February 23, 2012

Laura McCarty
Director of Modernization
College of Marin
835 College Avenue
Kentfield, CA 94904

Proposal for Facilities Master Plan (FMP) Update
AMENDMENT #1

ARCHITECTURE/vbn is pleased to submit this Amendment Proposal for the discussed scope of work related to the College of Marin’s Facilities Master Plan Update.

AMENDMENT #1 CONTEXT
Recent analysis of WASCH Recommendation #7 suggests that additional effort is required to provide insight into the District’s historical and recent planning and implementation of facility related projects. The District requires supportive documentation of Measure C planning and implementation to accompany the FMP Scope of Work, providing WASC with evidence of the District’s effective and efficient management of facilities.

FMP CONTEXT
The College of Marin is nearing completion of its 2004 Measure C Bond Program. Through use of its $249.5 million dollars, the District has been afforded the modernization and new construction of buildings critical to its successful education of its students and community. Nearing this completion, the District is in need of documenting the new space that has been added to the campus, how it and remaining spaces on campus are utilized, how they meet the educational needs of its programs, and defining the on-going operational and maintenance costs. In order to achieve one of the WASC requirements, the District is to develop “a facilities master plan to ensure the effective utilization and quality of physical resources which are necessary to support its programs and services.” The District has identified ARCHITECTURE/vbn to assist in the facilities master planning that will answer this need and provide a live-data tool that can capture on-going data adjustments and serve long-range needs for facilities planning and maintenance, in support of the District’s Educational Master Plan.

AMENDMENT #1, SCOPE OF WORK

+ TASK A
  + Review and document process, planning, and implementation related to Measure C Bond Program
    + Previous Master Planning: Visioning/Goals, District-wide Program Analysis, District Standards and Guidelines, Long Range Plan, Bond Spending Plan

+ TASK B
Note adjustments to Plan since its development and note current status of adjusted Plan; completed, in-progress

Coordination with Swinerton Management & Consulting

**TASK C**

Read/Analyze WASC Handbook as reference to requirements of Accreditation (as related to planning and provision of Facilities, specifically):

- Standard III, B. Physical Resources
- Standard III, C. Technology Resources
- Standard III, D. Financial Resources

Document District’s past and current undertakings that are in support of Standard III, B., as related to the Facilities Master Plan.

- Standard III, B. Physical Resources
- Reference to C. and D. will be made, as appropriate.

**SCHEDULE: Amendment #1 Scope:**

ARCHITECTURE/vbn will facilitate review of in-progress deliverables as outlined below. Schedule of Final Deliverables are per attached Process Plan. The below dates are aligned with FPC Meetings.

- Draft data development 3/13/12 *(highlighted orange in Process Plan)*
- Final data development 4/17/12 *(highlighted orange in Process Plan)*
- Draft FMP 5/1/12 *(highlighted orange in Process Plan)*

*The above schedule is dependent on data receipt from district and scheduling of required meetings with the District and District Consultants. ARCHITECTURE/vbn understands the intent of the schedule is to provide adequate progress that can confirm receipt of intended deliverables to address WASC requirements.

Attached, please find our revised Process Plan noting work/meetings completed to-date and new weekly/bi-weekly FPC meetings.

**FEE S**

Based upon the scope of work identified above, we propose to provide these services for the subject project for a fixed fee of $71,000 (seventy-one thousand dollars), inclusive of all project expenses, except as noted below.

**Summary of Additional Scope/ Approximate Fees:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Approx. Cost</th>
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<tbody>
<tr>
<td>TASK A</td>
<td>Measure C Bond Program Documentation</td>
<td>$6,000 (approx. 40 hours)</td>
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<tr>
<td>TASK B</td>
<td>Document Adjustments in Plan</td>
<td>$1,440 (approx. 8 hours)</td>
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<tr>
<td>TASK C</td>
<td>WASC Standards fulfillment</td>
<td>$3,600 (approx. 20 hours)</td>
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<td><strong>SubTotal</strong></td>
<td></td>
<td><strong>$11,040</strong></td>
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<td></td>
<td>Five (5) Additional FPC Bi-weekly Meetings</td>
<td>$4,400*</td>
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<td><strong>Total of above</strong></td>
<td></td>
<td><strong>$15,440</strong></td>
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<td>*Additional teleconference or in-person meetings will be an additional service</td>
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Should any aspect of this project require services that are beyond the scope indicated in this letter, ARCHITECTURE/vbn will advise the District and provide a proposal for such services in as timely a manner as possible.

**REIMBURSABLE EXPENSES**

All anticipated project expenses are included in the above noted fees, exclusive of final, printed copies. Such expenses are subject to the District’s desired quantities and cannot be determined at this time.

**PAYMENT SCHEDULE**

560 14th Street, Oakland, CA 94612  (510) 763-1313 Fax (510) 465-1586
Invoices are mailed at the beginning of each month for work completed in the previous month. Payment is due upon receipt and unpaid balances will earn interest at the rate of 1-1/2% per month after thirty (30) days.

If this Proposal meets with your approval, we look forward to preparing the District Contracts with you.

Sincerely,

[Signature]
Rob Barthelman, AIA
Principal