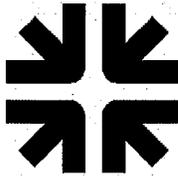


**City/School Committee**

Councilmember Nora Davis, Co-Chair  
 Councilmember Kurt Brinkman, Co-Chair  
 Councilmember Jennifer West  
 Councilmember Ken Bukowski  
 Councilmember Ruth Atkin  
 School Board Member Miguel Dwin  
 School Board Member Joshua Simon  
 School Board Member Melodi Dice  
 School Board Member Cheryl Webb  
 School Board Member VACANT  
 Student Member Brittany Collins  
 Student Member Deszeray Williams

**AGENDA****City/School Committee**

Special Meeting of the Advisory Committee

Special Meeting of the Emeryville City Council and Emery Unified School District Board of Trustees

**NOTE: SPECIAL MEETING LOCATION FOR DECEMBER**  
**Anna Yates Elementary School, 1070 41<sup>st</sup> Street, Emeryville, CA**

**December 3, 2009 – 5:30 p.m.**

All Advisory Committee meetings are noticed as Special City Council and School District Board of Trustees Meetings so that any or all of the City Council or School District Board of Trustees may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council and School District Board of Trustees but must be ratified at a regular City Council and School District Board of Trustees Meeting. All writings that are public records and relate to an agenda item below which are distributed to a majority of the City/School Committee (including writings distributed to a majority of the City/School Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

**AGENDA**

- I. Roll Call
- II. Public Comment
- III. Approval of 9/3/09 and 11/5/2009 Minutes
- IV. Information Items
  - A. Recycling Happening at Emery Secondary Report (Rhodney Williams – 5 mins)
  - B. EUSD Report on Enrollment Statistics for 2009/2010 School Year (Sugiyama – 10 mins)
  - C. City Report on Library Contract Status with City of Oakland (O'Keeffe – 10 mins)
  - D. Partners for Community Life Report (Simon – 10 mins)
- V. Action Items
  - A. Appoint new EUSD Co-Chair for the City/School Committee (Davis – 5 mins)
  - B. Finance Sub-Committee recommendations for ECCL (John Gooding – 10 mins)
  - C. Recommendation to the City Council and the EUSD Board for approval of the MOU between the City and EUSD through 2010 for the ECCL (Sugiyama/O'Keeffe – 10 mins)
- VI. Staff Presentation
  - A. Initial pre-design contract with Nexus Partners (Sugiyama – 5 mins)
- VII. Staff Comments
- VIII. Committee Member Comments
- IX. Adjournment

**FURTHER INFORMATION** may be obtained by contacting Kevin Laven, City/School Committee Secretary, at (510) 450-7813.

DATED: 11/25/2009  
 Post on: 11/30/2009  
 Post until: 12/4/2009

Karen Hemphill, City Clerk

City/Schools Committee  
ACTION MINUTES  
9/3/2009  
5:30pm, Emery Secondary School

1. Roll Call at 5:42pm
  - a. School Board: Melodi Dice, Josh Simon, Kurt Brinkman
  - b. City Council: Nora Davis, Dick Kassis, Ruth Atkin
  - c. Staff: Melinda Chinn, Kevin Laven, John Sugiyama, Wanda Stewart
2. Public Comment
  - a. None
3. Approval of 8/6/09 Minutes
  - a. Davis so moved, Atkin seconded, passed without exception
4. Special Presentation from the EYE Program Participants
  - a. Wanda Stewart and Jennielyn Dino Rossi presented a video highlighting the EYE internship program and thanked the many people who helped make the program a success. Interns and worksite supervisors spoke on their experiences in the EYE program.
5. Informational Items
  - a. Report on the Partners for Community Life
    - i. Simon spoke about the several taskforces of the ECCL project and their current/future relation to the Partners for Community Life sub-committees.
  - b. Report on the City and District trip to Sacramento
    - i. John Gooding reported that staff, students, elected officials, and business representatives of Emeryville made the trip to Sacramento to continue the fact finding on funding for the ECCL. The delegation met with the governor's office, elected officials from our District, and staff from the parks and recreation department, department of education, and the secretary of education. The lesson taken away from this trip is that it will be difficult to fund the ECCL, but it can be done.
  - c. Update on AB 1080
    - i. Sugiyama stated that Assembly Bill 1080, authored by Representative Nancy Skinner, changes the education code to allow two public entities to enter into a joint occupancy. It is on the governor's desk and a letter has been sent asking the governor to support this legislation.

- d. Announcement regarding date for the next Partners Chairs Sub-Committee meeting and the Finance Sub-Committee meeting
        - i. Chinn announced that the Chairs sub-committee meeting would be held Monday, September 21<sup>st</sup> and that the Finance sub-committee and Governance Task Force will meet on Tuesday, September 29<sup>th</sup>.
6. Action Items
  - a. Joint Resolution of the City/School Committee recognizing Randy Nelson for his contribution to the community
    - i. Kassis and Simon presented a joint resolution from the City and School Boards to Randy Nelson that recognized his contributions to the community
7. Staff Member Comments
  - a. None
8. Committee Member Comments
  - a. Davis asked school district staff if the school enrollment figures will be ready for the October meeting
  - b. Simon stated that the Shoreline Clean-up is happening on September 19<sup>th</sup>.
  - c. Kassis has announced that the street utility box art project received a national award and recognition in the past month.
  - d. Kassis announced that the Emeryville Art Exhibition will begin on Friday, October 2<sup>nd</sup> and run through October 30<sup>th</sup>.
  - e. Atkin thanked Randy Nelson again for all of his positive qualities which makes Emeryville a special place to live.
9. Adjournment at 6:47pm

City/School Committee  
Action Minutes  
11/5/09, 5:30pm  
Emery Secondary School

1. Roll Call:
  - a. School Board: Davis, Atkin, Bukowski, Kassis
  - b. City Council: Brinkman, Webb, Dwin
  - c. Students: Collins
  - d. City Staff: O'Keeffe, Chinn, Laven
  - e. School Staff: Sugiyama, Miller
2. Public Comment:
  - a. None
3. Approval of the 10/1/09 Minutes:
  - a. Minutes approved with three corrections (spelling of a name and two sentences that need completion) without exception. Kassis abstained from approval of the minutes since he was not in attendance at the previous meeting.
4. Informational Items:
  - a. Dianne Rush-Woods, Co-Chair of the Partners for Community Life (PCL), announced that the co-chairs have been actively seeking community volunteers and have been finding new people to serve and shape the vision of the Emeryville Center of Community Life. The PCL will be meeting on Monday, November 16<sup>th</sup> from 5:30-7:30pm at the Emery Secondary School to engage the community and gather their ideas for the vision of this session. All staff and community are encouraged to attend.
  - b. Miller updated the City/School Committee that the Proposition 84 grant will be due in the spring of 2010 with a cap of \$5 million dollars, specifically for the field areas at the ECCL site.
  - c. Chinn reported that the City and School District are partnering to provide after-school programs for another three years through Proposition 49 funding. The contract will be brought before the City Council on the November 17<sup>th</sup> and School Board on November 18<sup>th</sup> for authorization.
  - d. Chinn reported the Finance Committee will be meeting on November 10<sup>th</sup> at 5:30pm at the Recreation Center to discuss financing opportunities for the ECCL.
  - e. O'Keeffe and Sugiyama reported on the student laptop program, a concept that crosses the digital divide and makes computers available to all children in the school district and extends the school day. Other Districts have provided a laptop to every home through grant funding. There are vehicles to make sure they stay functional, safe, and secure, but these

ideas will be researched in the future by staff and brought up in a future meeting.

5. Action Items:

- a. Sugiyama reported that staff had transmitted a letter of recognition, signed by the Mayor and School Board President, to Assemblywoman Nancy Skinner thanking her for assistance in drafting and passing AB1080 that allows City and School Districts to cohabitate a site and access school construction funding. Skinner is scheduling a press conference in Emeryville (TBA) that will highlight this new bill to the community and press.
  - i. No action taken, this was a informational item.
- b. Chinn announced that two new applicants, Keith Nomura and David Lingren, are seeking approval to join the Partners for Community Life.
  - i. Davis moved to approve the two candidates to join the Partners for Community Life. Atkin seconded the motion.
    1. Ayes: Davis, Brinkman, Kassis, Bukowski, Atkin, Brinkman, Dwin, Webb, Collins
    2. Noes: None
    3. Abstain: None
  - ii. Motion passed 8-0

6. Staff Comments:

- a. Sugiyama announced that Emery Unified School District Board of Trustees has approved a new, higher level of requirements for graduation from high school. The sequence is from the University of California, known as the A to G sequence, and is a college preparatory track. The new requirements will take effect in 2014, which is the current 8<sup>th</sup> grade class that will enter the high school in 2010-2011 school year.
- b. Laven reported the Parks and Recreation Strategic Plan survey is available online at the City's website and in paper form at City Hall, ECDC, Recreation and Senior Centers. The survey will close after Thanksgiving.

7. Committee Comments

- a. Kassis congratulated Jennifer West and Kurt Brinkman for their election to the City Council and all of the incumbents in the School Board. Kassis wanted to leave the City/School Committee with the thought that the ECCL community education process needs to begin in a more comprehensive way as many people do not have any knowledge of the project or its benefits to the community. Kassis asked staff to put together a list of accomplishments and challenges that have been experienced and to carry forward this work to the end.
- b. Dwin noted that there were some lights out near the school on election night and staff should contact PG&E to get these fixed.
- c. Davis commented that the Parks and Recreation Strategic Planning meeting will occur November 7<sup>th</sup>, 10:00am, at Ralph Hawley School site.

d. Davis requested the full enrollment statistics report placed on next month's agenda.

8. Meeting adjourned at 6:21pm.

**Partners' Finance Committee Recommendations  
To the City/Schools Committee  
December 3, 2009**

**Recommendation 1**

1. Should the next phase of work on ECCL focus on refining the scope of the project so that the total cost of the project can be reduced?

**Finance Committee Recommendation: In the next phase of the design work, refine the scope of the project to achieve the vision and goals for ECCL at a total project cost that is lower than the Conceptual Plan estimate of 125 million dollars.**

Analysis: During the past few months, a number of questions have been raised by members of the community regarding the total cost of the ECCL project based upon the Conceptual Master Plan completed by the Field – Paoli Architectural firm. The estimated total cost of the project based upon the Conceptual Plan is 125 million. In light of the current economic climate and the questions asked by community members, it would appear advisable during the next phase of design work to find ways to accomplish the vision and goals of ECCL and, at the same time, refine the scope of the project such that the total cost for the project can be reduced.

**Recommendation 2**

2. When should a local bond measure be placed on the ballot (11/10 or 11/11)?

**Finance Committee Recommendation: In April of 2010, conduct a polling survey of Emeryville voters to determine the degree of support for a local bond measure in November 2010. Based on the analysis of the poll, the Board of Trustees for the Emery Unified School District should determine whether a local bond measure should be placed on the November 2010 ballot or postpone a potential bond election until the November 2011 ballot. Between now and the time of the April 2010 polling, engage the community in addressing the concerns that have been raised regarding the project description contained in the Field Paoli Conceptual Master Plan.**

Analysis: The dates available over the next two to three years for a Prop 39 Local GO Bond election are November 2010, November 2011, March 2012, or November 2012. It would be advantageous to the funding of the project to attempt passage of a local bond as soon as it is deemed likely to succeed. There are a number of advantages and disadvantages to either an election date of November 2010 or November 2011.

Advantages of a November 2010 election date:

- 1) More momentum for moving the work forward
- 2) Ability to minimize effects of cost escalation by keeping the work moving as quickly as possible

- 3) Community engagement can be built around goals and time lines that are fairly close at hand and aim for relatively near-term results
- 4) Processes that have begun, with architects and others, can move along without time line breaks toward a start of construction in 2013
- 5) November 2010 election has no elected officials up for re-election
- 6) Preparing for a November 2010 potential election provides useful data which could also assist in establishing direction for a November 2011 election should, for any reason, a November 2010 election either not occurs or proves unsuccessful

Advantages of a November 2011 election date:

- 1) State funding eligibility will be more clearly defined
- 2) Status of availability of State funds will be clearer
- 3) Access to multiple other funding sources will be more firmly established
- 4) Allows more time to engage and build consensus in the community
- 5) California economic recovery may be better established
- 6) If architectural design proceeds in preparation for the election, the nature of the project and its probable cost will be known in more detail which would facilitate more refined sizing of a potential local bond

### **Recommendation 3**

3. If a decision is made to place a local bond measure on the November 2010 or November 2011 ballot, should the City/Schools Committee approve an operating budget for the ECCL of 1.8 million dollars for the period of time December 2009 through December 2010?

**Finance Committee Recommendation: Recommend to the City School Committee an operating budget for the ECCL project of 1.8 million dollars for the period of time December 2009 through December 2010 as presented in Appendix B. The City of Emeryville will contribute 1.35 million dollars and the Emery Unified School District will contribute \$450,000 to that total project budget. When polling results are known in late April of 2010, assess whether the remaining funds identified in the Appendix B budget should be spent as scheduled.**

Analysis: In order to build a community consensus in support of passing a local bond election that helps fund the ECCL project, work needs to proceed on several fronts between now and an April 2010 polling period.

The scope of work to be done includes:

- 1) Developing an Educational Specification/ Facilities Specification for the project that reflects current thinking and best practices about program goals for the joint use of various parts of the facility
- 2) Refining and “right-sizing” the space program and allocations for the facility to reflect The project goals of efficiency and frugality in maximizing use of space
- 3) Refining the site planning for the location of the programs at the Emery Secondary School site in a way that reflects any changes made to space or volume of the facility

As a result of outcomes from #1 and #2 above

- 4) Accomplishing a cost benefit analysis of space utilization and program operation to assure both short and longer term financial goals are achievable
- 5) Analyzing both existing and potential new facilities for highest and best use options
- 6) Mapping community partnerships and relationships that can be leveraged for Maximum program benefit

Building internal staff capacity and securing the services of knowledgeable consultants to assist with this work are critical to accomplishing what needs to be done in the time frame available. The budget presented in Appendix B achieves these goals in the following ways:

- Hiring architects, builders, and environmental consultants to assist in moving the work forward
- Hiring assistance with community engagement and relationship building
- Gaining assistance from the District CBO and accounting staff to track and report on project financial budgets and expenditures
- Hiring assistance with the legislative, legal, and financial needs of the project

The outcome resulting from this work will refine the Conceptual Master Plan while engaging and addressing the concerns that have been raised by the community regarding the Plan as it currently stands.

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- 1) Developing an Educational Specification/ Facilities Specification for the project that reflects current thinking and best practices about program goals for the joint use of various parts of the facility
- 2) Refining and “right-sizing” the space program and allocations for the facility to reflect the project goals of efficiency and frugality in maximizing use of space
- 3) Refining the site planning for the location of the programs at the Emery Secondary School site in a way that reflects any changes made to space or volume of the facility as a result of outcomes from #1 and #2 above
- 4) Accomplishing a cost benefit analysis of space utilization and program operation to assure both short and longer term financial goals are achievable
- 5) Analyzing both existing and potential new facilities for highest and best use options
- 6) Mapping community partnerships and relationships that can be leveraged for maximum program benefit

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The outcome resulting from this work will refine the Conceptual Master Plan while engaging and addressing the concerns that have been raised by the community regarding the Plan as it currently stands.

Staff Recommendation: Recommend to the City School Committee an operating budget for the ECCL project of 1.8 million dollars for the period of time December 2009 through December 2010 as presented in Appendix B. The City of Emeryville will contribute 1.35 million dollars and the Emery Unified School District will contribute \$450,000 to that total project budget. When polling results are known in late April of 2010, assess whether the remaining funds identified in the Appendix B budget should be spent as scheduled.

**SUMMARY OF MEMORANDUM OF UNDERSTANDING BETWEEN THE  
EMERY SCHOOL DISTRICT AND THE EMERYVILLE  
CITY/REDEVELOPMENT AGENCY CONCERNING THE DESIGN AND  
FEASIBILITY OF THE EMERYVILLE CENTER OF COMMUNITY LIFE**

**RECITALS**

- Several recitals that explain history, goals and purpose of the ECCL project.
- Recital outlining the scope of the ECCL plan by Field Paoli.
- Recital stating that the estimated cost of the facility at \$125 million is too high and requires further design development to refine scope and reduce costs.
- Recital stating that a new design team has been jointly selected.
- Recital that the District/City are considering placement of a bond measure on the November 2010 ballot to fund a portion of the project costs.

**AGREEMENT**

- Term of agreement ends 12/31/2010
- District will determine the feasibility of a District bond measure (through polling) to finance a portion the project.
- If District and City determines that the bond measure may not pass the agreement will terminate.
- If the District determines that the bond measure may be supported it will place the measure before the voters in November 2010. If the measure does not pass the MOU will terminate.
- If bond measure passes both parties will negotiate a new MOU to proceed further with project design, construction and operations. If the parties cannot agree to a new MOU there is no further obligation to proceed.
- The parties agree to a budget for this MOU not to exceed \$1.8 million; the District will fund \$450,000 and the City/Agency will fund \$1.35 million.
- The City/Agency's share of the MOU cost (\$1.35 million) will be paid in two phases: \$690,000 immediately after approval of the MOU; and an additional \$660,000 subsequent to the determination that the bond issue is feasible (based on polling).
- Scope of work and timeline for tasks to be completed under MOU per the attached exhibits.
- Third party contracts (e.g. design) will require scope approval of the City and will be entered into between the District and the third party (for State requirements)
- Expenditures on tasks will draw down on a proportionate basis from each party's portion of its deposit to the project account.
- There will be quarterly reports of expenditures.
- There is a progressive dispute resolution mechanism that starts with staff and then the City/School committee and then termination if the dispute is not resolved.
- There are various boilerplate provisions concerning insurance, indemnity, notice, etc.

Attachments: 1) Budget through 12/31/10; 2) Time Line through 2010



**ECCL 2009-2010 Budget Plan**  
**Leading to GO Bond Polling in April 2010 and Election in November 2010**

Object	Expenditure	12/2009-4/2010	5/2010-12/2010	Notes for 2009-10 Expenditures
6210	Architectural Fee (refine scope and budget)	480,000	100,000	
6210	Architect RFP Design Stipend (RFP process)	15,000	0	
6260	Builder Pre-Construction Fee	0	0	
	Subtotal	495,000	100,000	
	ECCL Staff			
	District CBO (0.2FTE), District Architect (1.0FTE), Coordinator of Community Engagement (1.0FTE)	110,000	185,000	
	Subtotal	110,000	185,000	
6157				
6240	Environmental Studies (CEQA/NEPA)	0	150,000	
6140	Preliminary Testing (Prelim. Geotech, etc)	20,000	10,000	
	Survey	15,000	0	
	Subtotal	35,000	160,000	
6220				
6230	DSA Fees	0	0	
6270	CDE Fees	0	5,000	
	Other Agency Fees (DTSC, Fed. Programs, etc)	0	0	
	Subtotal	0	5,000	
6250				
5845	School Facility Consultants (SFC)	30,000	45,000	State funding eligibility, SAB processing
6250	Legal Fees (KBT, Murdoch Walrath)	40,000	40,000	Contracts, Governance, Funding strategies
6250	Special Legislation Assistance (TPA)	25,000	40,000	Legislative process and strategies
	Partners Committee Resource Support	15,000	15,000	Best Practices and investigative resources
	Election Polling and Campaign PR	50,000	20,000	

**ECCL 2009-2010 Budget Plan**  
**Leading to GO Bond Polling in April 2010 and Election in November 2010**

Object	Expenditure	12/2009-4/2010	5/2010-12/2010	Notes for 2009-10 Expenditures
	Subtotal	160,000	160,000	
6250				
5910	Community Events	20,000	20,000	In support of Partners ECCL work
4300	Printing, Postage, Delivery	10,000	10,000	Not including campaign materials
	Supplies	5,000	5,000	
	Computer	0	0	
	FF&E for ECCL Studio	0	0	
	ECCL Community Studio Space Rental	0	0	
	Subtotal	35,000	35,000	
	Move Grades 7 & 8 to Anna Yates	0	0	
	Interim Housing for Grades 9-12	0	0	
	Move District Office to Rec. Center	0	0	
	Contingency @ 10%	83,500	64,500	
	<b>Subtotals</b>	<b>918,500</b>	<b>709,500</b>	
	<b>One Year Total</b>			<b>1,628,000</b>
	<b>Reserve</b>			<b>172,000</b>
	<b>Grand Budget Total through 12/10</b>			<b>1,800,000</b>

nexus partners  
dsk | Concordia | MKThink

November 17, 2009

Roy Miller  
District Architect  
Emery Unified School District  
4727 San Pablo Avenue  
Emeryville, CA 94608

**Re: Proposal for Pre-Design Services including:**

Facility Specifications Level One - Technical Analysis - Update Master Plan  
Community Engagement – Cost Benefit Analysis – Program Opportunity Assessment  
Partnership Mapping – Designated Services – Optional Additional Services

Dear Mr. Miller,

The Emery School District has undertaken the development of the Emeryville Center for Community Life (ECCL) in collaboration with the City of Emeryville. Through a collaborative process involving city staff, district staff and participation from citizen stakeholders, a conceptual master plan was developed for the project site. This conceptual master plan outlines the general scope of educational and other programs and space allocations that will be needed for the ECCL project.

Community feedback on the ECCL conceptual master plan has indicated concerns about the total cost of the project. In response to these concerns, the facilities staff of the Emery Unified School District, in association with the staff of the City of Emeryville, has undertaken a more detailed analysis of the educational and other programs and space allocations as outlined in the master plan to determine where cost savings can be found without significantly impacting the overall programmatic and functional intent of the project.

Through a national request for qualifications and a community-based selection process, the City of Emeryville and Emery Unified School District have selected the Nexus Partners, a team comprised of dsk architects, Concordia LLC and MKThink to provide additional planning, analytical and design services for the project. The Emeryville Unified School District herein proposes to retain the Nexus Partners to develop an educational program / space utilization and revised master plan layout analysis for the ECCL project. The project will begin on November 17, 2009 and conclude in mid-April, 2010.

**A. PROJECT SCOPE:**

**1. Meetings and Administration**

**1.1 Weekly meetings with city and district staff**

The project lead (Concordia) will meet with the city and district staffs for a one-hour administrative coordination meeting every week. Other members of the project team (dsk, MKThink, etc) will meet with city and district staffs every other week to coordinate, review and gather input on the overall goals and technical specifications of the project as well as updated project recommendations.

**1.2 Monthly meetings with the PLC**

The project team will meet the PLC on a monthly basis (6 meetings total) to review the progress of the project and discuss any outstanding project issues.

1.3 **Project Documentation**

The project will be documented through meeting minutes and updates posted to the designated ECCL website.

2. **Facility Specifications**

2.1 **Summary of Existing Documents**

Review the existing master plan and facility specification documents to confirm and summarize the intent of the ECCL project's educational, health, art, athletics, social service and other programs, space allocations, time of operation and other relevant data at a level of detail as required for further analysis in later phases. Develop narrative summary, diagrams of previous master plan and education specification documents in preparation for Workshop #1.

2.2 **Program Workshop #1**

The project team will meet with key representatives of the city and school staff in a one-day workshop to review and define revisions to master plan and educational specifications programs and space allocations.

2.3 **Program Allocation Validation**

Following input from Workshop #1 the project team will review the current space program and identify opportunities for square foot reduction by reconciling space allocations for program areas, assigning specific square footage in place of grossing factors, and eliminating redundancies. The focus will be on achieving higher efficiency in space use without loss of program opportunity. Develop narrative summary, diagrams of Program Allocation Validation analysis documents in preparation for Workshop #2.

2.4 **Program Workshop #2**

The project team will meet with key representatives of the city and school staff in a second all day workshop to review the results of Workshop #1 and the Draft Program Allocation Validation and follow up analysis for creation of Program and Operational Streamlining.

2.5 **Program and Operational Streamlining**

The team will model the use and utilization of the program components by time of day, day of week, and season to develop strategies for optimizing the overall utility of the program areas. The program and operational streamlining analysis will:

- Define the specific trade-offs in terms of space requirements and hours of availability associated with program areas;
- Identify potentially under-used program areas and propose alternatives for improving the long-term utilization of these areas;
- Identify 'program pressure points': areas susceptible to peak loading and/or demand fluctuations;
- Identify program areas that could be served through alternate means (shared space, outdoors, off-site);
- Identify program areas that may cause operational and/or governance inefficiencies/duplication of effort;
- Assist the City and District program teams (Community Services, Instructional Services, and Wellness Services) in conceptualizing and maximizing space-sharing opportunities.

The team will work with the PCL to apply these findings to the current space program. As a result of this effort, the program will reflect usage and operational efficiencies yielding an overall reduction in square feet required to meet the programmatic goals of the ECCL.

**2.6 Amended ECCL Program and Facilities Document**

The project team will apply the findings of Workshop #2 to create an amended ECCL Program and Facility Specifications document.

**2.7 Presentation to PCL, School Board & City/Schools Council**

The project team will prepare and present the Amended Program and Facilities Document to the PCL. As a result of this effort, the program will reflect usage and operational efficiencies yielding an overall reduction in square feet required to meet the programmatic goals of the ECCL.

**3. Technical Analysis**

**3.1 Culvert Analysis : Explore means for mitigation**

Preparation and meeting with Alameda Flood Control to explore means for mitigation

**3.2 Culvert Analysis: Mitigation Proposal**

Preparation and meeting with Alameda Flood Control to present mitigation proposal.

**3.3 AC Transit: Confirm access and use**

The project team will work with AC Transit to study layout, security, access, efficiency and other functional issues for ECCL parking at the AC Transit site.

**3.4 AC Transit: Prepare Floor Plan Diagram**

The project team will develop a floor plan diagram illustrating changes required in AC Transit facility to accommodate shared use by ECCL.

**3.5 AC Transit: Prepare budget for improvements**

The project team will develop an estimate of probably costs for changes and improvement to the AC Transit site to accommodate shared use by ECCL.

**3.6 AC Transit: Review with Turner Construction**

The project team will review an affirm the proposed improvements and costs with Turner Construction

**3.7 Prepare Final Technical Analysis Report and Diagrams**

The project team will finalize recommendations and deliver a final written report for inclusion into the amended master plan document.

**4. Update Master Plan with Community Engagement**

**4.1 Staff input sessions and updated planning concepts**

The project team will work with city and school staff to establish direction for aligning amended program document with new site planning alternatives.

**4.2 Develop master plan updates**

The project team will develop revised master plan layouts and cross-sections illustrating all levels of the project based on the city and district staff input. The master plan updates will be presented in three-dimensional Sketch-up format

without architectural forms and materials. (If requested by the owner, architectural forms and materials will be developed as an additional service).

4.3 **Prepare updated master plan cost estimate**

The project team will develop a cost estimate for the final draft of the revised master plan layout for review by the EUSD Board and the Emeryville City Council.

4.4 **Review/adjust revised planning layouts with PCL**

The project team will develop revised master plan layout presentation materials and meet with the PCL to review revised master plan updates.

4.5 **Adjust revised master planning layouts based on PCL input**

The project team will revise master plan layouts based on input and feedback from the PCL.

4.6 **Coordinate/facilitate public presentation and workshop**

The project team will develop agenda and presentation materials and facilitate a public presentation of the revised master plan layouts.

4.7 **Develop final addendum to master plan document**

The project team will develop an addendum to the existing educational specification document that will summarize all alterations and revisions as determined through the revised programming and educational facilities planning process.

The project team will develop an addendum to the existing master plan document that will summarize all alterations and revisions as determined through the revised master planning process.

4.8 **Present final addendum to master plan to PCL, School Board & City/Schools Council**

The project team will deliver a final master plan document and powerpoint presentation to the PCL community.

5. **Cost Benefit Analysis**

The project team will model the short- and long-term economic impact of the programmatic, building, and operational strategies under consideration. We will analyze the alternatives and programmatic components in terms of:

- Total project costs (Costs associated with creating the specific program areas)
- Long-term district-wide operational costs impact (ongoing operating costs, value of consolidating operations to a single site, energy cost reductions achieved through sustainability programs, etc.)
- Revenue generation opportunities (Income potential associated with program components)
- Social and community impact (direct contribution towards meeting ECCL guiding principles).

This analysis will allow the ECCL leadership to develop a holistic understanding of the overall economics of the ECCL and inform their decision making process.

It will also identify components of the space program that should be further optimized to deliver the highest long-term value to the city, district, and community.

6. **Community Program Opportunity Assessment utilizing Existing Facilities**

Prior to the opening of the ECCL on the Emery Secondary School site, Emeryville is already and will continue to develop and incubate community programs which will ultimately reside in the ECCL. This not only provides opportunities for the community to have access to programs earlier than the planned ECCL opening date, but also allows for program operators to develop a successful operating model prior to occupying the ECCL. We believe this continuity will be very important to the early success of the ECCL.

In order to understand the potential to operate these programs in existing facilities, we recommend assessing the current district/city facilities to identify available inventory (space and schedule) and the operational costs and challenges associated with using any available capacity for community program use. These findings will clarify further potential for establishing additional programs or augmenting existing ones, as well as describe the types of programs that are best supported by the available infrastructure.

7. **Partnership Mapping**

The project team will collect data and analyze the urban systems surrounding the ECCL site. Context data shall include transportation, community services, demographics, housing, public and private neighborhood assets, as well as historical and contemporary development patterns and streetscapes. This contextual data will guide the project team in the development of the final master plan.

The project team will study the possibilities and facilities/programs for possible programmatic connections to other community resources and facilities.

8. **Designated Services**

**A State and National Partnerships**

The project team will assist the ECCL in coordination with various state and national partners to as directed by the ECCL staff.

**B District Consultant Coordination**

This proposal includes only services provided directly by principals and employees of dsk, Concordia LLC and MK Think. The project team will retain and coordinate with additional consultants as needed for evaluation of structural, mechanical, electrical, cost estimating, health and wellness, public art, and other special services as directed and approved by the client.

**B. DELIVERABLES:**

The Pre Design Services described herein will include the following deliverables:

- One reproducible addendum to the existing master plan document (pdf) and three bound copies of the final report.
- One powerpoint presentation with approximately twenty slides to illustrate final recommendations.
- One written report to document the programming and facility planning update process.

- One powerpoint presentation with approximately sixty slides to document the programming and facility planning update process.
- One binder and one Compact Disc of compiled analysis data.

**C. FEES FOR SERVICES:**

These Pre Design services shall be developed for a total cost of \$ 448,060.00. This fee includes all costs for travel, hotel accommodations, printing and other expenses as required to complete the above scope of work.

**D. OPTIONAL ADDITIONAL SERVICES:**

**Full 3-D Design & Presentation Package**

The project team will develop a conceptual design package with three-dimensional drawings to further illustrate the amended master plan layout. The design package will not include building materials and other detailed architectural design elements as the focus of the conceptual design package will be to illustrate the use by various groups of stakeholders for various purposes and at various times of day. The conceptual design package deliverables will include one concept level sketch-up model of the full project site and three architectural renderings.

This optional additional service shall be developed for a total cost of \$ 25,000.00.

**E. CONSULTANT:**

Nexus Partners (Consultant) is a collaboration between dsk architects LLP, Concordia LLC and MKThink Corp. The name Nexus Partners shall be displayed on all design team correspondence and documents.

For the purposes of this contract, Concordia LLC shall serve as the contracting agent and project manager on behalf of Nexus Partners. This consulting service agreement is between the Emery Unified School District (Client) and Concordia LLC (Prime Consultant).

**Respectfully Submitted by:**



\_\_\_\_\_  
Steven B. Bingler, Principal in Charge  
Concordia LLC.

November 20, 2009  
Date

I HEREBY ACCEPT THIS PROPOSAL AS OUTLINED ABOVE;

\_\_\_\_\_  
John Sugiyama, Superintendent  
Emery Unified School District (EUSD)

\_\_\_\_\_  
Date