

# Redlands Unified School District

## Agreement for Contracted Services

This is an AGREEMENT between the REDLANDS UNIFIED SCHOOL DISTRICT, hereinafter referred to as the “DISTRICT,” and PBK Architects, located at 8163 Rochester Avenue Rancho Cucamonga, CA 91730 hereinafter referred to as “PROVIDER,” entered into as of the date of its execution.

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, PROVIDER is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

### 1. **TERM**

PROVIDER agrees to render all necessary and reasonable services to the DISTRICT regarding Facilities Master Planning Services in accordance with directions as stipulated by the DISTRICT during the period beginning April 2025 and ending December 2025.

### 2. **PROVIDER RESPONSIBILITIES AND SCOPE OF SERVICES**

2.1 The PROVIDER’S duties will include, but not be limited to:  
the tasks described in:

ATTACHMENT A: PBK PROPOSAL FOR FACILITIES MASTER PLAN RFP #10-25 –  
3/25/2025

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In the performance of consulting services, the PROVIDER will provide the DISTRICT (prior to the commencement of the services) with an outline of the proposed services indicating objectives, procedure, cost, and evaluation.

Written progress reports by the PROVIDER will be furnished if such services are performed over a period of time and such reports would be appropriate with the activities.

#### 2.2 PROVIDER’S Additional Services

2.2.1 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section shall entitle the Architect to compensation as agreed upon and by an appropriate adjustment in the Architect’s schedule.

2.2.2 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner’s written authorization:

2.2.2.1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, or the Owner’s schedule or budget;

2.2.2.2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared deliverables;

2.2.2.3 Changing or editing previously prepared deliverables necessitated by official interpretations of applicable codes, laws, or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction, or (b) contrary to requirements of the deliverables when those deliverables were prepared in accordance with the applicable standard of care;

2.2.2.4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants;

2.2.2.5 Preparing digital models or other design documentation for transmission to the Owner's consultants, or to other Owner-authorized recipients, beyond the written protocols governing transmission, use, and reliance on digital data; or

2.2.2.6 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto.

2.2.3 The Architect shall provide Master Planning Services exceeding the limits set forth in ATTACHMENT A as Additional Services. When agreed upon limits are reached, the Architect shall notify the Owner.

2.2.4 If the Master Planning Services covered by the Agreement have not been completed within 12 months of the date of the Agreement, through no fault of the Architect, extension of the Master Planning Services beyond that time shall be compensated as Additional Services.

### **3. OWNER'S RESPONSIBILITIES**

The Owner shall provide services specifically designated as the Owner's responsibility.

3.1 The Owner shall provide the Architect with data, information, and documentation that is reasonably necessary to perform the Master Planning Services, such as studies, reports, surveys, phasing plans, maps, design standards, the Owner's Master Planning Objectives, budget, schedule, constraints, and criteria for the Project. The Owner shall conduct tours and explain the original and current uses of the Site.

3.2 The Owner shall facilitate access to the Site, buildings, and personnel in a timely manner, and as necessary, for the Architect to perform the Master Planning Services.

3.3 When requested by the Architect to perform the Architect's Services, the Owner shall furnish surveys to describe physical characteristics, legal limitations, and utility locations for the Site of the Project, and provide a written legal description of the Site. The surveys and legal information shall include, as applicable, deeds, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the Site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths.

3.4 If requested by the Architect to perform the Architect's Services, the Owner shall furnish the services of geotechnical engineers, such as test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests, and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

3.5 The Owner shall furnish tests, inspections, and reports required by law or requested by the Architect to perform the Architect's Services, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials as identified by the Owner.

3.6 The Owner shall identify stakeholders, and arrange and coordinate meetings between the Architect, stakeholders, and other interested parties, as directed by the Owner.

3.7 The Owner shall identify a representative authorized to act on the Owner's behalf to participate in and facilitate the planning process, and to provide decisions made by the Owner in a timely manner.

3.8 The Owner shall render decisions and approve the Architect's deliverables in a timely manner to avoid unreasonable delay in the orderly and sequential progress of the Architect's Services.

After all services have been performed, the Board of Education may request a written summary report of the service, including comments on the degree of the objective achievement, evaluation of the program as well as any recommendations by the PROVIDER. PROVIDER should be prepared, if requested, to provide this information.

PROVIDER affirms awareness of all Federal, State, and local licensure requirements for performing the tasks described in this contract and that all such licenses, permits, certifications or other regulatory requirements have been met and are currently valid. PROVIDER further acknowledges compliance with California statutes pertaining to workers' compensation insurance and provisions of the California Labor Code and affirms that all activities carried out pursuant to this contract shall be in compliance with said workers' compensation statutes and regulations.

#### **4. INSURANCE**

PROVIDER shall procure and maintain at all times it performs any portion of the Services the following insurance:

- 4.1 Commercial General Liability Insurance in the minimum amount \$2,000,000 per occurrence, including coverage for property damage, bodily injury, personal & advertising injury, products and completed operations, liability assumed under an insured contract (including tort of another assumed in a business contract), and independent Provider's liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit. DISTRICT, its officials, trustees, officers, agents, employees, volunteers, and representatives ("District Entities") shall be named as additional insureds with respect to liability arising out of the Services performed by or on behalf of PROVIDER under this Agreement. The policy shall contain a severability of interests/cross liability clause or language stating that PROVIDER's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- 4.2 Professional Liability (Errors and Omissions) Insurance appropriate to PROVIDER's profession, with limits not less than \$2,000,000 per occurrence or claim and \$4,000,000 aggregate. If the E&O policy provides claims-made coverage: 1) The Retroactive Date must be shown, and must be before the anticipated commencement of Services., 2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after termination of this Agreement; and 3) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, PROVIDER must purchase "extended reporting" coverage for a minimum of five (5) years after termination of this Agreement.
- 4.3 Sexual Abuse and Molestation Insurance with at least the same limits as set forth above for the CGL coverage, covering bodily injury, emotional distress, or mental anguish related to any claim, cause of action or liability associated with child molestation or sexual abuse. District Entities must be named as additional insureds. The coverage must contain a severability of interests/cross liability clause or language stating that Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 4.4 Commercial Automobile Liability Insurance in the minimum amount of \$1,000,000 per accident for bodily injury and property damage covering any auto, including all vehicles that are owned, non-owned, and hired and personal injury protection. If Provider has no owned autos the policy may be limited to cover hired and non-owned autos only. The policy must provide Contractual Liability coverage equivalent to that provided in the 1990 and later editions of ISO form CA 00 01.
- 4.5 Workers' Compensation Insurance: Coverage must be at least as broad as that which is required by the State of California, with Statutory Limits. PROVIDER must also maintain Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- 4.6 Provider Insurance Primary: For any claims related to this Agreement, PROVIDER's insurance coverage shall be primary insurance coverage. Any insurance or self-insurance maintained by the District Entities shall be excess of PROVIDER's insurance and shall not contribute with it.
- 4.7 Waiver of Subrogation. Provider hereby grants to the District Entities, a waiver of any right to subrogation which any insurer of said Provider may acquire against DISTRICT, its board of trustees, officials, employees, volunteers, and agents by virtue of the payment of any loss under such insurance. PROVIDER shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not DISTRICT, its board of trustees, officials, employees, volunteers, and agents have received a waiver of subrogation endorsement from the insurer.
- 4.8 Acceptability of Insurers. Unless otherwise acceptable to DISTRICT, all insurance is to be placed with insurers authorized to conduct business in California with a current A.M. Best's rating of no less than A:VII, or approved by the Surplus Lines Association to do business in California.

- 4.9 Verification of Coverage. PROVIDER shall furnish DISTRICT with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by DISTRICT before commencement of the Services. However, failure to obtain the required documents prior to the commencement of Services shall not waive PROVIDER's obligation to provide them. DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- 4.10 Waivers, Modifications, or Changes. Any modification or waiver of the insurance requirements herein shall be made only with the written approval of the DISTRICT. Not more frequently than annually, if in the opinion of DISTRICT the amount of the foregoing insurance coverages is not adequate or the type of insurance or its coverage adequacy is deemed insufficient, PROVIDER shall amend the insurance coverage as required by DISTRICT.
- 4.11 Other Insurance Provisions: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
- a. DISTRICT, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of PROVIDER; instruments of Service and completed operations of PROVIDER; premises owned, occupied or used by PROVIDER; or automobiles owned, leased, hired or borrowed by PROVIDER. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds.
  - b. For any claims related to the projects, PROVIDER's insurance coverage shall be primary insurance as respects the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of PROVIDER's insurance and shall not contribute with it.
  - c. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Additional Insureds.
- 4.12 PROVIDER's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 4.13 Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to DISTRICT.
- 4.14 PROVIDER shall furnish DISTRICT with Certificates of Insurance showing maintenance of the required insurance coverage and original endorsements affecting general liability and automobile liability coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by DISTRICT before Services commence.

PROVIDER agrees to provide DISTRICT with proof of insurance no fewer than five (5) working days prior to commencement of duties described in this contract. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice to DISTRICT. PROVIDER further agrees to notify DISTRICT immediately of any change in status affecting PROVIDER's licensing and/or ability to perform duties described herein.

## **5. INDEMNIFICATION**

In relation to this contract and in respect to carrying out any of the activities associated with the performance of this contract, PROVIDER agrees to hold harmless and indemnify the DISTRICT, its officers, agents and employees from every claim or demand against the DISTRICT associated with alleged liability, loss, damage or expense of any nature whatsoever, which may be incurred by reason of any injury to or death of persons or damage to property, sustained or claimed to have been sustained by any person or property arising out of or in any way connected with the activities of the PROVIDER arising out of this Agreement. However, this indemnification and hold harmless do not apply to any liability for damages which results from the sole negligence or willful misconduct of the DISTRICT, its officers, agents, or employees. DISTRICT assumes no liability whatsoever for any property/equipment placed on DISTRICT premises by PROVIDER. In addition, if the DISTRICT (i) becomes the subject of a subpoena or is otherwise compelled to testify or (ii) becomes the subject of a claim, demand, action or liability brought or asserted by any individual or entity other than the Client ("Third-Party Demand") relating to the Services and such Third-Party Demand is not a direct result of the DISTRICT's negligence or willful misconduct, then Client shall indemnify and hold the DISTRICT harmless from all losses, payments, and expenses incurred by the DISTRICT in resolving such Third-Party Demand.

## **6. LIMITATION OF LIABILITY**

Notwithstanding anything to the contrary in this Agreement, in no event shall either party be liable for any punitive damages, fines, penalties, taxes or any indirect, incidental or consequential damages incurred by the other party, its officers, employees, agents, contractors or consultants whether or not foreseeable and whether or not based in contract or tort claims or otherwise, arising out of or in connection with this Agreement even if advised of the possibility of such damage. DISTRICT's liability under this Agreement shall further be limited to, and shall not exceed, the amount of its available insurance coverage, but not exceeding the limits of coverage outlined in Section 4.

## **7. DISPUTE RESOLUTION**

- 7.1 In the event of any dispute arising out of or relating to this Agreement, such dispute shall be resolved by submission to binding arbitration before Judicial Arbitration & Mediation Services ("JAMS") or ADR Services, at the claimant's choice, in Los Angeles County, California, before a retired judge or justice. If the parties are unable to agree on a retired judge or justice, the selected arbitration service (JAMS or ADR Services) will select the arbitrator.
- 7.2 In any such arbitration, the parties shall be entitled to take discovery in accordance with the provisions of the California Code of Civil Procedure, but either party may request that the arbitrator limit the amount or scope of such discovery against the parties' mutual desire to resolve disputes expeditiously and inexpensively.
- 7.3 The prevailing party in any action, arbitration, or proceeding arising out of or to enforce any provision of this Agreement will be awarded reasonable attorneys' fees and costs incurred in that action, arbitration, or proceeding, or in the enforcement of any judgement or award rendered.

## **8. CONFIDENTIALITY**

The PROVIDER shall not disclose or permit the disclosure of any confidential information, except to its agents, employees and other consultants who need such confidential information in order to properly perform their duties relative to this AGREEMENT.

## **9. COMPENSATION**

District agrees to pay the PROVIDER for services satisfactorily rendered pursuant to this AGREEMENT not to exceed the sum of three hundred and five thousand, six hundred and fifty five dollars (\$360,255), payable as service time is accumulated. Payments shall be made on invoices submitted to the DISTRICT, based on PBK's hourly rates in ATTACHEMENT A (hourly fee schedule, time cost, piece work cost or other type of breakdown listed). Payments shall be made based on invoices submitted to the DISTRICT.

DISTRICT shall not be liable to PROVIDER for any costs or expenses paid or incurred by PROVIDER in performing services for DISTRICT, except when the DISTRICT, upon presentation of appropriate invoices, shall reimburse non-clerical expenses incurred by the PROVIDER in the performance of activities pre-approved by the DISTRICT in writing.

## **10. GENERAL**

PROVIDER, in the performance of this AGREEMENT, shall be and act as an independent contractor. PROVIDER understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation.

- 10.1 PROVIDER assumes full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. PROVIDER shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to PROVIDER's employees.
- 10.2 PROVIDER shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to complete the services to be provided pursuant to this AGREEMENT.
- 10.3 PROVIDER's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.
- 10.4 PROVIDER certifies that it has complied with the fingerprinting and criminal background investigation requirements of Education Code §45125.1 with respect to all of PROVIDER's employees, subcontractors, agents, and subcontractors or agents who may have contact with District students and the California Department of Justice has determined that none of these employees have been convicted of a felony, as that term is defined in Education Code §45122.1. The requisite fingerprinting and background check records of any and all employees who may come in contact with District pupils during the course and scope of the Agreement will be available to the DISTRICT upon request. PROVIDER agrees to immediately provide any subsequent arrest and conviction information it receives regarding its employees to the DISTRICT pursuant to the subsequent arrest service. PROVIDER also agrees to verify and continue to verify that no employees are listed on California's "Megan Law" Website (<http://www.meganslaw.ca.gov/>)



# ATTACHMENT A



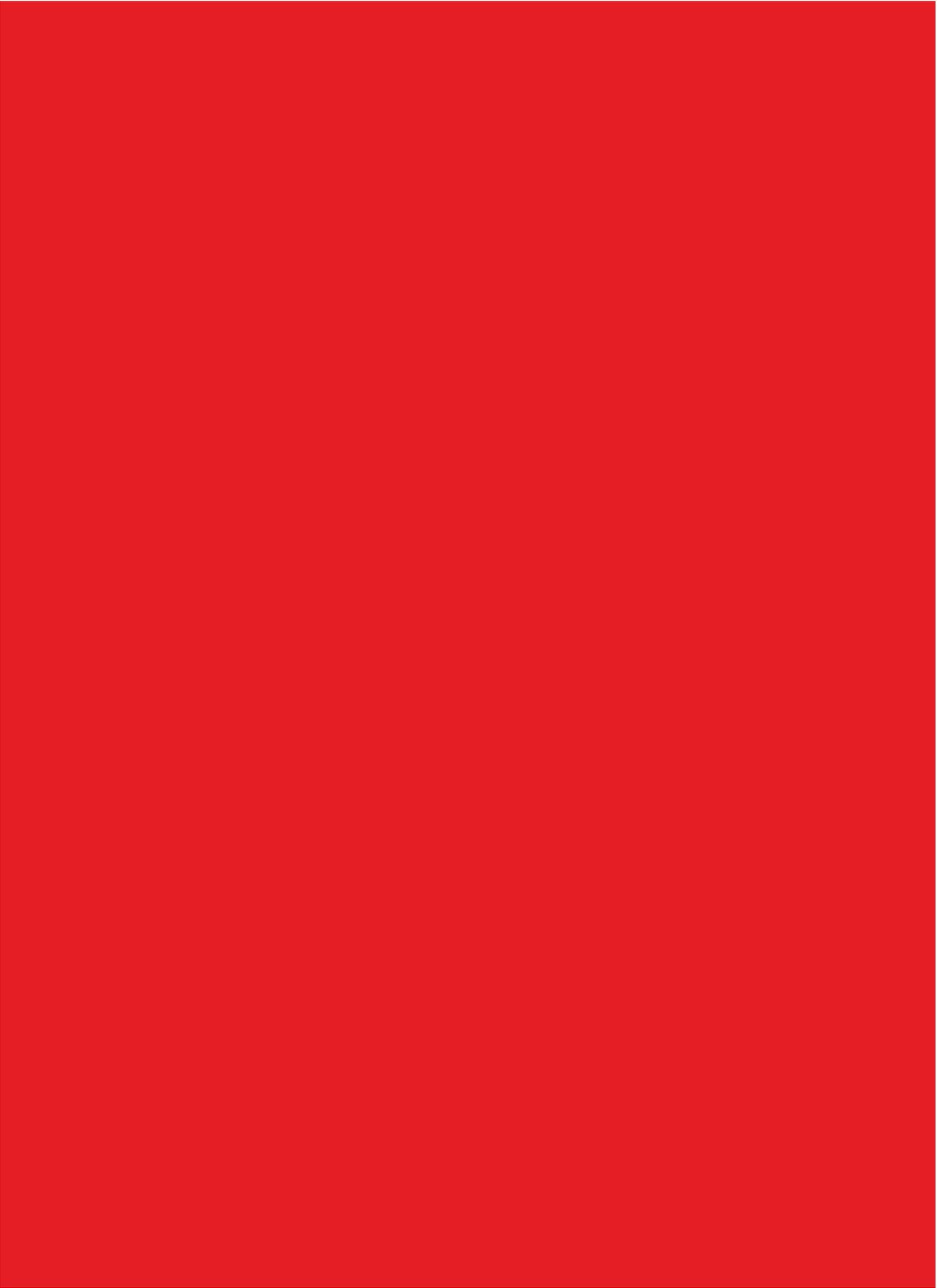
**PBK** PK-12

## **REQUEST FOR PROPOSALS FOR FACILITIES MASTER PLAN RFP #10-25**

REDLANDS UNIFIED SCHOOL DISTRICT ■ MARCH 25, 2025

**PBK.com**





*For each project we undertake, PBK's top objectives are to provide world-class project leadership and deliver a high level of project-specific expertise.*



MARCH 25, 2025



- PLANNING
- ARCHITECTURE
- ENGINEERING
- COMMUNITY ENGAGEMENT
- INTERIORS
- LANDSCAPE DESIGN
- BUILDING ENVELOPE

**Legal Firm Name**  
PBK Architects, Inc.

**Firm Established**  
1981

**Address**  
8163 Rochester Avenue  
Rancho Cucamonga, CA 91730  
P: 909-987-0909

**Point of Contact**  
Joshua Jackson, AICP  
joshua.jackson@pbk.com

Amy Drummond  
Purchasing Director  
Redlands Unified School District  
20 West Lugonia, Redlands, CA 92374

**RE: PROPOSAL TO PROVIDE FACILITIES MASTER PLANNING SERVICES**

Dear Ms. Drummond and Selection Committee:

It is a privilege to submit our Statement of Qualifications for Facilities Master Planning Services for Redlands Unified School District. Over the past five years, PBK has successfully developed more than 30 district-wide master plans for public school districts across California. We are excited to offer our expertise in crafting a Long-Range Facilities Master Plan (FMP) that will guide the future of Redlands USD’s educational facilities.

Redlands USD’s unique needs require a master plan that not only reflects accurate facility data but also incorporates robust community engagement. We understand the importance of collaboration and will work closely with you to assess key factors—such as enrollment trends, code updates, and funding opportunities—to ensure the FMP remains a viable and adaptable guide for years to come. Our approach emphasizes practical, long-term solutions, offering actionable strategies that align with the district’s evolving needs and community priorities.

A critical component of our planning effort will be integrating available funding sources, including Prop 2 funding and Redlands USD’s General Obligation (GO) bond, to maximize financial efficiency and ensure strategic investment in future facilities. We recognize the importance of aligning our recommendations with the district’s shared goals and the expectations set forth by the community, ensuring that every decision supports long-term success.

To develop a comprehensive and future-focused plan, we bring:

**EXTENSIVE EDUCATIONAL DESIGN EXPERTISE:** As the nation’s leading educational design firm, PBK is well-versed in California’s educational landscape. Our experience allows us to stay ahead of trends in instructional delivery and state funding challenges. We have the capacity and expertise to deliver a high-quality Facilities Master Plan that will serve as a strategic guide for all future facilities projects.

**PROVEN COMMUNITY ENGAGEMENT METHODS:** We excel in facilitating community participation through workshops, surveys, town halls, and focus groups. Our team is skilled at fostering collaboration and consensus among diverse stakeholders, ensuring that the planning process is inclusive and transparent.

**SUSTAINABILITY COMMITMENTS:** Sustainability is central to our approach. We will assess each site with a focus on sustainable options that align with budget constraints and operational efficiency. Our goal is to help Redlands USD integrate sustainability into every aspect of the FMP.

**AN EXPANDED TEAM OF SPECIALISTS:** To address the multifaceted nature of Redlands USD’s needs, we have assembled a team of experts in areas such as redevelopment, real estate, housing, and demographics. This expanded team will provide a holistic analysis to ensure the FMP serves as a comprehensive roadmap for the district’s future facilities planning.

Enclosed, you will find examples of our recent planning work, as well as our proposed fee structure. We look forward to the opportunity to collaborate with you in refining and finalizing this proposal to meet Redlands USD’s specific goals.

Sincerely,

Joshua Jackson, AICP | Director of Planning

Mark Graham | Client Executive

www.PBK.com









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Our passion is performance - at every level.  
PBK's design solutions provide clients with flexible and adaptive building integration guidelines and tools - to maximize operational efficiency, environmental responsiveness, and end-user achievement.



### 3. FIRM PROFILE

**Name of Firm**

PBK Architects, Inc.

**Address**

8163 Rochester Avenue  
Rancho Cucamonga, CA, 91730

**Telephone**

(909) 987-0909

**Principal Contact**

Joshua Jackson, Director of Planning  
joshua.jackson@pbk.com

**Type of Business Organization**

C Corporation

**The State in which Incorporated**

California

**Number of Years in the Business of Providing Services**

43+

**Website**

www.PBK.com

**Statement of Qualifications**

For 43+ years, PBK has served over 1,000 educational clients with professional planning and design services. Our collaborative design process and responsive customer service has earned us a strong reputation for creating building environments that enhance end-user performance, while maintaining control of our clients' budget and schedule objectives.

**Number of Employees Firm-Wide**

Administrative Staff:	66
Architecture:	531
Civil Staff:	19
Licensed Civil Engineers:	6
Construction Administration:	45
Corporate/Business/IT:	84
Design:	73
Landscape Technical Staff:	9
Licensed Landscape Architects:	2
MEP/T Technical Staff:	101
Licensed MEP/T Engineers:	18
Roofing:	16
Structural Technical Staff:	19
Licensed Structural Engineers:	5
<b>Total</b>	<b>1,043+/-</b>

**Rancho Cucamonga Staff Breakdown**

Administrative Staff:	4
Architecture:	68
Construction Admin Staff:	1
MEP/T Engineers:	11
WCivil Engineers:	1
Roofing:	1
Design:	6
Corporate/Business/IT:	20
<b>Total</b>	<b>112+/-</b>



### 3. FIRM PROFILE

Provide a detailed description of your qualifications for specializing in the development of a Facilities Master Plan.



#### SUMMARY OF FIRM'S EXPERIENCE IN EDUCATIONAL FACILITIES PLANNING AND DESIGN

PBK is consistently ranked among the leading firms in numerous building types, specialties, and regions, in industry surveys. We believe that it is our firm's unique combination of always exceeding our clients' expectations, combined with our team's industry-leading expertise, which has led to PBK's standing as one of the nation's premier K-12 architecture firms.

At PBK one of our top priorities is to offer outstanding project leadership and design expertise to each client that we serve. In order to achieve this goal, our team customizes the services we offer to each client based on their needs and the unique circumstances of each project, whether it be budget, climate, or infrastructure.

It is important to note that the collective workforce and resources of PBK is strategically organized and technologically empowered to operate as a "firm without walls." Each of PBK's local offices throughout California (Bakersfield, Fresno, San Luis Obispo, Rancho Cucamonga, Anaheim, Los Angeles, San Diego, Folsom, and Berkeley) has a dynamic team prepared to fulfill the distinct service needs of each client.

The firm's local, California-based professionals are strategically placed to provide senior executive oversight and day-to-day project management of any aspect of an assigned project by Redlands USD — regardless of complexity or scope. PBK also understands that not every client or project is alike and may require additional support, which can be provided by adding specialized staff from other offices as the need arises. For Redlands USD, your facility master plan will be serviced by our Rancho Cucamonga office. This staff has primarily worked on educational projects throughout Southern California.

#### Experience With Facilities Master Plans

The PBK team has prepared over 100 facility master plans for PreK-12 school districts. Stretching from nearly every corner of the state, our diverse campus experience has given us a unique perspective to a variety of projects ranging from new buildings and modernizations to renovations, and additions for classrooms, libraries, student centers, athletic facilities, career technology center program additions, kitchens, and much more.

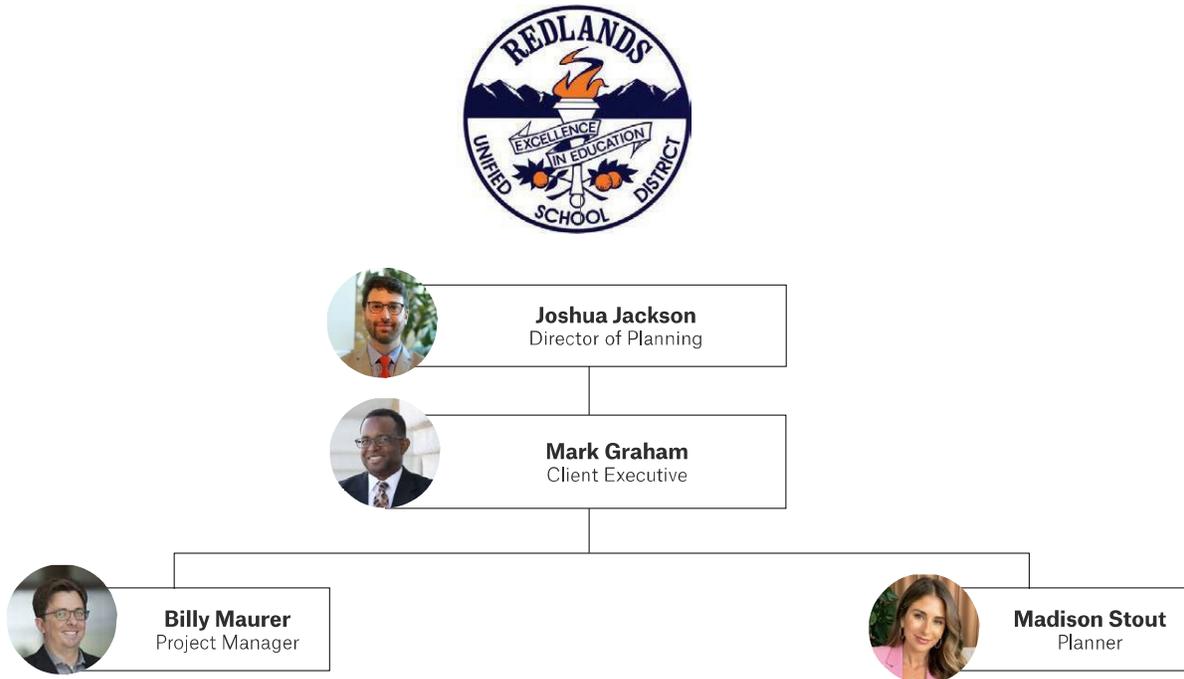
Our Facilities Master Plans include facility condition assessments, deferred maintenance, and preventative maintenance planning. We utilize our expertise to ensure the planning process serves as the core mission of PreK-12 clients. Our facility master plans are living documents that will benefit the district for years to come and include real-world verified cost estimates data.

Our services will include providing you, the community, and stakeholders with multiple options for cost estimating, phasing, and designs.

<b>300+</b>	<b>Professionals in California</b>
<b>120+</b>	<b>Facilities Assessments</b>
<b>75+</b>	<b>Million Square Feet Designed</b>

TEAM ORGANIZATIONAL CHART

**NICE TO MEET YOU.** Our team organization chart below illustrates our proposed key experts who will assist you from project kick-off to closeout. We believe in consistency in leadership, so the key personnel identified below will be involved throughout the life of the project. Joshua Jackson, Director of Planning, and Mark Graham, Client Executive, will be your main points of contact for this project. They will address any items that may arise during the course of the process and will offer additional client support as needed. They will also coordinate subconsultant disciplines, as well as all in-house PBK resources.



SUBCONSULTANTS

MEP + T ENGINEERING  
Leaf Engineerings

STRUCTURAL ENGINEERING  
Kubala Engineers

FUNDING ELIGIBILITY CONSULTANT  
Hancock, Park & Delong

BUILDING ENVELOPE  
BEAM Professionals

### 3. FIRM PROFILE

Provide resumes and qualifications of team members, including license number and expiration dates.



#### **JOSHUA JACKSON** AICP DIRECTOR OF PLANNING



##### **EDUCATION**

Master of Landscape Architecture and Environmental Planning  
University of California, Berkeley

Bachelor of Art, Urban Studies and Architectural Studies  
Brown University, Providence, Rhode Island

##### **REGISTRATIONS**

American Institute of Certified Planners (AICP) #32626  
Exp: October 11, 2024

To conduct a comprehensive facility assessment of all district-owned properties, Josh implements a core set of procedures, tailored to meet the specific needs of each client. Recognizing that each client is unique, we work closely to customize a path forward. Our philosophy emphasizes prioritizing the client's goals and operational objectives over our own interests. The procedures include a district-wide facilities assessment, data collection, analysis, review and updates of existing facility condition assessments, implementation reviews, educational adequacy studies, and preparation of the Facility Master Plan.

##### **EXPERIENCE**

###### **Palm Springs USD**

- District-Wide Master Plan

###### **Parlier USD**

- Long-Range Facilities Master Plan

###### **Snowline Joint USD**

- Facility Master Plan

###### **Millbrae ESD**

- Facility Master Plan

###### **Elk Grove USD**

- Facility Master Plan

###### **Paramount USD**

- Facilities Master Plan

###### **Beaumont USD**

- Long-Range Facilities Master Plan

###### **Twin Rivers USD**

- Districtwide Facilities Assessment
- Facilities Master Plan Update 2023

###### **Merced City SD**

- Facilities Master Plan

#### **MARK GRAHAM**

CLIENT EXECUTIVE



##### **EDUCATION**

Bachelor of Architecture  
California State Polytechnic University, Pomona

##### **REGISTRATIONS**

Registered Architect:  
California No. C26046  
Exp: March 31, 2025

Mark Graham is a Principal Architect and a recognized leader in educational planning and design. With 35 years of experience, he brings a strategic, forward-thinking approach to facility master planning. Mark is committed to creating solutions that are culturally responsive, resource-conscious, and adaptable for the future. His leadership fosters strong client relationships and ensures thoughtful, well-organized plans that optimize functionality, reduce operational costs, and support long-term growth.

##### **EXPERIENCE**

###### **Redlands USD**

- East Valley S-Portable Parking Expansion

###### **Cucamonga SD**

- Long-Range Facilities Master Plan

###### **Pasadena USD**

- District-Wide Facilities Master Plan

###### **Hesperia USD**

- Master Plan

###### **Victor Valley UHSD**

- District-Wide Facilities Master Plan

###### **San Bernardino CUSD**

- San Geronio High School - Track & Field Improvements
- San Andres High School - Growing Hope Hydroponic Lab, Outdoor and Greenhouse Additions

###### **Riverside USD**

- Poly High School Main Campus Quad Redesign



**BILLY MAURER**  
PROJECT MANAGER



Billy has completed several K-12 facilities and, as a Project Manager, he will be intimately involved in all stages of project delivery and actively participate with both the PBK Project Team and the consulting engineering disciplines. Billy will utilize the latest BIM technology to assist with the management of your projects and will provide dynamic, real-time project visualizations that enable clients to see life-like images of their projects before construction begins.

**EDUCATION**

Bachelor of Architecture,  
California Polytechnic State  
University, Pomona

**EXPERIENCE**

**Redlands USD**

- East Valley S-Portable Parking Expansion

**Pasadena USD**

- District-Wide Facilities Master Plan

**Cucamonga SD**

- Rancho Cucamonga MS Needs Assessment/Master Plan
- Ontario Center ES Needs Assessment/Master Plan

**Riverside USD**

- Long-Range Facilities Master Plan

**San Bernardino CUSD**

- San Andreas Growing Hope

**Ontario-Montclair USD**

- Euclid Elementary School - Modernization

**El Segundo USD**

- El Segundo High School Science Building HVAC Retrofit

**MADISON STOUT**

MASTER PLANNING COORDINATOR



Madison will play a key role in strengthening the connection between the built environment and success in both teaching and learning. Her extensive knowledge and experience in facilities planning, project management, and the design and construction of complex educational facilities will be invaluable in contextualizing the new school building within both its physical environment and the broader Paramount Unified School District organization.

**EDUCATION**

Master of Architecture, University  
of Texas, San Antonio  
Bachelor of Fine Arts,  
Environmental Studies, Texas  
State University

**REGISTRATIONS**

Member of the American Institute  
of Architects (AIA)  
Member of the Urban Land  
Institute

**EXPERIENCE**

**Palm Springs USD**

- District-Wide Master Plan

**Nevada Joint UHSD**

- Facilities Master Plan

**Burbank USD**

- Facilities Master Plan\*

**Pomona USD**

- Facilities Master Plan\*

**Sonoma USD**

- Facilities Master Plan\*

**District of Columbia Public School**

- Facilities Master Plan\*

**Orange Lutheran High School**

- Master Plan and Architecture Services\*

**Methodist Healthcare Ministries,  
San Antonio, TX**

- Urban Design and Master Plan\*

**City of Lubbock, Texas**

- Master Plan, Urban Design and Landscape Architecture\*

*\* Experience performed prior to PBK.*

### 3. FIRM PROFILE

**REX WANG** PE, LEED AP

MEP+T EXPERT | DIRECTOR



Rex is a Professional Mechanical Engineer with more than 13 years of experience in the code compliance, design, construction, start-up, controls and commissioning of HVAC systems. As a LEED Accredited Professional, Rex's background derives from various plan-spec, design-build, and integrated project delivery for new and tenant improvement projects at facilities including educational, healthcare, corporate + commercial, and hospitality. Some expertise includes special projects such as thermal expansion and seismic design. He carries a proven ability to work in a dynamic, fast-paced environment with the skills to build lasting cohesive relationships.

#### EDUCATION

Bachelor of Science  
Mechanical Engineering  
California State Polytechnic  
University, Pomona

#### REGISTRATIONS

Professional Engineer  
California #M36155 |  
Exp: September 30, 2026  
Leadership in Energy and  
Environmental Design Accredited  
Professional

#### EXPERIENCE

##### Ventura USD

- Long Range Facilities Master Plan

##### Newhall SD

- Long Range Facilities Master Plan

##### Baumont USD

- Facilities Master Plan

##### Poway USD

- Facility Master Plan

##### Huntington Beach UHSD

- Master Plan

##### Fullerton SD

- Facilities Master Plan

##### Snowline Joint USD

- Facilities Master Plan

##### Fontana USD

- Master Plan

##### Downey USD

- Facilities Master Plan

### JESSICA LOVE

PRESIDENT



Jessica, Senior Associate, brings over 20 years of school facility program experience with 10 years of public sector experience at the Office of Public School Construction (OPSC) where she served in various capacities. Jessica has extensive knowledge of the state school building programs and an ability to problem solve to the benefit of her school district clients. Jessica consults with districts across the state to obtain School Facility Program eligibility and funding for the various programs and CDE site and plan approvals.

#### EXPERIENCE

##### Los Gatos Union School District

- Facility Master Plan

##### Elk Grove Unified School District

- Facility Master Plan

##### Chino Valley Unified School District

- Hidden Trails Elementary School Modernization

##### Compton Unified School District

- Compton High School New Construction

##### Desert Sands Unified School District

- Carter Elementary School New Construction and Modernization

##### Lodi Unified School District

- Lodi High School New Construction, Modernization, and Facility Hardship

- Needham Elementary School New Construction

- Tokay High School New Construction and Modernization

#### EDUCATION

Bachelor of Science, Managerial  
Economics, University of  
California, Davis

#### AFFILIATIONS

Coalition for Adequate School  
Housing (CASH), Member

**MATT KANI** SE

PRINCIPAL | DIRECTOR OF STRUCTURAL ENGINEERING



Matt brings over 30 years of experience delivering projects of all sizes and complexities. His broad experience includes seismic rehabilitation, structural repairs, and seismic assessments for institutional buildings, fire stations, government buildings, and sports complexes. He is a go-to resource for identifying and mitigating seismic deficiencies in existing structures or essential services facilities where critical operations cannot be disrupted. Matt’s passion for working collaboratively with team members and stakeholders has earned him the reputation of a trusted advisor.

**EDUCATION**

Master of Science, Structural Engineering, McMaster University, Canada

Bachelor of Science, Civil Engineering, Tehran Polytechnic University, Iran

**REGISTRATIONS**

Registered Structural Engineer: California, S5072 | Exp: June 30, 2025  
Registered Civil Engineer: California, C64906 | Exp: June 30, 2025

**EXPERIENCE**

**Dublin USD**

- Shamrock Hills School

**Capistrano USD**

- Capistrano Union High School Stone Field Turf

**Los Angeles USD\***

- Modifications and Seismic retrofit of Diane Watson Career Training Center, Carson High School, and 74th Street Elementary. (DSA projects)

**Whittier UHSD\***

- Seismic upgrade and retrofit of existing schools. (DSA projects)

**Orange USD\***

- New Central Packaging Center\*

**Long Beach CCD**

- Long Beach City College Stadium and Athletic Recreation Center

*\* Experience performed prior to Kubala*

**MARIELLA CONTI SWAIN** AAMA, EIMA

CLIENT EXECUTIVE



With a Master’s Degree in Architecture and 22 years of experience, Mariella is particularly passionate about building envelopes, other waterproofing systems failures, and their failure mechanisms. Mariella is an exceptional building consultant and reliable technical expert with experience evaluating and testing physical building performance who works with municipalities to ensure their project goals are met.

**EXPERIENCE**

**Galt Joint UHSD**

- District Wide Building Envelope Assessment

**Del Mar Union SD**

- Sage Canyon Elementary School Building 400 Plaster Replacement
- Sage Canyon Elementary School Water Intrusion Investigation

**Oceanside USD**

- El Camino High School (ECHS) Truax Exterior Improvements

**Palos Verdes Peninsula USD**

- Roofing Package
- Locker Room Drainage Improvement Services
- CUPCCAA Quality Assurance
- Roofing Package

**San Francisco USD**

- Sunnyside Elementary School Water Intrusion Consulting Services

**EDUCATION**

Master's in Landscape and Urban Architecture, University of Buenos Aires

Bachelor of Arts, Architecture, Catholic University Cordoba

**AFFILIATIONS**

Northern California Chapter of IIBEC, Board Member

### 3. FIRM PROFILE

*Provide references with contact names and phone numbers for each similar/relevant project. References will be contacted.*

## PBK's Reference List

Below is a list of existing clients and a client reference that we no longer do work for.



#### **Palm Springs Unified School District**

Julie Arthur, Executive Director  
Facilities Planning and Development  
T: (760) 883-2710 ext. 4806142  
E: jarthur@psusd.us



#### **Snowline Joint Unified School District**

Bill Flynn, Chief Business Official  
T: (760) 868-5817  
E: bill\_flynn@snowlineschools.com

#### **Elk Grove Unified School District**



#### **Elk Grove Unified School District**

Kristen Coates, Ed.D., Deputy Superintendent  
Business Services and Facilities  
T: (916) 634-6600  
E: kcoates@egusd.net



#### **Merced City School District**

Bryan Behn, Director of Facilities  
T: (209) 385-6332  
E: bbehn@mcsd.k12.ca.us



#### **Poway Unified School District**

Rheia Alchbach  
T: (858) 679-2570 x 2447  
E: ralschbach@powayusd.com

**Note:** No current projects due to budget limitations.

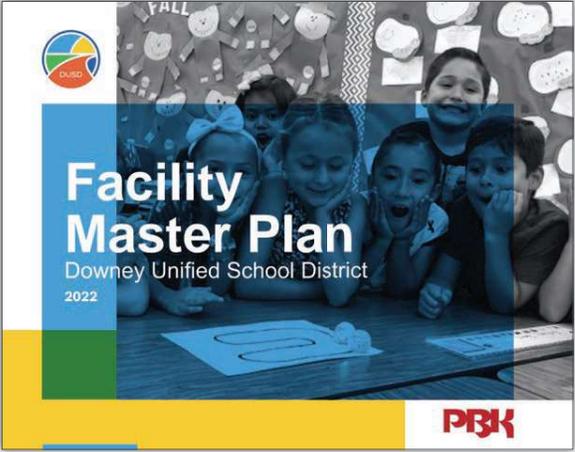
*We hereby authorize Redlands Unified School District to make oral and/or written inquiries of all listed references regarding our firm's qualifications, performance, fees, charges, and the quality of our final deliverables.*

**3. FIRM PROFILE**

List recent experience of the firm in working with community or school advisory groups, developers, and governmental entities in the planning and design of school facilities.

DISTRICT	COMPLETED
<b>ABC Unified School District</b> Facility Master Plan	2017
<b>Anaheim Union High School District</b> District-Wide Facilities Master Plan	2013
<b>Beaumont Unified School District</b> Facility Master Plan (2019) Facility Master Plan (2023 Update)	2019 2023
<b>Capistrano Unified School District</b> Facility Master Plan	2013
<b>Palm Springs Unified School District</b> Facility Master Plan (2019) Facility Master Plan (2024 Update)	2019
<b>Downey Unified School District</b> Long Range Facilities Master Plan	2022
<b>Lennox School District</b> Facility Needs Assessment	2022
<b>Twin Rivers Unified School District</b> Long Range Facility MP (2016) Long Range Facility MP Updates (2018 & 2021)	2016
<b>Fullerton School District</b> Facility Master Plan	In Progress
<b>Fullerton Joint Union High School District</b> Facility Master Plan (2016) & Update (2020)	2016
<b>Huntington Beach Unified School District</b> Master Plan	2020
<b>Newhall Unified School District</b> Long Range Facility Master Plan	2020
<b>Poway Unified School District</b> Long Range Facility Master Plan	2020
<b>Ventura Unified School District</b> Long Range Facilities Master Plan	2020
<b>Riverside Unified School District</b> Long Range Facility Master Plan	2015
<b>Saddleback Valley Unified School District</b> Facility Master Plan	2018
<b>Snowline Joint Unified School District</b> Facilities Master Plan	2024
<b>Elk Grove Unified School District</b> Long-Range Facilities Master Plan	2024
<b>Merced City School District</b> Long-Range Facility Master Plan	2024
<b>Nevada Joint Union High School District</b> Facilities Master Plan	2024

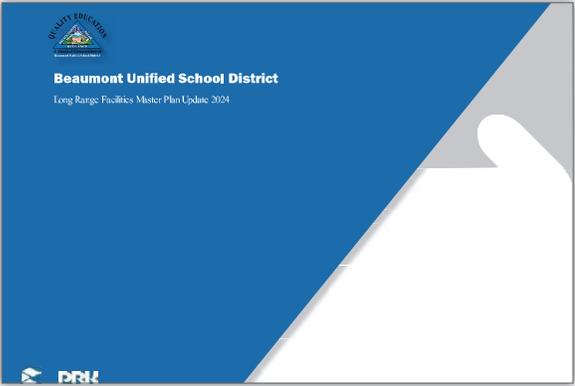
Our Facility Master Plans encompass facility condition assessments, deferred maintenance, and preventative maintenance planning. We present just a few examples here with details on the next few pages.



Downey Unified School District



Palm Springs Unified School District



Beaumont Unified School District

### 3. FIRM PROFILE

#### LONG-RANGE FACILITIES MASTER PLAN

Palm Springs Unified School District  
Palm Springs, CA



##### SCOPE OF PROJECT

The Long-Range Facilities Master Plan for Palm Springs Unified School District included a comprehensive review of utilization, adequacy, and enrollment - as well as asset management - for all District facilities. Completed in 2019 and revised in 2024, the plan also included a digital database and funding and finance plan for implementation.

##### MAIN PROGRAM ELEMENTS

Facilities Master Plan, Digital Database, Funding and Finance Planning

##### ENROLLMENT

21,306 students

##### CONTACT PERSON

Ms. Julie Arthur, Executive Director  
Facilities Planning and Development  
T: (760) 883-2710 ext. 4806142 | E: jarthur@psusd.us

##### CONSULTING DOLLAR VALUE

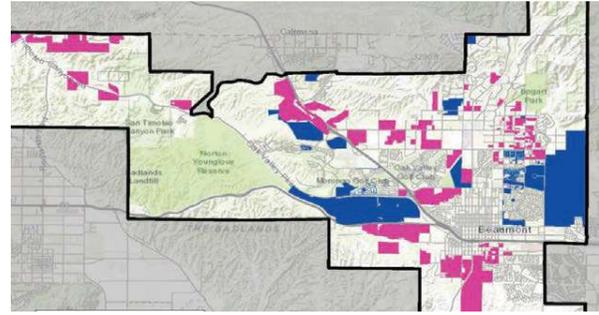
\$249,000.00

##### SUBCONSULTANTS THAT WORKED WITH THE FIRM

LEAF  
BEAM

#### LONG-RANGE FACILITIES MASTER PLAN

Beaumont Unified School District  
Beaumont, CA



##### SCOPE OF PROJECT

The 2024 Facilities Master Plan Update for Beaumont Unified School District provides a strategic framework for the ongoing development and modernization of district facilities. This update reflects current enrollment trends, evolving educational programs, and district priorities, ensuring that school facilities continue to meet the needs of students and the community. Serving as a dynamic planning tool, the master plan compiles essential data, policies, and infrastructure assessments to guide decision-making. Regular updates help track project progress, adapt to enrollment shifts, and align with programmatic and funding changes, ensuring that BUSD's facilities support high-quality education and long-term growth.

##### MAIN PROGRAM ELEMENTS

Facilities Master Plan, Digital Database, Funding and Finance Planning, Educational Visioning

##### ENROLLMENT

12,392 students

##### CONTACT PERSON

Sergio San Martin, Chief Business Official  
Beaumont Unified School District  
T: (951) 797-5360 | E: ssanmartin@beaumontusd.k12.ca.us

##### CONSULTING DOLLAR VALUE

\$134,050.00

**DISTRICT-WIDE FACILITIES MASTER PLAN**

Elk Grove Unified School District  
Elk Grove, CA



**SCOPE OF PROJECT**

With the goals of enhancing educational delivery and district-wide facility equity, Elk Grove USD embarked on a comprehensive facilities master plan to cover all District schools and support facilities. Completed in 2024, the plan began with a series of community town halls and surveys to benchmark existing services and document areas of severe disparity. As part of the planning effort, PBK provided informational sessions for community and school leaders to increase user knowledge and buy-in for the final plan. Available online, the final plan addresses individual site needs for various enrollment changes. This campus also planned for a number of tailored upgrades, including new study and breakout areas, movable walls, and landscape improvement.

**MAIN PROGRAM ELEMENTS**

Facilities Master Plan, Digital Database, Funding and Finance Planning  
<https://www.elkgrovefmp.net/>

**ENROLLMENT**

63,518 students

**CONTACT PERSON**

Kristen Coates, Ed.D., Deputy Superintendent  
Business Services and Facilities  
Elk Grove Unified School District  
T: (916) 634-6600 | E: [kcoates@egusd.net](mailto:kcoates@egusd.net)

**CONSULTING DOLLAR VALUE**

\$779,700.00

**SUBCONSULTANTS THAT WORKED WITH THE FIRM**

LEAF  
BEAM

**LONG-RANGE FACILITIES MASTER PLAN**

Snowline Unified School District  
Phelan, CA



**SCOPE OF PROJECT**

The 2024 Facilities Master Plan for Snowline Joint Unified School District serves as a strategic road map for facility investments over the next decade. Addressing approximately \$462 million in total needs across all SJUSD-owned sites, the plan outlines projects to replace aging portables with permanent buildings, enhance school infrastructure, and upgrade both indoor and outdoor spaces throughout the district. To develop the master plan, PBK Architects collaborated with SJUSD staff to gather existing data, engage stakeholder groups, and conduct comprehensive on-site evaluations. Key priorities include replacing portables with permanent structures, modernizing aging infrastructure, enhancing extracurricular spaces such as athletics, STEAM, and CTE facilities, and fostering welcoming, safe school environments.

**MAIN PROGRAM ELEMENTS**

Facilities Master Plan, Digital Database, Funding and Finance Planning

**ENROLLMENT**

8,000 students

**CONTACT PERSON**

Bill Flynn, Chief Business Official  
T: (760) 868-5817 | E: [bill\\_flynn@snowlineschools.com](mailto:bill_flynn@snowlineschools.com)

**CONSULTING DOLLAR VALUE**

\$220,000.00

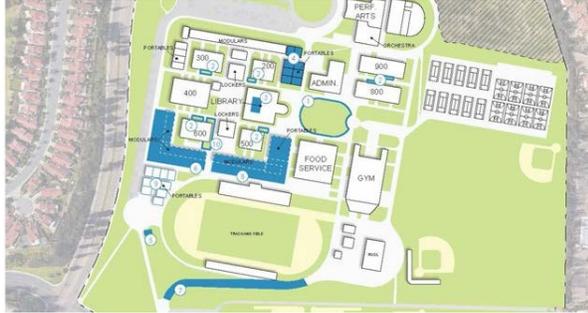
**SUBCONSULTANTS THAT WORKED WITH THE FIRM**

LEAF

### 3. FIRM PROFILE

#### DISTRICT-WIDE FACILITIES MASTER PLAN

Poway Unified School District  
San Diego, CA



#### SCOPE OF PROJECT

PBK was tasked with leading the effort to develop a District-Wide Facilities Master Plan, which will serve as the road-map for providing high quality facilities and deliver a variety of learning experiences to their students. The planning process included over 150 stakeholder meetings, coupled with a comprehensive life-cycle condition assessment and safety and security assessments in order to uncover a clear understanding of work scopes and priorities. The data and feedback collected will then be synthesized to provide site-by-site recommendations, costs and project priorities.

#### MAIN PROGRAM ELEMENTS

Facilities Master Plan, Digital Database, Funding and Finance Planning

#### ENROLLMENT

35,192 students

#### CONTACT PERSON

Rheia Alchbach, Director, Capital Planning  
T: (858) 679-2570 x 2447 | E: ralschbach@powayusd.com

#### CONSULTING DOLLAR VALUE

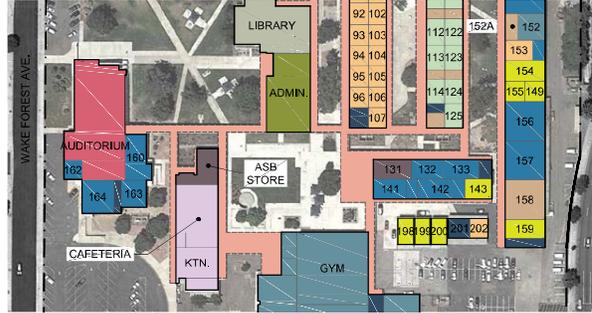
\$454,700.00

#### SUBCONSULTANTS THAT WORKED WITH THE FIRM

LEAF  
BEAM

#### LONG-RANGE FACILITIES MASTER PLAN

Ventura Unified School District  
Ventura, CA



#### SCOPE OF PROJECT

The Ventura Unified School District engaged our team to assist in development of a Long-Range Facility Master Plan and Education Specifications to drive future facility improvements. Our team spent six (6) months gathering input from a variety of stakeholder groups to ensure broad-based participation in the development of the final plan. The District embraced renovation and reinvention as its vision for the transformation of its schools to modern learning environments and hubs for the communities they serve. The input gathered was used as the lens through which comprehensive condition assessments were conducted and project recommendations were created. We then worked closely with the District in a series of workshops to identify priorities and sources of funding, and develop a plan for implementation.

#### MAIN PROGRAM ELEMENTS

Facilities Master Plan, Digital Database, Funding and Finance Planning, Facilities Needs Assessment

#### ENROLLMENT

14,672 students

#### CONTACT PERSON

Ms. Terri Allison, Facilities Manager  
T: (805) 289-7981

#### CONSULTING DOLLAR VALUE

\$324,500.00

#### SUBCONSULTANTS THAT WORKED WITH THE FIRM

LEAF  
BEAM

**4** PHILOSOPHY, APPROACH, AND  
TECHNICAL ABILITIES



*Regardless of the size, location, or complexities of its clients PBK focuses on where those clients want to be while at the same time ensuring that their heritage, traditions, and culture are incorporated into the final product.*



## 4. PHILOSOPHY, APPROACH, AND TECHNICAL ABILITIES



Briefly explain the following: The team's philosophy, organizational structure, and management plan for this project.

### PHILOSOPHY

Our team's design philosophy is that we must always put our own interests behind the goals and educational objectives of the client. When we're finished, it will be your design and we've created a productive, streamlined process to get you there. PBK never enters a room with a preconceived design or tells a client what we think they need.

PBK believes in a participatory design process, because those who teach at the schools, maintain the premises, and get instruction there will often have the best vision for your schools. In our past work experience, we have found that the formation of a planning committee--made up of administrators, members of the school board or steering committee, faculty and maintenance staff, students, and community members--is essential in the most successful projects. This committee will work in collaboration with our architectural team to establish a clear direction for the FMP and will be involved throughout the planning process. For the committee to work most effectively, the architect and facility planner must establish credibility and respect as well as provide strong and considerate leadership. Every effort should be made to encourage stakeholders to join the committee who are enthusiastic about being a part of the design and improvement of the school.

## 4. PHILOSOPHY, APPROACH, AND TECHNICAL ABILITIES

### OUR 5-STEP MASTER PLANNING PROCESS

Our team will approach your facilities master planning with a fresh outlook focusing on the best solutions based on Redlands USD’s current and planned educational goals, facility needs, and vision for the future. The road to success will start with a comprehensive review and refinement of the educational goals and Redlands USD’s mission and community, as well as comprehensive review of your facilities. We will then translate your priorities, goals and needs into a Facilities Master Plan that lays out the future for your schools and results in tangible and achievable solutions.

Community outreach/engagement is included in each step of the process.

#### Meet with Facilities Master Planning Committee (FMPC)

The initial step begins with a project organization and kick-off meeting with the District. At this planning work session(s) the team will:

- Introduce project team and communication protocols
- Identify participants and stakeholders to be involved in process
- Review and confirm project objectives, scope, work plan, schedule, and milestone dates
- Request facility background information (i.e. existing floor plans, current Demographics Study, prior Facility Assessment reports)
- Define review, decision-making, and approval process

To ensure the Facilities Master Plan is shaped by the District’s Mission and Strategic Vision, we will continuously engage with District administration, faculty, department leaders, as well as parents, students, and community members. The planning process may include both a District Leadership

Team, and a Community-Centric Committee.

#### Community Outreach

We spend time working with stakeholders and client groups to understand issues, test engagement and outreach strategies, providing surveys and input forums that allow the community to provide feedback and weigh-in on the Facility Master Plan process, and refine our approach. The result: a process designed to respond specifically to the community’s diversity of experiences, perspectives, and expectations.

- CLARIFY**  
Clarify purpose of community meetings and the process
- LISTEN**  
Listen to the needs and desires of the parents, students, and staff individually for each school
- COLLABORATE**  
Develop a collaborative process customized for the District and stakeholders
- DRIVE POSITIVE OUTCOMES**  
Provide insight and analysis to connect ideas and develop a way forward

#### Evaluating Facility Conditions & Needs

We will begin by reviewing the assessments provided by the District, including construction documents, floor plans, equipment life-cycle logs, and input from facilities management and maintenance personnel. The condition assessment team will adapt PBK’s standard building condition criteria to suit the objectives of the District’s Facilities Master Plan (FMP).



## 4. PHILOSOPHY, APPROACH, AND TECHNICAL ABILITIES

### Develop Future Facility Needs & Alternatives

Utilizing the findings contained within the Facility Condition Assessment Report, the Enrollment/Capacity Studies, the Demographics Study, and Educational Program content obtained from meetings with Departmental Leaders and District Administrators, the PBK Team will engage with the District Team and Community-based Committee to develop short-term and long-term master planning options. This process may take several meetings to develop all master planning options, review the options, and obtain consensus for the selected options.

Potential options can include site feasibility studies and preliminary design criteria for improvements, expansions, and campus replacements. The PBK team will prepare presentations and reports for the District's review and approval based on the options developed. It is truly our intent to have delivered a Facility Master Plan that reflects the long-term goals and expectations of the client.

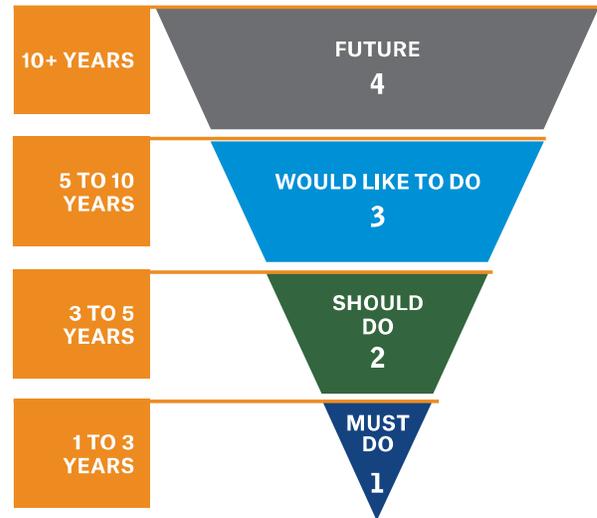
### Prioritization Analysis and Study Approaches

Project priorities will be developed using the information on facility conditions, enrollment, capacity, and equability to establish a hierarchy. We will use a classification of tiers for our priorities with Tier 1 being 1 to 3 years, Tier 2 being 3 to 5 years, Tier 3 being 5 to 10 years, and Tier 4 being over 10 years. Projects will be classified into those tiers and the costs populated through our interactive database.

We will work with you to develop a systematic approach to project prioritization. In prioritizing projects, the following components may be taken into account with each receiving a different value of importance based on the District's goals:

- Physical conditions
- Repair/replacement urgency
- Safety/security
- Functionality
- Educational adequacy
- Energy efficiency
- Operational expenses
- 21st-century learning environment
- Health concerns

### Project Priorities



### Facilities Equity Study

We have a highly experienced team that specializes in assisting school District Staff in cooperation with school and community leaders, in preparing and modifying existing educational specifications. Educational specifications detail the physical requirements of the educational program which enable the design team to then develop architectural concepts and solutions that support the educational program.

The purpose of this guiding tool is to help bring to life the District's vision for a successful learning environment in future new construction or renovations that accommodates the variety of ways students learn. Our collaborative approach ensures stakeholder participation during each step of validating the curricula, learning support activities, and persons to be served that will lead ultimately to a consensus-based document.

We engage in broad conversations with each dedicated department about teaching methodology and how this impacts the District's physical infrastructure, and vice versa. We will also review District initiatives, such as technology or sustainability goals. The changes in state curriculum mandates are one driver of changes to infrastructure that are necessary in modifying existing program specifications or developing new facility standards.

## 4. PHILOSOPHY, APPROACH, AND TECHNICAL ABILITIES

We have often seen school districts rediscover themselves during this process. It is also a great opportunity for teachers to provide their input on the future facilities in the District. We find that a collaborative approach with input from both the District and the community-at-large helps to achieve a vision of NextGen learning, flexibility, and limitless opportunity for learning in its schools.

### Maximizing Measure D Bond Funding

To maximize the impact of Measure D local general obligation bond funding, we will identify projects that qualify for Prop 2 State funding, ensuring that we leverage both funding sources effectively. The process will involve the following steps:

- Review Prop 2 State funding criteria and align with District priorities to identify projects that qualify for both Prop 2 and Measure D funding.
- Engage the FMPC and staff through regular meetings to gather input on project selection and ensure alignment with overall objectives.
- Capture all FMPC and staff feedback in meeting minutes and reports, ensuring transparency and a clear record of discussions and decisions.
- Organize and compile all generated materials, including meeting records, project eligibility documentation, and reports, for easy access and reference by stakeholders.

### Preparation of a Final Facilities Master Plan

Upon conclusion of all evaluations and studies, PBK will create either hard or digital copies of the Final Facilities Master Plan, or a combination thereof, per District preferences. The final FMP will be ready for website and online distribution, and outline our findings in easy to understand language, graphics, and technical graphics outlining clear summaries of all findings and priorities.

### Facilitation of the FMP Committee Presentation

In this penultimate step, PBK will prepare a final Facilities Master Plan, in digital format, which can be uploaded to the District’s website and can be easily accessed by the District’s constituents.

PBK’s Facilitation of the Facilities Master Planning Committee Presentation will include the following:

- High level overview and conclusions
- Focused deep dives and data exploration
- Engagement toolkit including design-thinking workshops and other strategic engagement tools

### Presentation to the Board of Trustees

Upon receiving feedback from the FMPC presentation, PBK will present the draft Facilities Master Plan, including estimates, schedules, and possible funding scenarios, to the Board of Trustees for feedback prior to finalization and approval by the Board.

This final round of feedback will provide a participatory and engaging opportunity to outline the following:

- Strategic guidance and input
- Executive summaries of key conclusions and recommendations

## PROPOSITION 2: Transforming California’s Schools

Unlocking \$10 Billion in School Infrastructure Funding

We Are Your One-Stop Resource to Help Guide Districts Through the Facilities Planning Process to Meet State Requirements

### How PBK Can Help

- **Master Planning:** We guide districts through the facilities planning process to meet state requirements.
- **Public Engagement:** Assistance in conducting public hearings and gathering community input.
- **Compliance & Accountability:** Support with audits, reporting, and ensuring project transparency.
- **Funding Strategies:** Helping districts maximize Proposition 2 resources and identify additional funding sources.



**MODERN CLASSROOMS**



**NEW CONSTRUCTION**



**WORKFORCE READINESS**



**MODERNIZATION**

**EQUITY & ACCESS**  
**CAREER TECHNICAL EDUCATION**

**COMMUNITY GROWTH**

**CHARTER SCHOOLS**

## 4. PHILOSOPHY, APPROACH, AND TECHNICAL ABILITIES

### EXPERIENCE WITH STATE AND LOCAL AGENCIES

Our team, comprising both staff and consultants, has established strong relationships with state and local agencies overseeing school facility designs. These connections enable us to involve agencies early in our design process, expediting project approvals to meet your schedule.

#### DSA (Division of State Architect)

Understanding DSA requirements, our team combines expertise to streamline construction oversight. We prioritize DSA certification from project start, emphasizing meticulous documentation for a straightforward closeout. Specific methodologies and procedures include:

- Initiative: Obtain DSA approvals for addenda and CCD's promptly
- Follow-up with DSA to confirm document receipt
- Complete and upload all forms per DSA process
- Assist contractor and project inspector in completing DSA forms
- Coordinate testing lab certifications
- Maintain good communication with DSA closeout specialists
- Utilize Box, BlueBeam, and understand their functions

Our in-house DSA closeout team collaborates with our design team and Project Manager to ensure completion of each step. The Project Manager maintains contact with the team and closely collaborates with our DSA specialist for document submissions.

#### OPSC (Office of Public School Construction)

PBK assists in defining project goals, identifying funding sources, and collaborating with OPSC for essential funding documents. We negotiate with OPSC staff to maximize funding, bringing expertise in areas such as School Facilities Program (SFP) support, financial strategies, audit services, state agency coordination, and government advocacy. CDE (California Department of Education)

With decades of experience, our team collaborates closely with CDE to secure preliminary and final site and plan approvals required for state funding. We maintain clear communication channels with your CDE representative, starting from conceptual design, ensuring seamless collaboration throughout the process.

#### SAB (State Allocation Board)

Our team has actively participated in developing policies and regulations with SAB (State Allocation Board) for the School Facilities Program. We have contributed to shaping the regulations currently in use through our collaboration with this agency.



#### California Environmental Quality Act (CEQA)

PBK offers expertise in navigating California's environmental regulations, including CEQA. We guide clients through requirements like Categorical Exemption, Negative Declaration, Mitigated Negative Declaration, and Environmental Impact Report (EIR), assisting Redlands USD in identifying and mitigating environmental impacts while ensuring compliance.

#### State and Local Fire Marshall

Our team effectively collaborates with the State Fire Marshal and Local Fire Authority, ensuring proactive communication and coordination. We adhere to regulations developed by the State Fire Marshal, with our consultant team assisting in their development. Once occupied, jurisdiction transitions to the Local Fire Authority.

#### California Geological Survey

We ensure timely document submission by coordinating with the California Geological Survey (CGS). This involves preparing the Site Data Report and CGS Application and Work Order, and collecting Geotechnical and Geohazard reports from the district, ensuring compliance with CGS Note 48 for California Public Schools.

#### Americans With Disabilities Act (ADA)

Our team identifies and resolves accessibility issues, often selected solely for our ADA improvement design services. We have completed numerous ADA transitional studies with DSA approval. To obtain approval, we utilize aerial and site surveys and conduct site walks of each campus. Paths of travel, exit pathways, doors and hardware, restroom fixtures, and accessories will be assessed and addressed to meet code requirements.

## 4. PHILOSOPHY, APPROACH, AND TECHNICAL ABILITIES

*The team's control to ensure adequate time dedicated to this assignment in conjunction with your office workload including the ability to meet district deadlines.*

### Current Workload

Our team would not pursue this work if we did not have the capability to execute to the level of service we provide to all clients.

We assure you that this will not affect our ability to provide the services described in this RFP in any way. Our Rancho Cucamonga office has 100+ employees with PreK-12 experience, as well as 300+ team members available throughout our 9 California offices ready to assist, we do not over commit on projects and our team members have been with PBK for numerous years.

Regardless of the current workload, the team we are proposing for Redlands Unified School District's project will always give your District the attention it deserves. Our team's proximity to the District office will make attendance at meetings and site visits –emergency or scheduled – extremely easy.

### Meeting District Deadlines

Customer service is PBK's highest priority, and we take work process and schedule milestones very seriously. Working on a tight schedule requires the cooperation of the entire team. Our first objective will be to form a working relationship with key stakeholders, promoting a collaborative model to meet all schedule milestones. We begin each project by developing a project schedule and obtaining district approval before moving forward. We build a solid project team from day one, staffed with a mix of a senior project manager, project architect, and technical support staff needed to meet the schedule. This team will stay together for the duration of the project, being supplemented and re-tasked as needed.



To ensure projects remain on schedule, our team of project managers and senior staff meet every Monday morning to review our active project list and check the status of upcoming deadlines, project progress, and staffing needs. We adjust staffing as needed to ensure schedules and deadlines are met. We also have weekly calls with our entire team of engineers to review progress and discuss critical issues, which keeps a pulse on their progress and holds all team members accountable.

We have proven methods and systems that are used to schedule and maintain deadlines and to complete necessary tasks on a timely basis. Projects will be tracked in conformance with our Master Schedule format, utilized in conjunction with Redlands USD's required time frames and our internal milestones for task completion. Our project schedule will indicate all major tasks and completion deadlines to provide critical path tracking throughout all phases of the project. Project review meetings will be conducted every two weeks between the Director of Planning, Joshua Jackson, appropriate PBK team members, and the project team in order to schedule upcoming work activities based upon the status of the design, progress of work completed, and specific need for input and guidance.

As soon as the team is approved to begin work, we will coordinate a work scheduling session with the District and associated stakeholders. The goal of the meeting will be to understand and layout the schedule and requirements and determine the appropriate attendees for each meeting. We will work with the entire design team and create a detailed schedule following this meeting. Our team successfully coordinates work schedules by:

- Being flexible and adapting to change
- Creating a schedule document that is clear and easy to understand
- Confirming commitment from everyone involved in the project
- Inviting appropriate District staff at each meeting
- Maintaining thorough documentation of decisions made during each meeting and sending it out to all stakeholders
- Utilizing technology, such as web conferencing, to host quick meetings and solve immediate challenges

PBK maintains an impeccable record and reputation for consistently delivering projects in strict compliance with agreed upon schedule parameters. Our trademark design process is particularly effective at expediting the overall project schedule and we maintain that our firm has never missed the target on an approved design deadline.



“ It didn’t matter the size of task or request made with this team, they simply treated all our needs with equal importance and commitment. ”



— Dr. Melissa Moore, Superintendent  
El Segundo Unified School District



Provide your fee schedule. If you plan to propose charging any costs for additional services, describe the types of costs to be covered and a proposed fee schedule. Be sure to include overhead and other special charges.

**FEE SCHEDULE**

PBK’s philosophy toward fees is largely different from any other architectural or engineering firms. Our final negotiated fee is our fee — we know small changes happen along the way, and we don’t want to stop and negotiate an extra fee each time.

The fees included are of a general nature, but the team at PBK understands that every client and every project is different. Based on the scope of work and project additions, we will work with Redlands Unified School District to craft a fair and reasonable fee that accounts for budget constraints. The PBK team is dedicated to ensuring that we help Paramount Unified School District get the most out of its budget while receiving the highest level of client service.

**REIMBURSABLE**

Aside from occasional plan review and approval fees, we do not anticipate the need for major reimbursables. PBK does not charge for project reprographics, photography, and ancillary expenses.

**BILLING PRACTICES**

PBK billing cycles run on a monthly basis and are based on the percent of project completion. Invoices are sent out at the beginning of the month following the services provided.

*All of our fees are negotiable.*

**PBK’S HOURLY RATES**

*Effective June 1, 2024 - May 31, 2025*

Senior Principal	\$400.00
Principal/Client Executive/Director	\$350.00
Senior Project Manager/Director	\$310.00
Project Manager	\$290.00
Senior Project Architect	\$275.00
Project Architect	\$255.00
Construction Services Manager	\$250.00
Construction Services Coordinator/ Construction Administrator	\$200.00
Production Staff (Job Captain, Assistant Project Manager, Project Coordinator, Associates, Technical Designer)	\$180.00
Draftsman	\$180.00
Interior Designer	\$170.00
Intern	\$155.00
Designer	\$130.00
Administrative	\$120.00



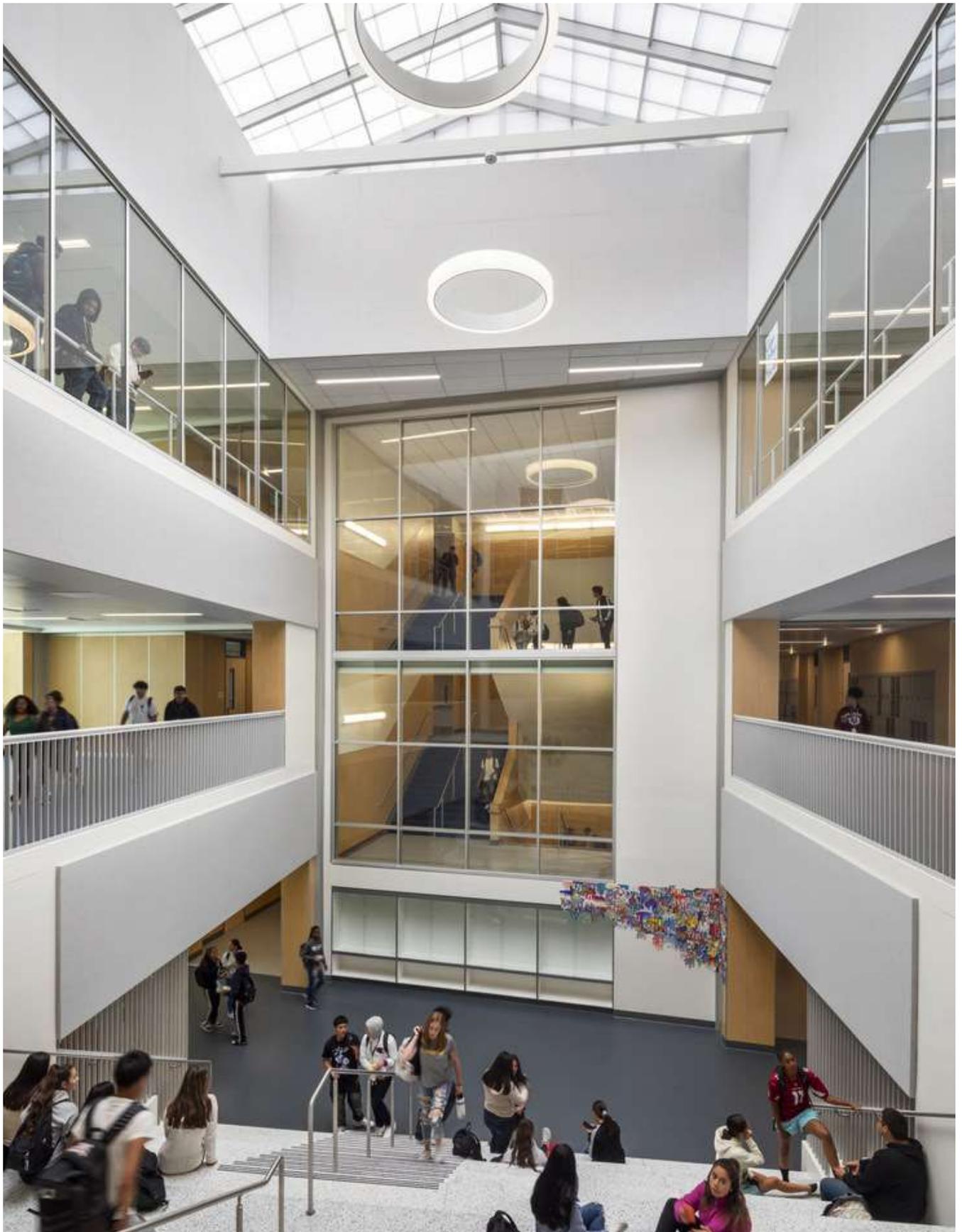
## 5. COST OF SERVICES

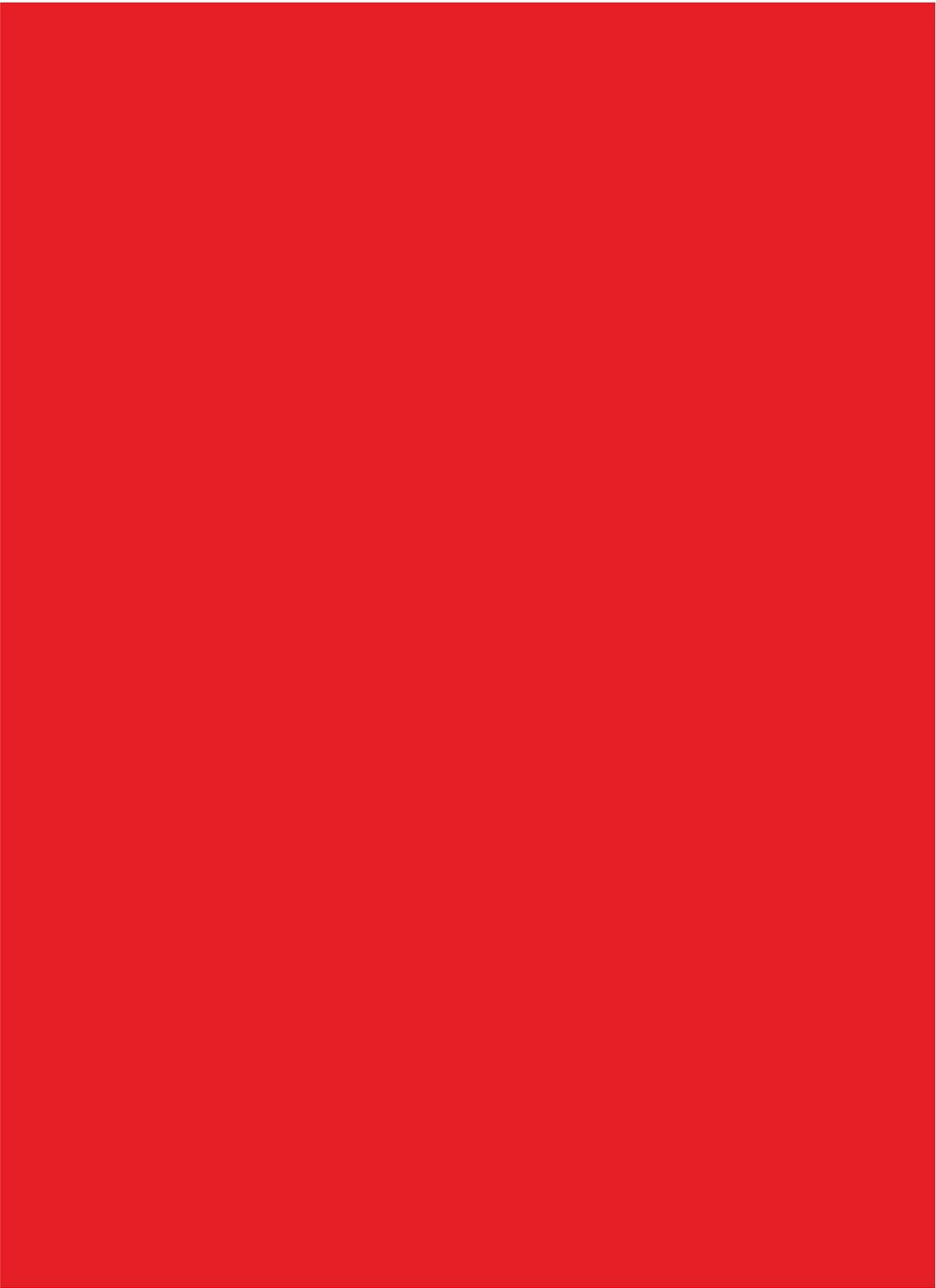
### Redlands Unified School District Facilities Master Plan - Proposed Fee and Schedule

Updated March 10, 2025

<b>PBK 6 MONTH SCHEDULE</b>		
<b>Task</b>	<b>Cost</b>	<b>Notes</b>
<b>Facilities Needs Assessment</b>		
Database Creation	\$ 13,500	
Existing Facilities Maintenance + Systems Data Collection	\$ 6,000	
Building Envelope Assessment	\$ -	<b>Fee is based on fifteen K - 5 elementary schools, four 6 - 8 middle schools, three 9-12 high schools, 1 alternative high school, an independent studies program and e-Academy.</b>
Mechanical, Electrical, Plumbing & Technology Assessment	\$ -	
Architectural and Civil Assessment	\$ -	
District-wide FCI Analysis	\$ 5,400	
Ongoing bi-weekly meetings	\$ 25,200	
<b>Educational Specification and Standards</b>		
Analysis of Existing Standards	\$ 6,000	
Classroom Loading Standards	\$ 3,000	
Recommended revisions based on outreach	\$ 3,000	
<b>Educational Facilities Program Needs Assessment</b>		
Capacity and Utilization Assessment	\$ 6,000	
Educational Facilities Program Needs Matrix	\$ 7,500	
<b>Integrated Facilities Master Plan</b>		
Evaluate and prioritize previously planned projects	\$ 3,500	
Define and prioritize projects (modernizations, new construction,	\$ 4,000	
Funding Eligibility	\$ 30,000	
Cost estimate	\$ 30,000	
Project cost matrix by type and school	\$ 44,000	
Yearly Schedule of Projected Needs	\$ 44,000	
Master Plan Production (digital)	\$ 24,000	
<b>Community Outreach</b>		
Board Updates	\$ 6,000	<b>Fee based on 2 total board meetings</b> (1 process meeting and 1 final presentation.) Advise if additional meetings and/or study sessions should be added.
Principal Interviews	\$ 44,000	
Site Staff Meetings (Schools, M&O, Central Administration...)	\$ 8,000	
Project Website Development	\$ 2,000	
Community Input Survey	\$ 4,000	Fee per survey. Assumes one community survey at start of project.
Participation in three TBD in-person events (Town Hall, PTA meeting, focus groups, student workshops, etc...)	\$ 24,000	Fee is based on 3 in-person community events. Additional events may change fee.
<b>Total Excluding Reimbursable Expenses</b>		
	<b>\$ 343,100</b>	
<i>Reimbursable expenses (travel, printing, mailing postage, web hosting, etc...) estimated 10%</i>	\$ 17,155	
<b>6 mo schedule: Grand Total including Reimbursable Expenses</b>		
	<b>\$ 360,255</b>	







“PBK’s communication is clear and straightforward with a professional approach. They focus on project success.”



— Todd Butcher, Former Director of Facilities and Construction  
Fullerton Joint Union High School District



December 2024  
REDLANDS UNIFIED SCHOOL DISTRICT FACILITIES  
DEPARTMENT

STATEMENT OF  
NON-CONFLICT OF INTEREST

While performing services for the Redlands Unified School District, this shall serve as certification that the firm is an independent contractor and its members are not officers, agents, or employees of the District, nor have they been since January 1, 2014. The Consultant hereby warrants that he or she has no business or financial interests that are in conflict with his or her obligations to the District and further agrees to disclose any such interest which may be acquired during the life of an agreement with the District.



\_\_\_\_\_  
Signature

Joshua Jackson  
\_\_\_\_\_  
Printed Name

Director of Planning  
\_\_\_\_\_  
Title

PBK Architects, Inc.  
\_\_\_\_\_  
Firm

2/13/2025  
\_\_\_\_\_  
Date

**6. REQUIRED FORMS**

**STATEMENT OF INTENT  
TO MEET DVBE PARTICIPATION GOAL**

In accordance with Education Code Section 17076.11, the Redlands Unified School District (District) has a participation goal for disabled veteran business enterprises ("DVBE") of 3 percent, per year, of the dollar amount of funds allocated to the District by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998 for construction or modernization and expended each year by the District.

Set forth below is a list of the anticipated participation of DVBEs which       PBK Architects, Inc.       (the "Contractor") intends to use as part of its Agreement for Project Management Services, School Facilities Improvement Program (the "Project"). Although it is not specifically required, you are encouraged to include DVBE participation in your bidding or seeking of subcontractors and/or suppliers.

Prior to, and as a condition precedent for final payment under the Agreement for the Project, the Contractor shall provide appropriate documentation to the District identifying the amount paid to DVBEs in conjunction with the Agreement, so that the District can assess its success in meeting the 3 percent goal.

The Contractor anticipates: (a) that   N/A   percent of the total dollar amount awarded to the Contractor shall be paid to DVBEs' and (b) using the following DVBE subcontractors and/or suppliers:

Names of Subcontractors:           N/A            
\_\_\_\_\_  
\_\_\_\_\_

Names of Suppliers:           N/A            
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Signature of Contractor

  2/13/2025    
\_\_\_\_\_  
Date

## Why PBK?

### **Business Culture**

The professional culture of PBK revolves around incomparable client service. Our goal is to perform at a level that exceeds our clients' expectations in every way. We make it our professional obligation to design to the highest of standards, respond faster, and follow through in a thorough manner. It is our business to develop lifetime relationships with our clients, and we believe it is this high level of performance and expectation that enables us to accomplish that.

### **Comprehensive Services**

Our team is unique in that we have the ability to serve as a "one-stop-shop" for our clients. We have the in-house experience, resources and capabilities to provide comprehensive planning and design in architecture, MEP engineering, technology and safety and security consulting, and facility consulting.

### **Design Grounded In Reality**

Our team believes that great design can take place, while still meeting the budget. We have a proven track record of implementing innovative design solutions without going over ever-tightening project construction budgets. In fact, many of our projects come in under budget.

### **Contractor Relationships**

PBK has completed over 25 million square feet of educational space. Through our experience, we have had the privilege of working with numerous contractors. Many of our projects allowed us to build positive, long-lasting relationships with local contractors.

### **Knowledge Of Local Codes, Conditions And Contractors**

PBK has performed architectural and engineering services throughout California. Our team has a working knowledge of local building codes and conditions. Collectively our design and consultant team has completed over 1,000 educational projects throughout California.

### **Collaborative Design Process**

Our design parameters and constraints generate unique, creative and cost-effective solutions. We facilitate team consensus-building that promotes a sense of ownership among all end-users and stakeholders of the project. This will ensure our team's total understanding and compliance with District's goals and expectations.

### **Consultant Team**

In order to reach the full potential this project has to offer, we have selected a consultant team that is innovative, forward thinking and has experience with your building type.



**COVERS:** RICHMOND STREET ELEMENTARY SCHOOL  
EL SEGUNDO UNIFIED SCHOOL DISTRICT



**CALIFORNIA OFFICES:**

- ANAHEIM
- BERKELEY
- BAKERSFIELD
- FOLSOM
- FRESNO
- LOS ANGELES
- SAN DIEGO
- SAN LUIS OBISPO
- RANCHO CUCAMONGA**

**PBK** ■ 8163 ROCHESTER AVENUE ■ RANCHO CUCAMONGA, CA 91730 ■ P. (909) 987-0909



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