

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	12-2473
Committee	Facilities
Introduction Date	October 10, 2012
Enactment Number	12-2549
Enactment Date	10/10/12 o.s.



## Memo

**To** Board of Education

**From** Tony Smith, PH.D., Superintendent  
Timothy White, Associate Superintendent, Facilities Planning and Management

**Board Meeting Date** October 10, 2012

**Subject** Independent Consultant Agreement for Professional Services - MK Think Roundhouse One - Division of Facilities, Planning and Management Project

**Action Requested** Approval by the Board of Education of an Independent Consultant Agreement for Professional Services with MK Think Roundhouse One for Master Plan Services on behalf of the District at the Division of Facilities, Planning and Management Project, in an amount not-to exceed \$355,340.00. The term of this Agreement shall commence on September 26, 2012 and shall conclude no later than September 26, 2013.

**Background** In alignment with the board's priorities to improve the utilization of underused assets and pursue revenue generating opportunities, Facilities, Planning and Management and MKThink will conduct a detailed evaluation of current administrative facility usage and develop a long term plan to alter site dispositions.

**Local Business Participation Percentage** 0.00% (Sole Source)

**Strategic Alignment** Among the key purposes of the District's Facilities Master Plan is to provide an academic environment for the Oakland community that will give every student, educator, and community member using our facilities the best possible opportunity for learning.

Through implementation of the Facilities Master Plan, the District intends to improve the District's facilities in terms of structural integrity, safety, reliability of operating (mechanical) systems, access to modern resources, number and type of appropriate laboratories and specialized instruction rooms,



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

opportunities for physical education, and attractiveness, such that the Oakland Public Schools are second to none. Operation of the District schools under the planned approach is intended to ensure safety, cleanliness, and orderliness for all individuals participating in the learning process.

The basic facility needs of students such as proper lighting, functional roofs, noise control and well maintained buildings, not only convey the message that we value our students and teachers but may foster a sense of school pride and community ownership which may improve attitudes towards learning. The implementation of the Facilities Master Plan is our first step in that direction.

**Recommendation**

Approval by the Board of Education of an Independent Consultant Agreement for Professional Services with MK Think Roundhouse One for Master Plan Services on behalf of the District at the Division of Facilities, Planning and Management Project, in an amount not-to exceed \$355,340.00. The term of this Agreement shall commence on September 26, 2012 and shall conclude no later than September 26, 2013.

**Fiscal Impact**

Measure B

**Attachments**

- Independent Consultant Agreement including scope of work

**INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES**

**DIVISION OF FACILITIES, PLANNING AND MANAGEMENT**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **30th day of August, 2012** by and between the Oakland Unified School District, Oakland, California ("District") and **MK THINK** ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

**Services.** The Consultant shall provide the services as described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services" or "Work"). The scope of services will generally consist of the following:

The scope of services is more specifically indicated on **Exhibit "A."**

1.1. The Services shall be performed on the following project(s) / site(s) ("Project"):

**The scope of the services is to provide:**

- 1) Produce a Full Service Community District Facility Framework, including Design Guidelines and an update of the OUSD Educational Specifications that aligns with the district's Strategic Plan and 2012 Facilities Master Plan;**
- 2) Administrative space use analysis and long term alternate use plan.**
- 3) Continuing outreach to inform Oakland school communities about 2012 Facilities Master Plan and solicit input for district-wide and site-specific plans;**
- 4) Update to the OUSE 4DPro facilities database with revised delivery method.**

2. **Term.** The term of this Agreement shall be no longer than the period of construction of the Project, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

**The project shall commence September 27, 2012 and conclude no later than September 27, 2013.**

3. **Submittal of Documents.** The Consultant shall not commence the Work under this Contract until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

- Signed Agreement
- Workers' Compensation Certification
- Insurance Certificates and Endorsements

4. **Compensation.** Consultant's fee for the performance of Consultant's Services shall be on an hourly basis and/or a per unit basis, as indicated in **Exhibit "B"** (Prices for Services). District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Three hundred fifty-five thousand, three hundred forty dollars and no cent (\$355,340.00)**. District shall pay Consultant according to the following terms

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DIVISION OF FACILITIES, PLANNING AND MANAGEMENT

and conditions:

- 4.1. Payment for the Work shall be made for all undisputed amounts in monthly installment payments within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.
5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows: Not applicable.
6. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the work herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
7. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows: Not applicable.
8. **Performance of Services.**
  - 8.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
  - 8.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.
  - 8.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.
  - 8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.
9. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

## 12. **Termination.**

12.1. **Without Cause By District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

12.2. **Without Cause By Consultant.** Consultant may, upon thirty (30) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **With Cause By District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

- 12.3.1. material violation of this Agreement by the Consultant; or
- 12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or
- 12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to

and not a limitation of any other rights or remedies available to District.

**13. Indemnification.** To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim"), to property or persons, including personal injury and/or death, to the extent that any of the above arise out of, pertain to, or relate to the negligence, recklessness, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages.

**14. Insurance.**

14.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

**14.1.1. Commercial General Liability and Automobile Liability Insurance.**

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

**14.1.2. Workers' Compensation and Employers' Liability Insurance.**

Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

**14.1.3. Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the Consultant's profession.

Type of Coverage	Minimum Requirement
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
<b>Automobile Liability Insurance - Any Auto</b>	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
<b>Professional Liability</b>	\$ 1,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b>	\$ 1,000,000

- 14.2. **Proof of Carriage of Insurance.** The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:
- 14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
- 14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 14.2.3. An endorsement stating that the District and the State and their agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District.
- 14.2.4. All policies except the Professional Liability Policy shall be written on an occurrence form.
- 14.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.
15. **Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.
16. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
17. **Certificates/Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.
18. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
19. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the

Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all its subcontractor(s).

20. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.
21. **Disabled Veteran Business Enterprises.** Section 17076.11 of the Education Code requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least 3 percent, per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises (DVBE). In accordance therewith, the Consultant must submit, upon request by District, appropriate documentation to the District identifying the steps the Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.
22. **Local, Small Local and Small Local Resident Business Enterprise Program (L/SL/SLRBE):** There is a twenty percent (20%) minimum participation requirement for all District contracts. Consultant shall comply with the twenty percent (20%) local business participation requirement at a rate of ten percent (10%) local and 10% small local and/or small local resident business participation. The requirement may be wholly satisfied by a City of Oakland certified business. Business entities must be certified by the City of Oakland in order to earn credit toward meeting the twenty percent participation requirement. Please refer to the District's S/SL/SLRBE Policy; a copy can be obtained for the OUSD website: [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us)
23. **No Rights In Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
24. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
  - 24.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
  - 24.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
25. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
26. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.



27. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

**District:**

Oakland Unified School District  
955 High Street  
Oakland, CA 94601  
ATTN: **Tadashi Nakadegawa,**  
**Director of Facilities**

**Consultant:**

Mr. Josh Jackson  
MK Think Roundhouse One  
1500 Sansome Street  
San Francisco, CA 94111

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

28. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

29. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.

30. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

33. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

34. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

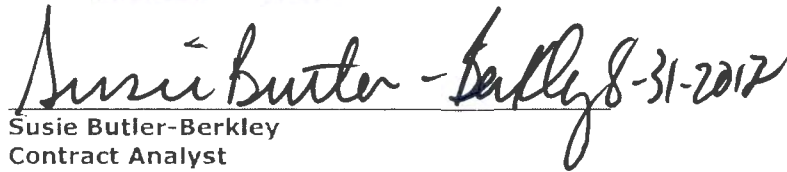
**35.Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

**36.Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

**37.Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

**38.Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

**OAKLAND UNIFIED SCHOOL DISTRICT OR THE DISTRICT VERIFIES THAT THE CONTRACTOR DOES NOT APPEAR ON THE EXCLUDED PARTIES LIST AT [www.epls.gov/epls/search.do](http://www.epls.gov/epls/search.do).**

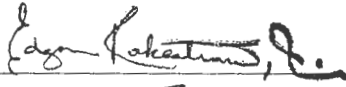
  
Susie Butler-Berkley  
Contract Analyst

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

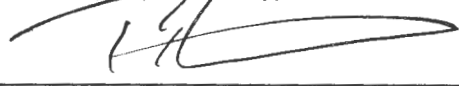
**OAKLAND UNIFIED SCHOOL DISTRICT**

  
\_\_\_\_\_  
Jody London, President, Board of Education

Date: 10/10/12

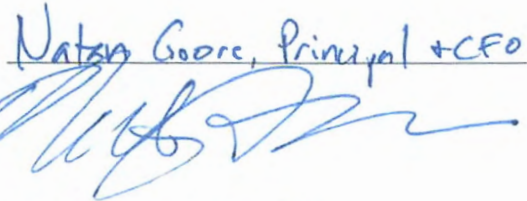
  
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Edgar Rakestraw, Jr., Secretary, Board of Education

Date: 10/10/12

  
\_\_\_\_\_  
Timothy White, Associate Superintendent Facilities  
Planning and Management

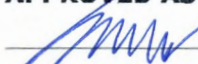
Date: \_\_\_\_\_

**MK THINK ROUNDHOUSE ONE**

  
\_\_\_\_\_  
Nathan Goore, Principal + CFO

8/30/2012

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Catherine Boskoff, Facilities Counsel

Date: 8.31.12

File ID Number: 12-2473  
Introduction Date: 10/10/12  
Enactment Number: 12-2549  
Enactment Date: 10/10/12  
By: o.s.

**Information regarding Consultant:**

**MK Think Roundhouse One**  
Division of Facilities, Planning and Management

Consultant: MkThink

License No.: \_\_\_\_\_

Address: 1500 Sansome St.  
SAN FRANCISCO CA 94111

Telephone: 415 402 0888

Facsimile: 415 208 3388

E-Mail: gaore@mkthink.com

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: California
- Limited Liability Company
- Other: \_\_\_\_\_

94-3358324 \_\_\_\_\_:

Employer Identification and/or Social Security Number

**NOTE: Title 26, Code of Federal Regulations, sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.**

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code section 3700 in relevant part provides:

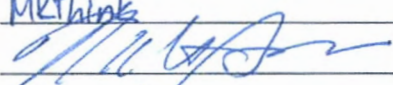
Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: 8/30/2012

Proper Name of Consultant: MKThink

Signature: 

Print Name: Nathan Gebre

Title: Principal + CFO

(In accordance with Article 5 - commencing at section 1860, chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

**CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

The undersigned does hereby certify to the governing board of the District as follows:

That I am a representative of the Consultant currently under contract ("Contract") with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions with respect to the construction Project that is the subject of the Contract (check all that apply):

The Consultant has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its sub-consultants' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122. 1. A complete and accurate list of Consultant's employees and of all of its sub-consultants' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its sub-consultants' employees is

Name: \_\_\_\_\_

Title: \_\_\_\_\_

The Work on the Contract is at an unoccupied school site and no employee and/or sub-consultant or supplier of any tier of Contract shall come in contact with the District pupils.

Consultant's responsibility for background clearance extends to all of its employees, Sub-consultants, and employees of Sub-consultants coming into contact with District pupils regardless of whether they are designated as employees or acting as independent Consultants of the Consultant.

Date: 8/30/2012

Proper Name of Consultant: MKThink

Signature: 

Print Name: Nathan George

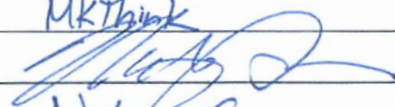
Title: Principal - CFO

**DRUG/SMOKE-FREE WORKPLACE CERTIFICATION**

The District and all District projects are "drug-free" and "smoke-free" workplaces and, as such, require that the Project Manager be subject to the requirements mandated by California Government Code Section 8340, et seq., when on the Project site. The Drug-Free Workplace Act of 1990 requires that every person or entity awarded a contract or grant for the procurement of any property or service from a State agency certify that it will provide a drug-free workplace and, in that respect, comply with certain obligations set forth in that Act. In addition, the Drug-Free Workplace Act provides that each contract or grant awarded by the State agency may be subject to suspension of payments or termination for failure to comply with such Act. It is the sole responsibility of the Project Manager to police and oversee its personnel on the Project. If the Project Manager fails to comply with the Drug-Free Workplace Act or the smoke-free workplace policy of the District, the District may enforce its lawful rights to suspend pending or subsequent payments and to terminate this Agreement and may pursue all other rights and remedies it may have against the Project Manager at law and/or in equity.

Date: 8/30/2012

Proper Name of Consultant: MKThink

Signature: 

Print Name: Natant Goore

Title: Principal + CFO

**EXHIBIT "A"**  
**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT**

Consultant's entire Proposal is not made part of this Agreement.

**(PLEASE SEE THE ATTACHED PROPOSAL FROM MK THINK ROUNDHOUSE ONE)**





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SG

DATE (MM/DD/YYYY)

08/31/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MacCorkle Insurance Service CA License #0606920 577 Airport Blvd. 5th Floor Burlingame, CA 94010 MacCorkle Insurance Service	650-349-2364 650-349-4631	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>MILLE-1</b>	FAX (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Miller Kelley Architects, Inc. MK Think 1500 Sansome, Roundhouse One San Francisco, CA 94111	<b>INSURER A:</b> Travelers Indemnity Co of Conn		<b>25682</b>
	<b>INSURER B:</b> Travelers Property Casualty		
	<b>INSURER C:</b> Admiral Insurance Company		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		


**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		6806284R278TIL11	10/24/11	10/24/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
C	<input checked="" type="checkbox"/> Prof. Liability			EO000011313-04	07/01/12	07/01/13	PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							<b>Prof Liab</b> \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	X		6806284R278TIL11	10/24/11	10/24/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			CUP8530R176-11-47	10/24/11	10/24/12	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DEDUCTIBLE	X					\$
	<input checked="" type="checkbox"/> RETENTION \$ -0-						\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			XJUB3553T06-7-11	10/24/11	10/24/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Building			6806284R278TIL11	10/24/11	10/24/12	<b>Special</b> 4,542,300
A	Business Income			6806284R278TIL11	10/24/11	10/24/12	<b>Form</b> ALS

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Oakland Unified School District, its directors, officers, employees, agents and representatives are named as Additional Insured as their interest may appear  
 \*10 day notice of cancellation for non payment of premium.

**CERTIFICATE HOLDER****CANCELLATION**

Oakland Unified School District 955 High St. Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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August 2012



July 17, 2012  
Mr. Timothy E. White  
Assistant Superintendent of Facilities Planning & Management  
Oakland Unified School District  
955 High Street  
Oakland, CA 94601

Dear Mr. White:

Thank you for the opportunity to submit this proposal for ongoing strategic consulting services to support the implementation of the 2012 Facilities Master Plan. MKThink remains committed to assisting OUSD Facilities Planning & Management in supporting the District's Strategic Vision through implementation of projects laid out in the Facilities Master Plan.

This proposal includes work on four interdependent initiatives, each of which focuses on specific components of the 2012 Facilities Master Plan implementation including planning & design, outreach, and data management and support:

- ~~Initiative 1: Production of a print and online Full Service Community District Facility Framework, including illustrated Design Guidelines for specific space types and topic areas, and an update of the OUSD Educational Specifications that aligns with the district's Strategic Plan and 2012 Facilities Master Plan.~~  
*Produce a*
- ~~Initiative 2: Administrative space use analysis and production of long term alternate use plan to guide district decisions around alternate use of 1025 Second Avenue, 955 High Street, 900 High Street, and other sites.~~
- ~~Initiative 3: Continuing outreach to inform Oakland school communities about 2012 Facilities Master Plan and solicit input for district-wide and site-specific plans.~~
- ~~Initiative 4: Update to the OUSD 4DPro facilities database with revised delivery method using Filemaker Pro and one annual data update to provide current school info and enrollment data. Revised site profiles will also be available via the Facilities Master Plan website through August 2013.~~

The result of these combined efforts will be readiness to initiate projects at school sites and non-school sites with clear guidelines for each, and clear, accessible information about OUSD facilities, and public input collected with a framework for continued outreach.

August 2012

MKTHINK

July 17, 2012

Mr. Timothy E. White

Assistant Superintendent of Facilities Planning & Management

Oakland Unified School District

955 High Street

Oakland, CA 94601

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Initiative 1: Production of a print and online Full Service Community District Facility Framework, including illustrated Design Guidelines for specific space types and topic areas and an update of the OUSD Educational Specifications that aligns with the district's Strategic Plan and 2012 Facilities Master Plan.

Initiative 2: Administrative space use analysis and production of long term alternate use plan to guide district decisions around alternate use of 1025 Second Avenue, 955 High Street, 900 High Street, and other sites.

Initiative 3: Continuing outreach to inform Oakland school communities about 2012 Facilities Master Plan and solicit input for district-wide and site-specific plans.

Initiative 4: Update to the OUSD 4DPro facilities database with revised delivery method using Filemaker Pro and one annual data update to provide current school info and enrollment data. Revised site profiles will also be available via the Facilities Master Plan website through August 2013.

The result of these combined efforts will be readiness to initiate projects at school sites and non-school sites with clear guidelines for each, and clear, accessible information about OUSD facilities, and public input collected with a framework for continued outreach.

- technology in the classroom for Blended Learning, while adhering to principles of sustainable design.
- b. **STEM Labs.** These guidelines will ensure that STEM facilities support pedagogies that use hands-on project-based learning.
  - c. **Kitchens.** These guidelines will optimize investment in school site-based kitchens to ensure that as many students as possible benefit from the changes in the operations of Nutrition Services.
  - d. **Shared Use.** These guidelines will define how facilities may be optimized to function as Full Service Community Schools. This will enable school sites to effectively share facilities with, for example, health clinics, non-district service providers managing after-school or athletics programs, and multiple school programs.
  - e. **High School Planning.** This working group will develop guidelines to define the specific requirements of high school facilities, including support for linked learning, career tech, and other programs that bring the career environment to the classroom.
  - f. **Site-transformations.** This working group will quantify the effect of various methods of site transformation at the district level so that investments in sites to support school transformations are pursued efficiently and effectively with the greatest possible benefit to the OUSD community.
2. Revised Educational Specifications (based on the 2011 Baseline Educational Specifications) that incorporate the direction and goals of the Facilities Master Plan as well as the design standards and graphics produced by each topic-area working group.
- a. The Educational Specifications will consist of both a print version and a dynamic online version with links to relevant material specifications and cut sheets.
  - b. The Educational Specifications will organized such that there are specifications for
    - i. General district-wide and central facilities
    - ii. Elementary school sites (including K-8)
    - iii. Middle school sites (included 6-12)
    - iv. High school sites

## **Initiative 2: Administrative Space Use Analysis & Long Term Alternate Use Plan**

### **2A. Context for Work**

In alignment with the board's priorities to improve the utilization of underused assets and pursue revenue generating opportunities, Facilities Planning & Management and MKThink will conduct a detailed evaluation of current administrative facility usage and develop a long term plan to alter site dispositions.

The first part of work, conducted over the summer, will involve collecting data on administrative facility use and incorporating that information into the 4DPro facilities database. Using this tool and working with district stakeholders, MKThink and Facilities will develop various site disposition scenarios and evaluate alternate courses of action regarding alternate use of

- 1025 Second Avenue (Including Annex north of Administration Building, Dewey Campus, and City of Oakland Parcel to be created by roadway adjustment)
- 955 High Street
- 900 High Street
- Church Street Annex (Edward Shands Adult Ed Facility, 2455 Church Street)
- Rudsdale Academy (1180 70<sup>th</sup> Ave)
- John Swett Elementary (Tilden, 4551 Steele St)
- Bond Street Annex (1710 45<sup>th</sup> Ave)
- Brookfield Annex (Northeastern corner of Brookfield campus currently occupied by administrative portables, 495 Jones Ave)
- Foster Campus

**Initiative 3: 2012 Facilities Master Plan Outreach Campaign**

**3A. Context for Work**

Following the Board’s adoption of the 2012 Facilities Master Plan, MKThink will support Facilities in an ongoing effort to inform the OUSD community about the 2012 Facilities Master Plan and solicit input on district-wide and site-based projects moving forward.

**3B. Anticipated Outputs and Outcomes**

The results of this initiative will be a more informed community of parents, teachers, administrators, students, and neighbors. As after previous community meetings, it can be expected that there will be a significant increase in survey participation from school communities where meetings are held. This participation yields valuable information about site conditions and school community priorities.

**3C. Schedule**

Develop presentation and print materials for community meetings	1 week
Ongoing outreach and scheduling for meetings	(Ongoing through fall)
Weekly meetings (target: 1 per week)	(Ongoing through fall)

- Principal
- Enrollment
- Performance
- RBB
- Students
  - Level (grade)
  - Status (SDC, ELL, free/reduced lunch etc...)
  - Home location
  - Demographics
  - Language
  - Performance
  - Attendance
- Neighborhood Resources
  - Partnerships (health clinic, produce markets, after school, sports, etc...)
  - Civic resources
  - Community organizations

MKThink will release the initial database with data valid from summer 2012 and projected 2012-13 enrollment. There will be a single scheduled update of information after official CBEDS enrollment data is collected in mid-October.

**4C. Schedule**

Revise delivery method, install Filemaker Pro on Facilities Staff computers, optimize iPad version of database	August 2012
Update 4DPro with projected enrollment, most current API, school program information, and utilities data	August-September 2012
Continue to update and maintain facilities Master Plan website through August 2013	--
Second release: update 4DPro with CBEDS data and other revisions	November 2012

August 2012

MKTHINK

MKThink appreciates your review and confirmation of this submission. Please indicate your agreement to proceed with the project by returning a sign copy of this letter to our office.

Faithfully submitted by MKThink

Approved by Oakland Unified School District

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Nate Goore, Principal

---

Timothy E. White, Assistant Superintendent  
of Facilities Planning & Management



## INDEPENDENT CONSULTANT AGREEMENT ROUTING FORM

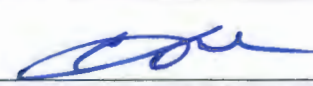
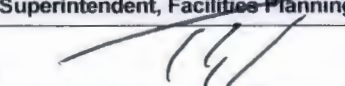
Project Information			
Project Name	Division of Facilities, Planning and Management	Site	Facilities
Basic Directions			
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.			
Attachment Checklist	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider		

Contractor Information			
Contractor Name	MK Think Roundhouse One	Agency's Contact	Josh Jackson
OUSD Vendor ID #	V059162	Title	Project Manager
Street Address	1500 Sansome Street	City	SF State CA Zip 94111
Telephone	415-402-0888	Policy Expires	10-24-2012
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
OUSD Project #	NA		

Term			
Date Work Will Begin	9-26-2012	Date Work Will End By (not more than 5 years from start date)	9-26-2013

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$355,340.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$
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
9299, 9399, 9499, 9599, 9699	Measure B	9189901832	5825	\$355,340.00

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.					
1.	Division Head	Charles Love	Phone	510-535-7081	Fax 510-535-7082
	Capital Program Contract & Accounting Manager				
	Signature		Date Approved	8-31-12	
2.	General Counsel, Department of Facilities Planning and Management				
	Signature		Date Approved	8-31-12	
3.	Associate Superintendent, Facilities Planning and Management				
	Signature		Date Approved		
4.	President, Board of Education				
	Signature		Date Approved		