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Memo

To Board of Education

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

Board Meeting Date February 9, 2022

Subject General Services Agreement - Sandis Civil Engineers Surveyors Planners - Kaiser Child Development Center Outdoor Learning Environment Project - Division of Facilities Planning and Management

Action Requested Ratification by the Board of Agreement to the General Services Agreement by and between the District and Sandis Civil Engineers Surveyors Planners, Oakland, California, for the latter to provide site surveying services which includes preparation of topographic survey, and mechanical locating services for subsurface utilities for the Kaiser Child Development Center Outdoor Learning Environment Project, in the not-to-exceed amount of **\$16,300.00**, with work scheduled to commence on December 20, 2021, and scheduled to last until December 21, 2022, pursuant to the contract.

Discussion The consultant was selected based on demonstrated competence and professional qualifications pursuant to a fair, competitive RFP selection process. (Government Code §§4526 and 4529.10 et seq.) The Deputy Chief of Facilities signed the contract on January 3, 2022, pursuant to delegated authority, thus requiring Board ratification. (Board Policy 3312.)

LBP (Local Business Participation Percentage) 00.00%

Recommendation Ratification by the Board of Agreement to the General Services Agreement by and between the District and Sandis Civil Engineers Surveyors Planners, Oakland, California, for the latter to provide site surveying services which includes preparation of topographic survey, and mechanical locating services for subsurface utilities for the Kaiser Child Development Center Outdoor Learning Environment Project, in the not-to-exceed amount of \$16,300.00, with work scheduled to commence on December 20, 2021, and scheduled to last until December 21, 2022, pursuant to the contract.

Fiscal Impact Fund 12 Early Childhood Education

Attachments

- Agreement
- Scope of Services
- Insurance Certificate



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

Legislative File ID No. 22-0059

Department: Facilities Planning and Management

Vendor Name: Sandis Civil Engineers Surveyors Planners

Project Name: Kaiser CDC Outdoor Learning Environment Project No.: 21112

Contract Term: Intended Start: 12-20-2021 Intended End: 12-21-2022

Total Cost Over Contract Term: \$16,300.00

Approved by: Tadashi Nakadegawa

Is Vendor a local Oakland Business or has it met the requirements of the

Local Business Policy? Yes (No if Unchecked)

How was this contractor or vendor selected?

A Request for Qualification (RFQ/P) was advertised for Land survey services. After evaluation of qualification statements, Sandis Civil Engineers Surveyors Planners scored the highest points based on qualifications and experience with similar projects.

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

Sandis Civil Engineers Surveyors Planners is providing Site Survey Services.

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?

Sandis Civil Engineers Surveyors Planners has provided services to the district before, and 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:

- Architect, engineer, construction project manager, land surveyor, or environmental services – selected (a) based on demonstrated competence and professional qualifications (Government Code §4526), **and** (b) using a fair, competitive RFP selection process (Government Code §§4529.10 et seq.)
- Architect or engineer *when state funds being used* – selected (a) based on demonstrated competence and professional qualifications (Government Code §4526), (b) using a fair, competitive RFP selection process (Government Code §§4529.10 et seq.), **and** (c) using a 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 \$90,100 or less (as of 1/1/22)
- No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*

Purchasing Contract:

- Price is at or under bid threshold of \$99,100 (as of 1/1/22)
- 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 \$99,100 (as of 1/1/22)
- 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 Site Survey Services. The consultant was selected based on demonstrated competence and professional qualifications and using a fair competitive RFP selection process.

OAKLAND UNIFIED SCHOOL DISTRICT GENERAL SERVICES AGREEMENT

This GENERAL SERVICES AGREEMENT (“Agreement”) is made and entered into effective December 20, 2021 (the “Effective Date”), by and between the Oakland Unified School District (“District”) and **Sandis Civil Engineers Surveyors Planners** (“Contractor”).

1. **Contractor Services.** Contractor agrees to provide the following services to District (collectively, the “Basic Services”) for the Kaiser Child Development Center Outdoor Learning Environment project (“Project”): To provide site surveying services which includes preparation of topographic survey, and mechanical locating services for subsurface utilities. The Basic Services include all work described in the December 3, 2021, proposal, and the December 3, 2021, Request for Proposals, which are attached to this Agreement as *Exhibit A*. The Basic Services do not include the record boundary survey mentioned in the December 1, 2021, letter included in Exhibit A. Contractor may only provide other services related to the Project (“Additional Services”) after authorized in writing by District. “Services” shall mean Basic and Additional Services.

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.** The term for performance of the Services shall begin on December 20, 2021, and shall end on December 21, 2022 (“Term”), except as otherwise stated in Section 4 below, and Contractor shall complete the Services within the Term. There shall be no extension of the Term without an amendment signed by all Parties and approved by the District’s governing board. 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 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. 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 based on the hourly rates listed

in **Exhibit B** for Services satisfactorily performed. Contractor shall not increase these hourly rates over the course of this Agreement. Total fees paid by District to Contractor for Services under the Agreement shall not exceed SIXTEEN THOUSAND THREE HUNDRED Dollars (\$16,300.000), which consists of a not-to-exceed amount of SIXTEEN THOUSAND THREE HUNDRED Dollars (\$16,300.00) for performance of the Basic Services, and a not-to-exceed amount of ZERO Dollars (\$0) for performance of any Additional Services. Contractor shall perform all Services required by the Agreement even if the applicable not-to-exceed amount has already been paid and no more payments will be forthcoming. District agrees to make payment within sixty (60) days of receipt of a detailed invoice from Contractor based on hours worked and hourly rates, including any additional supporting documentation that District reasonably requests. Contractor shall not submit its invoices to District more frequently than monthly.

6. **Indemnity.** Contractor shall defend, 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) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, 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.** Without in any way limiting Contractor's liability, or indemnification obligations set forth in Paragraph 6 above, 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, reduced in coverage or in limits 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 declarations page of Contractor's insurance policies 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. Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information which differs in any way from the information learned or provided pursuant to Section 45125.1, or Contractor or Contractor Parties add personnel who will provide Services under this Agreement, Contractor shall immediately notify District and prohibit any new personnel from interacting with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any interaction is permissible.

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 termination of this Agreement, 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 Contractor at 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 District.** Notwithstanding anything stated herein to the contrary, District shall not 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 for performance of the Services under 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 proposal, 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 and insurance documentation 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

G. D. Yee

2-10-2022

**Gary Yee, President,
Board of Education**

Date

K. Johnson-Trammell

2-10-2022

**Kyla Johnson-Trammell, Superintendent
Secretary, Board of Education**

Date

**Tadashi Nakadegawa, Deputy Chief,
Facilities Planning & Management**

1/3/22
Date

CONTRACTOR:

**Sandis Civil Engineers Surveyors
Planners**

By: *Laura Cabral*

Title: Laura Cabral, VP **Date:** Dec 20, 2021

Address for District Notices:

955 High Street
Oakland, CA 94601

Address for Contractor Notices:

636 9th Street
Oakland, CA 94607

Approved As To Form:

[Signature]

OUSD Facilities Legal Counsel

1/13/22

Date

Exhibit A

Proposal



OAKLAND
CAMPBELL
PLEASANTON
MODESTO
SACRAMENTO
SPOKANE



DECEMBER 3, 2021

Oakland Unified School District
Site Survey Services
Kaiser Elementary School Site
25 South Hill Court, Oakland, CA 94618

Sandis Civil Engineers Surveyors Planners
636 9th Street, Oakland, CA 94607



LETTER OF INTEREST

December 3, 2021

Oakland Unified School District
Tadashi Nakadegawa, Deputy Chief
Department of Facilities Planning and Management
955 High Street, Oakland, CA 94601

RE: Oakland Unified School District (OUSD) Site Survey Services for Kaiser Elementary School Site, 25 South Hill Court, Oakland, CA 94618

Dear Mr. Nakadegawa,

Sandis is excited to propose our site surveying services for the Kaiser Elementary School Site at 25 South Hill Court in Oakland. Sandis is a local professional services firm specializing in land surveying, civil engineering, traffic engineering, 3D laser scanning, stormwater management, and planning. Sandis has provided more than 56 years of surveying expertise to the Bay Area, with over 20 years as an Oakland local business enterprise.

Sandis most recently worked with the OUSD on the Laurel Child Development Center project, providing surveying and utility locating services and would like to continue surveying for the District for the Kaiser Elementary School Site. Our Project Manager, Chris Cinteau and Utility Locating Manager, Nicole Cooper, have been working with the OUSD Facilities department this past year. We have provided record boundary surveys, topographic field surveys, base map preparation services and utility locating for the Laurel Child Development Center project.

Our previous work with the District staff, as well as our commitment to open channels of communication, quick responses, and easy access to the project site, will ensure this project will be completed on time and within budget. We are effective at prioritizing work and deliverables to meet deadlines and maintain schedules. We are prepared to meet the schedule and budget of this project and will deliver high-quality products to meet project goals and continue servicing our community.

Sandis received a copy of the District's Agreement attached as EXHIBIT A to the RFQ/P. Sandis has reviewed the indemnity provisions in EXHIBIT A and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, Sandis has no objections to the use of the Agreement.

I, **Laura Cabral, PLS**, Vice President, have the legal authority to contractually bind Sandis. I certify that no official or employee of the District, nor any business entity, has been retained to solicit procurement of any of the contracts in the RFP.

We believe Sandis is the right team for the job given our proven track record with similar projects, history of work with the District, and staff with intimate familiarity of OUSD. Please feel free to contact me at 408.564.3181 or lcabral@sandis.net should you have any questions, require additional information, or would like to schedule an interview.

Thank you.

Laura Cabral, PLS
Vice President
Cell 408.564.3181 | lcabral@sandis.net

FIRM INFORMATION

Primary Office

Sandis
636 9th Street
Oakland, CA 94607
P: 510.873.8866
F: 510.873.8868

Additional Offices

Campbell, CA
Pleasanton, CA
Modesto, CA
Roseville, CA
Spokane, WA

Primary Contact

Chris Cintean, PLS
Project Manager
209.603.6757
ccintean@sandis.net

Firm Type

California Corporation

Year Established

1965

Number of Employees 120

Sandis' In-House Services

Surveying and Mapping
Civil Engineering
Traffic Engineering
3D Laser Scanning
QSP/QSI
Planning
Utility Locating



BRIEF FIRM HISTORY

Sandis is a full-service professional interdisciplinary services corporation with 120+ employees across six offices in California and Washington State. Locally and statewide, Sandis is known and credited for our broad array of surveying expertise, civil design experience, project management, and quality service. We specialize in land surveying, civil engineering, traffic engineering, storm and sanitary sewer systems, stormwater management, QSP/D, 3D-laser scanning, and planning. We help those who build to build the best for us all.

Sandis has extensive experience providing site surveying services for K-12, community colleges, and universities. We have provided services to more than 200 K-12 campuses in the Bay Area including Oakland Unified School District, private, and charter schools. Most recently, Sandis provided site surveying services for the Laurel Child Development Center, a project in which we previously provided partial surveying as well. Our familiarity with the processes and operations, terrain, and standards in which school districts operate are unmatched. Our portfolio of services for K-12 campuses include surveying, boundary surveys, topographic surveys, mechanical utility locating, and aerial mapping. Our engineering services include site improvements, grading and drainage plans, utilities (storm, sanitary sewer, water, and gas), stormwater controls plans, horizontal controls plans, off-site improvements, pre-construction services through construction administration.

SENIOR OFFICIALS

Name	Role	Area of Expertise
Jeff Setera, PE	President	30+ years of civil engineering
Laura Cabral, PLS	Vice President	30+ years of surveying and contract management
Kelly Johnson, PLS	Sr. Project Manager	18+ years of managing surveying projects

PROPOSED KEY PERSONNEL

LAURA CABRAL, PLS PRINCIPAL-IN-CHARGE, VICE PRESIDENT

Laura Cabral has over 32 years of land surveying experience and has been actively involved in hundreds of survey projects and dozens of on-call surveying contracts for Sandis. As a land surveyor with extensive topographic surveying knowledge in the public sector, Laura understands the importance of design-level accurate surveys. Laura's experience, coupled with her ability to effectively manage quick response survey requests, make her an invaluable asset to this team. As the Principal-in-Charge, Laura monitors team direction and adherence to project quality control, budget, and schedule.

- Laurel Child Development Center Partial Survey Oakland, CA
- Berkeley USD Survey - Various Campuses Berkeley, CA
- Oakland USD Survey - Various Campuses Oakland, CA
- San Francisco USD On-Call Land Surveying Oakland, CA



32 Years of Experience
32 Years with Sandis

Professional Land Surveyor
California #7756

KELLY JOHNSON, PLS SENIOR PROJECT MANAGER

Kelly Johnson has over 18 years of experience in land surveying and has worked closely with our in-house surveying, civil engineering, and traffic engineering team on the preparation of topographic and boundary surveys for professional consulting services. His background includes an extensive knowledge and expertise in post data collection processes; preparation of calculations; preservation of project field control; maintaining documentation i.e. reports, project plans, specifications, and as-builts; and managing project budget and change orders.

- Berkeley USD Survey - Various Campuses Berkeley, CA
- Oakland USD Survey - Various Campuses Oakland, CA
- San Francisco USD On-Call Land Surveying Oakland, CA
- Fremont High School Surveying Oakland, CA
- Santa Clara USD On-Call Land Surveying Santa Clara, CA



18 Years of Experience
8 Years at Sandis

Professional Land Surveyor
California #9126

Certificate, Land Surveying
Renton College

CHRIS CINTÉAN, PLS PROJECT MANAGER

Chris Cinteán has 16 years of experience in land surveying and has worked with both the public and private sectors. Chris's expertise is enhanced by his wealth of experience in the preparation of boundary and/or topographic surveys. His background includes an extensive knowledge and expertise in boundary identification/validation; post data collection processes; preparation of calculations; preservation of project field control; maintaining documentation i.e. reports, project plans, specifications, and as-builts; and managing project budget and change orders.

- Oakland USD Survey - Various Campuses Oakland, CA
- San Francisco USD On-Call Land Surveying Oakland, CA
- Santa Clara USD On-Call Land Surveying Santa Clara, CA
- San Francisco Public Works Survey On-Call San Francisco, CA
- Port of Oakland, 7th Street Grade Separation Project Oakland CA
- Nystrom Elementary School - Richmond, CA
- KIPP Bridge School Oakland, CA



16 Years of Experience
5 Years with Sandis

Professional Land Surveyor
California #8941

Associate of Art
San Joaquin Delta College and San
Jose Evergreen Valley College

PROPOSED KEY PERSONNEL

NICOLE COOPER UTILITY LOCATING MANAGER

Nicole is a utility locating manager with over 13 years of experience managing multimillion dollar public works projects in the construction industry. Nicole has spent 10 years specializing in water/wastewater infrastructure, water pumping plants, reservoirs, discharge lines, and pipelines. In the last 3 years, Nicole has become an expert in survey and utility location services.

- Laurel Child Development Center Partial Survey Oakland, CA
- Santa Clara Unified School District Santa Clara, CA
- King Child Development Center Berkeley, CA
- Santa Teresa High School Soccer Conversion San Jose, CA
- Chabot College Pathway and Parking Lot Hayward, CA
- Sanborn Park ADA and Trail Improvements Santa Clara, CA
- Santa Rosa Junior College Construction Center Santa Rosa, CA



14 Years of Experience
3 Years with Sandis

Bachelor of Science
Devry University

MICHAEL SULLIVAN UTILITY LOCATOR

Michael Sullivan has over 6 years of experience as a utility locator in California. Michael has experience providing a variety of utility locating services, including non-invasive utility locating, utility sweeping prior to excavation, and supporting engineering and surveying departments. Michael has proficiency in using pipe and cable locators, Ground Penetrating Radar (GPR), and Leak Detection Equipment to name a few. He is knowledgeable in California government codes and regulations.

- Laurel Child Development Center Partial Survey Oakland, CA
- Santa Clara Unified School District Santa Clara, CA
- Head-Royce School Oakland, CA
- Patrick Henry School Site Santa Clara, CA
- Las Positas College Building 2100 Livermore, CA
- College of Marin Miwok Aquatics Center Novato, CA
- Escondido Village Campus Stanford, CA
- UC Davis West Village QSP Davis, CA
- Laurel Dell Elementary QSP/D San Rafael, CA



6 Years of Experience
2 Years with Sandis

G&E: Physical Locate and Mark exam
with written Environmental training
courses

Veriforce SCE-SCE031 Identify/
Locate/Mark Pipelines

Veriforce CCT 607 Damage
Prevention: Observation of
Excavating and Backfilling

GSSI Geophysical Survey (GPR)
training course

Traffic Flagger & Technician Cal/
OSHA Certification



UNDERSTANDING

As a local, full service Land Surveying and Civil Engineering firm, Sandis is well qualified to provide a design level Topographic Survey that includes mechanical detection of underground utilities to support the District's planned capital improvements. We understand that the District will require a comprehensive design level topographic survey and boundary survey to serve as a base map for the anticipated improvements at the Kaiser Elementary School Site.

New construction, renovation and modernization of buildings requires a comprehensive and accurate base map showing existing utility systems, buildings, paths of travel, elevations, contours and landscape areas to facilitate quality design and planning documents. The project is divided into several subtasks: a record boundary survey, a topographic survey and mechanical utility locating, however, our understanding is that the deliverable will be submitted as one survey.

Sandis understands that this contract will require extensive work in surveying and mechanical underground locating for the site. We understand that all work must be highly accurate. Our surveyors are provided with the highest quality tools and technology that allows for expediency. Our office surveyors are precise with drafting, research, compiling data and the QA/QC process.

CONTRACT MANAGEMENT APPROACH

Christian Eitean will be the main point of contact for this contract. Once the project is kicked off by the District, Chris will work with our in-house Project Surveyors and Survey Technicians to be sure that all research is complete, and crews are scheduled. Chris will look over and perform initial QA/QC on all survey documents. Laura Cabral will provide final QA/QC prior to documents being delivered to the City. The approach to different types of projects are included below.

APPROACH/BEST MANAGEMENT PRACTICES

Successful projects start with good communication and continue with an approach to projects based on responsiveness and teamwork.

Sandis has 46 surveying professionals, including 13 field crews. The breadth of our survey staff enables us to respond quickly to work requests, assignments and dispatch of multiple survey crews, ultimately resulting in timely delivery.

P R O J E C T A P P R O A C H

When a contract for surveying services is made, our assigned project manager, Chris Cinteau, will meet with the District's representative to discuss the initial scope of the project, the project schedule and agree on the schedule for deliverables needed to meet the project deadlines.

Each phase of the project will be reviewed to gain an understanding of project objectives, priorities, scope, schedule, and budget. Details and areas of concern will also be discussed at this time to ensure that Sandis has a clear understanding of the District's goals and expectations. Chris Cinteau will then assign the appropriate staff members or consultants for the specific project. The project scope, budget, due date and expectations will then be communicated to the team to ensure that the task is kicked off properly and completed as intended by the District.

As soon as the project is tasked to Sandis, the research effort begins in the office as appropriate to the specific project task. Utility research is an important first step on most survey projects. Sandis will contact local utility companies, various agencies, as well as work with the District and the City to get improvement plans for the project areas. Research will also include gathering of a benchmark data so the project is based on proper vertical control datum. After the utility research is complete, we will send our in-house underground utility locator to mark the existing utilities one quadrant at a time. As soon as the first sub-site is complete, we will send our field crews to locate the utility paint marks and all supplemental data required for the project. Each day the field crews download their data so that the office processing may begin even though the field work is not complete.

Survey technicians will then begin the map preparation effort by bringing together the research data and the field collected data. This process allows for parallel production of the in-house surveys and the field work so the final product can be produced in the shortest time possible. This process also allows for better communication between the project manager in the office and the field crews collecting the data on site. If additional data is needed to address specific project requirements, adjustments can easily be made before the field surveyors have completed the project. Project tasks will be tracked daily by Chris Cinteau to ensure that the tasks stay on schedule.

TOPOGRAPHIC SURVEY APPROACH

For all projects, Sandis has an assigned survey team that consists of a Researcher, Project Manager, Field Survey Crew or crews (Party Chief and Chainman), Survey Technician, and Survey Manager. For each project contracted, Sandis will assign a designated team that will take the project from beginning to completion.

The process of compiling a complete topographic survey starts with the utility research. Requests to the city and other utility companies (ex. PGE, Comcast, ATT, Cal Water) are sent identifying the project area and needed information.

Project coordination really gets underway with Chris Cinteau, Project Manager. All projects are reviewed for project topographic requirements, accuracy specifications and standards, and necessary encroachment permits or traffic control, if needed. Any initial questions or concerns are then communicated back to the District. A strategic plan for field crew procedures (utilizing 3D-scanner, GPS, robotic total station, digital level) is then designed and estimated timelines are established. Chris then communicates with the field crew manager for available crews, project requirements, any special needs of survey, and schedules of sub-contractors, if any.

Before the field crews go to the field, Chris lines-out crews with the project location, project requirements, expected timelines, and safety concerns. The field crew, typically a 2-man crew (Party Chief and Chainman), then go to the field, physically establishes basis of vertical control using collected benchmark and establishes basis of horizontal control using GPS methods to obtain state plane coordinates.

By this time the Party Chief has reviewed the required topographic information in the field and collected the necessary information including any utility paint marks. Invert information (size and depths) is also collected in all accessible SD/SS manholes, catch basins, area drains, and drain inlets.

Subsequently, when the collected data is brought in the office, Chris talks to the Party Chief at the end of field collection to go over concerns or challenges experienced in the field. A review of field procedures, field notes and raw data files is conducted to look for errors or blunders. Once all data is reviewed, the drafting is then assigned to a drafting technician.

PROJECT APPROACH

Initially a survey technician reviews drafting specifications of the project. The survey data is then inserted into the computer by the standards specified. Once all drafting is complete and utility information is shown, the survey technician performs a field-walk/site visit to ensure that everything in the field is shown correctly on the map. Lastly, the final task of the survey technician is to perform quality check of the utilities (ex. Storm/Sewer is flowing in the correct direction, pipes sizes are consistent).

Once the topographic survey is compiled, it is handed over to Chris Cintean for initial review of drafting for quality control and quality assurance. Throughout these procedures, he is constantly assessing the project for timelines and budget constraints. Once Chris is satisfied with the quality of the survey deliverable, the items are then reviewed in-house by Laura Cabral, Principal-in-Charge, for final review before distributing to the City.

RECORD BOUNDARY SURVEY APPROACH

A basemap with property lines, right-of-way lines, centerlines and easements affecting the property will be provided for the project area based on an analysis of preliminary title reports, record maps, deeds and field evidence.

The process of compiling a property basemap starts with the title research. Request will be sent to the District to provide a preliminary title report for all properties affected. Once title reports are received, Chris will review the reports for accuracy and completeness. A Project Surveyor will be plotting the record property lines based on the legal descriptions provided in the title reports. Easements affecting the properties that are disclosed in the title reports will also be plotted and noted as to their effect on the property. Additional research will be performed with the county recorder and county surveyor's office for any other maps, surveys and or deeds affecting the subject properties.

Based on the information discovered during our research, Chris will direct the field crews to search for any evidence of property corners, controlling monuments and other evidence of property lines along lines of possession. Once the field work is completed, Chris will analyze all available evidence to determine the location of the final property lines. Final property lines will be annotated with bearings and distances for the subject property. Land area will be shown in square feet and acres. This item is conditional on finding sufficient corners set by previous surveys. If the "existing" property corners have been destroyed, do not fit, or were never set, pursuant to the Land Surveyors' Act, additional surveying and a "Record of Survey" or a "Corner Record" may be required to establish the existing legal boundary.

Anticipated deliverables will be a CAD file containing the property lines, right-of-way and easements data. A PDF version plotted on a 24"x36" layout will also be part of the deliverable.

UTILITY LOCATING

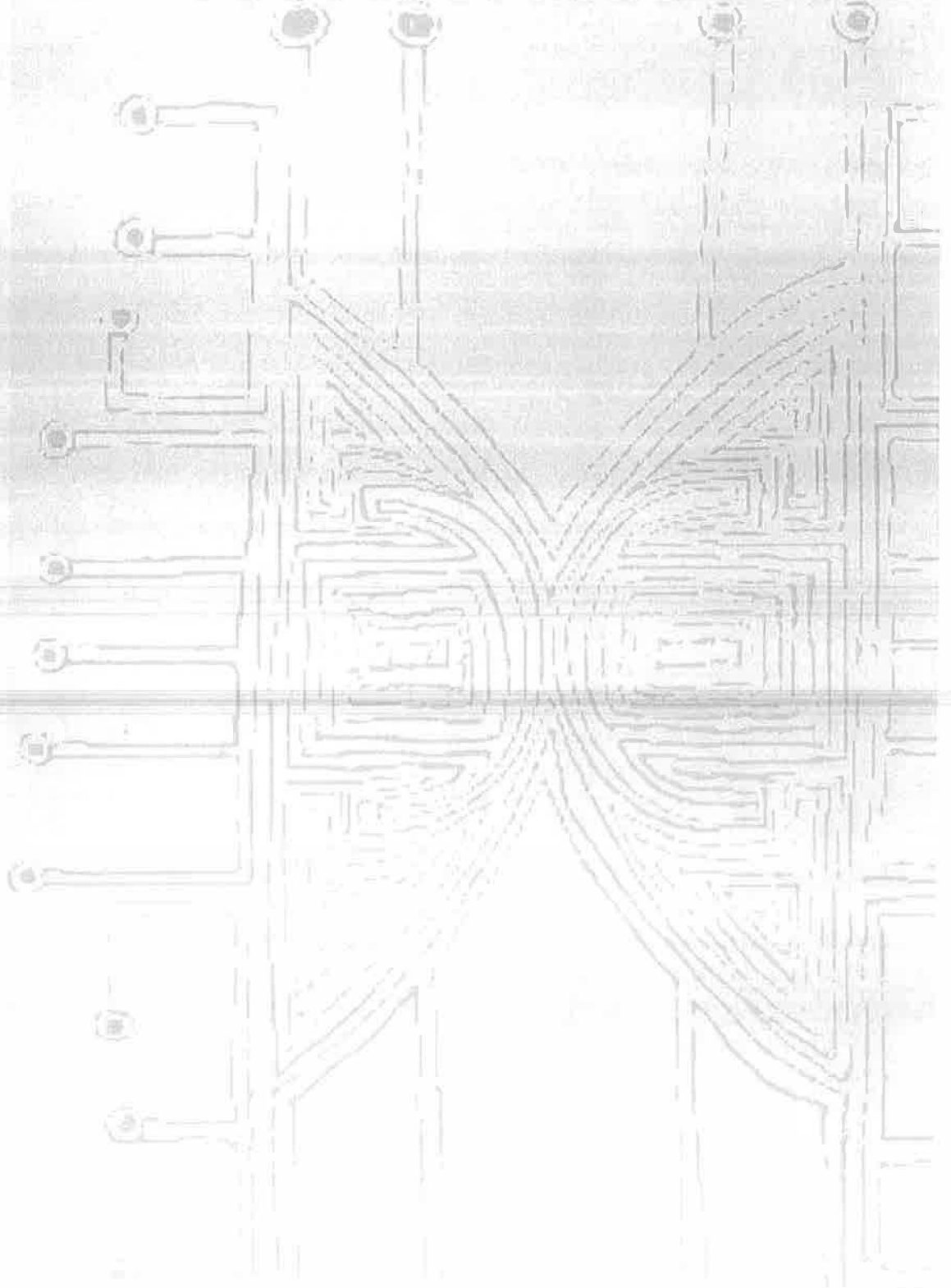
Sandis provides in-house utility locating for various types of clients including geotechnical engineers, government agencies, school campuses, utility companies, developers, and property owners. Sandis employs only the most qualified and safety-oriented utility locating staff members in the industry. Our staff are safety certified and able to solve a variety of complex utility locating problems. Our expertise is supplemented by mandatory training through annual-based, continued education.

Anticipated deliverables will be a CAD file containing continuing the utility data (i.e. gas, water, recycled water sewer, electric) including all pipe sizes, material, inverts, rim elevations and valve boxes, including overhead utility wires. A PDF version plotted on a 24"x36" layout will also be part of the deliverable.

Deliverable shall include:

- Topographic and boundary survey documents in PDF format. Sheets shall be sized to print as 24 x 36 drawings.
- AutoCAD Civil 3D files, inclusive of all supporting files.
- Copies of all field notes, particularly those related to benchmarks and subsurface utility measurements.

PROFESSIONAL FEES





December 1, 2021
Project No: 221478

Tadashi Nakadegawa, Deputy Chief
Oakland Unified School District
Department of Facilities Planning and Management
955 High Street
Oakland, CA 94601

**RE: KAISER ELEMENTARY SCHOOL SITE
25 SOUTH HILL COURT, OAKLAND, CA**

Dear Tadashi,

Thank you for the opportunity to submit our proposal to provide surveying services for the above referenced project. Our proposal is based on your request for proposal email received on November 18, 2021.

We propose to provide the following scope of services:



SURVEYING SERVICES

TOPOGRAPHIC SURVEY

\$11,500

- Provide field work, office calculations and drafting to produce a topographic survey at an appropriate scale to fit on a 24x36 or 30x42 sheet layout for the area outlined in red on the attached exhibit.
- Among other relevant site features, this survey will show the following:
 - Building footprints of existing structures with building corner spot elevations.
 - Building entry spot elevations; each side of entry(ies) at exterior, finish floor at interior and corner spot elevations at a point 5 feet from face of building entry(ies).
 - Spot elevations at top and bottom landing of each side of exterior stairways and corner spot elevations at landing 5 feet from top and bottom nosing of stair (if applicable).
 - Surveys will be required to have accurate locations of all utilities above and below grade.
 - Identify locations of all utilities by type (i.e., power, gas, sanitary, storm, sewer, telephone, domestic water, irrigation, telecommunication, etc.).
 - Acquire the depth of all gravity utility systems.
 - Locate surface and underground utility manhole, vault, transformer, switchgear, cleanouts, etc.
 - Identify utility box locations and show all underground pull boxes.
 - Locate main point of entry for communication utilities.
- Mapping of school property will extend out to the face of curbs for all streets immediately adjacent to the school grounds, if any.
- Mechanical detection of existing utilities is included as a separate task item.
- Contours will be shown at one (1) foot intervals or as appropriate to clearly define the slopes. Spot elevations collected by ground surveys, including finish floor elevations, will be shown to an accuracy of 0.01' (one hundredth) of a foot. Heavily brushed areas will be defined at the perimeter. Brush clearing will be the responsibility of the client if ground elevations need to be collected in those areas.



December 1, 2021
Tadashi Nakadegawa
Project No. 221478
Page 2

- Sandis surveyors may utilize Aerial survey techniques if deemed appropriate for scope and site features. Aerial Survey will be supplemented with conventional survey for utility information and survey under trees or areas not visible from above. Aerial spot elevations for Aerial Survey will be shown to an accuracy of ± 0.1 (one tenth) of a foot.

RECORD BOUNDARY SURVEY

\$6,500

- Provide field work, office calculations and drafting to create a boundary survey to determine the location of existing parcel lines based upon available maps and deeds on file in the County public records. Prepare a drawing showing plottable easements, boundary lines with length and bearing (including reference on basis) on each boundary course. Give area in square feet if less than one acre, and in acres (to .001 acre) if over one acre.
- A Preliminary Title Report with referenced documents shall be provided by the owner's title company, or one can be ordered at the clients request as a reimbursable expense.



UTILITY LOCATING

MECHANICAL LOCATING SERVICES (UNDERGROUND UTILITY LOCATING)

\$4,800

- Locate, identify, and mark subsurface utilities using standard locating methods pursuant to California Government Code section 4216 through 4216.9. A reasonable effort will be made to locate existing subsurface utilities horizontally, but individual field conditions will dictate the thoroughness of our survey. Only actual excavation/potholing will reveal the locations of such utilities.
- Utility locations will be marked in the field using standard APWA color coded paint, stakes, or a combination thereof based on site conditions or client's request. Removal of utility marking via power washing or other methods is not included but can be provided as an additional service.
- Horizontal location of utility data will be collected and incorporated in to the topographic and boundary survey.

Regards

SANDIS

Chris Cinteau, PLS
Project Manager

Laura Cabral, PLS
Vice President

Attachment: Exhibit A

Exhibit B

Hourly Rates

H O U R L Y B I L L I N G R A T E S

Enforced January 1, 2021 Through December 31, 2021

ENGINEERING AND QSD/P SERVICES

HOURLY RATE

Project Control Specialist/ Clerical		\$90.00
Computer/ Field/ Engineer Technician	Level I	\$105.00
	Level II	\$115.00
	Level III	\$125.00
Sr. Engineer Technician		\$130.00
Field Technician	Level I	\$105.00
	Level II	\$125.00
	Level III	\$135.00
Design Engineer	Level I	\$120.00
	Level II	\$125.00
	Level III	\$130.00
Project Engineer/ Traffic Engineer	Level I	\$140.00
	Level II	\$155.00
	Level III	\$175.00
Engineering Project Manager	Level I	\$185.00
	Level II	\$215.00
Associate Project Manager/ Senior Project Manager/ Senior Traffic Engineer		\$235.00
Principal		\$350.00
Forensic Review/ Analysis/ Claim Support		\$250.00

SURVEYING SERVICES / HIGH DEFINITION SCANNING / 3-D MODELING SERVICES

CAD/ Surveying/ Scanning Technician	Level I	\$105.00
	Level II	\$110.00
	Level III	\$125.00
Project Surveyor/ Scanning Specialist	Level I	\$135.00
	Level II	\$145.00
	Level III	\$175.00
Survey Project Manager	Level I	\$185.00
	Level II	\$215.00
Senior Field Survey Supervisor (PLS)		\$235.00
Utility Locating Services 1-Person Crew		\$175.00
Utility Locating Manager		\$150.00
Traffic Safety Flagger		\$115.00
1-Person Survey Crew		\$195.00
2-Person Crew		\$305.00
2-Person Survey Crew w/ Apprentice		\$385.00

Reimbursable Costs Printing, monuments, materials, outside services and consultants, courier/delivery services, express/ overnight mail, travel/per diem, agency fees advances, etc., at cost plus 10%.

Overtime All overtime charges are invoiced on the basis of one and one-half times the above rates. Double time invoiced at two times the above rates.

Escalation Escalation for future years shall be at a minimum of 3.5% increase per year. Sandis at its sole discretion may utilize its subsidiaries to perform the services presented in this proposal.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/20/2021

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549 License#: 6003745 SANDICVI	CONTACT NAME: Jennifer Aguirre PHONE (A/C, No, Ext): (510) 465-3090 E-MAIL ADDRESS: DesignProCerts@AssuredPartners.com FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER B : American Casualty Company of Reading PA</td> <td>20427</td> </tr> <tr> <td>INSURER C : Travelers Casualty and Surety Co of America</td> <td>31194</td> </tr> <tr> <td>INSURER D : Transportation Insurance Company</td> <td>20494</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Insurance Company	35289	INSURER B : American Casualty Company of Reading PA	20427	INSURER C : Travelers Casualty and Surety Co of America	31194	INSURER D : Transportation Insurance Company	20494	INSURER E :		INSURER F :
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INSURER F :														

INSURED
 Sandis Civil Engineers Surveyors Planners
 3007 Douglas Blvd, Suite 105
 Roseville CA 95661

COVERAGES **CERTIFICATE NUMBER:** 2042614646 **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 INSD	SUBR WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	6075819456	3/3/2021	3/3/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	6075819473	3/3/2021	3/3/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
D B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	6075819425 6075819411	3/3/2021 3/3/2021	3/3/2022 3/3/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			107211098	3/3/2021	3/3/2022	Per Claim \$2,000,000 Annual Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: Kaiser Child Development Center Outdoor Learning Environment.

Oakland Unified School District and District Parties are named as Additional Insured on General Liability and Auto Liability, per policy forms, with respect to the operations of the Named Insured as required by written contract or agreement. General Liability is Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per attached.

CERTIFICATE HOLDER	CANCELLATION 30 Day Notice of Cancellation
Oakland Unified School District Facilities Planning & Management Attn: Juanita Hunter 955 High Street 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



DIVISION OF FACILITIES PLANNING & MANAGEMENT ROUTING FORM

Project Information

Project Name	Kaiser Child Development Center Outdoor Learning Environment	Site	910
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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
-----------------------------	---

Contractor Information

Contractor Name	Sandis Civil Engineering Surveyors Planners	Agency's Contact	Laura Cabral		
OUSD Vendor ID #	003768	Title	Project Manager		
Street Address	636 9th Street	City	Oakland	State	CA Zip 94607
Telephone	510-873-8866	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 #	21112				

Term of Original/Amended Contract

Date Work Will Begin (i.e., effective date of contract)	12-20-2021	Date Work Will End By (not more than 5 years from start date; for construction contracts, enter planned completion date)	12-31-2022
		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)	\$16,300.00
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
6128 8500	Fund 12	120-6128-0-8500-8500-6160-910-9180-8500-9999-21112	6160	\$16,300.00

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 <i>K. Chatman</i>	Date Approved	1/13/2022		
2.	General Counsel, Department of Facilities Planning and Management				
	Signature <i>[Signature]</i> Lozano Smith, as to form only	Date Approved	1/13/2022		
3.	Deputy Chief, Facilities Planning and Management				
	Signature <i>[Signature]</i>	Date Approved	1/13/2022		
4.	Chief Financial Officer				
	Signature	Date Approved			
5.	President, Board of Education				
	Signature <i>G. Yee</i> Gary Yee	Date Approved	2-10-2022		