



April 24, 2009

Mr. Bruce Rich, PE

Parsons Brinckerhoff

Construction Services

Las Positas College

3033 Collier Canyon Road

Livermore, CA 94551

Re: Las Positas College Security

Subject: Phase II Security Implementation Project

Dear Mr Rich:

CATALYST is pleased to present this proposal to provide the security design and engineering work required for the Las Positas College (LPC) Phase II Security Implementation Project. The project will involve the execution of the Las Positas College Security Master Plan at buildings, grounds and parking areas of the Campus that will otherwise not be significantly remodeled within the scope of existing Measure B projects; including:

B100	B200	B300	B400	B500
B600	B700	B800	B900	B1000
B1200	B1300	B1400	B1500	B1600
B1700	B1800	B1900	B2000	B2100
B2200	B2500	Central Plant	PE III	Loop Road
Lot B	Lot C	Lot D	Lot G	Lot P

**Project Understandings:**

1. The Phase II Security Implementation Project will include design and engineering for the deployment of Access Control and Alarm Monitoring System (ACAMS), Digital Video Surveillance and Recording System (DVSRS), and Emergency Communication System (ECS).
2. The configuration and installation of classroom telephones as well as that of the interior public address system are being addressed by the College IT department and the Fire Alarm System Upgrade Project, respectively. As such, details of these systems are not included within the scope of the Project but will be referenced where interface requirements exist.

3. Project Drawings will be developed in AutoCAD and will be based on DWG floor plan and site files that will be provided by the District.
4. Specifications will be formatted per District standards and will be provided for incorporation with the District's typical "Front End" documentation.
5. CATALYST has included anticipated fees to obtain the support of an Architectural firm for the DSA submittal portion of the Project. Fees for other architectural, civil and electrical engineering work are not included.

The Project will be performed in five project phases: Design Development, Construction Documents, Bid Services, Construction Administration and Project Close Out. Individual work tasks anticipated for each of these phases are listed below.

**Phase I - Design Development:**

1. Perform three (3) site surveys to pinpoint Emergency Call Station and Exterior Camera locations.
2. Identify areas where existing conduit infrastructure exists that may be utilized for this project.
3. Identify site trenching and communication and power conduit requirements.
4. Perform a detailed survey of each of the buildings listed above. The survey will identify existing systems, devices and infrastructure.
5. Identify any existing devices infrastructure that may be utilized for this project.
6. Identify security device types and location required to conform to the recommendations detailed in the Security Master Plan.
7. Develop and issue 75% Design Development Drawings to include site and floor plans depicting primary device locations as well as existing infrastructure and critical conduit and pathway routes.
8. Provide a Statement of Probable Cost which will estimate the project costs based on the 75% Design Development Drawings.
9. Attend two (2) Project Scoping Sessions to review security device types and locations with applicable faculty and staff on a building by building basis.
10. Incorporate Comments received during the Scoping Sessions as well as any Project Team review comments from the 75% DD Drawings into the package and issue as 100% Design Development Drawings.
11. Provide a revised Statement of Probable Cost reflecting and incorporating the changes made in the development of the 100% DD Drawings.

**Phase II - Construction Documents:**

1. Perform additional site surveys, as required, to detail and define project installation and scope requirements

2. Meet with Team Members and other stakeholders, as required, to finalize device types and locations.
3. Investigate options for electrifying or replacing existing door hardware.
4. Identify any locations where detailed architectural, civil or electrical engineering work may be required
5. Develop 75% Construction Documents to include site and floor plans, door elevations, panel and rack elevations, and devices installation details for review and comment by the Project Team. The floor and site plans will include conduit and cabling routing information as well as identify power and network connection/interface points
6. Develop and issue 75% Technical Specifications for review and comment by the Project Team.
7. Provide a Statement of Probable Cost which will estimate the project costs based on the 75% Construction Documents.
8. Attend two (2) document review meetings to discuss the 75% Construction Documents and to finalize device types, device locations, project scope, etcetera.
9. Incorporate Comments received during the document review meetings as well as any Project Team review comments from the 75% CD Drawings and Technical Specifications into the package and issue as 95% Construction Documents.
10. Provide a revised Statement of Probable Cost reflecting and incorporating the changes made in the development of the 95% Construction Drawings.
11. Work with the College and the selected project Architect to issue the 95% CD's to DSA for approval.

**Phase III - Bid Services:**

- 1 Issue copy ready Bid Drawing and Technical Specifications to the District for incorporation into the complete Bid Package.
2. Attend pre-bid meeting with potential bidding Contractors.
3. Answer RFI's and issue any required technical addenda within the course of the Bid Process.
4. Reviews submitted bids for responsiveness to the project requirements and provide a Recommendation for Award letter based on that review.

**Phase IV - Construction Administration:**

- 1 Review and approve Contractor shop drawings and submittal package for compliance with the Technical Specifications.
2. Conduct weekly site visits to ensure the installation is in compliance with the Drawings and Technical Specifications.
3. Participate in weekly project coordination meetings.

4. Record and distribute weekly project coordination meeting minutes.
5. Provide response to Contractor generated RFI's.
6. Develop and issue for Change Order Pricing any modifications, additions or deletions requested by the College during the course of Construction
7. Review and provide recommendations for approval of Contractor submitted Change Orders.
8. Review and approve installation and provide recommendations for Substantial Completion when appropriate
9. Review and approve Contractor submitted progress payment applications.

Phase V - Project Closed Out:

1. Conduct final acceptance testing and prepare a punch list of deficiencies. Acceptance testing will include testing and verification of 100% of the installed devices and systems.
2. Perform one (1) re-test of system to verify completion of punch list items.
3. Review and approve Contractor prepared Record Drawings, O & M Manuals, Warrantees, and Final Pay and Retention Release Applications

Proposed Consulting Fees:

Fees for this project includes the services described in this proposal and are based on our 2009 standard hourly rates. The fee information provided below reflects a Fixed Fee Proposal (including reimbursable expenses), in the amount of one hundred ninety nine thousand twenty dollars (\$199,020.00).

Phase I - Design Development	Hours: 348	\$45,780
Phase II - Construction Documents	Hours: 456	\$57,480
DSA Architectural Allowance	Hours: 80	\$12,000
Phase III - Bid Services	Hours: 96	\$11,280
Phase IV - Construction Administration	Hours: 284	\$43,180
Phase V - Project Closed Out	Hours: 148	\$21,800
Reimbursable Expenses		\$ 7,500
 Fee Total:	 Hours: 1,412	 \$199,020

(Note: Reimbursable expenses include travel (vehicle mileage @ current IRS mileage rate, airfare, car rental, hotel accommodations and meals), reproduction, postage, and long distance telephone calls made as a part of this project and are billed at CATALYST's cost plus 10%).

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**CATALYST's 2009 Standard Hourly Rates:**

In addition to the compensation schedule included above, CATALYST's hourly rates are listed below for your review.

<u>Position:</u>	<u>\$/Hour:</u>
President:	\$ 165.00
Vice President	155.00
Project Manager:	145.00
Assistant PM	140.00
Senior Designer:	135.00
Designer:	125.00
Drafter:	85.00
Clerical:	50.00

Bruce, I trust this proposal meets with your approval. If you have any questions, or require additional information, please do not hesitate to contact me. Thank you for your time and consideration.

Best Regards,  
CATALYST Consulting Group, Inc.

Kevin M. Wood  
Vice President - Operations

Cc: marketing file