

September 19, 2019

Mr. Kevin Sanders
San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404

Subject: Dry Utilities Coordination – Foster City School

Dear Mr. Sanders:

We appreciate the opportunity to discuss helping with the Dry Utility Coordination process for the Foster City School project located in Foster City, CA. As discussed, we believe Pennino Management Group (PMG) is uniquely qualified to provide PG&E Coordination Services on the project.

This Letter of Engagement includes our Fee Schedule to provide T&M services for PG&E Coordination as requested in your email of August 8, 2019. We estimate that the San Mateo-Foster City School District should budget \$7,500 for this work. PMG is ready and eager to begin work immediately.

Upon approval of this Letter of Engagement, PMG will begin with the PG&E Coordination. Approval of this Letter of Engagement also confirms acceptance of the Fee Schedule referenced on page two. Please note San Mateo-Foster City School District will only be billed on the actual hours worked on the school project in Foster City.

Please accept this Letter of Engagement by signing in the signature block below. Return the signed Letter of Engagement to PMG via standard mail or electronic mail, whichever is more convenient for you. Upon receipt, we will begin work immediately. Again, thank you and we look forward to working together.

Should you have any questions, please do not hesitate to contact me.

Sincerely,
Pennino Management Group



Phillip Pennino
Secretary/Treasurer

On behalf of San Mateo-Foster City School District the above referenced Letter of Engagement and Fee Schedule is accepted:

Signature: _____

Title: _____
San Mateo-Foster City School District

Pennino Management Group Billing Rates*

Principal	\$200.00 per hour
Sr. Project Manager	\$180.00 per hour
Project Manager	\$130.00 per hour
Project Support	
Project Engineer Level 2	\$123.00 per hour
Project Engineer Level 1	\$105.00 per hour
Clerical	\$60.00 per hour

Other Cost

Mileage	\$0.58 Per CalTrans 2019 Standards
Out of Pocket Expenses	10% (<i>billed at cost plus 10% and includes such items as travel expenses, freight, equipment rental fees, subcontractors, postage, printing or reproduction fees, supplies, etc.</i>)

* For multi-year contracts (two years or more in duration), PMG reserves the right to increase its billable rates up to 5% per annum, at its sole discretion. PMG strives to maintain affordable rates for our clients at all times and will notify clients in writing prior to any increase.

Invoicing, Pennino Management Group issues Invoices by the 10th of each calendar month for services rendered in the prior calendar month. Invoices are due and payable thirty calendar days upon issuance, unless otherwise agreed to by PMG.