



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 - SANITATION DISTRICT

AGENDA

Monday, September 25, 2023 - 6:45 PM

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Public Participation:

There are two ways to submit public comment: (1) submit written comments by meeting day, and (2) attend the meeting in person.

1. To submit a comment in writing, please visit www.dalycity.org/agendas and complete the Public Comment form. In the comment field box, include the item number and/or title of the item as well as your comments. Public Comments may also be emailed to dwwr@dalycity.org by including "Public Comment" in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the Board members prior to the meeting. Comments are not read aloud into the record.

Please note: Any written comments received after 4:00 p.m. on the meeting date is not guaranteed to be received by the Board members prior to the meeting.

2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the Board Clerk at 650-991-8200 as soon as possible.

AVAILABILITY OF PUBLIC RECORDS:

All public record 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.

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. Minutes of Regular Meeting of August 14, 2023

Action Items:

2. Sewer Service Charge Appeals - Fiscal Year 2023-24
3. Authorize staff to enter into an Agreement for Design Services with EKI Environment & Water Inc.

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

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

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

August 14, 2023

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on August 14, 2023, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Ray Buenaventura at 7:08 p.m.

ROLL CALL:

Present: Daus-Magbual, DiGiovanni, Sylvester, Manalo*, Buenaventura

Absent: None

*Vice- Chair Manalo participated remotely at this meeting due to medical reasons pursuant to AB 2449.

Staff Present: General Manager Thomas J. Piccolotti, Director of Water and Wastewater Resources Joshua Cosgrove, Chief of Operations Greg Krauss, Safety and Training Compliance Officer Kaila DeFries, Director of Finance and Administrative Services Tim Nevin, Assistant to the City Manager Leilani Ramos, Executive Administrative Assistant Angelica Zermeno, and Office Assistant II Ester Cabral as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of June 26, 2023**
2. **Sewer Service Charge Appeals – FY 2023-24**
3. **Purchase of Disinfection Chemicals for the Wastewater Treatment Facility**
4. **Purchase of Coagulant Chemicals for the Wastewater Treatment Facility**

Motion was made, seconded (Daus-Magbual/DiGiovanni) and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

5. Award of Contract for the Construction of the Dissolution Equipment Replacement Project

Director of Water and Wastewater Resources Joshua Cosgrove recommended that the District Board accept all bids received, waive any minor inconsistencies, and authorize staff to contract with Valentine Corporation for the installation and replacement of the dissolution equipment for the bid cost of \$2,223,219.00 and a 15% contingency amount. Total not to exceed amount would be \$2,556,701.00.

Motion was made, seconded (DiGiovanni/Manalo) and unanimously carried on a roll call vote to adopt Resolution 23-SD-11, "Authorizing Execution of Contract with Valentine Corporation".

REPORTS:

6. Board of Directors

None.

7. Staff

None.

ADJOURNMENT:

At 7:15 p.m., call of adjournment of Regular Meeting by Chairman Ray Buenaventura.



North San Mateo County Sanitation District
a subsidiary of the City of Daly City

Meeting Date: September 25, 2023

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2023-24

Recommended Action

Based on staff review, I recommend that the sewer service charge be revised and based on annual water consumption or average yearly consumption excluding the base period.

Daly City Water

Fuentes, Jan
APN# 091-263-840

Westborough Water District

Chiu, Daniel
Account # CHI0077

Padilla, Oscar & Laura
Account # PAD0010

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Timothy Nevin", written over a horizontal line.

Timothy Nevin
Director of Finance and Administrative Services

Attachment: Sewer Service Charge Appeals

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE

PARCEL NO. 091-263-840 2023-24
CUSTOMER NAME Jan Fuentes
SERVICE ADDRESS 566 Verducci Dr., CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	128
		2 MONTHS PRIOR	28
2 MONTHS AFTER	22	4 MONTHS PRIOR	58
4 MONTHS AFTER	9	6 MONTHS PRIOR	151
		8 MONTHS PRIOR	24
		10 MONTHS PRIOR	16
		ACTUAL ANNUAL USAGE	405
		BASE PERIOD ANNUALIZED	768
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	363
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	90%
		ANNUAL CREDIT IN DOLLARS	\$3,568.29
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, customer found a toilet leak caused by a faulty flushing arm. After repairs were completed, usage decreased.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2023-24
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. CHI0077
CUSTOMER NAME Daniel Chiu
SERVICE ADDRESS 2609 Gellert Ct., SSF, CA 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	31
2 MONTHS AFTER	0	2 MONTHS PRIOR	17
4 MONTHS AFTER	0	4 MONTHS PRIOR	12
		6 MONTHS PRIOR	14
		8 MONTHS PRIOR	8
		10 MONTHS PRIOR	11
ACTUAL ANNUAL USAGE			93
BASE PERIOD ANNUALIZED			186
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)			93
PERCENTAGE CHANGE (MUST BE OVER 10%)			100%
ANNUAL CREDIT IN DOLLARS			<u>\$ 1,102.98</u>

(Westborough rate \$ 11.86 per unit)

REASON FOR APPEAL

Customer had a water heater leak during the base period. Usage decreased after repairs were completed.

STAFF RECOMMENDATION TO BOARD

Grant adjustment- based on actual annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL FY 2023-24
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.: PAD0010
CUSTOMER NAME Oscar & Laura Padilla
SERVICE ADDRESS 541 Avalon Dr., SSF, CA 94080

CREDIT BASED ON AVERAGE ANNUAL USAGE

WATER USAGE:

ACTUAL BASE PERIOD	31	AVERAGE USAGE	
		2 MONTHS PRIOR	25
		4 MONTHS PRIOR	33
		6 MONTHS PRIOR	21
		8 MONTHS PRIOR	20
		10 MONTHS PRIOR	14
		ANNUAL USAGE BASED ON AVG.	113
		BASE PERIOD ANNUALIZED	186
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	73
		PERCENTAGE CHANGE (MUST BE OVER 10%)	65%
		ANNUAL CREDIT IN DOLLARS	\$865.78

WESTBOROUGH RATE PER UNIT \$11.86

REASON FOR APPEAL

Customer is asking to adjust the usage prior to calculating the 2023-24 sewer charge.
They had a pipe leakage during the base period, which was repaired by a plumber.
Usage decreased afterwards.

STAFF RECOMMENDATION TO BOARD

Grant adjustment- based on average annual consumption.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: September 25th, 2023

Subject: Authorize staff to enter into an Agreement for Design Services with EKI Environment & Water Inc.

Recommended Action

Staff recommends the Board of Directors to authorize an agreement with EKI Environment & Water Inc. for engineering design services for the Evergreen/Winchester/Templeton sewer replacement project for a cost not to exceed \$146,000. (\$133,000 proposal cost + \$13,000 contingency).

Background

Segments of the sanitary sewer in the project area were identified to be at high risk of failure in the City's 10-Year Wastewater System Master Plan (Brown and Caldwell, 2022). The system within the project area is principally made of terracotta pipes and brick manholes, which are in poor condition and past their useful life.

Discussion

There are nine-line segments identified in this project. They are on Evergreen Avenue, Templeton Avenue, & Winchester St.

Fiscal Impact

Sufficient funds are available in account #87-920-943-4536, SSMP/Master Plan-System Improvement to provide for this action.

Summary/Conclusion

Staff recommends the Board of Directors to authorize an agreement with EKI Environment & Water Inc. for engineering design services for the Evergreen/Winchester/Templeton sewer replacement project. For a cost not to exceed \$146,000. (\$133,000 proposal cost + \$13,000 contingency).

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Joshua Cosgrove".

Joshua Cosgrove
Director of Water and Wastewater Resources

A handwritten signature in black ink that reads "Kevin McCarthy".

Kevin McCarthy
Collection System Manager

Attachment 1: Proposal for Evergreen/Winchester/Templeton Sewer Replacement Design Services from EKI

28 July 2023

Jeff Bastian
City of Daly City
Department of Water and Wastewater Resources
153 Lake Merced Blvd
Daly City, CA 94015

Subject: Proposal for Evergreen/Winchester/Templeton Sewer Replacement Design Services
Daly City, California
(EKI C3-203)

Dear Mr. Bastian:

EKI Environment & Water, Inc. (EKI) is pleased to submit this proposed scope of services for engineering design for the Evergreen/Winchester/Templeton Sewer Replacement Project (Project) for the City of Daly City (City). This proposal is being prepared in response to the City's request during our 19 July 2023 conference call with the City.

BACKGROUND

Segments of the sanitary sewer in the Project area were identified to be at high risk of failure in the City's 10-Year Wastewater System Master Plan (Brown and Caldwell, 2022). The system within the Project area is principally made of terracotta pipes and brick manholes, which are in poor condition and past their useful life. The City has provided details on the pipe segments to be replaced or upsized (approximate total length of 2,100 lineal feet), shown in Table 1 below, and a map of the Project area is included as Attachment 1.

Table 1 – Pipe Segments to be Replaced or Upsized

Pipe Segment	Existing Size	Number of Manholes	Replace or Upsize
Templeton Ave and Winchester St			
S43 to S16	14-inch	3	Upsize to 18-inch
S14 to S16	14-inch	2	Replace
S3 to S2	18-inch	2	Replace
Evergreen Ave			
C23 to C21	18-inch	3	Upsize to 21-inch
C21 to C15	21-inch	3	Replace

EKI understands that the City's sanitary sewer system in the Project area is a combined sewer and storm drain, so all connections to manholes will be replaced per City standard details.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work.

TASK 1: PROJECT MANAGEMENT AND COORDINATION

Subtask 1.1 – Project Meetings

EKI will attend and facilitate meetings throughout the project, including a kickoff meeting and two design review meetings following submittal of the 60% and 90% design deliverables. EKl will provide an agenda and meeting minutes for each of these meetings to guide each meeting's discussion and document all issues, decisions, and actionable items.

Deliverables

- Agendas and meeting minutes for all meetings in PDF format.

Assumptions

- EKl and the City will conduct a site visit following the kickoff meeting.
- Meetings will be virtual, unless otherwise deemed appropriate by the City.

Subtask 1.2 – General Project Management

EKI will provide project management and general consultation services to the City. Frequent and clear communication with the City throughout the Project will be important to ensure that the Project meets the City's expectations and stays on schedule. EKl will perform general project management tasks including as-needed communications and general consulting services, budget tracking, and invoicing. Each monthly invoice will include a progress summary report describing the work performed during that month and the next steps for the Project.

TASK 2: PROJECT DESIGN

Subtask 2.1 – Field Investigations

This subtask includes two field investigations that will be completed during the preparation of the design documents:

- Site Topographic Surveying: EKl's subconsultant Psomas will perform topographic surveying within the Project area. Psomas will perform field and office work for complete site mapping, including setting and surveying semi-permanent survey control points suitable for future construction staking. The survey will be based on North American Datum of 1983 (NAD83) and North American Vertical Datum of 1988 (NAVD88). The survey will include enough area, surface features, existing utilities (based on available as-built records, markings, and maps from relevant agencies), and detail to support development of the Project basemap.
- Utility Potholing: Following completion of the 60% design deliverable (See Subtask 2.2), EKl will propose locations for utility potholing and review these locations with the City. Once pothole

locations are finalized, EKI's subcontractor Exaro Technologies will perform utility potholing using vacuum excavation and provide vertical and horizontal locations of utilities found, referenced to existing infrastructure. For budgetary purposes, ten (10) potholes are assumed; however, the exact number and locations will be determined during detailed design. Potholes are assumed to be 1-foot by 1-foot, and will be backfilled with Class II aggregate base and pavement will be restored using a 12-inch T-cut and hot mix asphalt per City Standard Detail S-4.

Prior to each of the two field investigations, EKI's survey and potholing subcontractors will prepare an encroachment permit application and submit to the City a traffic control plan for review. It will describe the measures they will take while performing surveying and potholing for utility locating.

Assumptions

- All permit fees (encroachment, etc.) will be waived by the City.
- Prior to commencing with survey, City will mark its existing water, sewer, and storm drain utilities and provide available record drawings.
- All work will be within the public right-of-way and a boundary survey is not required.
- Topographic survey will be performed on all hardscape and softscape five (5) feet beyond the curb or back of walk. Surveyor will locate grade breaks, high points, low points, and surface-visible improvements (e.g., fences, walls, buildings, striping, driveways, walkways, structures, lights, poles, bollards), all surface-visible utility features (e.g., drainage structures, USA markings, vaults, valves, meters, boxes, pedestals, cleanouts, manholes, drain inlets, catch basins, culverts, outfalls, bridge, and standpipes), and general limits of vegetated or landscaped areas.
- At manholes and accessible structures, sizes and invert elevations of all gravity storm drains and sewer pipes will be measured.
- Trees 4 inches in diameter or larger will be located.

Subtask 2.2 – Detailed Design

EKI will prepare three (3) design submittals corresponding to 60%, 90%, and 100% design level development. EKI will utilize the City's existing front end and technical specifications; however, we will review, update, and supplement as needed for a complete design. The 60% design deliverable will include plan and profile view sheets, sewer, and other construction details, draft technical specifications, and an opinion of probable construction cost (OPC). The 90% design submittal will be a complete set of Contract Documents that incorporates the comments from the City on the 60% design submittal and will include an updated OPC and front-end specifications. The 100% design submittals will be a complete set of Contract Documents ready for bid that incorporates the City's comments on the 90% design submittal. The 100% Design submittal will be signed and stamped contract documents. As described in Task 1, design review meetings will be held for the 60% and 90% design submittals.

The anticipated list of construction drawings for the Project is presented in Table 2 below.

Table 2 - Anticipated Drawing List

Sheet No.	Description
G-1	Title Sheet and Key Map
G-2	Notes, Legend, and Abbreviations
C-1	Plan and Profile, Templeton 1
C-2	Plan and Profile, Winchester
C-3	Plan and Profile, Templeton 2
C-4	Plan and Profile, Evergreen 1
C-5	Plan and Profile, Evergreen 2
C-6	Plan and Profile, Evergreen 3
C-7	City Standard Details Sheet 1
C-8	City Standard Details Sheet 2
C-9	Construction Best Management Practices

Deliverables:

- 60% Design Submittal: A PDF of the plans, OPC, and technical specifications. Microsoft Word files of the technical specifications.
- 90% Design Submittal: A PDF of the plans, OPC, and specifications (technical and front-end). Microsoft Word files of the specifications (technical and front-end).
- 100% Design Submittal: A PDF of the plans, OPC, and specifications (technical and front-end). Microsoft Word files of the specifications (technical and front-end).

Assumptions:

- Design documents will be based on the City standard front end, technical specifications, and details, with additional technical specifications and details added, as necessary.
- The City will provide Microsoft Word files of the standard front end and technical specifications.
- The City does not require hard copies of design deliverables.
- Full-sized plans will be 22" x 34" and drawing scale is assumed to be 1 inch = 20 feet.
- EKI assumes that no horizontal realignment of any pipe segments will be required and therefore a geotechnical investigation will not be required. If realignment is deemed to be necessary, EKI assumes that the realignment design and geotechnical investigation would be performed under a separate work authorization or budget augmentation.

OPTIONAL TASK 3: BID SUPPORT SERVICES

If requested by the City, EKI can provide bid support services as follows:

EKI will facilitate and participate in a pre-bid meeting, provide the City responses to questions from prospective bidders, prepare up to two addenda, and provide a review of bids to assess if the bids are responsive and responsible.

Deliverables:

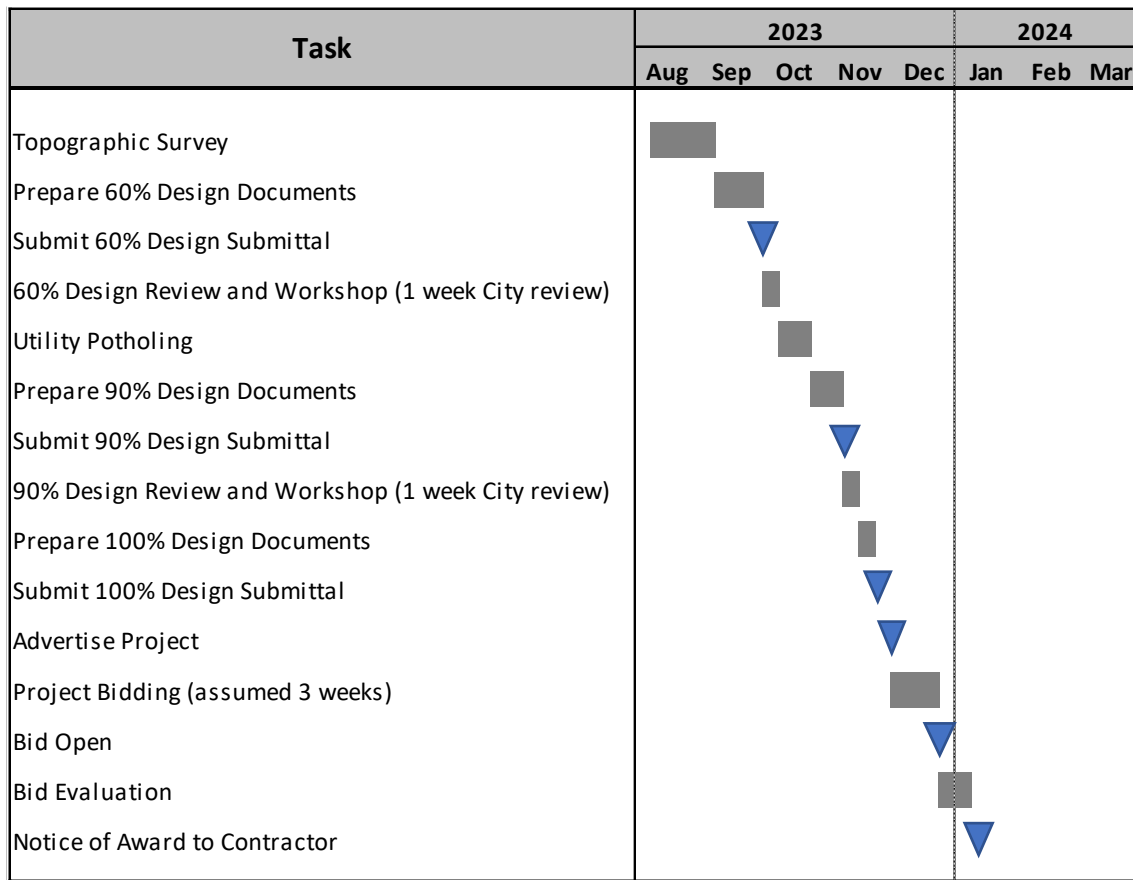
- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- Two (2) bid addenda.
- Bid review and recommendations email.

Assumptions:

- The City will coordinate with their preferred bid hosting service to host bid documents and communicate with prospective bidders.
- Responses to bidder's questions will be transmitted electronically.
- Two bid addenda will be required.
- Conformed plans and specifications shall be prepared as part of engineering services during construction under separate scope of work.

PROJECT SCHEDULE

EKI anticipates that the design will be completed within three (3) to four (4) months, pending timing of City review (assumed to be 1 week per deliverable review). An estimated project schedule is shown below. Bid support services, if authorized, will be completed in a timely manner, consistent with the City's schedule for bidding.



Estimated Project Schedule

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2023. Based on the proposed Scope of Work described above, we propose a budget of \$126,000 for Tasks 1 and 2, and an additional budget of \$9,000 for Optional Task 3 as shown by task in Table 3. A detailed breakdown by task is provided in Table 3, attached.

Table 3 - Proposed Budget Summary by Task

Task	Description	Task Total
1	Project Management and Coordination	\$ 10,000
2	Design Services (incl. Survey and Potholing)	\$ 116,000
3	Bid Support (Optional)	\$ 7,000
TOTAL (without Optional Task 3)		\$126,000
TOTAL (with Optional Task 3)		\$133,000

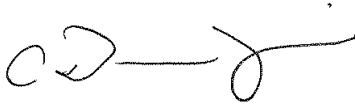
TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our most recent agreement with the City, dated 10 September 2018, or under a new agreement provided by the City.

We appreciate the opportunity to work with the City on this project. Please contact Tyler Colyer at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



C. David Umezaki, PE
Principal Engineer



Tyler F. Colyer, PE
Supervising Engineer

Attachments

Attachment 1 – Project Area Maps and Anticipated Design Sheets

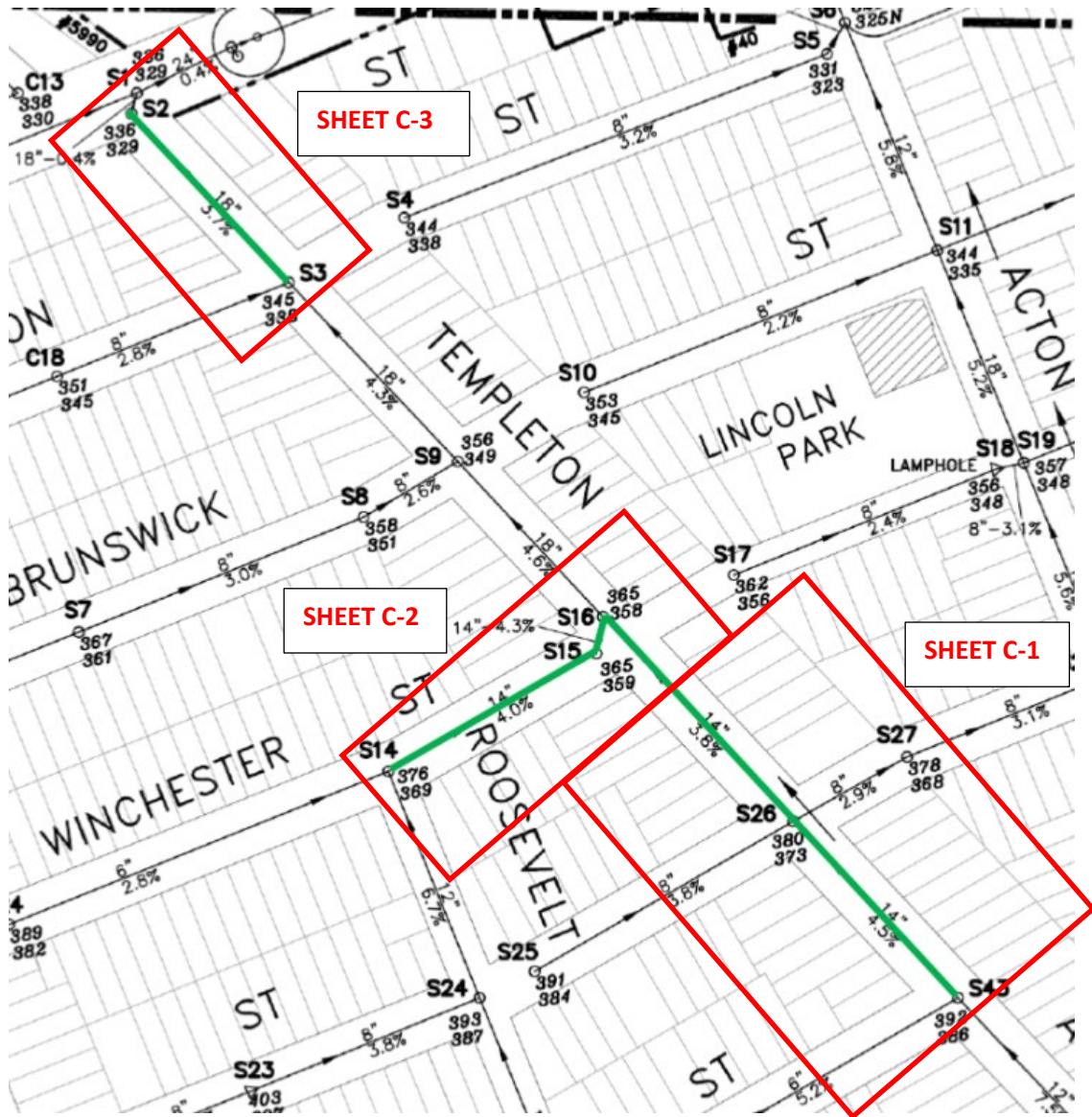
Table 4 – Detailed Project Fee by Task

EKI 2023 Schedule of Charges

References

Brown and Caldwell, 2022, *10-Year Wastewater System Master Plan*, Brown and Caldwell, 5 August 2022.

Attachment 1 – Project Area Maps and Anticipated Design Sheets



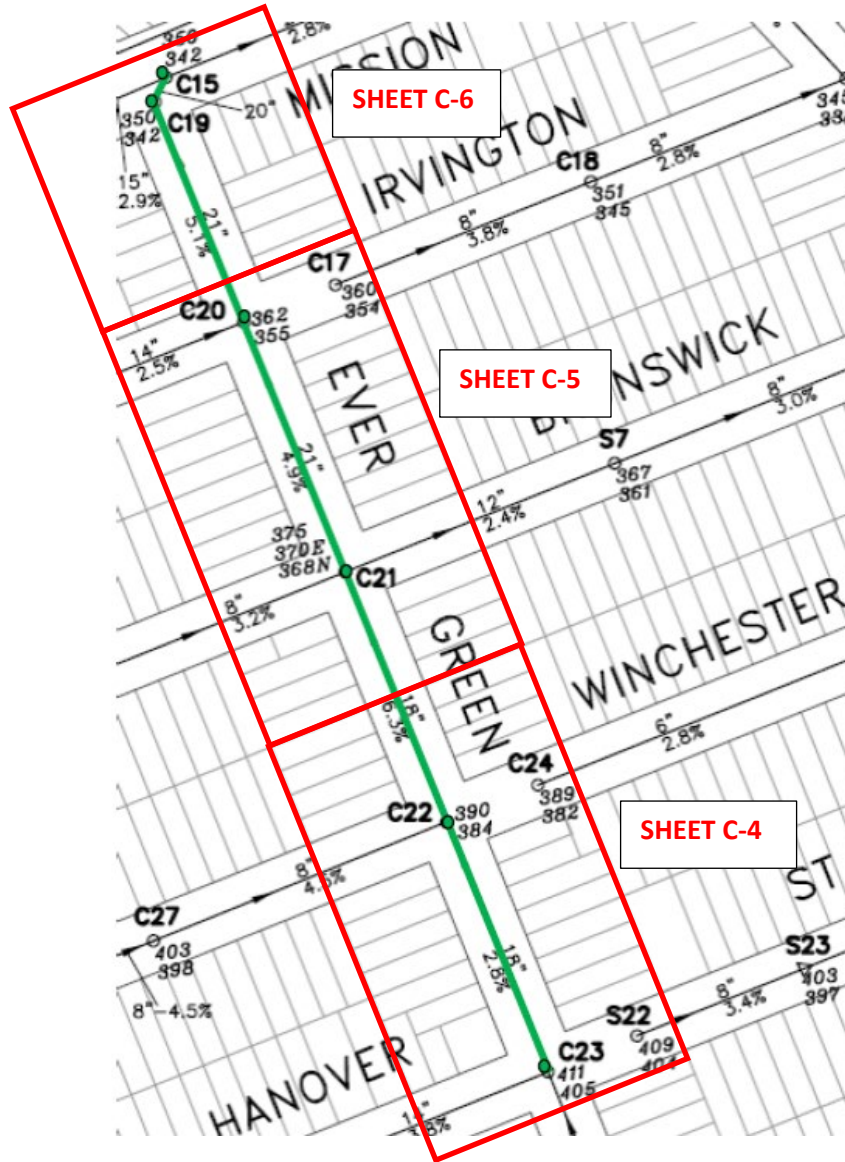


TABLE 4 - Detailed Project Fee by Task
 Evergreen/Winchester/Templeton Sewer Replacement Project
 City of Daly City, California
 (EKI C3-203)

TASKS						Subconsultant Labor		MARKUP	TOTAL SUBCONSULTANT COSTS (2)	Subtotals	Rounded Totals
	G4 Engineer	Sup2 - T. Colyer	Pri - M. Vasquez	Pri - D. Umezaki	TOTAL including 4% Comm. Charge (1)	Exaro	Psomas				
	178	298	320	320	(\$)	(\$)	(\$)	10%	(\$)	(\$)	(\$)
Task 1 - Project Management and Coordination											
Subtask 1.1 – Project Meetings											
Kickoff Meeting and Site Walk (incl. agenda and minutes)	5	3			\$1,855			\$0	\$0	\$1,855	
60% Design Review Meeting (incl. agenda and minutes)	4	2			\$1,360			\$0	\$0	\$1,360	
90% Design Review Meeting (incl. agenda and minutes)	4	2			\$1,360			\$0	\$0	\$1,360	
Subtask 1.2 - General Project Management											
General Project Management and Oversight (3-4 months)		8		4	\$3,811			\$0	\$0	\$3,811	
Monthly Status Reports (assume 4)		4			\$1,240			\$0	\$0	\$1,240	
Subtotal	13	19	0	4	\$9,626	\$0	\$0	\$0	\$0	\$9,626	\$10,000
Task 2 - Project Design											
Subtask 2.1 – Field Investigations											
Topographic Survey (including traffic control plan and traffic control)	4				\$740		\$28,330	\$2,833	\$31,163	\$31,903	
Utility Potholing (assuming 10 potholes, traffic control plan, traffic control, and restoration of roadway)	4				\$740	\$23,171		\$2,317	\$25,488	\$26,229	
Subtask 2.2 – Detailed Design											
Develop 60% Drawings	76	16		4	\$20,359			\$0	\$0	\$20,359	
Develop 60% Specifications	14	6		2	\$5,117			\$0	\$0	\$5,117	
Develop 60% Opinion of Probable Construction Cost	8	2			\$2,101			\$0	\$0	\$2,101	
QA/QC 60% Design Submittal			6		\$1,997			\$0	\$0	\$1,997	
Develop 90% Drawings	54	10		2	\$13,761			\$0	\$0	\$13,761	
Develop 90% Specifications	10	2		2	\$3,137			\$0	\$0	\$3,137	
Develop 90% Opinion of Probable Construction Cost	4	1			\$1,050			\$0	\$0	\$1,050	
QA/QC 90% Design Submittal			4		\$1,165			\$0	\$0	\$1,165	
Develop 100% Drawings	24	6		1	\$6,635			\$0	\$0	\$6,635	
Develop 100% Specifications	4	2		1	\$1,693			\$0	\$0	\$1,693	
Develop 100% Opinion of Probable Construction Cost	2	1			\$680			\$0	\$0	\$680	
QA/QC 100% Design Submittal			2		\$666			\$0	\$0	\$666	
Subtotal	204	46	12	12	\$59,842	\$23,171	\$28,330	\$5,150	\$56,651	\$116,493	\$116,000
Optional Task 3 - Bid Support											
Pre-Bid Meeting	4	2			\$1,360			\$0	\$0	\$1,360	
Prepare Addenda (2 Addenda)	12	4		1	\$3,794			\$0	\$0	\$3,794	
Provide Bid Tabulation and Recommendation Letter	4	2			\$1,360			\$0	\$0	\$1,360	
Subtotal	20	8	0	1	\$6,515	\$0	\$0	\$0	\$0	\$6,515	\$7,000
TOTAL (without Optional Task 3):	217	65	12	16	\$69,468	\$23,171	\$28,330	\$5,150	\$56,651	\$126,119	\$126,000
TOTAL (with Optional Task 3):	237	73	12	17	\$75,982	\$23,171	\$28,330	\$5,150	\$56,651	\$132,634	\$133,000

Notes:

- (1) A communications charge of 4% of labor costs covers e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying.
- (2) "Other Direct Costs" includes direct expenses, as listed below, incurred in connection with the work and will be reimbursed at cost plus ten percent (10%) for items such as:
 - a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
 - b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
 - c. Rented vehicles, local public transportation and taxis, travel and subsistence.
 - d. Special fees, insurance, permits, and licenses applicable to the work.
 - e. Outside computer processing, computation, and proprietary programs purchased for the work.

Client/Address: City of Daly City
153 Lake Merced Blvd
Daly City, CA 94015



Proposal/Agreement Date: 28 July 2023

EKI Proposal/Project # C3-203

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2023

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	332
Principal Engineer-Scientist	320
Supervising I, Engineer-Scientist	309
Supervising II, Engineer-Scientist	298
Senior I, Engineer-Scientist	286
Senior II, Engineer-Scientist	275
Associate I, Engineer-Scientist	264
Associate II, Engineer-Scientist	248
Engineer-Scientist, Grade 1	231
Engineer-Scientist, Grade 2	218
Engineer-Scientist, Grade 3	200
Engineer-Scientist, Grade 4	178
Engineer-Scientist, Grade 5	157
Engineer-Scientist, Grade 6	138
Project Assistant	130
Technician	125
Senior GIS / Database Analyst	162
CADD Operator / GIS Analyst	144
Senior Administrative Assistant	159
Administrative Assistant	124
Secretary	104

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.