SAN LEANDRO UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL
for
DEVELOPER FEE JUSTIFICATION STUDY, LEVEL 1



Total School Solutions
4571 Mangels Boulevard
Fairfield, CA 94534
(707) 422-6393
(707) 422-6494 (fax)

Contact: Tahir Ahad, President

March 9, 2012

Total School Solutions
4751 Mangels Boulevard
Fairfield, CA 94534

March 9, 2012

San Leandro Unified School District
ATTN: Song Chin-Bendib, Business & Operations
14735 Juniper Street
San Leandro, California 94579

RE: Request for Proposal for Developer Fee Justification Study, Level 1

Thank you for providing Total School Solutions (TSS) with the opportunity to submit our firm's qualifications for conducting a Developer Fee Justification Study for the San Leandro Unified School District.

Our expert team, completes quality studies with a great degree of accuracy within the desired timelines. Our studies have provided multiple school districts throughout California with opportunities to maximize their developer fees.

We are excited about the opportunity to serve your district. We are confident that we can assist you in accomplishing the District's goals through our high quality and responsive professional services. The professional staff proposed to do this work is available to start the contracted work immediately.

To ensure highest quality of our work, I will personally serve as the contact person and may be reached at (707) 422-6393, by fax at (707) 422-6494 or by email at tahad@totalschoolsolutions.net.

Sincerely,

Tahir Ahad
President

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Letter of Transmittal

Total School Solutions (TSS) has read and understands the scope of services proposed by San Leandro Unified School District. We are committed to perform the work within the specified time period for the all-inclusive fee of $6,956.

The following individual(s) are authorized to make representations for the proposer:

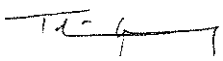
Contact Person	Tahir Ahad, President
Address	Total School Solutions 4751 Mangels Boulevard Fairfield, CA 94534
Phone	(707) 422-6393
Fax	(707) 422-6494
Email	tahad@totalschoolsolutions.net

The study will be conducted at the TSS office. Upon contract approval, Total School Solutions will request the following items from San Leandro Unified School District:

- Most recent prior Level 1 Developer Fee Study completed for the District
- Latest Enrollment Projection Report completed for the District
- Residential Development Data
- Most up-to-date District Facilities Master Plan
- Current balance of District funds available for facilities uses
- Are there any COP's in place being paid for by Developer Fees?
  If yes, need outstanding balance.
- Are there any Portable leases which are paid for with Developer Fees?
  If yes, need outstanding balance.
- Last Level 1 Developer Fees Annual Report

Total School Solutions will complete a Level 1 Developer Fee Justification Study for San Leandro Unified School District forty-five days from the date that the contract is signed and a Purchase Order is issued.

The person signing this letter is authorized to bind the proposing firm:



03/09/2012

Signature

Date

Tahir Ahad

Print

Proposing Firm Profile/Qualifications/Experience

Total School Solutions (TSS) established in 1999, is a corporation that provides educational, management and professional development services to school districts in California. Completing twelve years in business, TSS is a minority owned business enterprise located in Fairfield, California.

TSS employs nine individuals at their office in Fairfield, including the President, Vice President, and Director-level positions. All consultants are hired on a project-basis.

Name, address, phone, fax and email

Name	Total School Solutions
Address	4751 Mangels Boulevard Fairfield, CA 94534
Phone	(707) 422-6393
Fax	(707) 422-6494
Email	info@totalschoolsolutions.net
Website	www.totalschoolsolutions.net

Contact person

Contact Person	Tahir Ahad, President
Address	Total School Solutions 4751 Mangels Boulevard Fairfield, CA 94534
Phone	(707) 422-6393
Fax	(707) 422-6494
Email	tahad@totalschoolsolutions.net

Legal form of firm and year of establishment

Legal Form of Firm	Corporation
Year of Establishment	1999

Qualifications

Total School Solutions (TSS) was established in 1999 and was formed for the sole purpose of providing services to school districts. We are committed to providing the highest quality services available to school districts. With 30 plus professionals on staff and an extensive network of consultants, TSS has the capacity, depth, and breadth of expertise to handle the projects of this complexity and size.

Through an extensive network of experienced professionals, TSS offers and provides professional services in virtually every area of school district administration. All of our professional staff have held

positions of leadership and responsibility in public education or in the private sector; have an impressive record of success and accomplishments, and each of them brings a wealth of experience and expertise to the teams that are assigned to serve our clients.

Since many of our directors and associates have first-hand experience in management within public education institutions, they understand the pressures faced by the school boards, superintendents and their cabinets. They are also aware of the competing interests and resulting demands in regard to district resources. Most of all, they are well aware of the existence of unique sensitivities and expectation of each school community and the fact that one solution does not fit all.

By having a team of experts from all areas that will impact our client's needs, we ensure the development of wholesome, complete and comprehensive recommendations and solutions specific to each client. This approach significantly reduces the likelihood of the board and administration adopting recommendations and solutions which may have unintended yet undiscovered or unknown consequences.

Our staff understands the operations of educational agencies and the regulations within which they work. We help districts design cost-effective approaches to their educational, human resources, facilities, and business services needs.

TSS specialization and expertise are offered through the following seven divisions:

1. Educational Services & School Support
2. Budget & Finance
3. Facilities & Planning
4. Human Resources
5. Governance & Leadership
6. Operations & Technology
7. Professional Development

Our high quality facilities planning and management related services include the following:

- Facilities Master Plans
- Educational Specifications
- Demographic Analysis & Enrollment Projections
- Assistance with State Eligibility & Funding Applications
- Developer Fee Justification Studies
- Asset Management Plans
- Facilities Management
- Project or Construction Management
- Program Management
- Labor Compliance Program (LCP)
- Annual Proposition 39 Performance Audits
- Administration & Facilitation of Citizens' Bond Oversight Committee
- Public Outreach Programs

Examples of Past Developer Fee Justification Studies

Total School Solutions has completed Developer Fee Justification Studies for districts of all sizes and enrollments, a sample of which is provided below:

McFarland Unified School District
Ambelina Garcia, Business Manager
(661) 792-3081
Enrollment: 3,328

Huntington Beach Union School District
Jeanette Ullrich, Chief Business Officer
(714) 903-7000 ext. 4310
Enrollment: 7,002

Twin Rivers Unified School District
Rob Ball, Associate Superintendent of Business Services
(916) 566-1600 ext. 50120
Enrollment: 31,632

Supervisors

If awarded, the San Leandro Unified School District Developer Fee Justification Study for Level 1 Developer Fees will be completed by TSS Director of Planning, Vern Weber, and TSS Associate in Facilities, Romeo Tabaranza.

Developer Fee Justification Section

The Justification Study will be prepared in accordance with current California Education Code and Government Code requirements.

The purpose of a Level I Justification Study is to show that the financial need for housing students is equal to or greater than the legally allowed Level I fees. This process begins by identifying the ***district's facilities needs***. The needs are best identified in the district's Facilities Master Plan. A comprehensive facilities master plan will identify the need for new facilities due to growth and the need for the modernization of existing facilities. We will use this data to determine the district's facilities needs for the next five years. In the absence of data from a facilities master plan we will compare current capacity with the projected enrollments to determine the need for new housing and we will review the eligibility for modernization in the state School Facilities Program for data on the modernization needs. We will also consult with the district staff to determine any additional needs that may not be apparent in the projections.

We then look at the ***financial impact of future residential development***. This establishes the required nexus between the new development and the need for school facilities. Different types of housing will generate different average numbers of students or yield rates. Single family detached housing generally generates more students per unit than multifamily units. The total cost impact of each type of development is calculated.

The ***revenue generated from Level I fees on residential development*** is compared to the total need for school facilities over the next five years. Other sources of funding available to the district for school facilities are documented. These may include balances in funds 21, 25 and 35; anticipated state School Facilities Program revenue or balances for general obligation bonds.

The ***financial impact of new commercial or industrial development*** is analyzed. This would include factors such as the average number of employees per square foot of development, the percentage of employees residing in the district, the number of households per employee and the students that would be generated by these employees. These numbers are used to develop the facilities costs directly attributable to the commercial or industrial development.

Finally, we document the ***requirements of each applicable section of the Government Code*** and how the district is meeting those provisions through this report and the proposed developer fee agreements.

We conclude the study with recommendations on the amount of Level I fees the district is justified in assessing on development within the district boundaries. Related data including enrollment projections and housing developments are included in appendices.

Fee

The proposed fee assumes that all documents requested from the District are complete and received in a timely manner. The following cost includes all hourly charges and out of pocket expenses for the work as outlined in this proposal, as well as one presentation to the Board of Education:

$6,956

Total School Solutions anticipates spending approximately 30-35 study hours to complete the proposed scope. The TSS Standard Schedule of Fees can be found in Appendix B.

Capacity and Methodology

At the time of proposal development and then again, at the time TSS enters into a contract, the timeline of the proposed project and scope of work is aligned with the amount of time from subject area specialists and the support staff needed to ensure timely completion and high quality of work. A time commitment is obtained by the project managers from each professional proposed to be assigned to the project keeping in mind the other personal and professional commitments of each individual. Unless commitments for adequate and timely participation by quality professionals and support staff are obtained, TSS project managers are expected to decline to submit a proposal. Each project is monitored, on a biweekly basis to ensure that the project remains on track to meet completion timelines. Each project is periodically but frequently reviewed by the Director of Administrative Services to evaluate quality, assess client satisfaction with the process/timeline and communicates any issues with the client.

The strategies TSS applies to ensure management and completion of multiple projects for multiple clients include detailed time planning by each professional, utilizing BigTime software, to help avoid over-commitment of staff time; expectation of each project manager, through explicit direction and policy, to decline to submit proposals or enter into contracts unless commitments for adequate and timely participation by quality professionals and support staff are obtained; availability of a large cadre of professional experts allowing TSS to mobilize projects and commit resources quickly to meet seemingly impossible timelines; review of each project on a continuous basis to ensure each project remains on track for timely completion; and a monthly review process by the management to ensure adherence with timelines. Project Tracking Charts are used, electronically as well as posted on large whiteboards, to display an on-going comparison of the expected project timelines and actual progress of work. Corrective actions are taken, when needed, in a swift manner. Project management software is used by individual project managers to keep track of the project.

Total School Solutions (TSS) utilizes a comprehensive process for draft and content review through three layers of quality control. A project is first assigned to specialist in the particular field of study associated with the project. Once the project is completed, a draft report (if applicable) is developed by the subject area specialists and submitted, accompanied with data and documentation. Once the report is edited for linguistic, presentation, content conflicts, material accuracy issues and other relevant modifications, it is sent to the project manager and/or the appropriate professional staff who has written the section to seek clarifications, if needed. The edited version of the report is then sent to administrative staff for final formatting and then forwarded to the President of TSS, who reviews and approves the final draft. The final draft may go through another review by the editor before it is given to the client, if deemed necessary.

If subcontractors are engaged, their work is subject to the same process of quality control as outlined above.

Any problems, including mistakes and errors, are promptly identified through frequent quality control reviews and addressed accordingly. TSS project managers are charged with the responsibility of identifying needed corrective measures and prescribing solutions to any identified problems. The Director of Administrative Services authorizes additional resources, in time and material, when warranted. Bigger issues requiring significant investment are brought to the attention of the Vice President or the President to obtain prompt approvals. TSS has a commitment to maintain the highest quality of work performed and no problems are left unaddressed in accomplishing that goal.

Option Section (Optional)

There is no additional information.

Appendix A

Resumes

VERN WEBER

EDUCATION:
South Dakota School of Mines & Technology
Bachelor of Science

California State University, Sacramento
Business Administration/Management Information Science

EXPERIENCE:
Total School Solutions
Director of Planning

Golden State Planning Group
Managing Principal

San Ramon Valley Unified School District
Business Manager and Director of Management Services

Consultant in Planning and Management
Private Consultant

Systems Planning Corporation
Private Consultant

Computer Industry
Private Consultant

TRAINING:
Major workshops held by School Services of California, California Association of School Business Officials (CASBO) and Coalition of Adequate School Housing (CASH) over the past thirty-five years.

LICENSES, MEMBERSHIPS & AFFILIATIONS:
Member – California Association of School Business Officials (CASBO)
Member – Coalition of Adequate School Housing (CASH)
Member – Acalanes Citizens' Bond Oversight Committee
Served on State Department of Education Advisory Committee on School Facilities
Contributed to the Price Waterhouse "Study of the School Facilities Application Process"

ROMEO TABARANZA

EDUCATION:
Mindanao State University
Bachelor of Science, Mechanical Engineering

EXPERIENCE:

Total School Solutions
Associate

Davis Joint Unified School District
Facilities Analyst

Vallejo City Unified School District
Preventive and Deferred Maintenance Services

Royal Commission-Jubail Project
Technical Support Manager

Zamil Operations & Maintenance Company
Maintenance Manager/Operations and Maintenance Project Manager

Saudi Arabian Trading and Construction Company
Senior Maintenance Supervisor

Appendix B

Standard Schedule of Fees

Standard Schedule of Fees

TSS's standard hourly fee schedule is listed below. TSS would use the hourly schedule for any additional services beyond the scope of a negotiated amount.

Principal	$250/hour
Senior Director	$225/hour
Director	$210/hour
Senior Associate	$180/hour
Manager	$150/hour
Associate	$120/hour
Junior Associate	$ 90/hour
Administrative Staff	$ 75/hour

Any services not clearly identified in the accompanying proposal and requested/required by the District shall be billed on an hourly basis, in accordance with the schedule of fees provided above. These services shall include, but are not limited to, follow-up interviews and visits (outside of the defined scope of work), and any other appearances/presentations/attendance.