SSS
School Site Solutions, Inc.
K-12 School Site and Facilities Specialists

**Consultant Agreement**
**Renewal**
**January 8th, 2013**

This contract is made by and between SCHOOL SITE SOLUTIONS, Inc. and the San Leandro Unified School District. SCHOOL SITE SOLUTIONS, Inc. will provide **Construction Project Coordination and Regulatory Compliance Services** as described below.

In consideration of the services provided, the District will pay to SCHOOL SITE SOLUTIONS, Inc. fees of $85.00 per hour plus actual out of pocket expenses (hotel plus 50% cost of gasoline), not to exceed $132,000 **per fiscal year (plus out of pocket expenses)** for the term of this agreement. The term of this agreement is from February 1, 2013 through December 31, 2014, excluding holidays.

Additional services may be requested outside the scope of this contract and will be provided as scheduling permits for an additional fee at the regular hourly rate $145.00 dollars per hour.

Project coordination/management includes the following:

- Liaison between the district, school site administrators, parents and staff, architects, consultants and contractors, to assure the authorized projects are accomplished in accordance with approved policies and procedures;
- Interpret, enforce and assist in the development of policies, methods and procedures relating to school construction and rehabilitation activities; and
- Ensure that projects stay within budget, conform to established schedules and make timely project modifications.

SCHOOL SITE SOLUTIONS, Inc. will provide the District with the following services:

- Oversee all bond programs and all its related services (as listed in the job description for the Director of Bond Projects)
- Oversee District Bond project management and coordination of new construction projects.
- Oversee District architects, contractors, environmental consultants and State agencies in addressing facility issues, if necessary.
- Participate in all preconstruction activities; coordination of constructability reviews, assisting in the development of construction phasing and scheduling, assist in bidding

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process, job walks, analysis of bids before final contracts are awarded and preconstruction conferences.

- Assist Architect with construction management services as needed.
- Coordinate proposals for construction contracts.
- Coordinate and procure all necessary regulatory approvals with the appropriate agencies.
- Work with Architect to develop bid documents and administer bidding process.
- Develop, monitor and maintain a master timelines for the construction project.
- Attend construction meetings as scheduled and prepare weekly construction updates.
- Prepare construction updates and report at monthly School Board meetings.
- Consult with staff, architects and other team members weekly and as needed.
- Track and review budget with the District as necessary.
- Track and review all change orders.
- Perform other related duties as assigned.

Changes to the state facilities program, additional requirements by the regulatory agencies and duties requested by the District outside the scope of this contract may require additional work orders as deemed necessary. The District will be responsible for providing project information in a timely manner, verifying all data prepared by SCHOOL SITE SOLUTIONS, Inc. and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

Either party within 30 days notice may terminate this contract. In the case of termination, the District will be entitled to completion of all work in progress at its option, and SCHOOL SITE SOLUTIONS, Inc. will be entitled to payment in full of all expenses and fees incurred. If the terms of this agreement meet with your approval, please indicate same below by your signature and return a copy for my files.

_____ _____

C. John Dominguez
Vice President
School Site Solutions, Inc.

Date

_____ _____

Song Chin-Bendib
Assistant Superintendent, Business & Operations
San Leandro Unified School District

Date