



February 6, 2026

Chris Kim, CBO
 Reed Union School District
 277 Karen Way
 Belvedere Tiburon, CA 94920

RE: Reed USD Pre-bond Community Engagement
 Project No.: 2561.00

Dear Chris,

We are pleased to submit this proposal letter to work with Reed Union School District for a limited-scope process of community education and outreach in support of a potential future bond for the district. We understand that this effort would be separate from any future design work associated with any new bond that might follow.

The following list represents some of the possible tasks that could be necessary but is not comprehensive or meant to define minimum requirements. The actual scope and deliverables will be determined in consultation with district staff.

Graphic & Visual Materials

- Physical display boards for Board meetings and community events
- Posters and signage for display at school sites
- Clear, accessible diagrams illustrating facilities needs and proposed concepts

Community Open House Support

- Visual materials tailored for community forums and open houses
- "Before" and hypothetical "after" visuals to help the community better understand potential improvements

District Communications

- Newsletter graphics and layouts (print and digital)
- Website visuals and content support related to facilities planning

Santa Rosa: 636 Fifth Street, Santa Rosa, CA 95404
 Oakland: 55 Harrison Street, Suite 525, Oakland, CA 94607
 Denver: 610 Jerry Street, Castle Rock, CO 80104
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Conceptual Planning Illustrations

- Site plans and diagrams
- Three-dimensional cuts and diagrams (including underground schematics where helpful)
- High-level conceptual graphics intended to illustrate possibilities, not final design

For this effort we propose to bill on an hourly basis using our standard rate sheet (see attached), with a not-to-exceed amount of \$75,000. We would also request a reimbursable allowance of \$10,000 to cover costs such as printing and/or delivery of posters, display boards, and other presentation material, or other miscellaneous expenses.

The above fee includes QKA efforts only. If additional consultants are determined to be necessary to provide the level of service you need, a revised agreement would be required.

Sincerely,



Aaron Jobson
President, CEO

cc:

encl. 2025 Rate Schedule

By signing below, the district agrees to engage with QKA on this limited-engagement effort as described above.

Dr. Kimberly McGrath
District Superintendent

Date



QUATTROCCHI KWOK
ARCHITECTS

Hourly Rate Schedule For Calendar Year 2025

Principal	\$270/hr.
Project Manager/Associate/Director	\$250/hr.
Project Architect/Designer	\$235/hr.
Job Captain	\$210/hr.
Construction Admin Project Manager	\$220/hr.
Assistant Construction Admin Project Manager	\$200/hr.
Interior Designer	\$220/hr.
Junior Designer	\$195/hr.
Construction Admin Project Coordinator	\$185/hr.
Administrative	\$135/hr.

Consultants: 1.10 times the consultants' standard hourly rates.

The above rates are effective January 1, 2025, and are in effect for the calendar year 2025. On January 1 of each of the subsequent years, the above rates shall be adjusted at the rate of the Consumers Price Index as published by the Bureau of Labor Statistics.

MAIN:

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EAST BAY:

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