

**PBK** PreK-12

# **RFQ/P # 26-02-10 SUBMITTAL FOR PBK IN RESPONSE TO BAKERSFIELD CITY SCHOOL DISTRICT'S RFQ/P FOR FACILITIES MASTER PLANNING SERVICES**

BAKERSFIELD CITY SCHOOL DISTRICT ■ MARCH 6, 2026

PBK ARCHITECTS ■ 4900 CALIFORNIA AVE, SUITE 130-A, BAKERSFIELD, CALIFORNIA 93309

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[PBK.com](http://PBK.com)



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Jason Sitton  
Director of Maintenance, Operations, and Facilities  
Bakersfield City School District  
1501 Feliz Drive  
Bakersfield, CA 93307



**RE: FACILITIES MASTER PLAN CONSULTANT**

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Dear Mr. Sitton and Selection Committee:

PBK is pleased to submit this response to Bakersfield City School District's (BCSD) RFQ/P for Facilities Master Plan Consultant. This letter serves as our formal introduction and statement of qualifications in support of our proposal to provide comprehensive master planning services to Bakersfield City School District.

PBK is a full service architectural and planning firm with extensive experience developing Facilities Master Plans for K-8 school districts throughout California. We understand the unique operational, instructional, and community considerations associated with elementary and junior high school environments, and we recognize that BCSD requires a Master Plan that is practical, data driven, and fully aligned with funding and regulatory requirements.

PBK has significant experience performing high level current facilities assessments, detailed space planning analysis, and enrollment projections that account for demographic trends and program evolution. Our team integrates facilities management considerations into the planning process to ensure that recommendations are realistic, maintainable, and operationally sound.

We understand that successful master planning requires collaboration and transparent communication. PBK is prepared to meet, as needed, with District Facilities staff, neighborhood organizations, and upper level District administrators to ensure programming guidance and stakeholder input are thoughtfully incorporated. Our approach emphasizes structured engagement, clear documentation, and alignment between educational goals and facility strategies.

PBK believes that an effective Facilities Master Plan must serve as a realistic implementation roadmap for BCSD's campuses. Our planning process is designed to provide the District with clear options, defined priorities, and financially responsible phasing strategies that support educational quality, operational efficiency, and long term flexibility.

PBK received a copy of the District's form of Agreement for Architectural Services Agreement ("Agreement") attached as Attachment A to the RFQ/P. PBK has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, PBK has no objections to the use of the Agreement.

PBK certifies that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District. In addition, PBK certifies that no official or employee of the firm has ever been convicted of an ethics violation.

By virtue of this submission, PBK declares that all information provided is true and correct.

We would be honored to partner with BCSD on this important work and look forward to the possibility of supporting your efforts with a Facilities Master Plan that is clear, forward-thinking, and grounded in your district's educational mission.

Sincerely,

A handwritten signature in blue ink that reads "Mandy Freeland". The signature is fluid and cursive, with a prominent 'M' and 'F'.

MANDY FREELAND, AIA

Principal in Charge | Point of Contact | Authorized Officer of the Firm



## 2. BUSINESS INFORMATION



Please provide the following information: Firm/Company name. Address. Telephone. Fax. Website. Name and email of main contact. Federal Tax I.D. Number. License or Registration Number. Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm. Certificate(s) of Insurance identifying the firm's current insurance coverage. A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name. Number of employees (licensed professionals, technical support.) Office location where the bulk of services solicited will be performed. Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.

### Firm/Company Name

PBK Architects California, Inc.

### Address

4900 California Avenue, Suite 130-A  
Bakersfield, CA 93309

### Telephone/Fax

T: 661-509-2099  
F: N/A

### Website

www.pbk.com

### Main Contact

Mandy Freeland  
mandy.freeland@pbk.com

### Federal Tax I.D. Number

95-2983639

### Business License/Registration Number

City of Bakersfield Business License: 26-00186177

### Business Type

C Corporation  
*Not a joint venture*

### Senior Officials

James Uhl, Chief Executive Officer  
Roy Montalbano, President - Client Relations & Strategic Partnerships  
Eric Smith, President - Architecture  
Chris Cunico, Chief Operating Officer

### Number of Employees

Bakersfield: 5+  
Central California: 50+  
California: 250+  
Firmwide: 950+

### Bulk of Services Performed

PBK Bakersfield  
4900 California Avenue, Suite 130-A  
Bakersfield, CA 93309

### Small Business or Disabled Veteran Business Enterprise

PBK is not a Small Business or Disabled Veteran Business Enterprise; however, we are committed to utilizing Small Business and DVBE business enterprises.

### History of Firm

For more than 51 years, PBK has partnered with educational clients to deliver professional planning and design services built on trust, collaboration, and consistent results. Serving more than 1,000 education clients nationwide, PBK has earned a reputation for responsive service and a performance based design approach focused on meaningful outcomes for students, staff, and communities. Our collaborative process engages stakeholders early and throughout the project to create environments tailored to specific needs while remaining aligned with budget, schedule, and long term objectives.

PBK's culture emphasizes client attention, responsiveness, and forward thinking design solutions. Our integrated team structure allows us to assemble the appropriate mix of planners, architects, project managers, engineers, and designers for each project, regardless of building type or location. This approach promotes continuity, accountability, and a high level of service at every phase. For BCSD, this translates to access to deep expertise supported by a team fully committed to the District's goals and priorities.

PBK maintains a strong local presence with facility master planning, architecture, engineering, and building envelope team members in the Bakersfield office, supported by over 250 professionals across California. This structure allows us to provide dedicated local support while drawing from a broad range of technical and educational experience. We are confident in our ability to deliver the service, responsiveness, and experience BCSD requires to successfully complete its facility master plan.





### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS



*Provide a statement demonstrating your firm's or team's ability to accomplish the Scope of Services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goals. A brief written summary of the firm's philosophy related to the planning of and provision of services regarding facilities master planning.*

#### Experience in Educational Facilities Planning and Design

At PBK, we believe architecture is a responsibility to students, educators, and communities. Our work begins with listening. Every district, campus, and community we serve has its own story, challenges, and aspirations. Our philosophy is rooted in understanding those realities and shaping environments that elevate learning, inspire connection, and support long term success.

We approach each project as a partnership. Rather than applying a one size fits all solution, we tailor our services to reflect the unique goals, constraints, climate, culture, and infrastructure of every client. Exceptional design is not only about aesthetics. It is about leadership, stewardship, and thoughtful problem solving at every stage of the process.

We view facilities as strategic assets that can drive meaningful outcomes. By optimizing land, buildings, and resources, we help organizations navigate complex challenges with clarity and purpose. From early visioning and assessments through master planning, occupancy strategy, and post occupancy evaluation, our work is guided by data, collaboration, and measurable results. Each recommendation is grounded in educational value, operational value, and community impact.

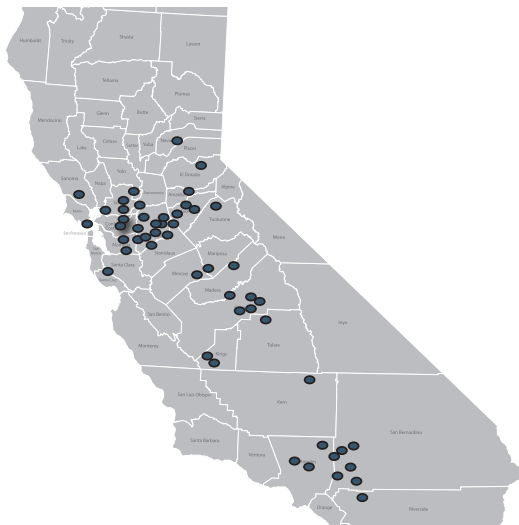
Our ultimate goal is to design environments that empower people and advance educational missions for generations to come.

#### Our Philosophy

Our firm's philosophy for facilities master planning is rooted in strategic alignment, long-term stewardship, and educational excellence. We approach each master plan as a comprehensive roadmap that aligns district facilities with educational vision, enrollment trends, financial capacity, and community priorities.

Our process begins with listening and engaging district leadership, staff, and stakeholders to clearly understand instructional goals, operational needs, and long-range objectives. From this foundation, we develop data-driven, flexible planning solutions that address immediate facility needs while positioning the district for sustainable growth and future adaptation.

We believe effective master planning balances vision with practicality. Our services integrate educational programming, facility assessments, capital planning, and implementation strategies to ensure recommendations are actionable, fiscally responsible, and responsive to changing learning models. The result is a clear, phased framework that supports informed decision-making and responsible investment in the district's built environment.



**100+**  
FACILITIES MASTER PLANS

**120+**  
FACILITIES ASSESSMENTS

**250+**  
PROFESSIONALS IN CALIFORNIA

### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS

Describe your firm's approach to designing 21st century learning facilities including the use of data and media in the classroom. Describe your firm's approach to cost estimating. Include at least two (2) examples of facility master plans. Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines.

#### Learning Environments

21st Century learning environments should not only house education they should become part of the fabric of the learning experience. By incorporating components such as technology, sustainability, outdoor learning, career and technical education, transparency, and multipurpose space, school facilities become tools that incidentally expose students to a wider knowledge base and spark inquiry and discovery in new ways.

Key features included:

- **Technology Integration:** Wiring the entire school promotes collaboration and peer-to-peer learning by allowing students to access the network anywhere on campus and reducing dependence on teachers.
- **Transparency:** The principle of visual interconnectedness makes learning communal and creates a public forum for celebrating and observing student work across grade levels.
- **Multipurpose Space:** Multipurpose spaces allow for flexibility in an age of rapidly evolving trends in education. They support various learning and teaching styles. Examples include: stairs that double as seating areas, walls that double as writing surfaces, and corridors that become extensions of the classroom.
- **Outdoor Learning:** Outdoor learning provides opportunities to observe and interact directly with nature in ways that enhances the understanding of curriculum. Research shows that outdoor learning positively impacts health and academic outcomes.

#### Approach to Cost Estimating

PBK understands that designs must be cost effective. We take cost issues very seriously and follow procedures at the beginning of the design process to ensure that the budget is accurately estimated and effectively met, especially with “design-not-to-exceed” budgets. In addition to our in-house cost and constructibility managers, the firm works closely with independent cost estimators, construction managers, contractors, and clients to monitor cost and budget in a systematic and continuous manner. PBK's procedure for budgeting, cost planning, cost monitoring, and cost estimating includes:

- End of program verification, a cost model (based on budgets/historical data) establishes targets for each program element and building system throughout each phase
- Our in-house constructibility expert will evaluate our documents periodically to assure application of best practices
- Special emphasis on estimating the costs of alternative concepts
- Agreed-upon budget continuously monitored through computer-assisted project management programs
- Cost for individual items, such as HVAC systems, equipment, etc., are progressively monitored throughout each phase, using value engineering and life cycle analysis, as necessary
- In addition to the continuous reappraisal of costs, formal estimates are prepared and updated during each phase. Cost reports are produced at each stage of the design process
- Format cost estimates are prepared at appropriate milestones in each design phase

Normal milestones include Programmatic/Concept 30, 60, 90, and 100 percent. Approximately 83 percent of our work is from repeat clients, and PBK recognizes that in order to maintain the strong relationships we have built over the years, we must adhere to the clients' budget requirements.




### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS

#### Facility Master Plan Examples

PBK has a strong history of delivering within budget. With 83 percent of our work coming from repeat clients, we understand that success in long-term planning depends on accuracy, transparency, and maintaining the District’s trust from the outset.

	TWIN RIVERS USD NORTHLAKE TK-8 SCHOOL	
	<b>PROJECT ESTIMATE</b>	\$50,366,434
	<b>ACTUAL BID AMOUNT</b>	\$55,788,443
	<b>FINAL COST</b>	\$55,083,747

	MODESTO CITY SCHOOLS EL VISTA ELEMENTARY SCHOOL	
	<b>PROJECT ESTIMATE</b>	\$11,000,000
	<b>ACTUAL BID AMOUNT</b>	\$13,907,188
	<b>FINAL COST</b>	\$13,864,096

#### Quality Control/Assurance

PBK is committed to delivering quality projects that ensure client satisfaction and repeat business. To guarantee error-free assessment documents, we implement a multi-level quality control program from the start. Data is recorded in the Facility Management Program Database, generating detailed reports. Weekly meetings with facilities, consulting, and district teams address current and potential issues, with meeting minutes shared among participants. Our team uses a comprehensive checklist to ensure accuracy and completeness, cross-referencing construction documents throughout the process and across disciplines.

Our Quality Assurance (QA) checks are essential for producing high-quality documents. These checks support coordination among architectural, structural, civil, mechanical, electrical, and plumbing systems. Below is a summary of our QA process and how it supports design, construction, testing, and inspection disciplines.

#### During Design:

- QA reviews are conducted by our QA Professionals not directly involved in the project to provide an independent review
- Review comments must be incorporated in the narrative deliverable given to our clients at the end of each phase, including our action items to address comments
- Extensive use of PBK’s Best Practice Details Library and historic project information on where to look for typical problem areas

No document leaves our office until all review comments have been successfully addressed and signed-off on by the reviewer, including coordination with other disciplines

The QA team will actively collaborate with the project team to ensure thorough oversight throughout the entire DSA process, including but not limited to:

- Submittal of plans to DSA
- At Submittal and Backcheck
- Following Bid Award
- Throughout Construction
- During Project Closeout and Certification

Our approach ensures that all documentation, compliance requirements, and project standards are consistently met, minimizing risk and supporting a smooth approval and delivery process. By maintaining close coordination at every stage, the QA team reinforces the project team’s efforts, providing a reliable layer of accountability and ensuring the highest level of quality and compliance from initial submittal through final close out and certification.



### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS

*Describe your firm's approach to DSA permitting and DSA final certification. Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements. If applicable describe your firm's specific experience with the following agencies: City of Bakersfield Planning Department, Kern County Public Works.*

#### **DSA Permitting and Final Certification**

Our firm follows a structured and disciplined approach to DSA permitting and final certification. For permitting, we begin with a detailed code analysis and confirm DSA requirements early in design. When appropriate, we coordinate pre check meetings to clarify scope and review expectations. All submittals are internally quality controlled and coordinated across disciplines prior to submission. DSA comments are tracked in a formal response matrix. Each comment is addressed clearly and completely, with coordinated responses from all consultants to avoid repeat review cycles. We maintain direct communication with DSA reviewers to resolve issues efficiently.

During construction, we work closely with the Inspector of Record, testing laboratories, and the contractor to ensure timely processing of deferred submittals, change documents, CCDs, and verified reports. DSA required forms and documentation are monitored throughout construction, not deferred to closeout.

For final certification, we confirm all verified reports, required forms, and closeout documentation are complete and consistent with DSA requirements prior to project completion. This proactive tracking supports timely DSA certification and project closeout.

#### **Approach to Federal/State/Local Code Requirements**

PBK has a working knowledge and proven track record with regard to compliance with federal and local codes and ordinances. Most construction projects have specific impacts on the city, its residents, and visitors. With early involvement from an experienced design team and consultants, as well as contractors, impacts and disruptions can be minimized. Our team also has intimate knowledge of the local geotechnical conditions related to the site. In addition, we understand the issues surrounding sustainability - our team is familiar with our community's specific environmental issues.

We have designed and built to specific standards for water usage, while working within environmental impact zones focused on stormwater runoff, endangered species, tree preservation, geologic features, and others. We have extensive experience and knowledge of the California Building Code, Title 24, and California Code of Regulations, as well as numerous other code-required projects, including the Cal Green Code. We will assist the District through the process of identifying easements and utility requirements, as well as approvals with all state and regulatory agencies and the State Fire Marshal.

#### **Experience with Local Agencies**

Our firm has experience coordinating with city and county public works agencies on educational and public projects throughout California. This experience has helped us develop a strong understanding of municipal review processes, permitting requirements, documentation standards, and agency timelines. While each jurisdiction has its own procedures, our familiarity with public works coordination positions us to effectively navigate review and approvals with the City of Bakersfield Planning Department and Kern County Public Works. Our team approaches agency coordination proactively to support efficient reviews and timely project delivery.



### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS

*Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS in the context of similar facilities.*

#### **Sustainable Design and Energy Efficiency Approach**

PBK incorporates energy-efficient and sustainable design strategies into every project through a practical, cost-conscious approach tailored to school facilities and district budgets. Our process focuses on measurable energy savings, operational efficiency, and healthy learning environments while aligning with sustainability frameworks such as LEED (Leadership in Energy and Environmental Design) and CHPS (Collaborative for High Performance Schools).

We follow an integrated design process that brings together architects, engineers, and sustainability specialists early in the project to identify client goals, evaluate site conditions, and incorporate high-performance strategies that reduce energy consumption and long-term operational costs. While many K-12 projects do not pursue formal certification due to budget considerations, PBK regularly applies LEED and CHPS principles as design tools to guide sustainable decision-making and maximize building performance.

PBK's energy-efficient design strategies commonly include:

- High-efficiency HVAC and mechanical systems
- Building orientation and optimized fenestration to maximize daylight and reduce heat gain
- Occupancy sensors and energy-efficient lighting systems
- Building automation systems for improved energy management
- Enhanced building envelope performance to reduce energy demand

In addition to energy efficiency, PBK incorporates broader sustainable design strategies that support long-term building performance and occupant wellness, including water-efficient fixtures, low-emitting materials that improve indoor air quality, recycled and regionally sourced materials, drought-tolerant landscaping, and environmentally responsive site design.

Our goal is to deliver high-performance educational environments that are healthy, comfortable, energy-efficient, and easy to maintain. PBK's approach emphasizes practical sustainability strategies that provide long-term value for school districts while creating facilities that support teaching, learning, and environmental stewardship.

The following project examples highlight how PBK has successfully incorporated energy-efficient systems and sustainable design strategies, including LEED and CHPS principles, into similar educational facilities.

#### **Platinum LEED Level:**

- Scottsdale Fire Station 1
- Scottsdale Fire Station 8

#### **Gold LEED Level:**

- Buchanan Energy Academy
- Miami Dade College Center for Innovation & Simulation
- Fremont Fire Station 11
- San Marcos Fire Station 4
- Costa Mesa Fire Station 1
- Glendale Pacific Park Aquatic Center

#### **Silver LEED Level:**

- Billy R. Reagan K-8 Education Center
- Langston Hughes Elementary School
- Del Valle Elementary School
- Los Angeles Fire Station No. 7
- Woodson Elementary School PreK-8 School
- Chino Fire Station 1
- Fremont Fire Station 2
- San Diego Fire Station 45

#### **Certified LEED Level:**

- Lemon Bay High School
- Bellaire High School
- Fremont Fire Station 6
- Tustin Fire Station 37

### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS

*How does your firm approach modernization projects versus new construction projects? Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a TK-middle school / junior high school district.*

#### Approach to Modernization Versus New Construction

PBK understands that districts such as Bakersfield City School District must balance reinvestment in existing campuses with strategic new construction that supports evolving educational programs, enrollment shifts, and community priorities. With extensive experience delivering both modernization and new construction projects for California school districts, PBK tailors each approach to support district goals, campus operations, and long-term facility planning.

#### Modernization

PBK begins with a comprehensive evaluation of existing facilities to assess building systems, accessibility compliance, deferred maintenance needs, and opportunities for energy and operational improvements. Because modernization work typically occurs on occupied campuses, our team prioritizes detailed phasing plans, safety coordination, and close communication with district staff and site leadership to minimize disruption to teaching and learning. Our goal is to extend the life of existing facilities while improving safety, accessibility, functionality, and overall campus performance.

#### New Construction

Our team works collaboratively with district leadership, educators, and stakeholders to translate educational goals into flexible, student-centered learning environments. Through interactive planning sessions and site analysis, our team develops efficient campus layouts and modern learning spaces that support evolving instructional models, technology integration, and long-term operational efficiency. Sustainable design strategies and energy-efficient systems are incorporated to support both performance and cost-effective operations.

PBK recognizes that TK–8 districts like Bakersfield City School District must remain adaptable as enrollment patterns, funding opportunities, and instructional priorities evolve. Our team maintains flexibility by working closely with district leadership to adjust project scope, schedules, and implementation strategies as needs change. We are particularly mindful of the needs of younger students, prioritizing campus safety, clear circulation, and age-appropriate learning environments while ensuring construction activities are carefully managed around active campuses.

By combining thoughtful modernization strategies with forward-thinking new construction planning, PBK helps districts like Bakersfield City School District maximize the value of existing facilities while creating learning environments that support students, educators, and the community for years to come.



#### Needs and Priorities

Our firm understands that TK through middle school and junior high districts must respond to evolving enrollment patterns, instructional models, and community priorities. We approach planning with flexibility, developing solutions that can adapt to changing program needs, grade configurations, and future growth. Through ongoing collaboration with district leadership and stakeholders, we adjust our planning strategies as priorities shift, ensuring recommendations remain practical, responsive, and aligned with the district's educational goals over time.

### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS

*Describe your experience working with DSA and working within the DSA processes. How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.*

#### **Division of the State Architect (DSA)**

Our team has learned that a thorough understanding of the requirements and processes of DSA must be combined with discipline and a high level of organization to make the construction oversight process as efficient as possible. We believe that DSA certification begins at the start of the project, and documentation is completed at every step of the way, so that closeout is simple to complete at the end of the project. Specific methodology and procedures we use include:

#### **Prior to Submittal of Plans to DSA:**

- Review the campus site for any outstanding noncertified projects to identify and resolve
- Meet with DSA for more complex projects to identify and discuss any issues, materials, or construction methods that might be out of the norm or more cutting edge

#### **At Submittal and Backcheck:**

- Provide DSA with complete and coordinated plans to speed their review process
- Respond to each and every DSA comment when we go to backcheck
- Talk to plan reviewers in advance to fully understand the comment
- Be respectful, courteous, and professional at backcheck

#### **After Bid is Awarded:**

- Gather and submit DSA forms 5PI and 102IC to inform DSA of the start of construction and request the opening of the project box
- Meet with all parties (Project Inspector, Lab of Record, District, Construction Manager, Architect of Record (AOR), and Consultants) at the kickoff meeting to confirm that everyone understands their role and responsibilities with regard to documentation and submittal of forms to the DSA box

#### **During Construction:**

- Prepare and submit Construction Change Documents (CCDs) as necessary for DSA review and approval
- Submit interim reports as required for project milestones
- Ensure proper management of the DSA Inspector Card (ICard), including timely coordination of completion at each construction phase
- Submit Final Verified Reports at the close of the project to obtain project certification

#### **Conclusion of Construction and Final Closeout:**

- Gather all forms from contractor and project inspector to submit
- Submit final Form 6
- Submit final costs reported by District
- Submit Final Verified Reports at the close of the project to obtain project certification

#### **Methods to Meet Deadlines**

PBK has a well-established track record of delivering projects on time, even under demanding schedules. Our comprehensive scheduling systems, combined with proactive management, ensure that milestones are met and potential delays are mitigated. Through a transparent, collaborative process rooted in clear communication, we provide certainty in delivery—critical for BCSD's needs.

#### **Strategies for Managing Tight Timelines**

PBK takes a proactive approach to meet aggressive schedules, leveraging LEAN principles to maximize efficiency. Key strategies include:

- **Early Planning and Coordination** - We begin with a deep dive into the project's goals and confirm the intended schedule with stakeholders. Our team identifies critical milestones and develops a list of action items for each phase.
- **Critical Path Analysis** - For schedules that appear constrained, we conduct an assessment to optimize task sequencing and identify opportunities for overlap or acceleration.
- **Transparency and Communication** - PBK is committed to open dialogue, ensuring that any potential risks to the schedule are identified and addressed early.

#### **Proven Schedule Management Procedures**

PBK's scheduling framework is designed to track every aspect of the project lifecycle. We utilize a Master Schedule format that:

- Identifies all major tasks and deadlines to establish a clear critical path for the project.
- Incorporates biweekly project review meetings with PBK team members and stakeholders.
- Is continuously updated to reflect the status of the design, construction activities, and any adjustments needed to maintain the timeline.



### 3. PROJECT APPROACH AND FIRM QUALIFICATIONS

Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches. How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house. Provide similar information for proposed sub-consultants.

By aligning internal milestones with project-specific requirements, we maintain forward momentum throughout all project phases.

#### Mitigating Delays: Established Methods and Approaches

Our ability to manage delays comes from attention to detail and quick problem-solving.

- For Contract Documents - We build in checkpoints during design to catch issues early and minimize later revisions.
- For Field Changes - We maintain close coordination with contractors and on-site personnel to quickly evaluate RFI's and produce construction change directives (CCDs).

#### Exceeding Deadline Expectations

We have a demonstrated record of delivering projects on schedule, supporting district funding goals and community priorities.

- **Elk Grove USD's Districtwide Facility Master Plan:** The Facility Master Plan was developed in conjunction with successful bond campaigns and completed on time, aligning with funding goals and community priorities.
- **Snowline Joint USD's Long Range Facility Master Plan:** The Facility Master Plan was developed in conjunction with successful bond campaigns and completed on time, aligning with funding goals and community priorities.



#### In House Services vs Sub-Consultants

As a full-service design firm that a significant factor behind the firm's success is its ability to offer a wide array of in-house services, including Mechanical, Electrical, and Plumbing Engineers, Structural Engineers, Civil Engineers, Landscape Architects, and Building Envelope Specialists. This integrated service model enables PBK to create streamlined, high-performing teams assist and/or serve as an additional quality control mechanism for these specialties. They serve as a peer review of our consulting engineers and work with our own in-house QA/QC review processes. The integration of these specialized services within a single firm creates a cohesive and highly efficient project delivery process.

Key benefits include:

- Seamless Collaboration
- Reduced Project Timelines
- Cost Efficiency
- Design Consistency
- Quality

To provide BCSD with full architectural services, we anticipate assigning our in-house consultants for the following disciplines:

- Mechanical Engineering
- Electrical Engineering
- Plumbing Design
- Building Envelope

PBK also utilizes outside consulting engineering firms for the following disciplines: structural, mechanical, electrical, plumbing, civil, landscape, and cost estimating. Most of the consulting engineers we work with have longstanding relationships with our firm and extensive experience working on California K-8 construction.

For this facilities master plan, we will utilize SchoolWorks as a sub-consultant for enrollment projections. SchoolWorks will conduct detailed demographic analyses, review historical enrollment trends, evaluate housing and development patterns, and prepare short and long term enrollment forecasts to inform planning decisions. Their projections will provide the data foundation for capacity analysis, facility utilization studies, and long range capital planning.

We occasionally have clients who have "district preferred" consultants and a comfort level with their past knowledge of district facilities. We are more than happy to custom tailor our teams accordingly should BCSD prefer to work with a specific team.



# 4. RELEVANT EXPERIENCE AND REFERENCES



Provide information about prior facilities master plans prepared by your firm in the last ten (10) years for a minimum of five (5) California TK-8 or TK-12 public school districts. Identify the last five (5) TK-8 or TK-12 public school districts for which your firm has provided facilities master planning services.

With over 50 years of experience, we're ready to support BCSD's need for comprehensive professional Facilities Master Planning Services.

### California K-12 Experience

The team has successfully led facility master planning for diverse K-12 districts across California. Our expertise covers new school construction, modernizations, and facility upgrades, all based on thorough condition assessments and cost analysis. We deliver practical, phased plans aligned with district goals and funding realities.

### Public Works Projects

PBK is one of the most experienced education design firms in the country, with a portfolio defined by depth, scale, and long term district partnerships. Our collective team has completed more than 100 facility master plans, over 4,500 addition and renovation projects, 150 plus educational support facilities, more than 220 new elementary schools, and over 90 new middle and high schools. In the past ten years alone, we have delivered hundreds of projects for public school districts across diverse communities, navigating funding requirements, Division of the State Architect processes, and campus operations to ensure projects are delivered efficiently and responsibly. This breadth of experience allows us to anticipate challenges, align with district goals, and provide solutions grounded in real world public school implementation. Here is an abbreviated list of projects we have completed in the last ten (10) years:

FACILITY MASTER PLAN PROJECTS	FINISHED
<b>Oroville Union High School District</b> Facilities Master Plan	2026
<b>Natomas Unified School District</b> Deferred Maintenance Plan	2025
<b>South Whittier School District</b> Facilities Master Plan	2025
<b>Beaumont Unified School District</b> Facilities Master Plan (2024 Update) Facilities Master Plan (2019)	2024 2019
<b>Nevada Joint Union High School District</b> Facilities Master Plan	2024
<b>Snowline Joint Unified School District</b> Facilities Master Plan	2024
<b>San Carlos School District</b> Long-Range Facilities Master Plan	2023
<b>Del Norte Unified School District</b> Facilities Master Plan	2022
<b>Contra Costa County Office of Education</b> Master Plan	2020
<b>Newhall Unified School District</b> Long-Range Facilities Master Plan	2020

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*Listening to the needs of a District means hearing not only from staff but also from the students and families it serves.*

JOSHUA JACKSON, *Principal in Charge*

# FIREBAUGH-LAS DELTAS UNIFIED SCHOOL DISTRICT

## FACILITIES MASTER PLAN | FIREBAUGH, CA



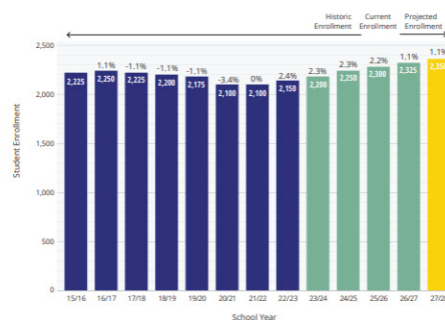
**Services Performed**  
Facilities Master Planning  
Services

**Duration and Completion**  
2024-2025

**District Contact**  
Danny Barragan  
Director of Maintenance,  
Operations and Transportation  
559-659-1476

**Project Scope**

This Facilities Master Plan (FMP) provides a strategic framework for the long-term development, modernization, and stewardship of District facilities. It captures the current state of FLDUSD’s campuses and translates identified needs into a prioritized roadmap for improvement. The focus of this plan centers on the fundamentals—safe, functional, and engaging environments that support both student learning and community use, while reflecting the values and economy of the region. The development of this FMP relied on the insight and collaboration of District leaders, school administrators, staff, and community stakeholders. Together, these partners have defined a vision that aligns facility needs with educational goals, ensuring every improvement advances the District’s mission of preparing students for success in college, career, and life.



# PARLIER UNIFIED SCHOOL DISTRICT FACILITIES MASTER PLAN | PARLIER, CA



### Services Performed

Facilities Master Planning  
Services, Digital Database,  
Funding and Finance Planning

### Duration and Completion

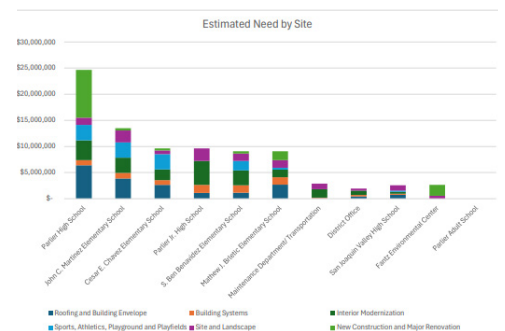
2024 - 2025

### District Contact

Dr. Rafael Iniguez  
Superintendent  
559-646-0626

### Project Scope

The Long-Range Facilities Master Plan for Parlier Unified School District included a comprehensive review of utilization, and enrollment, as well as asset management for all District facilities. Completed in 2025, the plan also included a digital database and funding and finance plan for implementation.



**PALM SPRINGS UNIFIED SCHOOL DISTRICT**  
FACILITIES MASTER PLAN | PALM SPRINGS, CA



**LONG-RANGE**  
FACILITIES  
MASTER  
PLAN



**Services Performed**

Facilities Master Planning  
Services, Digital Database,  
Funding and Finance Planning

**Duration and Completion**

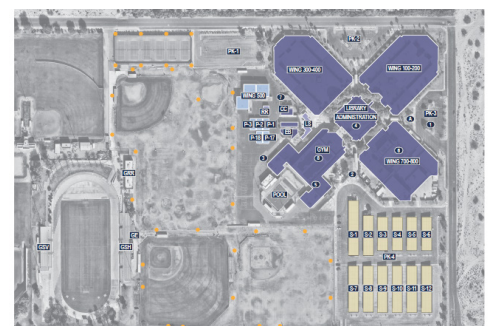
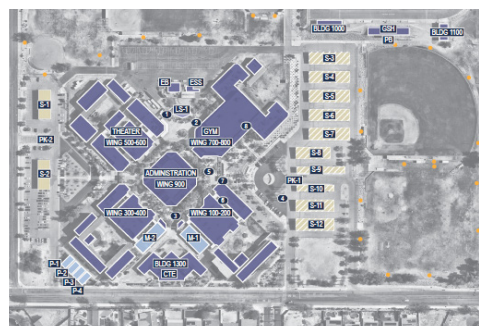
2018-2019, 2024 Update

**District Contact**

Julie Arthur  
Executive Director Facilities  
Planning and Development  
760-883-2710, Ext. 4806142

**Project Scope**

Our team supported the District by preparing a Long Range Facilities Master Plan that established a clear path for future improvements and growth. A customized digital platform was developed to house facility data and support ongoing planning efforts. To ensure feasibility, we also conducted funding and finance planning that connected project goals with both current and anticipated financial resources.



**VISALIA UNIFIED SCHOOL DISTRICT**  
DISTRICT FACILITY ASSESSMENT | VISALIA, CA



**2024 District Facility Assessment**

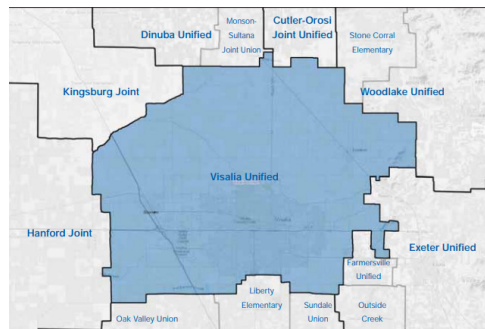


**Services Performed**  
Facilities Master Planning  
Services

**Duration and Completion**  
2023 - 2024

**District Contact**  
Steven Peña  
Executive Director, Facilities  
559-730-7300

**Project Scope**  
The Visalia Unified School District facilities masterplan is the outcome of a 9-month process in collaboration with a multi-disciplinary team of planning and architectural professionals. With support from the Visalia USD Board of Education and input from engaged community members, users and stakeholders; the plan reflects their vision for the alignment of their facilities with educational outcomes.







## 5. TEAM SUMMARY AND QUALIFICATIONS



The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for the provision of facilities master planning services as described herein. Identify and provide resumes for key members within your firm that you would assign to the team and their roles. List license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers. Identify roles and qualifications of sub-consultants, if any. Each Submittal must include evidence that the firm is legally permitted and properly licensed for the scope of work for which the Submittal is submitted and to conduct business in the State of California. The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

### PBK + Bakersfield City School District

*PBK shares BCSD's commitment to to educate all students at the highest levels of academic excellence to become collaborative, creative, and critical thinkers. Guided by our core values of collaboration, excellence, and service, the following key individuals will lead your project to success.*

#### LEADERSHIP



Mandy Freeland  
**Principal in Charge**



Josh Jackson  
**Executive Planner**

#### LOCAL TEAM



Sunny Palmer  
**Planning Project Manager**



Michael Schöen  
**QA/QC**



Aaron Hill  
**Building Envelope Specialist**



Rex Wang  
**MEP/T Engineering Team Lead**

#### SUB-CONSULTANTS



SchoolWorks, Inc.  
**Enrollment Projections Consultant**

#### Proposed Project Team and Commitment

PBK has assembled a highly qualified team of professionals with extensive experience in K-8 school districts projects. Our proposed team includes designers, project managers, and specialists who bring expertise in design, planning, cost analysis, and strategic planning. Detailed resumes outlining their qualifications and experience are included for review.

The District can rely on our team's availability to provide consistent support and meet project demands without delay. Our current capacity ensures that the necessary personnel and resources will be dedicated to delivering the requested services from start to finish.

#### Location and Office of Work Provided

PBK is properly licensed to provide architectural services in the State of California and is legally authorized to conduct business in California. The office address for the team is: 4900 California Avenue, Suite 130-A, Bakersfield, CA 93309.



## Mandy Freeland AIA

### Principal in Charge

With 24 years of experience across K–12, and higher education, institutional, hospitality, multi-family, commercial, and industrial project types, Mandy blends technical expertise with a strong commitment to professional growth, community impact, and client collaboration. Her work spans mentoring emerging professionals; advancing architectural education through new degree pathways; leading AIA initiatives that strengthen local and state chapters; and delivering client-centered designs rooted in listening and purpose. Through this approach, Mandy continually elevates her clients, colleagues, and the broader architecture community.

### Experience

#### EDUCATION

Bachelor of Arts, Communications, Public Relations, California State University, Bakersfield

#### REGISTRATIONS

Registered Architect, California: #35086 (2015)

Leadership in Energy and Environmental Design (LEED), Green Associate Qualification Certificate: Green Building Principles

#### AFFILIATIONS

American Institute of Architects (AIA)

#### REFERENCES

John Cohrs, Kern HSD  
661-396-4961

Dr. Julie Boesch, Standard SD  
661-392-2110 Ext. 1110

Bryan Easter, Maple ESD  
661-746-4439

#### South Fork Union School District, South Fork Elementary School

- Modular with Toilets
- Modernization
- TK/Preschool Building

#### Kern County Superintendent of Schools

- Kelly Blanton CTE Garage Shade Structure
- Kelly Blanton Education Center Shade Structure
- One Car Garage at 7900 Niles

#### Caliente School District

- Plute Mountain Elementary School TK Project
- Maple Elementary School District
- Maple Elementary School Entry Canopy

#### Fruitvale School District

- Discovery Elementary School Ball Wall

#### Bakersfield Adult School\*

- Four Relocatable Classrooms
- Office and Restroom Relocatable Buildings

#### Kern High School District\*

- Arvin High School Relocatable Classrooms
- Arvin High School Student Advisory Council
- Foothill High School Relocatable Classrooms
- ABLE Center Relocatable Classrooms
- ABLE-2 Relocatable Classrooms and Restroom Building
- West High School Student Advisory Center and Nurse Isolation Area Building

\*Experience prior to PBK.



## Josh Jackson AICP



### Executive Planner

An experienced planner and designer with 18 years in the industry, Josh helps organizations leverage existing facilities to achieve their goals. He leads stakeholder engagement and user group sessions from small departments to community town halls, with an eye toward complete assessments. He is committed to an inclusive process, where all voices are heard, to ensure needs are reviewed and incorporated in final plans.

### Experience

#### Contra Costa County Office of Education

- Facilities Master Plan

#### Elk Grove Unified School District

- Long Range Facilities Master Plan

#### Nevada Joint Union High School District

- Facilities Master Plan

#### Palm Springs Unified School District

- Facilities Master Plan Update

#### Snowline Joint Unified School District

- Facilities Master Plan

#### Merced City School District

- Facilities Master Plan

#### Millbrae Elementary School District

- Facilities Master Plan

#### Firebaugh-Las Deltas Unified School District

- Facilities Master Plan

#### Claremont Unified School District

- Facilities Master Plan

#### Paramount Unified School District

- Facilities Master Plan

#### Parlier Unified School District

- Long Range Facilities Master Plan

#### South Whittier School District

- Facilities Master Plan

#### Twin Rivers Unified School District

- Districtwide Facilities Assessment
- Facilities Master Plan Update

#### Beaumont Unified School District

- Facilities Master Plan Update

#### Claremont Unified School District

- Facilities Master Plan

#### Oroville Union High School District

- Facilities Master Plan

#### Visalia Unified School District

- Long Range Facilities Master Plan Update

### EDUCATION

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

### REGISTRATIONS

American Institute of Certified Planners (AICP): #32626

### REFERENCES

Patricia Tu, Paramount USD  
562-602-6025

Kristen Coates, Ed.D, Elk Grove USD  
916-634-6600

Julie Arthur, Palm Springs USD  
760-883-2710, ext. 4806142



**Sunny Palmer** AIA

**Planning Project Manager**

Sunny’s work focuses on coordinating complex planning efforts that integrate academic priorities, stakeholder engagement, and data-driven analysis to inform long-term campus development. Known for a collaborative and detail-oriented approach, Sunny helps translate planning goals into clear, implementable strategies that enhance student experience, campus connectivity, and institutional resilience.

**Experience**

**Redlands Unified School District**

- Facilities Master Plan

**Ventura Community College District\***

- Ventura College 2020 Facilities Master Plan

**San Diego Community College District\***

- Miramar College 2021 Facilities Master Plan

**California State University, Northridge\***

- Matador Success & Inclusion Center
- Sierra Annex Classroom Building Design-Build Criteria
- Sierra Hall Renovation Programming & Feasibility Study
- Manzanita Hall Space Study
- Lilac Hall Space Study

**California State University, Dominguez Hills\***

- Phase IV Student Housing

**University of California, Riverside\***

- School of Business Design-Build Criteria\*

**Mendocino Community College District\***

- Mendocino College Allied Health Replacement Final Project Proposal

**Harvey Mudd College\***

- McGregor Computer Science Center

**Los Angeles Community College District\***

- Trade Tech College Facilities Master Plan
- Trade Tech College Advanced Transportation & Manufacturing Building Design-Build Criteria
- Trade Tech College Facilities, Maintenance, & Operations Space Planning
- Trade Tech College Student Life Programming
- West Los Angeles College Utilization Study
- Los Angeles Valley College Utilization Study

**EDUCATION**

Bachelor of Architecture, University of Southern California

**AFFILIATIONS**

American Institute of Architects (AIA)

Women in Architecture Conference Planning Committee

**REFERENCES**

Ken Rosenthal, CSU, Northridge  
818-677-6007

Lance Lareau, San Diego CCD  
619-388-6546

Deborah Wylie, Los Angeles CCD  
213-891-2408

\*Experience prior to PBK.



### Michael Schöen AIA, NCARB, LEED AP



#### QA/QC

Mike is committed to listening and working with the facility users, design team, consultants, and contractors to achieve the best results possible. Mike has over 24 years of experience in the practice of architecture including the planning, design, and construction of various facilities. He is a licensed architect and LEED Accredited Professional with a practical knowledge and understanding of California Building Code, ADA requirements, Environmental Health, Fire Marshal Regulations, and Governmental Agency approval process.

#### Experience

#### EDUCATION

Master of Architecture,  
Southern California Institute  
of Architecture, Los Angeles

Bachelor of Arts,  
Environmental Design, San  
Diego State University

CASH Leadership Academy,  
Cohort 13

#### REGISTRATIONS

Registered Architect,  
California: #35165 (2015)

National Council of  
Architectural Registration  
Boards (NCARB) Certificate:  
#82923

#### REFERENCES

Steven Peña, Visalia USD  
559-730-7300

Alex Belanger, Fresno USD  
559-457-3340

Rachel Nunez, Dinuba USD  
559-595-7216

#### Visalia Unified School District

- Long Range Facility Master Plan

#### Central Unified School District

- Jaswant Singh Khalra  
Elementary School
- Justin Garza High School Visual  
and Performing Arts Building  
(VAPA)
- Justin Garza High School Athletic  
Facilities
- Justin Garza High School Aquatic  
Complex
- Justin Garza High School Futsal  
Complex

#### Clovis Unified School District

- Terry Bradley Educational Center

#### Dinuba Unified School District

- New Dinuba High School
- Athletics Master Plan
- Track and Field

#### Fresno Unified School District

- Francine & Murray Farber  
Educational Campus
- Sunnyside High School CTE  
Building
- McLane High School New  
Auxiliary Gymnasium

#### Kings-Canyon Unified School District

- Administration and Student  
Support Buildings (10 Sites)

#### Madera Unified School District

- Madera High School New Field  
House
- Madera High School New  
Stadium
- UTK Classrooms for Alpha  
Elementary School, Rose  
Elementary School, Lincoln  
Elementary School, and  
Pershings Elementary School

#### Monson-Sultana Joint Union Elementary School District

- Monson-Sultana Elementary  
School Modernization, Phase 1 &  
Phase 2



### Aaron Hill RRC, RRO, CCCA



#### Building Envelope Consultant

With 30 years in construction and over two decades in roofing, Aaron brings extensive experience to the team. His expertise spans failure assessments, remediation, and product claims in both contracting and manufacturing. Aaron has trained teams on technical roofing solutions, fostering strong customer engagement, and longterm partnerships. His expertise makes him a trusted resource for clients, ensuring successful project execution, effective team leadership, and reliable solutions.

#### Experience

#### EDUCATION

Master of Science, Corporate Finance, University of Denver

Bachelor of Science, Corporate Finance, University of Denver

#### REGISTRATIONS

Registered Roof Consultant (RRC): 0685 (2011)

Registered Roof Observer (RRO): 1194 (2010)

Certified Construction Contract Administrator (CCCA)

#### REFERENCES

Jim Fohrman, Fohrman & Son  
707-912-5966

Dan Swingly, Cal Poly, San Luis Obispo  
805-235-7850

Trent Sommers, Motive Studios  
530-781-3112

#### Firebaugh-Las Deltas Unified School District

- Facilities Master Plan

#### Berkeley Unified School District

- Longfellow Middle School Modernization

#### Napa Valley Unified School District

- American Canyon Middle School HVAC Replacement and Reroofing
- Napa High School HVAC Replacement Reroofing

#### Natomas Unified School District

- Deferred Maintenance Plan

#### Dublin Unified School District

- Emerald High School, Phase II

#### St. Helena Unified School District

- St. Helena Primary School Hardship Assessment

#### Ohlone College

- Newark Center Affordable Student Housing

#### University of the Pacific

- Southwest Hall

#### City of San Francisco\*

- Sava Pool

#### City of San Jose\*

- San Jose International Airport Terminal Expansion

#### US Department of Defense\*

- Jet Propulsion Laboratory Roof Replacement

#### US Department of Energy\*

- Building 74 Modernization

\*Experience prior to PBK.



**Rex Wang** LEED AP

**MEP/T Engineering Team Lead**

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: M-36155 (2012)

Leadership in Energy  
Environmental Design  
Accredited Professional

**REFERENCES**

Ken Mueller, Beaumont USD  
951-845-1631

Marc Aranda, Chula Vista ESD  
619-425-9600

Scott Harvey, Westminster SD  
714-894-7311

**Experience**

**Beaumont Unified School District**

- Facilities Master Plan

**Riverside Unified School District**

- Lincoln Continuation High School Auto Shop Lab

**Newhall School District**

- Long Range Facilities Master Plan

**Val Verde Unified School District**

- District Office Modular Building
- Rancho Verde High School

**Ventura Unified School District**

- Long Range Facilities Master Plan

**Lowell Joint School District**

- Meadow Green Elementary School Modernization
- Starbuk Intermediate School Modernization

**Long Beach Unified School District**

- Sato Academy Project Frog
- Wilson High School HVAC Modernization
- Rogers Middle School Interim Housing Updates

**Hacienda La Puente Unified School District**

- Wedgeworth Elementary School

**Corona-Norco Unified School District**

- Reagan Elementary School Portables
- Corona Fundamental Intermediate School New Gymnasium

**Palm Springs Unified School District**

- Desert Hot Springs High School CTE Building
- District-Wide Sound System Study



## Kenneth Reynolds

### Enrollment Projections Consultant

Ken has assisted over 300 California school districts in applying for the maximum eligible State funding for new construction and modernization projects. Throughout his associations with district personnel, he has helped them solve their unique issues such as State funding assistance, developer fee justification, scenarios for boundary changes, calculating enrollment projections, creating or adjusting trustee boundaries and developing functional Facility Master Plans.

### Experience

#### Visalia Unified School District

- Facilities Master Plan
- Demographic Studies

#### Burton School District

- Facilities Master Plan

#### Central Unified School District

- Facilities Master Plan

#### Fresno Unified School District

- Demographic Studies

#### Reef-Sunset Unified School District

- Facilities Master Plan

#### Santa Maria-Bonita School District

- Demographic Studies

#### Parlier Unified School District

- Facilities Master Plan

#### Hanford Elementary School District

- Facilities Master Plan

#### Mother Lode School District

- Facilities Master Plan

#### Liberty School District

- Facilities Master Plan

#### Chico Unified School District

- Facilities Master Plan

#### Laton Unified School District

- Facilities Master Plan Update

### EDUCATION

Bachelor of Science,  
Electrical and Electronics  
Engineering, California State  
University, Sacramento

### REFERENCES

Angel Sorenson, Orinda USD  
925-258-6201

Ellen Mejia Hooper, West  
Contra Costa USD  
510-307-4544

Chris Hobbs, Dublin USD  
925-828-2551



## 6. LITIGATION HISTORY



*Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Submittal failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.*

While disputes between clients and contractors are an unfortunate reality in the complex projects we undertake, PBK is rarely involved in such matters. In the past five years, PBK has completed more than 4,500 projects throughout the United States, and we have been party to only one claim.

### **1. Del Sol High School (PBK Architects, Rancho Cucamonga, CA)**

- *Project Name:* Del Sol High School, Oxnard Union High School District
- *Date of Claim:* October 8, 2024
- *Name of Claimant:* Progressive Surface Solutions (subcontractor to Balfour Beatty)
- *Nature of Claim:* Progressive Surface Solutions filed a cross-complaint related to alleged tile cracking issues. The dispute is between the contractor and its subcontractors and is construction-related in nature. PBK maintains that the issues do not arise from its design services.
- *Status:* Active. One mediation has occurred to date. The matter remains pending, and no findings of liability have been made against PBK.



# 7. FEES



The District requires each respondent to provide a fee schedule for the types of services that you offer. For example: Fee ranges for development of Educational Specifications and Facilities Master Plan. Provide detailed information on your hourly billing rates by position for additional services. Include within the fee proposal the identification of proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity). Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. All reimbursables will require receipts to be provided to the District.

FEE		
9 MONTH SCHEDULE		
Task	Cost	Notes
<b>Facilities Needs Assessment</b>		
Database Creation	\$ 10,000	Flat fee per project
Existing Facilities Maintenance + Systems Data Collection	\$ 2,000	
Building Envelope Assessment	\$ 168,000	BEAM Engineers
Mechanical, Electrical, Plumbing & Technology Assessment	\$ 168,000	Leaf Engineers
Architectural and Civil Assessment	\$ 100,800	
Structural Assessment	\$ -	Kubala structural engineers available if needed; not included in base fee
District-wide FCI Analysis	\$ 2,500	Flat fee per project
<i>Sub-total</i>	<b>\$ 451,300</b>	
<b>School Utilization and Educational Adequacy Assessment</b>		
Enrollment Projections	\$ 28,000	SchoolWorks
Capacity and Utilization Assessment	\$ 19,600	
Design Standards	\$ 25,200	
System Standards incorporation	\$ 14,000	
Funding Eligibility Assessment	\$ 28,000	School Facility Consultants
Educational Facilities Program Needs Matrix	\$ 2,500	
<i>Sub-total</i>	<b>\$ 117,300</b>	
<b>Integrated Facilities Master Plan</b>		
Facilities Advisory Committee	\$ 21,600	Ongoing bi-weekly meetings
Evaluate and prioritize previously planned projects	\$ 10,000	
Site analysis including massing and expansion opportunities	\$ 56,000	
Facilities Equity Study	\$ 14,000	
Define and prioritize projects (modernizations, new construction, adaptation, etc...)	\$ 4,000	
Cost estimate	\$ 28,000	
Project cost matrix by type and school	\$ 28,000	
Capital Planning Strategies	\$ 28,000	
Master Plan Production (digital)	\$ 8,000	Flat fee per project
<i>Sub-total</i>	<b>\$ 197,600</b>	
<b>Stakeholder Engagement</b>		
Board Updates	\$ 9,000	<b>Fee based on 3 total board meetings</b> (2 process meetings and 1 final presentation.) Advise if additional meetings and/or study sessions should be added.
Principal Interviews	\$ 39,600	
District Central Staff Focus Groups (Ed Services, Business Services, Maintenance and Operations, etc...)	\$ 10,000	
Interactive web-based facilities master plan with corresponding facilities management system.	\$ 35,000	
Community Input Survey	\$ 2,500	Fee per survey. Assumes one community survey at start of project.
Participation in three TBD in-person community events (Town Hall, PTA meeting, focus groups, student workshops, etc...)	\$ 1,500	Fee is based on 1 in-person community events for the whole project.
<i>Sub-total</i>	<b>\$ 97,600</b>	
<b>Total Excluding Reimbursable Expenses</b>	<b>\$ 863,800</b>	
Reimbursable expenses (travel, printing, mailing postage, web hosting, etc...) estimated 2%	\$ 17,276	
<b>9 mo schedule: Grand Total including Reimbursable Expenses</b>	<b>\$ 881,076</b>	

**Fee Schedule**

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 BCSD to craft a fair and reasonable fee that accounts for budget constraints. The PBK team is dedicated to ensuring that we help BCSD get the most out of its budget while receiving the highest level of client service.

In an effort to reduce planning and design costs, we have successfully worked with districts using the following concepts:

- Re-use of plans, in whole or part
- Re-use of designs
- Use of modular design and pre-fabricated buildings
- Reduced construction administration efforts
- Reduced design scope and deliverables
- Design-build construction delivery method

**Reimbursable**

Reimbursable expenses will be limited to:

- Necessary drawings and specifications for District progress review sets during the design phase(s)
- Fees related to agencies with jurisdiction over the project

Travel expenses incurred for project-related needs. Invoices for reimbursable expenses will include supporting receipts, with a 10% markup for administrative services. We appreciate the opportunity to collaborate and will ensure that all reimbursable expenses are reviewed and authorized by BCSD before proceeding with development.

**Billing Practices**

PBK’s billing cycle operates on a monthly basis and is based on the percentage of project completion. Invoices are issued at the beginning of the month following the services provided.

*All of our fees are negotiable.*

**HOURLY RATES**

*Effective June 1, 2025 - May 31, 2026*

Principal/Client Executive/Director	\$350.00
Senior Project Manager/Director	\$310.00
Project Manager	\$300.00
Senior Project Architect	\$275.00
Project Architect	\$260.00
Construction Services Manager	\$250.00
Construction Services Coordinator/ Construction Administrator	\$200.00
Production Staff	\$180.00
Draftsman	\$180.00
Interior Designer	\$170.00
Designer	\$130.00
Administrative	\$120.00



# SCHEDULE

9 MONTH SCHEDULE									
Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
<b>Facilities Needs Assessment</b>									
Database Creation	■	■	■						
Existing Facilities Maintenance + Systems Data Collection		■	■	■					
Building Envelope Assessment			■	■	■				
Mechanical, Electrical, Plumbing & Technology Assessment			■	■	■				
Architectural and Civil Assessment			■	■	■				
Structural Assessment									
District-wide FCI Analysis				■	■				
<b>School Utilization and Educational Adequacy Assessment</b>									
Enrollment Projections			■	■					
Capacity and Utilization Assessment			■	■					
Design Standards						■	■	■	
System Standards Incorporation						■	■	■	
Funding Eligibility Assessment					■	■	■	■	
Educational Facilities Program Needs Matrix			■	■			■	■	
<b>Integrated Facilities Master Plan</b>									
Facilities Advisory Committee	■	■	■	■	■	■	■	■	■
Evaluate and prioritize previously planned projects	■	■	■	■	■	■	■	■	■
Site analysis including massing and expansion opportunities	■	■	■	■	■	■	■	■	■
Facilities Equity Study									
Define and prioritize projects (modernizations, new construction, adaptation, etc...)				■	■	■			
Cost estimate						■	■	■	
Project cost matrix by type and school						■	■	■	
Capital Planning Strategies						■	■	■	
Master Plan Production (digital)							■	■	■
<b>Stakeholder Engagement</b>									
Board Updates									■
Principal Interviews		■	■						
District Central Staff Focus Groups (Ed Services, Business Services, Maintenance and Operations, etc...)		■	■						
Interactive web-based facilities master plan with corresponding facilities management system.	■	■	■	■			■	■	■
Community Input Survey		■	■	■					
Participation in three TBD in-person community events (Town Hall, PTA meeting, focus groups, student workshops, etc...)			■		■			■	



**CALIFORNIA OFFICES:**

ANAHEIM

BERKELEY

**BAKERSFIELD**

FOLSOM

FRESNO

LOS ANGELES

SAN DIEGO

SAN LUIS OBISPO

RANCHO CUCAMONGA

