

March 2, 2020

Robert Price  
San Mateo-Foster City School District  
1410 S. Amphlett Blvd.  
San Mateo, CA 94402  
*Transmitted Via Email: rprice@smfc.k12.ca.us*

**SUBJECT:       BOREL MIDDLE SCHOOL – GYM AND CLASSROOM BUILDING PROJECT**  
**STORMWATER GENERAL CONSTRUCTION PERMIT COMPLIANCE**  
**ADDITIONAL SERVICE REQUEST#1**

Dear Mr. Price,

The following Scope of Services addresses the tasks that BKF Engineers (BKF) will assist Client and/or Contractor with compliance to the requirements of the State of California Water Resources Control Board's Construction General Permit (CGP) for the Borel Middle School – Gym and Classroom Building Project in San Mateo (site).

Our original agreement assumed that construction will be completed and site stabilized by January 2020. Because the new completion date is extended to November 2020, we are requesting this Additional Service Request for extending QSP services listed below until the new completion date of November 2020.

#### **SCOPE OF SERVICES AND DELIVERABLES**

BKF will provide inspection and Qualified SWPPP Practitioner services as described below. The scope is prepared assuming the project is a Risk Level 2 Project with QSP services starting in April of 2019. For this scope, it is assumed that the project Contractor will install all required BMP measures.

#### **TASK 1: ANNUAL REPORT**

BKF will assist the Contractor and or Client with the completion of the required site Annual Report and Ad-Hoc stormwater sampling reports on the SMARTS database. BKF will review inspection reports and will upload applicable information. The Client will be responsible for designating Ramon Alvarez as an approved data submitter for the project. We will provide support for two Annual Reports. The first Annual Report will be due in September 2019 and the second one is due after project completion. The second Annual Report will be submitted in January 2020 and will include the Notice of Termination, if the site is ready for termination. A Third Annual Report will be required at the end of 2020 and will include the Notice of Termination.

*Deliverables:*

1. Two Annual and one Ad-Hoc report(s) uploaded to SMARTS.

Cost: 8 hours at \$209/hour. \$1,674

**TASK 2: QSP INSPECTIONS**

BKF will conduct weekly site visits through January, 2020 to complete CGP inspection documentation. BKF will review inspection checklists, review test results and review any deficiencies noted in the checklists. BKF will assist in resolving any discrepancies between subcontractors and inspectors.

*Deliverables:*

1. Weekly e-mail with inspection report documenting deficiencies or noting that information is up to date.

Cost: 100 hours at \$137/hour. \$13,700

**TASK 3: TESTING DURING STORM EVENTS**

BKF will conduct a site visit prior to a predicted rainfall event based on the NOAA website showing greater than 50% chance of rainfall. BKF will complete a Rainfall Event Action Plan inspection as a part of this inspection. The project time schedule is within the traditional rainy season in the Bay Area. Typically there are 4 days per year within this construction period that would have sufficient rainfall to generate runoff requiring stormwater sampling. It is anticipated that BKF can incorporate the pre-rainfall inspection as a part of the weekly inspection. There would be an additional six site visits required to test site rainfall. Testing is required three times per day when there is sufficient rainfall.

As a part of this proposal, it is anticipated that the Contractor will test for turbidity and pH twice per day during a rainfall event and BKF will test once. Contractor will be responsible for purchasing and having both pH and turbidity meters on-site at all times. For the sake of rest of this rainy season (today through rest of April 2019) BKF will provide the pH and turbidity meters.

*Deliverables:*

1. Same as Task 3.

Cost: 9 hours at \$137/hour. \$1,233

**FEE (TIME AND MATERIALS - NOT TO EXCEED)**

TASK 1	\$ 1,672
TASK 2	\$ 13,700
TASK 3	\$ 1,233
Total	\$ 16,605

Rate escalation is covered in the weighted billing rates for 2020 provided. Reimbursable expenses (i.e. Agency fees, photographic/printing work, express or messenger deliveries, computer fees, plotting fees, etc.) will be billed at cost plus 10 percent.

We propose to bill you on a time and materials basis for engineering services not to exceed \$16,605.

**EXCLUSIONS**

The following are excluded from BKF's work plan:

1. Major revisions to work or drawings that are substantially complete provided such revisions are not caused by the actions of BKF.
2. Attending meetings in addition to those listed in the Scope of Services.
3. Additional work requested after the Scope of Services is complete. For this Scope of Services, work is complete by November 2020.
4. We expect that there will be no presentations to the RWQCB, City or client required for this project. If a presentation is requested, the presentation and any preparation of materials for presentations are excluded from this scope of services.
5. Existing SWPPPs for the project have been prepared separate from this agreement. It is anticipated that the existing SWPPPs will be used with minor variation and supplements that will be made as a part of Task 1. If a total SWPPP rewrite is required or a new SWPPP template is desired, preparation of the revised template or any other required permit compliance documentation is excluded.
6. Tasks typically completed by a Contractor such as ordering, purchasing and installing BMP measures. The Contractor is responsible for regular maintenance of BMP measures including replacement where warranted.
7. The Scope of Services is based on BKF conducting one test per day during a qualified storm event. The contractor is responsible for the other required tests (two additional tests per day per discharge location) during a qualified storm event.

Additional work, if required, can be provided and will be billed as additional service on a time and materials basis in accordance with the attached fee schedule.

Very truly yours,  
BKF ENGINEERS

A handwritten signature in blue ink, reading "Ramon Alvarez-Muro".

Ramon Alvarez-Muro, PE, QSP  
Project Engineer

A handwritten signature in blue ink, reading "Sravan Paladugu".

Sravan Paladugu, PE, QSD  
Project Manager

## BKF ENGINEERS PROFESSIONAL SERVICES RATE SCHEDULE

JANUARY 1, 2020 – DECEMBER 31, 2020

<b><u>CLASSIFICATION</u></b>	<b><u>HOURLY RATE</u></b>
<b>PROJECT MANAGEMENT</b>	
Principal/Vice President	\$251.00
Senior Associate/Vice President	\$225.00
Associate	\$219.00
Senior Project Manager   Senior Technical Manager	\$214.00
Project Manager   Technical Manager	\$209.00
Engineering Manager   Surveying Manager   Planning Manager	\$193.00
<b>TECHNICAL STAFF</b>	
Senior Project Engineer   Senior Project Surveyor   Senior Project Planner	\$179.00
Project Engineer   Project Surveyor   Project Planner	\$157.00
Design Engineer   Staff Surveyor   Staff Planner	\$137.00
BIM Specialist I, II, III	\$137.00 - \$157.00 - \$179.00
Technician I, II, III, IV	\$130.00 - \$139.00 - \$152.00 - \$164.00
Drafter I, II, III, IV	\$102.00 - \$112.00 - \$121.00 - \$135.00
<b>FIELD SURVEYING</b>	
Survey Party Chief	\$179.00
Instrumentman	\$154.00
Survey Chainman	\$116.00
Utility Locator I, II, III, IV	\$93.00 - \$132.00 - \$158.00 - \$180.00
Apprentice I, II, III, IV	\$71.00 - \$95.00 - \$105.00 - \$111.00
<b>CONSTRUCTION ADMINISTRATION</b>	
Senior Consultant	\$234.00
Senior Construction Administrator	\$203.00
Resident Engineer	\$151.00
Field Engineer I, II, III	\$137.00 - \$157.00 - \$179.00
<b>ASSISTANTS</b>	
Project Assistant	\$84.00
Engineering Assistant   Surveying Assistant   Planning Assistant	\$82.00
Clerical   Administrative Assistant	\$70.00

Expert witness rates are available upon request.

Subject to the terms of a services agreement:

- Charges for outside services, equipment, materials, and facilities not furnished directly by BKF Engineers will be billed as reimbursable expenses at cost plus 10%. Such charges may include, but shall not be limited to: printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; agency fees; insurance; transportation on public carriers; meals and lodging; and consumable materials.
- Allowable mileage will be charged at the prevailing IRS rate per mile.
- Monthly invoices are due within 30 days from invoice date. Interest will be charged at 1.5% per month on past due accounts.