



CONSTRUCTION  
PROGRAM  
AND  
MANAGEMENT  
SERVICES

April 6, 2017

Ahmad Sheikholeslami  
Chief Business and Operations Officer Menlo Park City School District  
181 Encinal Ave Atherton CA - 94027  
[asheikholeslami@mpcsd.org](mailto:asheikholeslami@mpcsd.org)

RE: Fee Proposal  
Bid Document Preparation Hillview MS Photovoltaic Expansion Project

Ahmad,

We propose a budget of \$12,130 to provide assistance in the preparation of bid documents for the Hillview Middle School Photovoltaic Expansion Project. The Proposal includes bid document preparation, contractor outreach, cost estimates and constructability review services.

Respectively Submitted,

A handwritten signature in blue ink, appearing to be 'Ralph Caputo', is written over the printed name.

Ralph Caputo, President

Copy: Karen Uchacz, RGM and Associates

**RGM and ASSOCIATES**  
3230 MONUMENT WAY  
CONCORD, CA 94518

925.671.7717  
FAX: 925.671.7788  
[www.rgmassociates.com](http://www.rgmassociates.com)

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**RE: Fee Proposal**  
Planning Support & Bid Document Preparation  
Locker Room Reconfiguration, Hillview MS

Ahmad,

We are pleased to provide a proposed budget of \$25,000 to assist in planning support and preparation of bid documents for the Locker Room Reconfiguration at Hillview Middle School. The Proposal includes bid document preparation, contractor outreach, cost estimates and constructability review services.

Respectively Submitted,

A handwritten signature in blue ink, appearing to read 'Ralph Caputo', is written over the typed name.

Ralph Caputo, President

Copy: Karen Uchacz, RGM and Associates

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**RE: Request for Contract Augmentation**  
Program and Construction Management Services  
Laurel Upper Campus

Ahmad,

Pursuant to our conversation, our budget has depleted due to circumstances beyond our control, including construction time extensions, added scope, mitigating labor compliance matters and, moreover, the additional costs incurred in managing storm water compliance (SWPPP). Accordingly, we are requesting a fee increase of \$30,000.00 on a time and expense not-to-exceed basis. Any savings from extension to accrue fully to the District. Additionally, RGM will closeout the project at no additional expense beyond the requested augmentation.

Respectively Submitted,

A blue ink signature of Ralph Caputo, consisting of a large, stylized 'R' followed by a horizontal line and a small flourish.

Ralph Caputo, President

Copy: Karen Uchacz, RGM and Associates  
Eric Scheuermann, RGM and Associates

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**RE: Fee Proposal**  
Bid Document Preparation  
Laurel Upper Campus  
Modernization

Ahmad,

We propose a budget of \$10,000 to provide assistance in the preparation of funding applications to the Office of public School Construction.

Respectively Submitted,

A handwritten signature in blue ink, appearing to read 'Ralph Caputo', is written over a horizontal line.

Ralph Caputo, President

Copy: Karen Uchacz, RGM and Associates

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