



Santa Rosa City Schools  
Attn: Erik Oden, Director of Maintenance & Facilities  
211 Ridgway Avenue  
Santa Rosa, CA 95401

February 13, 2023

**SUBJECT: PROPOSAL TO PREPARE CEQA CATEGORICAL EXEMPTION FOR BROOK HILL ELEMENTARY SCHOOL ROOF AND HVAC REPLACEMENT PROJECT**

Dear Mr. Oden;

I would be pleased to prepare the CEQA documentation for the proposed roof and HVAC replacement project at Brook Hill Elementary School. The work may qualify for exemption under CEQA Categorical Exemptions, Class 1 which applies, among other uses, to repair and maintenance of existing structures and facilities (assuming no exceptions to the exemption apply).

I propose to complete the following tasks.

- Review project plans and specifications, conduct a site visit if necessary, coordinate with your staff, and review available information to determine if the Class 1 exemption applies (and there are no exceptions to the exemption).
- Assuming the project qualifies for the exemption, prepare the standard Notice of Exemption form (electronic copy) for the project, for the District's posting at the County Clerk's office. The form will be accompanied by a brief memo summarizing our findings as to why the exemption applies and why the exceptions to the exemption are not triggered.

This task will require approximately 6 hours of consulting time, to be performed on a time-and-materials basis at a rate of \$180/hr., plus expenses, with a ceiling of \$1100. This ceiling will not be exceeded without your prior authorization. Direct expenses will be billed at cost. Work will be billed monthly and payment is due within thirty days of receipt of invoice. Please contact me at (510) 849-2354 if you have any questions regarding this proposal.

Sincerely;

A handwritten signature in cursive script, appearing to read "Richard Grassetti".

Richard Grassetti  
Principal