

**AGREEMENT FOR PROFESSIONAL SERVICES
WITH MOTT MACDONALD GROUP, INC.
FOR ENGINEERING DESIGN SERVICES FOR THE GILBRETH ROAD LIFT
STATION DESIGN PROJECT**

CITY PROJECT NO. 87220

THIS AGREEMENT is entered into this _____ day of _____, 2025, by and between the City of Burlingame, State of California, herein called the "City", and **MOTT MACDONALD GROUP, INC.** engaged in providing **Professional Engineering** services herein called the "Consultant".

RECITALS

- A. The City is considering for consultant to provide ENGINEERING DESIGN SERVICES to assist the City with the GILBRETH ROAD LIFT STATION DESIGN (Project), City Project No. 87220.
- B. The City desires to engage a professional engineering consultant to provide assistance with traffic engineering and planning services because of Consultant's experience and qualifications to perform the desired work, described in Exhibit A.
- C. The Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.

AGREEMENTS

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1. Scope of Services. The Consultant shall provide professional engineering services such as Engineering Design Services, and as detailed in "Scope of Services" of the attached Exhibit A of this agreement.
- 2. Time of Performance. The services of the Consultant are to commence upon the execution of this Agreement with completion of all work by June 30, 2027.
- 3. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for

Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a City of Burlingame business license.

4. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
5. Information/Report Handling. All documents furnished to Consultant by the City and all reports and supportive data prepared by the Consultant under this Agreement are the City's property and shall be delivered to the City upon the completion of Consultant's services or at the City's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the City to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the City without the written consent of the City before such release. The City acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and City's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at City's risk, unless Consultant expressly consents to such use in writing. City further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
6. Compensation. Compensation for Consultant's professional services shall not exceed \$443,386; and payment shall be based upon City approval of each task.

Billing shall include current period and cumulative expenditures to date and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for City review, even if only in partial or draft form.

7. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three (3) years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the City at the Consultant's offices during business hours upon

written request of the City.

8. Project Manager. The Project Manager for the Consultant for the work under this Agreement shall be Thomas Grau.
9. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the City.
10. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

To City: Mahesh Yedluri, Senior Civil Engineer
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

To Consultant: Mohamed Basma, Senior Vice President
Mott MacDonald Group, Inc.
2077 Gateway Place, Suite 550
San Jose, CA 95110

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to City.

11. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the City. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to City employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement.

Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent

performance or wrongdoing.

12. Conflict of Interest. Consultant understands that its professional responsibilities is solely to the City. The Consultant has and shall not obtain any holding or interest within the City of Burlingame. Consultant has no business holdings or agreements with any individual member of the Staff or management of the City or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the City in the subject of this Agreement, and it shall immediately disassociate itself from such an interest should it discover it has done so and shall, at the City's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify City of this employment relationship, and shall, at the City's sole discretion, sever any such employment relationship.
13. Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.
14. Insurance.
 - A. Minimum Scope of Insurance:
 - i. Consultant agrees to have and maintain, for the duration of the contract, Commercial General Liability insurance policies insuring it in an amount not less than: Two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) general aggregate, and two million dollars (\$2,000,000) products and completed operations aggregate for bodily injury, personal injury and property damage in a form at least as broad as Insurance Services Office (ISO) Occurrence Form CG 00 01. The policy shall include a per

project or per location general aggregate endorsement. If a per project/location endorsement is not available, the limit for the general aggregate shall be doubled.

- ii. Consultant agrees to have and maintain for the duration of the contract, an Business Automobile Liability insurance policy as broad as ISO CA 00 01 ensuring Consultant and its staff in an amount not less than one million dollars (\$1,000,000) each accident for bodily injury and property damage.
- iii. Consultant agrees to maintain, as its own cost and expense, for the duration of the contract, Professional Liability insurance in amounts not less than two million dollars (\$2,000,000) each claim and in the aggregate sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement. Any policy inception date, continuity date, or retroactive date must be before the effective date of the start of work, and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the work.
- iv. Consultant agrees to maintain, at its own cost and expense, for the duration of the contract, Contractor's Pollution Liability Coverage in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- iv. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

B. General Liability and Automobile Liability Policies:

- i. The City, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by

the Consultant. The endorsement providing this additional insured coverage shall be equal to or broader than ISO Form CG 20 10 11 85, or if not available, both CG 20 10 for ongoing operations and CG 20 37 for completed operations and must cover joint negligence, completed operations, and the acts of subcontractors. This requirement does not apply to the professional liability insurance required for professional errors and omissions.

- ii. The Consultant's insurance coverage shall be endorsed to be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- iii. The Consultants policies shall provide and be endorsed to include a waiver of subrogation in favor of the City, its officers, officials, employees, and volunteers.
- iv. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- v. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

C. Workers' Compensation and Employers Liability Coverage:

- i. Consultant shall have and maintain Workers' Compensation and Employer's Liability insurance as required by California law in the amount of \$1,000,000 each accident or disease. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation and Employer's Liability insurance for their respective employees.
- ii. The insurer shall agree to and provide an endorsement to waive all rights of subrogation against the City of Burlingame, its officers, officials, employees, or volunteers for losses arising from work performed by the Company for the City of Burlingame.

- D. All Coverages: Each insurance policy required in this item shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice by mail, has been given to the City (10 days for non-payment of premium). Current certification of such insurance shall be kept on file at all times during the term of this agreement with the City Clerk.
- E. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-VII and authorized to do business in the State of California.
- F. Verification of Coverage: Upon execution of this Agreement, Contractor shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the City. All certificates and endorsements are to be received and approved by the City before any work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.
15. Indemnification. To the fullest extent permitted by law, Consultant shall save, keep and hold harmless, indemnify, and defend the City, its officers, employees, authorized agents and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity, including but not limited to attorneys' fees, that may at any time arise, result from, relate to, or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant. This provision shall not apply if the damage or injury is caused by the sole negligence, active negligence, or willful misconduct of the City, its officers, agents, employees, or volunteers.
16. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

17. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed under the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of San Mateo.
18. Termination of Agreement. The City and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of termination. In the event of termination, the Consultant shall deliver to the City all plans, files, documents, reports, performed to date by the Consultant. In the event of such termination, City shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to the City bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.
19. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the City and the Consultant.
20. Entire Agreement. This Agreement constitutes the complete and exclusive statement of the Agreement between the City and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date indicated on page one (1).

City of Burlingame

“Consultant”

By _____
Lisa K. Goldman
City Manager

Mott MacDonald Group, Inc.
Print Name: Mohaned Basma
Title: Senior Vice President

Approved as to form:

City Attorney – Michael Guina

ATTEST:

City Clerk - Meaghan Hassel-Shearer

EXHIBIT A SCOPE OF WORK

Project Name: City of Burlingame – Gilbreth Road Lift Station Design
Consultant Name: Mott MacDonald Group Inc.
City Project No.: 87220

Scope of Work:

The Mott MacDonald project team will complete the field and office engineering and Contract Document preparation necessary for upgrading the City of Burlingame Gilbreth Road Lift Station including increasing the station's firm capacity from the present 0.69 mgd to 1.15 mgd as recommended in the City's 2019-2020 Wastewater Collection System Master Plan.

TASK 1: Data Collection, Review, and 30% Design

Mott MacDonald will collect existing background data for the Gilbreth Road Lift Station as necessary to analyze and evaluate the physical condition of the existing infrastructure, complete hydraulic analyses, complete a design concept alternatives analysis, and prepare a Basis of Design Report presenting the Task 1 findings along with the recommended concept for upgrading the existing facility. The data collection effort will consist of review of City furnished drawings and lift station operational data and site inspection of the existing lift station, appurtenances, and project site.

The field work shall include an inspection of the lift station structures involving confined space entry into the existing lift station wet well and valve vault to perform various condition assessment tasks including visual, tactile, surface concrete condition and thickness tests, and condition inspections of exposed metallic components. Visual inspection of electrical and instrumentation equipment shall also be completed during the field inspection. Site and structural dimensional data will be collected as needed for performing the upgrade alternatives analysis and the subsequent preparation of Contract Drawings.

Hydraulic analyses will be completed to evaluate the operational conditions of the Gilbreth Lift Station during average dry weather and estimated peak wet weather conditions. The hydraulic analyses will include the existing sister sewage lift stations at the Mitten Road, Hyatt Hotel, and 1000 Rollins Road sites since these lift stations along with the Gilbreth Lift Station pump into a common force main system which terminates at the City wastewater treatment plant. The hydraulic evaluation will also include analyzing a possible future parallel force main between the Gilbreth Road and Hyatt Hotel lift stations.

An alternatives analysis will assess the pros and cons of three potential means for increasing the capacity of the Gilbreth Road Lift Station from 0.69 to 1.15 mgd. The three alternatives to be considered are as follows:

- 1) Two larger constant speed pumps to increase the station firm capacity to 1.15 mgd.
- 2) Two larger variable speed pumps to increase the station firm capacity to 1.15 mgd while retaining the capability to pump at lower rates during dry weather flow conditions.

- 3) Three constant speed pumps to allow a single pump to operate during dry weather conditions and two to operate in parallel and provide a station firm capacity of 1.15 mgd during wet weather conditions.

Concept level cost estimates will be developed for each of the alternatives.

A draft Basis of Design Report will be prepared summarizing the data collection and alternatives analysis work and presenting a recommended lift station upgrade concept. The draft Basis of Design Report will undergo internal peer and QA/QC reviews. The draft report will be revised to address internal review comments and will then be submitted to the City for review.

A comment response log will be developed following receipt of the City's Basis of Design Report review comments. A review meeting will be then conducted with the City to address those review comments requiring discussion prior to resolution. The Basis of Design Report will then be finalized, submitted to the City, and become the basis for development of the Contract Drawings and Technical Specifications to be completed in subsequent tasks.

The attached project Work Breakdown Schedule itemizes the twelve subtasks comprising Task 1.

Task 1 Deliverables:

1. *Draft Basis of Design Report (PDF)*
2. *Attendance at one City review meeting (conference call) and preparation of meeting notes (PDF)*
3. *Final Basis of Design Report (PDF)*

TASK 2: 65% Design Drawings, Technical Specifications, and Cost Estimate

Mott MacDonald will develop 65% design development Contract Drawings, Technical Specifications, and update the 30% Basis of Design cost estimate under Task 2.

The drawings will be prepared on full-size 22- inch x 34-inch (ANSI D) sheets using AutoCAD 2022. Approximately 30 total drawings are anticipated. Detail sheets will not be fully developed for the 65% submittal.

Technical specifications will be prepared in Construction Specifications Institute (CSI) 46-division format. Only those specification sections needed for the project will be developed. The City will prepare the front end specifications for the project.

The draft 65% Contract Drawings and Technical Specifications will then undergo internal peer and QA/QC reviews. The 65% submittal will be revised to address internal peer and QA/QC review comments and then be submitted to the City for review.

An Engineer's Opinion of Probable Construction Cost will be developed based upon the refinement of the required construction developed within the 65% Contract Drawings and Specifications and will be submitted as part of the 65% submittal package.

A comment response log will be developed following receipt of the City's 65% submittal review comments. A review meeting will then be conducted with the City to address those review comments

requiring discussion prior to resolution. The resolved review comments will inform the revision and progression of the drawings, specifications, and cost estimate for the 90% submittal.

The attached project Work Breakdown Schedule itemizes the seven subtasks comprising Task 2.

Task 2 Deliverables:

1. *65% Drawings (PDF)*
2. *65% Technical Specifications (WORD)*
3. *65% Opinion of Probable Construction Cost (PDF)*
4. *Attendance at one City review meeting (conference call) and preparation of meeting notes (PDF)*
5. *Comment Response Log (Excel)*

TASK 3: 90% Construction Drawings, Specifications, and Cost Estimate

Mott MacDonald will incorporate appropriate comments from the City's 65% submittal review and advance the Contract Drawings to a 90% stage of completion under Task 3. Detail sheets will be fully developed for the 90% submittal.

The Technical Specifications will also be advanced to a 90% stage of completion.

The draft 90% Contract Drawings and Technical Specifications will undergo internal peer and QA/QC reviews. The 90% submittal will be revised to address internal peer and QA/QC review comments and then be submitted to the City for review.

The Engineer's Opinion of Probable Construction Cost will be updated based upon the refinement of the required construction developed within the 90% Contract Drawings and Specifications and will be submitted as part of the 90% submittal package.

A comment response log will be developed following receipt of the City's 90% submittal review comments. A review meeting will then be conducted with the City to address those review comments requiring discussion prior to resolution. The resolved review comments will inform the revision and progression of the drawings, specifications, and cost estimate for the 100% submittal.

The attached project Work Breakdown Schedule itemizes the seven subtasks comprising Task 3.

Task 3 Deliverables:

1. *90% Drawings (PDF)*
2. *90% Technical Specifications (WORD)*
3. *90% Opinion of Probable Construction Cost (PDF)*
4. *Attendance at one City review meeting (in person) and preparation of meeting notes (PDF)*
5. *Comment Response Log (Excel)*

TASK 4: 100% Construction Drawings, Specifications and Cost Estimate

Mott MacDonald's Engineer-of-Record will conduct a plan-in-hand field walk following the 90% submittal review meeting. Mott MacDonald will incorporate adjustments resulting from the field walk along with appropriate comments from the City's 90% submittal review and progress the Contract Drawings to a 100% stage of completion under Task 4.

The Technical Specifications will also be advanced to a 100% stage of completion.

The draft 100% Contract Drawings and Technical Specifications will undergo internal peer and QA/QC reviews. The 100% submittal will be revised to address internal peer and QA/QC review comments and then be submitted to the City for review.

The Engineer's Opinion of Probable Construction Cost will be updated based upon the refinement of the required construction developed within the 100% Contract Drawings and Specifications and will be submitted as part of the 100% submittal package.

A comment response log will be developed following receipt of the City's 100% submittal review comments. A review meeting will then be conducted with the City to address those review comments requiring discussion prior to resolution. The resolved review comments will inform the revision and progression of the drawings, specifications, and cost estimate for the Bid Set submittal.

The attached project Work Breakdown Schedule itemizes the eight subtasks comprising Task 4.

Task 4 Deliverables:

1. *100% Drawings (PDF)*
2. *100% Technical Specifications (WORD)*
3. *100% Opinion of Probable Construction Cost (PDF)*
4. *Attendance at one City review meeting (conference call) and preparation of meeting notes (PDF)*
5. *Comment Response Log (Excel)*

TASK 5: Bid Set Construction Documents

Mott MacDonald will incorporate appropriate comments from the City's 100% submittal review and finalize the Contract Drawings and Technical Specification for bid advertisement under Task 5. Final PDFs of the signed and sealed Contract Drawings and Technical Specifications will be forwarded to the City for co-signing, incorporation of final front-end specifications, and use in advertising the project for construction bids.

Mott MacDonald will also furnish as-requested bid period engineering assistance in responding to bidder Requests-for-Information and if required, assistance in preparation of Contract addenda regarding technical items.

The attached project Work Breakdown Schedule itemizes the five subtasks comprising Task 5.

Task 5 Deliverables:

1. *Final Plan Set (PDF stamped and signed) and AutoCAD files*
2. *Final Technical Specifications (PDF stamped and signed) and Word files*
3. *Final Construction Cost Estimate (PDF)*
4. *Assistance responding to bidder inquiries during bid advertisement*

TASK 6: Project Management

Mott MacDonald will furnish project management services during the execution of the Gilbreth Road Lift Station Design project, up through the completion of the Task 5 bid phase services.

A Project Management Plan, Health and Safety Plan, and Project Schedule update will be prepared at project initiation.

Mott MacDonald will submit payment invoices and corresponding progress reports for the project to the City for processing on a monthly basis.

Mott MacDonald will host a Project Kickoff Meeting, including preparation of a meeting agenda and meeting notes. Mott MacDonald will also attend weekly coordination calls (40 calls at 45 minutes per call budgeted) and monthly meetings (12 meetings at 60 minutes per meeting budgeted) during the design phase of the project (scheduled for a 52 week duration).

Mott MacDonald will also furnish ongoing routine client and project team coordination during the course of the project.

The attached project Work Breakdown Schedule itemizes the eight subtasks comprising Task 6.

Task 6 Deliverables:

1. *Monthly invoices and progress reports (PDF)*
2. *Project schedule updates (PDF)*
3. *Meeting notes (PDF)*

City of Burlingame

Gilbreth Road Lift Station Design

Work Breakdown Schedule

TASK 1	DATA COLLECTION, REVIEW, AND 30% DESIGN
1.1	Existing Data Collection, Review, Site Inspection, and Wet Well/Valve Vault Condition Assessment
1.2	Coordination with City Operations and Maintenance Staff
1.3	Hydraulic Analyses - System Head Curve Analysis & Alternative Pump Evaluation
1.4	Electrical Eqp't Analysis - Service Entrance, Standby Generator & Automatic Transfer Switch, Pump Control Panel, & Appurt. Eqp't.
1.5	Development of Three Lift Station Capacity Upgrade Alternatives
1.6	Preliminary Cost Estimate Preparation for Three Pump Station Capacity Upgrade Alternatives
1.7	30% Design Drawing Preparation for Recommended Alternative (Pump Station Site Plan, Pump Station & Valve Vault Plans & Sections, & Single Line Diagram - 4 sheets)
1.8	Draft Basis of Design Report Preparation
1.9	Preliminary Design Drawings and Basis of Design Report Submittal
1.10	City Review of Draft Basis of Design Report
1.11	30% Review Meeting and Prepare Meeting Notes
1.12	QA/QC - See Task 6
TASK 2	65 PERCENT DESIGN DRAWINGS, TECHNICAL SPECIFICATIONS, AND DETAILED COST ESTIMATE
2.1	65% Construction Drawings & Associated Design Calculations (Assumes approximately 30 sheets - Detail Sheets will not be fully developed)
2.2	65% Technical Specification Development (Exclusive of Front End specs per RFP)
2.3	65% Detailed Cost Estimate
2.4	65% Percent Submittal
2.5	City Review of 65% Submittal
2.6	65% Submittal Review Meeting and Preparation of Meeting Notes & Comment Response Log
2.7	QA/QC - See Task 6
TASK 3	90 PERCENT CONSTRUCTION DRAWINGS, SPECIFICATIONS, AND DETAILED COST ESTIMATE
3.1	90% Construction Drawing Development (Assumes approximately 30 sheets)
3.2	90% Technical Specification Updates (City staff will develop front-end specifications per RFP)
3.3	90% Detailed Cost Estimate Update
3.4	90% Percent Submittal
3.5	City Review of 90% Submittal
3.6	90% Submittal Review Meeting and Preparation of Meeting Notes & Comment Response Log
3.7	QA/QC - See Task 6
TASK 4	100% CONSTRUCTION DRAWINGS, SPECIFICATIONS, AND DETAILED COST ESTIMATE
4.1	Plan-in-Hand Field Walk QA/QC Review by Engineer-of-Record
4.2	100% Construction Drawing Development (Assumes approximately 30 sheets)
4.3	100% Technical Specification Updates (City staff will update and finalize front-end specifications per RFP)
4.4	100% Detailed Cost Estimate Update
4.5	100% Percent Submittal
4.6	City Review of 100% Submittal
4.7	100% Submittal Review Meeting and Preparation of Meeting Notes & Comment Response Log
4.8	QA/QC - See Task 6
TASK 5	BID SET CONTRACT DOCUMENTS
5.1	Final Construction Drawing Development (Assumes approximately 30 sheets)
5.2	Final Specifications (Integrate City prepared front-end specifications with Final Technical Specifications)
5.3	Final Cost Estimate Update
5.4	Submit Bid Set
5.5	Bid Period Assistance
TASK 6	PROJECT MANAGEMENT
6.1	Project Management Plan, Health Safety & Welfare Plan, Updated Schedule, Invoice Template
6.2	Kickoff Meeting (Virtual Meeting Assumed - One day Initial Site Inspection by PM and Project Engineers included in Task 1.1)
6.3	Monthly Progress Meetings (12 assumed per RFP @ 60 mins. per call)
6.4	Weekly Phone Conferences (40 assumed per RFP @ 45 mins. per call)
6.5	Monthly Invoices and Progress Reports (13 assumed)
6.6	Schedule Updates (2 assumed)
6.7	Project Team Coordination, Monitoring, & Administration (Including Decision/Action Log & Project Controls)
6.8	QA/QC (Internal Review per Progress Submittal) - Preliminary Design & BODR, 65%, 90%, 100%) Bid Set Review by EOR under Task 5.3

EXHIBIT B

City of Burlingame
Gilbreth Road Lift Station Design

MH/Fee Proposal

Task No.	Task Description	Mott MacDonald										John Calton Engineering				V&A Engineering					Task & Subtask Totals
		Project Director	Project Manager	QA/QC	Process Mechanical Technical Design Lead	Project Engineer III	Structural Design Technical Lead	Structural Engineer	Project Engineer III/CAD Technician	Total MM Hours	Total MM Reimbursable Labor	Principal Elect. & I/C Engineer	CAD Technician	Total J. Calton Hours	Total J. Calton Labor	Total Cost	Total Subs Cost	Mark-up on Subs- 5%	Sub-consultant Total	MM Subtotal	
	Key Staff		TG	JS/PP	KB							JC									
	2025 Hourly Rates (2.954 Multiplier)	\$351	\$338	\$330	\$312	\$158	\$307	\$201	\$136			\$225	\$110								
	2025 Hourly Rates (2.954 Multiplier)	\$366	\$352	\$344	\$325	\$165	\$320	\$209	\$142			\$225	\$110								
TASK 1	DATA COLLECTION, REVIEW, AND 30% DESIGN																				
	TASK 1 MH Subtotal per Staff	0	34	8	66	100	2	12	166	388		43	8	51							
	TASK 1 Cost Per Staff	\$ -	\$11,506	\$ 2,643	\$ 20,621	\$15,819	\$ 615	\$ 2,414	\$22,620		\$ 76,237	\$ 9,675	\$ 880		\$ 10,555	\$ 23,000	\$ 33,555	\$ 1,678	\$ 35,233	\$ 76,237	\$ 111,470
TASK 2	65 PERCENT DESIGN DRAWINGS, TECHNICAL SPECIFICATIONS, AND DETAILED COST ESTIMATE																				
	TASK 2 MH Subtotal Per Staff	0	20	0	50	146	4	36	200	456		99	44	143							
	TASK 2 Cost Per Staff	\$ -	\$ 7,039	\$ -	\$ 16,247	\$24,019	\$ 1,278	\$ 7,531	\$28,344		\$ 84,458	\$22,275	\$ 4,840		\$ 27,115	\$ -	\$ 27,115	\$ 1,356	\$ 28,471	\$ 84,458	\$ 112,928
TASK 3	90 PERCENT CONSTRUCTION DRAWINGS, SPECIFICATIONS, AND DETAILED COST ESTIMATE																				
	TASK 3 MH Subtotal per Staff	0	16	0	40	118	2	22	150	348		39	30	69							
	TASK 3 Cost Per Staff	\$ -	\$ 5,631	\$ -	\$ 12,998	\$19,413	\$ 639	\$ 4,602	\$21,258		\$ 64,540	\$ 8,775	\$ 3,300		\$ 12,075	\$ -	\$ 12,075	\$ 604	\$ 12,679	\$ 64,540	\$ 77,219
TASK 4	100% CONSTRUCTION DRAWINGS, SPECIFICATIONS, AND DETAILED COST ESTIMATE																				
	TASK 4 MH Subtotal per Staff	0	24	0	34	36	2	14	60	170		25	8	33							
	TASK 4 Cost Per Staff	\$ -	\$ 8,447	\$ -	\$ 11,048	\$ 5,923	\$ 639	\$ 2,929	\$ 8,503		\$ 37,488	\$ 5,625	\$ 880		\$ 6,505	\$ -	\$ 6,505	\$ 325	\$ 6,830	\$ 37,488	\$ 44,318
TASK 5	BID SET CONTRACT DOCUMENTS																				
	TASK 5 MH Subtotal per Staff	0	6	0	16	32	0	4	74	132		11	3	14							
	TASK 5 Cost Per Staff	\$ -	\$ 2,112	\$ -	\$ 5,199	\$ 5,264	\$ -	\$ 837	\$10,487		\$ 23,899	\$ 2,475	\$ 330		\$ 2,805	\$ -	\$ 2,805	\$ 140	\$ 2,945	\$ 23,899	\$ 26,844
TASK 6	PROJECT MANAGEMENT																				
	TASK 6 MH Subtotal per Staff	4	72	56	18	0	0	0	24	200		40	8	48							
	TASK 6 Cost Per Staff	\$ 1,462	\$25,340	\$19,239	\$ 5,849	\$ -	\$ -	\$ -	\$ 3,401		\$ 60,232	\$ 9,000	\$ 880		\$ 9,880	\$ -	\$ 9,880	\$ 494	\$ 10,374	\$ 60,232	\$ 70,606
	MANHOUR TOTAL	4	172	64	224	432	10	88	674	1694		257	101	358							
	LABOR COST TOTAL	\$ 1,462	\$60,075	\$21,882	\$ 71,962	\$70,437	\$ 3,171	\$18,312	\$94,614		\$ 346,855	\$57,825	\$11,110		\$ 68,935	\$ 23,000	\$ 91,935	\$ 4,597	\$ 96,532	\$ 346,855	\$ 443,386
SCOPE CLARIFICATIONS	1) Lift station upgrade work will be completed within the footprint of the existing lift station site. Licensed land surveying and property acquisition assistance is not included from the engineering design scope of services.																				
	2) Temporary construction easement(s) assistance to facilitate the lift station upgrade work and/or provide contractor laydown area is not included in the engineering design scope of services.																				
	3) Background mapping to be developed using City provided plans for the site as supplemented and updated by Consultant field measurements.																				
	4) Existing wet well structure will be repurposed. Construction phase excavation, other than that required for a possible replacement valve vault and shallow piping, conduit, and handhole installation will not be required. Based upon the foregoing, geotechnical site investigation is not included in the engineering design scope of services.																				
	5) Potholing for size, material, and location verification of existing buried utilities will not be required. Available City provided drawings will be utilized to depict the size, material, and approximate location of existing, project-relevant utilities on the background site plans to be developed for this project. Notes will be included on the Construction Drawings requiring the Construction Contractor to pothole critical underground utilities to field confirm existing locations.																				
	6) Hazardous waste identification and preparation of specifications for its removal and disposal is not included in the engineering design scope of services.																				
	7) Project is an upgrade of existing facilities and is assumed to be categorically exempt from CEQA. Environmental studies, CEQA related reports, and third-party permitting of any kind are not included in the engineering design scope of services.																				
	8) Electrical design per NFPA 820 and NEC. SCADA RTU configuration/programming and modifications to Human Machine Interface (HMI) to be completed by City integrator.																				
	9) Notice to Proceed will be issued no later than October 31, 2025 and project design and Bid Phase services will be completed by the end of calendar year 2026.																				