

November 3rd 2017

To: Anthony Talbert
Senior Infrastructure Project Manager
Senior System Architect & Administrator
Beverly Hills Unified School District
255 S. Lasky Dr. Beverly Hills CA, 90212

Re: IT/AV Installation Oversight and Advisory Proposal

Mr. Talbert:

Thank you for allowing me the opportunity to provide you with this proposal to support the Beverly Hills Unified School District Building Construction Projects. I look forward to continuing to work with you and your team to assist the District in your efforts to ensure installed technology infrastructure meet the District's overall goals and objectives.

Project Summary

The Beverly Hills Unified School District has identified the need to continue the refinement, finalization along with IT and AV construction oversight services, to provide technical guidance and strategic direction to Construction Management Teams, Field Trades and the District on the development of designs and current installations. The Building Infrastructure and Technology Team made up of AV and IT subject matter experts will serve as a resource for the District to engage in an advisory capacity and to facilitate and ensure the successful implementation of the Master Specifications and District Standards for audio-visual and information technology infrastructure.

Proposal Overview

This proposal is intended to describe the required Scope of Work (SOW) and the roles and responsibilities of the Building Infrastructure Technology (BIT) Team and its designated onsite Manager. Oversight services would primarily focus on the evaluation of plans as submitted by technical construction trades and onsite assessment of current and pending installations of AV and IT infrastructures.

The BIT Project Manager will serve as the technical representative, charged with addressing the technology needs, questions, challenges of bond funded construction projects. This position will serve as a dedicated point of contact providing constant interactions with building contractors, Project Teams, District IT representatives, and systems installers to ensure that strategic design and functional requirements are met, while compliance of established District standards are enforced.

To address increasing demands for meeting construction deadlines the BIT Project Manager will concentrate on responding to all of the technology project requirements and provide correspondence and communications as necessary to support the construction teams and District to successfully deliver project milestones on time and on budget. The BIT Project Manager will identify, analyze, and resolve/troubleshoot design/construction problems while managing and coordinating the implementation of complex Information Technology (IT) and Information systems (IS) projects.

The BIT Project Manager will be deployed onsite as needed by the District to fulfill both oversight requirements and reporting functions to District IT..

Scope of Work

- Provide strategic guidance and support to address design and construction related issues while serving as a liaison to District IT and Facilities
- District-wide construction oversight and administration as it pertains to IT and AV related infrastructure on current building projects and pending building designs
- As needed technology guidance and project management oversight for all infrastructure technology trades
- Ensure District Standards and Master Specifications are enforced
- Provide weekly or bi-weekly reports depending on activity and the needs of the District describing major milestones, actions or recommendations

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- Formally respond to request for information (RFI's) as submitted by CM and trades
- Review, comment, and coordinate approval of submittals as presented by CM and trades
- Plan, organize, coordinate, and report performance of IT projects to District IT
- Actively participate in regular construction meeting and address IT related items as they arise
- Participate in design review ensuring standards are captured in the following construction phases: schematic design, design development, and construction documents.
- Develop detailed technical scopes of work to support IT projects
- Conduct site visits to field verify installation of IT/AV related infrastructure and enforcements of District IT standards. Produce field reports as necessary.
- Review IT and AV related contract documents and ensure deliverables are complete and accurate
- Reviews contract documents for compliance with design codes and standards, design criteria and District policies and procedures
- Track all project status and provide management reports relative to construction project delivery schedules
- Identify risks and present risk mitigation plans to District
- Review and validate IT/AV related contractor change orders
- Interacts with District IT staff and vendors to resolve communications equipment and telephone network issues
- Provide AV installation Oversight and Coordination for Technology in the AV Centric Spaces
- Report and collaborate with District IT on all IT/AV project matters

Cost Summary

The services as described within this proposal will be billed on a time and materials (T&M) basis at the rates described below for the project term of 6 months. The range of allotted monthly hours estimated for the BIT Team is 180 to 220 hours totaling \$31,500 to \$38,500 per month. This 6-month phase total is projected at \$231,000. During the interim period, services provided to the District include \$32,425. The grand total projected to cover all Districted requested scope is \$ **263,425**.

Rate: Building Information and Technology Team including AV Subject Matter Expert will be billed at the discounted rate - \$175/hr.

The above SOW and allotment of hours are based on information provided by the district and targeting a similar level-of-effort to current engagements with the District and comparable services presently being provided to the District. While the per-month estimate is commensurate with current expectations and is intended to meet the needs of the District, the allotment of hours may be depleted in more or less time based solely on the District's needs.