

January 27, 2022
BKF No 2021XXXX



Bob Price
San Mateo/Foster City School District
1170 Chess Drive
Foster City, CA 94404
Transmitted Via Email

Subject: LEAD ES Multi-Purpose Building, QSD & QSP (SWPPP) Services, Construction General Permit Compliance

Dear Mr. Price,

BKF Engineers welcomes the opportunity to submit this proposal for QSD/QSP services associated with the LEAD Elementary School (ES) Multi-Purpose Building (MPB) project located in San Mateo, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

I. PROJECT UNDERSTANDING

Based on your proposal request and information obtained from you, we understand:

The project located at 949 Ocean Avenue in San Mateo includes the construction of a multi-purpose building and its associated utilities, hardscape, landscape, playground and ADA improvements. The project has two phases; Increment 1, (summer, 2022) and Increment 2, (November, 2022- summer, 2024).

II. BASIS OF DESIGN

Our proposal is based on the following:

1. Documents, "C1.1 – C1.3, SMFCSD LEAD Elementary School Multi-Purpose Buildings", dated 12/14/21
2. One SWPPP/ WDID
3. Risk Level 1 or 2 site
4. 24-month overall construction duration (Summer, 2022- Summer, 2024)
5. Construction General Permit (CGP) Order 2009-0009-DWQ as amended by Order 2010-0014-DWQ
6. Erosion and Sediment Control Plan and Storm Water Management Plan are provided by owner
7. Geotechnical Report provided by owner

III. SCOPE OF SERVICES

TASK 1: QSD (QUALIFIED SWPPP DEVELOPER) SERVICES: BKF will provide QSD services in compliance with the CGP, administered by the State Water Resources Control Board (SWRCB). We will provide support services to the owner's Legally Responsible Person (LRP) to submit Permit Registration Documents (PRDs) including:

- a. Notice of Intent (NOI)
- b. Storm Water Pollution Prevention Plan (SWPPP)
- c. Site Maps (construction documents provided by owner)
- d. Risk Analysis
- e. Annual Fee (paid by owner)

TASK 2: QSP (QUALIFIED SWPPP PRACTITIONER) SERVICES: BKF will provide QSP Services in compliance with the CGP, administered by the State Water Resources Control Board (SWRCB).

1. **Project Kick-off / Contractor Training Session / Field Equipment**
 - a. BKF will provide one training session on site compliance requirements. Superintendents or personnel managing site stormwater are required to attend training. Trained personnel will be the on-site SWPPP Managers.
 - b. BKF will provide the required on-site rain gauge, pH meter and turbidity meter. Site personnel will be trained in the use and calibration of each meter and will perform water quality sampling and analysis under the direction of the QSP.

2. **Year-Round Monitoring and Reporting (General Permit Compliance)- 24 months**
 - a. Weekly Inspections (once a week): BMP site inspections and reporting will be conducted weekly.
 - b. Quarterly Inspections (once each 4 months): Non-stormwater site inspections and reporting will be conducted quarterly.
 - c. Rain Event Inspections (pre/daily/post): Rain event inspections will be conducted daily, in addition to before, and after each rain event. Trained personnel will assist with rain event inspections.
 - d. Sampling and Analysis (pH and turbidity): Sampling and analysis of site runoff for pH and turbidity is required for Risk Level 2 & 3 sites. BKF and trained personnel will conduct water quality sampling and analysis under the direction of the QSP.
 - e. AdHoc Reports: BKF will compile sampling data and prepare the associated AdHoc Reports.
 - f. Rain Event Action Plans (REAPs): BKF will prepare REAPs as required by the CGP.
 - g. Annual Reports: BKF shall compile reports and monitoring data for each reporting period (July 1 through June 30, annually) within the contracted monitoring period and prepare the Annual Report.
 - h. Notice of Termination (NOT): BKF will prepare and submit the Notice of Termination for approval by the waterboards if stabilization requirements are achieved within the contracted monitoring period.
 - i. SMARTS Assistance: BKF will assist with SMARTS, (Stormwater Multiple Action and Report Tracking System) web-based portal and manage the NOI through construction.

OPTIONAL TASK 3: SWPPP AMENDMENTS (AVAILABLE UPON REQUEST): Amendments are required to address updates to the SWPPP through construction. The QSD can provide a scope and fee for these items and billed on a time and materials per our attached rate schedule.

IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

1. Lab work related to non-compliance or violation events is excluded
2. Active Treatment System plans, sampling, monitoring or documentation is excluded
3. Services or fees related to non-compliance, BMP maintenance or corrective measures are excluded
4. Amendments to the SWPPP is an optional service
5. Risk Level 3 sites are excluded
6. BKF Inspections are during Monday through Friday business hours. Site personnel is responsible for inspections on holidays and weekends.
7. Plan preparation on any kind is excluded



V. COMPENSATION

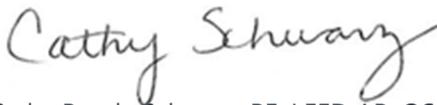
1. BASE SCOPE OF WORK:

BKF proposes to provide the services on a lump sum basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Task	Description	Fee
1.0	QSD Services: SWPPP and PRD preparation and submittal	\$5,500
2.0	QSP Services: Year-round monitoring and reporting	
2.1	Project Kick-off/ SWPPP Training/ Equipment	\$1,500
2.2	QSP Services: 24 months (summer, 2022- summer, 2024)	\$60,000
3.0	SWPPP Amendments (optional, not included)	Upon request
	QSP Services Fee	\$67,000

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 408-489-0642 if you have any questions regarding our scope of services.

Respectfully,
BKF Engineers



Cathy Bandy Schwarz, PE, LEED AP, QSD ToR
 Senior Project Manager





BKF ENGINEERS
PROFESSIONAL SERVICES RATE SCHEDULE

JANUARY 1, 2022 – DECEMBER 31, 2022

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
<hr/> PROJECT MANAGEMENT	
Principal/Vice President	\$264.00
Senior Associate/Vice President	\$237.00
Associate	\$230.00
Senior Project Manager Senior Technical Manager	\$230.00
Project Manager Technical Manager	\$224.00
Engineering Manager Surveying Manager Planning Manager	\$207.00
<hr/> TECHNICAL STAFF	
Senior Project Engineer Senior Project Surveyor Senior Project Planner	\$192.00
Project Engineer Project Surveyor Project Planner	\$169.00
Design Engineer Staff Surveyor Staff Planner	\$147.00
BIM Specialist I, II, III	\$147.00 - \$169.00 - \$192.00
Technician I, II, III, IV	\$140.00 - \$149.00 - \$163.00 - \$176.00
Drafter I, II, III, IV	\$110.00 - \$120.00 - \$130.00 - \$145.00
Engineering Assistant Surveying Assistant Planning Assistant	\$91.00
<hr/> FIELD SURVEYING	
Survey Party Chief	\$192.00
Instrument Person	\$165.00
Survey Chainperson	\$123.00
Utility Locator I, II, III, IV	\$100.00 - \$142.00 - \$170.00 - \$193.00
Apprentice I, II, III, IV	\$76.00 - \$102.00 - \$113.00 - \$119.00
<hr/> CONSTRUCTION ADMINISTRATION	
Senior Consultant	\$251.00
Senior Construction Administrator	\$218.00
Resident Engineer	\$162.00
Field Engineer I, II, III	\$147.00 - \$169.00 - \$192.00
<hr/> PROJECT ADMINISTRATION	
Project Coordinator	\$122.00
Senior Project Assistant	\$106.00
Project Assistant	\$93.00
Clerical Administrative Assistant	\$79.00

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.

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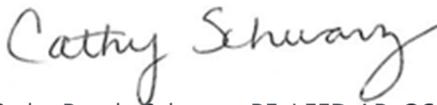
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