



March 7, 2019

Owen Letcher
NCARB, LEED AP
Vice Chancellor, Facilities/Bonds Program & Operations
Chabot-Las Positas Community College District
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568

Re: CLPCCD - Security Master Plan Implementation

Subject: Security Consulting Time and Materials Service Agreement

Dear Mr. Letcher:

CATALYST Consulting Group, Inc. is pleased to provide this proposal for Security Consulting and Design Services to support the Chabot – Las Positas Community College District (CLPCCD) Security Management System Implementation on a Time and Materials, as needed basis.

Available services include the following:

- Assist the District in defining new security devices and installation requirements for existing buildings and facilities to bring them into full compliance with the Security Master Plan Specifications.
- Ensure compliance with the Security Master Plan related elements campus and District projects that are developed by the architectural and engineering teams selected for those projects.
- Provide peer review of new building security system related designs to ensure compliance with the Security Master Plan.
- Provide as-needed security related coordination, support and advise to District personnel.
- Coordinate with the Campus Master Plan architects to ensure security related elements are adequately addressed.
- Provide any other security related design and consulting services as requested by the District and/or campus representatives.

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CATALYST proposes that requested tasks that will require fewer than four hours to complete will be performed on request. For tasks that will require greater than four hours to complete, CATALYST will develop an estimate of hours, based on the task requirements provided by the District or campus representative, which will require District approval and written authorization prior to commencement. Estimated hours will not be exceeded without written authorization from the District or campus representative. Tasks will be billed on a monthly basis. Invoices will include the individual task(s) requested, the requesters, and a breakdown of hours by task performed.

CATALYST further proposes to establish the initial Security Consulting Services contract that establishes an account with a fixed amount (\$10,000, for example) that can be billed against, as described above. If the account nears depletion, it can be re-funded at the discretion of the District. Under no circumstances will the account be fully depleted and or overbilled.

Provided services will be billed based on CATALYST's published 2019 hourly rates, included below for reference.

President:	\$ 175.00
Vice President	165.00
Project Manager	155.00
Senior Designer	145.00
System Designer:	125.00
CAD Drafting/Plotting:	95.00
Clerical:	55.00

Reimbursable expenses, including mileage billed at the current IRS mileage rate and any task related material items, will be billed at cost plus 10% and include copies of mileage reports and receipts, as applicable.

Owen, I trust this proposal meets with your approval. If you have any questions, or require additional information, please do not hesitate to contact me. Thank you for your time and consideration.

Best Regards,
CATALYST Consulting Group, Inc.

Kevin M. Wood
Vice President - Operations