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January 12, 2013

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

RE: Surveillance Systems – Muir and Bancroft Middle Schools

Mr. Dominguez,

Madsen & Associates appreciates the opportunity to assist San Leandro USD with another surveillance project. Our understanding is that this project is limited to the two District middle schools: Muir Middle School and Bancroft Middle School. 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 for the students and staff.

This project has work that requires professional project management and work that is technical in nature. What follows is a breakout of the work items that are technical in nature that will be completed by Madsen & Associates. Also included is work that is best provided by the District or the District's professional project managers (Harris & Associates). Both are included where historically there may have been some overlap:

Basis of Design (BoD):
SLUSD:

- Meet with stakeholders with site plan provided by Madsen & Associates to determine camera field of views, hours of surveillance (e.g. daytime or if infrared cameras for nighttime surveillance will be required).
- Identify existing space for 'back end' surveillance equipment. This is typically the site's telephone room or IDF.
- Develop a project schedule (Madsen will provide input to District)

Madsen & Associates:

- Develop a site plan for the District's use for meeting with the various stakeholders.
- Perform site surveys identifying 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. Additional site surveys will be made to assess the adequacy of lighting if 24-hour surveillance is requested.
- Provide drawings for District review and acceptance showing camera mounting locations, camera field of views, and general layout and rack elevation of IDF.
- Provide budgetary construction costs per campus.
- Provide status reports to the District

Detailed Design:
Madsen & Associates:

- Develop Detailed Design (DD) documents (plans and specification)
- DDs will be developed based on accepted BoD drawings
- Provide budgetary recurring costs (training, maintenance, software licenses, etc.) per campus
- Budgetary construction costs will be updated to reflect the approved design
- Provide status reports to the District
- Deliverable: Plans and specification along with budgetary costs

Bidding Phase:
Madsen & Associates:

- Identify up to three qualified vendors capable of performing the Work.
- 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
- Provide status reports to the District

SLUSD:

- Insure that identified vendors invited to bid on project are acceptable to District
- Award contract
- Responsible for issuing bid package, to include reproduction and distribution costs (technical section and drawings by Madsen)

Construction Phase:
Madsen & Associates:

- Attend kick-off meeting with contractor (and District)
- Respond to RFIs
- Make alternate day site inspections during installation
- Verify camera focusing and field of view during system acceptance
- Provide the District a statement of technical system acceptance

SLUSD:

- Coordinate site storage, site access, and site parking as it relates to the contractor.
- Managing the RFI process
- 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
- Negotiate with contractor on on-going maintenance agreements, if any
- Formal system acceptance

Assumptions:

- Surveillance design is based on approximately 10-12 cameras per site. If the numbers of cameras exceed 14 at either site, additional design work will be necessary and Madsen & Associates will provide the District a request for additional services.
- 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.

- Construction Phase will start March 30, 2013 with substantial completion April 7, 2013. Since our SOW entails site inspections during construction, required site visits after April 7, 2013 will be considered out of scope and invoiced at our stated hourly rate.

Exclusions:

- Architectural design work required to support District-identified camera field of views
- Architectural design work required if adequate physical space is not identified by the District for network surveillance equipment

Fees:

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

Basis of Design	$5,220.
Detailed Design	4,350.
Bidding Phase:	2,610.
Construction Phase:	6,670.
Total:	$18,850.

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 the Muir and Bancroft Middle Schools.

David Madsen, RCDD
Principal