Submit a California Public Records Act Request to Carmel USD

The Carmel Unified School District (CUSD) is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The California Public Records Act gives the public the right to access records created and maintained by public agencies in the course of their normal business.

Pursuant to Government Code Section 6252(e), a public record is defined as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Public records requests may be used to obtain "records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by the organization and are, at the time the request is filed, in the organization's possession and control.

Records subject to disclosure under the CPRA may include email or other communications from members of the public or which reference them. While the District reviews all responsive records to determine if this information should be disclosed, in many cases references to members of the public, or the content of their communications to the District are subject to disclosure. Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical, or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

All requests will be posted to the District's CPRA webpage.

Name of requestor: *

First and last name

Central Kitchen

Email of requestor: (Responses will be provided to this email address) *

[Redacted]
Mailing address of requestor:

Your request: (To enable staff to respond to your request as efficiently as possible, please include: The date range for the records requested; the department that holds the records (if known); and the types of records, including any important keywords. Please do not include any confidential information.)

Requesting a copy of any of the completed phases of the attached scope of work by HED for the proposed Central Kitchen to be located at Carmel Middle School.

In addition, we'd like a Notice of Exemption or School Board Resolution that you've determined a CEQA is not required.

If you have attachments or images to add to the request, please do so here.

[Attach files]

This form was created inside of Carmel Unified School District.

Google Forms
12 May, 2021

Ms. Yvonne Perez  
Chief Business Official  
Carmel Unified School District  
4380 Carmel Valley Road  
Carmel, CA  93923  
(sent via e-mail: yperez@carmelunified.org)

RE: Architectural/Engineering Services Proposal  
Carmel Unified School District

Food Service Improvements  
Central Kitchen Planning for Carmel Middle School Site  
HED Project Nos. Pending

Dear Yvonne:

Thank you again for the opportunity to work with CUSD. We appreciate working with your team on all these positively impactful projects.

General Background / Scope of Work:

General: All areas under consideration for food service facilities improvements are located within the Carmel Unified School District. They include areas based on existing food service operations at CHS and CMS and the sites to be served by the proposed new central kitchen. This proposal has been based upon prior conversations between HED, RAS Tech (HED food service consultant) and Carmel USD:

- Programming, design diagrams and cost projections for a new Central Kitchen facility proposed to be relocated to the Carmel Middle School site.
- Assessment of space and cost impacts, without design plans, of the Central Kitchen areas to be vacated at CHS
- Assessment of space and cost impacts, without design plans, of the existing CMS cafeteria and operation impacts.
- Assessment of space and cost impacts, without design plans, of recommended improvements at elementary schools to be served by a new Central Kitchen.
Proposal:

Phase 1 - Project Initiation and Scoping
- Review of onsite conditions and initiation of project programming and execution.
- Assimilate record drawings.
- Create background drawings for CMS Central Kitchen design options.
- Review of site utilities and capacity.
- Confirm scope of work details.
- Assess potential for necessary additional site survey information.

Phase 1 - Project Initiation and Scoping Proposed Fee: $5,550.00

Phase 2 Program Documentation and Initial Design Diagrams
Based upon Phase 1 provide:
- Detailed narratives to outline scope of work for Central Kitchen and related space and equipment requirements.
- Initiate design options and diagrams for various locations on CMS site.
- Assess potential Central Kitchen vehicular traffic impacts on CMS site
- Assess space and equipment impacts on CUSD sites served by proposed Central Kitchen.

Phase 2 – Program Documentation and Initial Diagrams Fee: $16,850.00

Phase 3 – Master Plan Options and Cost Projections
Based upon Phase 2 provide:
- Provide 3 design options and related cost projections for proposed New Central Kitchen to be relocated on Carmel Middle School site.
- Assess functional, equipment and general cost impacts on sites to be served by proposed New Central Kitchen.

Phase 3 – Master Plan Options and Cost Projections Fee: $19,525.00

Phase 4 – Final Presentation
Based upon Phase 3 provide:
- Select a preferred design option from Phase 3. Provide a program narrative and master plan level design drawing of the recommended New Central Kitchen and its total project costs, including soft costs. Design plans will illustrate the size, layout and location of the proposed facility.
- If desired, present the New Central Kitchen master plan recommendation to the CUSD Board.

Phase 4 – Final Presentation Fee: $3,975.00

Total Proposed Fee: $45,900.00