

Brookwood Advisors

Date: March 21, 2017

To: Josie Peterson & John Hashizume
Pacifica School District

From: Shepherd Heery & Alan Katz
Brookwood Advisors

Subject: Scope Definition and Preparation of the Developer RFP
Phase 1
Pacifica School District

ATLANTA
LOS ANGELES
PALM BEACH
SAN FRANCISCO
SEATTLE

Brookwood Advisors, in collaboration with the District, and consistent with the intent of the Memorandum of Project Intent dated March 6, 2017, will define the elements of the Project Program and Design Criteria needed to be conveyed to proposing Developers in the Oddstad Site RFP Process. Brookwood Advisors will work with the District's Attorney to prepare the Contract for inclusion in the RFP. More specifically:

Definition of the project scope, project quality and program, including the expectations for Developer/Contractor's communication with the district, clarity for the services to be provided by the Developer/Contractor's to the District, and Developer/Contractor's documentation of the Project appropriate for reviewing and recommending a Developer/Contractor.

Development and documentation of the Proposal requirements to be submitted by the proposing Developer/Contractors, including proposed team members and consultants, appropriateness of experience, financial capacity to perform the work.

Determine the appropriate procurement process best suited to the Project

Clarify and document the key project assumptions, program and other specific requirements important to the District that will affect Proposals by Developers

Identify and review elements of risk, and recommend and include in the RFP allocations and potential mitigation measures for Developer consideration

Assemble for the RFP existing documentation that reduces unknown elements of the Project

Based on discussions with the City, outline the assumptions for the Entitlement Process
Define the input the District will wish to have after the selection of the Developer and what, if any, decisions they may wish to control.

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Fee, Schedule and Document Ownership

Services shall be provided on a Fixed Fee basis of \$20,000 plus typical and reasonable reimbursable expenses. If determined by the District that consultation by a professional engineer in a specialty area (such as acoustics) benefitted the project, such consultant(s) would be coordinated by Brookwood and integrated into the RFP process at Consultant's cost without additional fee by Brookwood Advisors.

Upon Approval to proceed, the length of time for the Phase 1 effort is expected to last approximately 2 months.

All Materials and documents produced or obtained from other sources by Brookwood Advisors related to the subject project shall become property of the District and retained by the District