

**Scope of Work for March 10, 2023 through March 9, 2024 for the Agreement
between Cabrillo Unified School District and Brookwood Advisors**

In consideration of payments set forth, Brookwood Advisors shall provide the following:

Development management, conceptual designs, and community engagement meetings required for District workforce housing planning, corporation yard facilities, and reconfiguration of District Office Site located at the “Kelly Avenue (North Hatch)” and underutilized “South Hatch” portions of the Hatch Campus.

The additional scope of work to the original agreement anticipates:

- Coordination with CUSD staff and the QKA Architects firm for allocation of site for educational uses, parking, and drop-off requirements for educational uses at South Hatch, overall design requirements for South Hatch improvements, and community engagement.
- Conceptual design of eighteen (18) units of workforce housing to be potentially placed on underutilized property at South Hatch, including landscape and architectural drawings required for Pre-Application Submittal and community meetings.
- Conceptual design of forty-two (42) units of workforce housing at Kelly Avenue including civil, landscape, and architectural drawings required for Pre-Application Submittal and community meetings.
- Provide information needed to enlist support for potential alternative funding sources for the workforce housing project(s).
- Conceptual design of the District warehouse facility and District corporation yard that will be required for Pre-Application Submittal and community meetings.
- Conceptual design at South Hatch illustrating layouts of street and site infrastructure for Pre-Application Submittal and community meetings.
- Community outreach meetings, including the preparation of drawings and materials for the proposed development (including proposed parking lots and community spaces at South Hatch) to be used in community meetings, as well as the preparation of materials/drawings for a presentation to a Joint Study Session with the City Council.
- Preparation of a survey of existing conditions showing utilities, easements, boundary, and location of existing site features for the Kelly Avenue and the South Hatch Sites. Preparation of a combined drawing (including existing survey data at Hatch Elementary).
- Preliminary street and site utility plans at South Hatch for stormwater, sanitary sewer, domestic water, fire lines, and irrigation water stubs for potential non-educational uses.
- Traffic analysis and parking analysis for proposed through traffic and parking extensions to be located potentially at South Hatch. Review of proposed left-hand turn pockets, widened sidewalks, and removal of westbound parking on Kelly Avenue.

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Amount and Method of Payments for services provided by Brookwood Advisors and consultants are estimated as shown below. Actual time spent by Brookwood Advisors staff or Consultants to Brookwood Advisors may be more or less than shown over this timeframe; however, the aggregate amount to be invoiced is on a Not-to-Exceed ("NTE") basis.

Consultants (landscape, civil, traffic, architectural):	\$250,000
<u>Brookwood Advisors:</u>	<u>\$250,000</u>
Total (NTE):	\$500,000

Acceptance of Service shall be authorized by:

*Jesus Contreras, Chief Business Officer
Board Approval Date: March 9, 2023*

On behalf of: Brookwood Program Management LLC
dba Brookwood Advisors

Alan M Katz
President

Date

On behalf of: Cabrillo Unified School District

Jesus Contreras
Chief Business Officer

Date