Dear Dr. Lewallen:

Lionakis is pleased to submit our fee proposal for facility master planning services at the three college campuses of Hartnell Community College District including the main campus in Salinas, CA, Alisal Campus and the King City Campus. This Master Plan will address all three of the Districts campuses.

DESCRIPTION OF PROJECT

The purpose of the Facilities Master Plan (FMP) is to provide a guide for future campus development. The objective of the FMP is three fold;

- Evaluate on a macro level, existing facilities qualitatively for the purpose of identifying the extent of renovation required to provide cost efficient and serviceable buildings to meet educational needs.
- Evaluate existing facilities quantitatively for the purpose of evaluating the efficient utilization of space to meet educational needs.
- Develop a plan that addresses facility modifications, renovations and expansion that support the goals of Hartnell College and their educational needs.

The following scope of services represents the plan to achieve these goals.

BASE SCOPE OF SERVICES – PART 1

1. Review all existing documentation including the education master plan, the previous master plan and all other documentation pertaining to the master plan for the college.
2. Facilitate meetings; meet with the District to more clearly understand the goals and desired direction for the master plan.
3. Develop plan; facilitate meetings with the facilities master plan committee to identify the parameters of the plan, planning objectives, the expected outcome, schedule and deliverables for the master plan.
4. Research; background and field research to identify issues that impact the College and that should be addressed in the document.
5. Facilities Assessments: conduct a site tour of the campus to familiarize the team with existing facilities, programs, traffic/ pedestrian/ service flows and much more. Develop a site tour report that records findings and makes preliminary recommendations of areas needing improvement or corrective actions. A comprehensive needs assessment of the existing facilities should not be required.
   a. This review of existing conditions should incorporate the Facility Assessment Report located in the Fusion system. This can be used as the base information.
   b. The base information will be augmented by our visual observations, feedback from facilities personnel, existing documentation and others if needed.
   c. Consideration will be given to non-assignable space as well, including restroom facilities, walkways, stairs, exiting, janitor’s closets, mechanical rooms and the like.
Dr. Willard Lewallen  
Facilities Master Plan – Hartnell CCD  
November 4, 2013  
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d. We will rely on the advice of Facility staff recommendations for infrastructure upgrades for the existing facilities such as mechanical or electrical improvements.

e. Exterior review will include walkways, roads, parking, landscape, athletic fields, support spaces and areas and any other areas on campus.

6. In conjunction with the college representative, identify and develop the criteria to be used to prioritize the needs of the college.

7. Analyze and address the list of facility needs established by the assessment and create solutions for the issues.

8. Facilities Capacity; analyze the existing campus building area in comparison to California Community Colleges Chancellor’s office standards for community colleges to determine the actually utilization of existing space in comparison with the recommended standards. Incorporate into the analysis the projected increases of space that will be added by recently completed projects and projects in progress from the bond program. One of the outcomes of this analysis is to determine if there is spare capacity at the College and how many more (or less) students can be supported by the existing space.

   a. Standard Chancellor’s office formulas and space projections will be utilized to develop space needs for assignable and non-assignable space and other site services such as parking.

   b. Overall site capacity will be dependent on factors that may be unable to define such as local agency requirements, environmental issues and other similar items. We can define a budget area of useable space that may be available for the overall campus development.

9. Space Utilization; after determining the capacity of the facility, we will determine the actual utilization of the campus facilities as a total and individually by space to determine where additional capacity can develop.

10. Bond funded projects; many of the proposed bond funded projects have been started and some have finished on the campus. These projects must be figured into the master plan with the intent to balance the program need with the available space in the facilities on the campus or identify future needs for the campus. We will also review those projects that have not started to determine the appropriate scope of those projects. We will prepare a draft document that includes all assignable square footage and for each bond funded project that has not started.

11. Future projects; for those projects not falling in the near term, bond funded category, we will define a project description for each with enough clarity to clearly understand the intent of the project.

12. Traffic and circulation; a traffic analysis will not be provided for this campus master plan. We will make note of the existing traffic patterns and circulation patterns including public transportation and pedestrians that include recommendations for improvements.

13. Athletic fields; athletic and PE facilities will receive the same facility assessment as provided for the rest of the campus.

14. Outreach Centers; outreach centers at Alisal Campus and King City Campus will be identified as linked to Hartnell College Main Campus but will be addressed independently from each other and from the College. The level of analysis will be similar but to a lesser degree due to the smaller scale of the campuses.

15. Demographics; research and analyze the existing student body and state projected growth. Also included is the analysis of the surrounding communities and how they may impact future growth on campus.

   a. External Scan; review the demographics of the surrounding communities and those that feed into the District to determine community growth patterns over time and by subset. This could also identify future student career opportunities and trends. From these trends and information, program planning may be adjusted to support possible opportunities in the community.

   b. Internal Scan; review and research demographics, participation rate projections, program surveys and other similar growth and utilization projections to determine anticipated growth patterns of student population, expected growth patterns by program or department.
16. Detailed Program Analysis; meet with department heads to review their programs and develop potential program needs that could be considered in the development of alternatives in the master plan. Consideration will be given to program growth, changes in the method of instruction, safety procedures, and opportunity for partnership and growth.

17. Community Outreach: both at a college level and a local community level to gather information, share ideas and concerns, encourage feedback, develop connections.

18. Classroom Use Analysis; review each classroom and lab for a one week basis to determine specific utilization and consideration for restacking of classroom use.

19. Develop an overall campus plan that delineates the projected projects.

20. Implementation Plan; once the list of projects can be defined, we will prepare an implementation plan that identifies how to proceed with campus development including project sequencing and scheduling. Consideration should be giving for potential funding of these future projects.

21. Prepare a master plan document that clearly delineates the results of the research performed from a qualitative and a quantitative perspective and the recommended projects that resolve the issues that are uncovered in the research. Submitted for your review and comment.

22. Upon receiving your comments we will revise and submit the final document.

CLARIFICATIONS

1. The master plan will respect the building plans that are already in motion for the Campuses and balance the facility needs of the campus with the projected space for the campus.

2. We cannot make recommendations or give direction dealing with hazardous materials.

3. Our proposal does not include services for a topographic survey, legal descriptions, off-site improvement design, soils investigation, CEQA/EIR, reports or testing. These are considered information or services provided by the Owner.

4. We understand there is a desire to incorporate sustainable design into the master plan. We support this desire and will incorporate sustainability into the design for this master plan as part of our services.

5. We request copies of all the existing documentation of building plans, both old and new projects still in design. We also request all the site plans available for the campus. If they are available in CAD we would request those files. We would also request the previous master plan document in electronic format (preferably Word) and any other documents pertinent to this master plan.

6. We will make available to the District any photographs that we have taken of the project in the planning phase. Special trips for the expressed purpose of photographing are not included.

7. The District will identify the available capacity of the campus systems (utilities such as water, sewer, power, gas, phone and data) to support the expansion of these utilities if necessary. This master plan does not include the analysis, design or construction for infrastructure of utilities or technology backbone.

8. We are prepared to attend one board meeting to present the facility master plan.

9. Following is the list of meetings with the district that are included in the base fee for Part I scope of work;
   a. Project Initiation One (1) meeting
   b. Master planning Up to twenty (20) meetings
   c. Governing Board one (1) meeting
   d. Community Meetings Up to three (3) meetings
DELIVERABLES (INCLUSIVE OF ALL CONSULTANTS)

1. Our proposal includes a master copy and 3 printed copies of each draft of the master plan documents. In general, we will produce and forward master copies and printed copies of each draft to the College for reproduction purposes.

2. We have included in the direct expenses delivery charges that may be needed to deliver the draft copies identified in #1 above.

3. We anticipate travelling to Salinas and Hartnell College for these meetings. We have included travel expenses related to this travel for the meetings defined in the proposal letter.

4. All other incidental printing required for meetings minutes, agendas, preliminary drawings and plans for review at meetings are included in the basic services.

5. Drawings and documents of the master plan will be prepared and distributed as hard copies as well as electronic format. Drawings will be submitted in PDF or TIF electronic file format.

COMPENSATION

For the Base Scope of Services – master planning services described in the proposal above, we would propose to perform these services as a fixed fee proposal. We would anticipate that the professional services described above will be completed for a fixed fee amount of $135,000. (One Hundred Thirty Five Thousand dollars).

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<th>Description</th>
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<tr>
<td>Base Scope of Services</td>
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<td><strong>Total Base Scope of Services Amount</strong></td>
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Please call me if you have any questions or comments regarding this fee proposal. We look forward to working with you and Hartnell College again on this exciting master plan.

Sincerely,

![Signature]

David P. Younger, AIA, LEED
Principal
Lionakis