

Board Office Use: Legislative File Info.	
File ID Number	22-1783
Introduction Date	9/14/2022
Enactment Number	22-1566
Enactment Date	9-14-2022 CJH



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tadashi Nakadegawa, Deputy Chief, Facilities Planning and Management

Board Meeting Date September 14, 2022

Subject Amendment No. 1 General Services Agreement – Jensen Hughes – Facilities Planning and Management – Buildings and Grounds Fire and Intrusion Alarm Project – Division of Facilities Planning and Management

Action Requested Approval by the Board of Education of Amendment No. 1 General Services Agreement by and between the **District** and **Jensen Hughes**, Concord, California, for the latter to provide additional services, with Existing Conditions (Subcontractor), a three- dimensional (3D) scanning vendor to develop basic building drawings for the facility. Existing Conditions will provide two-dimensional (2D) building floor plans and reflected ceiling plans only for the design of the new fire system, for the **Facilities Planning and Management Buildings and Grounds Fire & Intrusion Alarm Project**, in an additional not-to-exceed amount of **\$41,740.00** increasing the Agreement’s total not-to-exceed amount from **\$169,100.00** to **\$210,840.00** and authorizing the President and Secretary of the Board to sign the Amendment for same with said Contractor, pursuant to the Amendment.

Discussion This Amendment is for additional services to provide a three-dimensional scanning of the building to develop a basic building drawing for the Facilities Planning and Management – Buildings and Grounds Fire and Intrusion Alarm Project.

LBP (Local Business Participation Percentage) 00.00%

Recommendation Approval by the Board of Education of Amendment No. 1 General Services Agreement by and between the District and Jensen Hughes, Concord, California, for the latter to provide additional services, with Existing Conditions (Subcontractor), a three- dimensional (3D) scanning vendor to develop basic building drawings for the facility. Existing Conditions will provide two-dimensional (2D) building floor plans and reflected ceiling plans only for the design of the new fire system, for the Facilities Planning and Management Buildings and Grounds Fire & Intrusion Alarm Project, in an additional not-to-exceed amount of \$41,740.00 increasing the Agreement’s total not-to-exceed amount from \$169,100.00 to \$210,840.00 and authorizing the President and Secretary of the Board to sign the Amendment for same with said Contractor, pursuant to the Amendment.

Fiscal Impact

Fund 25 Capital Facilities Fund

Attachments

- Amendment No. 1, including Exhibits
- Certificate of Insurance
- Routing Form

AMENDMENT NO. 1

GENERAL SERVICES AGREEMENT

This Amendment is entered into between the Oakland Unified School District (OUSD) and **Jensen Hughes**. OUSD entered into an agreement with CONTRACTOR for services effective on **May 13, 2021** ("Agreement"), and the parties agree to amend the Agreement for the Services with **Facilities Planning & Management – B & G Fire & Intrusion Alarm Project** as follows, and in the attached Exhibit A:

1.	Services:	<input type="checkbox"/> The scope of work is <u>unchanged</u> .	<input checked="" type="checkbox"/> The scope of work has <u>changed</u>.
<p>If scope of work changed: Provide brief description of revised scope of work including description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.</p> <p>The CONTRACTOR agrees to provide the following amended services: To provide additional services, with Existing Conditions (Subcontractor), a three-dimensional (3D) scanning vendor to develop basic building drawings for the facility. Existing Conditions will provide two-dimensional (2D) building floor plans and reflected ceiling plans only for the design of the new fire system, as described in the Proposal dated July 28, 2022, attached to this amendment, as part of Exhibit A.</p>			
2.	Terms (duration):	<input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u> .	<input type="checkbox"/> The term of the contract has <u>changed</u> .
<p>If term is changed: The contract term is extended by an additional _____, and the amended expiration date is _____.</p>			
3.	Compensation:	<input type="checkbox"/> The contract price is <u>unchanged</u> .	<input checked="" type="checkbox"/> The contract price has <u>changed</u>.
<p>If the compensation is changed: The not to exceed contract price is</p> <p><input checked="" type="checkbox"/> Increased by: <u>Forty-One Thousand Seven Hundred Forty Dollars No/100 (\$41,740.00)</u>.</p> <p><input type="checkbox"/> Decreased by _____ dollars and no/100 (\$_____).</p> <p>Prior to this amendment, the not-to-exceed contract price was <u>One-Hundred Sixty-Nine Thousand One Hundred Dollars no/100 (\$169,100.00)</u>, and after this amendment, the not-to-exceed contract price will be: Two <u>Hundred Ten Thousand Eight Hundred Forty Dollars no/100 (\$210,840.00)</u>.</p>			

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

There are no previous amendments to this Agreement. This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$

6. **Approval:** This Amendment is not effective, and no payment shall be made to Contractor based on this Amendment, until it is signed by Contractor and approved by the Board of Education.

OAKLAND UNIFIED SCHOOL DISTRICT

850.4

Gary Yee, President, Board of Education

9-15-2022

Date

Sondra Aguilera

Sondra Aguilera, Acting Superintendent and
Acting Secretary, Board of Education

9-15-2022

Date

Tadashi Nakadegawa

Tadashi Nakadegawa, Deputy Chief,
Facilities Planning and Management

8-11-2022

Date

Approval as to form:

Ame Sandberg

8/10/22

Date

Ame Sandberg, Lozano Smith *[name]*

General Counsel, Facilities, Planning and Management

CONTRACTOR

Manuelita E. David 7/12/2022

Contractor Signature **Date**

Manuelita E. David
Team Leader / Senior Consultant

Print Name, Title

EXHIBIT "A"
Scope of Work for Amendment

Contractor Name: Jensen Hughes

1. Detailed Description of Services to be provided: To provide additional services, with Existing Conditions (Subcontractor), a three-dimensional (3D) scanning vendor to develop basic building drawings for the facility. Existing Conditions will provide two-dimensional (2D) building floor plans and reflected ceiling plans only for the design of the new fire system, as described in the Proposal dated July 28, 2022, attached to this amendment, as part of Exhibit A.

2. Specific Outcomes:

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract:

<input type="checkbox"/> Ensure a high quality instructional core	<input type="checkbox"/> Prepare students for success in college and careers
<input type="checkbox"/> Develop social, emotional and physical health	<input checked="" type="checkbox"/> Safe, healthy and supportive schools
<input checked="" type="checkbox"/> Create equitable opportunities for learning	<input checked="" type="checkbox"/> Accountable for quality
<input type="checkbox"/> High quality and effective instruction	<input type="checkbox"/> Full service community district

Jensen Hughes Additional Services

July 28, 2022

John Esposito
Project Manager
Oakland Unified School District
955 High Street
Oakland, CA 94601
john.esposito@ousd.org
+1 510-535-7049

RE: Facilities, B & G - 955 High Street – Oakland, CA
Building Drawing Development Services

Dear Mr. Esposito,

Enclosed is our Authorization for Requested Additional Services for the referenced project, presented to the Oakland Unified School District (OUSD) (Client) for approval.

Jensen Hughes has an existing agreement with OUSD to provide fire and intrusion alarm design services for the building located at Facilities, B & G - 955 High Street. The existing agreement is contingent upon OUSD providing Jensen Hughes with existing as-built drawings of the facility including as-built intrusion alarm, fire alarm, fire protection system, architectural, structural, mechanical, electrical, and fixture plans, and other information pertaining to design of the project. Following an exhaustive search of OUSD archive drawings and public record requests with the Division of the State Architect (DSA), no such drawings are available for use in the designs.

OUSD has requested Jensen Hughes' assistance in the development of building drawings.

Jensen Hughes appreciates the opportunity to assist the Oakland Unified School District. If you have any questions, please contact me at +1 925-208-0598 or at dsecoda@jensenhughes.com.

Sincerely,

Jensen Hughes

David M. Secoda
Senior Consultant

DMS/DC:KT:rs

Y:\shared\proposals\fire & building safety\wnc\2022\22-0296-DMS_OUSD 955 High Street_ASR1 3D Scan Svs\FBS-WNC-22-0296-DMS_OUSD 955 High St_ASR1 Bldg Drawings_20220728-R1.docx

1220 Concord Avenue, Suite 400
Concord, CA 94520
O: +1-925-938-3550

Authorization for Requested Additional Services

CHANGE NUMBER: 01

<i>Date:</i>	July 28, 2022
<i>Project Name:</i>	955 High Street
<i>Project Location:</i>	Oakland, California
<i>Project No.:</i>	1DMS21002.000
<i>Original Contract Dated:</i>	May 13, 2021
<i>Client:</i>	Oakland Unified School District
<i>Contact:</i>	John Esposito

Description of Additional Services

Jensen Hughes proposes the following Additional Services:

1. Jensen Hughes will subcontract with Existing Conditions (Subcontractor); a three-dimensional (3D) scanning vendor to develop basic building drawings for the facility. Jensen Hughes will be present to supervise Existing Conditions while on they are on the property.
2. Existing Conditions will provide 3D laser scanning of the building to produce the building plans. Existing Conditions will provide Jensen Hughes with two-dimensional (2D) building floor plans and reflected ceiling plans only. Documentation of other building systems is excluded. Existing electrical, mechanical, plumbing, or any other system will not be scanned and will not be documented by the Subcontractor. The floor plans and reflected ceiling plans developed by Existing Conditions will be used by Jensen Hughes for the design of the new fire and intrusion alarm systems.
3. Jensen Hughes will provide additional surveys to identify information and system interfaces not documented through 3D laser scanning such as room names and uses and building fire/safety interfaces to other building systems.

Net Increase for these Additional Services	\$ 41,740
Original Contract Sum	\$ 169,100
Net Change by Previously Authorized Additional Services	\$ 0
Contract Sum Prior to this Additional Services Request	\$ 169,100
Net Increase for Additional Services described herein	\$ 41,740
New Contract Sum	\$ 210,840

This agreement shall be subject to the terms and conditions of the original agreement for this project, dated May 13, 2021, between Jensen Hughes and the Client.

To initiate our services, please sign and return this proposal at your earliest convenience; or provide a written (email) notice to proceed agreeing with the scope, pricing, and terms and conditions stated herein.

Acknowledgement + Signature

Jensen Hughes, Inc.:

Oakland Unified School District:



SIGNATURE
David M. Secoda

PRINTED NAME
Senior Consultant

TITLE
July 28, 2022

DATE



SIGNATURE
Gary Yee

PRINTED NAME
President, Board of Education

TITLE
9-15-2022

DATE



DIVISION OF FACILITIES PLANNING AND MANAGEMENT ROUTING FORM

Project Information

Project Name	Facilities Planning and Management – Buildings and Grounds Fire and Intrusion Alarm Project	Site	988
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Basic Directions

Services cannot be provided until the contract is awarded by the Board or is entered by the Superintendent pursuant to authority delegated by the Board.

Attachment Checklist	<input checked="" type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input checked="" type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider
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Contractor Information

Contractor Name	Jensen Hughes	Agency's Contact	David Secoda				
OUSD Vendor ID #	002281	Title	Manager				
Street Address	1220 Concord Avenue, Ste. 400	City	Concord	State	CA	Zip	94520
Telephone	925-257-5145	Policy Expires					
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
OUSD Project #	21106						

Term of Original/Amended Contract

Date Work Will Begin (i.e., effective date of contract)	5-13-2021	Date Work Will End By (not more than 5 years from start date; for construction contracts, enter planned completion date)	1-31-2024
		New Date of Contract End (If Any)	

Compensation/Revised Compensation

If New Contract, Total Contract Price (Lump Sum)	\$	If New Contract, Total Contract Price (Not To Exceed)	\$
Pay Rate Per Hour (if Hourly)	\$	If Amendment, Change in Price	\$ 41,740.00
Other Expenses		Requisition Number	

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Funding Source	Org Key	Object Code	Amount
9021/9852	Fund 25	250-9021-0-9852-8500-6215-988-9180-9000-9999-21106	6215	\$41,740.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

	Division Head	Phone	510-535-7038	Fax	510-535-7082
1.	Executive Director, Facilities Planning and Management				
	Signature	Date Approved	8/11/2022		
2.	General Counsel, Department of Facilities Planning and Management				
	Signature Lozano Smith, approved as to form	Date Approved	8/10/22		
3.	Deputy Chief, Facilities Planning and Management				
	Signature	Date Approved	8/11/2022		
4.	Chief Financial Officer				
	Signature	Date Approved			
5.	President, Board of Education				
	Signature Gary Yee, President, Board of Education	Date Approved	9-15-2022		

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million, and the number of people aged 75 and over has increased from 4.5 million to 6.5 million (Office for National Statistics 2000).

There is a growing awareness of the need to address the needs of older people, and the need to ensure that the health care system is able to meet the needs of older people. The Department of Health (2000) has set out a strategy for the health care system to meet the needs of older people, and the Health Service Research Unit (2000) has set out a strategy for the health care system to meet the needs of older people.

The Health Service Research Unit (2000) has set out a strategy for the health care system to meet the needs of older people. The strategy is based on the following principles: (1) to ensure that the health care system is able to meet the needs of older people; (2) to ensure that the health care system is able to meet the needs of older people; (3) to ensure that the health care system is able to meet the needs of older people.

The Health Service Research Unit (2000) has set out a strategy for the health care system to meet the needs of older people. The strategy is based on the following principles: (1) to ensure that the health care system is able to meet the needs of older people; (2) to ensure that the health care system is able to meet the needs of older people; (3) to ensure that the health care system is able to meet the needs of older people.

The Health Service Research Unit (2000) has set out a strategy for the health care system to meet the needs of older people. The strategy is based on the following principles: (1) to ensure that the health care system is able to meet the needs of older people; (2) to ensure that the health care system is able to meet the needs of older people; (3) to ensure that the health care system is able to meet the needs of older people.

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Board Office Use: Legislative File Info.	
File ID Number	21-0957
Introduction Date	5-12-2021
Enactment Number	21-0726
Enactment Date	5/12/2021 lf



Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tadashi Nakadegawa, Deputy Chief, Facilities Planning and Management

Board Meeting May 12, 2021

Date Subject General Services Agreement – Jensen Hughes – Facilities Planning & Management – B & G Fire & Intrusion Alarm Project – Division of Facilities Planning and Management

Action Requested Approval by the Board of Education of General Services Agreement between the District and Jensen Hughes, Concord, California, for the latter to provide fire & intrusion alarm design services, which includes: attending one pre-design meeting to identify intrusion alarm systems objectives for replacement systems; produce AutoCAD formatted electronic files; produce black-line drawings and site surveys; review existing intrusion alarm system plans to develop replacement design and identify existing conduits for possible reuse; and conduct site visits to determine existing site issues, for the Facilities Planning & Management – B & G Fire & Intrusion Alarm Project, in the amount of \$169,100.00, which includes a contingency fee of \$5,000.00, with work scheduled to commence on May 13, 2021, and scheduled to last January 31, 2024.

Discussion Consultant will provide review and preparation of design drawings for fire & intrusion alarm system. Consultant was selected based on specially trained services which does not require competitive bidding. (Public Contract Code §20111(d), and (Government Code §53060.)

LBP (Local Business Participation Percentage) 00.00%

Recommendation Approval by the Board of Education of General Services Agreement between the District and Jensen Hughes, Concord, California, for the latter to provide fire & intrusion alarm design services, which includes: attending one pre-design meeting to identify intrusion alarm systems objectives for replacement systems; produce AutoCAD formatted electronic files; black-line drawings and site surveys; review existing intrusion alarm system plans to develop replacement design and identify existing conduits for possible reuse; and conduct site visits to determine existing site issues, for the Facilities Planning & Management – B & G Fire & Intrusion Alarm Project, in the amount of \$169,100.00, which includes a contingency fee of \$5,000.00, with work scheduled to commence on May 13, 2021, and scheduled to last January 31, 2024.

Fiscal Fund 25

- Impact**
- Agreement
 - Scope of work
- Attachments**
- Insurance Certificate



CONTRACT JUSTIFICATION FORM

This Form Shall Be Submitted to the Board Office With Every Agenda Contract.

Legislative File ID No. 21-0957

Department: Facilities Planning & Management

Vendor Name: Jensen Hughes

Project Name: Facilities Planning & Management
B & G Alarm Shop Project

Project No.: 21106

Contract Term: Intended Start: 5-13-2021

Intended End: 1-31-2024

Total Cost Over Contract Term: \$169,100.00

Approved by: Tadashi Nakadegawa

Is Vendor a local Oakland Business or have they meet the requirements of the

Local Business Policy? Yes (No if Unchecked)

How was this contractor or vendor selected?

This consultant was a direct selection based on specialized training services and past work experience done on the Districts' fire and fire intrusion systems. Given the Consultant's experience with similar projects and the level of complexity of the project, the District identified the chosen consultant as the most qualified at the most reasonable price.

Summarize the services or supplies this contractor or vendor will be providing.

Jensen Hughes will provide fire and intrusion alarm designs, which includes: attending one pre-design meeting to identify intrusion alarm systems objectives for replacement systems; produce AutoCAD formatted electronic files; black-line drawings and site surveys; review existing intrusion alarm system plans to develop replacement design and identify existing conduits for possible reuse. Conduct site visits to determine existing site issues, Conduct site visits to determine and identify existing conduits for possible reuse.

Was this contract competitively bid? Check box for "Yes" (If "No," leave box unchecked)

If "No," please answer the following questions:

1) How did you determine the price is competitive?

Jensen Hughes has done work and is currently working for the District. Based on specialized trained services with this particular type of work, the District found that the consultant performed work quickly, accurately, efficiently, and at a reasonable cost to the District.

2) Please check the competitive bidding exception relied upon:

Construction Contract:

- Price is at or under UPCCAA threshold of \$60,000 (as of 1/1/19)
- CMAS contract [may only include “incidental work or service”] (Public Contract Code §§10101(a) and 10298(a)) – *contact legal counsel to discuss if applicable*
- Emergency contract (Public Contract Code §§22035 and 22050) – *contact legal counsel to discuss if applicable*
- No advantage to bidding – *contact legal counsel to discuss if applicable*
- Sole source contractor – *contact legal counsel to discuss if applicable*
- Completion contract – *contact legal counsel to discuss if applicable*
- Lease-leaseback contract RFP process – *contact legal counsel to discuss if applicable*
- Design-build contract RFP process – *contact legal counsel to discuss if applicable*
- Energy service contract – *contact legal counsel to discuss if applicable*
- Other: _____ – *contact legal counsel to discuss if applicable*

Consultant Contract:

- Construction project manager, land surveyor, or environmental services – selected based on demonstrated competence and professional qualifications (Government Code §4526)
- Architect or engineer – use of a fair, competitive RFP selection process (Government Code §§4529.10 et seq.)
- Architect or engineer when state funds being used – use of competitive process consistent with Government Code §§4526-4528 (Education Code §17070.50)
- Other professional or specially trained services or advice – no bidding or RFP required (Public Contract Code §20111(d) and Government Code §53060) – *contact legal counsel to discuss if applicable*
- For services other than above, the cost of services is \$96,700 or less (as of 1/1/21)
- No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*

Purchasing Contract:

- Price is at or under bid threshold of \$96,700 (as of 1/1/21)
- Certain instructional materials (Public Contract Code §20118.3)
- Data processing systems and supporting software – choose one of three lowest bidders (Public Contract Code §20118.1)

- Electronic equipment – competitive negotiation (Public Contract Code §20118.2) – *contact legal counsel to discuss if applicable*
- CMAS contract [may only include “incidental work or service”] (Public Contract Code §§10101(a) and 10298(a)) – *contact legal counsel to discuss if applicable*
- Piggyback contract for purchase of personal property (Public Contract Code §20118) – *contact legal counsel to discuss if applicable*
- Supplies for emergency construction contract (Public Contract Code §§22035 and 22050) – *contact legal counsel to discuss if applicable*
- No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*
- Other: _____

Maintenance Contract:

- Price is at or under bid threshold of \$96,700 (as of 1/1/21)
- No advantage to bidding (including sole source) – *contact legal counsel to discuss*
- Other: _____

3) Explain in detail the facts that support the applicability of the exception marked above:

- Consultant is providing review and preparation of design fire & intrusion alarm drawings, which are specially trained services.

**OAKLAND UNIFIED SCHOOL DISTRICT
GENERAL SERVICES AGREEMENT**

This GENERAL SERVICES AGREEMENT (“Agreement”) is made and entered into effective **May 13, 2021** (the “Effective Date”), by and between the Oakland Unified School District (“District”) and **Jensen Hughes** (“Contractor”).

1. **Contractor Services.** Contractor agrees to provide the following services to District (collectively, the “Services”): Jensen Hughes to assist with preparation of a design to replace the existing fire alarm systems, which includes conduct site visits, review the existing fire alarm system plans to develop the fire alarm system replacement design criteria. Attend one pre-design meeting with Client to identify the fire alarm systems. Develop AutoCAD background drawings, and site surveys. The Services include all work described in the March 10, 2021, proposal attached to this Agreement as Exhibit A.
2. **Contractor Qualifications.** Contractor represents and warrants to District that Contractor, and all of Contractor’s employees, agents or volunteers (the “Contractor Parties”), have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement. Contractor and any Contractor Parties performing services shall be competent to perform those services.
3. **Term.** This Agreement shall begin on **May 13, 2021** and shall terminate upon completion of the Services, but no later than **January 31, 2024** (“Term”), except as otherwise stated in **Paragraph 4** below. There shall be no extension of the Term of this Agreement without the express written consent of all parties. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of the Services by Contractor or the Contractor Parties. In the event of early termination, Contractor shall be paid for satisfactory Services performed to and including the date of termination. Upon payment by District, District shall be under no further obligation to Contractor, monetarily or otherwise, and District may proceed with the work in any manner District deems proper.
4. **Termination.** Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party, however the parties may agree in writing to a shorter notice period. Notwithstanding the foregoing, District may terminate this Agreement at any time by giving written notice to Contractor if Contractor materially breaches any of the terms of this Agreement, any act or omission of Contractor or the Contractor Parties exposes District to potential liability or may cause an increase in District’s insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed because of Contractor’s insolvency. Such termination shall be effective immediately upon Contractor’s receipt of the notice.
5. **Payment of Fees for Services.** District agrees to pay Contractor fees in accordance with the attached Fee Schedule (See Exhibit B, attached), for Services satisfactorily performed. Contractor shall not increase the rate over the course of this Agreement. Total fees paid by District to Contractor for Services under the Agreement shall be a not-to-exceed fee of **ONE HUNDRED SIXTY-NINE THOUSAND, ONE HUNDRED DOLLARS NO/100 (\$169,100.00), which includes a contingency fee of \$5,000.00**. Contractor shall perform all Services required by the Agreement even if the Fee has already been paid and no more payments will be forthcoming. District agrees to pay the Fee, up to the

maximum amount provided herein, within Thirty (30) days of receipt of a detailed invoice from Contractor, including any additional supporting documentation District reasonably requests.

6. **Indemnity.** Contractor shall, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the “District Parties”), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) (collectively, the “Claims”) to the extent directly arising out of, or resulting from any act, error, omission, negligence, or willful misconduct of Contractor, the Contractor Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform Contractor’s obligations under this Agreement, including, but not limited to Contractor’s or the Contractor Parties’ use of the site, Contractor’s or the Contractor Parties’ performance of the Services, Contractor’s or the Contractor Parties’ breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

7. **Equipment and Materials.** Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, “Equipment”) which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contractor Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contractor Parties by District. Furthermore, District may reject any Equipment or workmanship that does not conform to the requirements of this Agreement and Contractor must then promptly remedy or replace it at no additional cost to District and subject to District’s reasonable satisfaction.

8. **Insurance.** Contractor shall secure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits of not less than \$ 1,000,000 each occurrence and \$2,000,000 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate, if applicable; and (iii) worker’s compensation insurance as required by Labor Code section 3200, *et seq.*, if applicable. Neither Contractor nor any of the Contractor Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insureds. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled except after thirty (30) days’ prior written notice has been given to District. If such a notice is not given or even if District receives a notice, District may, at its sole option, terminate this Agreement. All insurance policies shall include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties. A copy of the Contractor’s insurance certificate shall be attached to this Agreement as proof of insurance.

9. **Independent Contractor Status.** Contractor is engaged in an independently established trade,

occupation, or business to provide the Services required by this Agreement and is hereby retained to provide specialized services for District that are outside the usual course of District's business. Contractor is free from the control and direction of District in connection with the manner in which it provides the Services to District. Contractor understands and agrees that Contractor and the Contractor Parties shall not be considered officers, employees, agents, partners, or joint venturers of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.

10. **Taxes.** All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from fees payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contractor Parties and otherwise in connection with this Agreement.

~~11. **Fingerprinting/Criminal Background Investigation Certification.** Contractor and the Contractor Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1, and shall complete the Fingerprinting Notice and Acknowledgement Form and Student Contract Form.~~

12. **Tuberculosis Certification.** Contractor and the Contractor Parties shall at all times comply with the tuberculosis ("TB") certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

A. Contractor and Contractor Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

B. The following Contractor and Contractor Parties shall have **more than limited contact** (as determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test in full compliance with the requirements of Education Code section 49406:

_____. [Attach and sign additional pages, as needed.]

Contractor shall maintain on file the certificates showing that the Contractor and Contractor Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement by Contractor and Contractor Parties are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any contact is permissible.

13. **Confidential Information.** Contractor shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than carrying out the obligations under this Agreement. Upon request from the District, Contractor shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.

14. **Assignment/Successors and Assigns.** Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.

15. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

16. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties and approved by the governing board.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Alameda, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

18. **Written Notice.** Written notice shall be deemed to have been duly served if delivered in person to the address located next to the party signatures below, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who sends the notice.

19. **Compliance with Law.** Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this Agreement and that failure to do so shall constitute material breach.

20. **Non-Discrimination.** There shall be no unlawful discrimination in the contracting of persons under this Agreement because of race, color, national origin, age, ancestry, religion, sex, or sexual orientation of such persons.

21. **Attorneys' Fees.** If any legal action is taken to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and other reasonable costs and expenses incurred in connection with that legal action.

22. **Liability of the Parties.** Notwithstanding anything stated herein to the contrary, neither party shall be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.

23. **Time.** Time is of the essence to this Agreement.

24. **Waiver.** No delay or omission by District in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the District from any or further exercise of any right or remedy.

25. **Entire Agreement.** This Agreement is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

26. **Ambiguity.** The parties to this Agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.

27. **Execution of Other Documents.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

28. **Execution in Counterparts.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

29. **Warranty of Authority.** The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective parties, and by their signatures to bind the respective parties to this Agreement.

~~30. **Local Business.** Contractor shall comply with the requirements of the District's Local, Small Local, and Small Local Resident Business Enterprise Program, which may require a 50% minimum local participation requirement in the performance of this Agreement. A copy of this program may be obtained at www.ousd.k12.ca.us, under the Facilities Planning & Management Department drop down menu, at "Bids and Requests for Proposals."~~

31. **Forms.** The following forms, attached to the contract, are incorporated into the contract:

- ~~• Roof project certification (if required; see Public Contract Code §3006).~~
- Fingerprinting Notice and Acknowledgement.
- ~~• Iran Contracting Act Certification.~~
- Workers' Compensation Certification.
- Drug-Free Workplace Certification.
- ~~• Buy American Certification.~~

~~Local Business Participation Form~~

Within ten (10) days after award and before commencement of the services, the signed agreement, insurance documentation, and Student Contract Form (see Exhibit B to the Fingerprinting Notice and Acknowledgement) shall be submitted to the District.

32. **Mediation.** A party to this Agreement shall, as a condition precedent to initiating any litigation against the other party, demand mediation of any dispute. The parties shall endeavor to include any third party claimant in the mediation. The parties shall select a mediator and schedule the mediation within thirty (30) days of the initial demand for mediation. If the parties cannot agree on a mediator, the mediator shall be appointed by JAMS. The parties to the mediation, including the parties to this Agreement, shall pay equal shares of the mediator's fees. Each party shall bear its own attorney's fees related to the mediation.

DISTRICT:

OAKLAND UNIFIED SCHOOL DISTRICT

Shanthy 5/13/2021
Shanthy Gonzales, President, Board of Education Date

Kyla Johnson-Trammell 5/13/2021
Kyla Johnson-Trammell, Superintendent Date
Secretary, Board of Education

Tadashi Nakadegawa 4/16/2021
Tadashi Nakadegawa, Date
Deputy Chief, Facilities Planning & Management

Approved As to Form
[Signature] 4/16/21
OUSD Facilities Legal Counsel Date

CONTRACTOR:

JENSEN HUGHES, INC.

By: *Manuelita E. David*
Name: Manuelita E. David
Title: Team Lead + Senior Consultant

Exhibit A

See attached Proposal

March 10, 2021

EXHIBIT A

John Esposito
Facilities Project Manager Oakland Unified School District 955 High Street
Oakland, CA 94601

john.esposito@ousd.org
+1 510-535-7049

RE: OUSD Facilities and Shops – Oakland, CA
955 High Street
Fire and Intrusion Alarm Design Services

Dear Mr. Esposito:

Jensen Hughes, Inc. (Consultant) is pleased to submit this proposal to provide fire and intrusion alarm design services to the Oakland Unified School District (OUSD) (Client) for the referenced project

The project is an existing business and storage occupancy consisting of eight permanent buildings and one portable. The combined buildings area is approximately 150,000 square feet in area. The Client has requested Jensen Hughes' assistance with preparation of designs to replace the fire and intrusion alarm systems at the property.

Scope of Services

Jensen Hughes proposes to provide the following scope of services:

DRAWING DEVELOPMENT AND DESIGN

1. Attend one pre-design meeting with the Client to identify the fire and intrusion alarm systems objectives and to determine the approach to the systems replacement.
2. Develop AutoCAD background drawings from Client-supplied electronic files, black-line drawings, and site surveys.
3. Review the available existing fire alarm system plans to develop the fire alarm system replacement design criteria, and to identify existing conduits(s) for possible reuse.
4. Conduct site visits to determine existing site conditions. During the site visits, Jensen Hughes will identify and locate existing fire and intrusion alarm system devices, appliances, and interfaces. Survey findings will be used to develop demolition drawings of unused existing fire and intrusion alarm components.

5. Prepare fire and intrusion alarm design drawings and technical specifications. Fire alarm design drawings will be detailed sufficient for OUSD requirements. Intrusion alarm design shall be in accordance with the current OUSD Intrusion Alarm Standard. The design drawings will be prepared in AutoCAD format.
6. Coordinate the designs with OUSD Buildings & Grounds Alarm Shop and Johnson Controls (OUSD's fire alarm system vendor).
7. Submit 50% construction drawings and specifications to OUSD Buildings & Grounds Alarm Shop for review and comment. Revise the 50% construction drawings to incorporate appropriate comments received from OUSD.
8. Submit 90% construction drawings and specifications to OUSD Buildings & Grounds Alarm Shop and Johnson Controls (OUSD's fire alarm vendor). Revise the 90% construction drawings to incorporate appropriate comments received from OUSD and Johnson Controls.
9. Prepare a construction cost estimate based on Jensen Hughes' construction documents.
10. The buildings are not used for educational purposes, and therefore not subject to review and approval by the Division of the State Architect (DSA). Design documents will not be submitted to DSA for review and approval. DSA application fees are excluded.
11. Final submittal of fire and intrusion alarm drawings and specifications will be reviewed and stamped by one of Jensen Hughes' licensed Electrical Engineers.
12. All submittals will be reviewed for quality assurance by one of Jensen Hughes' licensed Fire Protection Engineers.
13. Submit approved construction documents to the Client for bidding purposes. Submittal shall include one stamped approved hard copy of construction drawings and specifications and electronic files of same.

BID SERVICES

1. Attend one pre-bid meeting arranged by the Client to discuss the project with bidders and provide clarification and technical assistance regarding bidders' questions.
2. Prepare responses to bidders' requests for information (RFIs) during the bid process. Jensen Hughes will provide one addendum, if necessary.

CONSTRUCTION ADMINISTRATION

1. The Client's selected contractor shall be responsible for development of fire alarm and intrusion alarm shop drawings to obtain an installation permit from the fire department. The contractor shall be responsible for field verification of installation conditions. Jensen Hughes will review one complete submittal of contractor's shop drawings, samples, and other information for conformance with the design concept and compliance with the design documents. Prepare a letter report identifying deficiencies. One initial review, one resubmittal, and two reports are included.
2. Attend one pre-construction and one pre-pull meeting with the selected contractor and Client. Meetings shall be arranged by the Client.
3. Attend one construction kick-off meeting with the selected contractor and Client. Meetings shall be arranged by the Client.
4. Attend weekly project meetings during construction. Meeting minutes shall be recorded and distributed by the Client. A total of 32 weekly meetings are included.
5. Provide appropriate direction to the Project Inspector.
6. Conduct two construction observation visits during construction to ensure compliance and completion in accordance with the approved plans. Construction observation visits will be high-level reviews and are not intended as a substitute for continuous inspection provided by the Project Inspector. Jensen Hughes will

provide written comments reflecting items reviewed at the site. It is anticipated that construction observation visits will coincide with construction meetings.

7. Respond to contractor or inspector RFIs concerning interpretation of construction drawings. Prepare RFI responses as appropriate.
8. Provide general consulting regarding the project. This consulting may be used for:
 - A. Mitigating contractor problems and/or conflicts.
 - B. Providing recommendations/solutions.
 - C. Assisting with requests for change orders.
9. Witness the pre- and final acceptance tests of the fire and intrusion alarm systems with the Client, contractor, OUSD Buildings & Grounds Alarm Shop, and Project Inspector. Results of the final tests will be recorded and submitted to the Client. Eight site visits are estimated for systems testing.
10. Conduct one final walk-through at the completion of construction to verify and document that the fire and intrusion alarm systems are installed in accordance with the manufacturer's requirements, OUSD Standards, and the design intent. Prepare a letter report that identifies any deficiencies found during the final walk-through. Submit the same to the Client.

Additional Services

Any other work requested by Client outside of the Services specified above shall be considered an "Additional Service" and will be conducted on a mutually-agreed-upon basis. When such work is requested, Jensen Hughes will submit an estimate of the cost to the Client for approval prior to commencing work.

Additional work may include, but is not limited to:

1. Additional site visits.
2. Additional meetings.
3. Building code and accessibility consulting.
4. Review of additional resubmitted shop drawings.
5. Additional construction observation visits beyond the Scope of Services.
6. Additional time for system acceptance testing beyond that noted in the Scope of Services resulting from contractor's delays or deficiencies.
7. Evaluation of the existing fire and intrusion alarm system(s).
8. Intrusion alarm design, testing, and consulting.
9. Automatic sprinkler system design, testing, and consulting.
10. Architectural services, mechanical, structural, or civil engineering and consulting.
11. Additional submittals beyond those described in the Scope of Services.
12. Special hazard or kitchen hood fire suppression system design, testing, and consulting.
13. Smoke control system design and testing/special inspection.

All services not specifically described in the Proposal are excluded from Consultant's Scope of Services.

Client Responsibilities

This proposal is based upon the Client performing the following activities:

1. Provide Jensen Hughes with all drawings, including existing as-built intrusion alarm, fire alarm, fire protection system, architectural, structural, mechanical, electrical, and fixture plans, and other information pertaining to design of the project. These documents are for Jensen Hughes' use in preparing the drawings and specifications. It is understood that Jensen Hughes will rely upon the accuracy of all documents and electronic data furnished.
2. Coordinate and arrange all required meetings and tests.
3. Provide Jensen Hughes access to all areas of the building for the purpose of conducting surveys and site visits.
4. Provide staff familiar with the location and operation of the existing fire and intrusion alarm systems.
5. Pay for all fees for securing approval of authorities having jurisdiction.

Professional Fees

The proposed Scope of Services above will be provided by Consultant for a not to exceed fee of \$164,100.00, plus an OUSD contingency fee of \$5,000.00, for a total contract price of \$169,100.00.

<i>Phase</i>	<i>Fees</i>
Drawing Development and Design	\$80,900
Bid Services	\$3,100
Construction Administration	\$80,100
Total	\$164,100

Staffing

Consultant reserves the right to assign personnel on an “as-needed” basis or substitute equivalently experienced personnel upon prior written notice to Client. No increase in the budget or fee will be made for such change in personnel without Client approval.

Payments

Payment shall be made in US funds. Client shall supply invoicing information as requested in the Billing Contact Information form.

- + **Jensen Hughes’ preferred payment method is electronic. Wire and ACH information is provided on the Billing Contact Information form.**
- + Jensen Hughes will invoice client monthly based on hours expended and agreed-upon bill rates. Invoices are due upon receipt. Invoices remaining unpaid after 30 days from receipt shall be subject to a service fee of 1.5% per month, and Jensen Hughes reserves the right to pursue all available remedies, including, without limitation, suspension of services, court costs, collection costs, reasonable attorneys' fees, expert fees, and all other costs allowed by law, which may be incurred by Consultant in pursuit of unpaid invoices.
- + Invoice will be submitted following Jensen Hughes’ standard invoice format.

Exhibit B
Hourly Rate



Standard Billing Rates

The following table reflects our current standard hourly rate range/schedule. Rates are effective as of January 1, 2021 and are subject to change.

<i>Labor Category</i>	<i>Rate</i>
Technical Fellow 2	\$400
Technical Fellow 1	\$350
Sr Consultant 5	\$330
Sr Consultant 4	\$298
Sr Consultant 3	\$289
Sr Consultant 2	\$274
Sr Consultant 1	\$256
Consultant 4	\$236
Consultant 3	\$215
Consultant 2	\$198
Consultant 1	\$189
Associate 4	\$179
Associate 3	\$165
Associate 2	\$144
Associate 1	\$112
Sr Technician	\$132
Technician	\$98
Intern	\$98
Project Admin	\$115
Admin	\$98

Confidential and Proprietary.



DIVISION OF FACILITIES PLANNING & MANAGEMENT ROUTING FORM

Project Information

Project Name	Facilities Planning & Management B & G Fire Alarm Shop Project	Site	988
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Basic Directions

Services cannot be provided until the contract is awarded by the Board or is entered by the Superintendent pursuant to authority delegated by the Board.

Attachment Checklist	<input checked="" type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input checked="" type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider
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Contractor Information

Contractor Name	Jensen Hughes	Agency's Contact	David Secoda				
OUSD Vendor ID #	002281	Title	Manager				
Street Address	1220 Concord Avenue, Ste. 400	City	Concord	State	CA	Zip	94520
Telephone	925-257-5145	Policy Expires					
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
OUSD Project #	21106						

Term of Original/Amended Contract

Date Work Will Begin (i.e., effective date of contract)	5-13-2021	Date Work Will End By (not more than 5 years from start date; for construction contracts, enter planned completion date)	1-31-2024
		New Date of Contract End (If Any)	

Compensation/Revised Compensation

If New Contract, Total Contract Price (Lump Sum)	\$	If New Contract, Total Contract Price (Not To Exceed)	\$169,100.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Change in Price	\$
Other Expenses		Requisition Number	

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Funding Source	Org Key	Object Code	Amount
9021 9852	Fund 25	250-9021-0-9852-8500-6215-988-9180-9900-9999-99999	6215	\$169,10000

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

1.	Division Head	Phone	510-535-7038	Fax	510-535-7082
	Acting Director, Facilities Planning & Management				
	Signature	Date Approved	4/16/2021		
2.	General Counsel, Department of Facilities Planning and Management				
	Signature	Date Approved	4/16/21		
	Deputy Chief, Facilities Planning and Management				
3.	Signature	Date Approved	4/16/2021		
4.	Chief Financial Officer				
	Signature	Date Approved			
5.	President, Board of Education				
	Signature	Date Approved			