SAN LEANDRO UNIFIED SCHOOL DISTRICT
BUSINESS AND OPERATIONS

To: Facilities and Technology Committee

From: Kevin Collins, Assistant Superintendent

Date: November 8, 2017

Re: State School Facility Program Eligibility Services

The district is ready to apply for State School Facility Program (SSFP) money from the Office of Public School Construction (OPSC) that may be available as a result of the passage Measure 55 in November, 2016. The district may potentially be eligible for millions of dollars of matching construction and modernization dollars from the state. However, the application process is time consuming and complicated. Because of that, most district utilize consultants for the application and tracking process.

After speaking with three firms, district staff is recommending that F&T approve a contract with MimiDene Williams of Williams & Associates to apply for OPSC funds on behalf of the district. A summary of the scope of work and MimiDene's experience is attached. Our project manager, RGM, has worked with MimiDene in several districts, and has recommended her.

The contract is for $164 per hour, with a not-to-exceed amount of $29,520. The cost of the application would come from Fund 40 (Facilities).

Williams
& ASSOCIATES, LLC
School Facilities Consultants

P.O. Box 2125
Placerville, CA 95667
(530) 906-6690

October 12, 2017

Dr. Kevin Collins
Assistant Superintendent, Business and Operations
San Leandro Unified School District
835 E. 14th Street, Suite 200
San Leandro, CA 94577

Subject: Proposal for State School Facility Program Eligibility Services

Dear Dr. Collins:

Williams & Associates, LLC is pleased to provide you with a proposal for State School Facility Program (SFP) eligibility services for the San Leandro Unified School District (SLUSD).

Williams & Associates was established in 1995 and has provided services specializing in school facility planning over the last 22 years to over seventy school districts in California. With over 30 years of experience, we have worked on projects affected by Local, State, and Federal agencies including City and County Planning agencies; the California Department of Education and Office of Public School Construction (OPSC). This diverse background provides our clients with the expertise to effectively coordinate their projects through the School Facilities Program's eligibility, application for funding, and closeout processes.

Please do not hesitate to contact us should you have any questions or require clarification on any aspect of this response. We thank you very much for the opportunity to submit a proposal and be considered for your District's facility funding needs.

Best regards,

MimiDene Z. Williams

MimiDene Z. Williams
Principal
Williams & Associates, LLC
mimidene@williams-assoc.com
(530) 906-6690

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State School Facility Program Eligibility Services and Bond Accounting Services

Executive Summary

Our team believes in partnering with the San Leandro Unified School District (SLUSD) to become familiar with the district's facilities and goals, in order to provide a comprehensive approach to assisting the district in meeting those goals. We have collectively been involved in hundreds of projects throughout the State that have required numerous agency approvals, and our team brings a wealth of knowledge in how to successfully navigate projects through the various eligibility and funding stages.

We are excited to be able to provide the following assistance to the SLUSD:

- Coordination with the Office of Public School Construction (OPSC) and/or school district to obtain and review previous School Facility Program (SFP) eligibility records.
- Analysis of SFP New Construction eligibility, organized under district-wide data. This includes analysis of supplemental data, such as existing student generation rate studies, birth data, enrollment projection data, enrollment reports, community development information, school site data, facility inventories, etc.
- Analysis of SFP Modernization eligibility for each school site. This includes preparation of any facility inventories required for analysis for the following:
    - The District's 8 Elementary Schools
    - The District's 2 Middle Schools
    - The District's High School
    - The District's Alternative Education Center
- Coordination with the District and/or consultant to visit each school site to identify the use of the spaces on the campus. Assist in researching the Division of the State Architect numbers and dates of approval for each school site's facilities.
- Preparation and submittal of SFP eligibility applications and supplemental information to the OPSC, including coordination of any site visits required by the OPSC, or requests for additional information from the OPSC during application processing.
- Meeting with local planning agencies, District staff, and State agencies.
- Attending Board and district committee meetings, when necessary.

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Firm Information

Williams & Associates, LLC is a limited liability corporation that was established in 1995, and has provided services specializing in school facility planning over the last 22 years to over seventy school districts in California. With over 30 years of experience, we have worked on projects affected by Local, State, and Federal agencies including City and County Planning agencies; the California Department of Education and Office of Public School Construction. This diverse background provides our clients with the expertise to effectively coordinate their projects through the School Facilities Program's eligibility, application for funding, and closeout processes.
We believe in approaching our clients as though we are extensions to the district's staff. We work collaboratively with the district's facilities team, whether they are district staff or district consultants, to ensure that we thoroughly understand the district's needs. Knowing the district's needs and goals allows our team the ability to create successful strategies to meet those needs in the most efficient manner possible.

In order to prepare successful funding strategies, we will work alongside district staff to gather relevant information. When necessary, we will request verification of data gathered by our team, to ensure proper preparation of document forms and reports.

Our primary team consists of MimiDene Williams of Williams & Associates, and two support staff.

MimiDene will lead efforts to gather necessary information for inclusion in the various facility analyses, including meeting with district staff and consultants to visit sites and document previously prepared facility documents. The support staff will prepare the primary analysis for calculation of eligibility in various facility programs, and preparation of agency forms and/or documents. MimiDene will be available to present any necessary information to district personnel, committees, or to the district's governing board.

MimiDene Williams, Principal

Ms. Williams has been assisting school districts throughout the state for over 30 years with their school facility needs.

From January, 1987 and the subsequent two and one-half years, she initiated her career into the school facilities arena with the Office of Local Assistance, now known as Office of Public School Construction, where she was responsible for all construction and modernization projects for San Diego and Imperial Counties.

For the next three and one half years, MimiDene was the Director of School Facilities Planning for the El Dorado County Office of Education. In this capacity she coordinated virtually all the projects for the school districts in El Dorado County that were seeking state funding for schools.

From July, 1993 through June, 1995, MimiDene was the Director of School Planning for the architectural firm Murray & Downs, A.I.A. Inc. located in Placerville, California.

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Beginning in July, 1995, MimiDene Williams formed the company Williams & Associates specializing in school facility planning. Over the last 22 years, the firm has provided assistance to over seventy school districts in California working on projects affected by Local, State, and Federal agencies including City and County Planning agencies; the California Department of Education; Office of Public School Construction; Division of the State Architect; Department of Toxic Substance Control; California Coastal Commission; and the Tahoe Regional Planning Agency. This diverse background provides clients with the experience to effectively coordinate their projects through the State School Facilities Program's eligibility, application for funding, and closeout process.

Ms. Williams has a B.S. in Business Administration from California State University, Sacramento and holds a certificate in Educational Facilities Planning from the University of California, Davis.

Our team is unique in that MimiDene Williams and staff have worked directly for the Office of Public School Construction (and the Office of Local Assistance, as OPSC was previously named). Because our team is so familiar with this agency and has so many positive working relationships with the current agency employees, we are able to provide very first-hand knowledge of the intricacies of the facility programs. This creates advantages to your district, in the application of direct experience and the breadth of knowledgeable strategies that we are able to share with the district when preparing applications and creating strategies for successful funding.

We regularly attend workshops, monthly meetings and training provided through the Coalition of Adequate School Housing (CASH). We also regularly attend State Allocation Board meetings to keep abreast of changes to the regulations and policies associated with school facility funding.

CONTACT INFORMATION

FIRM NAME	Williams & Associates, LLC
PRINCIPAL	MimiDene Williams, Principal Williams & Associates, LLC P.O. Box 2125 Placerville, CA 95667 530.906.6690 Phone mimidene@williams-assoc.com

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Prior Relative Experience

School District & Address	Contact / Title / Email	Phone Number
Redwood City School District 2565 Goodwin Avenue Redwood City, CA 94061	Donald Dias Bond Program Director ddias@rcsdk8.net	(650) 670-2943
Roseville City Elementary School District 1050 Main Street Roseville, CA 95678	Dennis Snelling Assistant Superintendent dsnelling@rcsdk8.org	(916) 771-1600 x111
Simi Valley Unified School District 875 East Cochran Street Simi Valley, CA 93065	Pedro Avila Director of Facilities and Planning pedro.avila@simivalleyusd.org	(805) 306-4500 x4401
Sonoma County Office of Education 5340 Skylane Boulevard Santa Rosa, CA 95403	Steven D. Herrington, Ph.D. Sonoma County Superintendent of Schools sherrington@scoe.org	(707) 524-2603
Windsor Unified School District 9291 Old Redwood Highway, Bldg. 500 Windsor, CA 95492	Lois Standring Chief Business Officer sjorgensen@wusd.org	(707) 837-7726

Compensation

Should the SLUSD wish to retain our team for the aforementioned services, we would request that services be billed on an hourly basis, at a rate of $164 per hour, for a Not-to-Exceed amount of $29,520.

Additional Costs

The District shall pay and reimburse any direct costs (such as travel, special printing fees and mailing costs), when such expenses are incurred at the request and approval of the District.