

February 4, 2015

Giulio Zavolta  
Totum Consulting  
15130 Ventura Blvd., Suite 327  
Sherman Oaks, CA 91403

Project Name: BHUSD FFE Criteria Package  
DLR Group Project No.: 00-75152-11

Re: Proposal for Consulting Services

Dear Giulio:

DLR Group is thrilled by the opportunity to provide Beverly Hills Unified School District with Consulting Services for developing the BHUSD FFE Criteria Package. We look forward to engaging with the BHUSD stakeholders to coordinate a comprehensive package that will meet the immediate needs of the school district as well as the growth to come. We are excited to bring our significant body of knowledge, best practices, and design experience to the table.

The goal of the FFE Criteria Package is to provide a written and visual illustration of BHUSD furniture, fixture and equipment requirements, per space type/per furniture piece, to be bid by several manufacturers and dealers. This document and subsequent award of bid will set the standard for furniture selection and procurement throughout the district and allow BHUSD to manage inventory, achieve savings through volume purchasing, and enhance student/staff/administrators/visitors experience. We believe that this effort and resulting deliverable will truly support BHUSD in simplifying furniture requirements, focusing the decision making process, and building a great place to educate.

Based on our December 4<sup>th</sup> meeting, the following proposal includes our understanding of the project intent, proposed scope of work / project approach, and proposed fees.

## **1.0 Understanding of the Project**

- 1.1 There are four BHUSD schools in the near future that will require new or existing furniture. Those four schools are Beverly Hills High School, Horace Mann School Modernization and New Classroom Building, Hawthorne School, and El Rodeo School.
- 1.2 BHUSD have budget concerns regarding all projects. Therefore re-use of existing furniture inventory will need to be explored.
- 1.3 BHUSD would like to create a criteria package that can be bid to multiple manufacturers and dealers without bias to company, design firm, project, etc.
- 1.4 BHUSD would like to explore and document the furniture needs of all the schools to see what is working now and what could be improved in a cost effective manner but with an eye towards also raising the level of design and functionality.
- 1.5 The intent of the Criteria Package is to:

- 1.5.1 Clearly illustrate consistent requirements for FFE selection across all BHUSD schools with adequate flexibility to support the various space types, student levels, and work environments.
- 1.5.2 Develop and document basic requirements for each type of FFE item required. Some concerns being, but not limited to, functionality, durability, materiality, ergonomics, flexibility, and technology.
- 1.5.3 Define current and future furniture metrics. Set standards for current and future furniture requirements.
- 1.5.4 Identify the opportunities, benefits and functionality of current and future furniture needs for the district.
- 1.5.5 Final document will be issued to bidders for competitive and creative solutions.

## **2.0 Scope of Work / Proposed Approach**

### **2.1 School Site Tours and Kick off Meeting**

- 2.1.1 In order to create a meaningful and effective FFE Criteria Package, it is important that DLR Group understands BHUSD requirements and objectives related to their furniture program. DLR Group will organize tours of two schools representative of typical educational environments and progressive solutions. This will include (2) after school tours.
- 2.1.2 We will also identify the key room types and related furniture items required for the appropriate rooms.
- 2.1.3 The kick off meeting will include discussion of roles and responsibilities, expectations, channels of communication, deliverable content, meeting and milestone dates, etc. This session will help set the tone for our collaborative partnership on this and future efforts. This will include (1) approximately 2 hour meeting.
- 2.1.4 The final deliverable for this portion will be a written document cataloging what was discussed with visual attachments and any conclusions reached on the tours.

### **2.2 Programming**

- 2.2.1 The Programming phase will engage a small group of stakeholders and gather more detailed information regarding functionality and specific FFE requirements. This will include (2-3) after school meetings.
- 2.2.2 DLR Group will produce a draft document with all information gathered from programming meeting. We will review this document in person with BHUSD.
- 2.2.3 The final documentation for this phase will be an executive summary of the programming information gathered and a list of all furniture items required by BHUSD. The program document will provide the base of information for the final FFE Criteria Package.

## 2.3 Showroom Tours

- 2.3.1 The Showroom Tours will aid in defining characteristics and functional aspects of many furniture pieces to be documented in the Criteria Package. While nothing will be outright selected from these tours, they are valuable to 'kick the tires' and see what components are valuable and worthwhile to BHUSD.
- 2.3.2 DLR Group will coordinate showroom tours with 3 manufacturers to better assess availability of furniture items currently being utilized in school environments. This will take approximately (2-3) half day tours.
- 2.3.3 DLR Group will issue a written document combining all attendee's general notes, thoughts, and observations during tours. Along with photo documentation.
- 2.3.4 The tours may also stimulate discussion of additional requirements to add to the program elements. DLR Group will revise program based on any additional direction stemming from tours.

## 2.4 Mock Up

- 2.4.1 DLR Group will coordinate a mock up of 2 space types and all furniture included in those types. Example spaces would be a high school classroom, a K-8 classroom, an administrative office, etc. This will include (2) after school meetings to review mock ups.
- 2.4.2 DLR Group will take the information gathered during site evaluation and to further refine requirements for furniture criteria.
- 2.4.3 DLR Group will issue an executive summary of mock up process evaluation and outcomes.

## 2.5 Existing FFE Survey

- 2.5.1 DLR Group will conduct existing site surveys of existing FFE items in all 4 existing schools and the large storage room mentioned in initial meeting with BHUSD. This will include several days of on-site review.
- 2.5.2 This will be done concurrently with Showroom tours/Programming/Mock Up.
- 2.5.3 DLR Group will produce a spreadsheet with itemized list of FFE items to be kept and re-used. Information for each item to include: photo, code, description, basic finishes, size and comments. Each item will also be tagged.
- 2.5.4 DLR Group will present existing FFE package to BHUSD. This will include (1) after school meeting.

## 2.6 FFE Criteria Package

- 2.6.1 After gathering all information from above tasks, DLR Group will produce the FFE Criteria Package. This package will refine requirements and develop manufacturer independent layout/component options and generic functional specifications for individual furniture items. This phase will include (3-4) after school meetings.
- 2.6.2 Each item will be coded and the performance requirements described so that manufacturers and dealers are able to realistically bid their best and appropriate option for each furniture item.

- 2.6.3 DLR Group will produce a preliminary cost per furniture item to be reviewed by executive team and possibly sent to bidders.
- 2.6.4 DLR Group will produce a draft document to be reviewed by the executive committee.
- 2.6.5 DLR Group will take all comments from BHUSD and incorporate into final document to be issued for bid.
- 2.6.6 List of spaces to be included in criteria package at end of document.

**3.0 Proposed Work Plan**

- 3.1 DLR Group will produce a Proposed Work Plan for the anticipated schedule of content development, meetings and final delivery.
- 3.2 DLR Group has been notified by Totum Consulting that the first project to be finished will be the Horace Mann School around spring of 2016.

**4.0 Proposed Fee**

<u>Phase</u>	<u>Proposed Fee</u>
School Tours and Kick Off Meeting	\$ 10,230
Programming	\$ 15,670
Showroom Tours	\$ 10,710
Mock Up	\$ 10,600
Existing FFE Survey	\$ 38,650
Furniture Criteria Package	<u>\$ 72,110</u>
<b>Total Fees</b>	<b>\$ 157,970</b>

- 4.1 DLR Group will provide the services described in Section 2.0 for an hourly Not to Exceed fee of One Hundred Fifty-Seven Thousand and Nine Hundred Seventy (\$157,970) dollars.
- 4.2 We estimate reimbursable expenses to be approximately 5% of the fee, or approximately Seven Thousand and Eight Hundred Ninety Eight (\$7,898.00) dollars. Typical reimbursable expenses include printing / plotting costs, project-related travel and delivery service.
- 4.3 Should there be changes to the scope of the project that affect the fee, we will not proceed without written and signed Authorization for Additional Services.

**5.0 Assumptions/Exclusions**

- 5.1 Alternate option for the Showroom Tours would be to travel to Chicago and view all showrooms at the Merchandise Mart.
- 5.2 DLR Group will assist BHUSD procurement in issuing Bid Proposal to manufacturers and dealers and bid review. Exact scope to be determined after draft of Criteria Package is issued. It is not included in this fee currently.

- 5.3 No Audio Visual requirements will be specified by DLR Group. Power and data requirements will be noted only for furniture items.
- 5.4 Full specifications are not required, criteria only.

Giulio, I hope this proposal meets with your approval. We look forward to helping BHUSD in this production of a comprehensive FFE Criteria Package. Please review and let me know if you have any questions or comments. I can be reached at 310.430.6846. We at DLR Group look forward to working with you!

Sincerely,

**DLR Group**



Darcy Royalty, NCIDQ

Encl: Hourly Rate Sheet

cc: BHobza, BCohen

**K-8 Space Types**

Classrooms: Kindergarten-8<sup>th</sup> grade, some may be paired

Coral Classroom

Music Classroom

Band Classroom

Practice Room

Band Storage

Computer Classroom

Special Ed K-5 Classroom

Special Ed 6<sup>th</sup>-8<sup>th</sup> Classroom

Art Classroom

Pre-school Classroom

Science 6<sup>th</sup>-8<sup>th</sup> Classroom/Lab

Science Prep Room

Science Elementary Classroom/Lab

Multi-purpose Room (Gym adjacent)

Occupational Therapy/Speech Room

Student Study Center

Story Center

Media Office

Student Dining

Library

Library Tech Office

Resource Specialist Program Room

PTA Room

Seminar Room

PE open office

PE office

Counselor's Office

Psychologist's Office

Principal's Office

Vice-Principal's Office

Teacher Office

Clerical Area  
Textbook Storage  
Volunteers Room  
Waiting Area  
Large Conference Room  
Medium Conference Room  
Small Conference Room  
Nurse's Office  
Sick Bay  
Computer Tech Office  
Teacher/Staff Workroom  
Staff Dining Room  
Teacher's Lounge

### **High School Space Types**

Typical Classrooms  
Computer Classroom  
Special Ed Classroom  
CTE Classrooms (some may be combined)  
-Entrepreneur, Fashion, Journalism, Psychology, Architecture, Robotics, Culinary Arts  
Fine Arts Classroom  
Ceramics Classroom  
Graphic Arts Classroom  
Photography Classroom  
ROP Classroom  
ROP Lab  
KBEV  
Planetarium  
Student Collaboration Room  
Teacher Collaboration Room  
Student work open area  
Multi-purpose Room/Computer Lab/Video Production Room  
Presentation Room  
PE Classroom  
Rehab/Training Room  
Study Room  
Career Center  
Student Dining  
Bookstore  
Library  
Student Aid Area  
PE open office  
Counselor's Office  
Psychologist's Office  
Principal's Office  
Vice-Principal's Office  
Teacher Office  
Administrative Office  
Clerical Area  
Waiting Area  
Large Conference Room  
Medium Conference Room  
Small Conference Room  
Nurse's Office and area  
Teacher/Staff Workroom  
IT Work Area