

August 25th, 2023

Mountain View Whisman School District
attn: Rebecca Westover, Chief Business Officer
1400 Montecito Ave
Mountain View, CA 94043

**Project: Low Voltage Systems Design Build Consulting Services Proposal
MVWSD Lighting Control Integration**

Dear Mr. Cave,

As requested, we are submitting this proposal for low voltage systems design build consulting services related to the Avigilon Access Control and Alarm Monitoring System upgrade project across all schools within the Mountain View Whisman School District. This proposal is based on your May 9th, 2023 email request for proposal and the current project documentation.

SCOPE OF WORK

Guidepost Solutions LLC's Security and Technology Consulting practice ("Guidepost Solutions LLC") will provide low voltage systems design build services for the integration of existing exterior lighting controls into the Avigilon Access Control and Alarm Monitoring System. The project involves development of typical details and provision of basis of design to support contractor engineering of a fully operable lighting controls interface.

Our intent is to provide independent, objective consulting services to assist Mountain View Whisman School District ("Owner") and the project team in making decisions. Work will be coordinated with all relevant members of the project and construction team. Our scope of work is an assumption based on the scope of work discussed on calls and documented within email communication, and will include the following locations:

1. Mountain View Whisman School District Office-1400 Montecito Ave, Mountain View, CA 94043
2. Benjamin Bubb Elementary School-525 Hans Ave, Mountain View, CA 94040
3. Edith Landels Elementary School-115 West Dana St., Mountain View, CA 94041
4. Any Amai Elementary School-253 Martens Ave., Mountain View, CA 94040
5. Gabriela Mistral Elementary School-505 Escuela Ave, Mountain View, CA 94040
6. Jose Antonio Vargas Elementary School-220 N. Whisman Rd, Mountain View, CA 94043
7. Mariano Castro Elementary School-500 Toft St., Mountain View, CA 94041
8. Monta Loma Elementary School-460 Thompson Ave., Mountain View, CA 94043
9. Stevenson Elementary School-750 San Pierre Way, Mountain View, CA 94043
10. Theuerkauf Elementary School-1625 San Luis Ave., Mountain View, CA 94043
11. Crittenden Middle School-1701 Rock St., Mountain View, CA 94043
12. Graham Middle School-1175 Castro St., Mountain View, CA 94040

Guidepost Solutions LLC's work will include the following elements:

Electronic Security Systems Interface with Exterior Lighting Controls

- Design of typical installation details that interface with multiple different existing lighting controls with the Avigilon ACAMS system.
 - Details will illustrate the termination points anticipated to support ability for exterior lighting to be controlled through interface with the ACAMS system.
 - Details will identify additional Avigilon control boards if needed for contractor engineering and power coordination.
 - This will include typical head-end details as needed.
 - Details will be limited to no more than four (4) different existing lighting controls installation types.
- Provision of a theory of operation and basis of design narrative to support contractor engineering of shop drawings and construction of the interface.
- Coordination of primary 120 VAC power requirements for the security systems with the project's electrical engineer.
- Coordination of network and phone connections required for the operation of the security systems with Owner's IT representative.
- *Security Systems Assumptions & Exclusions:*
 - This proposal does not include the design of door hardware. Guidepost Solutions LLC will review and coordinate door hardware with the electronic security and the project's hardware consultant, as shown on the Guidepost Solutions LLC drawings.
 - This proposal does not include provision of complete documentation sufficient to achieve DSA or permit approval required for project execution. The responsibility of engineering the interface shall be the sole responsibility of the awarded construction contractor.
 - This proposal does not include identification of wall/rack space and electrical power needs to support any potential ACAMS head-end expansion.
 - **Design Build Bridging Documentation shall be developed by the awarded contractor to develop fully constructible shop-drawings. Power, cable, infrastructure requirements and validation of conceptual design shall all be the responsibility of the contractor.**

SCOPE OF SERVICES

Construction Documents

Guidepost Solutions LLC will develop Design Build Bridging documents. This will include the following additional information:

- Site and floor plans showing specific device and equipment locations.
- Typical system block diagrams for each system. Block diagrams show the logical relationships between equipment and sub-systems.
- Equipment elevation and typical installation details showing equipment layout and space requirements for all equipment.
- Device interface schedules or detail references, where applicable
- Coordinated systems requirements with the project's design team: architectural, electrical, mechanical, IT, etc.
- Production of final Conceptual Design Bridging Document package and specifications

Drawings and specifications will be submitted at the required milestones – 50% Bridging and 100% Bridging Documents – for review and approval.

We will attend four (4) one-hour virtual design and coordination meetings, and visit each campus to document existing lighting head-end equipment (maximum of 4-hours per campus).

Bidding and Negotiation

- During the bidding process, Guidepost Solutions LLC will respond to bidders' questions and issues, as necessary.
- Once the bids are received, Guidepost Solutions LLC will review the contractor proposals and will evaluate both product and vendor qualifications.

Construction Administration

- Guidepost Solutions LLC will review the contractors' submittals, shop drawings, and the final equipment list before the work proceeds. Included are an initial review and one re-submittal.
- Guidepost Solutions LLC will interface with the systems subcontractor and the project team at appropriate intervals to assist in efficient and timely installation and compliance.
 - Included within this proposal are eight (8) one-hour virtual project progress meetings.
- Guidepost Solutions LLC will participate in the final system testing, punch lists, and acceptance for the project.
 - Testing will include verification of systems programming confirming lighting turn-on and off on schedule within the Avigilon ACAMS.
 - Testing hours included within this proposal are two (2) hours per site.

If applicable, Guidepost Solutions LLC will follow-up when there are reports of contractor noncompliance.

COMPENSATION AND REIMBURSABLES

For all work described in our proposal, Guidepost Solutions LLC proposes a Lump Sum Fee of \$38,880 as shown in the accompanying table: "Fees by Phase".

In addition to fees, Mountain View Whisman School District will reimburse Guidepost Solutions LLC for all ordinary and necessary costs and any expenses directly relating to the project and approved by Mountain View Whisman School District. Reimbursable expenses for this project are estimated as shown in the table below (or 'aforementioned table'). Reimbursable expenses include items such as copy and blueprint services, overnight delivery service, mileage, and special project insurance requirements, if required. The reimbursable expenses shall be billed at cost and shall not include ordinary overhead expenses, or any other expenses not directly related to the project. Reimbursable expenses will comply with Owner's terms and conditions.

FEES BY PHASE

EXTERIOR LIGHTING INTERFACE	
Phase of Work	Fee by Phase
<u>Project Design Services</u>	
Site Evaluations	\$12,720
Construction Documents	\$15,060
Bid and Award	\$1,600
Construction Administration	\$8,000
Compensation	\$37,380
Estimated Expenses	\$1,500
<u>Total Compensation + Expenses</u>	<u>\$38,880</u>

This chart is intended as estimates only. In effort to accomplish the work most effectively for each project, we may reallocate resources between phases.

PAYMENT TERMS

Guidepost Solutions LLC will submit a monthly invoice for completed work, including any reimbursable expenses. Invoices are payable 30 days after receipt of invoice. If payments are not received within 60 days, services may be suspended, and Guidepost Solutions LLC will not be held responsible for any damages due to delays from such suspension.

SPECIAL REQUIREMENTS

Guidepost Solutions LLC will require the following information, materials, and service at Mountain View Whisman School District expense:

- Prior to the commencement of work, Guidepost Solutions LLC will be supplied with a set of record drawings, AutoCAD 2014 preferred and Revit model if applicable.
- Access to and consultation with the Architect, other project related individuals and entities; including timely responses and decisions reasonably requested by Guidepost Solutions LLC.
- Access to written and graphic architectural, electrical, structural, mechanical, and civil engineering plans and design specifications, and plans.
- Detailed information, as required, on additional Owner equipment for interface to other systems.
- Support of Owner's IT group for network coordination and connection to control equipment.

ASSUMPTIONS & EXCLUSIONS

- Guidepost Solutions LLC's services under this proposal are limited to those expressly specified. The following additional services may be desired or required, and, if performed at Mountain View Whisman School District direction, will be charged at Guidepost Solutions LLC's standard rates as indicated in the attached Exhibit A, or at fees as mutually agreed.
 - Changing or re-designing any project aspect or element previously submitted by Guidepost Solutions LLC in compliance with this proposal, or previously approved by Mountain View Whisman School District, including but not limited to project description, scope, requirements, goals, equipment, capabilities, facilities, contractors, plans, or designs.
 - Producing site plans, floor plans, or any drawings not listed under construction documents.
 - Design or specification of building management systems (BMS) or control systems or any other system not expressly required by this proposal.
 - Preparation of maintenance and operation manuals or as-built drawings will be the systems contractor's responsibility.
 - Training or establishing training programs (to be performed by the systems contractor).
 - System permits and approvals including Professional Engineering stamp.
- The system recommendations will be prepared in compliance with Owner's standards and direction in end user meetings, where the Owner Representative and Guidepost Solutions LLC will both be present. Design beyond what is shown on the approved and accepted drawings shall be subject to additional compensation.

- This proposal does not include electrical engineering of new circuits. If required, this work shall be performed by others. Guidepost Solutions LLC shall coordinate line voltage with the project's electrical engineer, where required by the system.
- This proposal does not include site utility coordination, site utility surveys, vault investigation, or discovery of existing underground site utilities, unless specifically mentioned within the scope of services.
- This proposal does not include construction permits or agency fees.
- This proposal does not include structural engineering.
- This proposal does not include fire alarm, telecommunications, and audiovisual systems consulting and/or design services.
- This proposal does not include rework of contractor construction shop drawings.
- Site plans, if required, are for information purposes only. Unless otherwise noted in the scope of work above, design services for site areas are not included in this proposal.
- This proposal assumes all system drawings will be produced using AutoCAD. If BIM is selected as the drawing deliverable method, the drawings will be considered supplemental services and will be billable.
- This proposal includes submission of full-size electronic PDF drawings to the Architect for all deliverables.
- If phases beyond the above scope of work are required, additional service fees will also be required.
- Services are limited to buildings defined in the scope of work above. The inclusion of additional structures, buildings, floors, and/or all site work not previously defined in the above scope of work will require additional fees.
- Reimbursable expenses will comply with Owner Standards.
- This Proposal and the prices quoted are valid for 30 days from the date of this Proposal.

AUTHORIZATION

If approved, please return our signed proposal, or provide a contract/agreement including general terms, deliverables, rates, and budget for signature to contractswest@guidepostsolutions.com or Guidepost Contracts at 2121 North California Street, Suite 800, Walnut Creek, CA 94596.

Date

August 24, 2023

Date



Rebecca Westover
Authorized Representative of
Mountain View Whisman School
District

Nick Heywood, AVP Technology and Design
Authorized Representative of
Guidepost Solutions LLC

EXHIBIT A: GUIDEPOST SOLUTIONS LLC 2023 HOURLY RATES

Design Services	
Practice Lead / Principal	\$250
Senior Consultant / Senior Project Manager / Professional Engineer	\$230
Consultant / Project Manager	\$200
Associate / Technology Designer	\$185
BIM / REVIT Coordinator	\$135
Subject Matter Expert - Advisory (Security / AV / Fire / TEL / GSOC)	\$230
Physical Security Consulting Services	
Practice Lead / Principal	\$400
Senior Consultant / Project Manager	\$275
Consultant	\$250
Associate	\$200
Subject Matter Expert - Advisory (Operations / Technology / CPTED)	\$275
Cyber Security Consulting Services	
Practice Lead / Principal	\$400
Senior Consultant / Project Manager	\$350
Consultant	\$300
Associate	\$250
Subject Matter Expert - Advisory (Risk / Operations / Technology)	\$400
Subject Matter Expert - Incident Response	\$500
Risk & Emergency Management Services	
Practice Lead / Principal	\$400
Senior Consultant / Project Manager	\$350
Consultant	\$300
Associate	\$250
Subject Matter Expert - Advisory (Risk / Operations / Technology)	\$400
Subject Matter Expert - Incident Response	\$500
Subject Matter Expert - Threat / Behavioral	\$900

* These rates are evaluated annually. Any changes in project completion may result in an increase in rates and total compensation.