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January 31, 2013

C. John Dominguez
Director Bond Projects, SLUSD
14735 Juniper St.
San Leandro, CA 94579

RE: Surveillance Systems – Burrell Field

Mr. Dominguez,

Madsen & Associates appreciates the opportunity to assist San Leandro USD with the Burrell Field surveillance project. The focus of this project is to provide a surveillance system that will help protect District property as well as provide an additional level of safety of those using the facilities.

This project has work that requires professional project management (per District or its agent Harris & Associates) and work that is technical in nature (per Madsen & Associates). Following is a breakout of the work that are technical in nature that will be completed by Madsen & Associates:

Basis of Design (BoD):

- Meet with District representative to understand the areas of interest that are to be monitored by surveillance cameras.
- Develop plans detailing a surveillance design for the site.
- Identify camera mounting locations, necessary infrastructure that will be required to include adequacy of electrical panels, space in IDF, cable pathways, and security of network equipment.
- Provide drawings for District review and acceptance showing camera mounting locations and camera field of views.

Construction Documents:

- Develop construction documents (CD) consisting of plans and specifications. CDs will be developed based on accepted BoD drawings
- Provide budgetary recurring costs (training, maintenance, software licenses, etc.)
- *While the surveillance system (cameras, associated cabling, and network recording equipment) will be bid and contracted as a separate project, Madsen & Associates will coordinate with AEDIS Architects to ensure that pathways and electrical requirements are included in AEDIS project documents.*

Bidding Phase:

- Identify up to three qualified surveillance vendors
- Provide pre-bid job walk with qualified vendors
- Address RFI and evaluate value engineering opportunities
- Evaluate bid responses for technical completeness and provide recommendation to the District

Construction Phase:

- Attend District's kick-off meeting with contractor
- Respond to RFIs
- Make site inspections during construction
- Verify camera focusing and field of view during system acceptance
- Provide the District a statement of technical system acceptance
- Coordinate with District IT as required to support network and surveillance (IP addresses, switch configuration, VLAN configuration, etc.)
- Coordinate and schedule training of District-authorized users

Assumptions:

- District will retain responsibility for issuing bid package, to include reproduction and distribution costs (technical section and drawings by Madsen & Associates)
- District to coordinate site storage, site access, and site parking as it relates to the contractor.
- District to managing the RFI process (Madsen to respond to technical issues)
- District to negotiate with contractor on on-going maintenance agreements, if any
- Work requested of Madsen & Associates by SLUSD or their agent that is outside the above SOW, shall be performed and the District invoiced on a basis of $145/hour.

Fees:

Madsen & Associates will provide the above professional services for the amounts indicated:

Basis of Design	$1,700.
Construction Documents (CDs)	3,625.
Bidding Phase:	1,595.
Construction Phase:	6,525.
Total:	$13,445.

Again, Madsen & Associates appreciates this opportunity to assist the San Leandro USD and we look forward to working toward a successful implementation of a surveillance system for Burrell Field.

David Madsen, RCDD
Principal