



NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

333 – 90TH STREET, DALY CITY, CALIFORNIA 94015-1895

(650) 991-8127



REGULAR MEETING – BOARD OF DIRECTORS

Monday, March 27, 2017 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078. *We will need **FIVE (5) WORKING DAYS BEFORE ANY FUTURE MEETINGS** to make any necessary accommodations.*

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine and may be approved by one roll call vote of the Board of Directors. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the Board. If discussion is required, that item will be removed from the Consent Agenda and will be considered separately at the end of the Agenda.

Minutes:

1. Regular Meeting of February 27, 2017

Action Items:

2. Revenue and Expenditures Summary Reports - December 2016 and January 2017

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

***“AVAILABILITY OF PUBLIC RECORDS.** All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk’s Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.”*

NOTE: Speakers are limited to two minutes, unless modified by the Chair. The District cannot take action on any matter raised under this item.

NEW BUSINESS:

3. Authorize Professional Services Agreement for Design Services for Park Plaza, Southgate and San Fernando Sewer Main Improvements Project

Staff:

Sweetland/Brunmeier

Recommended Action:

Adopt Resolution

4. Authorize Professional Services Agreement for Design Services for Miriam and El Portal Sewer Main Improvements Project

Staff:

Sweetland/Brunmeier

Recommended Action:

Adopt Resolution

5. Authorize Contract Amendment with McMillen Jacobs Associates to Perform 90% Design Work on the Vista Grande Drainage Basin Improvement Project

Staff:

Sweetland

Recommended Action:

Adopt Resolution

REPORTS:

6. Board of Directors
7. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

February 27, 2017

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on February 27, 2017, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Glenn Sylvester at 7:01 p.m.

ROLL CALL:

Present: Christensen, Guingona, Buenaventura, Manalo, Sylvester

Absent: none

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Director of Finance Lawrence Chiu, Senior Management Analyst Jason Poon, Utility Billing Supervisor Anthony Tofiga and Emelyn Ponce as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Buenaventura/Manalo) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of January 23, 2017**
2. **Sewer Service Charge Appeals – FY 2016/17**
3. **Revenue and Expenditures Summary Reports – September, October and November 2016**

Motion was made, seconded (Buenaventura/Christensen) and unanimously carried to adopt the Consent Agenda.

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None.

ADJOURNMENT:

Motion was made, seconded (Buenaventura/Christensen) and unanimously carried to adjourn the Regular Meeting at 7:04 p.m.

SANITATION DISTRICT
EXPENDITURES REPORT
FOR THE MONTH OF DECEMBER 2016

	<u>CURRENT MONTH</u>	<u>YEAR TO-DATE</u>
SALARIES AND BENEFITS	\$ 753,232	3,983,229
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)	383,277	3,608,255
OTHER CHARGES	311,624	1,433,108
CAPITAL OUTLAYS	521,365	1,811,749
LESS ASSETS TO BALANCE SHEET	0	0
TRANSFERS	<u>95,286</u>	<u>571,715</u>
TOTAL	\$ <u><u>2,064,785</u></u>	<u><u>11,408,056</u></u>

AUDITED *Lawrence* Director of Finance

APPROVED _____ Board Chair

APPROVED _____ General Manager/Secretary

DATE APPROVED _____

City of Daly City, California

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Revenue and Expenditure Summary Report
By Fund
For the Period Ended 12/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-Date
REVENUES:								
N/A	6212 SNTTN FND-FND B	0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
Total N/A		0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
TAXES								
3110	SECRD PRPRTY TX	1,551,664.36	1,645,858.00	742,857.04	903,663.53	0.00	742,194	54.9
3120	UNSCRD PRPRTY T	78,774.78	75,898.00	0.00	0.00	0.00	75,898	0.0
3123	SPPLMNTL PRPRTY	61,102.92	44,200.00	8,701.46	17,777.57	0.00	26,422	40.2
3130	PRR YR PRPRTY T	0.00	0.00	0.00	(1,379.05)	0.00	1,379	0.0
3180	RPTTF DISTRIBTN	54,245.74	58,700.00	34,022.52	34,022.52	0.00	24,677	58.0
3613	HMWRS PRPRTY T	8,407.16	8,960.00	1,215.40	1,215.40	0.00	7,745	13.6
Total TAXES		1,754,194.96	1,833,616.00	786,796.42	955,299.97	0.00	878,316	52.1
RENTS AND INTEREST								
3510	INVTMNT ERNNGS	221,186.59	173,102.00	55,565.02	113,398.34	0.00	59,704	65.5
3515	UNRLZD GN(LSS)N	63,699.69	0.00	0.00	0.00	0.00	0	0.0
Ttl RNTS AND INTRS		284,886.28	173,102.00	55,565.02	113,398.34	0.00	59,704	65.5
CHARGES AND FEES								
3901	SSC TAX ROLL	16,605,972.17	16,258,798.00	8,309,446.04	8,287,868.42	0.00	7,970,930	51.0
3902	SSC WESTBOROUGH	1,901,997.05	1,775,902.00	0.00	0.00	0.00	1,775,902	0.0
3903	SSC COLMA	46,299.99	43,430.00	0.00	38,208.88	0.00	5,221	88.0
3904	SSC SF JAIL	181,975.20	165,764.00	0.00	0.00	0.00	165,764	0.0
3911	WATER SALES	306,809.79	345,000.00	218.98	78,680.35	0.00	266,320	22.8
3921	CONNECTIN CHRGS	652,833.03	499,375.00	20,215.00	297,147.00	0.00	202,228	59.5
Total CHRGS AND FS		19,695,887.23	19,088,269.00	8,329,880.02	8,701,904.65	0.00	10,386,364	45.6
MISCELLANEOUS REVENUES								
3810	PROPERTY DSPSLs	1,342.75	1,600.00	150.50	727.65	0.00	872	45.5
3852	WRKRS CMP - SLF	23,828.36	0.00	2,047.45	16,900.89	0.00	(16,901)	0.0
3860	MISCELLANES RVN	82,651.92	31,787.00	0.00	19,112.00	0.00	12,675	60.1
Total MSLCLNS RVNS		107,823.03	33,387.00	2,197.95	36,740.54	0.00	(3,353)	110.0
OPERATING TRANSFERS IN								
3953	IF FM 41-381-37	781,483.92	1,600,566.47	133,380.54	800,283.24	0.00	800,283	50.0
Ttl OPRTNG TRNSFRS		781,483.92	1,600,566.47	133,380.54	800,283.24	0.00	800,283	50.0
* Total Revenues		22,624,275.42	27,366,940.47	9,307,819.95	10,607,626.74	0.00	16,759,314	38.8

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City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 12/31/16

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* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to- date Actual	Encumb- rances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	3,979,940.26	4,571,690.30	380,936.74	2,223,438.46	0.00	2,348,252	48.6
4102	HOURLY WAGES	85,133.93	33,552.00	2,058.02	14,582.16	0.00	18,970	43.5
4103	OVERTIME	124,228.88	111,716.00	33,560.10	91,924.06	0.00	19,792	82.3
4104	PERS RETIREMENT	1,080,727.56	1,396,737.52	160,593.58	744,208.21	0.00	652,529	53.3
4105	GROUP INSURANCE	660,292.02	683,156.14	58,933.81	337,769.85	0.00	345,386	49.4
4106	WORKERS COMPNSTN	438,084.12	583,030.60	83,668.18	354,757.61	0.00	228,273	60.8
4107	MEDICARE	60,062.27	62,898.89	8,113.11	36,355.69	0.00	26,543	57.8
4108	UNPLYMNT INSRN	6,882.90	0.00	0.00	0.00	0.00	0	0.0
4109	COMPNSTD ABSNCS	168,235.00	0.00	0.00	0.00	0.00	0	0.0
4110	TERMINATION PAY	111,049.12	0.00	0.00	13,959.09	0.00	(13,959)	0.0
4112	STANDBY PAY	18,200.00	18,200.00	2,100.00	9,800.00	0.00	8,400	53.8
4116	INJURY LEAVE	23,869.73	0.00	1,025.30	18,821.32	0.00	(18,821)	0.0
4118	RETIREE HEALTH	261,299.75	240,766.00	21,774.63	135,274.20	0.00	105,492	56.2
4119	SOCIAL SECURITY	3,935.09	9,633.72	468.84	2,338.26	0.00	7,295	24.3
4120	OTHR PST EMLPYM	190,902.00	0.00	0.00	0.00	0.00	0	0.0
4125	PENSION EXPENSE	(4,775,785.00)	0.00	0.00	0.00	0.00	0	0.0
Ttl SLRS AND BNFTS		2,437,057.63	7,711,381.17	753,232.31	3,983,228.91	0.00	3,728,152	51.7
SERVICES AND SUPPLIES								
4209	MLG RMB/CR ALLW	1,800.00	5,850.00	0.00	450.00	0.00	5,400	7.7
4211	ADVERTISING	244.00	1,000.00	0.00	141.00	0.00	859	14.1
4212	COMMUNICATIONS	35,438.35	75,271.89	5,005.89	19,757.60	0.00	55,514	26.2
4213	UTILITIES	939,016.68	1,008,806.08	71,260.41	441,930.32	0.00	566,876	43.8
4217	EQPMNT MNTNNC C	77,806.57	101,960.00	7,891.89	37,660.98	7,390.00	56,909	44.2
4219	PROFESSNL SRVCS	34,326.41	197,590.00	613.00	7,778.00	12,682.00	177,130	10.4
4220	OTHR CNTRCTL SR	3,894,390.39	4,541,726.44	116,846.14	1,840,936.60	228,178.59	2,472,611	45.6
4228	PUMP STATIN RPR	70,979.20	67,500.00	5,987.59	26,137.84	26,212.20	15,150	77.6
4230	OFFICE EXPENSE	19,213.75	18,765.96	1,150.87	6,394.78	0.00	12,371	34.1
4231	SAFETY GEAR	46,387.44	58,335.00	1,735.32	15,838.04	0.00	42,497	27.2
4234	SPECL DPTMNTL	37,212.96	245,875.00	0.00	7,051.80	30,000.00	208,823	15.1
4235	BUILDING MNTNNC	79,741.30	71,300.00	5,655.99	53,663.72	0.00	17,636	75.3
4237	CLOTHING	30,110.39	27,940.00	1,671.71	14,318.55	0.00	13,621	51.2
4241	STRTS OPRNG SP	11,733.51	11,760.80	807.61	3,314.62	0.00	8,446	28.2
4243	OPERATING SPPLS	1,082,590.69	1,458,852.32	53,951.56	493,807.17	328,218.98	636,826	56.3
4244	REPAIRS & MNTNNC	178,414.17	219,081.52	17,504.44	93,425.97	7,332.74	118,323	46.0
4246	FUELS & MTR OLS	13,618.22	38,100.00	1,157.63	4,479.31	0.00	33,621	11.8
4253	LANDSCAP MNTNNC	17,308.50	0.00	0.00	0.00	0.00	0	0.0
4255	SMALL EQUIPMENT	19,319.61	31,505.01	1,193.55	6,158.39	0.00	25,347	19.5
4313	INVTNRY ADJSTMN	(12,131.66)	0.00	0.00	0.00	0.00	0	0.0

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Revenue and Expenditure Summary Report
By Fund
For the Period Ended 12/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to- date Actual	Encumb- rances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====	=====
Ttl	SRVCS AND SPPL	6,577,520.48	8,181,220.02	292,433.60	3,073,244.69	640,014.51	4,467,961	45.4
OTHER CHARGES								
4215	RENTS AND LEASS	1,170.66	3,700.00	0.00	0.00	0.00	3,700	0.0
4302	MWERSHPS & PBLIC	30,838.88	43,338.63	16,151.00	27,904.00	0.00	15,435	64.4
4303	TRAVEL & METNGS	3,563.56	20,350.00	319.78	1,409.13	0.00	18,941	6.9
4304	EDUCATN & TRNG	60,325.96	75,302.00	1,333.85	14,761.36	0.00	60,541	19.6
4434	MSCLLNS OTHER CH	132,464.43	286,460.02	89,484.00	105,266.00	0.00	181,194	36.7
4603	CONTINGENCIES	0.00	37,007.00	0.00	0.00	0.00	37,007	0.0
Total	OTHER CHARGES	228,363.49	466,157.65	107,288.63	149,340.49	0.00	316,817	32.0
FIXED CHARGES								
4208	TLPHN SRVC CHR	19,579.92	25,162.15	2,096.85	12,581.10	0.00	12,581	50.0
4216	VLCL SRVC CHRGS	357,487.18	343,121.00	28,593.42	171,560.52	0.00	171,560	50.0
4223	INFRMTN SRVCS C	345,473.52	249,369.29	20,780.76	124,684.56	0.00	124,685	50.0
4224	BLDG MNTNNG SVC	0.00	0.00	2,010.52	2,010.52	0.00	(2,010)	0.0
4226	MAL/MSSNGR SRVC	3,802.32	5,293.69	441.14	2,646.84	0.00	2,647	50.0
4227	COPIER SERVICES	8,270.64	8,861.85	738.49	4,430.94	0.00	4,431	50.0
4233	POSTAGE	4,421.04	4,747.43	395.62	2,373.72	0.00	2,374	50.0
4301	GNRL INSRNC CHR	581,242.62	429,445.00	35,787.08	214,722.48	0.00	214,723	50.0
Total	FIXED CHARGES	1,320,277.24	1,066,000.41	90,843.88	535,010.68	0.00	530,990	50.2
CAPITAL OUTLAY								
4504	ENGINEERG SRVCS	384,678.84	954,977.45	34,618.28	155,144.56	728,066.33	71,767	92.5
4507	MAINS CONSTRUCTN	701,130.95	2,153,344.31	14,607.90	744,853.32	1,378,666.52	29,824	98.6
4516	IN-HS SRV CHRGS	140,124.33	133,982.33	5,960.00	75,355.00	0.00	58,627	56.2
4518	IN-HS SRV CHG C	0.00	116,000.00	460.00	460.00	0.00	115,540	0.4
4520	BUILDINGS	236,365.71	73,045.49	6,054.00	77,850.47	93,380.34	(98,185)	234.4
4528	CNSTRCTN INSPCT	10,243.20	0.00	0.00	0.00	0.00	0	0.0
4529	SNITN TRTMT PL	90,321.48	0.00	0.00	0.00	0.00	0	0.0
4530	SANITATN EOPMNT	710,597.18	155,086.65	68,256.35	139,392.67	118,143.20	(102,449)	166.1
4532	OTHER CNTRCL SR	110,098.00	0.00	0.00	0.00	0.00	0	0.0
4534	CNTRCTL SRVCS D	0.00	690,000.00	0.00	0.00	0.00	690,000	0.0
4535	ADMINSTRN DSGN	0.00	3,000.00	0.00	0.00	0.00	3,000	0.0
4536	CNTRCTL SRVCS C	0.00	3,124,051.00	397,712.93	627,371.81	448,795.85	2,047,883	34.4
4537	ADMINSTRN CNSTR	0.00	1,000.00	0.00	0.00	0.00	1,000	0.0
4550	TLS AND SHP EQP	37,516.71	38,200.00	3,223.59	17,524.75	0.00	20,675	45.9
4557	RPRGRPHC EOPMNT	0.00	9,925.00	0.00	0.00	0.00	9,925	0.0
4563	ELECTRCL EOPMNT	8,184.10	341,815.90	0.00	2,098.35	13,634.55	326,083	4.6
4567	COMPUTER EOPMNT	30,600.00	18,836.00	0.00	0.00	18,836.00	0	100.0
4571	COMPUTER SOFTWR	362.50	0.00	0.00	0.00	0.00	0	0.0
4573	EQUIPMENT	0.00	312,500.00	0.00	0.00	285,000.00	27,500	91.2

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City of Daly City, California

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Revenue and Expenditure Summary Report
By Fund
For the Period Ended 12/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to- date Actual	Encumb- rances	Remaining Balance	Perct To-dat
=====	=====	=====	=====	=====	=====	=====	=====	=====
4597	EXPNS CNTR ACCN	(1,275,266.42)	0.00	(9,527.87)	(28,301.86)	0.00	28,302	0.0
	Total CAPITAL OTLY	1,184,956.58	8,125,764.13	521,365.18	1,811,749.07	3,084,522.79	3,229,492	60.3
OPERATING TRANSFERS OUT								
4649	IF TO 55-035	0.00	120,000.00	0.00	0.00	0.00	120,000	0.0
4651	IF T 01-031-031	1,101,570.00	1,143,430.00	95,285.83	571,714.98	0.00	571,715	50.0
4667	IF T 51-315-453	0.00	149,947.00	0.00	0.00	0.00	149,947	0.0
4672	IF T 55-035-458	3,577.41	0.00	0.00	0.00	0.00	0	0.0
4685	IF TO 17-312	0.00	269,000.00	0.00	0.00	0.00	269,000	0.0
	Ttl OPRNG TRNSFRS	1,105,147.41	1,682,377.00	95,285.83	571,714.98	0.00	1,110,662	34.0
DEBT SERVICE								
4378	NOTE PRINCIPAL	225,671.33	231,313.11	0.00	231,313.11	0.00	0	100.0
4379	NOTE INTEREST	59,916.05	57,565.27	0.00	57,565.27	0.00	0	100.0
4385	PRNCPL PYMNT CN	(225,671.33)	(231,313.11)	0.00	(231,313.11)	0.00	0	100.0
	Total DEBT SERVICE	59,916.05	57,565.27	0.00	57,565.27	0.00	0	100.0
DEPRECIATION								
4431	DEPRECIATION	2,491,046.18	2,693,491.32	204,335.24	1,226,201.97	0.00	1,467,289	45.5
	Total DEPRECIATION	2,491,046.18	2,693,491.32	204,335.24	1,226,201.97	0.00	1,467,289	45.5
*	Total Expenditurs	15,404,285.06	29,983,956.97	2,064,784.67	11,408,056.06	3,724,537.30	14,851,364	50.5
Nt fr SNTTN DSTRCT F		7,219,990.36	(2,617,016.50)	7,243,035.28	(800,429.32)	(3,724,537.30)	1,907,950	
		=====	=====	=====	=====	=====	=====	

City of Daly City, California

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Revenue and Expenditure Summary Report
By Fund
For the Period Ended 12/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to- date Actual	Encumb- rances	Remaining Balance	Percent To-dat
Total Rev - All Fnds		22,624,275.42	27,366,940.47	9,307,819.95	10,607,626.74	0.00	16,759,314	38.8
Ttl Expnd - All Fnds		15,404,285.06	29,983,956.97	2,064,784.67	11,408,056.06	3,724,537.30	14,851,364	50.5
All Funds Net		7,219,990.36	(2,617,016.50)	7,243,035.28	(800,429.32)	(3,724,537.30)	1,907,950	

SANITATION DISTRICT
EXPENDITURES REPORT
FOR THE MONTH OF JANUARY 2017

	<u>CURRENT MONTH</u>	<u>YEAR TO-DATE</u>
SALARIES AND BENEFITS	\$ 655,268	4,638,497
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)	852,660	4,460,915
OTHER CHARGES	205,329	1,638,437
CAPITAL OUTLAYS	175,001	1,986,750
LESS ASSETS TO BALANCE SHEET	0	0
TRANSFERS	<u>140,286</u>	<u>712,001</u>
TOTAL	\$ <u><u>2,028,544</u></u>	<u><u>13,436,600</u></u>

AUDITED Laurenna Urm Director of Finance

APPROVED _____ Board Chair

APPROVED _____ General Manager/Secretary

DATE APPROVED _____

City of Daly City, California

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Revenue and Expenditure Summary Report
By Fund
For the Period Ended 01/31/17

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====
REVENUES:							
N/A							
6212 SNTTN FND-FND B	0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
Total N/A	0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
TAXES							
3110 SECRD PRPTY TX	1,551,664.36	1,645,858.00	113,999.25	1,017,662.78	0.00	628,195	61.8
3120 UNSCRD PRPTY T	78,774.78	75,898.00	0.00	0.00	0.00	75,898	0.0
3123 SPLMNTL PRPTY	61,102.92	44,200.00	12,146.64	29,924.21	0.00	14,276	67.7
3130 PRR YR PRPTY T	0.00	0.00	0.00	(1,379.05)	0.00	1,379	0.0
3180 RPTTF DISTRIBTN	54,245.74	58,700.00	0.00	34,022.52	0.00	24,677	58.0
3613 HMWRS PRPTY T	8,407.16	8,960.00	2,835.93	4,051.33	0.00	4,909	45.2
Total TAXES	1,754,194.96	1,833,616.00	128,981.82	1,084,281.79	0.00	749,334	59.1
RENTS AND INTEREST							
3510 INVSTMT EARNNGS	221,186.59	173,102.00	0.00	113,398.34	0.00	59,704	65.5
3515 UNRLZD GN(LSS)N	63,699.69	0.00	0.00	0.00	0.00	0	0.0
Ttl RNTS AND INTR	284,886.28	173,102.00	0.00	113,398.34	0.00	59,704	65.5
CHARGES AND FEES							
3901 SSC TAX ROLL	16,605,972.17	16,258,798.00	893,902.48	9,181,770.90	0.00	7,077,027	56.5
3902 SSC WESTBOROUGH	1,901,997.05	1,775,902.00	0.00	0.00	0.00	1,775,902	0.0
3903 SSC COLMA	46,299.99	43,430.00	0.00	38,208.88	0.00	5,221	88.0
3904 SSC SF JAIL	181,975.20	165,764.00	0.00	0.00	0.00	165,764	0.0
3911 WATER SALES	306,809.79	345,000.00	0.00	78,680.35	0.00	266,320	22.8
3921 CONNECTIN CHRGS	652,833.03	499,375.00	13,990.00	311,137.00	0.00	188,238	62.3
Total CHRGS AND FS	19,695,887.23	19,088,269.00	907,892.48	9,609,797.13	0.00	9,478,472	50.3
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSL	1,342.75	1,600.00	0.00	727.65	0.00	872	45.5
3852 WRKRS CMP - SLF	23,828.36	0.00	4,513.72	21,414.61	0.00	(21,415)	0.0
3860 MISCELLANES RVN	82,651.92	31,787.00	1,660.00	20,772.00	0.00	11,015	65.3
Total MSCLLNS RVNS	107,823.03	33,387.00	6,173.72	42,914.26	0.00	(9,527)	128.5
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	781,483.92	1,600,566.47	133,380.54	933,663.78	0.00	666,903	58.3
Ttl OPRTNG TRNSFRS	781,483.92	1,600,566.47	133,380.54	933,663.78	0.00	666,903	58.3
* Total Revenues	22,624,275.42	27,366,940.47	1,176,428.56	11,784,055.30	0.00	15,582,885	43.1

City of Daly City, California

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Revenue and Expenditure Summary Report
By Fund
For the Period Ended 01/31/17

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percent To-dat
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	3,979,940.26	4,571,690.30	389,010.90	2,612,449.36	0.00	1,959,241	57.1
4102	HOURLY WAGES	85,133.93	33,552.00	2,185.94	16,768.10	0.00	16,784	50.0
4103	OVERTIME	124,228.88	111,716.00	9,494.15	101,418.21	0.00	10,298	90.8
4104	PERS RETIREMENT	1,080,727.56	1,396,737.52	108,040.23	852,248.44	0.00	544,489	61.0
4105	GROUP INSURANCE	660,292.02	683,156.14	59,405.57	397,175.42	0.00	285,981	58.1
4106	WORKERS COMPNSTN	438,084.12	583,030.60	51,738.61	406,496.22	0.00	176,534	69.7
4107	MEDICARE	60,062.27	62,898.89	5,267.95	41,623.64	0.00	21,275	66.2
4108	UNEMPLYMT INSRN	6,882.90	0.00	0.00	0.00	0.00	0	0.0
4109	COMPNSTD ABSNCS	168,235.00	0.00	0.00	0.00	0.00	0	0.0
4110	TERMINATION PAY	111,049.12	0.00	0.00	13,959.09	0.00	(13,959)	0.0
4112	STANDBY PAY	18,200.00	18,200.00	1,400.00	11,200.00	0.00	7,000	61.5
4116	INJURY LEAVE	23,869.73	0.00	6,191.00	25,012.32	0.00	(25,012)	0.0
4118	RETIREE HEALTH	261,299.75	240,766.00	22,215.27	157,489.47	0.00	83,277	65.4
4119	SOCIAL SECURITY	3,935.09	9,633.72	318.10	2,656.36	0.00	6,977	27.6
4120	OTHR PST EMPLOY	190,902.00	0.00	0.00	0.00	0.00	0	0.0
4125	PENSION EXPENSE	(4,775,785.00)	0.00	0.00	0.00	0.00	0	0.0
Ttl SLRS AND BNFTS		2,437,057.63	7,711,381.17	655,267.72	4,638,496.63	0.00	3,072,885	60.2
SERVICES AND SUPPLIES								
4209	MLG RMB/CR ALLW	1,800.00	5,850.00	0.00	450.00	0.00	5,400	7.7
4211	ADVERTISING	244.00	1,000.00	0.00	141.00	0.00	859	14.1
4212	COMMUNICATIONS	35,438.35	75,271.89	2,131.66	21,889.26	0.00	53,383	29.1
4213	UTILITIES	939,016.68	1,008,806.08	33,206.12	475,136.44	0.00	533,670	47.1
4217	EQPMNT MNTNNC C	77,806.57	101,960.00	1,898.08	39,559.06	7,390.00	55,011	46.0
4219	PROFESSNL SRVCS	34,326.41	197,590.00	3,075.00	10,853.00	9,607.00	177,130	10.4
4220	OTHR CNTRCTL SR	3,894,390.39	4,541,726.44	566,601.85	2,407,538.45	198,112.59	1,936,075	57.4
4228	PUMP STATIN RPR	70,979.20	67,500.00	10,222.55	36,360.39	26,212.20	4,927	92.7
4230	OFFICE EXPENSE	19,213.75	18,765.96	1,234.52	7,629.30	0.00	11,137	40.7
4231	SAFETY GEAR	46,387.44	58,335.00	2,896.62	18,734.66	0.00	39,600	32.1
4234	SPECIL DPTMNTL	37,212.96	245,875.00	10,632.00	17,683.80	30,000.00	198,191	19.4
4235	BUILDING MNTNNC	79,741.30	71,300.00	8,708.22	62,371.94	0.00	8,928	87.5
4237	CLOTHING	30,110.39	27,940.00	3,198.46	17,517.01	0.00	10,423	62.7
4241	STRTS OPTNG SP	11,733.51	11,760.80	537.19	3,851.81	0.00	7,909	32.8
4243	OPERATING SPPLS	1,082,590.69	1,458,852.32	92,778.59	586,585.76	284,646.33	587,620	59.7
4244	REPAIRS & MNTNNC	178,414.17	219,081.52	24,982.31	118,408.28	0.00	100,673	54.0
4246	FUELS & MTR OLS	13,618.22	38,100.00	159.20	4,638.51	0.00	33,461	12.2
4253	LANDSCAP MNTNNC	17,308.50	0.00	0.00	0.00	0.00	0	0.0
4255	SMALL EQUIPMENT	19,319.61	31,505.01	1,564.26	7,722.65	0.00	23,782	24.5
4313	INVNTRY ADJSTMN	(12,131.66)	0.00	0.00	0.00	0.00	0	0.0
Summary 03/14/17								
9:36 AM								

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 01/31/17

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* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-dat
Ttl	SRVCS AND SPPL	6,577,520.48	8,181,220.02	763,826.63	3,837,071.32	555,968.12	3,788,181	53.7
OTHER CHARGES								
4215	RENTS AND LEAS	1,170.66	3,700.00	0.00	0.00	0.00	3,700	0.0
4302	MMBRSHPS & PBL	30,838.88	43,338.63	282.42	28,186.42	0.00	15,152	65.0
4303	TRAVEL & METNGS	3,563.56	20,350.00	804.43	2,213.56	0.00	18,136	10.9
4304	EDUCATN & TRNG	60,325.96	75,302.00	(93.00)	14,668.36	0.00	60,634	19.5
4434	MSCLNS OTHR CH	132,464.43	286,460.02	0.00	105,266.00	0.00	181,194	36.7
4603	CONTINGENCIES	0.00	37,007.00	0.00	0.00	0.00	37,007	0.0
Total	OTHER CHARGES	228,363.49	466,157.65	993.85	150,334.34	0.00	315,823	32.2
FIXED CHARGES								
4208	TLPHN SRVC CHRG	19,579.92	25,162.15	2,096.85	14,677.95	0.00	10,484	58.3
4216	VHCL SRVC CHRG	357,487.18	343,121.00	28,593.42	200,153.94	0.00	142,967	58.3
4223	INFRMTN SRVCS C	345,473.52	249,369.29	20,780.76	145,465.32	0.00	103,904	58.3
4224	BLDG MNTNNG SVC	0.00	0.00	0.00	2,010.52	0.00	(2,010)	0.0
4226	MAL/MSSNGR SRVC	3,802.32	5,293.69	441.14	3,087.98	0.00	2,206	58.3
4227	COPIER SERVICES	8,270.64	8,861.85	738.49	5,169.43	0.00	3,692	58.3
4233	POSTAGE	4,421.04	4,747.43	395.62	2,769.34	0.00	1,978	58.3
4301	GNRL INSRNC CHR	581,242.62	429,445.00	35,787.08	250,509.56	0.00	178,935	58.3
Total	FIXED CHARGES	1,320,277.24	1,066,000.41	88,833.36	623,844.04	0.00	442,156	58.5
CAPITAL OUTLAY								
4504	ENGINEERG SRVCS	384,678.84	954,977.45	0.00	155,144.56	710,866.33	88,967	90.7
4507	MAINS CONSTRCTN	701,130.95	2,153,344.31	0.00	744,853.32	1,453,726.58	(45,235)	102.1
4516	IN-HS SRV CHRG	140,124.33	133,982.33	3,615.00	78,970.00	0.00	55,012	58.9
4518	IN-HS SRV CHG C	0.00	116,000.00	460.00	920.00	0.00	115,080	0.8
4520	BUILDINGS	236,365.71	73,045.49	6,766.55	84,617.02	86,613.79	(98,185)	234.4
4528	CONSTRCTN INSPCT	10,243.20	0.00	0.00	0.00	0.00	0	0.0
4529	SNITN TRMTNT PL	90,321.48	0.00	0.00	0.00	0.00	0	0.0
4530	SANITATN EQPMNT	710,597.18	155,086.65	0.00	139,392.67	118,143.20	(102,449)	166.1
4532	OTHR CNTRCTL SR	110,098.00	0.00	0.00	0.00	0.00	0	0.0
4534	CNTRCTL SRVCS D	0.00	690,000.00	0.00	0.00	0.00	690,000	0.0
4535	ADMINSTRN DSGN	0.00	3,000.00	0.00	0.00	0.00	3,000	0.0
4536	CNTRCTL SRVCS C	0.00	3,124,051.00	163,914.10	791,285.91	284,881.75	2,047,883	34.4
4537	ADMINSTRN CNSTR	0.00	1,000.00	0.00	0.00	0.00	1,000	0.0
4550	TLS AND SHP EQP	37,516.71	38,200.00	245.72	17,770.47	0.00	20,430	46.5
4557	RPRGRPHC EQPMNT	0.00	9,925.00	0.00	0.00	0.00	9,925	0.0
4563	ELECTRCL EQPMNT	8,184.10	341,815.90	0.00	2,098.35	13,634.55	326,083	4.6
4567	COMPUTER EQPMNT	30,600.00	18,836.00	0.00	0.00	18,836.00	0	100.0
4571	COMPUTER SOFTWR	362.50	0.00	0.00	0.00	0.00	0	0.0
4573	EQUIPMENT	0.00	312,500.00	0.00	0.00	285,000.00	27,500	91.2

City of Daly City, California

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Revenue and Expenditure Summary Report
By Fund
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* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percent To-dat
=====	=====	=====	=====	=====	=====	=====	=====	=====
4597	EXPNS CNTR ACCN	(1,275,266.42)	0.00	0.00	(28,301.86)	0.00	28,302	0.0
	Total CAPITAL OTLY	1,184,956.58	8,125,764.13	175,001.37	1,986,750.44	2,971,702.20	3,167,311	61.0
OPERATING TRANSFERS OUT								
4649	IF TO 55-035	0.00	120,000.00	45,000.00	45,000.00	0.00	75,000	37.5
4651	IF T 01-031-031	1,101,570.00	1,143,430.00	95,285.83	667,000.81	0.00	476,429	58.3
4667	IF T 51-315-453	0.00	149,947.00	0.00	0.00	0.00	149,947	0.0
4672	IF T 55-035-458	3,577.41	0.00	0.00	0.00	0.00	0	0.0
4685	IF TO 17-312	0.00	269,000.00	0.00	0.00	0.00	269,000	0.0
	Ttl OPRTNG TRNSFRS	1,105,147.41	1,682,377.00	140,285.83	712,000.81	0.00	970,376	42.3
DEBT SERVICE								
4378	NOTE PRINCIPAL	225,671.33	231,313.11	0.00	231,313.11	0.00	0	100.0
4379	NOTE INTEREST	59,916.05	57,565.27	0.00	57,565.27	0.00	0	100.0
4385	PRNCPL PYMNT CN	(225,671.33)	(231,313.11)	0.00	(231,313.11)	0.00	0	100.0
	Total DEBT SERVICE	59,916.05	57,565.27	0.00	57,565.27	0.00	0	100.0
DEPRECIATION								
4431	DEPRECIATION	2,491,046.18	2,693,491.32	204,335.38	1,430,537.35	0.00	1,262,954	53.1
	Total DEPRECIATION	2,491,046.18	2,693,491.32	204,335.38	1,430,537.35	0.00	1,262,954	53.1
*	Total Expenditurs	15,404,285.06	29,983,956.97	2,028,544.14	13,436,600.20	3,527,670.32	13,019,686	56.6
Nt fr SNTN DSTRCT F								
		7,219,990.36	(2,617,016.50)	(852,115.58)	(1,652,544.90)	(3,527,670.32)	2,563,199	
		=====	=====	=====	=====	=====	=====	

City of Daly City, California

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Revenue and Expenditure Summary Report

By Fund

For the Period Ended 01/31/17

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percent To-dat
Total Rev - All Fnds		22,624,275.42	27,366,940.47	1,176,428.56	11,784,055.30	0.00	15,582,885	43.1
Ttl Expnd - All Fnds		15,404,285.06	29,983,956.97	2,028,544.14	13,436,600.20	3,527,670.32	13,019,686	56.6
All Funds Net		7,219,990.36	(2,617,016.50)	(852,115.58)	(1,652,544.90)	(3,527,670.32)	2,563,199	



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: March 27, 2017

Subject: Authorize Professional Services Agreement for Design Services for Park Plaza, Southgate, and San Fernando Sewer Main Improvements Project

Recommended Action

Staff recommends the Board authorize the General Manager to execute an agreement with Wilsey Ham of San Mateo, California, to provide professional design services, prepare contract documents, and provide construction support for the Park Plaza, Southgate, and San Fernando Sewer Main Improvements project.

Background

The existing vitrified clay pipe (VCP) sewer mains proposed to be replaced are old and/or undersized, which can cause higher than normal routine maintenance costs, groundwater infiltration through cracks and leaking joints, and sewer backups due to insufficient pipe capacity and blockages from root intrusion or other causes. The project's general design is to replace the VCP pipes with pipes made of polyvinyl chloride (PVC) and/or high-density polyethylene (HDPE) per current industry practice.

The Park Plaza, Southgate, and San Fernando Sewer Main Improvements project includes the following improvements:

- Replacement of 730 feet of the existing 8-inch sewer main with 12-inch sewer main along Park Plaza Drive from John Daly Boulevard to Belmar Avenue.
- Replacement of 875 feet of the existing 10-inch sewer main with 15-inch sewer main along Southgate Avenue from Escuela Drive to Cerro Drive.
- Replacement of 700 feet of the existing 10-inch sewer main with 10-inch HDPE sewer main along San Fernando Way from Alta Loma Avenue to Santa Paula Drive.

Discussion

The scope of work with Wilsey Ham under this professional services agreement includes the following:

- Geotechnical services including subsurface investigation, laboratory testing, engineering analysis, and report preparation.
- Utility field verification (potholing) and utility conflict resolution.
- Topographic survey of the immediate surroundings, identifying structures, utilities, and any prominent features.
- Coordination with utility agencies to prevent potential construction delays and unnecessary disruptions to public services.
- Assess the suitability for trenchless replacements.

- Prepare plans, specifications, and construction cost estimates (PS&E).
- Bid and construction support.

Staff requested proposals for design services on December 14, 2016. Four firms submitted proposals by the due date on January 13, 2017. Wilsey Ham was one of the firms that had the experience and qualifications that most closely met the needs of the project.

Fiscal Impact

The professional services agreement provides for a not-to-exceed fee of \$131,599. Adequate funding for these services is available in the Park Plaza, Southgate, and San Fernando Sewer Main Improvements Project Account (87-920-836).

Summary/Conclusion

Staff recommends the Board authorize the General Manager to execute an agreement with Wilsey Ham of San Mateo, California, to provide professional design services, prepare contract documents, and provide construction support for the Park Plaza, Southgate, and San Fernando Sewer Main Improvements project.

Staff is available to provide any additional information desired by the Chair or Members of the Board of Directors.

Respectfully submitted,



Ryan Brunmeier
Engineer I



Patrick Sweetland
Director of Water and Wastewater Resources



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: March 27, 2017

Subject: Authorize Professional Services Agreement for Design Services for Miriam and El Portal Sewer Main Improvements Project

Recommended Action

Staff recommends the Board to pre-appropriate design funds of \$150,000 and authorize the General Manager to execute an agreement with Wilsey Ham of San Mateo, California, to provide professional design services, prepare contract documents, and provide construction support for the Miriam and El Portal Sewer Main Improvements project.

Background

The existing sewer mains proposed to be replaced are old and/or undersized, which can cause higher than normal routine maintenance costs, groundwater infiltration through cracks and leaking joints, and sewer backups due to insufficient pipe capacity and/or blockages from root intrusion or other causes. The project's general design is to replace the old pipes with pipes made of polyvinyl chloride (PVC) or high-density polyethylene (HDPE) per current industry practice.

The Miriam and El Portal Sewer Main Improvements project includes the following improvements:

- Replacement of 1200 feet of the existing 6-inch sewer main with 6-inch PVC sewer main along Miriam Street from Vista Grande Avenue to Parkview Avenue and from Parkview Avenue to Westlake Avenue.
- Replacement of 1200 feet of the existing 6-inch sewer force main with 8-inch sewer force main along El Portal Way and Cliffside Drive.

Discussion

The scope of work with Wilsey Ham under this professional services agreement includes the following:

- Geotechnical services including subsurface investigation, laboratory testing, engineering analysis, and report preparation.
- Utility field verification (potholing) and utility conflict resolution.
- Topographic survey of the immediate surroundings, identifying structures, utilities, and any prominent features.
- Coordination with utility agencies to prevent potential construction delays and unnecessary disruptions to public services.
- Assess the suitability for trenchless replacements.
- Prepare plans, specifications, and construction cost estimates (PS&E).
- Bid and construction support.

Staff requested proposals for design services on December 14, 2016. Four firms submitted proposals by the due date on January 13, 2017. Wilsey Ham was one of the firms that had the experience and qualifications that most closely met the needs of the project.

Funding for the Miriam and El Portal Sewer Main Improvements Project is approved in the adopted 2017-18 FY Capital Improvement Program (CIP) budget. In order to perform construction in FY 2017-18 the design should begin in FY 2016-17. Staff is recommending that the design funds be pre-appropriated so that the Professional Services Agreement for Design Services for Miriam and El Portal Sewer Main Improvements Project can be executed.

Fiscal Impact

The professional services agreement provides for a not-to-exceed amount of \$134,717. Adequate funding for these services is available in the Miriam and El Portal Sewer Main Improvements Project Account (87-920-841) budgeted for fiscal year 2017-18. Pre-appropriating design funds of \$150,000 into the current fiscal year will be needed to execute this agreement and cover design administration.

Summary/Conclusion

Staff recommends the Board to pre-appropriate design funds of \$150,000 and authorize the General Manager to execute an agreement with Wilsey Ham of San Mateo, California, to provide professional design services, prepare contract documents, and provide construction support for the Miriam and El Portal Sewer Main Improvements project.

Staff is available to provide any additional information desired by the Chair or Members of the Board of Directors.

Respectfully submitted,



Ryan Brunmeier
Engineer I



Patrick Sweetland
Director of Water and Wastewater Resources

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: March 27, 2017**

Subject: Authorize Contract Amendment with McMillen Jacobs Associates to Perform 90% Design Work on the Vista Grande Drainage Basin Improvement Project

Recommended Action

Authorize the General Manager to execute contract Amendment #2 with McMillen/Jacobs Associates (MJA) in the amount of \$2,988,900 to perform 90% engineering design (Task 3) work for the Vista Grande Drainage Basin Improvement Project.

Background

MJA has completed 30% engineering design work which was incorporated as part of the joint federal/state environmental review process. Presently, comments associated with the Draft environmental document have been addressed and the project team is awaiting confirmation on a release date in the Federal Register to begin the 30-day review toward issuance of a Record of Decision.

Discussion

MJA has provided a series of Task 3 work to bring the project toward 90% design completion. Although MJA has provided a complete listing of work to include 100% design and bidding assistance, only the Task 3 authorization is being sought as part of this recommended action.

Twelve tasks have been identified by the consultant team that builds upon the 30% work already completed and is attached to staff's memorandum. MJA proposes a work schedule included to complete all tasks by the end of calendar year 2017 with remaining design work completed by July 2018 with award of construction by November 2018. A number of factors will have to come into line to keep the project on track, most notably construction financing which is part of a separate consultant agreement.

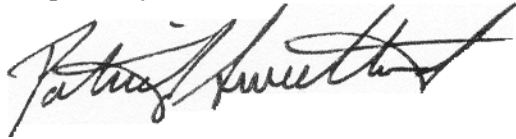
Task 3 work scope incorporate anticipated contract savings from existing Task 1 & 2 work, use of remaining Fund 87 authorization, board pre-authorization to use FY 2018 authorized Fund 87 Capital, and apportion anticipated Proposition 1 Grant Funds expected to be available by July. The funding breakdown is as follows:

Existing Contract Savings	\$107,992
Existing FY 17 Fund 87	600,000
Pre-authorize FY 18 Fund 87	780,000
Apportion Anticipated Prop 1 Grant	1,500,908
TOTAL	<u>\$2,988,900</u>

The consultant team is aware of and accepts the proposed action is contingent upon the successful award of Proposition 1 Grant announced in December 2016. The Vista Grande Drainage Basin Improvement Project was tentatively awarded the maximum \$10 million sought by the Department of Water Resources. Consistent with funding eligibility, the District submitted a Stormwater Resources Management Plan and successfully placed the project as part of the Bay Area Integrated Regional Water Management Plan.

Staff is available to answer any questions or to provide additional information as desired by the Chair and Members of the Board of Directors.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patrick Sweetland", written over a light gray rectangular background.

Patrick Sweetland
Director of Water and Wastewater Resources

Attachment

NORTH SAN MATEO COUNTY SANITATION DISTRICT
VISTA GRANDE DRAINAGE BASIN IMPROVEMENTS PROJECT

SCOPE OF WORK

SCOPE OF WORK

McMillen Jacobs Associates and its subconsultants are currently providing 30% design and environmental services to North San Mateo County Sanitation District (District) for the Vista Grande Drainage Basin Improvements Project. The scope of work described herein pertains to the final design phase of the project, and includes all tasks involved with providing engineering design, consulting, and project management services to the District, as well as preparation of contract documents for construction of the project.

Final design will be broken into three distinct phases: Phase 3 develops the design to the 90% level, Phase 4 carries the project through 100% (final design) and includes final document preparation, and Phase 5 provides bidding phase support. Phase 1 was the previous alternatives analysis, and is now complete, and Phase 2 is the current environmental and preliminary design phase. The objective of the final design is to prepare contract documents that provide a cost-effective arrangement of drainage facilities consistent with the approved environmental documents as well as District's desired objectives and schedule. The design and all contract documents produced by the Consultant shall be consistent with existing District facilities and be in conformance with the design requirements and guidelines of all applicable standards.

TASK 3 – 90% DESIGN

This task includes all work associated with producing a 90% Design package for District and stakeholder review that includes developed plans, specifications, refined or revised calculations (tech memos), and a comprehensive construction cost estimate and schedule.

This task also includes the submittal of a 60% check-print of plans, a 60% construction cost estimate and schedule update, and select draft technical memoranda as needed to be tailored for agency review. The project team will hold a four hour workshop with Daly City to present and discuss the design. The project team will also schedule four 2 workshop with SFPUC and other agencies to present and discuss the 60% design. In order to maintain schedule, we propose to continue working towards 90% design immediately after submittal of the 60% checkprint (i.e. no hold for review period).

The scope and deliverables for specific sub-tasks are defined in this section; however, common to most tasks are the following 90% level deliverables and activities.

General Deliverables for this Task:

- 60% Plan check-print set will be submitted to Daly City for review and comment. The plans will contain 90% level of detail on submitted drawings. Approximately 90% of final drawings will be submitted at 60%. Details will be fully dimensioned and all systems and major components will be shown, including structural reinforcement and joint details, valves, electrical, controls, and mechanical systems.
- Attendance by key personnel of Consultant and appropriate sub-consultant(s) at one half-day design review meeting at District or Consultant's offices to elaborate on 60% design and discuss review comments by District.
- Attendance by key personnel of the Consultant and subconsultants at up to 4 two hour 60% review or coordination meeting with SFPUC and stakeholders (NPS, Coastal Commission, ACOE, etc.).

- 90% Plan Set with 100% level of detail on submitted drawings. All anticipated contract drawings will be submitted at 90%; including standard details, cover sheets, abbreviations, symbols, legends, and key plans. All staging or traffic control drawings produced as a result of the permitting and environmental review process will be incorporated as required.
- Complete Technical Specifications (Divisions 2-16) in CSI format for all major design elements. These specifications will be “construction-ready” and all specifications will be submitted by the 90% design level. This deliverable will fall under the scope of each design area sub-task listed in this Section.
- Attendance by key Consultant and subconsultant(s) personnel at one all-day design review meeting at District or Consultant’s offices to elaborate on 90% design package and discuss review comments by District is included with specific technical sub-tasks thereof.
- Attendance by key personnel of the Consultant and subconsultants at one half-day 90% review or coordination meeting with SFPUC.
- Attendance by key personnel of the Consultant and subconsultants at four half-day 90% coordination meetings with stakeholders (NPS, Coastal Commission, etc.)
- Assess construction risk and update the District in a memorandum

Task 3.1 – 90% Utility Design and Survey

This task includes development of 90% plans, specifications and calculations for the design of the various utilities associated with the project. The design will include permanent relocation of all utilities necessary to construct the drainage improvements, as well as temporary relocation of utilities necessary for deep excavations along John Muir Drive. Work under this task will also include field reconnaissance to identify and locate utilities located between the Vista Grande Canal and John Muir Dr., and additional land and bathymetric surveys.

Task 3.01.1 – Field Reconnaissance

The project team will:

- Request information on existing utilities from SFPUC, the Olympic Club, and Pacific Gas & Electric (PG&E) and other regulated utilities.
- Mark up existing civil drawings to show known utilities.
- Retain the services of a potholing subconsultant
- Carry out field reconnaissance to check for surface expressions of existing utilities and select locations for potholing (up to 15 locations). JA will retain the services of a subconsultant to perform the potholing work
- Observe and document potholing findings.
- Have the potholed utilities surveyed by a subconsultant

Task 3.01.2 – Survey and Bathymetry

Additional survey of the project area will be required in order to complete the final design. This subtask includes the following survey activities:

- Land and bathymetric surveys of both the discharge into Impound Lake and the South Lake Merced overflow. Surveys will cover approximately 1 acre at each site.
- Survey the location and elevations of surface expressions of utilities in the canal area, as well as location and elevation of the potholed utilities described above.

- Additional work as needed to revise the project boundary map as additional right of way and property information becomes available.

Task 3.01.3 – Utilities Abandonment and Relocation Design

The 90% utilities design will include:

- Update demolition drawings that document known utilities and indicate which utilities will be removed or abandoned in place.
- Redesign of the existing effluent sewer system to operate as a pressure system.
- Prepare drawings showing both temporary and permanent locations of relocated utilities.
- Prepare description and recommendations for sequencing utility relocation or modification.
- Develop specifications for utilities relocation and abandonment.
- Develop plans for the abandonment of the City's existing effluent force main through the Olympic Club and Fort Funston.

Assumptions for this Task:

- Participation in two coordination meetings with the City, SFPUC and Olympic Club representatives to describe located utilities, proposed relocation and abandonment, and work sequence.

Deliverables for this Task:

- Revised project base map with utility and bathymetric data and updated ROW information
- 60% (Draft) Drawings and Utilities Abandonment and Relocation Technical Memorandum
- 90% Utility drawings
- 90% Utility, Abandonment, Site Work and Civil Specifications
- 90% Utilities Abandonment and Relocation Technical Memorandum

Task 3.2 – 90% East Portal Design

This task includes development of 90% plans, specifications, and calculations for the design of the east portal. The design will include the temporary portal structure, the permanent canal-to-tunnel transition, and associated mechanical works for debris removal (e.g. trashrake). Design details and calculations will be developed for the excavation support system, which is currently anticipated to consist of soldier pile and lagging walls. The design will include protection measures for the nearby 3-compartment sewer owned by the City of San Francisco. Work under this task will also include design of a ground improvement zone above the tunnel in an approximately 100 foot length of low ground cover near the east portal. A technical memo detailing methods to support temporary excavations at the portal will be produced that includes calculations for excavation support. Any support measures that will be incorporated into final portal design will be included in the report. This task will also detail all site work, drainage, grading and access issues to the portal.

Deliverables for this Task:

- 60% (Draft) Portal and Site Work Plans, Specifications, and TM
- 90% Portal and Site Work Plans

- 90% Site Work and Civil Specifications
- 90% East Portal Technical Memorandum

Task 3.3 – 90% Lake Merced Overflow Design

This task will develop the modification or replacement design for the Lake Merced Overflow. The design will include a modified or replaced intake structure with bar rack, a flow control device (e.g. adjustable weir), and a low level intake extending out into South Lake Merced. Design details and calculations will be developed for temporary excavation support and water retention systems, if needed. This task includes review of existing record drawings, a 1 day field reconnaissance to determine site conditions, complete hydraulic calculations to confirm overflow capacity, and all civil, structural, and mechanical designs and calculations. A technical memorandum detailing design methodology, excavation support and water retention, and hydraulic calculations will be produced.

Assumptions for this Task:

- Participation in two coordination meetings with the City and SFPUC to develop and confirm operational requirements and acceptable functionality for the modified overflow intake.
- Additional geotechnical data necessary for design will be collected under Task 3.08.

Deliverables for this Task:

- 60% (Draft) Lake Merced Overflow Plans and TM
- 90% Lake Merced Overflow Plans
- 90% Relevant Specifications
- 90% Lake Merced Overflow Memorandum

Task 3.4 – 90% West Portal and Outlet Structure Design

This task includes the 90% plans, specifications, and design calculations for the west tunnel portal and beach outlet structure. The project team will perform two site visits for geotechnical reconnaissance and to document existing conditions. Design considerations for access road improvements for beach access will be made. The design will include a cofferdam around the existing outlet structure to provide protection from water and waves. Design consideration for public access around the cofferdam will be developed, by either limiting its size or providing a public walkway within or on top of the cofferdam. The outlet structure design will include demolition of the existing structure, temporary slope support, and the permanent outlet structure with wing walls for long term slope protection.

Moffat and Nichols will refine their coastal processes study for the final design. They will establish the design basis and criteria for the marine construction elements; develop wave loads, expected extents of scour, and potential beach profiles for the temporary as well as permanent elements; provide comments on drawings and details as requested; and assist with obtaining a permit from the Coastal Commission. Specific scope items are as follows:

- Establish design criteria for marine structures and construction
- Develop coastal engineering design parameters, including:
 - Bathymetry
 - Environmental Factors

- Beach Profile, Storm Response, and Wave Runup
- Wave Loads
- Scour Estimates
- Review/comment on drawings and specifications
- Assist with permitting

Assumptions for this Task:

- This task includes additional effort for coordination with stakeholders such as the SFPUC, The Coastal Commission, and potentially State Lands Commission. We have assumed up to four meetings and four conference calls with agencies specifically to address beach construction issues.
- Additional geotechnical data necessary for design will be collected under Task 3.08.

Deliverables for this Task:

- Design criteria memorandum for marine structures
- Coastal processes memorandum
- 60% (Draft) Plans and TM
- 90% West Portal and Outlet Structure Plans
- 90% Specifications
- 90% West Portal and Outlet Structure Technical Memorandum

Task 3.5 – 90% Wetlands Design

This task includes the 90% plans, specifications, and design calculations for the constructed wetlands. The constructed wetlands will be vegetated with marsh plants and will operate in accordance with the Regional Water Quality Control Board's policy on the Use of Constructed Wetlands for Urban Runoff (No. 94-103). The constructed wetlands design will maximize bioremediation of low flows. A diversion system will be designed to send flow from South Lake Merced's water. A key objective of the wetlands design will be to limit occurrences of standing water in order to discourage mosquitos, odor, and other nuisances. A technical memorandum documenting the design assumptions and calculations will be prepared. The memorandum will also address aesthetic issues raised during the preliminary design.

Assumptions for this Task:

- Participation in two coordination meetings with the City and SFPUC to develop and confirm operational requirements and acceptable functionality for the constructed wetlands.

Deliverables for this Task:

- 60% (Draft) Constructed Wetlands Plans and TM
- 90% Constructed Wetlands Plans
- 90% Relevant Specifications
- 90% Constructed Wetlands Memorandum

Task 3.6 – 90% Tunnel and Shaft Design

Consultant will develop and refine the design of the tunnel and shaft, including detailed design of the excavation sequence, initial support, final linings, coatings, ground improvement, and groundwater cut-off design and grouting plan. Transitions between the tunnel and portals, and the tunnel and shaft will be detailed. Consultant will prepare a technical memorandum detailing tunnel design criteria, ground loading parameters, design methodologies, and calculations of proposed critical loading cases for lining selected at conceptual design. This task will refine ground and support classes and loading characteristics based on interpretation of the geotechnical data.

Deliverables for this Task:

- 60% (Draft) Tunnel and Shaft Plans and TM
- 90% Tunnel and Shaft Plans
- 90% Tunnel and Shaft specifications
- 90% Tunnel and Shaft Technical Memorandum

Task 3.7 – 90% Culvert and Diversion Structure Design

This task will develop the designs for the box culverts, channels, gross solids debris separators, control gates, flow metering, and low flow pumping systems. Also included in this task will be analysis and modeling of the system hydraulics. Specifically, the design will consist of the following:

- Hydraulic analysis
- Facilities layouts and grading plans
- Structural, mechanical, electrical and control features
- Temporary excavation plans
- Structural details of excavation support systems
- Structural details of the Impound Lake Discharge cofferdam
- Temporary and final roadway design for John Muir Dr.
- Traffic control plan (by subconsultant)

This task includes two technical memoranda: a Hydraulic Design Report and a Culverts and Diversion Structure TM. The Hydraulic Design Report will document the design methodology and provide analyses and calculations for the Vista Grande storm drainage system from the head of the canal to the outlet structure. The Culverts and Diversion Structure TM will document the design methodology and provide analyses and calculations for the flow structures from the head of the canal to the diversion structure. It will include a detailed description of the hydraulic control structures and their intended operation.

Deliverables for this Task:

- 60% (Draft) Hydraulic Design Report
- 60% (Draft) Culvert and Diversion Structure Plans and TM
- 90% Hydraulic Design Report
- 90% Culvert and Diversion Structure Plans
- 90% Culvert and Diversion Structure specifications
- 90% Culvert and Diversion Structure t Technical Memorandum

Task 3.8 – 90% Design Criteria and Constructability and Risk Management

The Consultant will prepare a design criteria report that compiles all key design parameters to be used on the project. Design criteria will be listed by discipline, such as structural loads, tunnel design, electrical, mechanical, instrumentation, etc. Design codes and standards will be listed along with selected critical factors of safety for both temporary and permanent structures.

This task also includes a risk management workshop with the City to discuss constructability issues and risk management strategies for project construction. The Consultant will describe the sequence and explain how the project elements will be constructed, and meeting participants will identify risks and develop strategies to mitigate or eliminate risks.

The Consultant will prepare a Constructability and Risk Management technical memorandum which describes the sequencing of construction and discusses considerations for maintaining service of critical infrastructure (e.g. Vista Grande storm drainage, WWTP effluent) during construction.

This task also includes supplemental geotechnical investigations necessary to complete the design work. The design has progressed significantly since the first phase of geotechnical investigations were performed, and additional data needs have been identified. We will perform 3 overwater borings in South Lake Merced from a barge in order to investigate foundation conditions for the low level intake pipeline. We will perform one land based boring on the banks of Impound Lake to investigate foundation conditions for the temporary cofferdam, and 4 land based borings on the beach below Fort Funston to investigate foundations conditions for the outlet structure, the temporary cofferdam, and the effluent outfall pipeline across the beach. These 5 land based borings are all limited access borings and will employ MinuteMan limited access drilling equipment. An update to the geotechnical report will be prepared based on the new information.

The Consultant will finalize and reissue the Geotechnical Baseline Report (GBR). The final GBR will be subject to internal QA/QC procedures and submitted to the City for review as part of the 90% Design package.

Assumptions for this Task:

- Participation in one risk management workshop with City staff

Deliverables for this Task:

- Updated Geotechnical Data Report
- 60% (Draft) Design Criteria Report
- 60% (Draft) Constructability and Risk Management Technical Memorandum
- 90% Design Criteria Report
- 90% Constructability and Risk Management Technical Memorandum
- Final Geotechnical Baseline Report (GBR)

Task 3.9 – 90% Cost Estimating

Consultant shall complete a Construction Cost Estimate based on quantity take-offs from the 90% design. This 90% estimate will be based on production based methods which estimate the labor, equipment, materials, and durations associated with each major construction activity. Contingency will be based upon City input and discretion of estimator considering risks, project definition, and other market factors.

The Consultant shall also produce and Updated Construction Schedule using CPM with MS Project format. Key constraints such as NTP, completion milestones, and operational requirements will be shown at 90% detail based on input from the City.

Deliverables for this Task:

- 90% Construction Cost Estimate
- 90% Construction Schedule

Task 3.10 – 90% QA/QC

This task includes independent reviews for all design documents, including calculations and technical memos, costs estimates, plans, and specifications. Sign-off and checking procedures will be documented, as well as inter-disciplinary and constructability reviews prior to major design submittals. The QA/QC forms will be included in the progress design documents for project team use.

Deliverables for this Task:

- Completed QA/QC forms for all design documents including calculations, technical memorandums, cost estimates, plans, and specifications.

Task 3.11 – 90% Support to Daly City

The purpose of this task is to assist the City in managing the project, providing timely communication to stakeholders, and working to satisfy the project objectives. This task also provides technical support to the City's decision making processes, stakeholder reviews, and public outreach venues.

This task also includes support to Daly City in preparing bid documents. Consultant will review Daly City's Division 1 specifications (special and general provisions) and comment on contract delivery issues, compatibility with design methodologies, and other potential issues that could affect the cost effective bidding of the project.

This task includes preparation for and attendance at meetings not specifically described in the individual tasks above. This task also includes time for weekly project coordination calls with Daly City.

Assumptions for this Task:

- 2 full day milestone meetings with the District and 2 half day milestone meetings with SFPUC
- 5 half day meetings with project stakeholders
- 10 months of weekly coordination calls (0.5 hr each)

Deliverables for this Task:

- Meeting minutes and memorandums summarizing results, comments, and actions from District and stakeholder meetings
- Major milestone meeting minutes
- Review of Daly City's Division 1 Specifications

Task 3.12 – 90% Project Management

This task includes all general project management effort required to organize the design team and report progress to the District in the form of monthly design progress reports. Consultant will prepare monthly invoices that will indicate all labor charges by task, name, and personnel category. The Consultant shall provide the District with brief monthly progress status reports that include milestones and deliverables completed to date, estimate of work required to complete the contract, explanation of any major variances in percentage of work to be completed compared to percentage of budget remaining, and any anticipated changes to the contract that may be necessary to complete the scope of the work. Such report shall be submitted each month with the invoices.

The consultant will prepare a design schedule. This detailed design project schedule will show durations by Task and Sub Task utilizing Critical Path Methodology along with key project and deliverable milestones. The design schedule will clearly show anticipated design review periods and any available float for required submittal reviews by the District, QA/QC reviews, and Constructability reviews. MS Project Output and electronic files will be provided on a periodic basis as necessary.

Deliverables for this Task:

- Monthly Invoices
- Monthly Progress and status Reports
- Design Schedule (MS Project)
- Revised design schedule on a periodic basis as necessary (MS Project)

TASK 4 – 100% DESIGN

This task includes all work associated with producing a final bid-ready package for the Project. The scope and deliverables for specific sub-tasks are defined in this section; however, common to most tasks are the following final deliverables descriptions:

General Deliverables for this Task:

- Consultant will address 90 percent design review comments by Daly City, SFPUC, and other stakeholders.
- Final Plan Set with sign-off and professional engineer's certification stamp on all sheets as required by District standards. Reproducible Full-size and half-size set of Drawings will be produced. Plan set will be "bid ready" and subject to final QA/QC as defined in approved plan per Task 4.10.
- Complete bid-ready Technical Specifications (Divisions 2-16) in CSI format for all design elements. General and Special provisions will be updated by the District based on comments from the Consultants and all Contract Documents integrated into Bid Package at the discretion of the District Project Manager.
- All technical memoranda will be updated or amended as required and reissued as "Final" based on final QA/QC, District review, and technical review comments.

Task 4.1 – 100% Utility Design

The Consultant shall finalize and complete Plans, Specifications, Calculations, and provide quantity take-offs in support of final cost estimating and scheduling. (See Task 3.1 for more details of technical scope)

Deliverables for this Task:

- Final Utility, Abandonment, Site Work, and Civil Drawings
- Final Utility, Abandonment, Site Work and Civil Specifications
- Final Utilities Abandonment and Relocation Technical Memorandum

Task 4.2 – 100% East Portal Design

The Consultant shall finalize and complete Plans, Specifications, Calculations, and provide quantity take-offs in support of final cost estimating and scheduling. (See Task 3.2 for more details of technical scope)

Deliverables for this Task:

- Final East Portal and Site Work Plans
- Final Site Work and Civil Specifications
- Final East Portal Technical Memorandum

Task 4.3 – 100% Lake Merced Overflow Design

The Consultant shall finalize and complete Plans, Specifications, Calculations, and provide quantity take-offs in support of final cost estimating and scheduling. (See Task 3.3 for more details of technical scope)

Deliverables for this Task:

- Final Lake Merced Overflow Plans
- Final Overflow Specifications
- Final Lake Merced Overflow Memorandum

Task 4.4 – 100% West Portal and Outlet Structure Design

The Consultant shall finalize and complete Plans, Specifications, Calculations, and provide quantity take-offs in support of final cost estimating and scheduling. (See Task 3.4 for more details of technical scope)

Deliverables for this Task:

- Final West Portal and Outlet Structure Plans
- Final Specifications
- Final West Portal and Outlet Structure Technical Memorandum

Task 4.5 – 100% Wetlands Design

The Consultant shall finalize and complete Plans, Specifications, Calculations, and provide quantity take-offs in support of final cost estimating and scheduling. (See Task 3.5 for more details of technical scope)

Deliverables for this Task:

- Final Constructed Wetlands Plans
- Final Specifications

- Final Constructed Wetlands Memorandum

Task 4.6 – 100% Tunnel and Shaft Design

The Consultant shall finalize and complete Plans, Specifications, Calculations, and provide quantity take-offs in support of final cost estimating and scheduling. (See Task 3.6 for more details of technical scope)

Deliverables for this Task:

- Final Tunnel and Shaft Plans
- Final Tunnel and Shaft specifications
- Final Tunnel and Shaft Technical Memorandum

Task 4.7 – 100% Culvert and Diversion Structure Design

The Consultant shall finalize and complete Plans, Specifications, Calculations, and provide quantity take-offs in support of final cost estimating and scheduling. (See Task 3.7 for more details of technical scope)

Deliverables for this Task:

- Final Hydraulic Design Report
- Final Culvert and Diversion Structure Plans
- Final Culvert and Diversion Structure specifications
- Final Culvert and Diversion Structure Technical Memorandum

Task 4.8 – 100% Constructability and Risk Management

The Consultant will finalize and complete the Risk Register, the Design Criteria Report, and the Constructability and Operational Risk Management Report.

Deliverables for this Task:

- Updated Risk Register
- Final Design Criteria Report
- Final Constructability and Risk Management Technical Memorandum

Task 4.9 – 100% Cost Estimating

Consultant shall complete a Construction Cost Estimate based on quantity take-offs from the final design documents. The consultant shall produce an engineer's estimate with appropriate contingencies based upon City input and discretion of estimator considering risks, project definition, and other market factors.

The Construction Schedule will be updated and finalized based on the latest bid schedule anticipated by the City.

Deliverables for this Task:

- Final Construction Cost Estimate, "Engineer's Estimate"
- Final Construction Schedule

Task 4.10 – 100% QA/QC

This task includes independent reviews for all design documents, including calculations and technical memos, costs estimates, plans, and specifications. Sign-off and checking procedures will be documented, as well as inter-disciplinary and constructability reviews prior to major design submittals. The QA/QC forms will be included in the progress design documents for project team use.

Deliverables for this Task:

- Completed QA/QC forms for all design documents including calculations, technical memorandums, cost estimates, plans, and specifications.

Task 4.11 – 100% Support to Daly City and Document Preparation

The purpose of this task is to assist the City in managing the project, providing timely communication to stakeholders, and working to satisfy the project objectives. This task also provides technical support to the City's decision making processes, stakeholder reviews, and public outreach venues.

This task also includes support to Daly City in preparing bid documents. Consultant will assist Daly City with the finalization of Division 1 specifications (special and general provisions) and provide input on contract delivery issues.

This task includes preparation for and attendance at meetings not specifically described in the individual tasks above. This task also includes time for weekly project coordination calls with Daly City.

Assumptions for this Task:

- 1 full day milestone meetings with the District and 2 half day milestone meetings with SFPUC
- 8 half day meetings with other project stakeholders
- 8 months of weekly coordination calls

Deliverables for this Task:

- Meeting minutes and memorandums summarizing results, comments, and actions from District and stakeholder meetings
- Major milestone meeting minutes
- Review of Daly City's Division 1 Specifications

Task 4.12 – 100% Project Management

This task includes all general project management effort required to organize the design team and report progress to the District in the form of monthly design progress reports. Consultant will prepare monthly invoices that will indicate all labor charges by task, name, and personnel category. The Consultant shall provide the District with brief monthly progress status reports that include milestones and deliverables completed to date, estimate of work required to complete the contract, explanation of any major variances in percentage of work to be completed compared to percentage of budget remaining, and any anticipated changes to the contract that may be

necessary to complete the scope of the work. Such report shall be submitted each month with the invoices. The consultant will update the design schedule.

Deliverables for this Task:

- Monthly Invoices
- Monthly Progress and status Reports
- Revised design schedule on a periodic basis as necessary (MS Project)

TASK 5 – BID SUPPORT

Consultant will also provide consulting services during the Bid Phase of the Project, which begins after submittal of the final bid documents.

Task 5.1 – Pre-Bid Meeting

Consultant will have two engineers attend a pre-bid conference and answer questions from potential bidders at the conference and site walk-through as required.

Task 5.2 – Bidder Questions and Addenda

Consultant will respond in writing to questions received by the City from Contractors during the Bid Phase. As requested by the City, Consultant will prepare letter of clarification or addendum based on changes to the Project.

Deliverables for this Task:

- Memoranda or Letters of Clarification (MS Word/PDF)
- Letter of clarification/addendum to Contract that indicate revisions to specific paragraphs or details of Specifications, plans, GBR, bid items, or other Contract Documents.

Task 5.2 – Bid Analysis

Consultant will review bid results for adequate responsiveness of Contractors. Bids will be reviewed for other discrepancies or irregularities that could affect proper contract award and execution. Findings and recommendations will be provided in writing to the District.

Deliverables for this Task:

- Memorandum summarizing analysis of bid results and recommendations. (MS Word/PDF)

BUDGET

MJA will perform the Scope of Work on a time-and-material basis. Attached Table 1 presents a summary of costs for this project. Subcontractors will be billed at cost plus 4 percent service charge.

The estimated fee for this work is \$4,143,336. MJA will not exceed the fee without written authorization from Daly City.

SCHEDULE

MJA will start work within one week of NTP, and will complete Task 3, 90% Design, within approximately 8 months. Task 4, 100% Design, will take approximately 6 months to complete. The start date of 100% design is contingent on the review duration by the City and other review agencies. We anticipate Task 5, Bid Support, to last approximately 4 months. Table 2 presents a summary of the cost loaded schedule for the project.

We appreciate the opportunity to provide our services and look forward to finalizing the design on this challenging project. IF you have any questions, please contact me at 925.705.4129. I look forward to continuing our successful relationship with you through this important community project.

Regards,

McMillen Jacobs Associates,

Shawn Spreng, PE

TABLE 1

**Vista Grande Drainage Basin Improvements Project
Draft Final Design Scope of Work**

DESIGN TASKS		McMILLEN JACOBS ASSOCIATES			SUBCONSULTANTS						TOTALS
Task	Description	Jacobs Labor + ODC	Sub Mark-Up ¹	Jacobs TOTAL	BC	ESA	MN	Drillers	Survey and Pothole	Total Subs	Labor w/ Markup & ODC
TASK 3 - 90% DESIGN											
3.01	90% Utilities Design and Survey Update	113,880	7,633	121,513	140,818	0	0	0	50,000	190,818	312,331
3.02	90% East Portal Design	112,360	4,179	116,539	104,466	0	0	0	0	104,466	221,005
3.03	90% L.M. Overflow Design	21,700	3,759	25,459	93,982	0	0	0	0	93,982	119,441
3.04	90% West Portal and Outlet Structure Design	100,410	9,703	110,113	130,290	0	112,274	0	0	242,564	352,677
3.05	90% Wetlands Design	14,040	8,116	22,156	202,904	0	0	0	0	202,904	225,060
3.06	90% Tunnel and Shaft Design	207,360	268	207,628	6,688	0	0	0	0	6,688	214,316
3.07	90% Culvert and Diversion Structure Design	110,760	24,792	135,552	619,795	0	0	0	0	619,795	755,347
3.08	90% Constructability and Risk Management	109,210	4,145	113,355	36,628	0	0	67,000	0	103,628	216,983
3.09	90% Cost Estimating	43,130	1,815	44,945	45,386	0	0	0	0	45,386	90,331
3.10	QA/QC	48,290	1,616	49,906	40,390	0	0	0	0	40,390	90,296
3.11	90% Support to Daly City	114,775	4,118	118,893	102,938	0	0	0	0	102,938	221,831
3.12	90% Project Management	69,740	3,829	73,569	95,715	0	0	0	0	95,715	169,284
SubTotal of 90% Phase 3 Tasks		1,065,655	73,971	1,139,626	1,620,000	0	112,274	67,000	50,000	1,849,274	2,988,900
TASK 4 - 100% DESIGN											
4.01	100% Utility Design	27,800	1,508	29,308	37,694	0	0	0	0	37,694	67,002
4.02	100% East Portal Design	24,830	2,946	27,776	73,657	0	0	0	0	73,657	101,433
4.03	100% L.M. Overflow Design	8,460	3,781	12,241	94,536	0	0	0	0	94,536	106,777
4.04	100% West Portal and Outlet Structure Design	39,605	1,956	41,561	33,896	0	15,000	0	0	48,896	90,457
4.05	100% Wetlands Design	13,040	1,574	14,614	39,343	0	0	0	0	39,343	53,957
4.06	100% Tunnel and Shaft Design	54,820	139	54,959	3,474	0	0	0	0	3,474	58,433
4.07	100% Culvert and Diversion Structure Design	30,070	3,338	33,408	83,454	0	0	0	0	83,454	116,862
4.08	100% Constructability and Risk Management	16,100	569	16,669	14,221	0	0	0	0	14,221	30,890
4.09	100% Cost Estimating	11,640	1,030	12,670	25,738	0	0	0	0	25,738	38,408
4.10	QA/QC 100% Design	34,100	345	34,445	8,615	0	0	0	0	8,615	43,060
4.11	100% Support to Daly City	64,485	3,691	68,176	92,284	0	0	0	0	92,284	160,460
4.12	100% Project Management	38,040	1,980	40,020	49,490	0	0	0	0	49,490	89,510
SubTotal of 100% Phase 4 Tasks		362,990	22,856	385,846	556,402	0	15,000	0	0	571,402	957,248
Task 5 - Bid Support											
5.01	Bid Support	97,600	3,830	101,430	95,757	0	0	0	0	95,757	197,187
SubTotal of Bid Support Task 5		97,600	3,830	101,430	95,757	0	0	0	0	95,757	197,187
TOTAL ALL TASKS		1,526,245	100,657	1,626,903	2,272,159	0	127,274	67,000	50,000	2,516,433	4,143,336

Table 2

Vista Grande Drainage Basin Improvements Project
Draft Final Design Scope of Work

Estimated Monthly Expenditure (in \$1000's)																					
		2017										2018									
DESIGN TASKS		TOTALS	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
TASK 3 - 90% DESIGN			5%	10%	15%	15%	10%	10%	15%	13%	5%	2%									
SubTotal of 90% Phase 3 Tasks		2,988,900	\$149	\$299	\$448	\$448	\$299	\$299	\$448	\$389	\$149	\$60									
TASK 4 - 100% DESIGN													20%	25%	30%	10%	5%	10%			
SubTotal of 100% Phase 4 Tasks		957,248											\$191	\$239	\$287	\$96	\$48	\$96			
TASK 5 - Bid Support																		25%	25%	25%	25%
SubTotal of Bid Support Task 5		197,187																\$49	\$49	\$49	\$49
TOTAL ALL TASKS													\$191K	\$239K	\$287K	\$96K	\$48K	\$145K	\$49K	\$49K	\$49K
													\$191K	\$239K	\$287K	\$96K	\$48K	\$145K	\$49K	\$49K	\$49K