California Uniform Construction Cost Accounting Commission

Meeting Agenda

Friday, March 6, 2020

10:00AM – 2:00PM

Teleconference Number: (888) 363-4734
Participation Code: 4461005

Location

California State Controller's Office
300 Capitol Mall
6th Floor, Terrace Room
Sacramento, CA 95814

Name	Position	Representing
Will Clemens, Chair	General Manager	Oceano Community Services District *Special Districts*
Michael R. Hester, Vice Chair	President	McGuire and Hester *Subcontractors*
Nathaniel Holt, Secretary	Chief Facilities Officer & Bond Program Manager	Compton Unified School District *School Districts*
Jeff Armstrong	Apprenticeship Director	Northern California Laborers' Union *Labor*
Eddie Bernacchi	President	National Electrical Contractors Association – Politico Group *Subcontractors*
Robert Campbell	Auditor-Controller	County of Contra Costa *Counties*
Leeann Errotabere	Director of Purchasing	Clovis Unified School District *School Districts*
Steven L. Hartwig	Deputy County Executive	Public Works and Infrastructure at Sacramento County *Counties*

Name	Position	Representing
John Nunan	Consultant	*General Contractors*
Jeremy Smith	Deputy Legislative Director	State Building and Construction Trade Council *Labor*
Mary Teichert	Chief Operating Officer	Teichert Construction *Contractors State License Board*
Peter Worhunsky	President & CEO	Live Oak Utility Infrastructure, LLC *General Contractors*

Name	Position	Representing
David Brownfield	Staff Counsel	State Controller's Office (SCO) *Legal Office*
Sandeep Singh	Manager	SCO *Local Government Policy Section*
Debbie Torres	Policy Analyst	SCO *Local Government Policy Section*

Meeting Agenda

1. **Call to Order**
2. **Introductions**
   A. Mary Teichert – Representing State Contractors License Board
3. **Approval of the Minutes (Refer to attachment 3A)**
   A. Minutes for meeting held September 20, 2019
4. **Commission Updates (Refer to attachments 4A, 4B, 4C and 4D)**
   A. Participating agencies
   B. Funding update
   C. Inquiry update
   D. Annual report to the California State Legislature for 2019
   E. Ethics training
   F. Form 700
   G. ADA compliant – CUCCAC webpage

5. **Public Comments**
6. **Staff Comments/Requests**
7. **Reports of Officers**
   A. Chair
   B. Vice Chair
   C. Secretary
8. **Committee Reports**
   A. CUCCAC Manual
      I. Proposed changes – Legislative updates
      II. Proposed changes – Non-Legislative updates
9. **Commissioner Comments/Requests**
10. **Old Business (Refer to attachment 10AI and 10B)**
    A. Modernization of advertising requirements in the Act
       I. Letter to State Controller's Division Chief
    B. FAQ – Procurement
11. **New Business (Refer to attachment 11A and 11B)**
    A. Piggyback contracts – Inquiry from The Construction Industry Force Account Council (CIFAC)
    B. Accounting Review – Belmont-Redwood Shores School District
    C. Commission vacancy
12. **Next Meeting**
13. **Adjournment**

If you would like further information regarding this meeting or require special accommodations for attending this meeting, please contact:

State Controller's Office
Local Government Policy Section
LocalGovPolicy@sco.ca.gov

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Teleconference Number: (888) 363-4734
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Participating Remotely

Name	Position	Representing
Peter Worhunsky	President & CEO	Live Oak Utility Infrastructure, LLC *General Contractors*

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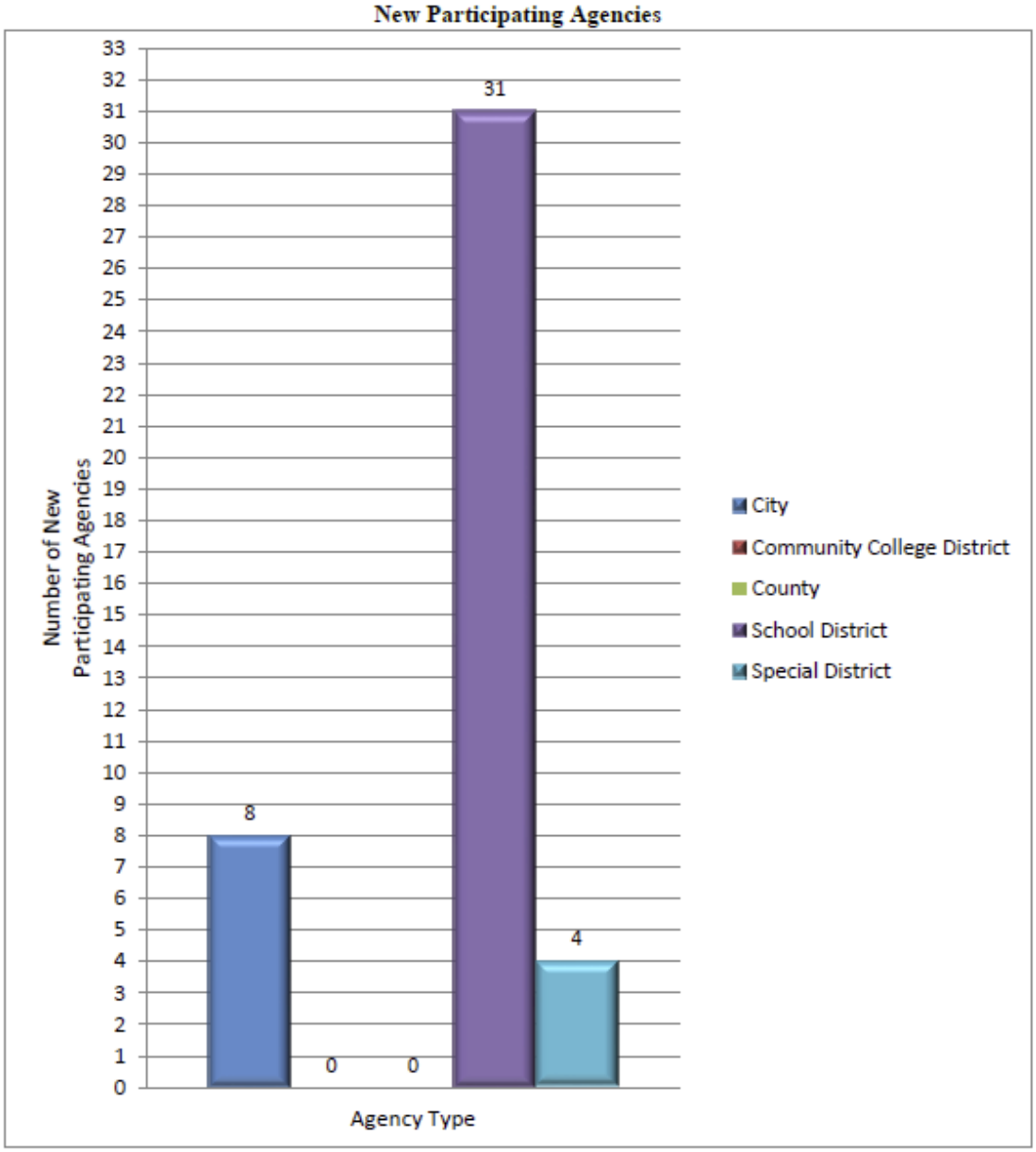
State Controller's Office
Local Government Policy Section
LocalGovPolicy@sco.ca.gov

Participating Agency's Update

For the period September 10, 2019- February 27, 2020

Report on new participating agencies

The State Controller's Office has received 43 resolutions from agencies that have opted into the California Uniform Public Construction Cost Accounting Act (CUPCCAA), bringing the number of agencies participating in the Act to 1,315.



Participating Agency's Update

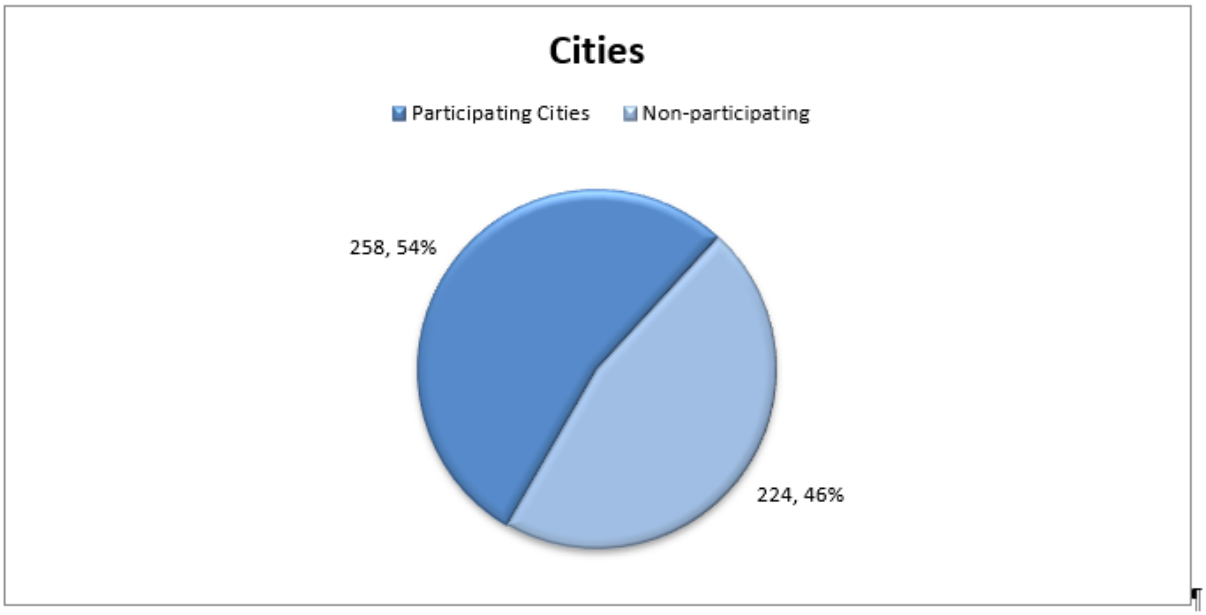
For the period September 10, 2019 - February 27, 2020

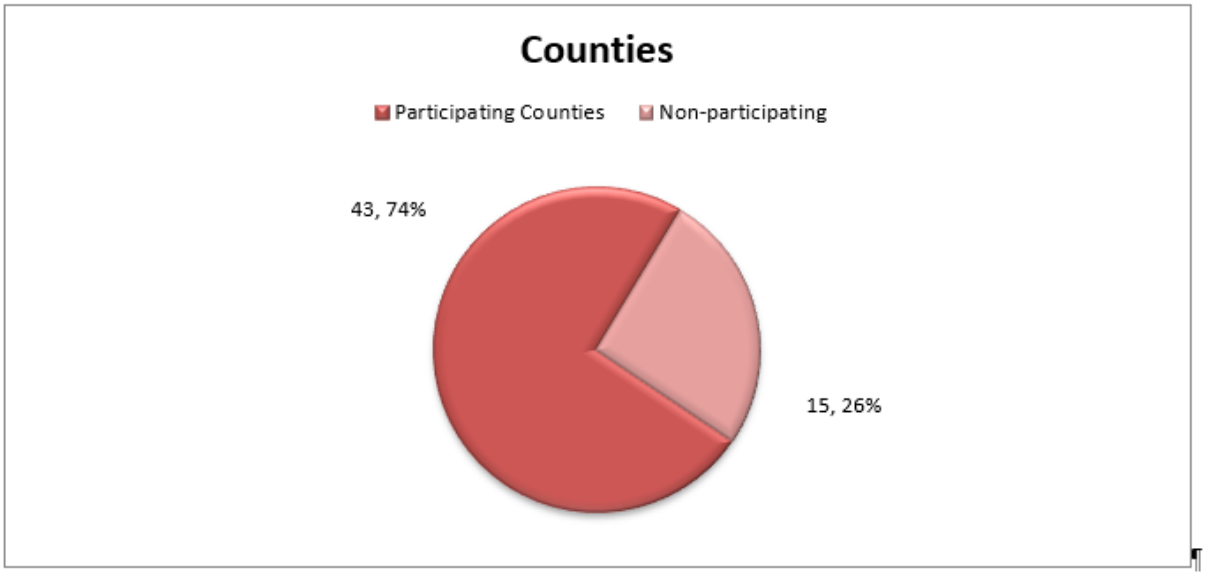
	AGENCY	DATE OPTED IN	AGENCY TYPE
1	Chowchilla Elementary School District	10/15/2007	School District
2	Banning Unified School District	2/14/2008	School District
3	Little Lake City School District	9/24/2013	School District
4	Bellevue Union School District	4/15/2014	School District
5	Bear Valley Community Services District	1/28/2016	School District
6	Junction Elementary School District	1/19/2017	School District
7	La Mesa-Spring Valley School District	10/3/2017	School District
8	Rio Bravo-Greeley Union School District	10/8/2018	School District
9	Calexico Unified School District	11/8/2018	School District
10	City of Avalon	12/4/2018	City
11	Nuview Union School District	3/14/2019	School District
12	City of Maywood	6/12/2019	City
13	Orange Center School District	7/10/2019	School District
14	City of Mendota	7/23/2019	City
15	Yosemite Unified School District	8/19/2019	School District
16	Yucaipa-Calimesa Joint Unified School District	8/20/2019	School District
17	City of San Juan Bautista	8/20/2019	City
18	City of Banning	8/27/2019	City
19	Pacifica School District	8/28/2019	School District
20	City of San Dimas	9/10/2019	City
21	Curtis Creek School District	9/17/2019	School District
22	Farmersville Unified School District	9/24/2019	School District
23	City of Chino	10/1/2019	City
24	City of Ripon	10/8/2019	City
25	Orcutt Union School District	10/9/2019	School District
26	Schools Insurance Group	10/9/2019	Special District
27	Tehama County Department of Education	10/9/2019	School District
28	Tuolumne County Superintendent of Schools	10/14/2019	School District
29	Arcata School District	10/14/2019	School District
30	Hidden Valley Lake Community Services District	10/15/2019	Special District
31	Rancho Adobe Fire Protection District	10/16/2019	Special District
32	San Benito High School District	10/22/2019	School District
33	Upland Unified School District	10/22/2019	School District
34	Vineland School District	10/22/2019	School District
35	Pleasant Hill Recreation & Park District	10/24/2019	Special District
36	Banta Elementary School District	11/14/2019	School District
37	Huntington Beach Union High School	11/18/2019	School District
38	Island Union School District	11/20/2019	School District
39	Fortuna Union High School District	12/10/2019	School District

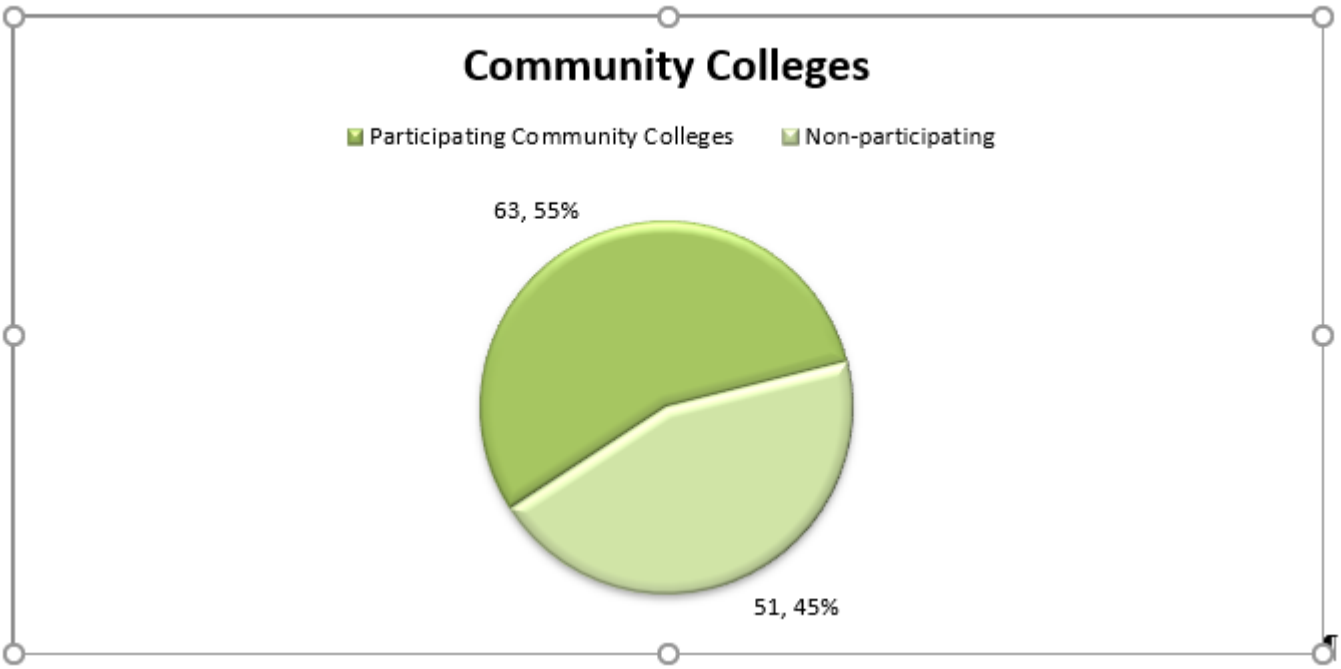
Participating Agency's Update

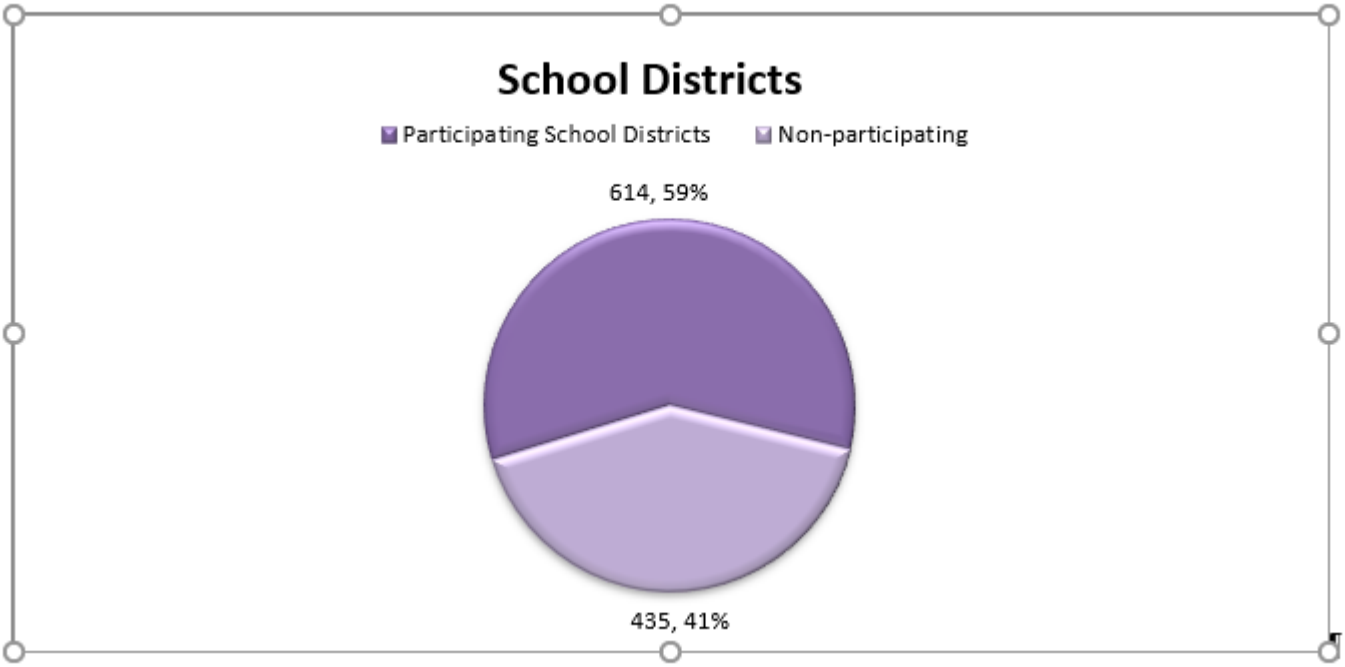
For the period September 10, 2019 - February 27, 2020

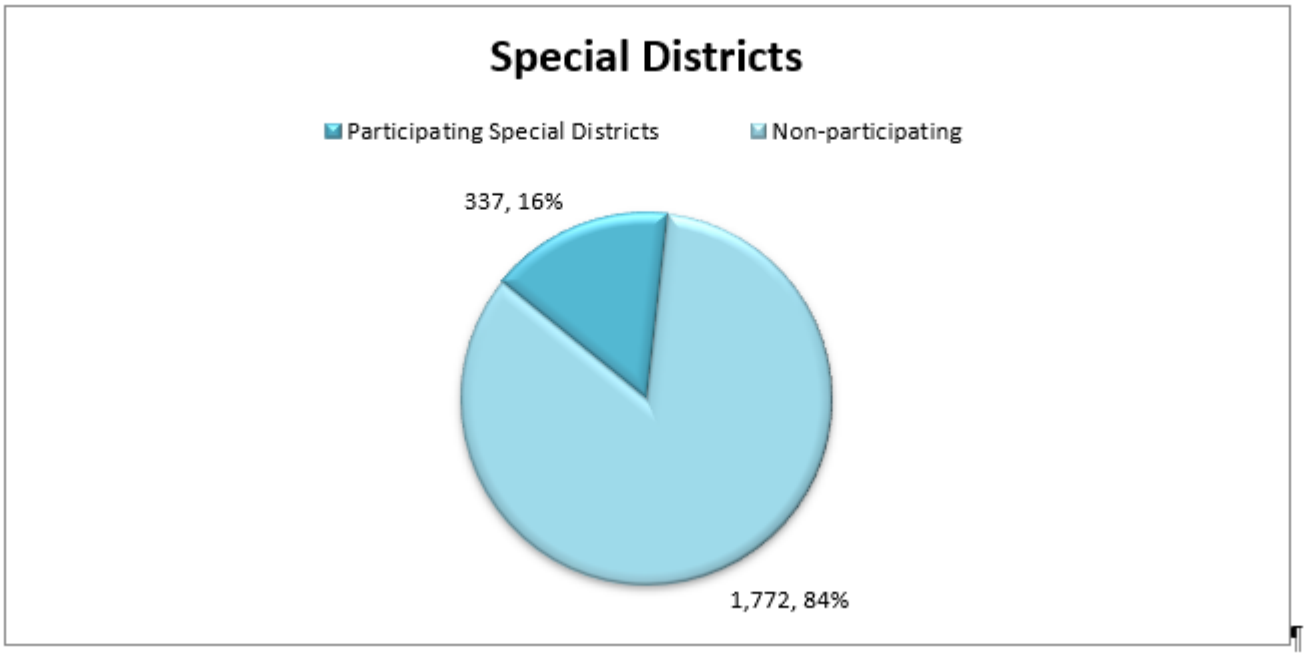
	AGENCY	DATE OPTED IN	AGENCY TYPE
40	Bellflower Unified School District	12/10/2019	School District
41	Seeley Union School District	12/17/2019	School District
42	Junction City Elementary School	2/13/2020	School District
43	Plumas Lake Elementary School	2/20/2020	School District


Cities
Participating Cities
Non-participating
258, 54%
224, 46%

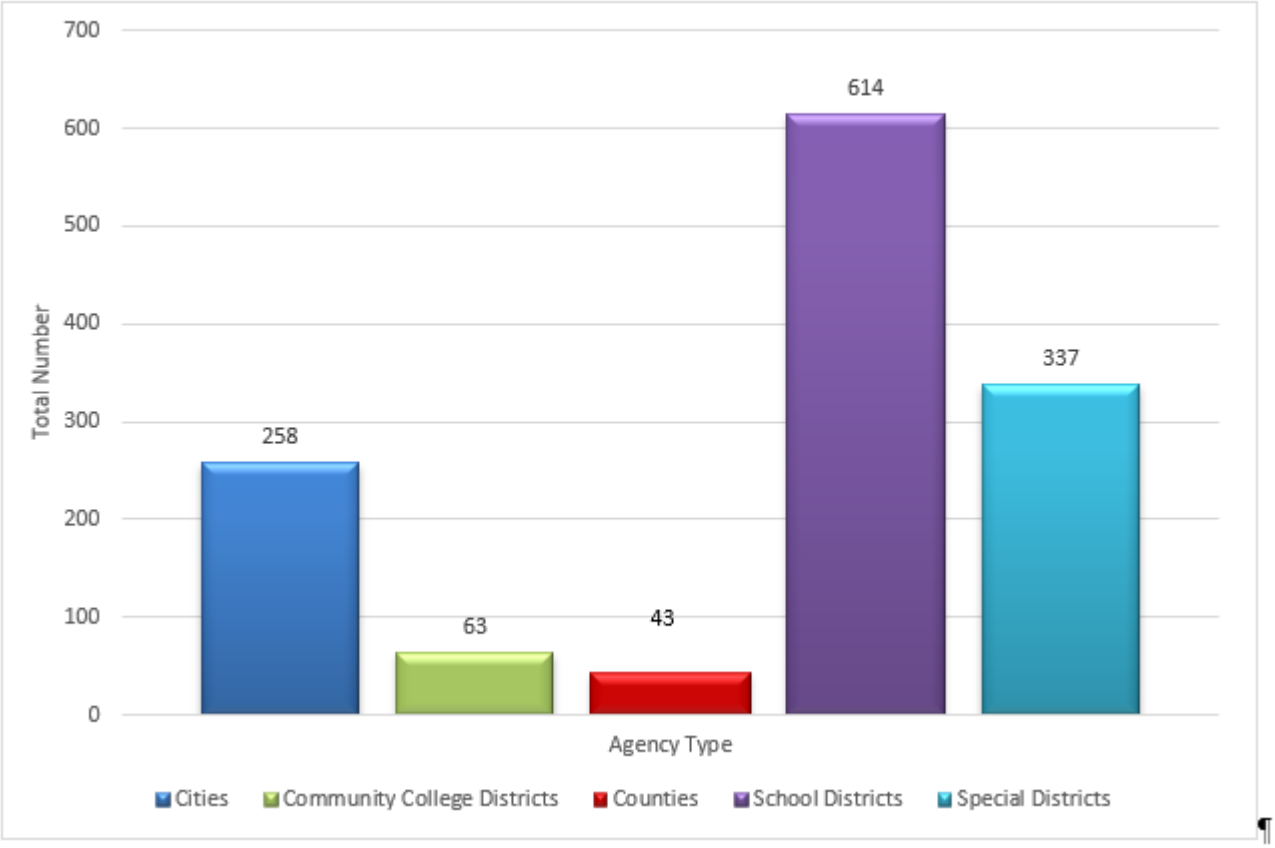

Counties
Participating Counties
Non-participating
43, 74%
15, 26%


Community Colleges
Participating Community Colleges
Non-participating
63, 55%
51, 45%


School Districts
Participating School Districts
Non-participating
614, 59%
435, 41%



Total·Participating·Agencies·(1,315)¶



Commission Funding Update
For the period September 11, 2019 – February 25, 2020

The Commission has $13,484.92 of unrestricted donations available for use and reimbursement.

Beginning balance 11/11/2019	$	11,797.86
Donations-United Contractors 11/08/2019	$	2,500.00
	$	14,297.86
Travel claims		
Commissioner 1	$	-227.36
Commissioner 2	$	-492.82
Commissioner 3	$	- 92.76
	$	-812.94
Fund balance	$	13,484.92

STATE OF CALIFORNIA
California Uniform Construction Cost Accounting Commission

Item 4D

March 6, 2020

Erika Contreras
Secretary of the Senate
State Capitol, Room 3044
Sacramento, CA 95814

Sue Parker
Chief Clerk of the Assembly
State Capitol, Room 3196
Sacramento, CA 95814
Sent via electronic mail

Re: Annual Report to the California State Legislature for 2019

Dear Members of the Legislature:

In accordance with Public Contract Code section 22017(d), this report describes the activities and operations of the California Uniform Construction Cost Accounting Commission (Commission) for 2019.

The Commission is tasked with providing technical support to public agencies by prescribing uniform construction cost accounting procedures for those agencies that opt into the Uniform Public Construction Cost Accounting Act (Act). Pursuant to Public Contract Code section 22000, the Commission works to ensure the equitable application of and compliance with the Act by reviewing public complaints and recommending accounting reviews when the criteria of the Act are not fulfilled. The Act promotes statewide uniformity of cost accounting standards and flexibility in bidding procedures on construction work performed or contracted by public entities in California.

The Act results in cost savings and improved efficiency for public agencies in the bidding, awarding, execution, and completion of public works projects. In addition, the Commission conducts public meetings, provides a manual for use by public agencies signatory to the Act, and maintains a Commission web page on the State Controller's Office website. Commissioners also facilitate and participate in outreach and training for participating agencies, candidate agencies, and professional organizations.

State Controller's Office–Local Government Policy Section
c/o California Uniform Construction Cost Accounting Commission
P.O. Box 942850, Sacramento, CA 94250
LocalGovPolicy@sco.ca.gov

The activities and operations conducted by the Commission during 2019 are listed below:

- The Commission met on January 10; May 23; and September 20. The meetings were chaired by Will Clemens.
- The total number of new agencies that opted into the Act in 2019 was 105, bringing the total number of agencies participating in the Act to 1,306.
- Two new Commissoners were appointed to represent the sectors for School Districts and General Contractors.
- The Commission responded to seventy-eight inquiries outside of normal meetings. This indicates the level of importance, public agency interest, and dependence upon the ongoing technical support that the Commission provides annually to its participants.
- The *Commission By-Laws* and *Orientation Guide* were revised to address and clarify the effects on membership when a commissioner retires or resigns.
- The Commission Chair established a subcommittee to modernize the advertising requirements in the Act which will require subseqent legislative updates to the Act.
- Commissioners made presentations at various public agency association meetings, including the California Special Districts Association, the County General Services Association, the California Association of School Business Officials, and the Annual State Controller's Conference with County Auditors.
- The Commission updated the *Cost Accounting Policies and Procedures Manual* and Frequently Asked Questions to provide improved guidance to participating agencies.
- The Commission continues to be concerned that minimal state funding of the Commission hinders its ability to fully carry out the requirements of the Act. The Commissioners willingly volunteer their time and all travel costs are currently funded by grants from the construction industry.

Sincerely,

Original signed by

Will Clemens, Chair
California Uniform Construction Cost Accounting Commission

cc: State Controller's Office

State Controller's Office–Local Government Policy Section
c/o California Uniform Construction Cost Accounting Commission
P.O. Box 942850, Sacramento, CA 94250
LocalGovPolicy@sco.ca.gov

STATE OF CALIFORNIA

California Uniform Construction Cost Accounting Commission

Will Clemens
Director
Central Services Department
County of San Luis Obispo
Counties
Chair-CUCCAC

Michael R. Hester
President
McGuire and Hester
Subcontractors
Vice Chair-CUCCAC

Nathaniel Holt
Chief Facilities Officer & Bond
Program Director
Compton Unified School District
School Districts
Secretary-CUCCAC

Leeann Errotabere
Director of Purchasing
Clovis Unified School District
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Deputy Legislative Director
State Building and Construction
Trade Council
Labor

Jeff Armstrong
Apprenticeship Director
Northern CA Laborers' Union
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Eddie Bernacchi
President
NECA, Politico Group
Subcontractors

Robert R. Campbell
Auditor-Controller
County of Contra Costa
Counties

Paavo Ogren
General Manager
Oceano Community
Special Districts

Steven L. Hartwig
Public Works Director
City of American Canyon
Cities

Julie Lucido
Public Works Director
City of Napa
Cities

John Nunn
Chief Executive Officer
Unger Construction Company
General Contractors

Peter Worlunsky
Disney Construction
General Contractors

Vacant
General Contractors
California State License Board
Appointed

October 11, 2019

Natalie Sidarous, Division Chief
Local Government Programs and Services Division
P.O. Box 942850
Sacramento, CA 94250

SUBJECT: California Uniform Construction Cost Accounting Commission (CUCCAC) Recommendation

Dear Ms. Sidarous:

At the September 20, 2019 CUCCAC meeting, the Commission unanimously supported the attached recommended revisions to Sections 22037 and 22042.5 of the Public Contract Code. These recommended revisions will modernize the noticing requirements of the California Uniform Public Construction Cost Accounting Act (Act), reduce paperwork and cost for agencies participating in the Act, and improve the delivery of construction projects by participating agencies throughout the State.

CUCCAC also authorized the Chair to request that the State Controller's Office sponsor proposed legislation or include in other proposed legislation the attached recommended revisions to the Public Contract Code, which I am hereby requesting by means of this letter. CUCCAC looks forward to your response and I am available to provide any further information the State Controller's Office may require.

Sincerely,

Will Clemens
Will Clemens
Chair

CUCCAA Advertising Amendment Proposal

Current Law:

Public Contract Section 22037
Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency; or, if there is no newspaper printed and published within the jurisdiction of the public agency, in a newspaper of general circulation which is circulated within the jurisdiction of the public agency, or, if there is no newspaper which is circulated within the jurisdiction of the public agency, publication shall be by posting the notice in at least three places within the jurisdiction of the public agency as have been designated by ordinance or regulation of the public agency as places for the posting of its notices. The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in Section 22036. The notice shall be sent at least 15 calendar days before the date of opening the bids. In addition to notice required by this section, the public agency may give such other notice as it deems proper.

Public Contract Section 22042.5
The commission shall review practices of any participating public agency where an interested party presents evidence that the public agency is not in compliance with Section 22034.

Proposed changes:

Public Contract Section 22037
(a) Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.

(b) The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency; or, if there is no newspaper printed and published within the jurisdiction of the public agency, in a newspaper of general circulation which is circulated within the jurisdiction of the public agency, or, if there is no newspaper which is circulated within the jurisdiction of the public agency, publication shall be by posting the notice in at least three places within the jurisdiction of the public agency as have been designated by ordinance or regulation of the public agency as places for the posting of its notices.

(c) The notice inviting formal bids shall also be sent electronically by either facsimile or electronic mail and sent to all construction trade journals specified in Section 22036. The notice shall be sent at least 15 calendar days before the date of opening the bids. In addition to notice required by this section, the public agency may give such other notice as it deems proper.

(d) As an alternative to the public notice requirement described in subdivision (b), the public notice inviting formal bid requirement of this section may instead be met by meeting the requirements of subdivision (c) and publishing the public notice electronically on that agency's Internet Website at least 14 calendar days before the date of opening the bids.

(1) To be eligible to use the alternative public notice procedure provided in subsection (d) of this section, a link to the agencies public notices for invitation to bid must be published on the agency's primary Internet Website homepage and accessible through a prominent, direct link that is open to the public.

Public Contract Code Section 22042.5
The commission shall review practices of any participating public agency where an interested party presents evidence that the public agency is not in compliance with Section 22034 *or Section 22037*.

SHARE THIS:

Date Published: 02/21/2020 09:00 PM

CALIFORNIA LEGISLATURE— 2019–2020 REGULAR SESSION

ASSEMBLY BILL NO. 2987

Introduced by Assembly Member Flora

February 21, 2020

An act to amend Sections 22037 and 22042.5 of the Public Contract Code, relating to public contracts.

LEGISLATIVE COUNSEL'S DIGEST

AB 2987, as introduced, Flora. Local agency public contracts: bidding procedures.

The Uniform Public Construction Cost Accounting Act authorizes a public agency to elect to become subject to uniform construction cost accounting procedures. The act authorizes bidding procedures for public projects, as specified. Those bidding procedures include procedures for the publication or posting and electronic transmission of notice inviting formal bids.

This bill would authorize a public agency, as an alternative to the publication or posting requirement, to meet the notice inviting formal bids requirement by transmitting notice electronically, as specified, and publishing the notice electronically in a prescribed manner on the public agency's internet website at least 14 calendar days before the date of opening the bids.

The act creates the California Uniform Construction Cost Accounting Commission, to fulfill certain duties, including recommending for adoption by the Controller uniform construction cost accounting procedures for implementation by public agencies in the performance of, or in contracting for, construction on public projects. The act authorizes the commission to review practices of any participating public agency where an interested party presents evidence that the public agency is not in compliance with requirements to enact a prescribed informal bidding ordinance to govern the selection of contractors to perform public projects.

This bill would also require the commission to review noncompliance with the notice inviting formal bid requirements described above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 22037 of the Public Contract Code is amended to read:

22037. *(a)* Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. ~~The~~

(b) The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency; or, if there is no newspaper printed and published within the jurisdiction of the public agency, in a newspaper of general circulation which is circulated within the jurisdiction of the public agency, or, if there is no newspaper which is circulated within the jurisdiction of the public agency, publication shall be by posting the notice in at least three places within the jurisdiction of the public agency as have been designated by ordinance or regulation of the public agency as places for the posting of its notices. ~~The~~

(c) The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in Section 22036. The notice shall be sent at least 15 calendar days before the date of opening the bids. In addition to notice required by this section, the public agency may give such other notice as it deems proper.

(d) (1) As an alternative to the public notice requirement described in subdivision (b), the notice inviting formal bids requirement of this section may instead be met by meeting the requirements of subdivision (c) and publishing the notice electronically on the public agency's internet website at least 14 calendar days before the date of opening the bids.

(2) To be eligible to use the alternative notice procedure provided in paragraph (1), the public agency shall publish a link to the agency's public notices for invitation to bid on the agency's primary internet website home page that is accessible through a prominent, direct link that is open to the public.

SEC. 2. Section 22042.5 of the Public Contract Code is amended to read:

22042.5. The commission shall review practices of any participating public agency where an interested party presents evidence that the public agency is not in compliance with Section ~~22034.~~ *22034 or 22037.*

Can an agency separately bid out for the materials and supplies on a project to avoid contractor markup and then bid out for the installation labor or perform installation with its own forces?

An agency may separately procure the materials and supplies for a project; however, all costs (materials, supplies, labor) of a project must be included in the project cost estimate to determine whether the project falls within the force account, informal bid, or formal bid thresholds.

In addition, if installation is performed by force account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. For example, if materials/supplies cost $50,000 to procure separately and the estimated labor cost to install is $25,000, the project could not be performed with force account, but would fall within the informal bid threshold because the total cost estimate is $75,000.

Belmont-Redwood Shores Faculty Association
California Teachers Association
1705 Murchison Dr,
Burlingame, CA 94010

February 15, 2020

State Controller's Office
Local Government Programs and Services Division
Local Government Policy Section
c/o California Uniform Construction Cost Accounting Commission
P.O. Box 942850
Sacramento, CA 94250

RE: Belmont-Redwood Shores School District Review

Dear California Uniform Construction Cost Accounting Commission:

The following is a letter requesting a review of the accounting procedures of the Belmont-Redwood Shores School District (www.brssd.org) per Public Contract Code 22042(a) and other applicable codes deemed appropriate by the Commission.

On February 6, 2020, the Belmont-Redwood Shores School District (BRSSD) advised its Board of Trustees to reject all bids pertaining to the Security Camera Installation project, claiming the work can be done less expensively by the public agency. The Open Bid process resulted in two bids of approximately $614,000 and $623,000. BRSSD Board of Trustees subsequently rejected all bids to utilize in-house technology and maintenance staff for significantly lower costs.

Attached are the following exhibits:
(1) Exhibit A: Transcript of the February 6, 2020 Board Meeting
(2) Exhibit B: Board Agenda Item #12 – February 6, 2020
(3) Exhibit C: Handout from February 6, 2020 Board Meeting
(4) Exhibit D: JK Architecture Contract(s)
(5) Exhibit E: Blach Construction Contract(s)
(6) Exhibit F: BRSSD Board Policy for the California Uniform Construction Cost Accounting Act

Thank you for reviewing the accounting procedures of the Belmont-Redwood Shores School District.

Sincerely,

Jennifer Frey
President
Belmont-Redwood Shores Faculty Association

Transcript: February 6, 2020 Board Meeting - Agenda Item #12 Security Camera Installation
(1 of 4)

Overview: The Belmont-Redwood Shores School District recorded Board meetings can be accessed at the following web address: https://www.brssd.org/recorded-board-meetings. JK Architecture returned an estimate to BRSSD of ~$250,000. The Open Bid process resulted in two bids of $614,000 and $623,000. BRSSD advised the Board to reject all the bids to utilize in-house technology and maintenance staff. The architect and Blach Construction are to help the in-house staff. In the transcript below, **bold** and **underline** are added for emphasis.

Transcript Starting 29 minutes 19 seconds and ending

Suvarna Bhopale, School Board President (SB): Item Number #12, Security Camera Installation Contractor

Superintendent, Michael Milliken (Superintendent): So now we have the next chapter in the telenovella that is security camera installations. Craig, do you want to provide a high level summary of what took place with the bids that came in two days ago.

Chief Business Official, Craig Goldman (CBO): So, it's been our hope and expectation that we would be presenting a contract for approval this evening for installation of security cameras at all seven of our schools and the district office. **We had been given a ballpark estimate earlier in the year of about $240,000 for the equipment and installation. Unfortunately, when we opened bids on Tuesday, there were two bids, actually relatively close to one another - one for $614,000 and the other for $623,000. We're not comfortable with that amount. We think we can do better, and we think we can do better if we went out for a new set of bids, but we also think we can do – we can probably do better - if we bring the project in-house.** And, we want to be able to explore that possibility utilizing the in-house talent we have in our Technology Department as well as the in-house talent we have in our Maintenance Crew. In particular – we are bringing on an additional Maintenance Grounds Assistant who has significant amount of trade experience and to add to and compliment the trade experience of Marciel Ceja, our Maintenance and Operations(?). I've spoken with him already about the project and he thinks that it's something that together with the Technology group that they can take on.

The delta on the pricing seems to have boiled down to the electrical issue not so much about the equipment itself, but more about that the specs that were developed by the architect were fairly light on the electrical expectations. The expectation is that the bidders would be doing...what's called referred to as a design build - they would design whatever the electrical pathways would be, but there was the assumption that those would be fairly simply pathways, and, apparently in their opinion, their professional opinions, that they required somewhat more complex electrical infrastructure than had been anticipated by both the architect and by Blach Construction. **So, we want to revisit with Blach with Blach support in particular. And you know having talked with Ray Flores and then Ari Goven both at Blach, they feel that they can also support our team, so that we can bring in significantly lower costs.** Not to rule out at this moment the possibility that we might, in fact, decide that we can't do it in-house, but we want to be able to explore that, so at this time, we are are asking that the Board reject all bids received and, I guess, allow allow District staff to move forward with with looking at an in-house solution.

Superintendent: And Craig, just one more thing, you're in the process of bringing your Maintenance and Operations Team from 4 FTE to 5, correct?
CBO: Correct.

Superintendent: And those folks aren't paid out of the General Fund, they're paid out of Facilities monies or what's known as, is it, Routine Repair and Maintenance Fund?

CBO: It's part of the General Fund, but it's restricted General Fund money that must be set aside by state law. Basically, 3% of our annual expenditures has to be placed into this Routine Repair and Maintenance Fund. And so, the compensation costs, the equipment, materials, contracts that we pay for maintenance type projects are paid out of Routine Repair and Maintenance. **And some of this would be Routine Repair and Maintenance. But actually more of this project –the cost of this project - would come out of strict Facilities Funding much as the original contracts would have come out of that because it's essentially new acquisition. We're not maintaining the existing facilities. We are enhancing. So, we would be able to use existing maintenance staff to do the work but, you know, the equipment costs and so forth would come out of Facilities Funding.**

Superintendent: So there is sort of two elements to this agenda topic. We've solicited bids. We've received bids. We need to respond to those bidders.

CBO: Correct.

Superintendent: So we need Board action in order to respond to those bidders - either accepting 1 of them or rejecting them both. Staff recommends that we reject them both. In addition, we're asking for guidance from you that authorizes us to explore the in-house installation option with the understanding that we're gonna try to be leaning on our Maintenance and Operations team, and we're trying to grow that team from 4 FTE to 5. Uh - we're in the process of growing that.

CBO: Yes.

Superintendent: And at least 2 of those -that 5 member team- have trade experience, so we we are fairly optimistic that this is a reasonable approach and one that we have the the bandwidth to do. With the understanding that it's going to be done over multiple months, right? Not, we're not gonna put everything aside and focus on this exclusively or anything like that. Correct?

CBO: Correct. But I think we're still looking at the same timeframe as we were with the contractual relationship.

Superintendent: Okay. Which would be roughly?

CBO: Over the next two to three months.

Superintendent: Okay.

Sam Leinbach, School Board Member (SL): And then, if I may. If we decided to use in-house labor, so of course buy equipment from, guessing, the same manufacturers. But, **if we were to use in-house labor, do we have any rough estimate if that would get us back in line with the original estimate or would it be lower than that, or, or any?**

CBO: Our expectation would be that <u>if we are not considering the cost of our in-house labor, and we're just talking just about the cost of equipment and materials then we should come in substantially lower than the than the original estimate</u>.

SB: Than the original estimate of $250,000.

CBO: Correct. Because our costs really are our equipment, and materials, and possibly where needed, <u>some additional electrical contracting but on a very, you know, discreet basis.</u>

Amy Koo, School Board Member (AK): ----------And there were only, there were 2 responses.

CBO: Correct.

AK: Okay. Was that in-line with expectations, or were you expecting more?

CBO: We had hoped...there had been 5 sort of interested vendors in all. But and we had expected at least three but one of the three did not end up bidding. I don't know why they chose not to.

Jim Howard, School Board Clerk (JH): What impact do you think this will have on **other projects that we're trying to complete in-house?**

CBO: None really. I mean, I think the playground is, you know, kind of works into that. Maybe we can hold off on, unless it helps you with the guidance issue. <u>We really view this as a discreet project.</u> The playground project, and the perimeter fencing project, in particular, will be definitely outsourced.

JH: But the..

AK: You're talking about the hydration stations.

CBO: . . .With different kinds of vendors not electrical vendors.

JH: The hydration stations, right? The hydration stations

CBO: The hydration stations will be done but those those are fairly - once we get going on that and have the personnel in place, those should happen fairly quickly, in terms of the first phase of it which are the switch-outs of of the current existing external fountains. But you know, we can talk more in depth about.

SB: You mean the ones where you don't have to do plumbing in.

CBO: Right where there is no infrastructure. It's really just a switch out of an existing fountain for a new hydration bottle filler.

Superintendent: We're not trenching and adding a new line or a new location.

SB: Any other questions. I-

JH: I move to reject the bids and move towards an in-house project. Is that right?
SB: Is there a second?

AK: I second.

SB: All in favor.

Board members: Aye.

SB: So that was a unanimous vote. I just want to say, Craig, I I think we all appreciate the attention to making sure that we have fiscally responsible bids and projects, **so we we do appreciate that and the out-of-the box thinking**, we we appreciate that as well. I think that one of the concerns that's being shared is that we don't want to have other projects, in-house projects, being delayed, nor would we want this to be delayed too much further down the road, so we know that you understand those interests.

CBO: I share that interest.

SB: Okay, great. Alright. Thank you.

Item 11B

BRSSD
Business Services

DATE: February 6, 2020
TO: Michael Milliken, Superintendent
SUBJECT: Security Camera Installation Contractor

ACTION ITEM
That the Board of Trustees approves –

EITHER

1) the award of the security camera installation contract to [insert name of contractor] as the lowest responsible bidder based on the base bid.

OR

2) the rejection of any and all bids received for the installation of security cameras.

BACKGROUND
At its May 16, 2019, meeting, the Board approved a proposal from JK Architecture Engineering (JKAE) for the development of the design and construction documents to implement security camera systems throughout the District's seven school campuses and the District Office.

On September 26, representatives from JKAE and its consultant presented conceptual designs and information to the Board for the capture of facial images and license plate numbers at various points of entry as identified by District staff.

Following the September 26 meeting, District staff worked with JKAE and its consultant to revise the conceptual designs to include entry points that were not included in the original designs.

Beginning October 7, 2019, the District sent email invitations to District parents, staff, and community members to review the updated designs and to provide feedback by responding to an online survey. On the evening of October 9, 2019, District staff and representatives from JKAE and its consultant shared the updated designs during a community meeting at Nesbit Elementary School.

On October 17, 2020, the Board reviewed the updated conceptual designs and considered community input. Following such review and consideration, the Board authorized District staff to (1) proceed with the Criteria Development, Bid Package, and Bidding Phases outlined in JKAE's Security Camera Systems Proposal approved by the Board on May 16, 2019, and (2) work with JKAE and the District's construction manager, Blach Construction, to develop bid documents and seek bids for a security camera installation contractor. The District will seek approval of the Board before entering into an agreement with the successful bidder.

On behalf of the District, Blach Construction advertised an Invitation to Bid for the installation of security cameras and related infrastructure. Bids are scheduled to be opened at the District Office at 2:00 p.m. of February 4, 2020. District staff will recommend either (1) that the Board approve an agreement with the lowest responsible bidder based on the base bid, or (2) that the Board reject any or all bids.

DOCUMENT 00 11 16

INVITATION TO BID

1. Notice is hereby given that the governing board of the Belmont-Redwood Shores School District ("BRSSD"), will receive sealed bids for the following project: **BRSSD Surveillance Camera Project**. Bids will be received at the Belmont-Redwood Shores District Office, 2960 Hallmark Drive, Belmont, CA, 94002, until **2:00 PM on February 4, 2020**, at which time such bids will be opened and publicly read aloud. Each bid must conform and be responsive to all pertinent Contract Documents and must include a bidder's security which amounts to 10 percent of the total bid as per Public Contract Code Section 20483.a. The District shall award the Contract, if it awards at all, to the lowest responsible bidder based on the Base Bid. The District reserves the right to reject any and all bids and/or waive any irregularity in any bid received. Bid Documents are available for viewing online at Blach Construction's *Building Connected* website. Request for a link to the website and inquiries for bidding information are to be directed at Ari Govan, Blach Construction, email: ari.govan@blach.com.

2. **Prequalification -** To bid on this project, bidders must be prequalified with the District. Bidders must be prequalified by January 28, 2020. Note that the prequalification process does not constitute an agreement, nor is it an obligation to enter any agreements. Pre-Qualification Questionnaires will be received by Blach Construction, the Construction Manager, on behalf of the Belmont-Redwood Shores School District. To receive questionnaire forms, please contact Ari Govan, Blach Construction, email: ari.govan@blach.com .

3. **Bid Description -** The Project consists of adding video surveillance cameras and infrastructure at all District campuses, including the District-Office.

4. **Bid Packages -** The Bidder's license(s) must be active and in good standing at the time of the bid opening and must remain so throughout the term of the Contract. The bid consists of a single Prime-Contractor, Bid Package #01 – Video Surveillance, which will require an active C7 or C10 State of California Contractor License.

5. **Anticipated Project Requirements -** Contracts would require a 100% payment and performance bond. The successful Bidder and its subcontractors shall pay all workers on the Project not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are available from the District or on the Internet at: <http://www.dir.ca.gov>. Bidders and Bidders' subcontractors shall comply with the registration and qualification requirements pursuant to sections 1725.5 and 1771.1 of the California Labor Code. The successful Bidder may substitute securities for any monies withheld by the District to ensure performance under the Contract, in accordance with the provisions of section 22300 of the Public Contract Code.

END OF DOCUMENT

Project	Project Description	Expected Completion Date	Status Update
Exterior Lighting	District will repair, replace, or add exterior lighting near campus buildings and in parking lots that need improved lighting to ensure evening and nighttime visibility.	August 2020	This project has been on-going since May 2018, with significant repairs made at all school sites and additional lighting installed at Nesbit. In the next phase of the project, the District will identify strategic locations to place solar-powered motion-sensored lighting in school parking lots. The District maintenance team has been tasked with identifying locations, purchasing materials and equipment, and installation.
Hydration Stations	District will strategically replace existing drinking fountains with hydration (bottle-filling) stations.	May 2020	The District has identified a wall-mounted unit to replace 2-3 exterior wall mounted water fountains at each school site. A unit is being ordered for a trial replacement at Central Elementary School. If successful, the District will order remaining replacement units. Infrastructure modifications to accommodate exterior hydration stations for the Nesbit and Ralston 2-story buildings will occur after installation of the replacement units.
Perimeter Security	District will strategically replace existing or install new fencing, gates, and bollards to improve campus security and student drop-off areas.	July 2020	Principals have provided input for potential fencing, gate, and bollard locations. District staff and construction manager have completed site visits to develop recommendations for Board consideration. Conceptual designs will be presented to the Board at the March 5 Board Meeting.
Play Structures and Surfaces	District will demolish, repair, upgrade, replace, or newly install existing play structures and surfaces at Central, Fox, Nesbit, Redwood Shores, and Sandpiper to ensure developmentally appropriate activities, safety, and ADA access.	August 2020	The District's architect has identified needs by location, and the construction manager has done an initial cost estimate. District staff has been meeting weekly with the architect and construction manager to refine plans. Simultaneous, District staff is working with school principals to obtain community input. Designs should be finalized and submitted to the Division of the State Architect by the end of February. Equipment will be ordered following DSA approval.
Security Cameras *	District will install closed circuit television (CCTV) cameras and systems at each of its schools and the District Office to capture and store images of individuals and vehicles entering District facilities.	* March 2020	The District received and opened sealed bids on Tuesday, February 4. The bids were significantly higher than the estimates provided by the cameral consultant. The District is will likely recommend that the Board reject all bids so the District can pursue an alternative option of purchasing equipment directly and completing installation using in-house technology and maintenance staff.
Voice Over Internet Protocol (VoIP) Telephones & Public Address System	District will replace all analog and digital telephones with VoIP telephones that will have public address and intercom capabilities.	March 2020	VoIP phones have been purchased and received for Central, Nesbit, and Redwood Shores. Installation and implementation at these sites are now underway.

Completed Projects	Project Description	Expected Completion Date	Status Update
Central Pedestrian & Bicycle Pathway	District will install barriers relocate existing parking to create a pedestrian and bicycle pathway along the northeast perimeter of the Central driveway.	November 2019	Project is complete.
Fire Alarms & Sprinklers	District will inspect, repair, or upgrade, as appropriate, existing fire alarms and sprinklers	December 2019	Project is complete.
Ralston/Tahoe Roadway Improvement and Signalization	District will make improvements to Ralston Avenue to facilitate expeditious and safe entry into the Ralston Middle School parking lot.	January 2019	Project is complete.

JK ARCHITECTURE ENGINEERING

May 6, 2019

Craig Goldman
Belmont Redwood Shores School District
589 W Fremont Ave.
Sunnyvale, CA 94087

SUBJECT: BRSSD Surveillance Camera Systems

On behalf of JK Architecture Engineering, we are pleased to have this opportunity to present our proposal for the development of the design and construction documents to implement surveillance camera systems throughout the District's seven (7) school campuses and District office.

We understand that time is of the essence to complete the design and implementation of the new systems, based upon this need and JKAE's current staffing availability we can move forward with this effort immediately. We look forward to working collaboratively with the District on the proposed scope.

Sincerely,

Derek Labreoque, Partner
AIA, LEED AP BD+C. ALEP, DBIA

Sherry Sajadpour
Sherry Sajadpour, Associate Principal
AIA, ALEP, DBIA

SUMMARY

The project consists of the implementation of surveillance camera systems at the Belmont Redwood Shores School District's seven school campuses and the District Office. This is a two-part proposal that includes a conceptual design as well as preparation of design-build criteria documents as follows:

1. Development of a conceptual design for a surveillance system to potentially capture images of faces at locations determined by the District at various points of entry and images of license plates entering school parking lots for the school campuses within the District. The intent is that this conceptual design can be presented to the BRSSD school board for approval. The conceptual design should give the Board a good understanding of the system being proposed, including camera locations, a sense of the quality of the images, information on how images would be transferred, stored, accessed, and protected, and a general ballpark estimate of what the hard and soft costs might be.
2. Development of a design-build criteria package that would be the basis for proposals that assume the contractor will determine the installation design.

The proposal assumes design-build contractor is responsible for the following design services in addition to their normal construction services:

- Attendance at design coordination meetings.
- Preparation of detailed final construction documents. These documents shall be prepared and stamped under the supervision of a registered professional electrical engineer retained by the camera system contractor. Documents shall include all pathways, cabling, NVR location, VMS work station location.
- Coordination of design with Owner, Architect, other design team members, and building inspection authorities.

SCHEDULE

We have the capability to start this effort immediately. We anticipate that the conceptual design process could be completed within a 6-8 week period; bidding and CA will be determined by District Construction Manager. We look forward to working with you to identify timeframes for the initial conference call and site visit to finalize the schedule.

PROJECT DESCRIPTION & APPROACH

Conceptual Design Phase

1. Review the program requirements developed by the Owner.
2. Attend one conference call meeting with Jerome Simon and other representative of BRSSD to discuss the program requirements and to understand the parameters of the desired system.
3. Development of a conceptual design for a surveillance system that would potentially capture images of faces at various points of entry as identified by District and images of license plates entering school parking lots for the seven BRSSD elementary school campuses and the District Office.
4. Deliverables:
   - Site plan of each elementary school and DO documenting locations of proposed surveillance cameras- In the case that site plans are not available, a Google Earth image will be used.
   - Examples of surveillance camera images to provide a sense of the quality of the images the system would capture.
   - Narrative describing the process for how surveillance images would be transferred, stored, accessed and protected.
   - Ballpark engineering estimate per campus.

Programming/Schematic Design Phase (**Optional** – Applicable only if the District chooses a different system requiring re-design than presented)

1. Review the program requirements based on revised direction from the school board to assist in the development of our bid criteria package.

2. Attend one meeting with the design team and Owner to obtain and coordinate information related to the revised direction for the surveillance camera system.
3. Prepare revised site plan for each elementary school documenting locations of proposed surveillance cameras.
4. Prepare revised ballpark estimate of what the hard and soft costs would be per campus

Criteria Development/ Bid Package Phase

1. Review program requirements set forth by the Owner to assist in the development of bid criteria package.
2. Attend one meeting with the Owner to obtain and coordinate information related to the surveillance camera system.
3. Determine space allotments for surveillance camera system, including the equipment required to transfer, store, access and protect the images.
4. Establish performance and functional criteria for the surveillance camera system.
5. Deliverables:
   - Material specifications outlining the technical aspects quality and performance requirements for material to be supplied and installed by the surveillance camera installation contractor.
   - Engineering guidelines outlining the coordination, design, documentation, calculations and submittal requirements of the bidding design-build surveillance camera installation contractors.

Bidding Phase

1. Assist District and CM in the preparation of the surveillance camera installation contractor bid list, bid form and instructions to bidders.
2. Interpret construction documents and prepare written response to design related clarification requests from bidders.
3. Review bid responses and propose value engineering items in collaboration with District and CM.
4. Attend interview sessions with selected low bidders to verify compliance of design with bid documents and assist with the selection process.

Construction Document Preparation Phase

1. Periodically review surveillance camera installation contractor's detailed construction documents to verify compliance with the design criteria in the bid documents. Reviews shall occur at 50% and 100% completion stages of construction documents.
2. Review contractor's final material and supplier list.

Construction Administration Phase

1. Review shop drawings, submittal data, and record "as-built" drawings for compliance with the camera system bid documents. This review will be performed after the contractor's engineer of record has completed their review of same documents and stamped with their approval.
2. Attend construction coordination meetings up to one visit to each site on an as-needed/as-requested basis. We have assumed District CM will facilitate these meetings.
3. Visit site periodically to verify compliance with construction documents. We have included one trip to each site, in addition to the final walk-through, under this proposal.
4. Review the final electrical installation with one site visit and prepare a punch list of all deficient items requiring correction by the contractor.

ADDITIONAL UNDERSTANDINGS

Material and/or services listed below are provided by the District and not included in the scope of this agreement; any additional time spent for these efforts will be added to the scope as additional services upon request:

- District CM firm will be responsible for coordination and facilitation of all bidding and day to day construction administration activities such as front end bid documents, advertisements, pre-bid walk, bid opening, CA meetings.
- Base floor plans and site plan(s) compatible with Revit/AutoCAD.
- Informational and coordination prints of project architectural, structural, civil, landscape, mechanical, etc. drawings as required, and at times requested, by The Engineering Enterprise for the performance of services outlined herein.
- Detailed information on Owner furnished equipment to be installed or for which provisions are to be made under the electrical subcontract.
- The existing telecommunications distribution system for each facility has enough capacity to support the additional bandwidth required for the camera video to stream over the Local Area Network and Wide Area Network.
- That adequate space is available for additional system racking if required.
- That adequate power is available for the additional equipment required to support the camera system.

FEE PROPOSAL

Proposed phases will be completed per the fixed fee schedule below. The district may choose to terminate the project at the end of any phase and would not be responsible for the subsequent phases; district shall provide formal approval to begin work for each subsequent phase agreeing to the full lump sum amount of the phase.

Basic Services	
Conceptual Design	$ 23,000.00
Criteria Development/Bid Package	$ 27,000.00
Bidding	$ 6,000.00
Construction Document Preparation	$ 9,500.00
Construction Administration	$ 28,000.00
Total Fixed Fee	**$ 93,500.00**
Additional Services	
Programming/Schematic Design *(due to redesign of conceptual plan)*	$ 7,500.00

Should the project's scope, schedule or budget change then the proposed fee shall be reviewed accordingly.

Exclusions:

- Site / Topography Survey
- Geotechnical Report
- Hazardous Material Testing
- DSA Review & Approval
- Construction Administration Services
- Graphic renderings
- Leadership in Energy and Environmental Design (LEED) related services.
- Life cycle cost analyses and energy effectiveness studies.
- Structural analysis or structural and seismic design of equipment anchorage and support systems.
- Preparation of construction cost estimates and detailed quantity take-offs.
- Design of building management system or temperature control system.
- Design of lighting for any spaces other than the Cafeteria/MUR in Building E.
- Preparation of maintenance or operating manuals.
- Preparation of record "as-built" documents.
- System commissioning.

FORM OF CONTRACT

Acceptance of this fee proposal and attached Terms and Conditions will be considered as Authorization to Proceed upon approval of proposal by School Board.

JK Architecture Engineering
California Corporation #C3659528

Derek Labrecque, Partner
AIA, LEED AP BD+C, ALEP, DBIA
License # CA C30650

Acknowledged by:
Belmont Redwood Shores School District

_____
Signature

_____
Printed Name & Title

_____
Date

JK ARCHITECTURE
ENGINEERING

ADD SERVICE 01 – ARCHITECTURAL ASSESSMENT T&M ALLOWANCE

DATE: June 13, 2019

CLIENT: Belmont-Redwood Shores School District

JOB#: 19-210

PROJECT: District Health & Safety Needs Assessment

Project Amendment:
In accordance of the Prime Agreement for the above-mentioned project dated March 13, 2019, this Letter of Authorization to Proceed confirms that our estimated effort for this project has been increased as follows:

Additional Service 01 – Architectural Assessment T&M Allowance

Based upon this additional effort we estimate that our contract amount shall be modified as follows:

Contract Agreement(s)	Contract Amount	Proposed Increase
Prime Contract, 3/13/2019	$ 27,500.00	
Add Service 01 – Architectural Assessment		$ 7,500.00 T&M estimated
REVISED TOTAL FEE		**$35,000.00**

If you do not concur with this Letter of Authorization to Proceed, JK Architecture Engineering should be notified immediately.

Sincerely:

Derek Labrecque, CEO/Partner
JK Architecture Engineering

Approved:

Client 6/19/2019 Date

CRAIG A GOLDMAN, CBO
Print Name/Title

BLACH CONSTRUCTION

May 14, 2019

Mr. Craig Goldman, Chief Business Official
Belmont-Redwood Shores School District
2960 Hallmark Drive
Belmont, CA 94002

Re: Proposal for Preconstruction Management Services

Dear Craig,

Thank you for providing Blach Construction the opportunity to be part of your team. Please accept our proposal to provide Preconstruction Management Services related to the Health and Safety Facilities Projects currently being developed within the Belmont-Redwood Shores School District. As the projects are still in development, this proposal provides the District with staff from May 2019 through August 2019 to provide preconstruction services necessary to bid and award the District's projects, primarily focusing on LED lighting upgrades at Ralston Middle School. For the purposes of this proposal, we have assumed a level of staffing similar to what has been utilized for preconstruction in past years. We look forward to working with you and your staff to deliver successful projects for your District.

Scope of Services:

- **Pre-qualification**
  The project team will assist in developing and scoring the District's prequalification standards required for all bidders and awarding contractors.

- **Bid Package Preparation and Bidding**
  The project team will prepare bid documents, including construction schedules and detailed scopes of work, which will enable the project(s) to be delivered on time and on budget. Bid packages will be developed based upon a CM Multi-Prime project delivery method. Blach will manage the bid process and support the architects by issuing addenda or preconstruction clarifications.

- **Bid Review and Recommendations**
  Once bids are received, we will tabulate the bid results, verify the responsiveness of each bidder and make recommendations with respect to the lowest responsible bidder in each bid package.

- **Award Contracts**
  Contracts will be awarded once all bids have been reviewed and approved by the District. Blach will ensure that all contracts are issued to the lowest bidders and that the required documentation is submitted to the District (e.g., insurance certificates, performance & payment bonds).

- **Estimating**
  Our estimating team will review the completed plans and specifications and prepare an estimate to be reviewed with the owner and design team (if needed).

- **Attend Meetings**
  Our team will attend coordination meetings and work closely with the District and Design Team.

Timeline: It is anticipated that the project(s) are currently in design and should be completed by end of August 2019. Preconstruction Management Services will begin immediately and will continue through end of August 2019 to coincide with the completion of the bidding period.

CM Preconstruction Fees: We have estimated the needed staffing and fee on CM Preconstruction Services on the enclosed estimate. These services are estimated to be $128,795.00, with staffing and reimbursable costs to be tracked and billed on a time and materials basis. All staffing and reimbursable savings shall be returned to the District. Please note that upon completion (and receipt) of the project(s) drawings, a separate proposal will be submitted for CM Services during construction.

Agreement: By signing below, you are authorizing us to proceed with the proposed services. We will invoice you for our services monthly, and payments will be due to Blach Construction Company within 30 days of the invoice date.

Craig, we look forward to working with you on this exciting project to ensure a successful outcome. Please do not hesitate to call if we can do anything more to help you. Please indicate acceptance of this proposal with your signature.

Sincerely,

BLACH CONSTRUCTION COMPANY	**BELMONT-REDWOOD SHORES SCHOOL DISTRICT**
Name: Keith Graw	Name:
Signature:	Signature:
Date: 5/13/2019	Date:

Belmont-Redwood Shores School District
Preconstruction Management Services
5/14/2019

PRECONSTRUCTION MANAGEMENT SERVICES PROPOSAL
PRICING WORKSHEET BRSSD PROJECTS
5/20/2019 - 8/31/2019

1.0 **Staffing**	*Hours*	*Rate*		*Sub-Total*		*Total*
1.1 Project Executive Oversight				$ 7,740		
Project Executive Oversight	*34*	*225.00*	*7,740*	-		
1.2 **Estimating Services**				$ 21,672		
MEP Coordination	*68.8*	*150.00*	*10,320*	-		
Estimating Services	*68.8*	*165.00*	*11,352*	-		
1.3 Project Management				$ 47,300		
Superintendent	*68.8*	*145.00*	*9,976*	-		
Sr. Project Manager	*240.8*	*155.00*	*37,324*	-		
1.4 Administrative Project Support				$ 25,284		
Project Engineer	*240.8*	*105.00*	*25,284*	-		
Project Assistant	*0*	*75.00*	-	-		
Staffing Total					$	101,996
2.0 **Reimbursables**						
2.1 Blueprinting				$ 3,500		
2.2 Advertising Cost				$ 8,000		
Reimbursables Total					$	11,500
Pre-Con Fee 15% of Staffing					$	15,299
Grand Total Pre-Construction Management Services					$	128,795

BRSSD Preconstruction Services Management Proposal

STAFFING CHART

		2019 J	F	M	A	M	J	J	A	S	O	N	D	2020 J	F	M	A	M	J	J	A	S	O	N	D		
Project Management						1	1	1	1																	4	
Construction																										9	
Closeout																										6	
																										Months	
Management Staff																											
	Project Executive					0.05	0.05	0.05	0.05																	0.20	34
	MEP Coordination						0.2	0.2																		0.4	68.0
	Project Engineer					0.20	0.40	0.40	0.40																	1.4	240.8
	Project Manager					0.20	0.40	0.40	0.40																	1.4	240.8
	Estimating						0.20	0.20																		0.4	68.0
	Project Assistant																									0.0	0
	Superintendent					0.1	0.1	0.1	0.1																	0.4	68.0
Superintendence																											
	Project Manager/Supt																									0.0	0
	Superintendent																									0.0	0
	Superintendent																									0.0	0
	Scheduling																										0
	Safety																									0.0	0
Engineering																											
	Project Engineer																									0.0	0
	Engineer																									0.0	0
	Engineer																									0.0	0
	Mobilization Engineer																									0.0	0
	Mech/Elect Engineer																									0.0	0
	Project Administrator																									0.0	0
	Total per Month	0.0	0.0	0.0	0.0	0.6	1.4	1.4	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.2	

Item 11B

Blach Construction Company
Hourly Billing Rates

Classification	ST	OT	DT
Preconstruction Services			
VP of Preconstruction Services	240.00		
Director of MEP Services	225.00		
MEP Manager	150.00		
Sr. Estimator	165.00		
Estimator	140.00		
VD&C Director	165.00		
VD&C Manager	145.00		
Project Management Services			
Project Executive	235.00		
Sr. Project Manager	155.00		
Project Manager	140.00		
Sr. Project Engineer	125.00		
Project Engineer	105.00		
Project Coordinator	80.00		
Safety			
Safety Manager	140.00		
Field Operations			
General Superintendent	225.00		
Sr. Superintendent	160.00		
Superintendent	145.00		
Asst. Superintendent	130.00		
Foreman	120.00	159.00	198.00
Journeyman Carpenter	110.00	144.00	178.00
Laborer	90.00	117.00	144.00

Bay Area Office
2244 Blach Place, Suite 100
San Jose, CA 95131

Monterey Bay Office
40 Ragsdale Avenue, Suite 140
Monterey, CA 93940

Rates effective January 1, 2019

Item 11B

BRSSD
Office of Business Services

DATE: June 20, 2019
TO: Dr. Michael Milliken, Superintendent
SUBJECT: Authorization for Summer Construction Projects

CONSENT ITEM

That the Board of Trustees authorizes the Superintendent or designee, effective June 20, 2019, through August 31, 2019, to contract with required contractors and pay government agency fees necessary to keep District construction projects on their timelines.

This authorization will include amounts not to exceed the following:

- Ralston Middle School Gym and MUR Lighting Improvements $800,000
- Ralston/Tahoe Improvement and Signalization Project $200,000

BACKGROUND

Staff is seeking authorization to enter into agreements related to current construction projects and to pay related government agency, contractor, and other fees with District bond funds and/or other District capital funds.

The authorization is requested to address the following projects:

- Ralston Middle School Gym and MUR Lighting Improvements: Replacement of compact fluorescent lighting with light-emitting diods lighting and related wiring and infrastructure in the Ralston Middle School gymnasium and multiuse room.
- Ralston/Tahoe Improvement and Signalization Project: Completion of improvements to Ralston Avenue, including new signals, a sidewalk, and lengthening of turn lane into the Ralston Middle School parking lot.

This authorization will ensure all the construction projects can continue on the timeline necessary to complete the projects. It is anticipated the City of Belmont, Division of the State Architect, Department of Education, JK Architecture Engineering, Michael Baker International, Swinerton Management & Consulting, Blach Construction, Department of Government Services, and other material, equipment, and service providers may require contracts or agreements or request payment of fees during this time period. Any risk assessment or unexpected construction issues may also require additional contracts.

It is expected that this authorization would only apply to items that are time-sensitive. Any items that are not time-sensitive will be brought to the Board for prior approval. Any contracts, agreements, or fees authorized by this action item will be brought to the next meeting of the Board of Trustees for information and ratification.

Uniform Public Construction Cost Accounting Procedures

In awarding contracts for public works projects involving district facilities, the Board of Trustees desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

(cf. 3311 - Bids)

(cf. 7110 - Facilities Master Plan)

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

(cf. 9323.2 - Actions by the Board)

Legal Reference:

PUBLIC CONTRACT CODE

1102 Definition of emergency

20110-20118.4 Local Agency Public Construction Act; school districts

22000-22020 California Uniform Construction Cost Accounting Commission

22030-22045 Alternative procedures for public projects (UPCCAA), especially:

22032 Applicability of procedures based on amount of project

22034 Informal bidding procedure

22035 Emergency need for repairs or replacement

22037-22038 Formal bidding procedures for projects exceeding $175,000

22050 Alternative emergency procedures

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

CSBA: http:// www.csba.org

California Association of School Business Officials: http://www.casbo.org

California Uniform Construction Cost Accounting Commission: http://www.sco.ca.gov/ard_cuccac.html

Policy BELMONT-REDWOOD SHORES SCHOOL DISTRICT

adopted: May 18, 2017 Belmont, California

Item 11B

Craig Goldman <cgoldman@brssd.org>

BRSSD Surveillance Camera Project

Ari Govan <ari.govan@blach.com> Tue, Feb 11, 2020 at 3:36 PM
To: Mike Taylor <MikeT@besteleco.com>
Cc: Rey Flores <rey.flores@blach.com>, Craig Goldman <cgoldman@brssd.org>

Hello Mike,

I wanted to reach out regarding the Surveillance Camera Project. I know you were not the lowest bidder but I did want to let you know that after careful consideration, the District has determined they are no longer able to proceed with the planned Camera Surveillance project at the cost determined by the bid opening on 2/4/2020 @ 2:00 PM. The District received bids that were approximately 3x the cost they were anticipating to spend. As they have already shared the amount they were willing to spend with public entities, the District will consider their options of whether to recalibrate community expectations or revisit the scoping needs of the project prior to moving forward.

On behalf of the District, I want to express our gratitude for bidding the project. We value your time and do look forward to working with you in the future. I've 'cc Craig Goldman, CBO to address any questions you may have.

Thank you,

Ari

ARI GOVAN, ASSOC. DBIA

Project Engineer

BLACH CONSTRUCTION 50

1970-2020

D 408.886.3677 · O 408.244.7100

2244 Blach Place, Suite 100 · San Jose, California · 95131-2041

Item 11B

BELMONT REDWOOD SHORES SCHOOL DISTRICT
SECURITY CAMERA SYSTEM CONCEPTUAL DESIGN

The Engineering Enterprise
www.engent.com

JK ARCHITECTURE
ENGINEERING

The Engineering Enterprise
www.engent.com

BELMONT REDWOOD SHORES SCHOOL DISTRICT
SECURITY CAMERA SYSTEM BASIS OF DESIGN NARRATIVE

A security camera system shall be designed for the Belmont Redwood Shores School District (BRSSD). The cameras will be located at seven school sites and the school district offices to monitor the drop off areas of each campus and the parking lots of the school district offices. The conceptual design deploys License Plate Recognition cameras and multi sensor 180 dgree and 270 degree cameras at each site.

Each of the eight sites will have monitoring capability from a camera monitoring workstation for viewing up to four local monitors. A single 24" LCD 2.3 MP, 16:10 widescreen monitor has been included. The monitoring station will have an enterprise addition camera license and a 1 lane License Plate Recognition (LPR) license loaded onto the workstation. The workstations can be provided by the district if neccessary as long as the workstation meets minimum requirements.

Each site will be provided a high definition network video recorder with 6TB of storage. The NVR will allow for 35 days of data storage at 33 Mbps. The NVR can be located in the campus MDF or IDF rooms.

LPR cameras will be box style 3 Mega Pixal, PoE+ Cameras with enclosure, heater and sunshield. The camera will be located on a building at about a 96" height with a wall mount support and directed in the direction of an exiting vehicle from the drop off area. At the district offices an LPR camera will be directed at each entrance. The LPR camera will capture an area of 7.5 to 135 degree angle and can highlight and capture the license plate when viewing the recorded video.

The multi sensor cameras will be 3 sensor cameras with each sensor 5MP for a total of 15MP. The school cameras will include one 180 degree camera and will capture the full drop off area and surrounding area to near the entrance of the administration office.

The District Office will have a 180 degree camera at one of the parking lots to capture the entire lot and entry into the side door. A 270 degree camera will be located at the other parking lot to capture the parking lot and the main entry door to the offices.

Each camera installed will require one category 6 network cable from the nearest MDF or IDF room. Cables will be installed above ceiling and in conduit as required.

The district will be responsible to provide network switches with a minimum PoE+ power for each camera.

Cost Estimate

1. **Central Elementary School**

a.	1 LPR Camera	$ 2,200
b.	1 3x 5 MP Camera	$ 1,800
	i. 1 Wall Mount Adapter	$ 95
	ii. 1 Dome Bubble and Cover	$ 160
c.	2 Enterprise Edition Camera License	$ 580
d.	1 LPR, One Lane License	$ 3,200
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 10,000
i.	Cable and Conduit	$ 1,500
	Central ES Total Estimate	**$28,585**

2. **Cipriani Elementary School**

a.	1 LPR Camera	$ 2,200
b.	1 3x 5 MP Camera	$ 1,800
	i. 1 Wall Mount Adapter	$ 95
	ii. 1 Dome Bubble and Cover	$ 160
c.	2 Enterprise Edition Camera License	$ 580
d.	1 LPR, One Lane License	$ 3,200
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 10,000
i.	Cable and Conduit	$ 1,500
	Cipriani ES Total Estimate	**$28,585**

3. Fox Elementary School

a.	1 LPR Camera	$ 2,200
b.	1 3x 5 MP Camera	$ 1,800
	i. 1 Wall Mount Adapter	$ 95
	ii. 1 Dome Bubble and Cover	$ 160
c.	2 Enterprise Edition Camera License	$ 580
d.	1 LPR, One Lane License	$ 3,200
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 10,000
i.	Cable and Conduit	$ 1,500
	Fox ES Total Estimate	**$ 20,505**

4. Nesbit Elementary School

a.	1 LPR Camera	$ 2,200
b.	1 3x 5 MP Camera	$ 1,800
	i. 1 Wall Mount Adapter	$ 95
	ii. 1 Dome Bubble and Cover	$ 160
c.	2 Enterprise Edition Camera License	$ 580
d.	1 LPR, One Lane License	$ 3,200
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 10,000
i.	Cable and Conduit	$ 1,500
	Nesbit ES Total Estimate	**$28,585**

5. Ralston Middle School

a.	1 LPR Camera	$ 2,200
b.	1 3x 5 MP Camera	$ 1,800
	i. 1 Wall Mount Adapter	$ 95
	ii. 1 Dome Bubble and Cover	$ 160
c.	2 Enterprise Edition Camera License	$ 580
d.	1 LPR, One Lane License	$ 3,200
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 10,000
i.	Cable and Conduit	$ 1,500
	Ralston MS Total Estimate	**$28,585**

6. Redwood Shores Elementary School

a.	1 LPR Camera	$ 2,200
b.	1 3x 5 MP Camera	$ 1,800
	i. 1 Wall Mount Adapter	$ 95
	ii. 1 Dome Bubble and Cover	$ 160
c.	2 Enterprise Edition Camera License	$ 580
d.	1 LPR, One Lane License	$ 3,200
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 10,000
i.	Cable and Conduit	$ 1,500
	Redwood Shores ES Total Estimate	**$28,585**

7. Sandpiper Elementary School

a.	1 LPR Camera	$ 2,200
b.	1 3x 5 MP Camera	$ 1,800
	i. 1 Wall Mount Adapter	$ 95
	ii. 1 Dome Bubble and Cover	$ 160
c.	2 Enterprise Edition Camera License	$ 580
d.	1 LPR, One Lane License	$ 3,200
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 10,000
i.	Cable and Conduit	$ 1,500
	Sand Piper ES Total Estimate	**$28,585**

8. BRSSD District Office

a.	2 LPR Camera	$ 4,400
b.	2 3x 5 MP Camera	$ 3,600
	i. 2 Wall Mount Adapter	$ 190
	ii. 2 Dome Bubble and Cover	$ 320
c.	4 Enterprise Edition Camera License	$ 1,160
d.	2 LPR, One Lane License	$ 6,400
e.	1 Network Video Recorder	$ 4,500
f.	1 Monitoring Workstation & Monitor	$ 4,140
g.	Accessories	
	i. NVR Hot Swappable Power Supply	$ 410
h.	Camera System Installation	$ 15,000
i.	Cable and Conduit	$ 3,000
	BRSSD District Office Total Estimate	**$43,120**
	Total All 8 Sites	**$243,215**

Side Letter: Electronic Monitoring, Exterior Surveillance, Employee Confidentiality and Privacy

This Side Letter is entered into by and between the Belmont-Redwood Shores School District (the "District") and the Belmont-Redwood Shores Faculty Association (the "Association") regarding the impacts of the District's planned installation of exterior surveillance cameras. The District has represented that the District will install exterior surveillance cameras (the "Cameras") at each of its schools and the District Office beginning on or after January 17, 2019, and that the primary purpose of the Cameras is to deter crime, to protect the safety of District students, staff, community members, facilities, and other assets, and to provide forensics following unlawful acts.

The parties have agreed to the following to be included in the successor agreement:

1. Certificated unit members will be notified of the District's surveillance Board Policy via the New Employee Packet distributed to new unit members and also on the District Staff Portal. Within 2 weeks of passage of any Board Policy, or revision thereof, pertaining to District surveillance systems, the District will provide notice of such policy or revisions to all unit members.
2. Prior to the operation of the Cameras, the District shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment will not be actively monitored.
3. Any audio capability on the Cameras shall be disabled so that sounds are not accessible or recorded.
4. At no time shall the Cameras be used to track or monitor unit members, work output, or attendance. The District shall not use the video footage for discipline of unit members without just cause. To the extent the District uses video images for discipline, the unit member shall have access to the video images.
5. At no time shall the Cameras be used to evaluate the performance of unit members.
6. At no time shall the Cameras be used as a means to monitor unit members' union activities, including, but not limited to, union meetings, participation in union activities, and conversations involving union matters. Additionally, the District may not use such systems in a way that is meant to intimidate current or prospective union members.
7. District will provide prior notice to Association leadership of the number, locations, and expected ranges of the Cameras. Upon request, the District will provide BRSFA leadership with an opportunity to review sample images created by each of the Cameras and the data collected by its correlating software.
8. No additional surveillance cameras will be installed beyond the 2019-2020 school year without first issuing written notice to Association leadership and giving the opportunity to negotiate the impacts of such installations.
9. The Cameras shall not be placed in areas where unit members have a reasonable expectation of privacy. This includes, without limitation, bathrooms, locker rooms, areas designated for expressing breast milk, and private offices.
10. The District will not use biometric software with respect to camera images of unit members.
11. Viewing of live or recorded images of unit members by District employees will be limited to the Superintendent or Designee for reasonable purposes only. The District will maintain a log of all individuals who view images of unit members generated by the Cameras.
12. To the extent permitted by law, Association leadership will be notified of requests to view images of unit members generated by the Cameras as a result of third-party investigations, Public Record Requests, warrants, or court orders.
13. To the extent that any images from the Cameras create a personnel record of a unit member, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

The parties have agreed to the following to be included in the successor agreement and remains in effect and full force. This agreement is subject to the grievance procedures outlined in the current contract.

For the District: Date 12/3/2019

For the Association: Date Dec 3, 2019

Craig Goldman <cgoldman@brssd.org>

Security Camera Installation Project

Craig Goldman <cgoldman@brssd.org> Tue, Feb 25, 2020 at 12:53 PM
To: Will Clemens <will@oceanocsd.org>
Cc: DTorres@sco.ca.gov, SASingh@sco.ca.gov, Michael Milliken <mmilliken@brssd.org>, Genevieve Randolph <grandolph@brssd.org>

Mr. Clemens,

Thank you for sharing the request for review from the Belmont-Redwood Shores Faculty Association ("BRSFA") regarding a security camera project being considered by the Belmont-Redwood Shores School District (the "District").

We have not made a decision about whether to attend the Commission's March 6 meeting, but we would like to share the following written response in support of the District:

- The District began considering installation of external security cameras following the shooting death of one of our former students on one of our elementary school campuses.
- A survey of staff and parents showed that a significant majority of those individuals support installation of a security camera system, and on October 17, 2019, the Board of Trustees authorized staff to move forward with the project and to seek bids.
- Angela Sveda, a former President of BRSFA, has been actively challenging the project based upon her individual concerns about the impact of security camera upon personal privacy. Ms. Sveda has served as the primary advisor to Jennifer Frey, the current President of BRSFA, and Ms. Frey has acted at Ms. Sveda's direction with respect to this issue. We believe this includes both (1) a demand to bargain the impact of security cameras upon BRSFA's bargaining unit members, and (2) the letter requesting review of the District's accounting procedures.
- On December 3, 2019, the District met with BRSFA representatives to address the impact of security cameras. As a result of that meeting, BRSFA and the District entered into a Side Letter that sets forth various agreements regarding installation of security cameras. (*See attached.*)
- The District, with the assistance of its construction manager, Blach Construction, advertised the project, prequalified potential bidders, and opened bids on February 4, 2020.
- The District received two bids for the project. The low bid was for $614,000. This was almost three times higher than the estimate of $243,215 we received from our architect. (*See attached.*)
- Because of the disparity between the estimate and the bids, on February 6, 2020, District staff recommended that the Board of Trustees reject any and all bids received for the installation of security cameras. The Board of Trustees approved this recommendation. The District stated it would consider going out for new bids or doing the work in-house, but no claim or decision was made. BRSFA's transcript of the meeting clearly supports this position. Consider the following:

  So, it's been our hope and expectation that we would be presenting a contract for approval this evening for installation of security cameras at all seven of our schools and the district office. We had been given a ballpark estimate earlier in the year of about $240.000 for the equipment and installation. Unfortunately, when we opened bids on Tuesday, there were two bids, actually relatively close to one another - one for $614.000 and the other for $623,000. We're not comfortable with that amount. We think we can do better. And we think we can do better if we went out for a new set of bids, but we also think we can do - we can probably do better - if we bring the project in-house.

- On Tuesday, February 11, the District notified the low bidder that it would not be proceeding the the camera project because the bids were approximately three times the cost the District was anticipating to spend. The email further stated the District would consider their options of whether to recalibrate community expectations or revisit the scoping needs of the project prior to moving forward.
- Since the Board's rejection of all bids on February 6, 2020, District staff has been considering next steps. These include (1) changing project specifications and going out for new bids, (2) abandoning the project in whole or in part, and (3) making significant changes to project specifications and using District staff to complete all or part of the project. The District understands that, if it chooses to use District staff and resources, it will need to comply with Force Account restrictions and requirements, as well as prohibitions on bid splitting. At this time, no decision has been made.
- I have the following concerns about Ms. Frey's letter:
  - BRSFA's efforts are in conflict with the attached Side Letter between the District and BRSFA.
  - The letter you forwarded did not include the postmark. If the letter was not postmarked within eight business days from the date the District rejected all bids on February 6, 2020, it should not be considered a valid request.
  - The low bidder, Best Electrical, has not questioned the District's decision to reject all bids. BRSFA's represents District teachers and other certificated bargaining unit members in matters relating to its collective bargaining agreement. BRSFA has never expressed an interest in the District's compliance with bidding requirements. Ms. Sveda's and Ms. Frey's only interest appears to be in delaying or blocking security camera installation, something the organization approved when it signed off on the Memorandum of Understanding in December. BRSFA did not bid, is not a potential bidder, and should not be considered an "interested party."
- The District has not violated PCC § 22042 because none of the conditions set forth in PCC § 22042 apply. Specifically, (1) the District clearly rejected the bids due to the unexpected cost of those bids compared to earlier estimates, (2) District staff has not performed any of the work contemplated by the project, and (3) the project has not been classified as maintenance.
- The District requests the following of the California Uniform Construction Cost Accounting Commission: (1) To reject the request for review if it was not received in a timely manner. (2) To reject the request for review because BRSFA is not an "interested party." (3) If the Commission determines that a review is appropriate, to expedite its review and to find that the District has not violated PCC § 22042.
- This is a matter of great concern to our community because it involves the security of our students and staff. The request for review is being used to delay the District's efforts to provide a safe learning and working environment, and we ask for a speedy resolution so we can consider our options for security camera installation.

Sincerely,

Craig A. Goldman
Chief Business Official
Belmont-Redwood Shores School District
[Quoted text hidden]

--
Craig A. Goldman
Chief Business Official

Belmont-Redwood Shores School District
2960 Hallmark Drive
Belmont, CA 94002-2999
1.650.637.4800

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3 attachments

BRSSD Surveillance Camera Project - email to Best Electrical 2020-02-11.pdf
104K

Side Letter between BRSSD and BRSFA 2020-12-03.pdf
107K

Security Camera Design and Estimate.pdf
6028K