



QUATTROCCHI KWOK  
ARCHITECTS

June 5, 2023

Erik Oden  
Executive Director Facilities, Maintenance, and Operations  
Santa Rosa City Schools  
211 Ridgway Avenue,  
Santa Rosa, CA 95401

RE: Santa Rosa City Schools Facilities Master Plan  
Project No.: 2177.00

Dear Erik,

At your request we have engaged Guidepost Solutions to conduct additional security and threat assessments at each SRCS campus. This work is in addition to the scope of work currently covered by our Agreement and we propose to amend our Agreement to add these additional services. Guidepost Solutions will perform the additional work as a consultant to QKA and their work will be incorporated into our Facilities Master Plan. The scope of work and fee were developed based on the meeting on May 18, 2023 and subsequent conversations to provide the District with additional review and recommendations of campus security. The scope, fee and schedule for these additional services are described below.

Scope of Work: Guidepost Solutions and QKA will conduct physical security and security electronics assessment and provide recommendations for improvement consulting at all twenty-four (24) schools with the following scope:

- *Kick-off Meeting:* Prior to performing the physical security assessments, Guidepost will coordinate an initial project kick-off meeting with QKA and SRCS to discuss existing safety concerns, safety and security goals and requirements for the end deliverable.
- *Physical Security Site Assessment:* Guidepost will conduct a physical security site assessment of the schools to provide a baseline for recommendations. At each facility the assessment will include environmental review of the neighborhood, a Crime Prevention Through

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Environmental Design (CPTED) assessment and an on-site physical security assessment of existing infrastructure including access control, security procedures, video surveillance, communication systems and other factors. This will include on-site observation of each school from drop-off through pick-up as well as after dark.

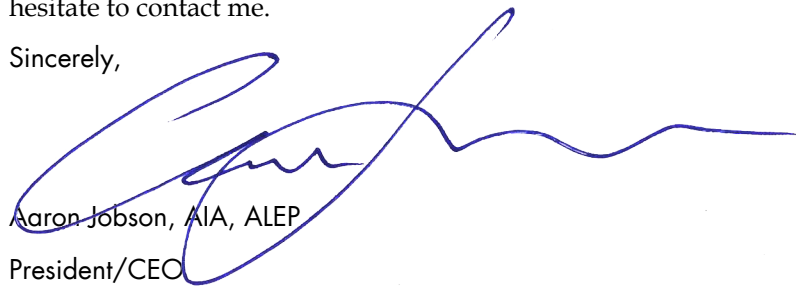
- *Risk Prioritization:* For each component of the site assessment the Guidepost team will allocate a risk prioritization number that supports a ranking for corrective action and improvements.
- *Report and Recommendations:* Guidepost shall provide a findings and recommendations report that captures the information collected in the physical security site assessment process and recommendation of corrective actions, upgrades, and enhancements to mitigate the identified. The report will also include a narrative of existing security posture and future security program recommendations and will be integrated into the Facilities Master Plan project identification, estimating and prioritization process.

Schedule: It is anticipated that this work will be completed in August and September of 2023 to align with the overall Facilities Master Plan process.

Proposed Fee: QKA proposes a lump sum additional fee of \$140,000 for the work described above including services provided by Guidepost Solutions and reimbursable expenses. This will be billed as a separate phase on a percentage of completion basis.

We appreciate the opportunity to provide these services. If the proposed scope of work, fee and schedule are acceptable, please sign and return a copy of this proposal. If you have any questions, please do not hesitate to contact me.

Sincerely,



Aaron Jobson, AIA, ALEP  
President/CEO

cc:

encl.: Guidepost K12 Qualifications

Sign to accept proposed scope and fee:

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Erik Oden, Executive Director Facilities, Maintenance, and Operations

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Date