Palos Verdes Peninsula Unified School District  
310.896.3418

*Opportunity No: 19-1975*

**Project Name: PVUSD Facility Condition Assessment / Master Plan**  
**Proposed Service: Cost Management**

Kevin,

Thank you again for the opportunity to propose our services for Palos Verdes Unified School District. We understand the project entails the assessment and master planning of all campuses located in Palos Verdes, California. We understand the District currently operates (2) early childhood centers, (10) elementary schools, (3) 6-8 intermediate schools, (2) comprehensive high schools and (1) continuation school. A Facility Master Plan has been provided to the District by DLR Architects which will be analyzed and redirected into an action plan. Cumming will provide a in depth due diligence assessment of the report and project budget and the corresponding documents. Our scope of services includes the following:

- 1) Review the existing FCA documents as prepared by DLR Architects.
- 2) Evaluate the proposed master plan statement of probable cost and provide commentary on the health and economic defensibility of the budget.
  - a. Assess all school sites and breakdown building and site parametrics,
  - b. Prepare an evaluation criteria matrix that include various levels of renovation or new construction.
  - c. Provide an opinion of cost of all buildings and site based on evaluation criteria and DLR FCA report.
- 3) Create an executive summary that depicts all findings in a manner consistent with level of expectations of the district. This includes qualification and high-level assumptions move management, scheduling and phasing.

Our time and materials NTE fee for the above scope of work is **\$16,000** and is based on a blended hourly rate of \$185/HR.

Included in our fee is a follow up meeting to discuss our analysis and finalize any changes to our report. Please sign and return this proposal which will serve as a Notice to Proceed. We look forward to working with you and the rest of the project team on this exciting project.

Should you have any questions or comments please do not hesitate to contact me at 213.507.0293.

Best Regards,



Trevor Shulters  
Director, Cost Management

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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