



## **SAUSALITO MARIN CITY SCHOOL DISTRICT**

Board of Trustees:  
Caroline Van Alst, President  
Joshua Barrow, Vice President  
Ida Times, Clerk  
Thomas Newmeyer  
William Ziegler  
Superintendent: Steve Van Zant

# **Sausalito Marin City School District**

## **Agenda for the Special Meeting of the Board of Trustees**

### **3030 Bridgeway, Suite 325, Sausalito, CA 94965**

**Tuesday, November 24, 2015**

5:00 p.m. Open Session – District Office Conference Room

#### **I. OPEN SESSION – Call to Order**

### **AGENDA**

#### **1. ORAL COMMUNICATIONS**

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board. The Board is asking that members of the public wishing to speak, fill out a form located on the counter/table, stating their name and address; the agenda item; and the topic to be discussed. BB 9323.

The Governing Board is prohibited from taking any action on any item raised in this section unless the item is specifically agendaized. The members of the Governing Board may ask a question for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting on any matter or take action directing staff to place a matter of business on a future agenda. Governing Board members may make brief announcements or briefly report on his/her own activities as they relate to school business.

State open meeting laws allow members of the public to lodge public criticism of District policies, procedures, programs, or services. However, those same laws include specific provisions designed to protect the liberty and reputational interests of public employees by providing for the non-public hearing of complaints or charges against employees of the District. Under these laws, it is the employee subject to complaints or charges who is provided the right to choose whether those complaints or charges will be heard in open or closed session. It is therefore the desire of the Sausalito Marin City School District that complaints against an employee be put in writing, and that when the Board hears complaints or charges against an employee it do so in closed session unless the employee requests an open session. Consistent with the law and the opinion of the State Attorney General's Office, please submit any complaints against an employee in writing, to the administration, in accordance with the district's complaint procedure. This procedure is designed to allow the District to address complaints against employees while at the same time respecting their legitimate privacy rights and expectations.

#### **2. BUSINESS**

2.01 Agreement with BKF Engineers for topographical services

#### **3. ADJOURNMENT**

*In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the District Office of the Sausalito Marin City School District, 200 Phillips Drive, Marin City, California, or at the scheduled meeting. Board agenda back-up materials may also be accessed online at [www.smcsd.org](http://www.smcsd.org). In addition, if you would like a copy of any record related to an item on the agenda, please contact the Administrative Assistant to the Superintendent at 415-332-3109*

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's governing board, please contact the office of the District Superintendent at 415-332-3190. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.*

Entire board packet on [www.smcsd.org/School Board/Meeting Agendas and Minutes](http://www.smcsd.org/School Board/Meeting Agendas and Minutes)

## Sausalito Marin City School District

**Agenda Item:** 2.01

**Date:** November 24, 2015

<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consent Agenda
<input type="checkbox"/> Reports	
<input type="checkbox"/> General Functions	
<input type="checkbox"/> Pupil Services	
<input type="checkbox"/> Personnel Services	
<input checked="" type="checkbox"/> Financial & Business Procedures	
<input type="checkbox"/> Curriculum and Instruction	
<input type="checkbox"/> Policy Development	

**Item Requires Board Action:** ☒ **Item is for Information Only:** ☐

**Item:** Agreement with BKF Engineers/Surveyors/Planners

**Background:**

This agreement allows us to use BKF Engineers/Surveyors/Planners for district wide topographical services. The District needs to have a topographical study done prior to the start of architectural services.

**Fiscal Impact:**

The cost of the surveying is \$43,000.

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

BKF No. 20150273  
November 6, 2015

Mr. Brent McClure  
CAW Architects  
455 Lambert Avenue  
Palo Alto, CA 94306

Transmitted via Email: [bmcclure@kawarchitects.com](mailto:bmcclure@kawarchitects.com)

**Subject: Willow Creek Academy, Sausalito, CA  
Proposal for Surveying Services**

Dear Brent:

BKF Engineers welcomes the opportunity to submit this proposal for surveying services regarding the Willow Creek Academy project located in Sausalito, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, assumptions, and associated fee based on our understanding of the project.

## **1. BASIC SCOPE OF SERVICES**

### **TASK 1: RECORD BOUNDARY**

Based on a title report provided by the owner, BKF will prepare a record boundary based on deed information and evidence of monuments/property corners in the field. We will field locate survey monuments around the project site. The record boundary will be delineated on the topographic survey. If it is discovered that the record boundary does not match the field boundary evidence, additional work, not covered in this task, will be required to resolve the boundary and to file a record of survey with the County.

### **TASK 2: EXISTING EASEMENTS**

BKF will plot the existing easements on the project site as identified in the title report. The title company will provide all recorded documents for the easements.

### **TASK 3: AERIAL SURVEY**

BKF will provide an Aerial Topographic Survey of the site as indicated in the attached figure. The survey will be prepared utilizing digital aerial mapping at a scale of 1"=20' and a contour interval of one foot. We will set sufficient horizontal and vertical control points to facilitate aerial mapping. We will tie the survey into the local vertical datum.

### **TASK 4: SUPPLEMENTAL TOPOGRAPHIC SURVEY**

We have budgeted five days of field work to perform a field survey to locate buildings, areas under tree canopies, surface utility features, trees and other detailed information not included in the aerial survey.

We will provide a final drawing that compiles the aerial survey, record boundary and easements, and supplemental field survey. The drawing will be at a scale of 1"=20'. We will provide both CAD and PDF of the survey drawing.

We have not included an underground utility survey in our scope of work. If needed in the future, we can provide a separate proposal for this work.

## 2. COMPENSATION

### BASIC SCOPE OF SERVICES

BKF will provide the Basic Scope of Services on a Lump Sum/Fixed Fee basis. Reimbursable expenses are included in our fee.

TASK	FEE
1. Record Boundary	\$7,500
2. Existing Easements	\$1,500
3. Aerial Survey	
- Set horizontal and vertical control (3 days)	\$7,000
- Aerial survey	\$6,000
4. Supplemental Topographic Survey (5 days)	\$21,000
<b>FIXED FEE TOTAL</b>	<b>\$43,000</b>

Thank you for the opportunity to present this proposal. We look forward to assisting in developing another exciting project with caw. Please contact me at (650) 482-6335 if you have any questions regarding our scope of services.

Respectfully,  
**BKF Engineers**



Brian Scott, PE  
Vice President

Cc: Alex Calder, BKF Engineers



## BKF ENGINEERS PROFESSIONAL PERSONNEL SERVICE FEES

JANUARY 1, 2015 - DECEMBER 31, 2015

### PERSONNEL

### HOURLY RATES

#### **ENGINEERING**

Associate	\$187.00
Project Manager	\$177.00 - \$183.00
Engineer IV	\$164.00
Engineer I, II, III	\$115.00 - \$133.00 - \$151.00

#### **PLANNING**

Planner I, II, III	\$115.00 - \$133.00 - \$151.00
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#### **SURVEYING**

Associate	\$187.00
Project Manager	\$177.00-\$183.00
Surveyor I, II, III, IV	\$115.00 - \$133.00 - \$151.00 - \$164.00
Survey Party Chief	\$153.00
Survey Chainman	\$99.00
Apprentice I, II, III, IV	\$61.00 - \$81.00 - \$89.00 - \$95.00
Instrumentman	\$128.00

#### **DESIGN AND DRAFTING**

Technician I, II, III	\$112.00 - \$118.00 - \$130.00
Drafter I, II, III, IV	\$87.00 - \$96.00 - \$104.00 - \$114.00
Student Engineer/Surveyor	\$61.00

#### **CONSTRUCTION ADMINISTRATION/QSP-QSD/INSPECTION**

Senior Construction Administrator	\$173.00
Resident Engineer	\$128.00
Field Engineer I, II, III	\$115.00 - \$133.00 - \$151.00

#### **SERVICES AND EXPENSES**

Project Assistant	\$72.00
Clerical/Administrative Assistant	\$61.00

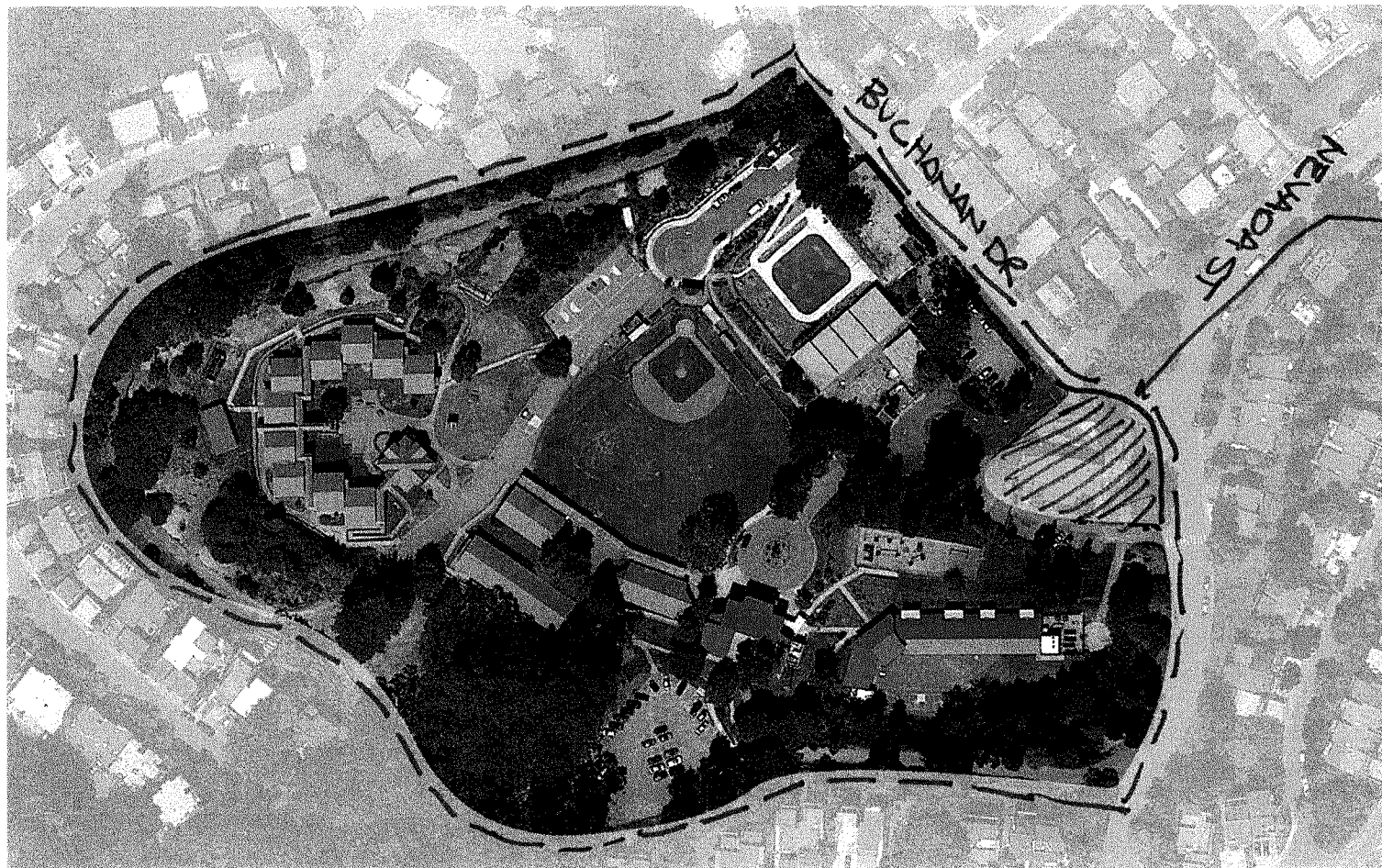
Principals' time on projects is chargeable at \$215.00- \$236.00 per hour.

Charges for outside services, equipment, and facilities not furnished directly by BKF Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; special fees, permits, and insurance; transportation on public carriers, meals, and lodging; and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.

Monthly invoices are due within 30 days from invoice date. Interest will be charged at 0.833% per month on past due accounts.

Expert witness/litigation rates are available upon request.





INCLUDE  
CHIL  
CORE  
CTR TOO.

WILLOW CREEK ACADEMY  
K-8 SCHOOL  
SAUSALITO MARIN CITY SCHOOL DISTRICT

636 NEVADA ST.  
SAUSALITO, CA



WILLOW CREEK ACADEMY  
EXISTING SITE  
DATE: 10/10/10 SCALE: 1" = 100'

PREPARED BY: [REDACTED] DATE: 10/10/10  
DRAWN BY: [REDACTED] DATE: 10/10/10