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QUATTROCCHI KWOK
ARCHITECTS

October 1, 2013

Robbie Lyng
Director of Maintenance, Operations and Facilities
Alameda Unified School District
2060 Challenger Drive
Alameda, CA 94501

RE: Alameda Unified School District Master Planning

Dear Robbie;

I am pleased to provide this proposal for Master Planning services for 17-school sites and two other District facilities for the Alameda Unified School District (AUSD). We are excited to be working with you and your team on this important project.

School Board Direction & Input

This proposal is a result of Master Plan conversations with the Board of Trustees on September 25. I suggest we commence the Master Planning process in a Board meeting or special study session to receive Board input and hear their thoughts on values important to them for the Master Plan – such as school safety, educational program, neighborhood needs, etc. Understanding and sharing the Board's values with the subsequent school and community groups will be invaluable to the Master Plan process. As the proposal indicates, we would then meet two additional times with the Board during the process to review progress and receive direction.

It is our hope that with active District and Board involvement, the process can be well managed – ensuring adequate school and community input, while focusing input to the number of meetings identified in this proposal.

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Demographics & Current Facility Capacity:

The District possesses a Demographic Study and School Capacity Analysis completed in 2010 by Jack Schreder & Associates. As recently completed reports, it is anticipated these studies can be used to develop your master plan including enrollment projections that establish needs for new classrooms at each school. It is anticipated the District will review these projections with Schreder & Associates and determine if any review and updating is warranted prior to QKA using this information for master planning.

SCOPE OF WORK:

Below is our proposed scope of work and fee for the project:

EDUCATION SPECIFICATIONS: QKA will work with AUSD staff to develop a District-wide Education Specification. The purpose of the Education Specification is to identify the District's educational vision and program for each type of school and to describe the physical facilities that support that Educational Program. This work is divided into District created Education Program and architect facilitated Building Program.

Education Program: Prior to working with QKA, it is anticipated the District will create an Education Specification Committee to independently develop new or refine existing Education Program guidelines and goals that effect facility needs for:

- High Schools
- Middle Schools
- Elementary Schools

Building Program: Upon completion of the District's Education Program work, QKA will facilitate 4-meetings with the Education Program committee to develop the Building Program portion of the Education Specification. The Building Program will detail facility needs and standards including standard space sizes, features, adjacencies, etc. that support the District's Educational Program. This document will be divided into the three grade level areas above. QKA will prepare and publish the final document for review by the committee and approval by the Board of Education.

FACILITIES ASSESSMENTS: QKA completed the Facility Assessment for the District's 17-campus and is presented in the June 4, 2012 Alameda USD Facilities Assessment Report. This work is invaluable in understanding needs and costs associated with each campus master plan.

Historic Alameda High School Structural & Facility Assessment: Absent from the 2012 AUSD Facilities Assessment report was the Historic Alameda High School including the student occupied West Wing and Kofman Auditorium. While a preliminary estimate was provided for these historic buildings, it was based on costs for the Napa Historical High School campus and not through analysis and detailed engineering review of these Alameda High School Historic structures.

QKA and our Structural Engineering consultant will review existing structural systems to identify needed improvements to the historic structures regardless of Field Act (DSA) approval status. It is anticipated the District will provide geotechnical engineering services to facilitate the analysis. Based on the District's new Geotechnical report, QKA will coordinate an analysis of the existing structural systems as it relates to future development potential. Additionally, QKA and our engineering team will evaluate the Historic Alameda High School for civil, structural, mechanical/plumbing, and architectural improvements. This assessment includes site and building accessibility, paving, windows, doors, roofing, weatherproofing, exterior finishes, interior finishes, electrical/lighting systems, technology, and mechanical and plumbing systems to determine the expected lifespan of each system and identify what improvements are needed.

The improvements required for the Historic Alameda High School will be cost estimated and identified in the Master Plan. The assessment deliverable will be a written report describing the needed improvements.

Maintenance/Supply Yard and "The Warehouse": Also not included in the June 2012 District Facilities Assessment Report are these two support facilities. Our scope of work will include architectural, as well as, mechanical and electrical engineering assessments to determine the condition of these facilities including recommendations for repair or replacement. Like our previous facilities assessments, the recommendations will be provided in a narrative and accompanied by a cost estimate for recommended work or replacement.

Potential Additional Services: Facility Assessment of other District facilities as requested.

INDIVIDUAL CAMPUS MASTER PLANNING: QKA will work with a Master Planning Committee at each of your 17-school campuses to collaboratively review facility needs and create a comprehensive Master Plan for each school. The 17-separate campus committees will be composed of members as directed by the District. QKA recommends users for each campus, such as, school administrators, staff, teachers, maintenance staff, students, parents and neighbors. QKA will facilitate these Committee meetings for input such as:

- Alterations to spaces for Ed Specs
- Safety/Security including fence locations
- Locate additions & new construction
- Drop-off improvements
- Evaluate & alter existing spaces
- Identifying outdoor learning areas
- Field & playground improvements
- Other campus improvements

Our work will include site plan development drawings identifying desired improvements, prioritization of needs, cost estimating of improvements, agendas, and meeting notes that will be incorporated into the final District Master Plan.

The Campus Master Plan Committee meetings will be held at each campus. For campuses with multiple users, such as a school on a site with a Charter School, a single Committee is formed that represents all users that share a property. As relatively smaller meetings, and unlike the larger Community Outreach meetings, it is not anticipated the Individual School Master Plan Committee meetings will require other input methodologies such as use of “audience response clickers”, etc. These services can be provided if requested by the District as an additional service.

The Campus Master Plans for each campus will address the physical and programmatic needs identified in the 2012 Facilities Assessment Report, as well as, any additional facilities improvements identified by the Committee.

Upon completion of each campus’ Committee work, QKA will create and publish a Master Plan document for each site which includes colored site plan graphic, written narrative descriptions of the proposed improvements, estimates and priorities. The chart below identifies the number of meetings provided in this proposal for each campus. As stated above, it is our hope that with active District and Board involvement, the process can be well managed – ensuring adequate input, while focusing input to the number of meetings identified in this proposal.

<u>Campus</u>	<u>No. Committee Mtgs.</u>	<u>Campus</u>	<u>No. Committee Mtgs.</u>
Academy of Alameda (formerly Chipman)	2	Lincoln Middle School	3
Alameda High School	5	Longfellow/Woodstock Child Dvlmt.	2
Bay Farm Elementary School	2	Donald Lum Elementary School	2
Amelia Earhart Elementary School	2	Frank Otis Elementary School	2
Edison Elementary School	2	William Paden Elementary School	2
Encinal High School	5	Ruby Bridges Elementary School	2
Franklin Elementary School	2	Washington Elementary School	2
Haight Elementary School	2	Will C. Wood Middle School	3
		Woodstock Education Center	2

COMMUNITY & BOARD OUTREACH: QKA will work with the AUSD to engage the Alameda community in the Master Planning Process. Upon completion of the Individual Campus Master Plan meetings conducted at each site, QKA will facilitate three Community Forums. These meetings will be an opportunity for the team to meet with the community as a whole to hear their concerns, present our work, gather community feedback, and build community support. QKA will facilitate these meetings or coordinate our work with a District facilitator.

To increase public input during the three-Community Forums, QKA will provide audience response clickers to allow community response to a variety of predetermined questions. This technology totals the response for quick feedback and encourages input by those otherwise not inclined to speak.

Additionally, QKA will work with District staff to produce and coordinate up to five short community newsletters that can be sent electronically and/or by US mail to encourage community input, inform the community of progress, and announce upcoming meetings.

Board Presentations: In addition to these meetings QKA will make three presentations to the Board of Education in regular or special board meeting sessions to seek board input, approvals and provide additional venues for community comment. This includes an initial Board meeting to discuss processes and seek their thoughts on values important to them for the Master Plan.

PRIORITIZATION & FINAL DOCUMENT PREPARATION: Upon completion of the Individual School Master Planning, updated Facilities Assessments and Community Forums - along with District provided geotechnical reports, revised demographics, facility capacity and state funding - QKA will work with the District to finalize facility improvement priorities in two District meetings. Input received from school staff and Community Forums will guide the prioritization process. Final facility improvement prioritization will be approved by the Board of Trustees.

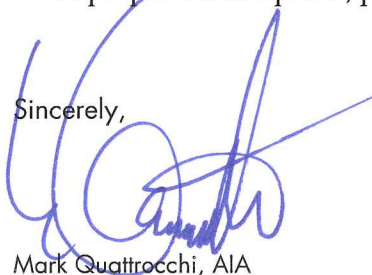
Upon completion of prioritization, a District Master Plan document will be created. The document will be organized with a description of the process, executive summary outlining final priorities and costs, summary of demographic and facility capacity updates, and tabs for each campus including master plan drawings, estimates and narratives.

BOND PLANNING & SUPPORT: QKA will assist AUSD and your other consultants on the District's Bond Team in planning for a potential bond measure. QKA will work with AUSD staff in support of bond planning including providing facility improvement needs and cost estimates, assist in developing survey questions to poll the community, provide desired graphics, such as, campus master plans and other bond assistance services.

PROPOSED FEES: For these services including number of meetings identified, we propose a fixed fee of \$238,500 to be billed on a percentage of completion basis, including printing and postage.

Thank you for the opportunity to provide this proposal. Please let me know if you have any questions. If this proposal is acceptable, please sign where indicated below and return one copy.

Sincerely,



Mark Quattrocchi, AIA

Sign below to accept this proposal and fees:

Alameda Unified School District

Date