

**AGREEMENT FOR PROFESSIONAL ENGINEERING DESIGN SERVICES
WITH WILSEY HAM FOR THE
BURLINGAME AND GLENWOOD PARK SUBDIVISION
AND NEIGHBORHOOD WATER MAIN IMPROVEMENTS**

CITY PROJECT NO. 84891

THIS AGREEMENT is entered into this _____ day of _____, 2019, by and between the City of Burlingame, State of California, herein called the "City", and **WILSEY HAM** engaged in providing **PROFESSIONAL ENGINEERING DESIGN** services herein called the "Consultant".

RECITALS

- A. The City is considering conducting activities for consultant engineering services for design services for the Burlingame and Glenwood Park Subdivision and Neighborhood Water Main Improvements, City Project No. 84891.
- B. The City desires to engage a professional engineering consultant to provide design 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 perform topographic survey work, identify and locate utility infrastructure, pothole utilities, coordinate and conduct project meetings, prepare plans, specifications, and estimate documentation, provide additional addenda as needed, 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 as set forth in Exhibit A.

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 \$298,760; 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 Brandon S. Davis, Supervising Engineer.
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: Kevin Okada, Senior Civil Engineer
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

To Consultant: Brandon S. Davis, Supervising Engineer
Wilsey Ham
3130 La Selva Street, Suite 100
San Mateo, CA 94403

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, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: One million dollars (\$1,000,000) combined single limit per occurrence and two million dollars (\$2,000,000) aggregate for bodily injury, personal injury and property damage in a form at least as broad as ISO Occurrence Form CG 0001.

- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than two million dollars (\$2,000,000) each claim/aggregate sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.
- 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 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 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. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
 - iv. 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. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
- 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



Wilsey Ham

Print Name:

Title:

Jeff Peterson
President

Approved as to form:

City Attorney – Kathleen Kane

ATTEST:

City Clerk - Meaghan Hassel-Shearer

July 17, 2019

Mr. Kevin Okada, P.E.
Senior Civil Engineer
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

Re: Proposal for Professional Engineering Design Services for Burlingame and Glenwood Park Subdivision and Neighborhood Water Main Improvements - City Project 84891

Dear Mr. Okada,

On behalf of Wilsey Ham, I am pleased to submit this proposal to the City of Burlingame for design of the water main projects referenced above. We are confident that we have a very good understanding of the scope of work and have a proposed project approach that is cost effective while providing the essential information to minimize change orders. Wilsey Ham has an experienced and responsive staff that will provide a high quality of service to the City.

Proposed Design Team

I will serve as the Supervising Engineer for our project team, providing input on design issues and playing a major role in the quality control reviews. I have the ultimate responsibility to the City to ensure that the City is happy with our services and work products.

Project Understanding

The City previously issued an RFP for the design of Water Main Improvements along El Camino Real from Sanchez Avenue to Barroilhet Avenue and within the Glenwood Park, Burlingame Heights, Burlingame Terrace and Burlingame Park Subdivisions; totaling almost five miles of roadway. The project is programmed to be designed and constructed in four phases. The construction of improvements may be extended into future years if there is not sufficient budget to construct all of the improvements in the program year.

Wilsey Ham was selected for the design we are currently working on the first of the four projects along El Camino (Phase 1). Since the El Camino project requires more extensive coordination through the involvement of Caltrans and SFPUC, the City expects the timeline to be more drawn out. It is our understanding that the City would also like to begin design of the second project now. The City would like to implement the Glenwood Park Subdivision and Neighborhood Water Main Project (Phase 3) as the second project due to its proximity along El Camino Real.

To better understand the scope of the project, we have walked the full length of each street to observe and photograph the site conditions. We have also reviewed the City's GIS maps showing the approximate water, sewer and storm drain locations. From our observations, we have identified some design constraints in each phase of the project that will need to be properly addressed to achieve a successful project.



Our staff has also prepared a preliminary layout for the new water mains in each project phase to assist us in developing our scope of work and to illustrate our initial design thoughts. A summary of our observations and comments on the alignments are shown below. The alignments are included at the end of this proposal for your information. The alignments will need to be adjusted once the utility locations are surveyed and we have a more accurate understanding of the site constraints.

Phase 3 - Glenwood Park Subdivision and Neighborhood (7,520LF)

The third phase of improvements is a roughly triangular area bounded by El Camino, Occidental and Barroilhet. Electric distribution is overhead and City GIS shows most of the drainage occurs on the ground surface with minimal underground drainage improvements providing more room for a new water line. The streets are fairly wide with on-street parking on each side of the road.



Howard Ave. - Existing markings show alignment along gutter

Preliminary Alignment Thoughts

Our initial thoughts on the alignment locations are generally near the existing water mains or on the opposite side of the road depending upon the curvature of the road and the alignment of the sewer. Some additional investigation on Ralston will be needed to confirm the alignment as the field conditions seem to be different from the schematic system maps, particularly at the intersection with Crescent. Preliminary alignment sketches are attached.

Project Approach and Scope of Services

In light of our project understanding, the RFP requirements and our site observations, Wilsey Ham proposes the following Project Approach and detailed Scope of Services for each task.

Task 1- Pre-Design Investigation – Survey, Utility Locates, Potholing, Base Mapping

The surveys to prepare the base mapping will be prepared by ground surveys due to the tree canopies and need to pick up utility markings. The ground surveys will be performed after the utility locator marks the utility locations for water, gas, electric and communications. Sewer and storm drain manholes will be located and dipped to verify the invert elevations. To minimize costs, the surveyors will shoot the curbs, pavement crown elevations, edge of sidewalk and all visible utility structures and markings. Driveways will be approximately shown for reference using Google Earth imagery and field observations and coordination with tree locations will be field coordinated by our engineering staff. All potholing will be performed during the 90% design phase, after the City has approved the proposed water main alignments and pothole plan. We have also included a 10-day supplemental survey budget to be used during the 90% Phase to collect potholes and to obtain additional/supplemental information that may be needed as the design evolves. The scope of work in this task is detailed below along with our assumptions.

1. Attend a project kickoff meeting at City Hall.
2. Perform records research and collect record utility maps
3. Perform a survey traverse using GPS, install control points. Reduce data and compute control.
4. Perform utility location and mark streets for gas, electric, communications and water. Dedicated traffic control is included for work on El Camino.
5. Perform topographic surveys and base mapping at 1" = 20" using ground surveys. The base maps will be planimetric on 24" x 36" sheets. Dedicated traffic control is included for work on El Camino.
6. Add approximate right of way lines to mapping from Record information.
7. Add topography and utility locates to create base maps.
8. Perform Quality Control/Quality Assurance review.
9. Pothole utilities at potential conflict areas per the approved potholing plan during the 90% design stage. We have assumed 4 days of potholing (approximately 24 potholes) per phase with cold patch asphalt.
10. Perform supplemental topographic survey (at 90% design stage) to pick up utility potholes and design information.

Deliverable: Project topographic base map

Task 2 - 35% Plans, Specifications and Estimate

We will focus on determining the best alignment of the new water mains during this task. Many factors will influence our recommendation including avoidance of conflicts with existing utility facilities, simplicity of layout, minimization of costs, and constructability. If there are alignment options, we will show them both for the City's consideration. Since El Camino Real is a conventional State highway, Caltrans buy-in on the proposed replacement pipe alignment will be needed. A cost estimate will be prepared to get an early idea if the entire extent of the main can be constructed within the City's budget. A phasing plan will be prepared with recommended limits of improvements that can be constructed within the budget. The rationale for our

recommendation will be summarized in a Basis of Design memorandum as well as any design constraints that are identified. The scope of work in this task is detailed below.

1. Layout horizontal locations of water mains and main connection stubs to side streets on the topographic base sheets.
2. Perform a site visit to review site conditions with City Engineering and Maintenance Staff.
3. Prepare a project title sheet.
4. Prepare a preliminary construction cost estimate.
5. Prepare Phasing plan.
6. Prepare a Basis of Design memorandum which describes the recommended alignment, design issues and constraints, the preliminary construction cost estimate and initial thoughts on phasing if the estimate exceeds the budget.
7. Submit the 35% plans, estimate and Basis of Design Memorandum package to City for their review and approval.
8. Attend a meeting with the City to discuss their comments and required revisions.
9. Meet with Caltrans to obtain buy-in on El Camino Real Alignment. Two meetings at District 4 in Oakland are assumed.
10. Revise and resubmit the plans and BOD to reflect the approved approach.

Deliverables: 2 sets of 35% Plans, estimate and Basis of Design Report

Task 3 - 50% Plans, Specifications and Estimate

This task involves the advancement of the plans, specifications and estimate in the phases described above. A potholing plan will be proposed to accompany the 50% PS&E submittal so that we can identify any conflicts early in the 90% design phase before the expending too much budget. We will perform an initial quality control review during this phase to make sure the plans and specifications are well coordinated. The scope of work in this task is detailed below.

1. Prepare plan view sheets.
2. Perform a site visit to review design issues.
3. Coordinate with outside utility companies and Caltrans/Hillsborough/San Mateo. Send initial letter introducing the project with plan set identifying issues.
4. Develop the title sheet and notes sheet.
5. Prepare detail sheets.
6. Update the construction cost estimate and make phasing modifications in the event that the estimated project cost exceeds the budget.
7. Prepare list of technical specifications based on the City's standard water specifications.
8. Attend a design coordination meeting as needed.
9. Prepare pothole plan.
10. Perform a quality control review and make associated revisions.
11. Submit the 50% plans, specifications and estimate package to City for their review.
12. Attend a meeting with the City to discuss their comments and desired revisions.

Deliverables: 2 sets of the 50% Plans, specifications, estimate and pothole plan

Task 4 - 90% Plans, Specifications and Estimate

This task involves the development of the plans, specifications and estimate with all of the information needed to construct the project. All design issues will be resolved and utility conflicts will be checked by potholing. The estimate will be detailed with individual bid items to provide the City with the flexibility during construction to make changes as desired while paying for only competitively bid unit prices. We will perform an internal quality control review during this phase to make sure the plans and specifications are well coordinated. The scope of work in this task is detailed below.

1. Incorporate 50% Design Comments from City.
2. Advance design to 90% level of completion.
3. Pothole utilities and finalize Pothole plan with results.
4. Prepare profile views including the locations of new lateral connections.
5. Site visits as needed to review design issues (3 assumed).
6. Coordinate with utility companies and Caltrans/Hillsborough/San Mateo.
7. Update the construction cost estimate.
8. Prepare technical specifications based on the City's standard water specifications.
9. Attend a design coordination meeting as needed.
10. Perform a quality control review and make revisions as necessary.
11. Submit the 90% plans, specifications and estimate package to City for their review.
12. Attend a meeting with the City to discuss their comments and desired revisions.

Deliverables: 2 sets of the 90% Plans, specifications, estimate and Final Pothole Plan

Task 5 - 95% Plans, Specifications and Estimate

The scope of work in this task is:

1. Incorporate 90% Design Comments from City.
2. Advance design to 95% level of completion.
3. Site visits as needed to review design issues (2 assumed).
4. Coordinate with utility companies and Caltrans/Hillsborough/San Mateo.
5. Update the construction cost estimate/phasing. Prepare bid schedule.
6. Update technical specifications.
7. Attend a design coordination meeting as needed.
8. Prepare bid package including Invitation, General and Special Provisions.
9. Perform a quality control review and make revisions as necessary.
10. Submit the 95% plans, specifications and estimate package to City for their review.
11. Attend a meeting with the City to discuss their comments and desired revisions.

Deliverables: 2 sets of the 95% Plans, specifications, and estimate

Task 6 - Plans, Specifications and Estimate

This task will focus on incorporating the City's review comments on the 95% complete bid set, and performing our final quality control review. The package will be bid ready after completion of this task. The scope of work in this task is detailed below.

1. Perform the final revisions to the plans, specifications and estimate to address the City's review comments and perform final quality control review.
2. Re-submit final package to City for approval.
3. Attend a meeting with the City to discuss and final comments and make those revisions.

Deliverables: 2 sets of the 100% Plans, specifications, estimate and bid package for review, and one final hard copy and digital set of plans, specifications and estimate for reproduction of the bid sets

Task 7 - Bid Services

Wilsey Ham will provide assistance during the bidding process to ensure that questions from contractors are answered. If changes or additional information is necessary as a result of contractor inquiries, bid addenda will be issued as required to clarify the design intent. The scope of work in this task is detailed below.

1. Attend the pre-bid meeting and answer contractor questions.
2. Respond to contractor Question's & issue bid addenda as necessary.

Deliverables: Bid addenda as necessary

Assumptions and Exclusions

The following assumptions and exclusions were made in the preparation of this proposal in effort to define our scope of work.

1. The RFP identified the required diameter for each new water main, so we understand that water system modeling is not required in our scope of work.
2. The desired pipe material is specified as either PVC or ductile iron. From our experience working on City water projects, we are familiar with the typical applications for each pipe material and the standard corrosion protection measures implemented by the City when ductile iron pipe is used. Therefore, we have not included any services for corrosion investigations or design.
3. We have included a reasonable amount of potholing budget for each project. If through the design process it is agreed by the City that additional potholing should be conducted, additional fees will be required.
4. Only those tasks specifically described herein are included in this proposal. Any other requested work will be performed on a time and materials basis.

Fee and Schedule

Wilsey Ham's fee for the foregoing described Scope of Services is estimated to be approximately \$298,760 on a time and materials basis in accordance with the attached Charge Rate Fee Schedule. We will not exceed this amount without your prior authorization. Work can be completed on a mutually agreed upon schedule. The time of performance will commence upon execution of this agreement and will end June 30, 2022.

July 17, 2019
Kevin Okada, P.E.
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Authorization

You may authorize Wilsey Ham to proceed in accordance with this proposal and the City of Burlingame's Contract Provisions by returning a City standard contract. Work will commence upon receipt of a City purchase order and a Notice to Proceed.

We appreciate the opportunity to participate on your project.

Very truly yours,

WILSEY HAM
A California Corporation

A handwritten signature in black ink that reads "Brandon B. Davis". The signature is written in a cursive, flowing style.

Brandon Davis
Supervising Engineer
RCE: C61024

Attached: Fee Estimate
 2019 Charge Rate Fee Schedule
 Preliminary Alignment Layouts

City of Burlingame
Burlingame & Glenwood Park Subdivision Water Main Improvements - City Project 84891
Fee Proposal
7/17/2019

TASK DESCRIPTION		Jeff		Brandon		Ron		Cameron		Darrin		Paul		2 PERSON SURVEY CREW	SUB- CONSULTANTS	REIM- BURSABLE EXPENSES	TOTAL WH LABOR \$	TOTAL ALL \$	TOTAL WH LABOR HOURS
		PRINCIPAL ENGR./SRVR. \$233	HRS	SUPERVISING ENG/SURV \$216	HRS	SUPERVISING ENGR./SRVR. \$216	HRS	ENGINEER II \$184	HRS	ENGINEER I \$163	HRS	SENIOR DESIGNER \$151	HRS						
Burlingame and Glenwood Park Subdivision and Neighborhood																			
1. Pre-Design Investigation Survey, Utility Locates, Potholing, Base Mapping																			
1 Kick-off		932	4	864	4			736	4							50	2,532	2,582	12
2 Records Research and Utility Maps				216	1			2,208	12								2,424	2,424	13
3 Control Surveys						1,296	6					2,416	16	4,980	20	300	8,692	8,992	42
4 Utility Mark-out by AGS								368	2						17,710		368	18,078	2
5 Topographic Surveys						2,160	10					2,416	16	19,920	80	1,200	24,496	25,696	106
6 Approximate Right-of-way from Record						2,160	10					1,812	12				3,972	3,972	22
7 Base-mapping						864	4					7,248	48				8,112	8,112	52
8 QA/QC				216	1	1,296	6										1,512	1,512	7
9 Potholing by Exaro- Up to 5 days				216	1			368	2						22,714		584	23,298	3
10 Supplemental Survey - 4 days (at 90%)						216	1	184	1					7,968	32	480	8,368	8,848	34
Subtotal		932	4	1,512	7	7,992	37	3,864	21			13,892	92	32,868	132	40,424	2,030	61,060	293
2. 35% Plans and Estimate																			
1 Layout Water Mains				864	4			4,416	24	3,260	20						8,540	8,540	48
2 Site Vist								1,472	8	1,304	8					50	2,776	2,826	16
3 Title Sheet								184	1	163	1	151	1				498	498	3
4 Preliminary Estimate				216	1			736	4	1,956	12						2,908	2,908	17
5 Preliminary Phasing Plan				216	1			368	2	326	2	302	2				1,212	1,212	7
6 Basis of Design Memo				216	1			368	2	326	2						910	910	5
7 Submit				216	1			368	2	326	2						910	910	5
8 Meet with City				648	3			552	3								1,200	1,200	6
9 Revise/Resubmit Plans, Estimate and BOD				432	2			1,472	8	1,956	12						3,860	3,860	22
10 QA/QC		233	1	648	3												881	881	4
Subtotal		233	1	3,456	16			9,936	54	9,617	59	453	3			50	23,695	23,745	133
3. 50% PS&E																			
1 Prepare Plan View Sheets				432	2			3,680	20	4,564	28	3,020	20				11,696	11,696	70
2 Perform Site Visit to review design issues								1,104	6	1,304	8					25	2,408	2,433	14
3 Coordinate Utilities/City of Hillsborough								2,208	12								2,208	2,208	12
4 Develop Title Sheet and Notes								184	1			302	2				486	486	3
5 Prepare Detail Sheets								184	1			604	4				788	788	5
6 Update Cost Estimate/Phasing				216	1			736	4	1,630	10	1,510	10				4,092	4,092	25
7 Specifications Listing								184	1	326	2						510	510	3
8 Design Coordination Meeting				648	3			552	3								1,200	1,200	6
9 Prepare pothole Plan				216	1			2,944	16			1,510	10				4,670	4,670	27
10 QA/QC Review		233	1	1,080	5			1,840	10	1,630	10	1,510	10				6,293	6,293	36
11 Submit 50% PS&E w/ Pothole Plan				216	1			368	2	326	2	302	2			200	1,212	1,412	7
12 Meet with City				648	3			552	3							25	1,200	1,225	6
Subtotal		233	1	3,456	16			14,536	79	9,780	60	8,758	58			250	36,763	37,013	214

City of Burlingame
Burlingame & Glenwood Park Subdivision Water Main Improvements - City Project 84891
Fee Proposal
7/17/2019

TASK DESCRIPTION	Jeff	Brandon	Ron	Cameron	Darrin	Paul	2 PERSON	SUB-CONSULTANTS	REIM-BURSABLE EXPENSES	TOTAL WH LABOR \$	TOTAL ALL \$	TOTAL WH LABOR HOURS
	PRINCIPAL ENGR./SRVR. \$233 HRS	SUPERVISING ENG/SURV \$216 HRS	SUPERVISING ENGR./SRVR. \$216 HRS	ENGINEER II \$184 HRS	ENGINEER I \$163 HRS	SENIOR DESIGNER \$151 HRS	SURVEY CREW \$249 HRS					
4. 90% PS&E												
1 Incorporate 50% Design Comments from City		648 3		2,944 16	3,912 24	1,208 8				8,712	8,712	51
2 Advance Design to 90% Level		864 4		5,152 28	7,824 48	6,040 40				19,880	19,880	120
3 Finalize Potholing Plan				368 2	978 6	604 4				1,950	1,950	12
4 Prepare Profile Views				3,680 20	4,564 28	1,510 10				9,754	9,754	58
5 Perform Site Visit to review design issues				1,104 6	1,304 8				50	2,408	2,458	14
6 Coordinate Utilities/City of Hillsborough				2,208 12						2,208	2,208	12
7 Update Cost Estimate/Phasing		432 2		736 4	1,304 8	1,812 12				4,284	4,284	26
8 Prepare Technical Specifications		432 2		1,472 8	2,608 16					4,512	4,512	26
9 Design Coordination Meeting				552 3	489 3					1,041	1,041	6
10 QA/QC Review	466 2	1,728 8		2,208 12	1,956 12	1,812 12				8,170	8,170	46
11 Submit 90% PS&E w/ Pothole Plan		216 1		184 1	326 2	302 2			300	1,028	1,328	6
12 Meet with City				552 3	489 3				25	1,041	1,066	6
Subtotal	466 2	4,320 20		21,160 115	25,754 158	13,288 88			375	64,988	65,363	383
5. 95% PS&E												
1 Incorporate 90% Design Comments from City		432 2		1,104 6	1,630 10	1,812 12				4,978	4,978	30
2 Advance Design to 95% Level		864 4		4,416 24	5,216 32	3,624 24				14,120	14,120	84
3 Perform Site Visit to review design issues				736 4	978 6				25	1,714	1,739	10
4 Coordinate Utilities/City of Hillsborough				1,104 6						1,104	1,104	6
5 Update Cost Estimate/Bid Schedule/Phasing		216 1		736 4	1,304 8	1,812 12				4,068	4,068	25
6 Update Technical Specifications		1,296 6		2,208 12						3,504	3,504	18
7 Design Coordination Meeting		648 3		552 3						1,200	1,200	6
8 Prepare Bid Package		432 2		1,840 10	1,304 8	1,208 8				4,784	4,784	28
9 QA/QC Review	466 2	2,160 10		1,840 10	2,282 14	2,114 14				8,862	8,862	50
10 Submit 95% PS&E		216 1		368 2	326 2	302 2			450	1,212	1,662	7
11 Meet with City				552 3	489 3				25	1,041	1,066	6
Subtotal	466 2	6,264 29		15,456 84	13,529 83	10,872 72			500	46,587	47,087	270
6. 100% PS&E												
1 Finalize PS&E to address comments		864 4		3,680 20	3,912 24	2,416 16				10,872	10,872	64
2 Submit Final Package				368 2	326 2	302 2			450	996	1,446	6
3 Meet with City				552 3	489 3				25	1,041	1,066	6
4 Finalize design		432 2		1,472 8	1,304 8	1,208 8			250	4,416	4,666	26
Subtotal		1,296 6		6,072 33	6,031 37	3,926 26			725	17,325	18,050	102
7. Bid Services												
1 Attend Pre-bid Meeting		648 3		552 3					50	1,200	1,250	6
2 Coordination and Addenda		648 3		736 4	1,304 8				50	2,688	2,738	15
Subtotal		1,296 6		1,288 7	1,304 8				100	3,888	3,988	21
Grand Total	2,330 10	21,600 100	7,992 37	72,312 393	66,015 405	51,189 339	32,868 132	40,424	4,030	254,306	298,760	1,416

Notes:

1. The amounts may vary between tasks and individuals but the Grand Total amount will not be exceeded without approval of the Client.
2. Total All\$ includes subconsultants and reimbursable costs.
3. Hourly rates effective through December 31, 2019 and subject to revision annually thereafter.
4. All positions may not be shown. If a position is not shown the Charge Rate Fee Schedule will govern.

2019 Charge Rate Fee Schedule

I. Charge Rate Fee Schedule

The compensation of Wilsey Ham for work done will be on the basis of an hourly charge rate, plus incurred expenses and will be the sum of all the items set forth below:

A. Personnel Services

Principal Engineer/Surveyor	\$233	Per Hr	Designer/Technician II	\$147	Per Hr
Supervising Eng/Surveyor	216	Per Hr	Designer/Technician I	135	Per Hr
Managing Engineer/Surveyor	206	Per Hr	Cad Operator/Drafter II	122	Per Hr
Senior Engineer/Project Mgr.	194	Per Hr	Designer/Technician	111	Per Hr
Associate Engineer	184	Per Hr	Administrative Assistant	81	Per Hr
Engineer II	173	Per Hr	Technical Assistant	69	Per Hr
Engineer I	163	Per Hr	2 Person Survey Crew	249	Per Hr
Assistant Engineer	147	Per Hr	Contract Personnel	2x	Invoice
Junior Engineer	135	Per Hr	Outside Survey Specialist	173	Per Hr
Senior Designer	151	Per Hr			

**Effective through December 31, 2019 and subject to revision annually thereafter.*

B. Reimbursable Expenses

1. Travel & Transportation Expenses:

- a) Reimbursement for actual travel and subsistence expenses paid to or on behalf of employees on business connected with the project, plus a handling charge of 15%.
- b) Fifty-four cents (\$0.54) per mile, or the current rate allowable set by the Internal Revenue Service for use of company passenger vehicles, and fifteen dollars (\$15.00) per hour for use of vehicles carrying field survey equipment or used for field inspection and supervision.

2. Miscellaneous Expenses:

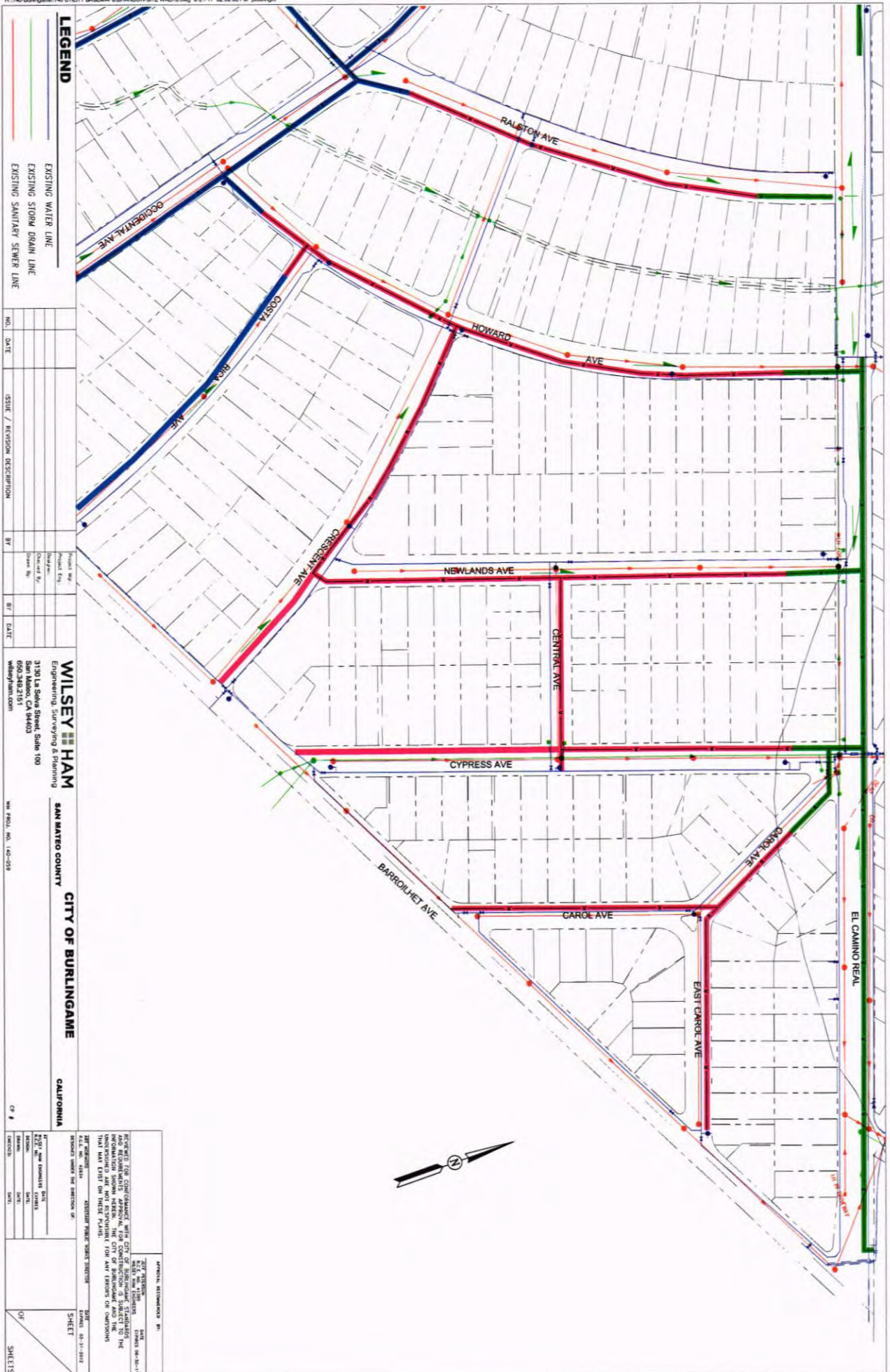
- a) The cost of materials, supplies, reproduction work, agency filing fees, and other services, including communication expenses, plus a handling charge of 15%.

C. Outside Services

- a) Invoice cost of services and expenses charged to Wilsey Ham by outside consultants, professional, or technical firms engaged in connection with the order, plus 15% handling charge.



<p>RETURN TO THE CONTRACTOR WITH CITY OF BURLINGAME STANDARDS INFORMATION SHOWN HEREIN. THE CITY OF BURLINGAME AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY EXIST ON THESE PLANS.</p>		<p>APPROVAL, RECOMMENDATION BY:</p> <p>DATE: 08-21-17</p> <p>SHEET: 13 OF 13</p>
<p>DESIGNED BY: [Signature]</p> <p>CHECKED BY: [Signature]</p> <p>DATE: 08-21-17</p>		<p>DATE: 08-21-17</p> <p>DATE: 08-21-17</p>



LEGEND

EXISTING WATER LINE
EXISTING STORM DRAIN LINE
EXISTING SANITARY SEWER LINE

NO.	DATE	ISSUE / REVISION DESCRIPTION	BY	DATE

WILSEY HAM
Engineering, Surveying & Planning
3130 La Selva Street, Suite 100
San Mateo, CA 94403
(650) 430-2511
wilsesysanmateo.com

SAN MATEO COUNTY
CITY OF BURLINGAME
CALIFORNIA

WIL FILE NO. 140-039

OF 4

APPROVAL, RECORDING BY

DATE

PROJECT NO.

DATE

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