



Mr. Yancy Hawkins
San Mateo Union High School District
650 North Delaware Street
San Mateo, CA 94401

August 2, 2021

SUBJECT: PROPOSAL TO PREPARE CEQA DOCUMENTATION FOR THE BURLINGAME HIGH SCHOOL HVAC SYSTEM AND ROOF REPLACEMENT PROJECT

Dear Mr. Hawkins;

I would be pleased to prepare the CEQA documentation for the Burlingame High School HVAC and Roof Replacement Project. We understand that this project would include removing the existing large rooftop units and replacing them with more smaller units, as well as replacing existing roofing material within the mechanical well. The work may qualify for Exemption under CEQA Categorical Exemptions, Class 1, which applies to renovations of existing facilities, and/or the CEQA Common Sense Exemption (assuming no exceptions to the exemptions apply).

I propose to complete the following tasks.

- Coordinate with the project engineer, review project site plans, review published information, and consult with the project engineers to determine if the Class 1 or Common Sense Exemptions apply (and no exceptions apply).
- Assuming the project qualifies for the exemption(s), prepare the standard Notice of Exemption form (electronic copy) for the project for posting at the County Clerk's office. This will be accompanied by a brief memo summarizing our findings with respect to potential exemption and exceptions.

I propose to conduct this analysis for a fee not to exceed \$960 (6 hrs. @ \$160/hr.). This ceiling will not be exceeded without your prior authorization, and the District will be billed only for time and materials actually expended. Direct expenses will be billed at cost. We anticipate all work will be done within two weeks of authorization to proceed. Work will be billed monthly and payment is due within thirty days of receipt of invoice. Please contact me at (510) 849-2354 if you have any questions regarding this proposal.

Sincerely;

A handwritten signature in black ink, appearing to read "Richard Grassetti".

Richard Grassetti
Principal