memorandum

date 16 April 2002

to Bruce Baron - LASC

from Robert Sabbatini

project name Facilities Master Plan – LASC SA#14069.00

subject Additional Services Request #3
Middle College High School

BRUCE:
We are requesting authorization for additional services for meetings with LASC not currently included in our scope.

Purpose
To understand how collaborative delivery of educational programs and services by LASC and MCHS will impact facilities and academic master planning services for LASC, including options for integration and articulation of the educational program. The scope will explore facility needs including costing.

Fee and Payment
Labor: Fixed price (lump sum)
Expenses: Not to exceed
Further discussion with the MCHS, LAUSD, and LASC may lead to altering the tasks and consequently the resulting fee.

Please refer to table below:

Additional Services #3 - Fee Summary
Middle College High School
Master Planning Services - Los Angeles Southwest College

<table>
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<th>Sasaki</th>
<th>MGT of America</th>
<th>Davis Langdon</th>
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Attachments
MGTC Scope of Services

END OF MEMORANDUM
MGT of America, Inc.
Project Proposal

LASC / Middle College High School Master Planning

April 15, 2002

Proposed Scope of Work

Goals:

1. To understand how collaborative delivery of educational programs and services by Los Angeles Southwest College (LASC), Los Angeles Unified School District (LAUSD) and Middle College High School (MCHS) will impact facilities and academic master planning for LASC.
2. To explore options for integration/articulation of educational program and service delivery which will maximize and leverage instructional and physical resources.
3. To explore facilities remodeling and/or new construction opportunities that will create integrated student learning environments beneficial to both LASC and the MCHS.

To meet these study goals, we propose the following work plan.

Proposed Work Plan

Project Initiation

Schedule and conduct an project initiation meeting with LASC, MCHS, and LAUSD representatives. The goals of this meeting would be:

- To develop lines of communication
- To examine existing interagency agreements/contractual arrangements.
- To review existing documentation relating to LASC and MCHS programs and curriculum, schedules, and classroom/lab utilization to identify collaborative learning opportunities and learning environment requirements.
- To develop a detailed work plan with specific outcomes and schedule for LASC master planning activities.

Meeting could take place in Los Angeles in April or early May.

Initial Data Analysis

Perform initial analysis of data to prepare for site visit. The analysis would include a review of LASC and MCHS strategic plans, educational curriculum, class schedule, and room and site inventory. Develop requests for additional data and prepare questionnaires for site visit.

Site Visit

Site visit with representatives of LASC, LAUSD, and MCHS to accomplish the following:
• Collect further detail about MCHS program, schedules, and learning environment requirements.
• Verify and complete room inventory
• Conduct interviews with Los Angeles Unified School District representatives, MCHS Principal and District curriculum planners to ensure understanding of MCHS educational program and explore opportunities for collaborative learning opportunities.
• Conduct focus groups (3) with MCHS teachers to identify collaborative learning opportunities and learning environment opportunities.
• Conduct focus groups (3) with MCHS student groups to determine their perspective for collaborative learning opportunities and facility elements which contribute to or detract from the educational experience.
• Explore opportunities with LASC administration and staff (3 sessions) to identify specific collaborative learning opportunities and shared use of facilities by MCHS.
• Conduct wrap-up meeting with LASC President and MCHS Principal/LAUSD key administrators to staff to review findings and discuss master planning direction.

This visit would take one week and could occur in late May or early June.

**Prepare Draft Report**

Prepare draft report using data collected to date. Report will include:

• Analysis of collaborative educational program opportunities and resulting facility needs/requirements
• Space utilization study by room, by hour, by day of week
• Recommendations to increase collaborative learning opportunities and facility utilization through scheduling changes
• Recommendations for facility rehabilitation/renovation to enhance collaborative learning environments.

**Review Draft Report**

Review draft report with school and college representatives to confirm data and observations and to review recommendations. Make revisions as appropriate.

This review could take place via telephone conference, in order to keep travel costs to a minimum.

**Present Final Report**

Present final report to school and college representatives in late June or early July.

**Proposed Project Team**

**Consultant for Space Utilization, Mr. Tom Jones**, Mr. Jones is a partner with MGT and nationally recognized in the field of educational space planning. He led the space utilization study Southwest College and is currently conducting a space analysis study for all of the higher education institutions in Nevada.

**Consultant for Educational Programs, Mr. Bill Olfert**, Mr. Olfert is an expert in educational planning and programming for both K-12 and higher education. He has recently
completed studies and implementation plans for integrated high school, college, and business/industry academic and technical programs involving shared facilities, staffing and funding. Mr. Offert is also currently involved in academic programming studies relating to the current LASC master planning initiative.

Consultant for Educational Programs, Mr. Dave Teater, Mr. Teater has extensive planning and operational expertise in secondary schools. Mr. Teater is a former school superintendent and whose focus is primarily in the area of school finance. He has recently completed several school management audits for school districts in Idaho, Washington, Florida, and Tennessee.