

February 3, 2020

Jose-Noel (Joel) Cadiz  
Director of Facilities  
San Mateo-Foster City School District  
1170 Chess Drive,  
Foster City, CA 94404

Subject: Facilities Master Plan 2020 Proposal – FIRST REVISION

Dear Mr. Cadiz,

Thank you for inviting us to submit this Proposal to prepare the **SMFCSD Facilities Master Plan for the New Decade** with an update of your current Facilities Master Plan 2013 (FMP) to reflect remaining and new District needs. We are excited about the opportunity to continue our partnership with the District to improve your educational environment for the next decade or longer.

#### **Project Understanding**

The SMFCSD commissioned a FMP in 2010 (by Aedis), which was updated in 2013 (by IBI). The District has completed successfully a portion of the recommendations identified in these FMP versions. However, there remains a significant amount of needs as well as new needs that have arisen since, and the District desires to have these needs documented in a newly updated FMP. This new FMP is intended to ready the District's facilities for the next decade, and may serve as the basis for the Board's consideration of a future general obligations bond to fund facilities improvement.

The timeline and budget for this project are both highly restrictive. The District's goal is to complete this FMP on or before June 2020. The District has begun an internal process to survey staff and parents to identify facility needs. This process will continue in the coming months, which will result in a set of needs and priorities, which Aedis as the FMP planning consultant can rely upon as the basis from which we generate a cost projection.

SMFCSD consists of fifteen (15) K-5 schools, three (3) 6-8 schools, two (2) K-8 schools, a pre-school center, a closed school and three (3) administrative support facilities. A new elementary school is currently under construction in Foster City. This FMP will cover all these campuses as well as the District Office, except for the 5 schools that have already been renovated (some minor work in these 5 schools will be covered, as needed) and the closed school for which the District has already completed a needs analysis. This FMP will be more strategic, with cost information more broad-based in nature rather than a detailed listing of costs. Costs may be provided as an approximate range. If the Board considers a bond and it is passed, it is expected that an implementation plan will need to be prepared, which is separate from this FMP, and Aedis will be happy to work with the District on that effort as well. This separate implementation plan will identify specific projects from the needs identified in the SMFCSD Facilities Master Plan for the New Decade; schedule, phasing, cost and cost escalation.

### **Planning Process**

To meet the District's objectives in a short timeline and to minimize cost, Aedis proposes the following planning process.

1. Bi-weekly Meetings: Aedis team will meet with SMFCSD representatives and the to-be-appointed Facilities Advisory Committee (FAC) on a bi-weekly basis at a regular pre-determined day and time during the process of discussing the facility needs gathered by SMFCSD and to prioritize these needs.
2. Site visitation: Aedis team will visit each of the campuses covered under this FMP in April 2020, as much as possible during the two-week school break (see Conditions of Proposal below).
3. Site planning: Aedis will prepare site plans for each of the campuses, using Google maps or similar resources. The site plans are intended to represent the general site layout and not intended to be detailed or showing exhaustive information.
4. Report narrative: Aedis will prepare a narrative report to summarize the conditions of the facilities, the planning process and broad recommendations.
5. Board meetings: Aedis will attend one (1) Board study session to present the FMP and for an expanded discussion of facility issues, and one (1) regular Board meeting when the Board will consider any direction it wishes to give and provide preliminary approval of the FMP.
6. Final submittal: Aedis will revise its report to take into account Board comments and submit the final report to SMFCSD, in both paper and digital format.

### **Planning Schedule**

- Authorization to Proceed: approximately February 14, 2020
- Needs Identification (by SMFCSD) and Needs Prioritization (by both Aedis and SMFCSD): on or before April 6, 2020
- Cost estimating (by Aedis): on or before May 8, 2020
- Preparation of Site Plans and Narrative Report: on or before May 8, 2020, with revisions resulting from FAC review and deliberation up to May 22, 2020
- Board Study Sessions and Board Meeting to approves toward the end of May or June 2020
- Final Submittal: June 2020

### **Deliverables**

- List of prioritized facility needs (furnished by SMFCSD; reviewed with direction given by FAC; organized and presented by Aedis)
- Cost projection for all identified facility needs
- Site plans for all campuses covered by the FMP
- An executive summary and narrative report summarizing conditions of facilities, planning process and recommendations
- Appendices as appropriate
- 15 hard copies of the final report and digital file same

### **Compensation**

Our fee for this FMP is fixed lump sum of **\$183,425.00**, including expenses.

**Conditions of Proposal**

1. SMFCSD will provide Aedis with the complete list of facility needs. Aedis is not required to interact directly with campus staff, users and stakeholders to survey needs, or to verify the accuracy of these needs. In collaboration with Aedis, the SMFCSD, through the FAC, will initially prioritize these needs as deemed appropriate.
2. Aedis will not be held responsible for the accuracy and completeness of the list of facility needs, as Aedis is not involved in gathering those needs.
3. SMFCSD will facilitate and provide access to all facilities on each campus for Aedis staff to visit. For efficiency and keeping cost low, the meetings should be grouped into no more than 3 full days (on average, 6 to 7 campuses per day). SMFCSD staff does not need to accompany the Aedis team for the entire duration, as long as we are provided access.

Thank you again for the opportunity to work with you on this FMP. Please let us know if you require additional information. We very much look forward to work with you again.

Sincerely,



**Thang Do, FAIA**  
CEO  
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