

Project Expense Transaction Detail Report

5/17/2019 10:23AM

CITY OF SOUTH SAN FRANCISCO

3/1/2019 through 4/30/2019

Project Number pf1707 COMMUNITY CIVIC CAMPUS

Date	Reference	Description	Account #	Hours	Labor + Benefits	Materials	Other	Total
Phase # 100		PRELIMINARY STUDIES						
3/20/2019	CC390008	COMM CIVIC CAMPUS- DALLAS	E 510-99995-5999			257.60		257.60
	100143	ALASKA AIR	Check: 274920 3/27/2019					
3/20/2019	CC390008	COMM CIVIC CAMPUS- PD DAL	E 510-99995-5999			257.60		257.60
	100143	ALASKA AIR	Check: 274920 3/27/2019					
3/20/2019	CC390008	COMM CIVIC CAMPUS- PD DAL	E 510-99995-5999			257.60		257.60
	100143	ALASKA AIR	Check: 274920 3/27/2019					
3/20/2019	CC390008	COMM CIVIC CAMPUS- PD DAL	E 510-99995-5999			257.60		257.60
	100143	ALASKA AIR	Check: 274920 3/27/2019					
Phase Total: 100 PRELIMINARY STUDIES				0.00	0.00	1,030.40	0.00	1,030.40
Phase # 110		DESIGN						
3/6/2019	0136187-pf1707	FY 2017-18 allotment~	E 510-99995-5999				445,287.59	445,287.59
	107999	SMITHGROUPJJR INC	Check: 274479 3/8/2019					
3/12/2019	0136994	FY 2017-18 allotment~	E 510-99995-5999				709,166.30	709,166.30
	107999	SMITHGROUPJJR INC	Check: 274661 3/15/2019					
4/5/2019	136649	Community Civic Campus Newsle	E 510-99995-5999				535.32	535.32
	099812	ESSENCE PRINTING, INC	Check: 275141 4/10/2019					
4/5/2019	136849	Community Civic Campus Newsle	E 510-99995-5999				491.62	491.62
	099812	ESSENCE PRINTING, INC	Check: 275141 4/10/2019					
4/5/2019	2019-250	Community Civic Campus Newsle	E 510-99995-5999				447.50	447.50
	107719	DIVERGENT LAUGUAGE SOLUTIONS	Check: 275134 4/10/2019					
4/11/2019	cc391562	LESLIE ARROYO -- CREDIT CAF	E 510-99995-5999			750.00		750.00
	105406	DGI	Check: 275342 4/12/2019					
4/19/2019	CC391986	LESLIE ARROYO -- CREDIT CAF	E 510-99995-5999			1,410.00		1,410.00
	106890	DESIGNOSAUR GRAPHICS, INC	Check: 275578 4/24/2019					
4/19/2019	CC392003	LESLIE ARROYO -- CREDIT CAF	E 510-99995-5999			200.00		200.00
	106890	DESIGNOSAUR GRAPHICS, INC	Check: 275578 4/24/2019					
4/22/2019	0137382	FY 2017-18 allotment~	E 510-99995-5999				659,978.64	659,978.64
	107999	SMITHGROUPJJR INC	Check: 275630 4/26/2019					
Phase Total: 110 DESIGN				0.00	0.00	2,360.00	1,815,906.97	1,818,266.97
Phase # 160		PROJECT MANAGEMENT						
3/6/2019	81618-pf1707	FY2016-17 APPROVED CONSUL	E 510-99995-5999				41,559.00	41,559.00
	106730	KITCHELL CEM	Check: 274461 3/8/2019					
3/6/2019	82684-pf1707	FY2016-17 APPROVED CONSUL	E 510-99995-5999				61,287.00	61,287.00

5/17/2019 10:23AM

CITY OF SOUTH SAN FRANCISCO

3/1/2019 through 4/30/2019

Project Number pf1707 COMMUNITY CIVIC CAMPUS

<u>Date</u>	<u>Reference</u>	<u>Description</u>	<u>Account #</u>	<u>Hours</u>	<u>Labor + Benefits</u>	<u>Materials</u>	<u>Other</u>	<u>Total</u>
		106730 KITCHELL CEM	Check: 274461 3/8/2019					
3/6/2019	83128-pf1707	FY2016-17 APPROVED CONSUL	E 510-99995-5999				48,099.00	48,099.00
		106730 KITCHELL CEM	Check: 274461 3/8/2019					
3/28/2019	83499	FY2016-17 APPROVED CONSUL	E 510-99995-5999				63,033.50	63,033.50
		106730 KITCHELL CEM	Check: 275158 4/10/2019					
4/30/2019	84137	FY2016-17 APPROVED CONSUL	E 510-99995-5999				88,791.50	88,791.50
		106730 KITCHELL CEM	Check: 275732 5/3/2019					
Phase Total: 160 PROJECT MANAGEMENT				0.00	0.00	0.00	302,770.00	302,770.00
Project Number Total: pf1707 COMMUNITY CIVIC CAMPUS				0.00	0.00	3,390.40	2,118,676.97	2,122,067.37
GRAND TOTAL:				0.00	0.00	3,390.40	2,118,676.97	2,122,067.37



Invoice Approval - Commitments (IA) - 11

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 11	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SMITHGROUPJJR INC - 0136187		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	0136187
Vendor Invoice Date:	01.17.2019
Period From:	10.27.2018
Period To:	12.28.2018
Invoice Documentation:	Smithgroup Invoice #0136187 dtd 1.17.19 for \$445,287.59.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	02.17.2019
PM Signature:	Marian Lee	PM Approval Date:	02.19.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	02.19.2019
Director Signature:	Dave Bockhaus	Director Approval Date:	02.25.2019

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	02.25.2019 (Dave Bockhaus)
Commitment:	0101921 - MASTER ARCH: CCC: PROGRAM/OUTREACH		
Company/Contact:	SMITHGROUPJJR INC		
Date Received:	02.15.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Professional Services (Design)	110-040	MeasureW-100	4,604,686.98	0.00	445,287.59	0.00%	0.00
Totals				4,604,686.98	0.00	445,287.59		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
Smithgroup Invoice #0136187 dtd 1.17.19 for \$445,287.59.pdf	Sanders, Renee (City of South San Francisco)	02.15.2019	Start

SMITHGROUP

January 17, 2019

Marian Lee
City of South San Francisco
400 Grand Avenue, 2nd Floor
South San Francisco, CA 94080

Re: City of South San Francisco – Community Civic Campus
Progress Bill No.: 010 for the time period October 27, 2018 – December 28, 2018

SmithGroup performed the following services for the projects:

1. Multi-modal Campus Planning and Landscape

- The design team completed 60% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site parking options.
- Prepare materials for subsequent campus and site development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for City Council One-on-One Meetings.
- Continue to review impact of new BART Tunnel location on BKF survey.

Key Meetings

- 2018-1030 Library and Parks & Recreation Schematic Design Update #5
- 2018-1131 AGI/KASA, Oak Avenue and PUC Coordination Meeting
- 2018-1106 PG&E Transmission Line Discussion
- 2018-1106 ECR / Chestnut Avenue
- 2018-1109 Redesign Options Review Meeting
- 2018-1113 AGI/KASA Coordination Meeting
- 2018-1119 Utilities and Parcel Map Discussion
- 2018-1120 ECR / Chestnut Area Coordination Meeting
- 2018-1128 Library & Parks & Recreation Charette
- 2018-1205 Library and Parks & Recreation Feasibility and Update Meeting
- 2018-1213 Kitchell / Directional Logic Construction Cost Alignment Meeting
- 2018-1213 Geotech and Structural Coordination

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- 2018-1218 Library and Parks & Recreation Open Space Listening Session
- 2018-1220 Library and Parks & Recreation Open Space Discussion

2. Library, Recreation Services and Garage

- The design team completed 60% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site parking options.
- Review and adjust program for the Library and Parks & Recreation building based on comments and direction from department heads and users.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for City Council One-on-One Meetings.
- Continue to review impact of new BART Tunnel location on BKF survey.

Key Meetings

- 2018-1029 Outreach Meeting
- 2018-1029 Core Team Meeting
- 2018-1030 Library and Parks & Recreation Schematic Design Update #5
- 2018-1031 AGI/KASA, Oak Avenue and PUC Coordination Meeting
- 2018-1105 Outreach Meeting
- 2018-1105 Core Team Meeting
- 2019-1106 PG&E Transmission Line Discussion
- 2018-1106 ECR / Chestnut Avenue
- 2018-1109 Redesign Options Review Meeting
- 2018-1113 AGI/KASA Coordination Meeting
- 2018-1119 Outreach Meeting
- 2018-1119 Core Team Meeting
- 2018-1119 Utilities and Parcel Map Discussion
- 2018-1120 ECR / Chestnut Area Coordination Meeting
- 2018-1126 Outreach Meeting
- 2018-1126 Core Team Meeting
- 2018-1128 Library & Parks & Recreation Charette
- 2018-1205 Library and Parks & Recreation Feasibility and Update Meeting
- 2018-1210 Outreach Meeting
- 2018-1210 Core Team Meeting
- 2018-1213 Kitchell / Directional Logic Construction Cost Alignment Meeting

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- 2018-1213 Geotech and Structural Coordination
- 2018-1217 Outreach Meeting
- 2018-1217 Core Team Meeting
- 2018-1218 Library and Parks & Recreation Open Space Listening Session
- 2018-1220 Library and Parks & Recreation Open Space Discussion
- 2018-1220 Police Facility Design Check-in
- 2018-1220 Library and Parks & Recreation and Police Design Check with Planning Dept
- 2018-1221 Library and Parks & Recreation Floor Plan Discussion

3. Police Station

- The design team completed 80% of the Schematic Design contracted work.
- Continue to adjust program and the planning of the Police Station based on comments and direction from Police Chief and users.
- Prepare materials for subsequent building and site development meetings.
- Continue internal study of programmed space adjacencies.
- Prepare materials for subsequent program and plan development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.

Key Meetings

- 2018-1219 Police Design and Operations Meeting
- 2018-1220 Library and Parks & Recreation and Police Design Check with Planning Dept

4. Fire Department

- The design team completed 60% of the Schematic Design contracted work.
- Continue to adjust program and the planning of the Fire Station based on comments and direction from Fire Chief and users.
- Prepare materials for subsequent building and site development meetings.
- Continue internal study of programmed space adjacencies.
- Prepare materials for subsequent program and plan development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.

Key Meetings

- 2018-1211 Police Facility and Fire Station Check-in

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5. Stakeholder and Community Outreach

- The design team completed 30% of the Schematic Design contracted work.
- Coordinate and participate in continuous communications strategy planning.
- Continuous update of project graphics and narratives.

Key Meetings

- 2018-1029 Outreach Meeting
- 2018-1105 Outreach Meeting
- 2018-1119 Outreach Meeting
- 2018-1126 Outreach Meeting
- 2018-1210 Outreach Meeting
- 2018-1217 Outreach Meeting

6. Other Subject Matter Experts

- The design team completed 35% of the Schematic Design contracted work.

INVOICE

SMITHGROUP

SMITHGROUP, INC
 301 Battery Street, 7th Floor
 San Francisco, CA 94111
 T 415.227.0100
 smithgroup.com

Accounting Contact: Josh.Stern@smithgroup.com

Marian Lee
 City of South San Francisco
 400 Grand Avenue, 2nd Floor
 South San Francisco, CA 94080

SGJJR Project Manager: Don Jerabek
 Project No.: 10609.000

Date: January 17, 2019
 SGJJR Invoice No.: 0136187
 Progress Bill No.: 010

City of South San Francisco - Community Civic Campus

Professional Services from October 27, 2018, to December 28, 2018

PHASE	Fee	Percent Complete	Earned	Previous Billing	Current Billing
<u>1. Multi-modal Campus Planning and Landscape</u>					
a. Validation and Concept Design	322,560.00	100.00	322,560.00	322,560.00	0.00
b. Schematic Design	358,400.00	60.00	215,040.00	179,200.00	35,840.00
c. Design Development	412,160.00	0.00	0.00	0.00	0.00
d. Construction Documents	430,080.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	8,960.00	0.00	0.00	0.00	0.00
f. Construction Administration	250,880.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	8,960.00	0.00	0.00	0.00	0.00
Subtotal	1,792,000.00		537,600.00	501,760.00	35,840.00
<u>2. Library, Recreation Services and Garage</u>					
a. Validation and Concept Design	904,820.00	100.00	904,820.00	904,820.00	0.00
b. Schematic Design	1,278,550.00	60.00	767,130.00	639,275.00	127,855.00
c. Design Development	1,730,960.00	0.00	0.00	0.00	0.00
d. Construction Documents	2,262,050.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	78,680.00	0.00	0.00	0.00	0.00
f. Construction Administration	1,534,260.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	78,680.00	0.00	0.00	0.00	0.00
Subtotal	7,868,000.00		1,671,950.00	1,544,095.00	127,855.00
<u>3. Police Station</u>					
a. Validation and Concept Design	587,685.00	100.00	587,685.00	587,685.00	0.00
b. Schematic Design	895,520.00	80.00	716,416.00	492,536.00	223,880.00
c. Design Development	1,287,310.00	0.00	0.00	0.00	0.00
d. Construction Documents	1,581,152.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	55,970.00	0.00	0.00	0.00	0.00
f. Construction Administration	1,133,392.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	55,970.00	0.00	0.00	0.00	0.00
Subtotal	5,596,999.00		1,304,101.00	1,080,221.00	223,880.00

PHASE	Fee	Percent Complete	Earned	Previous Billing	Current Billing
4. Fire Department					
a. Validation and Concept Design	257,715.00	100.00	257,715.00	257,715.00	0.00
b. Schematic Design	364,163.00	60.00	218,497.80	182,081.50	36,416.30
c. Design Development	487,418.00	0.00	0.00	0.00	0.00
d. Construction Documents	616,275.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	0.00	0.00	0.00	0.00	0.00
f. Construction Administration	0.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	0.00	0.00	0.00	0.00	0.00
Subtotal	1,725,571.00		476,212.80	439,796.50	36,416.30
5. Stakeholder and Community Outreach					
a. Validation and Concept Design	117,500.00	100.00	117,500.00	117,500.00	0.00
b. Schematic Design	94,000.00	30.00	28,200.00	23,500.00	4,700.00
c. Design Development	23,500.00	0.00	0.00	0.00	0.00
Subtotal	235,000.00		145,700.00	141,000.00	4,700.00
6. Other Subject Matter Experts (Food, Wind, Bird and Interactive)					
a. Validation and Concept Design	70,000.00	100.00	70,000.00	70,000.00	0.00
b. Schematic Design	85,000.00	35.00	29,750.00	25,500.00	4,250.00
c. Design Development	136,000.00	0.00	0.00	0.00	0.00
d. Construction Documents	55,000.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	5,000.00	0.00	0.00	0.00	0.00
f. Construction Administration	25,000.00	0.00	0.00	0.00	0.00
Subtotal	376,000.00		99,750.00	95,500.00	4,250.00
TOTAL Phase Fees	17,593,570.00				432,941.30
Contract Amendments					
Contingency Month June 2018	122,000.00	100.00	122,000.00	122,000.00	0.00
Contingency Month July 2018	122,000.00	100.00	122,000.00	122,000.00	0.00
Outreach Meetings (17 meetings)	60,300.00	100.00	60,300.00	60,300.00	0.00
Community Theater as bid alternate	185,000.00	2.00	3,700.00	3,700.00	0.00
Subtotal Contract Amendments	489,300.00		308,000.00	308,000.00	0.00
Total Phase & Add Service Fee	18,082,870.00				432,941.30
SUBTOTAL PHASE FEES					432,941.30

Reimbursable Expenses

Reproduction			
11/30/18	American Reprographics		676.50
11/30/18	American Reprographics		610.94
11/30/18	American Reprographics		2,108.24
11/30/18	American Reprographics		0.33
11/30/18	American Reprographics		0.22
11/30/18	American Reprographics		0.22
11/30/18	American Reprographics		277.16
11/30/18	American Reprographics		39.06
11/30/18	American Reprographics		58.59
11/30/18	American Reprographics		219.88
11/30/18	American Reprographics		13.83
11/30/18	American Reprographics		3.15
11/30/18	American Reprographics		1,850.96
11/30/18	American Reprographics		117.18
12/28/18	American Reprographics		106.50
12/28/18	American Reprographics		35.50
12/28/18	American Reprographics		190.74
12/28/18	American Reprographics		2.17
12/28/18	American Reprographics		2,717.44
Misc. Expenses			
11/05/18	Jerabek, Donald	Toll Fee	6.00
12/05/18	Jerabek, Donald	Toll Fee	6.00
12/13/18	Jerabek, Donald	Toll Fee	6.00
Travel			
11/19/18	Cho, Juhee	Uber ride	9.91
11/26/18	Cho, Juhee	Uber ride	31.46
11/05/18	Jerabek, Donald	Parking	20.00
11/05/18	Jerabek, Donald	Parking	17.50
12/05/18	Jerabek, Donald	Parking	14.00
12/05/18	Jerabek, Donald	Parking	24.50
12/13/18	Jerabek, Donald	Parking	17.00
12/13/18	Jerabek, Donald	Parking	20.00
10/22/18	Jerabek, Donald	BART	4.00
10/29/18	Jerabek, Donald	BART	4.00
10/29/18	Jerabek, Donald	Bus ride	4.50
11/28/18	Jerabek, Donald	BART	4.00
11/28/18	Jerabek, Donald	BART	4.00
12/10/18	Jerabek, Donald	BART	4.00
12/10/18	Jerabek, Donald	Bus ride	4.50
10/22/18	Katz, William	Uber ride	17.22
11/09/18	Katz, William	Uber ride	28.99
11/19/18	Katz, William	Uber ride	29.28
11/27/18	Katz, William	Uber ride	29.39
11/28/18	Katz, William	Uber ride	30.06
12/05/18	Katz, William	Uber ride	27.83
12/10/18	Katz, William	Uber ride	18.40
12/18/18	Katz, William	Uber ride	19.70
12/20/18	Katz, William	Uber ride	21.06
10/31/18	Kohli, Todd	Uber ride	29.75
10/31/18	Kohli, Todd	Uber ride	25.46
11/09/18	Kohli, Todd	Uber ride	26.30
11/19/18	Kohli, Todd	Uber ride	35.95
11/28/18	Kohli, Todd	Lyft ride	36.71
11/28/18	Kohli, Todd	Lyft ride	25.79
12/12/18	Kohli, Todd	Uber ride	13.46
12/18/18	Kohli, Todd	Lyft ride	44.69
12/18/18	Kohli, Todd	Uber ride	28.16
12/20/18	Kohli, Todd	Uber ride	29.66

10/25/18	Litwin, Ken	Lyft ride	28.18
10/25/18	Litwin, Ken	Lyft ride	28.23
10/29/18	Litwin, Ken	Lyft ride	31.80
10/29/18	Litwin, Ken	Lyft ride	33.03
11/05/18	Litwin, Ken	Lyft ride	31.34
11/05/18	Litwin, Ken	Lyft ride	28.10
11/26/18	Litwin, Ken	Lyft ride	38.51
11/26/18	Litwin, Ken	Lyft ride	33.83
12/05/18	Litwin, Ken	Lyft ride	41.12
12/05/18	Litwin, Ken	Lyft ride	51.91
10/03/18	Ostrovskiy, Kirill	BART	8.00
10/03/18	Ostrovskiy, Kirill	Uber ride	4.49
10/31/18	Ostrovskiy, Kirill	BART	9.00
10/31/18	Ostrovskiy, Kirill	Uber ride	7.20
12/20/18	Ostrovskiy, Kirill	BART	12.00
12/20/18	Ostrovskiy, Kirill	Uber ride	6.50
10/31/18	Saldana, Jennifer	BART	9.00
12/04/18	Saldana, Jennifer	Uber ride	12.45
Meals While Traveling			
12/12/18	Kohli, Todd	Breakfast	38.15
Consultant Reimbursables			
11/30/18	Shah Kawasaki Architects	Expenses thru 11/30/18	331.85
11/30/18	Brinkley Sargent Wiginton	Expenses thru 11/30/18	1,659.90
06/29/18	F.A. Bartlett Tree/ Hortscience	Expenses thru 06/30/18	-
06/29/18	Watry Design	Expenses thru 05/31/18	-
Mileage			
11/05/18	Jerabek, Donald	Mileage to attend meeting	35.97
12/05/18	Jerabek, Donald	Mileage to attend meeting	35.97
12/13/18	Jerabek, Donald	Mileage to attend meeting	35.97
10/23/18	Saldana, Jennifer	Mileage to attend meeting	11.83
11/28/18	Saldana, Jennifer	Mileage to attend meeting	17.06
12/05/18	Saldana, Jennifer	Mileage to attend meeting	17.06

SUBTOTAL REIMBURSABLES 12,346.29

TOTAL THIS INVOICE 445,287.59

Billing Limits	Current	Prior	To-Date
Reimbursable Expenses	12,346.29	49,026.89	61,373.18
Limit			535,000.00
Remaining			473,626.82

Payment of the amount now due is hereby requested

Payee: SmithGroupJJR

Per: 

Vendor # 106730

Doc # 389155



Invoice Approval - Commitments (IA) - 12

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 12	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	Kitchell CEM - 81618		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	81618
Vendor Invoice Date:	11.07.2018
Period From:	10.01.2018
Period To:	10.28.2018
Invoice Documentation:	KITCHELL Inv 81618 dtd 11.7.18 for \$41,559.00.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	02.17.2019
PM Signature:	Marian Lee	PM Approval Date:	02.19.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	02.19.2019
Director Signature:	Dave Bockhaus	Director Approval Date:	02.25.2019

Finance Info

Check Number:	
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Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	02.25.2019 (Dave Bockhaus)
Commitment:	0101597 - FY16-17 CONSULTANT SVCS-CIVIC CTR- MEASURE W		
Company/Contact:	Kitchell CEM		
Date Received:	02.15.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Contract Amount	100-040	MeasureW -100	846,867.00	0.00	41,559.00	0.00%	0.00
Totals				846,867.00	0.00	41,559.00		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
KITCHELL Inv 81618 dtd 11.7.18 for \$41,559.00.pdf	Sanders, Renee (City of South San Francisco)	02.16.2019	Start



November 7, 2018

INVOICE 81618

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

**CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2
For Professional Services for the Period:
10/01/2018 - 10/28/2018**

Description	Contract Amount	Balance Remaining on Contract	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4 Pre-Construction	391,440.00	-	391,440.00	391,440.00	0.00
Tasks 2,3 Design Constructability Review	751,408.00	398,948.00	352,460.00	310,901.00	41,559.00
Tasks 2,5 Construction Management	3,710,960.00	3,710,960.00	0.00	0.00	0.00
Tasks 2,6 Close - Out	34,880.00	34,880.00	0.00	0.00	0.00
Contingency	488,869.00	488,869.00	0.00	0.00	0.00
TOTAL	\$5,377,557.00	4,633,657.00	\$743,900.00	\$702,341.00	41,559.00

TOTAL AMOUNT DUE: \$41,559.00

****Please remit payment to the address below. Thank you.**

*OK
mlee*

DH

V#

put: _____

Approved: _____

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, California 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com

**CITY OF SOUTH SAN FRANCISCO MEASURE W
Detail Breakdown of Work Performed**

Labor

<u>Employee</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Current Hours</u>	<u>Current Billing</u>
Dolores Montenegro	Program Manager	\$ 182.00	67.00	\$ 12,194.00
Omar Galvan	Project Manager	\$ 170.00	120.00	\$ 20,400.00
Stephen Goltiao	Project Manager	\$ 170.00	32.00	\$ 5,440.00
John Gaffney	Web Designer	\$ 150.00	23.5	\$ 3,525.00
Total Labor			<u>242.50</u>	<u>\$ 41,559.00</u>



Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

The program includes design and construction of a new Police Station, a joint Library/Recreation facility east of El Camino Real with a multi-use Theater/Council Chambers. The Fire station west of El Camino Real will be fully designed but constructed as part of a future phase.

Prior FY 17/18 Carry-over, Approved 2018/2019 FY Budget, Expenses (end of October), Balance

Prior Fiscal Year 2017/2018 Carry-over Amount: \$5,284,960

Approved 2018/2019 Fiscal Year Budget: \$8,668,000 (Total w/Carry-over: \$13,952,960)

Expenses through end of October 2018: \$1,162,668

Budget balance at end of October 2018: \$12,775,292

Progress – Key Milestones Achieved

October 2018: Attendance/participation in schematic design progress meetings with SG and CSSF. Participated in follow-up discussions with BART on easement agreement. Continued to participate in weekly core team meetings with ACM, and SG. Continued to attend coordination meetings with various design teams re: Rule 20A Underground Utility District (UUD), SummerHill Homes development, Oak Avenue extension, and SFPUC. Participated in follow-up discussion/negotiations with Building Trade Council regarding Project Labor Agreement. Coordinated and provided monthly website content updates and added a plug-in for language translation. Finalized site boundary and BART tunnel survey (BKF Engineers). Coordinated for additional due diligence regarding underground utility location services. Prepared master schedule and budget updates (October).

Upcoming – Target Milestones

November 2018: Present to City Council Quarter 1 Fiscal Year 2018-19 financial updates. Continue discussions with BART regarding easement. Continue to participate in weekly core team meetings with ACM, and SG. Continue to attend coordination meeting with various design teams re: Rule 20A Underground Utility District (UUD) and SummerHill Homes development, SFPUC. Participation in discussions between CSSF and SG regarding impacts of Oak Avenue design. Participation in final negotiations with Building Trade Council on Project Labor Agreement. Coordinate monthly website content updates. Record boundary and BART tunnel survey (BKF Engineers). Complete utility location mapping. Prepare master schedule and budget update (November updates).

Upcoming Council/Committee Reports/Meetings

November 14, 2018 – Presentation/Updates Q1 2018/2019 – City Council

December 5, 2018 – Presentation/Updates Q1 2018/19 – Citizens’ Oversight Committee

December 12, 2018 – Schematic Design Progress Presentation – City Council

Vendor # 106730
Doc # 389157



Invoice Approval - Commitments (IA) - 13

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 13	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	Kitchell CEM - 82684		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	82684
Vendor Invoice Date:	01.08.2019
Period From:	11.26.2018
Period To:	12.30.2018
Invoice Documentation:	KITCHELL Inv 82684 dtd 1.8.19 for \$61,287.00.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	02.21.2019
PM Signature:	Marian Lee	PM Approval Date:	02.22.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	02.22.2019
Director Signature:	Dave Bockhaus	Director Approval Date:	02.25.2019

Finance Info

Check Number:	
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Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	02.25.2019 (Dave Bockhaus)
Commitment:	0101597 - FY16-17 CONSULTANT SVCS-CIVIC CTR- MEASURE W		
Company/Contact:	Kitchell CEM		
Date Received:	01.29.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Contract Amount	100-040	MeasureW -100	846,867.00	0.00	61,287.00	0.00%	0.00
Totals				846,867.00	0.00	61,287.00		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
KITCHELL Inv 82684 dtd 1.8.19 for \$61,287.00.pdf	Sanders, Renee (City of South San Francisco)	02.21.2019	Start



January 8, 2019

INVOICE 82684

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2

For Professional Services for the Period:
11/26/2018 - 12/30/2018

Description	Contract Amount	Balance Remaining on Contract	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4 Pre-Construction	391,440.00	-	391,440.00	391,440.00	0.00
Tasks 2,3 Design Constructability Review	751,408.00	276,892.00	474,516.00	413,229.00	61,287.00
Tasks 2,5 Construction Management	3,710,960.00	3,710,960.00	0.00	0.00	0.00
Tasks 2,6 Close - Out	34,880.00	34,880.00	0.00	0.00	0.00
Contingency	488,869.00	488,869.00	0.00	0.00	0.00
TOTAL	\$5,377,557.00	4,511,601.00	\$865,956.00	\$804,669.00	61,287.00

TOTAL AMOUNT DUE: \$61,287.00

****Please remit payment to the address below. Thank you.**

*DL
ML*

DH

VH

RD
~~INPUT~~
~~APPROVED~~

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, California 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com

**CITY OF SOUTH SAN FRANCISCO MEASURE W
Detail Breakdown of Work Performed**

Labor

<u>Employee</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Current Hours</u>	<u>Current Billing</u>
Dolores Montenegro	Program Manager	\$ 182.00	93.50	\$ 17,017.00
Omar Galvan	Project Manager	\$ 170.00	164.00	\$ 27,880.00
Stephen Goltiao	Project Manager	\$ 170.00	75.00	\$ 12,750.00
Russell Rose	Project Engineer	\$ 150.00		\$ -
ArturoTaboada	Program Manager	\$ 182.00	20.00	\$ 3,640.00
Leland Saylor Associates	Invoice # 28555			
Pacific Coast Locators	Invoice # 92253			
Pacific Coast Locators	Invoice # 92450			
Total Labor			352.50	\$ 61,287.00



City of South San Francisco – Measure W – Community Civic Campus Program
Progress Report Number 23
Finance Reporting Period: End of December, 2018
Reporting Period: December, 2018

Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

The program includes design and construction of a new Police Station, a joint Library/Recreation facility east of El Camino Real with a multi-use Theater/Council Chambers. The Fire station west of El Camino Real will be fully designed but constructed as part of a future phase.

Prior FY 17/18 Carry-over, Approved 2018/2019 FY Budget, Expenses (end of October), Balance

Prior Fiscal Year 2017/2018 Carry-over Amount: \$5,284,960

Approved 2018/2019 Fiscal Year Budget: \$8,668,000 (Total w/Carry-over: \$13,952,960)

Expenses through end of December 2018: \$2,413,420

Budget balance at end of December 2018: \$11,524,540

Progress – Key Milestones Achieved

December 2018: Presented to Citizens’ Oversight Committee Quarter 1 Fiscal Year 2018-19 financial updates. Continued participation in discussions with BART and PG&E regarding easements. Continued participation in weekly core team meetings with ACM, and SG. Attended/participated in schematic design progress meetings with CSSF & SG. Continued to attend coordination meeting with various design groups: Rule 20A Underground Utility District (UUD) and SummerHill Homes development, SFPUC teams. Finalized PLA in support staff report for Council’s consideration on January 9, 2019. Prepared narrative and project schedule analysis in support of pros and cons to delink design and construction of Library/Rec building from Police facility. Coordinated & provided monthly website content updates. Finalized and issued record boundary and BART tunnel survey (BKF Engineers) to SmithGroup Design team. Prepared master schedule and budget update (December updates).

Upcoming – Target Milestones

January 2019: Presentation to City Council regarding Project Labor Agreement, January 9, 2019, and provide project updates, including Quarter 2 Fiscal Year 2018-19 financials, January 23, 2019. Continue participation in discussions with BART and PG&E regarding easements. Continue participation in weekly core team meetings with ACM, and SG. Attendance/participation in schematic design progress meetings with CSSF & SG. Continue to attend coordination meeting with various design groups: Rule 20A Underground Utility District (UUD) and SummerHill Homes development, SFPUC teams. Coordinate & provide monthly website content updates. Prepare draft pre-qualifications package for general contractors and review with City ACM and legal counsel. Prepare master schedule and budget update (January updates) including cash flow analysis for the alternate project delivery strategy, as well as 2-year Fiscal Year budget update and bond sale coordination.

Upcoming Council/Committee Reports/Meetings

January 9, 2019 – City Council - Presentation of Project Labor (Stabilization) Agreement

January 23, 2019 – City Council Presentation on Schematic Design Progress and General Project Updates



Invoice Approval - Commitments (IA) - 15

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 15	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SMITHGROUPJJR INC - 0136994		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	0136994
Vendor Invoice Date:	02.26.2019
Period From:	12.29.2018
Period To:	01.25.2019
Invoice Documentation:	SMITHGROUP INC Inv 0136994 for \$709,166.30 dtd 2.26.19.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	03.04.2019
PM Signature:	Marian Lee	PM Approval Date:	03.05.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	03.05.2019
Director Signature:	Eunejune Kim	Director Approval Date:	03.11.2019

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	03.11.2019 (Eunejune Kim)
Commitment:	0101921 - MASTER ARCH: CCC: PROGRAM/OUTREACH		
Company/Contact:	SMITHGROUPJJR INC		
Date Received:	03.04.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Professional Services (Design)	110-040	MeasureW -100	5,313,853.28	0.00	709,166.30	0.00%	0.00
Totals				5,313,853.28	0.00	709,166.30		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
SMITHGROUP INC Inv 0136994 for \$709,166.30 dtd 2.26.19.pdf	Sanders, Renee (City of South San Francisco)	03.04.2019	Start

INVOICE

SMITHGROUP

Input:
 Approved:

SMITHGROUP, INC
 301 Battery Street, 7th Floor
 San Francisco, CA 94111
 T 415.227.0100
 smithgroup.com

Accounting Contact: Josh.Stern@smithgroup.com

SGJJR Project Manager: Don Jerabek
 Project No.: 10609.000

Date: February 26, 2019
 SGJJR Invoice No.: 0136994
 Progress Bill No.: 011

Marian Lee
 City of South San Francisco
 400 Grand Avenue, 2nd Floor
 South San Francisco, CA 94080

P.O. # 0101921
 Proj # PF1707-110-600

City of South San Francisco - Community Civic Campus

Professional Services from December 29, 2018, to January 25, 2019

D# _____
 V# _____

PHASE	Fee	Percent Complete	Balance Remaining	Earned	Previous Billing	Current Billing
1. Multi-modal Campus Planning and Landscape						
a. Validation and Concept Design	322,560.00	100.00	0.00	322,560.00	322,560.00	0.00
b. Schematic Design	358,400.00	60.00	143,360.00	215,040.00	215,040.00	0.00
c. Design Development	412,160.00	0.00	412,160.00	0.00	0.00	0.00
d. Construction Documents	430,080.00	0.00	430,080.00	0.00	0.00	0.00
e. Bid and Negotiation	8,960.00	0.00	8,960.00	0.00	0.00	0.00
f. Construction Administration	250,880.00	0.00	250,880.00	0.00	0.00	0.00
g. Commissioning and Close-out	8,960.00	0.00	8,960.00	0.00	0.00	0.00
Subtotal	1,792,000.00		1,254,400.00	537,600.00	537,600.00	0.00

2. Library, Recreation Services and Garage

a. Validation and Concept Design	904,820.00	100.00	0.00	904,820.00	904,820.00	0.00
b. Schematic Design	1,278,550.00	60.00	511,420.00	767,130.00	767,130.00	0.00
c. Design Development	1,730,960.00	0.00	1,730,960.00	0.00	0.00	0.00
d. Construction Documents	2,262,050.00	0.00	2,262,050.00	0.00	0.00	0.00
e. Bid and Negotiation	78,680.00	0.00	78,680.00	0.00	0.00	0.00
f. Construction Administration	1,534,260.00	0.00	1,534,260.00	0.00	0.00	0.00
g. Commissioning and Close-out	78,680.00	0.00	78,680.00	0.00	0.00	0.00
Subtotal	7,868,000.00		6,196,050.00	1,671,950.00	1,671,950.00	0.00

3. Police Station

a. Validation and Concept Design	587,685.00	100.00	0.00	587,685.00	587,685.00	0.00
b. Schematic Design	895,520.00	98.00	17,910.40	877,609.60	716,416.00	161,193.60
c. Design Development	1,287,310.00	0.00	1,287,310.00	0.00	0.00	0.00
d. Construction Documents	1,581,152.00	0.00	1,581,152.00	0.00	0.00	0.00
e. Bid and Negotiation	55,970.00	0.00	55,970.00	0.00	0.00	0.00
f. Construction Administration	1,133,392.00	0.00	1,133,392.00	0.00	0.00	0.00
g. Commissioning and Close-out	55,970.00	0.00	55,970.00	0.00	0.00	0.00
Subtotal	5,596,999.00		4,131,704.40	1,465,294.60	1,304,101.00	161,193.60

PHASE	Fee	Percent Complete	Balance Remaining	Earned	Previous Billing	Current Billing
4. Fire Department						
a. Validation and Concept Design	257,715.00	100.00	0.00	257,715.00	257,715.00	0.00
b. Schematic Design	364,163.00	98.00	7,283.26	356,879.74	218,497.80	138,381.94
c. Design Development	487,418.00	0.00	487,418.00	0.00	0.00	0.00
d. Construction Documents	616,275.00	0.00	616,275.00	0.00	0.00	0.00
e. Bid and Negotiation	0.00	0.00	0.00	0.00	0.00	0.00
f. Construction Administration	0.00	0.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	1,725,571.00		1,110,976.26	614,594.74	476,212.80	138,381.94
5. Stakeholder and Community Outreach						
a. Validation and Concept Design	117,500.00	100.00	0.00	117,500.00	117,500.00	0.00
b. Schematic Design	94,000.00	50.00	47,000.00	47,000.00	28,200.00	18,800.00
c. Design Development	23,500.00	0.00	23,500.00	0.00	0.00	0.00
Subtotal	235,000.00		70,500.00	164,500.00	145,700.00	18,800.00
6. Other Subject Matter Experts (Food, Wind, Bird and Interactive)						
a. Validation and Concept Design	70,000.00	100.00	0.00	70,000.00	70,000.00	0.00
b. Schematic Design	85,000.00	50.00	42,500.00	42,500.00	29,750.00	12,750.00
c. Design Development	136,000.00	0.00	136,000.00	0.00	0.00	0.00
d. Construction Documents	55,000.00	0.00	55,000.00	0.00	0.00	0.00
e. Bid and Negotiation	5,000.00	0.00	5,000.00	0.00	0.00	0.00
f. Construction Administration	25,000.00	0.00	25,000.00	0.00	0.00	0.00
Subtotal	376,000.00		263,500.00	112,500.00	99,750.00	12,750.00
TOTAL Phase Fees	17,593,570.00					331,125.54
Contract Amendments						
Contingency Month June 2018	122,000.00	100.00	0.00	122,000.00	122,000.00	0.00
Contingency Month July 2018	122,000.00	100.00	0.00	122,000.00	122,000.00	0.00
Outreach Meetings (17 meetings)	60,300.00	100.00	0.00	60,300.00	60,300.00	0.00
Community Theater bid alternate	185,000.00	2.00	181,300.00	3,700.00	3,700.00	0.00
50% Schematic Redesign	495,000.00	75.00	123,750.00	371,250.00	0.00	371,250.00
Police Facility Bid Package- CD	70,717.00	0.00	70,717.00	0.00	0.00	0.00
Police Facility Bid Package- B/N	19,064.00	0.00	19,064.00	0.00	0.00	0.00
Police Facility Bid Package- CA	257,091.00	0.00	257,091.00	0.00	0.00	0.00
Subtotal Contract Amendments	1,331,172.00		651,922.00	679,250.00	308,000.00	371,250.00
Total Phase & Add Service Fee	18,924,742.00					702,375.54
				SUBTOTAL PHASE FEES		702,375.54

Reimbursable Expenses

Reproduction			
01/25/19	American Reprographics		4.34
01/25/19	American Reprographics		507.78
01/25/19	American Reprographics		490.80
01/25/19	American Reprographics		3,062.96
Misc. Expenses			
12/13/18	Jerabek, Donald	Toll Fee	6.00
01/07/19	Jerabek, Donald	Toll Fee	7.00
01/08/19	Jerabek, Donald	Toll Fee	7.00
01/15/19	Jerabek, Donald	Toll Fee	7.00
Travel			
12/10/18	Litwin, Ken	Lyft ride	28.42
12/10/18	Litwin, Ken	Lyft ride	36.93
12/17/18	Litwin, Ken	Lyft ride	31.71
12/17/18	Litwin, Ken	Lyft ride	32.94
12/17/18	Jerabek, Donald	BART	4.00
12/17/18	Cho, Juhee	BART	4.50
12/17/18	Cho, Juhee	Uber ride	7.20
12/18/18	Cho, Juhee	Uber ride	29.61
12/18/18	Litwin, Ken	Lyft ride	28.80
12/20/18	Litwin, Ken	Lyft ride	26.94
12/20/18	Litwin, Ken	Lyft ride	33.55
12/21/18	Cho, Juhee	BART	4.50
12/21/18	Cho, Juhee	Uber ride	9.02
12/21/18	Cho, Juhee	BART	4.50
12/21/18	Cho, Juhee	Uber ride	9.66
12/21/18	Jerabek, Donald	BART	4.00
12/21/18	Jerabek, Donald	BART	4.00
12/22/19	Jerabek, Donald	Parking Meter	1.75
12/22/18	Jerabek, Donald	Parking	8.00
01/07/19	Jerabek, Donald	Parking	20.00
01/07/19	Lane, Larry	BART	4.00
01/07/19	Lane, Larry	BART	4.00
01/07/19	Cho, Juhee	BART	4.50
01/08/19	Jerabek, Donald	Uber ride	28.17
01/10/19	Jerabek, Donald	Uber ride	8.42
01/10/19	Jerabek, Donald	Uber ride	9.42
01/10/19	Trompeter, Erin	Uber ride	24.61
01/10/19	Jerabek, Donald	BART	4.50
01/10/19	Litwin, Ken	Lyft ride	25.25
01/10/19	Litwin, Ken	Lyft ride	10.86
01/10/19	Litwin, Ken	Lyft ride	9.38
01/10/19	Litwin, Ken	Lyft ride	36.82
01/14/19	Litwin, Ken	Lyft ride	25.58
01/14/19	Litwin, Ken	Lyft ride	35.09
01/14/19	Jerabek, Donald	BART	4.00
01/14/19	Jerabek, Donald	BART	3.50
01/14/19	Jerabek, Donald	Uber ride	9.55
01/14/19	Lane, Larry	BART	4.00
01/14/19	Lane, Larry	BART	4.00
01/14/19	Cho, Juhee	Uber ride	28.65
01/15/19	Litwin, Ken	Lyft ride	29.99
01/18/19	Lang, David	Airfare	1,057.60
01/27/19	Lang, David	BART	20.00
01/28/19	Lane, Larry	BART	4.00
01/28/19	Lang, David	Uber ride	28.79
01/29/19	Lang, David	Uber ride	33.26
01/29/19	Lang, David	Parking	23.00
Hotel While Traveling			
01/29/19	Lang, David	Room Charge	596.82

Project 10609

City of South San Francisco - Community Civic Campus

SG Inv 0136994

Progress Inv 011

Meals While Traveling			
01/27/19	Lang, David	Dinner	41.43
01/28/19	Lang, David	Beveridges	2.26
01/28/19	Lang, David	Coffee	3.05
01/28/19	Lang, David	Breakfast	6.24
01/28/19	Lang, David	Coffee	3.05
01/28/19	Lang, David	Dinner	42.89
01/29/19	Lang, David	Coffee	3.35
01/29/19	Lang, David	Breakfast	12.35
Consultant Reimbursables			
01/25/19	Shah Kawasaki Architects	Expenses thru 1/31/19	60.63
Mileage			
01/07/19	Jerabek, Donald	Mileage to attend meeting	38.28
01/08/19	Jerabek, Donald	Mileage to attend meeting	38.28
01/15/19	Jerabek, Donald	Mileage to attend meeting	38.28

SUBTOTAL REIMBURSABLES 6,790.76

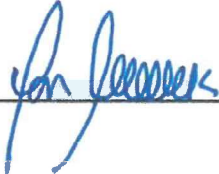
TOTAL THIS INVOICE 709,166.30

Billing Limits	Current	Prior	To-Date
Reimbursable Expenses	6,790.76	61,373.18	68,163.94
Limit			535,000.00
Remaining			466,836.06

Payment of the amount now due is hereby requested

Payee: SmithGroupJJR

Per: _____



SMITHGROUP

February 22, 2019

Marian Lee
City of South San Francisco
400 Grand Avenue, 2nd Floor
South San Francisco, CA 94080

Re: City of South San Francisco – Community Civic Campus
Progress Bill No.: 011 for the time period December 29, 2018 – January 25, 2019

SmithGroup performed the following services for the projects:

1. Multi-modal Campus Planning and Landscape

- The design team completed 60% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site and site parking options.
- Prepare materials for subsequent campus and site development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for City Council One-on-One Meetings.
- Prepare for various Outreach Meetings.

Key Meetings

- 2019-0107 Library and Parks & Recreation Workshop
- 2019-0110 Library PLS
- 2019-0110 Utility Review Meeting
- 2019-0114 Library and Parks & Recreation check-in with Adam and Jake
- 2019-0115 Parks and Recreation Commission
- 2019-0122 Library Board of Trustees
- 2019-0123 Summerhill and CCC Off-site Improvements discussion
- 2019-0123 City Council Meeting
- 2019-0124 SFPUC/Bart Access Road Discussion
- 2019-0128 Library and Parks & Recreation User Meeting
- 2019-0131 SFPUC/Bart Access Road Discussion

SMITHGROUP

2. Library, Recreation Services and Garage

- The design team completed 60% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site parking options.
- Continue plan and building redesign based on the PG&E transmission lines.
- Review and adjust program for the Library and Parks & Recreation building based on comments and direction from department heads and users
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for City Council One-on-One Meetings.
- Prepare for various Outreach Meetings.

Key Meetings

- 2019-0107 Outreach Meeting
- 2019-0107 Core Team Meeting
- 2019-0107 Library and Parks & Recreation Workshop
- 2019-0107 City Council One-on-one with Mark Nagales
- 2019-0108 City Council One-on-one with Richard Garbarino
- 2019-0108 City Council One-on-one with Karl Matsamto
- 2019-0110 City Council One-on-one with Flor Nicolas
- 2019-0110 Library PLS
- 2019-0110 Utility Review Meeting
- 2019-0114 Outreach Meeting
- 2019-0114 Core Team Meeting
- 2019-0114 Library and Parks & Recreation check-in with Adam and Jake
- 2019-0115 Parks and Recreation Commission
- 2019-0116 Summerhill and CCC Off-site Improvements discussion
- 2019-0122 Library Board of Trustees
- 2019-0123 Summerhill and CCC Off-site Improvements discussion
- 2019-0123 City Council Meeting
- 2019-0124 SFPUC/Bart Access Road Discussion
- 2019-0128 Outreach Meeting
- 2019-0128 Core Team Meeting
- 2019-0128 Library and Parks & Recreation User Meeting
- 2019-0131 SFPUC/Bart Access Road Discussion

SMITHGROUP

3. Police Station

- The design team completed 98% of the Schematic Design contracted work.
- Continue to adjust program and the planning of the Police Station based on comments and direction from Police Chief and users.
- Prepare materials for subsequent building and site development meetings.
- Continue internal study of programmed space adjacencies.
- Prepare materials for subsequent program and plan development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.

Key Meetings

- 2018-1219 Police Design and Operations Meeting
- 2018-1220 Library and Parks & Recreation and Police Design Check with Planning Dept

4. Fire Department

- The design team completed 98% of the Schematic Design contracted work.
- Continue to adjust program and the planning of the Fire Station based on comments and direction from Fire Chief and users.
- Prepare materials for subsequent building and site development meetings.
- Continue internal study of programmed space adjacencies.
- Prepare materials for subsequent program and plan development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.

Key Meetings

- 2019-0104 Fire Station Check-in with SKA, Chief and Marian Lee

5. Stakeholder and Community Outreach

- The design team completed 50% of the Schematic Design contracted work.
- Coordinate and participate in continuous communications strategy planning.
- Continuous update of project graphics and narratives.

Key Meetings

- 2019-0107 Outreach Meeting
- 2019-0107 City Council One-on-one with Mark Nagales

SMITHGROUP

- 2019-0108 City Council One-on-one with Richard Garbarino
- 2019-0108 City Council One-on-one with Karl Matsamto
- 2019-0110 City Council One-on-one with Flor Nicolas
- 2019-0114 Outreach Meeting
- 2019-0115 Parks and Recreation Commission
- 2019-0122 Library Board of Trustees
- 2019-0123 City Council Meeting
- 2019-0128 Outreach Meeting

6. Other Subject Matter Experts

- The design team completed 50% of the Schematic Design contracted work.



CITY OF SOUTH SAN FRANCISCO

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 02-22-19
TOTAL ACTIVITY \$ 1,030.40

000022715 01 SP 0.560 106481922968622 P

MICHAEL REMEDIOS
CITY OF SO SAN FRANCI
33 ARROYO DRIVE
PO BOX 711
SOUTH SAN FRANCISCO CA 94083-0711

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

390008

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
02-08	02-05	ALASKA AIR 0272118091730 SEATTLE WA AZZOPARDI/JEFFREY DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507642661	3256	257.60
02-08	02-05	ALASKA AIR 0272118091728 SEATTLE WA CHETCUTI/KENNETH DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507642810	3256	257.60
02-08	02-05	ALASKA AIR 0272118091727 SEATTLE WA REMEDIOS/MICHAEL DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507642968	3256	257.60
02-08	02-05	ALASKA AIR 0272118091729 SEATTLE WA RUDIS/MICHAEL DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507643115	3256	257.60

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 02-22-19	DISPUTED AMOUNT \$ 00	PREVIOUS BALANCE	\$ 00
SEND BILLING INQUIRIES TO: C/O U S BANCORP SERVICE CENTER, INC U S BANK NATIONAL ASSOCIATION P O BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$1,030.40
			CASH ADVANCES	\$ 00
			CASH ADVANCE FEE	\$ 00
			CREDITS	\$ 00
		TOTAL ACTIVITY	\$1,030.40	

Confirmation Code:
MYMKCK



Travelers

Name: Michael Remedios
E-Ticket: 0272118091727
MP#: Not available
Seats: SFO-DAL 17A
DAL-SFO 17A

Name: Kenneth Chetcuti
E-Ticket: 0272118091728
MP#: Not available
Seats: SFO-DAL 17B
DAL-SFO 17B

Name: Michael Rudis
E-Ticket: 0272118091729
MP#: Not available
Seats: SFO-DAL 17D
DAL-SFO 17D

Name: Jeffrey Azzopardi
E-Ticket: 0272118091730
MP#: Alaska 255834412
Seats: SFO-DAL 17C
DAL-SFO 17C

Flight

Alaska Alaska 3404
Main (R) | Nonstop
Distance: 1,473 mi | Duration: 3h 50m
Operated by SkyWest Airlines as AlaskaSkyWest
Check in with Alaska Airlines

Departs

San Francisco (SFO)
Tue, Apr 2
9:00 am

Arrives

Dallas (DAL)
Tue, Apr 2
2:50 pm

Alaska Alaska 3497

Main (G) | Nonstop
Distance: 1,473 mi | Duration: 4h 0m
Operated by SkyWest Airlines as AlaskaSkyWest
Check in with Alaska Airlines

Dallas (DAL)
Fri, Apr 5
9:05 am

San Francisco (SFO)
Fri, Apr 5
11:05 am

Flight Total for 4 passengers: \$1,030.40

The VISA ending with *****5928 has been charged a total of USD \$1,030.40.

Total per passenger	\$257.60
Fare	\$213.02
Base fare	\$213.02
Taxes and fees	\$44.58
US flight segment tax	\$8.40
US psgr. facility charge	\$9.00
US Sept. 11 security fee	\$11.20
US transportation tax	\$15.98

Each ticket and any booking or change fees will be a separate charge on your credit card statement.

For additional assistance with your reservation, call us at 1-800-252-7522 for assistance.

Sanders, Renee

From: Dolores Montenegro <dmontenegro@kitchell.com>
Sent: Friday, March 15, 2019 11:03 AM
To: Sanders, Renee
Cc: Enders, Heather; Galvan, Omar (Kitchell)
Subject: FW: Texas trip for the civic campus
Attachments: US Bank Statement - Dallas Trip.pdf

Hi Renee,

The above invoice is the one referenced in our telecom. It appears Mike Remedios used the City credit card for these charges. These were previously authorized by Marian, reference email string below. Please code to pf1707 string number 100.

I am certain there will be other costs related to this effort (hotel/meals etc.) Those will follow when submitted by the chief and his team (Mike Remedios, and Mike Rudis, plus the chief).

Feel free to email or call, if any questions.

Best Regards, Dolores



Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

☎ Mobile: 650 554 9286 | ☎ Direct: 408 280.7386 Follow us [Facebook](#) | [Twitter](#) | [Kitchell.com](#) | [KitchellProgress](#) | [Youtube](#)

Think Green before printing this e-mail

From: Soto, Laura <laura.soto@ssf.net>
Sent: Wednesday, March 13, 2019 12:27 PM
To: Dolores Montenegro <dmontenegro@kitchell.com>
Subject: RE: Texas trip for the civic campus

Good afternoon Dolores,

Thank you. Please see statement/receipt attached. If you need a clearer email receipt from Alaska, I can get that from Mike Remedios.

Thanks again!

Laura

From: Dolores Montenegro [<mailto:dmontenegro@kitchell.com>]
Sent: Wednesday, March 13, 2019 11:28 AM
To: Soto, Laura <laura.soto@ssf.net>; Lee, Marian <Marian.Lee@ssf.net>
Cc: Azzopardi, Jeff <Jeff.Azzopardi@ssf.net>; Ranjit Sinha <rsinha@kitchell.com>
Subject: RE: Texas trip for the civic campus

Good morning Laura,

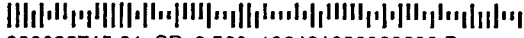


CITY OF SOUTH SAN FRANCISCO

U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 02-22-19
TOTAL ACTIVITY \$ 1,030.40



000022715 01 SP 0.560 106481922968622 P

MICHAEL REMEDIOS
CITY OF SO SAN FRANCI
33 ARROYO DRIVE
PO BOX 711
SOUTH SAN FRANCISCO CA 94083-0711

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

39008

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
02-08	02-05	ALASKA AIR 0272118091730 SEATTLE WA AZZOPARDI/JEFFREY DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507642661	3256	257 60
02-08	02-05	ALASKA AIR 0272118091728 SEATTLE WA CHETCUTI/KENNETH DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507642810	3256	257 60
02-08	02-05	ALASKA AIR 0272118091727 SEATTLE WA REMEDIOS/MICHAEL DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507642968	3256	257 60
02-08	02-05	ALASKA AIR 0272118091729 SEATTLE WA RUDIS/MICHAEL DEPARTURE: 04-02-19 SFO AS R DAL AS G SFO	24431069038824507643115	3256	257 60

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 02-22-19	DISPUTED AMOUNT \$ 00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO. C/O U S BANCORP SERVICE CENTER, INC U S BANK NATIONAL ASSOCIATION P O BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0 00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$1,030.40
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
		TOTAL ACTIVITY	\$1,030.40	



Invoice Approval - Commitments (IA) - 16

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 16	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	Kitchell CEM - 83499		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	83499
Vendor Invoice Date:	03.06.2019
Period From:	01.28.2019
Period To:	02.24.2019
Invoice Documentation:	KITCHELL Inv 83499 dtd 3.6.19 for \$63,033.50.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	03.25.2019
PM Signature:	Marian Lee	PM Approval Date:	03.25.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	03.26.2019
Director Signature:	Dave Bockhaus	Director Approval Date:	03.27.2019

Finance Info

Check Number:	
---------------	--

Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	03.27.2019 (Dave Bockhaus)
Commitment:	0101597 - FY16-17 CONSULTANT SVCS-CIVIC CTR- MEASURE W		
Company/Contact:	Kitchell CEM		
Date Received:	03.25.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Contract Amount	100-040	MeasureW -100	909,900.50	0.00	63,033.50	0.00%	0.00
Totals				909,900.50	0.00	63,033.50		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
KITCHELL Inv 83499 dtd 3.6.19 for \$63,033.50.pdf	Sanders, Renee (City of South San Francisco)	03.25.2019	Start



March 6, 2019

INVOICE 83499

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2
For Professional Services for the Period:
01/28/2019 - 02/24/2019

Description	Contract Amount	Balance Remaining on Contract	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4 Pre-Construction	391,440.00	-	391,440.00	391,440.00	0.00
Tasks 2,3 Design Constructability Review	912,872.00	327,223.50	585,648.50	522,615.00	63,033.50
Tasks 2,5 Construction Management	3,242,960.00	3,242,960.00	0.00	0.00	0.00
Tasks 2,6 Close - Out	34,880.00	34,880.00	0.00	0.00	0.00
Contingency	795,405.00	795,405.00	0.00	0.00	0.00
TOTAL	\$5,377,557.00	4,400,468.50	\$977,088.50	\$914,055.00	63,033.50

TOTAL AMOUNT DUE: **\$63,033.50**

****Please remit payment to the address below. Thank you.**

DA

V#

Approved: _____

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, California 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com

**CITY OF SOUTH SAN FRANCISCO MEASURE W
Detail Breakdown of Work Performed**

Labor

<u>Employee</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Current Hours</u>	<u>Current Billing</u>
Dolores Montenegro	Program Manager	\$ 182.00	86.00	\$ 15,652.00
Omar Galvan	Project Manager	\$ 170.00	118.00	\$ 20,060.00
Danny Vang	Structural Engineer	\$ 147.00	7.00	\$ 1,029.00
Brad Schultz	Architect	\$ 147.00	14.00	\$ 2,058.00
Roland Thomas	Mechanical Engineer	\$ 147.00	11.00	\$ 1,617.00
Matt Johnson	Civil Engineer	\$ 147.00	7.00	\$ 1,029.00
Gerald Neuffer	Electrical Engineer	\$ 147.00	4.00	\$ 588.00
Jamie Kale	Clerical	\$ 75.00	9.70	\$ 727.50
Milutin Backovich	Electrical Engineer	\$ 147.00	4.00	\$ 588.00
Sean Mann	Architect	\$ 147.00	3.00	\$ 441.00
ArturoTaboada	Program Manager	\$ 220.00	11.00	\$ 2,420.00
Ranjit Sinja	Operations Manager	\$ 208.00	63.00	\$ 13,104.00
Leland Saylor Associates	Invoice # 28639			\$ 3,720.00
Total Labor			337.70	\$ 63,033.50

KITCHELL

City of South San Francisco – Measure W – Community Civic Campus Program

Progress Report Number 25

Finance Reporting Period: End of February 2019

Reporting Period: February 2019

Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

The program includes design and construction of a new Police Station, Phase I, and a joint Library/Recreation facility east of El Camino Real with a multi-use Theater/Council Chambers, Phase II. The Fire station west of El Camino Real will be fully designed but constructed as part of a future phase III.

Prior FY 17/18 Carry-over, Approved 2018/2019 FY Budget, Expenses (end of February), and Balance

Prior Fiscal Year 2017/2018 Carry-over Amount: \$5,284,960

Approved 2018/2019 Fiscal Year Budget: \$8,668,000 (Total w/Carry-over: \$13,952,960)

Expenses through end of February 2019: \$3,017,869

Budget balance at end of February 2019: \$10,935,091

Progress – Key Milestones Achieved

February 2019: Continued participation in discussions w/BART & PG&E regarding easements.

Coordinated/attended meetings with SFPUC/BART regarding temporary access road needs. Attended/participated in pre-submittal meeting w/BART. Continued participation in weekly core team meetings w/ACM & SG.

Attended/participated in schematic design progress meetings w/SSF & SG, as well page turn & discussion with SSF regarding design progress sign-offs. Prepared & issued review comments on 100% SD for Police, and completed cost estimate & reconciliation efforts w/Directional Logic. Continued to attend coordination meeting w/various design groups: Rule 20A Underground Utility District (UUD), SummerHill Homes development, & SFPUC teams.

Coordinated & provided monthly website content updates. Issued draft pre-qualifications package - general contractors for review by City ACM/CAO. Prepared master schedule and budget update including providing cashflow needs for City’s 2-year Fiscal Year budget update. Coordinated with ACM and Finance target date/needs for and bond.

Upcoming – Target Milestones

March 2019: Continue participation in discussions with BART and PG&E regarding easements. Continue discussions regarding temporary access for SFPUC/BART, and coordinate meetings with both. Schedule follow-up meeting with BART and SFPUC. Continue participation in weekly core team meetings with ACM, and SG.

Attendance/participation in Alignment Session. Attendance/participation in schematic design progress meetings with CSSF & SG. Prepare and issue review comments on 100% SD for Fire, as well as updated cost estimate & reconciliation meeting w/SG / Directional Logic. Continue to attend coordination meeting with various design groups: Rule 20A Underground Utility District (UUD) and SummerHill Homes development, SFPUC teams. Coordinate & provide monthly website content updates. Issue final pre-qualification package to City for general contractors for final review by City ACM/CAO. Prepare master schedule and budget update (March updates).

Upcoming Council/Committee Reports/Meetings

April 24, 2019 - Presentation/updates to City Council regarding Schematic Design Progress and Q3 Fiscal Year 2018/19 financials.



Invoice Approval - General Invoices (IG) - 12

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IG - 12	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	Essence Printing - 136649		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	136649
Vendor Invoice Date:	03.04.2019
Period From:	02.01.2019
Period To:	03.04.2019
Invoice Documentation:	ESSENCE PRINTING Community Civ Campus Newsltr, Inv 136649 dtd 3.4.19 for \$535.32.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	04.01.2019
PM Signature:	Marian Lee	PM Approval Date:	04.02.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	04.03.2019
Director Signature:		Director Approval Date:	

Finance Info

Check Number:	Doc#391003
---------------	-------------------

Check Date:	
Check Amount:	0

Invoice Details

Status:	Approved	Approved:	04.03.2019 (Matthew Ruble)
Company:	Essence Printing	Contact:	
Company Number:	099812	Date Due:	
Date Received:	04.01.2019		
Scope of Work:	Community Civic Campus Newsletter, 500 count		

Invoice Custom Fields

Migrated:	No
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Invoice Items

#	Description	Line Item	Funding Rule	Amount
001	Professional Services (Prelim Studies)	100-040 - Professional Services (Prelim Studies)	MeasureW-100	535.32
Totals				535.32

Attached Documents

File Name	Attached By	Date Attached	Step
ESSENCE PRINTING Community Civ Campus Newsltr, Inv 136649 dtd 3.4.19 for \$535.32.pdf	Sanders, Renee (City of South San Francisco)	04.01.2019	Start



270 Oyster Point Blvd.
So. San Francisco, CA 94080
(650) 952-5072

Invoice # **136649**

Invoice Date: 3/4/2019

Payment Due By 4/3/2019

ESSENCE PRINTING, INC.

TAX ID# 94-3066365
INCORPORATED IN CA SINCE 1986

ACH/EFT - Preferred method of payment:
JPMorgan Chase Bank - Millbrae
10 S El Camino Real
Millbrae, CA 94030
CA ABA # (routing #) 322271627
Account # 410088889 (Checking)

Attn **Leslie Arroyo**
Company City of South San Francisco
Address 400 Grand Avenue (PO Box 711)
City,State, Zip South San Francisco Ca 94083
Phone D: 650.829.6603; C: 650.636.6668
Email:

Ship Name City of South San Francisco
Ship ATTN Leslie Arroyo
Ship Address 400 Grand Avenue
Ship City,ST, Zip South San Francisco Ca 94083

PO Number

Leslie Arroyo

SCS-COC-001062

Terms

Net 30

Ship Via

OUR TRUCK

Sales Person

Baufu Yueh

Order #	Quantity	Item Description	Unit Price	No Tax	TOTAL
225772	500	City of South San Francisco		<input type="checkbox"/>	\$490.00
		Community Civic Campus Newsletter		<input type="checkbox"/>	

Amounts not paid within 30 days from the invoice date will be subject to late payment charge of 1.5% (18% per year).
All claims against damages and/or shortages or any other reason must be filed within 5 working days.
No credits will be issued without prior authorization.
Purchaser agrees to pay ESSENCE PRINTING, INC., or its assignees any expenses including attorney's fees incurred in recovering possession of any ESSENCE PRINTING, INC., supplies, or in collecting any unpaid balance or, in reselling any ESSENCE PRINTING, INC., supplies at the purchase price.
It is understood and agreed that the special printing aids and/or dies used in completing this job are sold to you and upon acquisition for your account or upon completion of manufacturing and prior to use by us.

Invoice Grand Total reflects 4% discount for Cash, Check or similar means payment.
Additional 4% charge will be added for credit card payments. If you have any questions, please call us at (650) 952-5072.

Sub Total	\$490.00
.0925 Tax	\$45.32
Shipping / Postage	
Grand Total	\$535.32
Paid to Date	
Balance Due as of 3/4/2019	\$535.32



Invoice Approval - General Invoices (IG) - 11

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IG - 11	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	DIVERGENT LANGUAGE SOLUTIONS - 2019-250		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	2019-250
Vendor Invoice Date:	03.15.2019
Period From:	02.28.2019
Period To:	03.05.2019
Invoice Documentation:	DIVERGENT LANGUAGE SOLUTIONS Inv 2019-250 dtd 3.15.19 for \$447.50.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	04.01.2019
PM Signature:	Marian Lee	PM Approval Date:	04.02.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	04.03.2019
Director Signature:		Director Approval Date:	

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

Invoice Details

Status:	Approved	Approved:	04.03.2019 (Matthew Ruble)
Company:	DIVERGENT LANGUAGE SOLUTIONS	Contact:	
Company Number:	107719	Date Due:	
Date Received:	04.01.2019		
Scope of Work:	Community Civic Campus Newsletter with Chinese Translation (3.5+ hours)		

Invoice Custom Fields

Migrated:	No
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Invoice Items

#	Description	Line Item	Funding Rule	Amount
001	Professional Services (Prelim Studies)	100-040 - Professional Services (Prelim Studies)	MeasureW-100	447.50
Totals				447.50

Attached Documents

File Name	Attached By	Date Attached	Step
DIVERGENT LANGUAGE SOLUTIONS Inv 2019-250 dtd 3.15.19 for \$447.50.pdf	Sanders, Renee (City of South San Francisco)	04.01.2019	Start



Leslie Arroyo
 City of South San Francisco
 400 Grand Avenue
 South San Francisco, California 94080

To ensure proper credit, please include the below invoice number on all checks and make payable to:

Divergent Language Solutions, LLC
 600 California Street, 11th Floor
 San Francisco, CA 94108
 Tax No.: 45-4476950
 Phone: 415.400.4538

Invoice No.:	Invoice Due Date:	Amount Due:
2019-250	Apr 14, 2019	\$ 447.50

Invoice Date: Mar 15, 2019

Project Details	Volume	Rate	Total
English [EN] -> Chinese (Simplified) [SCH] - Translation Job No.: 001146-20 Project Name: Simplified Chinese translation needed for newsletter Task Name: Simplified Chinese translation needed for newsletter Customer Project ID: Start Date: 2019-02-28 05:12 PM PST Date returned: to>2019-03-05	1 Minimum (s)	\$ 235.00	\$ 235.00
English [EN] -> Chinese (Simplified) [SCH] - Translation Job No.: 001146-20 Project Name: Simplified Chinese translation needed for newsletter Task Name: Simplified Chinese translation needed for newsletter Customer Project ID: Start Date: 2019-02-28 05:12 PM PST Date returned: to>2019-03-05	2.5 Hour(s)	\$ 85.00	\$ 212.50

Notes:

Invoice Total: \$ 447.50

~~Input:~~
~~Approved:~~

DH

VH

Thank you for choosing Divergent. We look forward to working with you again soon.

DIVERGENT LANGUAGE SOLUTIONS

Community Civic Campus



DESIGNOSAUR GRAPHICS INC.
Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Ph: (63-2) 532.2345
Fx: (63-2) 534.8234
www.designosaurgraphics.com

SALES INVOICE

No. #1812-251

ATTENTION: Leslie Arroyo
Communications Director

City of South San Francisco
Address: 400 Grand Avenue
South San Francisco, CA 94080
Phone: 650.829.6603
Cell: 650.636.6668
Web: leslie.arroyo@ssf.net

DATE: 04-Jan-19

SSF Community Civic Campus 360x70in Fence Sign Design Development and Final Artwork

DETAILS:

SSF Community Civic Campus 360x70in Fence Sign Design Development and Final Artwork Package Cost \$ 750.00

- 1.) Design Development of 360" wide x 70" high Fence Sign
- 2.) Includes Multiple Design Studies and All Revisions Until Design is Approved
- 3.) Includes Map Illustration of the Community Civic Campus
- 4.) Final Artwork Revision after Design is Approved for Finalization

*First Final Artwork Delivered December 21, 2018
Second Updated Final Artwork Delivered January 3, 2018*

101 -

TOTAL \$ 750.00

Certified correct by:

OLIVER ALAN DE LEON
Managing Director

ONLINE PAYMENT MADE VIA 2CHECKOUT.COM

Details:
Payment Date: January 4, 2019
2Checkout.com Reference Number: 88656829
Quantity: 1
Product No.: 18832335
Product Name: SSF Community Civic Campus 360x70in Fence Sign Design Development and Final Artwork
Base Price: US\$750

D# 391562

V# 105406

100-040

REMITTANCE ADVICE

Attention : DESIGNOSAUR GRAPHICS INC.
Address : Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Email : sales@designosaurgraphics.com

Invoice No. #1812-251
Invoice Date 04-Jan-19
Amount \$750.00

Input: 4/11/19
Approved: _____



Account Name:	LESLIE ARROYO
Company Name:	CITY OF SOUTH SAN FRANCISCO
Account Number:	██████████-4310
Statement Date:	03-22-19

Arroyo - 4310

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-18	03-15	2CO.COM*_DG_ 63-2234083 PUR ID: 907415625863000 TAX: 0.00	74766689074910662323849	7333	✓ 1,410.00
03-20	03-19	EIG*CONSTANTCONTACT.COM 855-2295506 MA PUR ID: 30876030 TAX: 0.00	24906419078070044369087	5968	✓ 225.00
03-21	03-20	SPROUT SOCIAL, INC 773-304-4195 IL PUR ID: 22629364 TAX: 0.00	24492159079715226293643	5045	✓ 149.00

Please remember to:

- Enclose your check or money order, payable in U.S. dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
P.O. Box 790428
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name _____
Address _____
City _____
State _____ Zip _____
() ()
Home Phone Business Phone

CUSTOMER SERVICE 1-800-344-5696

Our Customer Service Representatives are available 24 hours a day, 365 days a year. If you have questions about your Commercial Card account, please call Corporate Payment Systems at 1-800-344-5696 or write to us at Corporate Payment Systems, P.O. Box 6343, Fargo, ND 58125-6343.

MAKING PAYMENTS

The amount shown as Amount Due is payable in full upon delivery of this billing statement.

If an employer is making payment for individual employee cardholders, the employer must provide a single check, or other payment acceptable to Corporate Payment Systems, covering all Amounts Due, as well as a list of account numbers and the dollar amount to be credited to each account.

If individual employee cardholders are responsible for payment, a check, or other payment acceptable to Corporate Payment Systems, for the Amount Due together with the top portion of this billing statement must be mailed by the individual employee to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428.

A payment of less than the Amount Due, but intended to settle an account in full, must be mailed to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. Accepting a partial payment will not change any agreement between either the individual employee cardholder or the employer and Corporate Payment Systems in any way.

Use the enclosed envelope to mail your payment to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. All payments by check or money order and accompanied by a payment coupon will be credited to your account on the day of receipt if received at this address by 1:00 p.m. on any banking day. Banking days are all calendar days except Saturday, Sunday and federal holidays. Other payments will be credited to your account within five days of receipt by Corporate Payment Systems.

LOST OR STOLEN CARDS

If a Card is lost or stolen, the individual employee cardholder must call Corporate Payment Systems immediately at 1-800-344-5696 and notify the employer in accordance with the employer's policies and/or instructions.

BILLING INQUIRIES

Before disputing or questioning a charge on your statement, take the following actions:

- Determine if other employees of the corporation / institution may have participated in the transaction.
- Review your receipts for the amount in question as it may have posted to your statement with a different merchant name.
- Attempt to contact the merchant to resolve the issue.

To dispute the transaction, phone Corporate Payment Systems Customer Service at the telephone number on the front of this statement and have the following information available:

- The date and dollar amount of the transaction you are questioning.
- An explanation of why you believe there is an error along with any documentation you may have to support your claim.
- The date you contacted the merchant to attempt to resolve this issue and the merchant's response.

Many inquiries can be corrected over the phone, but phoning alone does not preserve your rights. To preserve your rights, we must receive your written communication no later than 60 days after we sent you the first bill on which the error or problem appeared. Please send a letter with your name, account number and the above information to: CORPORATE PAYMENT SYSTEMS, P.O. BOX 6335, FARGO, ND 58125-6335. You do not have to pay the amount of the charge that is in dispute while we are investigating; however, you are obligated to pay any charges that are not in question. While we investigate your dispute, we cannot report you as delinquent or take any action to collect the amount you question.

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DESIGNOSAUR GRAPHICS INC.
Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Ph: (63-2) 532.2345
Fx: (63-2) 534.8234
www.designosaurgraphics.com

SALES INVOICE

No. #1903-275

ATTENTION: Leslie Arroyo
Communications Director

City of South San Francisco
Address: 400 Grand Avenue
South San Francisco, CA 94080
Phone: 650.829.6603
Cell: 650.636.6668
Web: leslie.arroyo@ssf.net

DATE: 02-Apr-19

DS 4/19/19
Approved: _____

Community Civic Campus Fact Sheets Design & Spanish Newsletter Final Art Conversion	
DETAILS:	
\$1,410 Fee Includes Design Development and Final Art for the Following:	\$ 1,410.00
1.) 3 Community Civic Campus Fact Sheets - Delivered March 12, 2019 - 2 Letter Size, 2 Sided. 1 Fold Letter Size (17" x 11" Spread)	
2.) 4 Stock Photos Purchased for the Fact Sheets' Final Art	
3.) Spanish Conversion of Community Civic Campus Newsletter Issue #2 - Delivered March 7, 2019	
TOTAL	\$ 1,410.00

Certified correct by:

OLIVER ALAN DE LEON
Managing Director

ONLINE PAYMENT MADE VIA 2CHECKOUT.COM

Details:
Payment Date: March 16, 2019
2Checkout.com Reference Number: 92404116
Quantity: 1
Product No.: 20053052
Product Name: Community Civic Campus Fact Sheets Design
& Spanish Newsletter Final Art Conversion
Base Price: \$1,410

D# 391986

V# 106890

REMITTANCE ADVICE

Attention : DESIGNOSAUR GRAPHICS INC.
Address : Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Email : sales@designosaurgraphics.com

Invoice No.	#1903-275
Invoice Date	02-Apr-19
Amount	\$1,410.00

① e-Builder for CCC
② Eden Entry by CMO-Renee



Account Name:	LESLIE ARROYO
Company Name:	CITY OF SOUTH SAN FRANCISCO
Account Number:	██████████-4310
Statement Date:	03-22-19

Arroyo - 4310

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-01	02-28	LYFT *RIDE WED 5PM LYFT.COM CA PUR ID: 96500846 TAX: 0.00	24055239060400965008466	4121	✓ 14.51 (1)
03-01	02-28	LYFT *RIDE WED 10PM LYFT.COM CA PUR ID: 96513753 TAX: 0.00	24055239060400965137539	4121	✓ 14.77 (1)
03-01	02-28	CANVA FOR WORK MONTHLY HTTPSCANVA.CO CA PUR ID: INEC8S4QSADOYX43 TAX: 0.00	244492159059637953121314	7221	✓ 12.95 (1)
03-01	02-28	WHATABURGER 576 Q26 AUSTIN TX PUR ID: 6054 TAX: 0.00	24692169060100512203622	5814	✓ 6.81 (1)
03-01	02-28	AMERICAN LANGUAGE SERVICE 310-8290741 CA PUR ID: 54922 TAX: 0.00	24755429059280598688279	7399	✓ 468.00 (1)
03-01	02-28	2CO.COM*_DG_63-2234083 PUR ID: 905913483506000 TAX: 0.00	74766689059908597427684	7333	✓ 290.00 (1)
03-01	02-28	2CO.COM*_DG_63-2234083 PUR ID: 905914484508000 TAX: 0.00	74766689059908597427726	7333	✓ 200.00 (1)
03-04	03-01	ADOBE *EXPORTPDF SUB 800-833-6687 CA PUR ID: ADB053860415 TAX: 0.00	24431069060026522986518	5734	✓ 23.88 (1)
03-04	03-02	PAPPADEAUX SEAFOOD KIT AUSTIN TX PUR ID: 7900000000000 TAX: 0.00	24431069061400101000794	5812	✓ 30.11 (1)
03-04	03-01	LYFT *RIDE FRI 2PM LYFT.COM CA PUR ID: (NONE) TAX: 2.00	24492159060637040235116	4121	✓ 28.08 (1)
03-04	03-01	UA INFLT 0161503395342 HOUSTON TX ARROYO /WI-FI PANDEPARTURE: --	24692169061100632685251	3000	✓ 15.99 (1)
03-06	03-05	AMERICAN LANGUAGE SERVICE 310-8290741 CA PUR ID: 54235 TAX: 0.00	24755429064280645012336	7399	✓ 403.43 (1)
03-08	03-07	BIOCOM 858-455-0300 CA PUR ID: 72690634 TAX: 0.00	24492159066894726906346	8641	1,000.00 (1)
03-08	03-06	UA INFLT 0161503588875 HOUSTON TX ARROYO /WI-FI PANDEPARTURE: --	24692169066100647489199	3000	✓ 20.99 (1)
03-12	03-04	AMERICAN LANGUAGE SERVICE 310-8290741 CA PUR ID: 55094 TAX: 0.00	24755429070270700328067	7399	✓ 125.00 (1)
03-13	03-11	FEDEX OFFIC40900040980 COLMA CA PUR ID: CCCMATERIAL TAX: 24.39	24164079071069932410868	7338	✓ 303.14 (1)
03-13	03-12	COSTCO WHSE #0475 SOUTH SAN FRA CA PUR ID: 00013192 TAX: 0.00	24431069072898000131924	5300	✓ 23.97 (1)
03-14	03-12	UA INFLT 0161503204170 HOUSTON TX ARROYO /WI-FI LTV DEPARTURE: 02-24-19 SF0 UA E AUS	74692169072100196224523	3000	✓ 17.99 CR (1)
03-15	03-14	PAYPAL *3CMA 402-935-7733 DC PUR ID: 328213 TAX: 0.00	24492159073894003282131	9399	✓ 400.00 (1)
03-18	03-16	LYFT *RIDE FRI 7PM LYFT.COM CA PUR ID: 96153873 TAX: 0.00	24055239076400961538732	4121	✓ 4.21 (1)
03-18	03-15	2CO.COM*_DG_63-2234083 PUR ID: 907415624513000 TAX: 0.00	74766689074910662323781	7333	✓ 400.00 (1)
03-18	03-15	2CO.COM*_DG_63-2234083 PUR ID: 907415624936000 TAX: 0.00	74766689074910662323799	7333	✓ 400.00 (1)
03-18	03-15	2CO.COM*_DG_63-2234083 PUR ID: 907415625342000 TAX: 0.00	74766689074910662323823	7333	300.00 (1)

Please remember to:

- Enclose your check or money order, payable in U.S. dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
P.O. Box 790428
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name

Address

City

State

Zip

() _____
Home Phone

() _____
Business Phone

CUSTOMER SERVICE 1-800-344-5696

Our Customer Service Representatives are available 24 hours a day, 365 days a year. If you have questions about your Commercial Card account, please call Corporate Payment Systems at 1-800-344-5696 or write to us at Corporate Payment Systems, P.O. Box 6343, Fargo, ND 58125-6343.

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- An explanation of why you believe there is an error along with any documentation you may have to support your claim.
- The date you contacted the merchant to attempt to resolve this issue and the merchant's response.

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DESIGNOSAUR GRAPHICS INC.

Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Ph: (63-2) 532.2345
Fx: (63-2) 534.8234
www.designosaurgraphics.com

SALES INVOICE

No. #1902-273

ATTENTION: **Leslie Arroyo**
Communications Director

ccc

City of South San Francisco
Address: 400 Grand Avenue
South San Francisco, CA 94080
Phone: 650.829.6603
Cell: 650.636.6668
Web: leslie.arroyo@ssf.net

Input: 7254/19/19
Approved: _____

DATE: 4-Mar-19

February 2019 Community Civic Campus Newsletter Design Development & Final Art

DETAILS:

Issue No. 2 - Feb. 2019 Community Civic Campus Newsletter Design Development & Final Art Package Cost \$ 200.00

\$200 Fee Includes the Following:

- 1.) Design development of 2 sided letter size (11"x8.5") Newsletter.
- 2.) Inclusive of all revisions until design is approved.
- 3.) Inclusive of print ready artwork finalization of approved study.

Final Artwork Delivered February 22, 2019.

TOTAL \$ 200.00

D# 392003

V# 106890

Certified correct by:

OLIVER ALAN DE LEON
Managing Director

ONLINE PAYMENT MADE VIA 2CHECKOUT.COM

Details:

Payment Date: February 28, 2019
2Checkout.com Reference Number: 91595589
Quantity: 1
Product No.: 19804202
Product Name: Issue No. 2 - Feb. 2019 Community Civic Campus Newsletter Design and Final Art
Base Price: \$200.00

REMITTANCE ADVICE

Attention : DESIGNOSAUR GRAPHICS INC.
Address : Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Email : sales@designosaurgraphics.com

Invoice No. #1902-273
Invoice Date 4-Mar-19
Amount \$200.00



Invoice Approval - Commitments (IA) - 18

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 18	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SMITHGROUPJJR INC - 0137382		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	0137382
Vendor Invoice Date:	03.19.2019
Period From:	01.26.2019
Period To:	02.28.2019
Invoice Documentation:	SMITHGROUP Inv 0137382 dtd 3.19.19 for \$659,978.64.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	04.02.2019
PM Signature:	Marian Lee	PM Approval Date:	04.03.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	04.05.2019
Director Signature:	Eunejune Kim	Director Approval Date:	04.11.2019

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	04.11.2019 (Eunejune Kim)
Commitment:	0101921 - MASTER ARCH: CCC: PROGRAM/OUTREACH		
Company/Contact:	SMITHGROUPJJR INC		
Date Received:	04.02.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Professional Services (Design)	110-040	MeasureW -100	5,973,831.92	0.00	659,978.64	0.00%	0.00
Totals				5,973,831.92	0.00	659,978.64		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
SMITHGROUP Inv 0137382 dtd 3.19.19 for \$659,978.64.pdf	Sanders, Renee (City of South San Francisco)	04.02.2019	Start

INVOICE

SMITHGROUP

SMITHGROUP, INC
 301 Battery Street, 7th Floor
 San Francisco, CA 94111
 T 415.227.0100
 smithgroup.com

Accounting Contact: Josh.Stern@smithgroup.com

Marian Lee
 City of South San Francisco
 400 Grand Avenue, 2nd Floor
 South San Francisco, CA 94080

SGJJR Project Manager: Don Jerabek
 Project No.: 10609.000

Date: March 19, 2019
 SGJJR Invoice No.: 0137382
 Progress Bill No.: 012

City of South San Francisco - Community Civic Campus

Professional Services from January 26, 2019, to February 28, 2019

PHASE	Fee	Percent Complete	Balance Remaining	Earned	Previous Billing	Current Billing
<u>1. Multi-modal Campus Planning and Landscape</u>						
a. Validation and Concept Design	322,560.00	100.00	0.00	322,560.00	322,560.00	0.00
b. Schematic Design	358,400.00	88.00	43,008.00	315,392.00	215,040.00	100,352.00
c. Design Development	412,160.00	0.00	412,160.00	0.00	0.00	0.00
d. Construction Documents	430,080.00	0.00	430,080.00	0.00	0.00	0.00
e. Bid and Negotiation	8,960.00	0.00	8,960.00	0.00	0.00	0.00
f. Construction Administration	250,880.00	0.00	250,880.00	0.00	0.00	0.00
g. Commissioning and Close-out	8,960.00	0.00	8,960.00	0.00	0.00	0.00
Subtotal	1,792,000.00		1,154,048.00	637,952.00	537,600.00	100,352.00
<u>2. Library, Recreation Services and Garage</u>						
a. Validation and Concept Design	904,820.00	100.00	0.00	904,820.00	904,820.00	0.00
b. Schematic Design	1,278,550.00	88.00	153,426.00	1,125,124.00	767,130.00	357,994.00
c. Design Development	1,730,960.00	0.00	1,730,960.00	0.00	0.00	0.00
d. Construction Documents	2,262,050.00	0.00	2,262,050.00	0.00	0.00	0.00
e. Bid and Negotiation	78,680.00	0.00	78,680.00	0.00	0.00	0.00
f. Construction Administration	1,534,260.00	0.00	1,534,260.00	0.00	0.00	0.00
g. Commissioning and Close-out	78,680.00	0.00	78,680.00	0.00	0.00	0.00
Subtotal	7,868,000.00		5,838,056.00	2,029,944.00	1,671,950.00	357,994.00
<u>3. Police Station</u>						
a. Validation and Concept Design	587,685.00	100.00	0.00	587,685.00	587,685.00	0.00
b. Schematic Design	895,520.00	100.00	0.00	895,520.00	877,609.60	17,910.40
c. Design Development	1,287,310.00	0.00	1,287,310.00	0.00	0.00	0.00
d. Construction Documents	1,581,152.00	0.00	1,581,152.00	0.00	0.00	0.00
e. Bid and Negotiation	55,970.00	0.00	55,970.00	0.00	0.00	0.00
f. Construction Administration	1,133,392.00	0.00	1,133,392.00	0.00	0.00	0.00
g. Commissioning and Close-out	55,970.00	0.00	55,970.00	0.00	0.00	0.00
Subtotal	5,596,999.00		4,113,794.00	1,483,205.00	1,465,294.60	17,910.40

PHASE	Fee	Percent Complete	Balance Remaining	Earned	Previous Billing	Current Billing
4. Fire Department						
a. Validation and Concept Design	257,715.00	100.00	0.00	257,715.00	257,715.00	0.00
b. Schematic Design	364,163.00	98.00	7,283.26	356,879.74	356,879.74	0.00
c. Design Development	487,418.00	0.00	487,418.00	0.00	0.00	0.00
d. Construction Documents	616,275.00	0.00	616,275.00	0.00	0.00	0.00
e. Bid and Negotiation	0.00	0.00	0.00	0.00	0.00	0.00
f. Construction Administration	0.00	0.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	1,725,571.00		1,110,976.26	614,594.74	614,594.74	0.00
5. Stakeholder and Community Outreach						
a. Validation and Concept Design	117,500.00	100.00	0.00	117,500.00	117,500.00	0.00
b. Schematic Design	94,000.00	60.00	37,600.00	56,400.00	47,000.00	9,400.00
c. Design Development	23,500.00	0.00	23,500.00	0.00	0.00	0.00
Subtotal	235,000.00		61,100.00	173,900.00	164,500.00	9,400.00
6. Other Subject Matter Experts						
a. Validation and Concept Design	70,000.00	100.00	0.00	70,000.00	70,000.00	0.00
b. Schematic Design	85,000.00	70.00	25,500.00	59,500.00	42,500.00	17,000.00
c. Design Development	136,000.00	0.00	136,000.00	0.00	0.00	0.00
d. Construction Documents	55,000.00	0.00	55,000.00	0.00	0.00	0.00
e. Bid and Negotiation	5,000.00	0.00	5,000.00	0.00	0.00	0.00
f. Construction Administration	25,000.00	0.00	25,000.00	0.00	0.00	0.00
Subtotal	376,000.00		246,500.00	129,500.00	112,500.00	17,000.00
TOTAL Phase Fees	17,593,570.00					502,656.40
Contract Amendments						
Contingency Month June 2018	122,000.00	100.00	0.00	122,000.00	122,000.00	0.00
Contingency Month July 2018	122,000.00	100.00	0.00	122,000.00	122,000.00	0.00
Outreach Meetings (17 meetings)	60,300.00	100.00	0.00	60,300.00	60,300.00	0.00
Community Theater bid alternate	185,000.00	15.00	157,250.00	27,750.00	3,700.00	24,050.00
50% Schematic Redesign	495,000.00	100.00	0.00	495,000.00	371,250.00	123,750.00
Police Facility Bid Package- CD	70,717.00	0.00	70,717.00	0.00	0.00	0.00
Police Facility Bid Package- B/N	19,064.00	0.00	19,064.00	0.00	0.00	0.00
Police Facility Bid Package- CA	257,091.00	0.00	257,091.00	0.00	0.00	0.00
Subtotal Contract Amendments	1,331,172.00		504,122.00	827,050.00	679,250.00	147,800.00
Total Phase & Add Service Fee	18,924,742.00					650,456.40
				SUBTOTAL PHASE FEES		650,456.40

Reimbursable Expenses

Reproduction			
02/22/19	American Reprographics		67.81
02/22/19	American Reprographics		1,247.09
02/22/19	American Reprographics		233.52
02/22/19	American Reprographics		44.43
02/22/19	American Reprographics		1.52
02/22/19	American Reprographics		742.14
02/22/19	American Reprographics		505.77
02/22/19	American Reprographics		3,458.76
Misc. Expenses			
01/15/19	Jerabek, Donald	Toll Fee	7.00
01/22/19	Jerabek, Donald	Toll Fee	7.00
01/23/19	Jerabek, Donald	Toll Fee	5.00
02/04/19	Jerabek, Donald	Toll Fee	7.00
02/07/19	Jerabek, Donald	Toll Fee	7.00
02/20/19	Jerabek, Donald	Toll Fee	5.00
02/21/19	Comerica Bank	Lunch at SSF	403.95
02/25/19	Jerabek, Donald	Toll Fee	7.00
02/26/19	Jerabek, Donald	Toll Fee	5.00
Travel			
01/07/19	Katz, William	Uber ride	19.85
01/07/19	Katz, William	Uber ride	19.96
01/08/19	Katz, William	Uber ride	26.18
01/08/19	Katz, William	Uber ride	46.90
01/10/19	Katz, William	Uber ride	27.62
01/14/19	Katz, William	Uber ride	19.65
01/15/19	Katz, William	Uber ride	17.97
01/15/19	Jerabek, Donald	Parking	20.00
01/16/19	Katz, William	Uber ride	15.31
01/22/19	Katz, William	Uber ride	17.99
01/22/19	Katz, William	Uber ride	20.05
01/22/19	Litwin, Ken	Lyft ride	26.57
01/22/19	Jerabek, Donald	Parking	20.00
01/23/19	Jerabek, Donald	Parking	20.00
01/23/19	Menefee, James	DFW-SFO-DFW	409.29
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01/28/19	Jerabek, Donald	BART	4.00
01/28/19	Litwin, Ken	Lyft ride	25.55
01/29/19	Litwin, Ken	Lyft ride	43.26
01/29/19	Katz, William	Lyft ride	18.85
02/04/19	Katz, William	Uber ride	37.50
02/04/19	Jerabek, Donald	Parking	10.50
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02/07/19	Jerabek, Donald	Parking	20.00
02/11/19	Jerabek, Donald	BART	4.00
02/11/19	Jerabek, Donald	BART	4.00
02/11/19	Jerabek, Donald	BART	4.00
02/11/19	Jerabek, Donald	BART	4.00
02/11/19	Litwin, Ken	Lyft ride	24.53
02/11/19	Katz, William	Uber ride	19.66
02/11/19	Katz, William	Uber ride	18.17
02/13/19	Litwin, Ken	Lyft ride	21.76
02/14/19	Litwin, Ken	Lyft ride	23.43

Travel (Cont.)			
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02/14/19	Katz, William	Uber ride	28.91
02/19/19	Litwin, Ken	Lyft ride	24.34
02/19/19	Litwin, Ken	Lyft ride	23.75
02/19/19	Jerabek, Donald	Uber ride	24.80
02/20/19	Jerabek, Donald	Parking	20.00
02/21/19	Jerabek, Donald	BART	4.00
02/21/19	Jerabek, Donald	BART	4.00
02/21/19	Litwin, Ken	Lyft ride	28.21
02/21/19	Litwin, Ken	Lyft ride	40.30
02/25/19	Jerabek, Donald	Parking	20.00
02/26/19	Litwin, Ken	Lyft ride	31.58
02/26/19	Jerabek, Donald	Parking	20.00
Delivery			
02/20/19	Special T Messenger		72.80
Hotel While Traveling			
01/28/19	Menefee, James	1/27/2019	227.07
Meals While Traveling			
01/27/19	Menefee, James	Lunch	16.05
01/28/19	Menefee, James	Breakfast	20.11
01/28/19	Menefee, James	Coffee at Airport	4.99
01/28/19	Menefee, James	Dinner at Airport	35.07
02/25/19	Jerabek, Donald	Lunch CTM	84.00
Consultant Reimbursables			
02/22/19	Brinkley Sargent Wiginton	Expenses thru 1/31/19	444.80
Mileage			
01/15/19	Jerabek, Donald	Mileage to attend meeting	38.28
01/22/19	Jerabek, Donald	Mileage to attend meeting	38.28
01/23/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/04/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/07/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/20/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/25/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/26/19	Jerabek, Donald	Mileage to attend meeting	38.28

SUBTOTAL REIMBURSABLES 9,522.24

TOTAL THIS INVOICE 659,978.64

Billing Limits	Current	Prior	To-Date
Reimbursable Expenses	9,522.24	68,163.94	77,686.18
Limit			535,000.00
Remaining			457,313.82

Payment of the amount now due is hereby requested

Payee: SmithGroupJJR

Per: 

SMITHGROUP

March 19, 2019

Marian Lee
City of South San Francisco
400 Grand Avenue, 2nd Floor
South San Francisco, CA 94080

Re: City of South San Francisco – Community Civic Campus
Progress Bill No.: 012 for the time period January 26, 2019 – February 28, 2019

SmithGroup performed the following services for the projects:

1. Multi-modal Campus Planning and Landscape

- The design team completed 88% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site and site parking options.
- Prepare materials for subsequent campus and site development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for meetings with various agencies having jurisdiction.
- Prepare for numerous Outreach Meetings.

Key Meetings

- 2019-0128 Library and Parks & Recreation User Meeting
- 2019-0131 SFPUC/Bart Access Road Discussion
- 2019-0204 Meeting with Sailesh Mehra in preparation for Planning Commission
- 2019-0206 Bicycle and Pedestrian Advisory Committee
- 2019-0206 Colma Creek Floodplain Meeting
- 2019-0207 ECD/Chestnut Avenue Coordination
- 2019-0207 Planning Commission
- 2019-0215 AGI/KASA Meeting
- 2019-0219 Design Review Board
- 2019-0222 Police Page Turn and Sign-off with Entire Team

2. Library, Recreation Services and Garage

SMITHGROUP

- The design team completed 88% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site parking options.
- Continue plan and building redesign based on the PG&E transmission lines.
- Review and adjust program for the Library and Parks & Recreation building based on comments and direction from department heads and users.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for meetings with various agencies having jurisdiction.
- Prepare for numerous Outreach Meetings.

Key Meetings

- 2019-0128 Outreach Meeting
- 2019-0128 Core Team Meeting
- 2019-0128 Library and Parks & Recreation User Meeting
- 2019-0131 SFPUC/Bart Access Road Discussion
- 2019-0131 BPAC Presentation and Slide Review
- 2019-0204 Outreach Meeting
- 2019-0204 Core Team Meeting
- 2019-0204 Meeting with Sailesh Mehra in preparation for Planning Commission
- 2019-0204 Tie-back at El Camino Real Discussion
- 2019-0206 Bicycle and Pedestrian Advisory Committee
- 2019-0206 Colma Creek Floodplain Meeting
- 2019-0207 ECD/Chestnut Avenue Coordination
- 2019-0207 Planning Commission
- 2019-0211 Outreach Meeting
- 2019-0211 Core Team Meeting
- 2019-0214 Administration Workshop
- 2019-0215 AGI/KASA Meeting
- 2019-0218 Outreach Meeting
- 2019-0218 Core Team Meeting
- 2019-0219 Design Review Board
- 2019-0220 Bart Pre-submittal Meeting
- 2019-0221 Security and Community Theater Listening Session
- 2019-0225 Outreach Meeting
- 2019-0225 Core Team Meeting

SMITHGROUP

3. Police Station

- The design team completed 100% of the Schematic Design contracted work.
- Prepare materials for project sign-off with the City.
- Prepare materials for program and plan development meetings.
- Continue studies of the development of individual user spaces.
- Prepare for meetings with various agencies having jurisdiction.
- Coordinate and participate in project cost estimating for the project, building and site.

Key Meetings

- 2019-0211 Police User Group Meeting
- 2019-0218 Police User Group Meeting
- 2019-0222 Police Cost Estimate
- 2019-0222 Police Page Turn and Sign-off with Entire Team

4. Fire Department

- The design team completed 98% of the Schematic Design contracted work.
- Complete documents for milestone deliverable.

5. Stakeholder and Community Outreach

- The design team completed 60% of the Schematic Design contracted work.
- Coordinate and participate in continuous communications strategy planning.
- Continuous update of project graphics and narratives.
- Prepare for numerous Outreach Meetings.

Key Meetings

- 2019-0128 Outreach Meeting
- 2019-0131 BPAC Presentation and Slide Review
- 2019-0204 Outreach Meeting
- 2019-0204 Meeting with Sailesh Mehra in preparation for Planning Commission
- 2019-0206 Bicycle and Pedestrian Advisory Committee
- 2019-0207 Planning Commission
- 2019-0211 Outreach Meeting
- 2019-0218 Outreach Meeting
- 2019-0219 Design Review Board
- 2019-0225 Outreach Meeting

6. Other Subject Matter Experts

- The design team completed 70% of the Schematic Design contracted work.



Invoice Approval - Commitments (IA) - 18

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 18	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SMITHGROUPJJR INC - 0137382		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	0137382
Vendor Invoice Date:	03.19.2019
Period From:	01.26.2019
Period To:	02.28.2019
Invoice Documentation:	SMITHGROUP Inv 0137382 dtd 3.19.19 for \$659,978.64.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	04.02.2019
PM Signature:	Marian Lee	PM Approval Date:	04.03.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	04.05.2019
Director Signature:	Eunejune Kim	Director Approval Date:	04.11.2019

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	04.11.2019 (Eunejune Kim)
Commitment:	0101921 - MASTER ARCH: CCC: PROGRAM/OUTREACH		
Company/Contact:	SMITHGROUPJJR INC		
Date Received:	04.02.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Professional Services (Design)	110-040	MeasureW -100	5,973,831.92	0.00	659,978.64	0.00%	0.00
Totals				5,973,831.92	0.00	659,978.64		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
SMITHGROUP Inv 0137382 dtd 3.19.19 for \$659,978.64.pdf	Sanders, Renee (City of South San Francisco)	04.02.2019	Start

INVOICE

SMITHGROUP

SMITHGROUP, INC
 301 Battery Street, 7th Floor
 San Francisco, CA 94111
 T 415.227.0100
 smithgroup.com

Accounting Contact: Josh.Stern@smithgroup.com

Marian Lee
 City of South San Francisco
 400 Grand Avenue, 2nd Floor
 South San Francisco, CA 94080

SGJJR Project Manager: Don Jerabek
 Project No.: 10609.000

Date: March 19, 2019
 SGJJR Invoice No.: 0137382
 Progress Bill No.: 012

City of South San Francisco - Community Civic Campus

Professional Services from January 26, 2019, to February 28, 2019

PHASE	Fee	Percent Complete	Balance Remaining	Earned	Previous Billing	Current Billing
<u>1. Multi-modal Campus Planning and Landscape</u>						
a. Validation and Concept Design	322,560.00	100.00	0.00	322,560.00	322,560.00	0.00
b. Schematic Design	358,400.00	88.00	43,008.00	315,392.00	215,040.00	100,352.00
c. Design Development	412,160.00	0.00	412,160.00	0.00	0.00	0.00
d. Construction Documents	430,080.00	0.00	430,080.00	0.00	0.00	0.00
e. Bid and Negotiation	8,960.00	0.00	8,960.00	0.00	0.00	0.00
f. Construction Administration	250,880.00	0.00	250,880.00	0.00	0.00	0.00
g. Commissioning and Close-out	8,960.00	0.00	8,960.00	0.00	0.00	0.00
Subtotal	1,792,000.00		1,154,048.00	637,952.00	537,600.00	100,352.00
<u>2. Library, Recreation Services and Garage</u>						
a. Validation and Concept Design	904,820.00	100.00	0.00	904,820.00	904,820.00	0.00
b. Schematic Design	1,278,550.00	88.00	153,426.00	1,125,124.00	767,130.00	357,994.00
c. Design Development	1,730,960.00	0.00	1,730,960.00	0.00	0.00	0.00
d. Construction Documents	2,262,050.00	0.00	2,262,050.00	0.00	0.00	0.00
e. Bid and Negotiation	78,680.00	0.00	78,680.00	0.00	0.00	0.00
f. Construction Administration	1,534,260.00	0.00	1,534,260.00	0.00	0.00	0.00
g. Commissioning and Close-out	78,680.00	0.00	78,680.00	0.00	0.00	0.00
Subtotal	7,868,000.00		5,838,056.00	2,029,944.00	1,671,950.00	357,994.00
<u>3. Police Station</u>						
a. Validation and Concept Design	587,685.00	100.00	0.00	587,685.00	587,685.00	0.00
b. Schematic Design	895,520.00	100.00	0.00	895,520.00	877,609.60	17,910.40
c. Design Development	1,287,310.00	0.00	1,287,310.00	0.00	0.00	0.00
d. Construction Documents	1,581,152.00	0.00	1,581,152.00	0.00	0.00	0.00
e. Bid and Negotiation	55,970.00	0.00	55,970.00	0.00	0.00	0.00
f. Construction Administration	1,133,392.00	0.00	1,133,392.00	0.00	0.00	0.00
g. Commissioning and Close-out	55,970.00	0.00	55,970.00	0.00	0.00	0.00
Subtotal	5,596,999.00		4,113,794.00	1,483,205.00	1,465,294.60	17,910.40

PHASE	Fee	Percent Complete	Balance Remaining	Earned	Previous Billing	Current Billing
4. Fire Department						
a. Validation and Concept Design	257,715.00	100.00	0.00	257,715.00	257,715.00	0.00
b. Schematic Design	364,163.00	98.00	7,283.26	356,879.74	356,879.74	0.00
c. Design Development	487,418.00	0.00	487,418.00	0.00	0.00	0.00
d. Construction Documents	616,275.00	0.00	616,275.00	0.00	0.00	0.00
e. Bid and Negotiation	0.00	0.00	0.00	0.00	0.00	0.00
f. Construction Administration	0.00	0.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	1,725,571.00		1,110,976.26	614,594.74	614,594.74	0.00
5. Stakeholder and Community Outreach						
a. Validation and Concept Design	117,500.00	100.00	0.00	117,500.00	117,500.00	0.00
b. Schematic Design	94,000.00	60.00	37,600.00	56,400.00	47,000.00	9,400.00
c. Design Development	23,500.00	0.00	23,500.00	0.00	0.00	0.00
Subtotal	235,000.00		61,100.00	173,900.00	164,500.00	9,400.00
6. Other Subject Matter Experts						
a. Validation and Concept Design	70,000.00	100.00	0.00	70,000.00	70,000.00	0.00
b. Schematic Design	85,000.00	70.00	25,500.00	59,500.00	42,500.00	17,000.00
c. Design Development	136,000.00	0.00	136,000.00	0.00	0.00	0.00
d. Construction Documents	55,000.00	0.00	55,000.00	0.00	0.00	0.00
e. Bid and Negotiation	5,000.00	0.00	5,000.00	0.00	0.00	0.00
f. Construction Administration	25,000.00	0.00	25,000.00	0.00	0.00	0.00
Subtotal	376,000.00		246,500.00	129,500.00	112,500.00	17,000.00
TOTAL Phase Fees	17,593,570.00					502,656.40
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Contingency Month June 2018	122,000.00	100.00	0.00	122,000.00	122,000.00	0.00
Contingency Month July 2018	122,000.00	100.00	0.00	122,000.00	122,000.00	0.00
Outreach Meetings (17 meetings)	60,300.00	100.00	0.00	60,300.00	60,300.00	0.00
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Police Facility Bid Package- B/N	19,064.00	0.00	19,064.00	0.00	0.00	0.00
Police Facility Bid Package- CA	257,091.00	0.00	257,091.00	0.00	0.00	0.00
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01/23/19	Jerabek, Donald	Toll Fee	5.00
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01/07/19	Katz, William	Uber ride	19.96
01/08/19	Katz, William	Uber ride	26.18
01/08/19	Katz, William	Uber ride	46.90
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01/15/19	Katz, William	Uber ride	17.97
01/15/19	Jerabek, Donald	Parking	20.00
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01/22/19	Katz, William	Uber ride	17.99
01/22/19	Katz, William	Uber ride	20.05
01/22/19	Litwin, Ken	Lyft ride	26.57
01/22/19	Jerabek, Donald	Parking	20.00
01/23/19	Jerabek, Donald	Parking	20.00
01/23/19	Menefee, James	DFW-SFO-DFW	409.29
01/23/19	Katz, William	Uber ride	63.49
01/27/19	Menefee, James	Airport Parking	48.00
01/27/19	Menefee, James	Uber ride	32.22
01/28/19	Menefee, James	Uber ride	10.36
01/28/19	Menefee, James	Uber ride	22.72
01/28/19	Jerabek, Donald	BART	4.00
01/28/19	Jerabek, Donald	BART	4.00
01/28/19	Litwin, Ken	Lyft ride	25.55
01/29/19	Litwin, Ken	Lyft ride	43.26
01/29/19	Katz, William	Lyft ride	18.85
02/04/19	Katz, William	Uber ride	37.50
02/04/19	Jerabek, Donald	Parking	10.50
02/04/19	Jerabek, Donald	Parking	20.00
02/06/19	Litwin, Ken	Lyft ride	24.08
02/07/19	Litwin, Ken	Lyft ride	21.27
02/07/19	Jerabek, Donald	Parking	20.00
02/11/19	Jerabek, Donald	BART	4.00
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02/11/19	Katz, William	Uber ride	18.17
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Travel (Cont.)			
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02/14/19	Katz, William	Uber ride	28.91
02/19/19	Litwin, Ken	Lyft ride	24.34
02/19/19	Litwin, Ken	Lyft ride	23.75
02/19/19	Jerabek, Donald	Uber ride	24.80
02/20/19	Jerabek, Donald	Parking	20.00
02/21/19	Jerabek, Donald	BART	4.00
02/21/19	Jerabek, Donald	BART	4.00
02/21/19	Litwin, Ken	Lyft ride	28.21
02/21/19	Litwin, Ken	Lyft ride	40.30
02/25/19	Jerabek, Donald	Parking	20.00
02/26/19	Litwin, Ken	Lyft ride	31.58
02/26/19	Jerabek, Donald	Parking	20.00
Delivery			
02/20/19	Special T Messenger		72.80
Hotel While Traveling			
01/28/19	Menefee, James	1/27/2019	227.07
Meals While Traveling			
01/27/19	Menefee, James	Lunch	16.05
01/28/19	Menefee, James	Breakfast	20.11
01/28/19	Menefee, James	Coffee at Airport	4.99
01/28/19	Menefee, James	Dinner at Airport	35.07
02/25/19	Jerabek, Donald	Lunch CTM	84.00
Consultant Reimbursables			
02/22/19	Brinkley Sargent Wiginton	Expenses thru 1/31/19	444.80
Mileage			
01/15/19	Jerabek, Donald	Mileage to attend meeting	38.28
01/22/19	Jerabek, Donald	Mileage to attend meeting	38.28
01/23/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/04/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/07/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/20/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/25/19	Jerabek, Donald	Mileage to attend meeting	38.28
02/26/19	Jerabek, Donald	Mileage to attend meeting	38.28

SUBTOTAL REIMBURSABLES 9,522.24

TOTAL THIS INVOICE 659,978.64

Billing Limits	Current	Prior	To-Date
Reimbursable Expenses	9,522.24	68,163.94	77,686.18
Limit			535,000.00
Remaining			457,313.82

Payment of the amount now due is hereby requested

Payee: SmithGroupJJR

Per: 

SMITHGROUP

March 19, 2019

Marian Lee
City of South San Francisco
400 Grand Avenue, 2nd Floor
South San Francisco, CA 94080

Re: City of South San Francisco – Community Civic Campus
Progress Bill No.: 012 for the time period January 26, 2019 – February 28, 2019

SmithGroup performed the following services for the projects:

1. Multi-modal Campus Planning and Landscape

- The design team completed 88% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site and site parking options.
- Prepare materials for subsequent campus and site development meetings.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for meetings with various agencies having jurisdiction.
- Prepare for numerous Outreach Meetings.

Key Meetings

- 2019-0128 Library and Parks & Recreation User Meeting
- 2019-0131 SFPUC/Bart Access Road Discussion
- 2019-0204 Meeting with Sailesh Mehra in preparation for Planning Commission
- 2019-0206 Bicycle and Pedestrian Advisory Committee
- 2019-0206 Colma Creek Floodplain Meeting
- 2019-0207 ECD/Chestnut Avenue Coordination
- 2019-0207 Planning Commission
- 2019-0215 AGI/KASA Meeting
- 2019-0219 Design Review Board
- 2019-0222 Police Page Turn and Sign-off with Entire Team

2. Library, Recreation Services and Garage

SMITHGROUP

- The design team completed 88% of the Schematic Design contracted work.
- Continue to review and comment on PG&E work at Antionette Lane.
- Continue multiple studies on Oak Avenue width and alignment.
- Continue studies of site parking options.
- Continue plan and building redesign based on the PG&E transmission lines.
- Review and adjust program for the Library and Parks & Recreation building based on comments and direction from department heads and users.
- Coordinate and participate in continuous site and project cost estimating exercises for the project, building and site.
- Prepare for meetings with various agencies having jurisdiction.
- Prepare for numerous Outreach Meetings.

Key Meetings

- 2019-0128 Outreach Meeting
- 2019-0128 Core Team Meeting
- 2019-0128 Library and Parks & Recreation User Meeting
- 2019-0131 SFPUC/Bart Access Road Discussion
- 2019-0131 BPAC Presentation and Slide Review
- 2019-0204 Outreach Meeting
- 2019-0204 Core Team Meeting
- 2019-0204 Meeting with Sailesh Mehra in preparation for Planning Commission
- 2019-0204 Tie-back at El Camino Real Discussion
- 2019-0206 Bicycle and Pedestrian Advisory Committee
- 2019-0206 Colma Creek Floodplain Meeting
- 2019-0207 ECD/Chestnut Avenue Coordination
- 2019-0207 Planning Commission
- 2019-0211 Outreach Meeting
- 2019-0211 Core Team Meeting
- 2019-0214 Administration Workshop
- 2019-0215 AGI/KASA Meeting
- 2019-0218 Outreach Meeting
- 2019-0218 Core Team Meeting
- 2019-0219 Design Review Board
- 2019-0220 Bart Pre-submittal Meeting
- 2019-0221 Security and Community Theater Listening Session
- 2019-0225 Outreach Meeting
- 2019-0225 Core Team Meeting

SMITHGROUP

3. Police Station

- The design team completed 100% of the Schematic Design contracted work.
- Prepare materials for project sign-off with the City.
- Prepare materials for program and plan development meetings.
- Continue studies of the development of individual user spaces.
- Prepare for meetings with various agencies having jurisdiction.
- Coordinate and participate in project cost estimating for the project, building and site.

Key Meetings

- 2019-0211 Police User Group Meeting
- 2019-0218 Police User Group Meeting
- 2019-0222 Police Cost Estimate
- 2019-0222 Police Page Turn and Sign-off with Entire Team

4. Fire Department

- The design team completed 98% of the Schematic Design contracted work.
- Complete documents for milestone deliverable.

5. Stakeholder and Community Outreach

- The design team completed 60% of the Schematic Design contracted work.
- Coordinate and participate in continuous communications strategy planning.
- Continuous update of project graphics and narratives.
- Prepare for numerous Outreach Meetings.

Key Meetings

- 2019-0128 Outreach Meeting
- 2019-0131 BPAC Presentation and Slide Review
- 2019-0204 Outreach Meeting
- 2019-0204 Meeting with Sailesh Mehra in preparation for Planning Commission
- 2019-0206 Bicycle and Pedestrian Advisory Committee
- 2019-0207 Planning Commission
- 2019-0211 Outreach Meeting
- 2019-0218 Outreach Meeting
- 2019-0219 Design Review Board
- 2019-0225 Outreach Meeting

6. Other Subject Matter Experts

- The design team completed 70% of the Schematic Design contracted work.



Invoice Approval - Commitments (IA) - 19

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 19	Overall Due Date:	
Current Workflow Step:	Eden Entry	Step Due Date:	
Subject:	Kitchell CEM - 84137		
Status:	Received		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	84137
Vendor Invoice Date:	04.10.2019
Period From:	02.25.2019
Period To:	03.31.2019
Invoice Documentation:	KITCHELL Inv 84137 dtd 4.10.19 for \$88,791.50.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	04.23.2019
PM Signature:	Marian Lee	PM Approval Date:	04.24.2019
Division Manager Signature:	Matthew Ruble	Division Manager Approval Date:	04.26.2019
Director Signature:	Eunejune Kim	Director Approval Date:	04.29.2019

Finance Info

Document #:	
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Check Number:	
Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Received		
Commitment:	0101597 - FY16-17 CONSULTANT SVCS-CIVIC CTR- MEASURE W		
Company/Contact:	Kitchell CEM		
Date Received:	04.19.2019	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Contract Amount	100-040	MeasureW -100	909,900.50	0.00	88,791.50	0.00%	0.00
Totals				909,900.50	0.00	88,791.50		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
KITCHELL Inv 84137 dtd 4.10.19 for \$88,791.50.pdf	Sanders, Renee (City of South San Francisco)	04.22.2019	Start



April 10, 2019

INVOICE

8413

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2
For Professional Services for the Period:
02/25/2019 - 03/31/2019

Description	Contract Amount	Balance Remaining on Contract	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4 Pre-Construction	391,440.00	-	391,440.00	391,440.00	0.00
Tasks 2,3 Design Constructability Review	912,872.00	238,432.00	674,440.00	585,648.50	88,791.50
Tasks 2,5 Construction Management	3,242,960.00	3,242,960.00	0.00	0.00	0.00
Tasks 2,6 Close - Out	34,880.00	34,880.00	0.00	0.00	0.00
Contingency	795,405.00	795,405.00	0.00	0.00	0.00
TOTAL	\$5,377,557.00	4,311,677.00	\$1,065,880.00	\$977,088.50	88,791.50

TOTAL AMOUNT DUE: \$88,791.50

****Please remit payment to the address below. Thank you.**

DH

VA

Input: _____

Approved: _____

Kitchell CEM

**CITY OF SOUTH SAN FRANCISCO MEASURE W
Detail Breakdown of Work Performed**

Labor

<u>Employee</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Current Hours</u>	<u>Current Billing</u>
Dolores Montenegro	Program Manager	\$ 182.00	109.50	\$ 19,929.00
Omar Galvan	Project Manager	\$ 170.00	160.00	\$ 27,200.00
Brad Schultz	Architect	\$ 147.00	13.00	\$ 1,911.00
Roland Thomas	Mechanical Engineer	\$ 147.00	9.00	\$ 1,323.00
Matt Johnson	Civil Engineer	\$ 147.00	5.00	\$ 735.00
Gerald Neuffer	Electrical Engineer	\$ 147.00	9.00	\$ 1,323.00
Jamie Kale	Clerical	\$ 75.00	2.50	\$ 187.50
Milutin Backovich	Electrical Engineer	\$ 147.00	1.00	\$ 147.00
Arturo Taboada	Program Manager	\$ 220.00	14.00	\$ 3,080.00
Ranjit Sinja	Operations Manager	\$ 208.00	72.00	\$ 14,976.00
Leland Saylor Associates	Invoice # 28740			\$ 17,980.00
Total Labor			395.00	\$ 88,791.50



City of South San Francisco – Measure W – Community Civic Campus Program
Progress Report Number 26
Finance Reporting Period: End of March 2019
Reporting Period: March 2019

Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

The program includes design and construction of a new Police Station, Phase 1, and a joint Library/Recreation facility east of El Camino Real with a multi-use Theater/Council Chambers, Phase II. The Fire station west of El Camino Real will be fully designed but constructed as part of a future phase III.

Prior FY 17/18 Carry-over, Approved 2018/2019 FY Budget, Expenses (end of February), and Balance

Prior Fiscal Year 2017/2018 Carry-over Amount: \$5,284,960
Approved 2018/2019 Fiscal Year Budget: \$8,668,000 (Total w/Carry-over: \$13,952,960)
Expenses through end of March 2019: \$3,732,972
Budget balance at end of March 2019: \$10,219,988

Progress – Key Milestones Achieved

March 2019: Continued participation in discussions with BART and PG&E regarding easements. Continued discussions regarding temporary access for SFPUC/BART, and coordinated meetings with both. Scheduled follow-up meeting with BART and SFPUC. Continued participation in weekly core team meetings with ACM, and SG. Attendance/participation in Alignment Session. Attended/participated in schematic design progress meetings with CSSF & SG. Prepared and issued review comments on 100% SD for Fire and LPR, as well as updated cost estimate & reconciliation meeting w/SG / Directional Logic. Continued to attend coordination meeting with various design groups: Rule 20A Underground Utility District (UUD) and SummerHill Homes development, SFPUC teams. Coordinated & provided monthly website content updates. Issued final draft pre-qualification package to City for general contractors for final review by City’s PWD. Prepared master schedule and budget update (March updates).

Upcoming – Target Milestones

April 2019: Continue participation in discussions with BART and PG&E regarding easements. Continue discussions on temporary access for SFPUC/BART, and coordinate meetings with both. Schedule follow-up meetings with PG&E, BART and SFPUC. Kick-off efforts with Gray-Bowen-Scott (GBS) to enable initial discussions with Caltrans on encroachment permits (tiebacks and ECR improvements). Continue participation in weekly core team meetings with ACM, and SG. Attendance/participation in updated schematic design progress meetings for LPR with CSSF & SG. Prepare and issue review comments on 50% DD for PD, as well as updated cost estimate & reconciliation meeting w/SG / Directional Logic. Issue recommendation memo re: Design of Fire Station stopping at end of DD phase. Finalize research efforts on use of Power Purchase Agreement (Solar for PD). Continue to attend coordination meeting with various design groups: Rule 20A Underground Utility District (UUD) and SummerHill Homes development, SFPUC teams. Coordinate & provide monthly website content updates. Issue final pre-qualification package to City for general contractors for final review by City ACM/CAO. Prepare master schedule and budget update (April updates).

Upcoming Council/Committee Reports/Meetings

April 16, 2019 – Design Review Board (Police Station)
April 17, 2019 – SFPUC Project Review (LPR) – SmithGroup Only
April 18, 2019 – Planning Commission (Police Station)
April 24, 2019 - City Council (Q3 Updates)