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

Consultant Agreement

This contract is made by and between SCHOOL SITE SOLUTIONS, Inc. and the San Leandro Unified School District. SCHOOL SITE SOLUTIONS, Inc. will provide school site selection and approval services for the school site as described below. In consideration of the services provided, the San Leandro Unified School District will pay to SCHOOL SITE SOLUTIONS, Inc. fees of $85 per hour plus actual out of pocket expenses (such as 50% travel, office expenses, etc.), not to exceed $34,000. The district will be billed monthly for fees and expenses.

Regarding the San Leandro Unified School District Health Center, The following services will be performed per this contact.

The next phase is to coordinate and construction of the School Based Health Center. The attached agreement covers the following scope of work, but is not limited to:

- Attend programming meetings and assist with determination of project requirements
- Attend construction meetings
- Attend Board Meetings at District's Request
- Assist the Project Manager (PM) in the drafting and issuance of project proposals, Request For Proposal's (RFP), budgets, cash flows and preliminary schedules
- Track the progress and quality of work being performed by design team, contractors/trades
- Use project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures
- Effectively and accurately communicate relevant project information to the district and project team
- Ensure District's needs are met in a timely and cost effective manner
- Review field inspection reports from Consultants throughout the lifecycle of the project
- Assist in the Manage of Contracts, Letters of Intent, Purchase Orders, etc.
- Maintain Contract Execution Tracking Log
- Assist the PM in the review of Contractor quotations to ensure that only fair and reasonable pricing is recommended for approval
- Track & manage contemplated change notices and change orders in the database
- Update the PM and others informed about project status and issues that may impact client relations

Changes to the state facilities program and additional requirements by the regulatory agencies and duties requested outside the scope of this contract may impact the provisions of this proposal.

The San Leandro Unified 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 San Leandro Unified will be entitled to completion of all work in progress at its option, and SCHOOL SITE SOLUTIONS, Inc.

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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	San Leandro Unified School District

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