

EFRAIN RUBIO
Project Management Consultant Services

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October 28, 2020

Mr. Kevin Emenaker,
Executive Director,
Administrative Services
Alvord Unified School District
9 KPC Parkway
Corona, CA 92879

RE: Proposal for Project Management Consultant Service

Dear Kevin,

As requested, I am pleased to submit the following proposal for your consideration:

Statement of Proposed Work:

Efrain Rubio ("Consultant") to perform responsibilities and processes relating to construction project management for the Alvord Unified School District ("District"). Services to include, but are not limited to:

- Act as an on-site District representative and provide oversight of the assigned project(s)
- Maintain a list of contractors and workers on a project site
- Temperature screening requirements related to COVID-19
- Ensure:
Project area is secure; only authorized personnel enter the worksite; Contractors do not interact with school employees and students; deliveries do not interfere with the day to day school activities; noisy work is performed during non-instructional periods; work is not being performed outside permitted work hours; coordination of inspections with DSA Project Inspector.

Billable Rate: \$95.00 per hour

Payment: Consultant agrees to submit a monthly statement of itemized hours worked to the District Facilities and Planning Department, as approved under the Agreement. Compensation payable to Efrain Rubio (Sole Proprietor).

Payment Terms: Net 30, Upon Receipt of Invoice

Please do not hesitate to contact me if you require additional clarification or information.

Sincerely,



Efrain Rubio