

January 17, 2022
BKF No 2021XXXX



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

**Subject: Bowditch Middle Academic Quad 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 Bowditch Middle School Academic Quad project located in Foster City, 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 as:

The multi-phased project located at 1450 Tarpon Street in Foster City includes the re-development of Bowditch Middle School and its associated utilities, hardscape and landscape. The project is broken down into the following phases:

1. *Phase 1: Drama and Science (6/17/22 – 12/22/23)*
2. *Phase 2: Gymnasium (06/17/23 – 08/01/24)*
3. *Phase 3: Academic Core (06/17/24 – 12/15/25)*
4. *Phase 4: (No SWPPP element)*
5. *Phase 5: Demolition of existing buildings (01/19/26 – 03/27/26)*
6. *Phase 6: Fields, hardtop, parking(03/28/26 – 08/01/26)*

II. BASIS OF DESIGN

Our proposal is based on the following:

1. Exhibit titled, "Bowditch Middle Academic Quad, Option E", attached for reference
2. One SWPPP/ WDID for the project
3. Risk Level 1 or 2 site
4. 50-month overall construction duration (06/17/22 through 08/01/26)
5. Phased Construction Schedule, attached for reference
6. No SWPPP scope in Phase 4
7. CGP Order 2009-0009-DWQ as amended by Order 2010-0014-DWQ
8. Erosion and Sediment Control Plan provided by owner
9. BKF 2022 Rate Schedule, attached for reference

III. SCOPE OF SERVICES

TASK 1: QSD (QUALIFIED SWPPP DEVELOPER) SERVICES: BKF will provide QSD services in compliance with the Construction General Permit Order 2009-0009-DWQ as amended by Order 2010-0014-DWQ, 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

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. Personnel attending the SWPPP training will be trained in the use and calibration of each meter. Trained personnel deemed qualified by BKF will assist with water quality sampling.
2. **Year-Round Monitoring and Reporting (General Permit Compliance)**
 - a. **Weekly/Quarterly Inspections (year round):** BMP site inspections and reporting will be conducted weekly/quarterly.
 - b. **Rain Event Inspections:** Rain event inspections will be conducted daily in addition to before and after each rain event. Trained personnel will assist with rain event inspections.
 - c. **Sampling and Analysis (pH and turbidity):** Rain event runoff sampling and analysis for pH and turbidity is required for Risk Level 2 & 3 sites. BKF will conduct water quality sampling and analysis with the assistance of the trained personnel. Sampling and Analysis for parameters other than pH and turbidity are performed by an ELAP-approved lab and excluded from this proposal.
 - d. **AdHoc Reports:** BKF will compile the sampling data and prepare the associated AdHoc Reports.
 - e. **Rain Event Action Plans (REAPs):** BKF will prepare REAPs as required by the CGP.
3. **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.
4. **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.
5. **SMARTS Assistance:** BKF will assist the client with the Stormwater Multiple Action and Report Tracking System (SMARTS) and manage the NOI through construction.

TASK 3: SWPPP AMENDMENTS (AVAILABLE UPON REQUEST): Amendments are required during construction to address changes to the SWPPP including, but not limited to an increase or decrease in project acreage, a revision to the Legally Responsible Person (LRP), changes to potential pollutants or BMP selection. The QSD shall prepare amendments to the SWPPP upon request and as approved by the client.



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

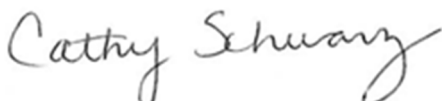
1. BASE SCOPE OF WORK:

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	QSD Services: SWPPP and PRD preparation (one SWPPP to address phases 1,2,3,5,6)	\$6,500
2.1	Project Kick-off/ SWPPP Training/ Equipment	\$1,500
2.2	QSP Services: 50 months (\$2,500/month) Phase 1: \$40,500 (32.4%) Phase 2: \$30,125 (24.1%) Phase 3: \$40,000 (32.0%) Phase 5: \$5,125 (4.1%) Phase 6: \$9,250 (7.4%)	\$125,000
3	SWPPP Amendments (optional, not included)	Upon request
RE	Reimbursable Mileage (15 mi RT @ \$0.585/mi @216 trips)	\$1,900
	QSP Services Fee	\$134,900

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

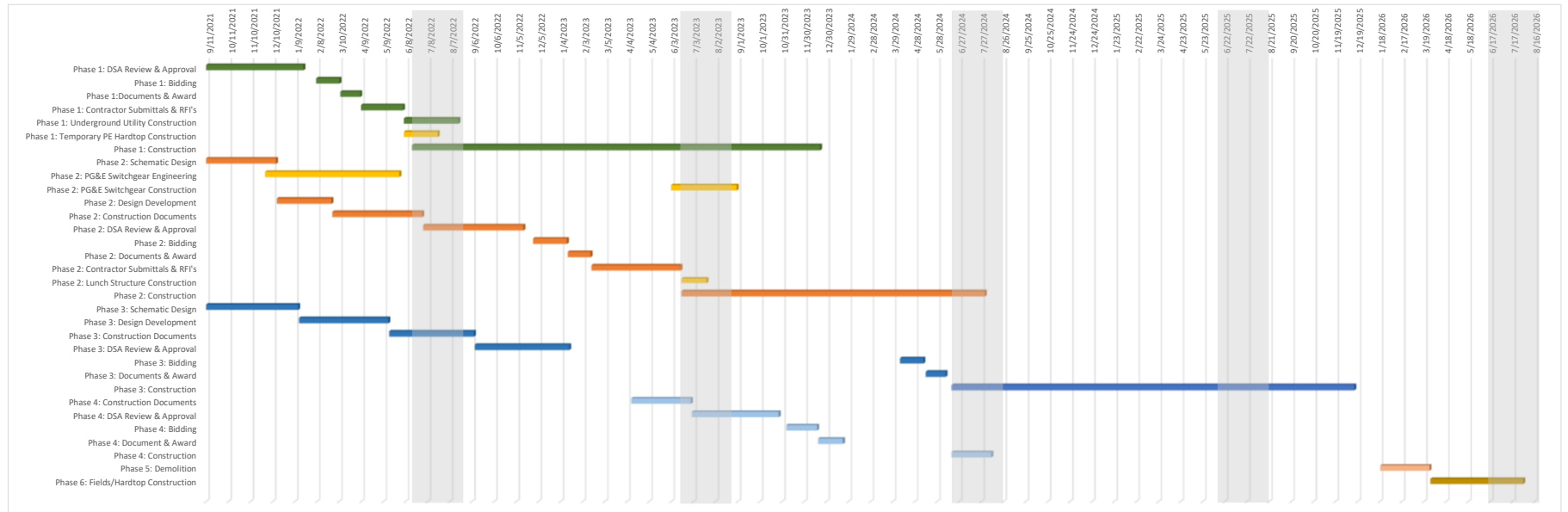


Cathy Bandy Schwarz, PE, LEED AP, QSD ToR
Senior Project Manager



BOWDITCH MIDDLE SCHOOL MEASURES 'X' & 'T' SCHEDULE

Task	Start Date	End Date	Duration (days)	
Phase 1: DSA Review & Approval	9/11/2021	1/21/2022	132	Phase 1: Science & Drama Buildings Phase 2: Gymnasium Phase 3: Academic Core Phase 4: Modernization Phase 5: Demolition Phase 6: Fields / Hardtop
Phase 1: Bidding	2/7/2022	3/11/2022	32	
Phase 1: Documents & Award	3/12/2022	4/8/2022	27	
Phase 1: Contractor Submittals & RFI's	4/9/2022	6/5/2022	57	
Phase 1: Underground Utility Construction	6/6/2022	8/19/2022	74	
Phase 1: Temporary PE Hardtop Construction	6/6/2022	7/22/2022	46	
Phase 1: Construction	6/17/2022	12/22/2023	553	
Phase 2: Schematic Design	9/11/2021	12/15/2021	95	
Phase 2: PG&E Switchgear Engineering	11/30/2021	5/31/2022	182	
Phase 2: PG&E Switchgear Construction	6/3/2023	8/31/2023	89	
Phase 2: Design Development	12/16/2021	2/28/2022	74	
Phase 2: Construction Documents	3/1/2022	7/1/2022	122	
Phase 2: DSA Review & Approval	7/2/2022	11/15/2022	136	
Phase 2: Bidding	11/28/2022	1/13/2023	46	
Phase 2: Documents & Award	1/14/2023	2/14/2023	31	
Phase 2: Contractor Submittals & RFI's	2/15/2023	6/16/2023	121	
Phase 2: Lunch Structure Construction	6/17/2023	7/21/2023	34	
Phase 2: Construction	6/17/2023	8/1/2024	411	
Phase 3: Schematic Design	9/11/2021	1/14/2022	125	
Phase 3: Design Development	1/15/2022	5/16/2022	121	
Phase 3: Construction Documents	5/17/2022	9/9/2022	115	
Phase 3: DSA Review & Approval	9/10/2022	1/16/2023	128	
Phase 3: Bidding	4/8/2024	5/10/2024	32	
Phase 3: Documents & Award	5/13/2024	6/9/2024	27	
Phase 3: Construction	6/17/2024	12/15/2025	546	
Phase 4: Construction Documents	4/10/2023	6/30/2023	81	Interior Only - no SWPPP scope
Phase 4: DSA Review & Approval	7/1/2023	10/27/2023	118	
Phase 4: Bidding	11/6/2023	12/18/2023	42	
Phase 4: Document & Award	12/19/2023	1/22/2024	34	
Phase 4: Construction	6/17/2024	8/10/2024	54	
Phase 5: Demolition	1/19/2026	3/27/2026	67	
Phase 6: Fields/Hardtop Construction	3/28/2026	8/1/2026	126	





BKF ENGINEERS
PROFESSIONAL SERVICES RATE SCHEDULE

JANUARY 1, 2022 – DECEMBER 31, 2022

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
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
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
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
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
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.