



July 1, 2020

Mountain View Los Altos Union High School District
Attn: Mike Mathiesen
1299 Bryant Ave.
Mountain View, CA 94040

Re: **Agreement for Non-Measure E Project Development Services Fiscal Year 2021**

Dear Mike,

Thank you for the opportunity to provide support for your District's construction program. This letter can serve as a basic agreement for hourly consulting services as needed by the District. I recommend a not to exceed amount of \$100,000. We will work closely with you and your staff to monitor our efforts and ensure we are providing value to the District.

Basic Terms

- RGM Kramer, Inc. as a qualified Program and Construction Management firm shall provide hourly consulting services to assist the District as needed in support of your infrastructure improvement projects. Assistance will be provided with project planning, contractor prequalification, program and project budgeting, project scheduling, non-construction vendor procurement and management, cost tracking and reporting, board meeting preparation, agency compliance etc.
- The scope of services provided can remain flexible and may be adjusted as the needs of MVLA and capabilities of RGMK staff dictate.
- Should procurement and management of construction contractors be desired, we will ask that a project-specific CM contract be considered.

Fees and payments

Payment for services shall be on a time-and-material basis in accordance with the schedule of rates attached. Basic hourly rates include RGMK's cost of labor, payroll taxes, general liability insurance, workers compensation insurance, health insurance, retirement benefits, vehicle usage, auto insurance, cell phone, personal computer and home office overhead expenses. Receipts for any specific MVLA project expenses will be submitted with invoices. Invoices will be submitted the first week of each month and payments are due 14 days after submission of the invoice.

Termination of this agreement

MVLA or RGMK may cancel this Agreement at will with a one day written notice. Upon receipt of, or giving of such notice, RGMK will immediately terminate work and turn over all documents and MVLA owned property in its possession. MVLA upon final invoice shall promptly make final payment as indicated above.

Mike, I look forward to working with you on planning for your construction projects. If you are in agreement with these terms, you may simply sign and return a copy of this letter. If you wish to enter into a standard purchase order agreement, respectfully make reference to this letter to help define the terms of our agreement.

Sincerely,

A handwritten signature in blue ink that reads "Richard Kramer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Richard Kramer
President

Accepted by: _____

Date: _____



RGM Kramer, Inc.

2020 BILLING RATE SCHEDULE

Classification	Rate
Principals	\$ 200.00
Project Executives	190.00
Sr. Program Managers	190.00
Deputy Program Managers	160.00
Sr. Project Managers	175.00
Project Managers 1	160.00
Project Managers 2	145.00
Contracts Managers	135.00
Asst. Project Managers	120.00
Sr. Estimators / Sr. plan reviewers / Sr. schedulers	170.00
Estimators / plan reviewers / schedulers	160.00
Move Managers	115.00
Project Engineers 1	120.00
Project Engineers 2	95.00
Project Assistants / Coordinators	85.00
Administrative Assistants	75.00
Clerical / Interns	60.00
Sr. Construction Manager / Sr. Construction Superintendent	170.00
Construction Manager / Construction Superintendent	155.00
Asst. Construction Manager / Asst. Construction Superintendent / Foreman	120.00
Labor compliance Manager	95.00
Outside Consultants / Services / Temporary Facilities / Supplies	Invoice + 15%

The above rates are subject to annual adjustment each January.