

**EXHIBIT A - CONSULTING SERVICES AGREEMENT  
BETWEEN THE CITY OF SOUTH SAN FRANCISCO AND  
EKI Environment & Water, Inc.**

THIS AGREEMENT for consulting services is made by and between the City of South San Francisco ("City") and EKI Environment & Water, Inc., of Burlingame. ("Consultant") (together sometimes referred to as the "Parties") as of April 24, 2019 (the "Effective Date").

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A, attached hereto and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2022, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Sections 1.1 and 1.2 above and to satisfy Consultant's obligations hereunder.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed \$687,100, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, or Consultant's compensation schedule attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered

pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 **Invoices.** Consultant shall submit invoices, not more often than once per month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills (i.e., Progress Bill No. 1 for the first invoice, etc.);
- The beginning and ending dates of the billing period;
- A task summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds eight hundred (800) hours, which shall include an estimate of the time necessary to complete the work described in **Exhibit A**;
- The amount and purpose of actual expenditures for which reimbursement is sought;
- The Consultant's signature.

2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant. City shall have no obligation to pay invoices submitted ninety (90) days past the performance of work or incurrence of cost.

2.3 **Final Payment.** City shall pay the last ten percent (10%) of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

- 2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto and incorporated herein as Exhibit B.

- 2.6 **Reimbursable Expenses.** The following constitute reimbursable expenses are authorized by this Agreement: mileage, parking, tolls, printing, out of area travel, conference calls, postage, express mail, delivery. Reimbursable expenses shall not exceed \$1,000.00. Expenses not listed above are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under Section 2 of this Agreement that shall not be exceeded.

- 2.7 **Payment of Taxes, Tax Withholding.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes. To be exempt from tax withholding, Consultant must provide City with a valid California Franchise Tax Board form 590 ("Form 590"), as may be amended and such Form 590 shall be attached hereto and incorporated herein as Exhibit D. Unless Consultant provides City with a valid Form 590 or other valid, written evidence of an exemption or waiver from withholding, City may withhold California taxes from payments to Consultant as required by law. Consultant shall obtain, and maintain on file for three (3) years after the termination of this Agreement, Form 590s (or other written evidence of exemptions or waivers) from all subcontractors. Consultant accepts sole responsibility for withholding taxes from any non-California resident subcontractor and shall submit written documentation of compliance with Consultant's withholding duty to City upon request. .

- 2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

- 2.10 **Prevailing Wage.** Where applicable, the wages to be paid for a day's work to all classes of laborers, workmen, or mechanics on the work contemplated by this Agreement, shall be not less than the prevailing rate for a day's work in the same trade or occupation in the locality within the state where the work hereby contemplates to be performed as determined by the Director of Industrial Relations pursuant to the Director's authority under Labor Code Section 1770, et seq. Each laborer, worker or mechanic employed by Consultant or by any subcontractor shall receive the wages herein provided for. The Consultant shall pay two hundred dollars (\$200), or whatever amount may be set by Labor Code Section 1775, as may be amended, per day penalty for each worker paid less than prevailing rate of per diem wages. The difference between the prevailing rate of per diem wages and the wage paid to each worker shall be paid by the Consultant to each worker.

An error on the part of an awarding body does not relieve the Consultant from responsibility for payment of the prevailing rate of per diem wages and penalties pursuant to Labor Code Sections 1770 1775. The City will not recognize any claim for additional compensation because of the payment by the Consultant for any wage rate in excess of prevailing wage rate set forth. The possibility of wage increases is one of the elements to be considered by the Consultant.

- a. Posting of Schedule of Prevailing Wage Rates and Deductions. If the schedule of prevailing wage rates is not attached hereto pursuant to Labor Code Section 1773.2, the Consultant shall post at appropriate conspicuous points at the site of the project a schedule showing all determined prevailing wage rates for the various classes of laborers and mechanics to be engaged in work on the project under this contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.
- b. Payroll Records. Each Consultant and subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the Consultant in connection with the public work. Such records shall be certified and submitted weekly as required by Labor Code Section 1776."

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve

incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide Certificates of Insurance, attached hereto and incorporated herein as **Exhibit C**, indicating that Consultant has obtained or currently maintains insurance that meets the requirements of this section and under forms of insurance satisfactory, in all respects, to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s).

**4.1 Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator (as defined in Section 10.9). The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

**4.2 Commercial General and Automobile Liability Insurance.**

**4.2.1 General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting there from, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 **Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 8 and 9. No endorsement shall be attached limiting the coverage.

4.2.3 **Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

#### 4.3 **Professional Liability Insurance.**

4.3.1 **General requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS \$150,000 per claim.

4.3.2 **Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

#### 4.4 All Policies Requirements.

4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 Notice of Reduction in or Cancellation of Coverage. A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

4.4.4 Additional insured; primary insurance. City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

4.4.5 Deductibles and Self-Insured Retentions. Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. Further, if the Consultant's insurance policy includes a self-insured retention that

must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.4.7 **Wasting Policy.** No insurance policy required by Section 4 shall include a "wasting" policy limit.

4.4.8 **Variation.** The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

4.5 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- b. Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- c. Terminate this Agreement.

**Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.** To the fullest extent permitted by law, Consultant shall indemnify, defend with counsel selected by the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

**Section 6. STATUS OF CONSULTANT.**

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

- 6.2 **Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent or to bind City to any obligation whatsoever.

**Section 7. LEGAL REQUIREMENTS.**

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals, including from City, of what-so-ever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

**Section 8. TERMINATION AND MODIFICATION.**

- 8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement for cause upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the date of notice of termination; City, however, may condition payment of such compensation upon Consultant delivering to City all materials described in Section 9.1.

8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not assign or subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

8.4.1 **Subcontracting**

A. Nothing contained in this Agreement or otherwise, shall create any contractual relationship between City and any subconsultant(s), and no subcontract shall relieve Consultant of its responsibilities and obligations hereunder. Consultant agrees to be as fully responsible to City for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Consultant. Consultant's obligation to pay its subconsultant(s) is an independent obligation from City's obligation to make payments to the Consultant.

B. Consultant shall perform the work contemplated with resources available within its organization and no portion of the work pertinent to this contract shall be

subcontracted without written authorization by City's Contract Administrator, except that, which is expressly identified in the approved Scope of Work.

- C. Consultant shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to Consultant by City.
- D. Any subcontract in excess of \$25,000 entered into as a result of this contract shall contain all the provisions in this contract to be applicable to subconsultants.
- E. Any substitution of subconsultant(s) must be approved in writing by City's Contract Administrator prior to the start of work by the subconsultant(s).

8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.6.3 Retain a different consultant to complete the work described in **Exhibit A** not finished by Consultant; or

8.6.4 Charge Consultant the difference between the cost to complete the work described in **Exhibit A** that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

## **Section 9. KEEPING AND STATUS OF RECORDS.**

9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are

confidential and will not be released to third parties without prior written consent of both parties unless required by law.

9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

9.3.1 **Retention of Records/Audit**

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; Consultant, subconsultants, and City shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the Agreement. All parties shall make such materials available at their respective offices at all reasonable times during the term of the Agreement and for three years from the date of final payment under the Agreement. The state, State Auditor, City, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of Consultant and its certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of \$25,000 shall contain the provision.

9.3.2 **Audit Review Procedures.**

- A. Any dispute concerning a question of fact arising under an interim or post audit of this Agreement that is not disposed of by agreement, shall be reviewed by City's Finance Director.
- B. Not later than 30 days after issuance of the final audit report, Consultant may request a review by City's Finance Director of unresolved audit issues. The request for review will be submitted in writing.

- C. Neither the pendency of a dispute nor its consideration by City will excuse Consultant from full and timely performance, in accordance with the terms of this contract.

**9.4 Records Submitted in Response to an Invitation to Bid or Request for Proposals.** All responses to a Request for Proposals (RFP) or invitation to bid issued by the City become the exclusive property of the City. At such time as the City selects a bid, all proposals received become a matter of public record, and shall be regarded as public records, with the exception of those elements in each proposal that are defined by Consultant and plainly marked as "Confidential," "Business Secret" or "Trade Secret."

The City shall not be liable or in any way responsible for the disclosure of any such proposal or portions thereof, if Consultant has not plainly marked it as a "Trade Secret" or "Business Secret," or if disclosure is required under the Public Records Act.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a prospective bidder submits is a trade secret. If a request is made for information marked "Trade Secret" or "Business Secret," and the requester takes legal action seeking release of the materials it believes does not constitute trade secret information, by submitting a proposal, Consultant agrees to indemnify, defend and hold harmless the City, its agents and employees, from any judgment, fines, penalties, and award of attorneys fees awarded against the City in favor of the party requesting the information, and any and all costs connected with that defense. This obligation to indemnify survives the City's award of the contract. Consultant agrees that this indemnification survives as long as the trade secret information is in the City's possession, which includes a minimum retention period for such documents.

**Section 10 MISCELLANEOUS PROVISIONS.**

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including arbitration or an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County San Mateo or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any

provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

- 10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve (12) months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

- 10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.9 **Contract Administration.** This Agreement shall be administered by Richard Cho ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.
- 10.10 **Notices.** All notices and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given (i) when received if personally delivered; (ii) when received if transmitted by telecopy, if received

during normal business hours on a business day (or if not, the next business day after delivery) provided that such facsimile is legible and that at the time such facsimile is sent the sending Party receives written confirmation of receipt; (iii) if sent for next day delivery to a domestic address by recognized overnight delivery service (e.g., Federal Express); and (iv) upon receipt, if sent by certified or registered mail, return receipt requested. In each case notice shall be sent to the respective Parties as follows:

Consultant

EKI Water & Environmental  
577 Airport Boulevard, Suite 500  
Burlingame, CA 94010

City:

City Clerk  
City of South San Francisco  
400 Grand Avenue  
South San Francisco, CA 94080

- 10.11 **Professional Seal.** Where applicable in the determination of the contract administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.

Seal and Signature of Registered Professional with  
report/design responsibility.

- 10.12 **Integration.** This Agreement, including all Exhibits attached hereto, and incorporated herein, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral pertaining to the matters herein.
- 10.13 **Counterparts.** This Agreement may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one Agreement, which shall be binding upon and effective as to all Parties..
- 10.14 **Construction.** The headings in this Agreement are for the purpose of reference only and shall not limit or otherwise affect any of the terms of this Agreement. The parties have had

an equal opportunity to participate in the drafting of this Agreement; therefore any construction as against the drafting party shall not apply to this Agreement.

10.15 **No Third Party Beneficiaries.** This Agreement is made solely for the benefit of the Parties hereto with no intent to benefit any non-signatory third parties.

10.16 **Cost Principles and Administrative Requirements.**

A. Consultant agreed that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items not otherwise identified in the Scope of Work.

B. Consultant also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C. Any costs for which payment has been made to Consultant that are determined by subsequent audit to be unallowable under 49CFR, Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by Consultant to City.

D. All subcontracts in excess of \$25,000 shall contain the above provisions.

10.17 **Rebates, Kickbacks or Other Unlawful Consideration.** Consultant warrants that this Agreement was not obtained or secured through rebates, kickbacks or other unlawful consideration, either promised or paid to any City employee. For breach or violation of this warranty, City shall have the right in its discretion; to terminate the Agreement without liability; to pay only for the value of the work actually performed; or to deduct from the total compensation stated in this Agreement; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

10.18 **Statement of Compliance.**

A. Consultant's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that Consultant has, unless exempt, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

B. During the performance of this Agreement, Consultant and its subconsultants shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultants and subconsultants shall comply with the provisions of the Fair

Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

- C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 – Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the State of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance of their assignees and successors in interest.
- D. The Consultant, with regard to the work, performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

#### **10.19 Debarment and Suspension Certification.**

- A. Consultant's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that Consultant has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to City.
- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Consultant responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.

C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal Highway Administration.

The Parties have executed this Agreement as of the Effective Date.

CITY OF SOUTH SAN FRANCISCO

Consultants

\_\_\_\_\_  
Mike Futrell, City Manager

\_\_\_\_\_  
NAME:

**Attest:**

\_\_\_\_\_  
City Clerk

**Approved as to Form:**

\_\_\_\_\_  
City Attorney

2729962.1

## EXHIBIT A: Scope of Services



### 1. PROJECT BACKGROUND

The City of South San Francisco (City) is planning on implementing a protective coatings program to improve the longevity of aging and degrading wastewater facilities. The coatings program addresses coatings at the City's Water Quality Control Plant (WQCP or Plant), and coatings at the City's Pump Stations, herein referred to as the "Design of WQCP Coating And Corrosion Protection Project (Project)." The coatings program stems from the City's 2011 Facility Plan Update which resulted in condition assessments documented in technical memoranda that addressed coatings improvements for the Plant and Pump Stations, respectively.

The City engaged EKI to help structure a multi-year, phased program to coat Plant and Pump Station facilities. EKI reviewed the technical memoranda; toured the Plant and Pump Station facilities; summarized asset coating by priority (Priority 1, Priority 2, and Priority 3) displaying asset ranking; and conducted a Workshop with City staff that resulted in identifying a phased, prioritized approach for Plant and Pump Station coatings improvements.

The City solicited a Request for Proposal (RFP) for the Project and selected EKI Environment & Water, Inc. (EKI; formerly known as Erler & Kalinowski, Inc.). S. Peter Vorametsanti, Consulting Project Manager for the Project requested that EKI provide a cost proposal. Scope of Services are presented below, consistent with the tasks described in the RFP with assumptions specified in EKI's Proposal submittal. In addition, two additive tasks are described: Additive Task 6 - Coating Inspection (no clarifiers) and Additive Task 7 - Primary Clarifier Coating Inspection.

The proposed Project schedule follows the task-fee discussion.

### 2. OWNER-SIDE PROJECT ROLES

As part of identifying owner-side Project participation, the following owner-side entities are identified:

- Project Sponsor: Brian Schumacker, Plant Superintendent or his designee.
- Engineering & CIP Manager: Mathew Ruble, Acting Principal Civil Engineer;
- Plant Maintenance Supervisor (responsible for Pump Stations): Arron Gordon or his designee.
- Consultant Project Manager: Swinerton Management and Consulting - S. Peter Vorametsanti; and
- Consultant WWDIP Program Manager: Steve Tarantino, who will communicate any WWDIP construction-related issues impacting the Plant Coatings Project.

## EXHIBIT A: Scope of Services



### 3. SCOPE OF WORK

Table 1, Table 2, and Table 3 summarize the scope of plant and pump station components to be coated. These tables are located at the back of this section.

As directed by the City Consultant Project Manager, EKI contacted the Wet Weather and Digester Improvements Project (WWDIP) design engineer concerning Secondary Clarifier coating. The WWDIP design engineer confirmed that Secondary Clarifier coating, which was originally part of the WWDIP, was removed because the City is planning on replacing Secondary Clarifier mechanisms in the future. Therefore, Secondary Clarifier coating is shown in strike out in Coatings Project scope Table 1 and Table 2, respectively.

Tasks with assumptions and proposed level of effort are described below. In addition to the tasks requested in the RFP, EKI proposes two additive tasks associated with Coatings Inspection:

- Additive Task 6 - Coating Inspection (no clarifiers)
- Additive Task 7 - Primary Clarifier Coating Inspection

The rationale for these two additive tasks is discussed below under the task heading.

Following the scope of services is the level of effort to complete the tasks.

#### **Task 1 - Project Management and Meetings**

Task scope is as follows:

1. Provide project management and administration.
2. Conduct all project coordination meetings.
3. Conduct meetings with all other agencies involved with WQCP upgrade such as current Digester Replacement Project team, environmental agencies, utility companies, neighboring landowners, etc.
4. Prepare monthly project status reports.
5. Conduct regular project update meetings and prepare meeting notes.

#### EKI Assumptions

- EKI will conduct monthly standing meetings to review progress and maintain communication. Meetings for each of the three phases will include: kickoff meeting; and design review meetings (50% and 90% design deliverables), which may replace monthly meeting, as appropriate.
- A 100% design deliverables meeting is not required.
- Meetings covered in this task address design and bid support only. Meetings during construction are assumed to be by phone with brief status check ins.

## EXHIBIT A: Scope of Services



### Task 2 – Field Verify and Confirm Findings of Applicable Technical Memoranda

Task scope is as follows:

1. Perform verification and confirmation of components identified in the applicable Technical Memoranda. Inspect all deficiencies identified in the Technical Memoranda to obtain full understanding of the situation.
2. Provide technical memorandum describing the types of corrosion observed (e.g. submerged vs exposed, and metals vs concrete) and appropriate corrosion protection coating processes (e.g., asset preparation, selection of coating materials, application method, testing, and inspection.).
3. Meet with and discuss with plant key personnel to gain consensus on the work to be done including but not limited to methodology, products, temporary facility/shut down/bypass of plant operation, and time of year to perform this work.
4. Understand and coordinate staging of the project with all other construction and operational activities that are anticipated at the plant.
5. Prioritize and develop phasing schedule for the construction work such that the City may offer the work as three separate contracts issued for three consecutive dry seasons. Phasing schedule should consider grouping like coating tasks and minimizing impact on Plant operations.

#### EKI Assumptions

- As part of this task, EKI will conduct a coordination meeting, concurrent with the Project Kickoff meeting, to confirm City priorities for Plant and Pump Station coating requirements. EKI will bring the Plant site plan and Pump Stations location map used during the original EKI-City Workshops and work scope defined in the RFP.
- EKI will walk the Plant and Pump Stations' sites with Project Sponsor, Plant Maintenance Supervisor, and Consultant Project Manager to confirm or change the scope and/or priorities.
- EKI will meet with WWDIP design engineer to determine any coatings improvements overlap with the Coatings Project. The WWDIP PM will request a detailed list of coating-related work from the WWDIP design engineer prior to the meeting.
- EKI will coordinate with WWDIP PM to go through the WWDIP construction schedule to identify potential conflicts between the two projects that will feed into a preliminary phased Coatings Project schedule. Per the task 3 scope, this schedule will be updated for the 90% Plant Coatings Project design review meeting to confirm if there are any conflicts with WWDIP construction.
- Task will produce a brief Basis of Design technical memorandum documenting Project scope and schedule.

## EXHIBIT A: Scope of Services



### **Task 3 – Design of Corrosion Protective Coatings for the Deficient Components Identified in the Applicable Technical Memoranda**

For each phase of the three phases of work, prepare final design of all elements outlined in the condition assessment technical memoranda. Design documents should address related construction issues such as worker safety (e.g., mechanical and electrical equipment, coating product MSDSs, confined spaces, biohazards, etc.), environmental protection (e.g., dust control, chemical air quality control, water quality protection), and Plant operational impacts (e.g., sequencing equipment shut-downs, providing temporary by-passes, etc.)

Task scope is as follows:

1. Prepare and submit 50% design documents for City review.
2. Prepare 90% submittal to address and incorporate all comments from the 50% submittal.
3. Prepare 100% bid documents ready for public bidding,
4. Prepare 50%, 90%, and 100% construction cost estimates.
5. Prepare preliminary construction schedule at 90% design submittal stage.

#### EKI Assumptions

- Based on discussions with the Consultant Project Manager, project phasing is as follows:
  - Phases will occur yearly, starting with Phase 1 to Phase 2 and then Phase 3.
  - For each phase, design will occur prior to coating. This approach allows the Project to evolve, with subsequent phases employing lessons learned from the prior phase.
  - Therefore, three (3) bid packages will be developed, one for each phase.
- EKI will employ the 2013 EJCDC front end specifications for the Project.
- EKI has assumed level of effort to provide an overview plan and descriptive specification for temporary solids handling so that the cake hopper and solids handling coating work can be performed uninterrupted.
- EKI has assumed level of effort to provide an overview plan and descriptive specification for temporary flare so that flare recoating work can be performed uninterrupted.
- EKI's scope does not address any permitting that may be associated with temporary flare facilities.
- Regarding the Phase 1 50% design submittal, EKI proposes to submit the highest priority Pump Station design three weeks prior to submitting the remainder of the pump station designs. This approach will allow EKI to receive back and identify typical City Pump Station comments that will be addressed on the other Phase 1 Pump Station designs, to streamline subsequent City commenting.
- As state in Task 1, EKI assumes that a 100% design review meeting is not required.
- Reviews shall be attended by Project Sponsor, Plant Maintenance Supervisor, and Consultant Project Manager.

## EXHIBIT A: Scope of Services



### **Task 4: Bid Period Services**

Task scope is as follows:

1. Provide a list of potential bidders known to the Consultant.
2. Conduct pre-bid meeting with potential bidders.
3. Respond to technical questions from bidders.
4. Prepare addendum as required to clarify bid documents.
5. Print and distribute bid documents and addendum.

#### EKI Assumptions

- EKI will conduct one pre-bid meeting for each Project phase.
- EKI assumes two addenda per phase bid.
- EKI will use Barker Blue for distributing bid documents and addenda.

### **Task 5: Construction Period Services**

Task scope is as follows:

1. Attend pre-construction meeting.
2. Provide engineering services to review, evaluate and recommend acceptance of any product substitution, product submittal, field condition deviation, Requests for Information, and any other design related issues.
3. Assist with any Change Order and claim related issues.
4. Update existing plant-wide short circuit analysis, protective device coordination study, and arc-flash analysis. See Assumptions below.
5. Convert red-lined drawings prepared by contractor to record drawings.

#### EKI Assumptions

- EKI will conduct one pre-construction meeting for each Project phase.
- EKI assumes the following per phase:
  - Nine submittals and resubmittals.
  - Six requests for information (RFIs).
  - Three requests for quotation (RFQ).
- The original scopes' plant-wide circuit analysis, protective device coordination study, and arc-flash analysis are not part of the scope of the Coatings Project.

### **Additive Task 6: Coating Inspection (not including Primary Clarifiers)**

As discussed with the Consultant Project Manager, inspection during coating is essential to a good installation that lasts the advertised life time which can be anywhere from five years to

## EXHIBIT A: Scope of Services



fifteen years. Prior discussions with the Plant Maintenance Supervisor indicated that premature coatings failure was observed at the Lindenville Pump Station generator enclosure. The City's long-term commitment to plant and pump station renewal warrants a rigorous and comprehensive approach to coating inspection to help insure a successful Coating Project whose investment is long lasting and achieves or potentially exceeds the high-end range for coatings life listed above.

The EKI team's rigorous and comprehensive approach to providing Coatings Construction inspection services for the Project as part of this task and Additive Task 7 (described below) follows.

Task scope is as follows:

### 1) **Pre-construction:**

- Attend pre-construction meeting / review of specifications (ASTM D-3226)
- Attend on-site familiarization session
- Document pre- site conditions

### 2) **Document Surface Condition:**

- Condition of edges, weld splatter (NACE SPO-178)
- Grease oil, or both (black light)
- Protective coverings in place
- Air temperature (ASTM-E-377)
- Surface temperature (ASTM-E-377)
- Dew point, r/h (ASTM-E-377)
- Wind direction, velocity
- Visible moisture (ASTM-E-377)

### 3) **Observe Blast Cleaning:**

- Ambient conditions (ASTM-E-377)
- Type and size of abrasive (ASTM D-6237)
- Surface contamination- sulfates, chlorides (SSPC guide 15)
- Clean and dry abrasive (SSPC AB-1)
- Compressed air check / white blotter (ASTM-d 4285)
- Nozzle air pressure / pressure gauge

### 4) **Observe Surface Preparation:**

- Dust and abrasive removal / visual observation (ISO-8502-3)
- Degree of cleanliness / SSPC/NACE. standards (SSPC SP)
- Profile measurement /testex tape (ASTM D-4417)
- Magnetic base reading (SSPC PA-2)
- Weld preparation (NACE-SPO-178)

### 5) **Observe Coatings Application:**

- Ambient conditions (ASTM-E-377)
- Time from surface preparation to application / record (ASTM D-6237)
- Coating viscosity / drip type (ASTM-D-4212)

## EXHIBIT A: Scope of Services



- Compressed air check / white blotter (ASTM-D 4285)
- Protective coverings in place / visual
- Ratio compliance (MPDS)
- Amine blush testing between coats
- Time application began / record (ASTM D-6237)
- Continue to monitor temperature and humidity conditions (ASTM-E-377)
- Record batch numbers and mixing procedure (ASTM D-6237)
- Induction time observed-proper thinning (MPDS)
- Film thickness / wet (ASTM D-4414)
- Re-coat times observed (MPDS)
- Inner-coat cleanliness (ISO-8085-3)
- Film defects, runs, sags, dry spray, and voids

### 6) Perform Final Inspection:

- Check for amine blush
- Dry film thickness / readings (SSPC PA-2 / ASTM D-1400)
- Holiday inspection / (NACE SPO 188-88)
- Solvent test / total cure (ASTM D-4502)
- Proper surface preparation for repairs (MPDS)
- Closing written report, photographs, contractor summary. (ASTM D-6237)

As part of this task, the EKI team will oversee the Quality Assurance and insure that all current NACE, ASTM and SSPC standards are being followed as per the plans and specifications.

The fee proposed with this scope of services and level of effort is based on our team's experience for what is required for a successful Coatings Project.

### EKI Assumptions

- For each Phase, EKI management associated with Coatings Inspection assumes 16 weeks duration at 1.5 hours per week.

### **Additive Task 7: Primary Clarifier Coating Inspection**

The WQCP has four Primary Clarifiers. Clarifier coating is a significant investment for the City with the goal of a long-lasting installation that approaches the higher end of the five-year to fifteen-year life for a typical coatings installation.

EKI's coating inspector has over 40-years of experience in this arena and has estimated a level of effort of 160 hours per clarifier for a four-clarifier inspection level of effort of 640 hours. This level of effort entails performing the scope described in Additive Task 6.

### EKI Assumptions

- For Primary Clarifier coating, EKI management associated with Coatings Inspection assumes 16 weeks duration at 0.5 hours per week.

## EXHIBIT A: Scope of Services

**Table 1. Plant and Collection System PS Recoating Projects, by Phase.**

Individual Recoating Projects	Phase 1	Phase 2	Phase 3
<b><u>Plant:</u></b>			
Plant Sludge Dewatering Building and Cake Hopper	✓		
<b><u>Collection System PSs:</u></b>			
Pump Station #9: San Mateo Pump Station	✓		
Pump Station #11: Shaw Road Pump Station	✓		
Lindenville Pump Station	✓		
<b><u>Plant:</u></b>			
Outdoor Electrical: Switchgear/Transformers/MCCs		✓	
Flare Stack		✓	
3 Water Pump Station		✓	
Effluent Pond Fill/Drain Pump Station		✓	
Effluent Pump Station		✓	
Primary Clarifier No. 1-4		✗	✓
Primary Sludge Pump Station		✓	
<b><u>Collection System PSs:</u></b>			
Pump Station #5		✓	
Pump Station #6		✓	
Pump Station #7		✓	
Pump Station #8		✓	
<b><u>Plant:</u></b>			
Sludge Control Building			✓
RAS/WAS Pump Station No. 1			✓
Blower Building No. 1-2			✓
DAF No. 1-2			✓
DAF Equipment Building			✓
<del>Secondary Clarifier No. 1-3</del>			✗
Sludge Storage Tank			✓
<b><u>Collection System PSs:</u></b>			
Pump Station #10			✓
Pump Station #3			✓
Pump Station #4			✓
Pump Station #14			✓

## EXHIBIT A: Scope of Services



**Table 2. Plant Recoating Projects – Assets to Recoat.**

Project	Primary Recoating Improvements/Scope
Sludge Dewatering Building & Cake Hopper	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• All non-SS Cake Hopper Metals</li> <li>• Misc. Metals &amp; Temporary Solids Handling</li> </ul>
Outdoor Electrical: Switchgear/Transformers/MCCs	<ul style="list-style-type: none"> <li>• Main Plant Switchgear</li> <li>• Transformer K &amp; K2, Switchboard EMS</li> <li>• Switchboard K1, New MCC K Bld., Old MCC K Bld.</li> </ul>
Flare Stack	<ul style="list-style-type: none"> <li>• Recoat Flare Stack</li> </ul>
3 Water Pump Station	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets/Misc. Metals</li> </ul>
Effluent Pond Fill/Drain Pump Station	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets/Misc. Metals</li> </ul>
Effluent Pump Station	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets/Misc. Metals</li> </ul>
Primary Clarifiers No. 1-4	<ul style="list-style-type: none"> <li>• Drives/Clarifier Mechanisms/Bridges</li> <li>• Pipes/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets/Misc. Metals</li> </ul>
Primary Sludge Pump Station	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets</li> <li>• Building Doors/Louvers/Misc. Metals</li> </ul>
Sludge Control Building	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets</li> <li>• Building Doors/Louvers/Misc. Metals</li> </ul>
RAS/WAS Pump Station No. 1	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets</li> <li>• Building Doors/Louvers/Misc. Metals</li> </ul>
Blower Building No. 1-2	<ul style="list-style-type: none"> <li>• Equipment/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets</li> <li>• Building Doors/Louvers/Misc. Metals</li> </ul>
DAF No. 1 - 2	<ul style="list-style-type: none"> <li>• Pipes/Valves/Tanks/Appurtenances</li> <li>• Stairs/Walkways/Handrails</li> <li>• Drives</li> <li>• Non-SS/Non-Al MCC/Cabinets/Misc. Metals</li> </ul>
DAF Equipment Building	<ul style="list-style-type: none"> <li>• Pumps/equipment/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets</li> <li>• Building Doors/Louvers/Misc. Metals</li> </ul>
<del>Secondary Clarifiers No. 1-3</del>	<ul style="list-style-type: none"> <li><del>• Drives/Clarifier Mechanisms/Bridges</del></li> <li><del>• Pipes/valves/appurtenances</del></li> <li><del>• Non-SS/Non-Al MCC/Cabinets</del></li> </ul>
Sludge Storage Tank	<ul style="list-style-type: none"> <li>• Pumps/piping/valves/appurtenances</li> <li>• Non-SS/Non-Al MCC/Cabinets</li> <li>• Miscellaneous Metals</li> </ul>

## EXHIBIT A: Scope of Services



**Table 3. Collection System PS Projects – Assets to Recoat.**

Assets	Collection System Pump Stations										
	3	4	5	6	7	8	9	10	11	14	Lin
Pumps/Equipment	✓	✓	✓		✓			✓			
Piping/Valves/Pipe Supports/Appurtenances	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Generator		✓	✓		✓	✓				✓	✓
Diesel Tank and/or appurtenances							✓		✓		
Transformer											
Cranes/Monorail/Beams	✓	✓				✓	✓		✓		
Non-SS: Non-Al Railing/Stairs/Ladders	✓	✓	✓	✓	✓			✓			
Non-SS: Non-Al Hatches/Plating			✓		✓			✓			
Non-SS/Non-FRP: Platforms/Grating			✓								
Non-SS/Non-Al: MCC/Cabinets			✓	✓	✓					✓	✓
Non-SS/Non-Al: Misc. Metals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
HVAC fan enclosure	✓					✓					
HVAC discharge pipe		✓	✓								
Ducting/Vent Hood	✓	✓	✓								
Metal Doors/Louvers	✓	✓					✓		✓		
Walls/Floors/Steps	✓		✓		✓			✓			
Exterior Wood		✓									
CMU walls	✓										
Bollards		✓									✓
Light Poles										✓	✓
Support Beam (SCADA/Davit Crane)											✓
Potable Water											✓
Piping/Valves/Appurtenances											
Backflow Preventer Cage						✓					
Washdown Hose Rack											✓
Storage Building								✓			
Electrical Building						✓					
Electrical conduit/pull box		✓			✓						
PG&E Boxes		✓						✓			

EXHIBIT A: Scope of Services

TASKS	ESTIMATED EKI HOURLY LABOR						EKI LABOR COST (\$)	SUBCONSULTANT					TOTAL			
	Eki Personnel & Rates (\$/hr)							UNIT	QUANTITY	UNIT COST	DIRECT COST	10% MARKUP	TOTAL	TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)	
	CAD	GS	CS	SR	SR	SP										
	118	149	172	248	258											
<b>Task 1 - Project Management and Meetings</b>																
Project Management, Administration, Reporting (3 hr/wk, 7 mos)																
Kickoff Meetings (three)																
Project Monthly Status Meetings (5, excluding design reviews)																
Review Meetings with City (50% and 90% deliverables)																
Coordination with Plant Project + Other coordination (4 meetings)																
<b>Task 1 Subtotal</b>																
<b>Task 2 - Field Verify and Confirmation of Applicable Technical Memoranda</b>																
Tour plant and pump stations to confirm required improvements																
Coordinate w/Wet Weather Project to confirm coating project scope																
Conduct Meeting/Workshop to confirm project scope																
Meet with Wet Weather Project staff to sequence coatings work																
Produce Basis of Design TM with updated scope and work sequence																
<b>Task 2 Subtotal</b>																
<b>Task 3 - Design of Deficient Components Identified in the Applicable Technical Memos</b>																
Develop Front end Specifications (Div 0 & Div 1)																
Develop Technical Specs (except coating specs)																
Develop Protective Coatings Specifications																
<u>Phase 1:</u>																
Develop 50% Plans & Cost Estimate																
Develop 90% Plans & Cost Estimate																
Develop 90% Construction Schedule																
Develop 100% Plans & Cost Estimate																
<u>Phase 2:</u>																
Develop 50% Plans & Cost Estimate																
Develop 90% Plans & Cost Estimate																
Develop 90% Construction Schedule																
Develop 100% Plans & Cost Estimate																
<u>Phase 3:</u>																
Develop 50% Plans & Cost Estimate																
Develop 90% Plans & Cost Estimate																
Develop 90% Construction Schedule																
Develop 100% Plans & Cost Estimate																
<b>Task 3 Subtotal</b>																

**EXHIBIT A: Scope of Services**

TASKS	ESTIMATED EKI HOURLY LABOR						EKI LABOR COST (\$)	SUBCONSULTANT					TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)			
	Eki Personnel & Rates (\$/hr)							UNIT	QUANTITY	UNIT COST	DIRECT COST	10% MARKUP			TOTAL		
	CAD	GS	GS	SR	PR	SR											
	118	149	172	248	258			ls	1	\$290	\$290	\$29	\$319	\$815			
<b>Task 4 – Bid Period Services (3 bids, one for each phase)</b>  Provide a list of potential bidders (performed one time) Conduct pre-bid meeting (3 bids) Respond to technical questions from bidders (3 bids) Prepare addenda (2 per bid) as required to clarify bid documents (3 bids) Print and distribute bid documents and addenda (3)  Task 4 Subtotal				2			\$496							\$6,174			
		18		12	2.0		\$6,174								\$6,174		
		9		18	3.0		\$6,579	ls	1	\$1,740	\$1,740	\$174	\$1,914	\$8,493			
		24		24	6.0		\$11,076	ls	1	\$1,740	\$1,740	\$174	\$1,914	\$12,990			
		12		12	3.0		\$5,538							\$5,538			
		63		68	14.0		\$29,863						\$4,147	\$34,010	\$34,000		
	<b>Task 5 – Construction Period Services (3 construction projects, one for each phase)</b>  Attend pre-construction meeting (3) Engineering Services During Construction: Management (3 Constr. Projs.) Review Submittals (3 Constr Projs, 9 Submittals and Resubmittals per Proj.) Respond to RFIs (3 Constr. Projs, 6 RFIs per Proj.) Review RFQs /Coor Cos (3 Constr. Projs, 3 RFQs per Proj.) Convert red-lined drawings prepared by contractor to record drawings  Task 5 Subtotal		9		9	3		\$4,347							\$4,347		
			72		24			\$16,680								\$16,680	
					54	27		\$20,358	ls	1	\$3,915	\$3,915	\$392	\$4,307	\$24,665		
					72	18		\$22,500	ls	1	\$2,610	\$2,610	\$261	\$2,871	\$25,371		
				54	18		\$18,036							\$18,036			
		83		27.5			\$19,113	ls	1	\$630	\$630	\$63	\$693	\$19,806			
		164		241	66		\$101,034						\$7,871	\$108,904	\$108,900		
<b>Additive Task 6 - Coating Inspection (not including Primary Clarifiers)</b>  Management of Coating Inspector (3 Constr. Projs.) Phase 1 Coating Inspection Phase 2 Coating Inspection Phase 3 Coating Inspection  Alt Task 6 Subtotal					72			\$17,856							\$17,856		
									ls	1	\$38,259	\$38,259	\$3,826	\$42,085	\$42,085		
									ls	1	\$31,025	\$31,025	\$3,103	\$34,128	\$34,128		
								ls	1	\$55,078	\$55,078	\$5,508	\$60,585	\$60,585			
				72			\$17,856						\$136,798	\$154,654	\$154,700		
<b>TOTALS: Task 1-Task 5 and Alternative Task 6</b>							<b>\$428,083</b>					<b>\$167,317</b>	<b>\$595,400</b>	<b>\$595,600</b>			
<b>Additive Task 7 - Primary Clarifier Coating Inspection</b>																	
Management of Coating Inspector (Primary Clarifiers)								ls	1	\$81,408	\$81,408	\$8,141	\$89,549	\$89,549			
Phase 3 Primary Clarifier (4) Coating Inspection																	
<b>Alt Task 7 Subtotal</b>							<b>\$1,984</b>						<b>\$89,549</b>	<b>\$91,533</b>	<b>\$91,500</b>		

## EXHIBIT B COMPENSATION SCHEDULE

**Client/Address: City of South San Francisco**

Engineering Services, WQCP Coating and Corrosion Project  
Attn: Mr. Mathew Ruble, P.E., Acting Principal Engineer  
315 Maple Avenue, South San Francisco, CA 94080



**Proposal/Agreement Date: 9 April 2019**

**EKI Project # B8-154**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC. <sup>1</sup>**

**1 January 2019**

<u>Personnel Classification</u>	<u>Standard Hourly Rate</u>	<u>Project Discounted Hourly Rate <sup>2</sup></u>
Officer and Chief Engineer-Scientist	286	258
Principal Engineer-Scientist	275	248
Supervising I, Engineer-Scientist	265	239
Supervising II, Engineer-Scientist	255	230
Senior I, Engineer-Scientist	243	219
Senior II, Engineer-Scientist	230	207
Associate I, Engineer-Scientist	219	197
Associate II, Engineer-Scientist	205	185
Engineer-Scientist, Grade 1	191	172
Engineer-Scientist, Grade 2	180	162
Engineer-Scientist, Grade 3	165	149
Engineer-Scientist, Grade 4	146	146
Engineer-Scientist, Grade 5	129	129
Engineer-Scientist, Grade 6	113	113
Technician	104	104
Senior GIS Analyst	133	133
CADD Operator / GIS Analyst	118	118
Senior Administrative Assistant	130	130
Administrative Assistant	103	103
Secretary	85	85

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus ten percent (10%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

~~A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in house copying will be charged at a rate of 4% of labor charges.~~ Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

~~CADD Computer time will be charged at twenty dollars (\$20.00) per hour.~~ In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

Rate for professional staff for legal proceedings or as expert witnesses will be at a rate of one and one-half times the Hourly Rates specified above.

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc.-and may be updated annually.

<sup>1</sup> Formerly known as Erler & Kalinowski, Inc.

<sup>2</sup> 10% discount applied to rates for Personnel Classification Engineer-Scientist Grade 3 and above

## INSURANCE CERTIFICATES

EXHIBIT D

FORM 590