

October 21st, 2024

Adrian Bica
Executive Director of Technology
Santa Rosa City Schools
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Santa Rosa, CA 95401
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Project: Hidden Valley Elementary School, Hard of Hearing Department – Assessment and Narrative for additional technology application for visual notification of emergency communications

Dear Mr. Bica,

As requested, we are submitting this proposal for visual emergency event notification assessment and consultant services for the Hard of Hearing Department, located at Hidden Valley Elementary School. This proposal scope of work and services is reflective of the project requirements discussed between Salas O'Brien engineers, Inc (SOBE), Van Pelt Construction Services (VPCS), and the Santa Rosa City Schools (District) on Thursday October 17th 2024 via Zoom meeting.

The initial scope of work is limited to assessment of the Hidden Valley Elementary School only, with solution recommendations giving consideration of scalability to support other District schools and facilities. Assessment of other locations can be provided upon request with an additional proposal.

We are grateful for the opportunity to work with the District and your team.

Do not hesitate to call me, should you require additional information or require any adjustment of scope.

Sincerely,



Nick Heywood
Salas O'Brien Engineers, Inc.
Associate Vice President Low Voltage Systems

SALAS O'BRIEN SCOPE OF WORK:

Salas O'Brien Engineers, Inc shall provide the following scope of work:

- Review the Hard of Hearing Departmental operational needs specific to providing notification of emergency incident messaging through means other than audible communication.
- Identify technology solutions that provide visual, cellular and vibration means of communication notification that will interface with the districts existing Singlewire Informacast mass notification system.
- Provide a written narrative on operational investigation and technology options.

SALAS O'BRIEN SCOPE OF SERVICES:

Salas O'Brien Engineers, Inc shall provide the following scope of services:

- Conduct a 4-hour onsite assessment of the existing department operation including:
 - Observation of departmental activity during normal hours of operation.
 - Participate in a campus site walk with department teachers to understand their unique perception of the environment and learn about their student needs and learning setting.
 - Identify areas where notification is desired including exterior and interior spaces.
 - Engage with other campus/district key stakeholders as necessary to receive input on intended project outcomes.
- Review the existing system specifications for the current district Singlewire Informacast mass notification system.
 - Identify if capability to interface with existing and future access control and video management systems.
 - Ability to interface with other technologies including DC lighting controls.
- Identify locations and evaluate on campus where additional devices should be installed to meet visual notification needs.
- Identify solution options for mobile vibration notification of emergency communications using existing Singlewire Informacast mass notification system or other if not an available feature in the Singlewire Informacast system.
- Provide a rough-order-of-magnitude (ROM) cost for proposed solution recommendations using MSRP as a pricing guide.

DELIVERABLE:

- Narrative document detailing:
 - Operational needs
 - Existing conditions
 - Campus map mark-up of future device placement
 - Solution options and recommendations (scalable for district-wide implementation)
 - Rough-order-of-magnitude (ROM) cost

ASSUMPTIONS & EXCLUSIONS

- District shall provide existing systems specifications and documentation upon request.
- District shall provide drawings of the surveyed facility upon request.
- District shall provide availability to campus during normal hours-of-operation.
- SOBE deliverable shall not include any design drawings or specifications, proposed scope of work is discovery and planning/recommendations only.
- SOBE recommendations may include options that require District upgrade of existing systems as required.
- SOBE will evaluate different systems i.e., access control and video surveillance ability to interface with the Singlewire Informacast mass notification system. SOBE take no responsibility for systems inability to interface based on future systems software updates and systems manufacturer driven directives.
- SOBE device placement recommendations will be advisory and shall require future construction documents for identification of infrastructure and power service. SOBE shall include narrative on infrastructure needs.
- SOBE level of effort allows for two (2) one-hour virtual meetings as needed.
- This proposal scope of service is limited to the review of the Hard of Hearing Department needs, any reference to other systems from an evaluation perspective is from a supplementary benefit to the Hard of Hearing Department only, i.e., observation of access controls etc. If requested SOBE can provide a full campus assessment of other technologies for an additional fee.

COMPENSATION AND REIMBURSABLES

The proposed professional services will be provided for a not-to-exceed fee as shown in the fee table provided.

Activity	Hours	Fee
Onsite operational assessment and offsite discovery	24	\$5,568
Virtual meetings	4	\$928
Narrative	24	\$5,568
Final review meeting	4	\$928
Expenses		\$500
Total	56	\$13,492

SCHEDULE

The anticipated duration of project activity from the approval of proposal and issuance of a Notice-to-Proceed is 4-weeks, inclusive of site visit and issuance of the narrative. Scheduled activity shall be coordinated with the District.

PAYMENT TERMS

Salas O'Brien will submit a monthly invoice fixed fee percent complete invoice, including any reimbursable expenses.

AUTHORIZATION

If approved, please return our signed proposal, followed by a contract/agreement including general terms, deliverables, rates, and budget for signature. A fully executed agreement must be in place prior to commencement of services.



October 21st, 2024

Signature	Date	Signature	Date
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Adrian Bica
Executive Director of Technology
Santa Rosa City Schools

Nick Heywood
Salas O'Brien Engineers, Inc.
AVP Low Voltage Systems

Signature	Date
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Salas O'Brien Engineers, Inc.– Principal

SALAS O'BRIEN ENGINEERS, INC. 2024 HOURLY RATES

Principal/Partner	\$287
Senior Low Voltage Engineer	\$232
Intermediate Low Voltage Engineer	\$207
Senior Project Manager	\$232
Project Manager	\$214
Senior Designer	\$203
Senior CADD Operator	\$170
CADD Operator	\$149
BIM Specialist	\$195