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San Francisco, CA 94107  
415.421.2980

swinertonmc.com

January 15, 2026

Mr. Philip Vitale  
Deputy Director of Capital Projects  
City of South San Francisco  
315 Maple Avenue  
South San Francisco, CA 94080

Re: Request for Additional Construction Management / Project Management Services  
Sub: Orange Memorial Park – New Aquatic Center

Dear Mr. Philip Vitale:

On May 11, 2022, the City of South San Francisco issued a consulting services agreement to Swinerton Management and Consulting (SMC) for the amount of \$1,946,060.00 to provide construction management services to the City for the Orange Memorial Park – New Aquatic Center.

Swinerton is seeking an increase in hours and fee for added construction management effort required to complete the project due to the following project challenges and increased construction scope:

- **The original Construction Duration was planned for (18) Months** – the project duration is currently trending at (24) Months
  - Included 2.5 months extension due to loss of permits at start of the construction phase
  - Contractor's difficulty with maintaining their schedule has also extended the timeline of construction
- **Additional Scopes of Work throughout the construction phase have included the following:**
  - **Solar Panel Installation & Coordination of permits / install**
    - Attend additional meetings to review layouts of panels and installation
    - Assist with coordination and review of work with Fire Marshall
    - Coordinate Installation with general contractor
      - Coordinate attachment / roof penetrations with general contractor to prevent warranty issues
  - **Trash Enclosure w/ connections to unknown location of sanitary sewer lines**

- Assist with coordination and installation of new trench across Tennis Drive to support EV Chargers, power at trash enclosure, flashing beacon lights at new raised crosswalk and future solar battery packs
- Attend additional meetings to review trash enclosure scope and finishes of new structure
- Obtain pricing from general contractor
- Assist with schedule coordination for added work
- Obtain quotes for civil contractors & coordinate onsite investigations
- **Extended Landscaping Scope of Work**
  - Attend additional meetings to review landscaping scope
  - Assist with obtaining pricing from general contractor
  - Assist with schedule review for added work
- **New Scoreboard**
  - Attend additional meetings to review scoreboard options
  - Assist with pricing from general contractor
  - Assist with provision of additional work / coordination of work to support scoreboard – new & extended footings at outdoor fence to support scoreboard; installation of power and data runs prior to concrete pours of building pad and outdoor pool deck

The total additional fee requested is \$449,330.00. The breakdown is included on the attached cost matrix. This includes a portion of the actual hours expended in December 2025.

Please accept this additional services proposal request for SMC to assist the City team in effectively delivering this project to completion.

Thank you for the opportunity to continue to serve the City of South San Francisco. If you have any questions, please do not hesitate to contact me at 415-984-1239, on my cell phone at 650-483-7412, or by email at [jgee@swinerton.com](mailto:jgee@swinerton.com).

Very truly yours,



Jeffrey Gee, AIA, Vice President  
Division Manager, General Manager  
Swinerton Management & Consulting, LLC

Attachment: Breakdown of Hours and Fee

Cc: L. Morales  
B. Addiego  
Project File

January 15, 2026



**CITY OF SOUTH SAN FRANCISCO - Orange Memorial Park Aquatic Center Construction Management and Inspection**  
**Tasks and Fee - Add Service Request**

Task	Project Executive		Senior Project Manager		Scheduling / Claims Support		Project Engineer		TOTAL
	Hours per Task	Rate/Hour	Hours per Task	Rate/Hour	Hours per Task	Rate/Hour	Hours per Task	Rate/Hour	
		\$230		\$201		\$260		\$125	
1 - Programming, Planning and Design	0	\$0	0	\$0	0	\$0	0	\$0	\$0
2 - Pre-Construction Services	0	\$0	0	\$0	0	\$0	0	\$0	\$0
3 Advertise and Award	0	\$0	0	\$0	0	\$0	0	\$0	\$0
4 - Construction Management Services During Construction	48	\$11,040	890	\$178,890	98	\$25,480	750	\$93,750	\$309,160
5 - Construction Observation/Inspection Services	0	\$0	225	\$45,225	0	\$0	375	\$46,875	\$92,100
6 - Post Construction Services	16	\$3,680	140	\$28,140	0	\$0	130	\$16,250	\$48,070
<b>Subtotal Hours</b>	64	\$14,720	1255	\$252,255	98	\$25,480	1255	\$156,875	
<b>Subtotal Cost per Consultant Individual</b>									
<b>GRAND TOTAL</b>									<b>\$449,330</b>

**Inclusions:**

- » Conduct Weekly Construction Progress Meetings, incl. mtg agendas and minutes
- » Develop and maintain daily inspection reports
- » Review and Field Measure completed work with Contractor
- » Coordinate Community Outreach
- » Review Contractor close out documentation for contract compliance
- » SMC Contract Administration, management and QA/QC
- » Based on 6 additional months of construction contract duration
- » Coordinate Contract Final Quantities for City acceptance
- » Participate in punch list/final construction review.
- » Provide input for contract acceptance staff report
- » Project Close-out (documentation, etc) - assume 1 month for close-out