

February 14, 2023

**Revised February 28, 2023**

**Robert C. Sidford**

Director of Technology and Innovation  
Department of Information Technology  
1936 Carlotta Drive, Concord, California 94519

Project: **Technology Infrastructure Assessment Development**  
At Thirteen Sites  
19six #: 23044.00

Dear Mr. Sidford:

Thank you for the opportunity to provide you with a fee proposal for the Mt. Diablo Unified School District (MDUSD) for the development of a Technology Infrastructure Assessment project. We are pleased to be part of this project.

**PROJECT DESCRIPTION**

The project consists of developing a framework for the District to develop a prioritized Technology (IT) Infrastructure Assessment of existing conditions and recommendations on options for upgrading thirteen (13) of the District site's IT / Voice and Data Network infrastructure. The sites comprise of

- (1) Elementary School
- (3) Middle Schools
- (5) High Schools
- (1) Adult Ed Center
- (3) Central Services Complexes

The plan will evaluate existing sites, review the upgrade required, and meet with the District's Technology staff to review the suggested upgrades. Once the upgrades are agreed upon, a budget by site and a phased project schedule over several years will be prepared and included in a final report to the District.

We would propose a three-part process consisting of:

- Part I: Data Collection
- Part II: Findings & Recommendations
- Part III: Final report

**SCHEDULE**

We will be ready to start with this work in mid-May 2023. The following tentative schedule assumes authorization to proceed on February 28, 2023:

Authorization to Proceed.....	03/09/23
Part I: Data Collection.....	05/17/23
Part II: Findings & Recommendations .....	07/07/23
Part III: Final Report.....	08/04/23
Assessment Report Completion.....	08/23/23

**SCOPE OF BASIC SERVICES AND FEES**

Services shall include professional Architectural, Structural, Mechanical, Electrical, and Plumbing services. The proposed team is as follows:

**PART I: DATA COLLECTION**

- Task 1. Kick-off Meeting: Define assessment goals and objectives. Confirm with the District representatives the focus of the work scope and plan.
  - Meetings: One (1) meeting is anticipated for this task. Virtual or in-person depending on availability.
  - Tools: List of 13 sites, 2022 Strategic Technology Plan, and District Standards
  
- Task 2. Review existing documents, including the District’s 2022 Strategic Technology Plan to understand the District’s technology requirements to support the educational learning environment. This review will be done in-house and during meetings with the Department of Information Technology and District representatives to discuss existing files and gather information from District staff as to existing conditions for the IT infrastructure, such as MDFs, IDFs, network backbone, etc.
  - Meetings: Up to two (2) virtual meetings are anticipated for this task.
  - Tools: Prints (or PDF) of Campus Site Map, As-builts, District Standards, and 2022 Strategic Technology Plan.
  
- Task 3. Physical Condition Assessment: Site observation and documentation of the campus’ existing network infrastructure.
  - Site Visits: The site visits to thirteen (13) will note, at a minimum, the following by redlining an existing as built and taking pictures for future use:
    - MPOE
    - Exterior pathways as it relates to IT infrastructure.
    - MDF location and existing conditions
    - IDF location and existing conditions
    - Existing exterior devices such as cameras, access points, etc.
    - Existing interior spaces, pathways, and any voice/data drop visible location without moving furniture and equipment.
  - Tools: Site as-built drawings, Measuring tools, 360 camera.

Fee \$ 57,800

**PART II: FINDINGS & RECOMMENDATIONS**

- Task 4. Document available information and results from our observations. Documentation will include updated site plans and floor plans to reflect pathways and locations as best as possible.
- Task 5. Present, consult, and validate with District/Campus Constituencies our assessment findings and conceptual upgrade requirements for each campus walked in task 3. Prepare a "Technical Design Standards" document outlining the District's design intent on projects in the future.
- Meetings: One (1) meeting is anticipated for this task. Virtual or in-person depending on availability.
- Task 6. Draft report based on District input. Prepare preliminary rough-order-of-magnitude (ROM) cost estimate for all campuses. The report will include a written summary of the status of each of the campuses as well as a proposed upgrade requirement covering the following:
- a. Exterior and interior pathways.
  - b. Minimum Point of Entry (MPOE) location and inventory documented.
  - c. Main Distribution Frame (MDF) evaluation and recommendations.
    - 1) Cabinets / racks
    - 2) Access control / locks
    - 3) Environmental recommendations (cooling)
    - 4) Electrical requirements
  - d. Intermediate Distribution Frame (IDF) evaluation and recommendations.
    - 1) Cabinets / racks
    - 2) Access control / locks
    - 3) Environmental recommendations (cooling)
    - 4) Electrical requirements
  - e. Uninterrupted Power Supply (UPS) battery backup recommendations for MDF and IDFs.
  - f. Fiber backbone upgrade recommendations, including termination components and cable.
  - g. Copper horizontal cabling (Cat-6 / Cat-6A) upgrade recommendations
  - h. Active equipment such as
    - 1) Core MDF switch(es) and equipment.
    - 2) Data switches-port quantity and power over ethernet power load (PoE) analysis.
    - 3) Wireless Controllers and Access Points.
- Task 7. Consult and Validate with District/Campus Constituencies for Priorities, Recommendations, and Budgetary Challenges. Revise the report with findings from the meeting.
- Meetings: One (1) meeting is anticipated for this task. Virtual or in-person depending on availability.

Fee

\$ 24,700

**PART III: REPORT**

Task 8. Develop a summary report of findings, recommend steps to proceed with upgrades, and suggest optional prioritized tiered upgrades with a cost estimate. Consolidate the reports, budgets, and implementation schedules into a cohesive report. This report will be prioritized on-site implementation based on District's direction and guidance.

Task 9. Review consolidated report, revise as required, and deliver final consolidated output report to the District.

Fee	\$ 12,300
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<b>Total Fixed Fee</b>	<b>\$ 94,800</b>
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**REIMBURSABLE EXPENSES**

There are no reimbursable expenses anticipated for this project. If any reimbursable expenses arise, 19six shall notify the Owner and get authorization before incurring the said expense. Reimbursable expenses will be billed at a rate of 1.15 times.

**EXCLUSIONS**

The following are not included in our services described above:

- The following system or services are not included in this proposal:
  - a. Underground conduit locating services.
  - b. Design or redesign of existing MPOE / MDF or IDF location.
  - c. Design or redesign / modernization of existing voice and data horizontal cable plant.
  - d. New design of backbone or feeder cabling from / to MPOE - MDF -/ IDFs.
  - e. Security System
  - f. Audiovisual Systems
- Topographic Surveys, Soils testing, Hazardous Materials Assessment, etc.
- Testing Labs and inspections
- Electrical design
- Low Voltage Design fire alarm and the security/card access/camera systems.
- Structural analysis or structural and seismic design of equipment anchorage and support systems.
- Preparation of maintenance or operating manuals.
- Construction Documents, Bidding, and Construction Administration.
- Employment of special sub-consultants.
- System commissioning.

**MISCELLANEOUS PROVISIONS**

DAMAGE LIMITATION - As a material inducement to 19six Architects to enter into this Agreement, the Owner agrees that the total liability of 19six Architects (whether for compensatory or consequential damages, attorneys' fees, costs, or any other type of damages or liability whatsoever) arising out of or relating to any alleged negligence, design defects, or breach of this agreement by 19six Architects, shall be limited to the fee earned.

INDEMNITY - Each party agrees to indemnify, defend and hold its agents, employees, officers, directors, and consultants harmless from and against any and all claims, suits, actions, damages, fees, (including attorneys' fees), and liabilities whatsoever which arise out of or relate to the project except to the extent resulting from the negligence or willful misconduct of the other party.

Either of us may terminate this agreement for any reason by seven days' written notice. We agree to stop work immediately upon receiving your notice, except for a reasonable time during the seven-day notice period to put the documents in order and to close down the project; you agree to pay us for such work.

We will bill you monthly based on a percentage complete basis. Payment is expected within 30 days of the billing date.

Services will be managed by Mariana Alvarez-Parga – license number C36107, with the collaboration of Alan Kroeker, Architect - license number C-22474, as needed.

If this proposal meets your approval, please sign below and return a copy for our records.

Thank you for this opportunity to be of service. We look forward to helping out on this much-needed project.

Sincerely,



Mariana Alvarez-Parga, Architect  
Vice-President  
19six Architects

Accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date