

TASK ORDER NO. S&W-2025-01
TO MASTER ENGINEERING SERVICES AGREEMENT FOR
WATER AND WASTEWATER ENGINEERING SERVICES FOR
**(CIP 301-717) LAGOON PUMP STATION REHABILITATION AND CAPACITY
ENHANCEMENT (FY2023-2024)**

FORMERLY (CIP 301-717) ADD THIRD & FOURTH LAGOON PUMP &
(CIP 301-718) LAGOON PUMP STATION BUILDING REHABILITATION

This Task Order No. S&W-2025-01 ("Task Order") is made and entered into by and between the City of Foster City/Estero Municipal Improvement District ("City/District") and Schaaf & Wheeler, Consulting Civil Engineers, Inc. ("Consultant").

RECITAL

A. City and Consultant entered into an agreement entitled MASTER PROFESSIONAL SERVICES AGREEMENT FOR WATER AND WASTEWATER ENGINEERING SERVICES FOR (CIP 301-717) LAGOON PUMP STATION REHABILITATION AND CAPACITY ENHANCEMENT (FY2023-2024) dated January 21, 2025 ("Agreement"), by which the Consultant agreed to perform Water & Wastewater Engineering services in accordance with Task Orders issued by the City.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. INCORPORATION BY REFERENCE. This Task Order hereby incorporates by reference all items and conditions set forth in the Agreement.
2. SCOPE OF TASK ORDER. Consultant shall perform the services described in Exhibit "A," attached hereto and incorporated herein by reference, in accordance with the terms and conditions of the Agreement.
3. PAYMENT. For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the terms and conditions of the Agreement, in an amount not to exceed \$992,045 (including all hourly billings as well as reimbursable costs).
4. SIGNATURES. The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

City of Foster City

Consultant

By: Stacy Jimenez

Title: Mayor

Date: _____

By: Charles D. Anderson

Title: President

Date: _____

EXHIBIT A

SERVICES TO BE PROVIDED, PAYMENTS, PROJECTS, AND SCHEDULE FOR TASK
ORDER S&W-2025-01

WATER AND WASTEWATER ENGINEERING SERVICES FOR
**(CIP 301-717) LAGOON PUMP STATION REHABILITATION AND CAPACITY
ENHANCEMENT (FY2023-2024)**

FORMERLY (CIP 301-717) ADD THIRD & FOURTH LAGOON PUMP &
(CIP 301-718) LAGOON PUMP STATION BUILDING REHABILITATION

SERVICES TO BE PROVIDED

This is an Exhibit attached to and made a part of and incorporated by reference to the Task Order NO. S&W-2025-01, by and between Schaaf & Wheeler, Consulting Civil Engineers, Inc., hereinafter referred to as “**CONSULTANT**” and the City of Foster City/Estero Municipal Improvement District, hereinafter referred to as “**CITY/DISTRICT**” providing for professional services.

Task 1: Project Management

Consultant shall manage the project scope to complete work within the not-to-exceed fees limit and in accordance with the project schedule. Consultant is responsible to ensure that all services and deliverables meet the requirements of the City, FEMA, and the project as a whole. Task 1 includes correspondence, coordination, scheduling, contracting, and other work not described under other tasks, including overall quality control.

Project design work plan

A project work plan will be developed that provides a project overview, project baseline schedule including deliverable milestones, and a master list of deliverables. The work plan will encapsulate this project scope, which will be appended to the work plan. Information such as a contact list for City staff and consultant team, a health and safety plan, and invoicing instructions will also be provided.

Progress Meetings

Regular progress meetings at an initial monthly interval will be held to review the status of project work, schedule, and budget. The frequency of meetings may be adjusted depending on the level of project activity and upcoming deliverables.

Progress Reports

Monthly progress reports will be furnished with each invoice to provide an overview of the project budget including invoice amount, cumulative spent, percent complete, and budget remaining. Project status will be shown in a workflow graphic. Each progress report will provide a schedule update (compared to baseline), budget summary, a schedule and budget narrative for the project as a whole, and a narrative for the work completed during the billing period.

The schedule and budget status of each active project task will be narrated, including whether the task is on track to finish on schedule and within budget or if there are issues impacting the timely/successful completion of the task (and therefore, the overall project).

Quality Control

Schaaf & Wheeler and its subconsultants will follow a quality control (QC) procedure within

Bluebeam Revu that ensures product consistency and compliance with applicable standards pursuant to the standard of care.

Quality control will be maintained throughout all phases of project implementation using a parallel two-track process:

1. Systematic review of calculations, drawings, and specifications by the project manager during design with detailed work plans, schedule, and continuous progress monitoring.
2. In-depth independent team review of all work products. This team is not involved in the original planning or design.

This parallel track workflow is shown schematically as Figure 2 and allows for auditing and third-party verification of the internal QC process.

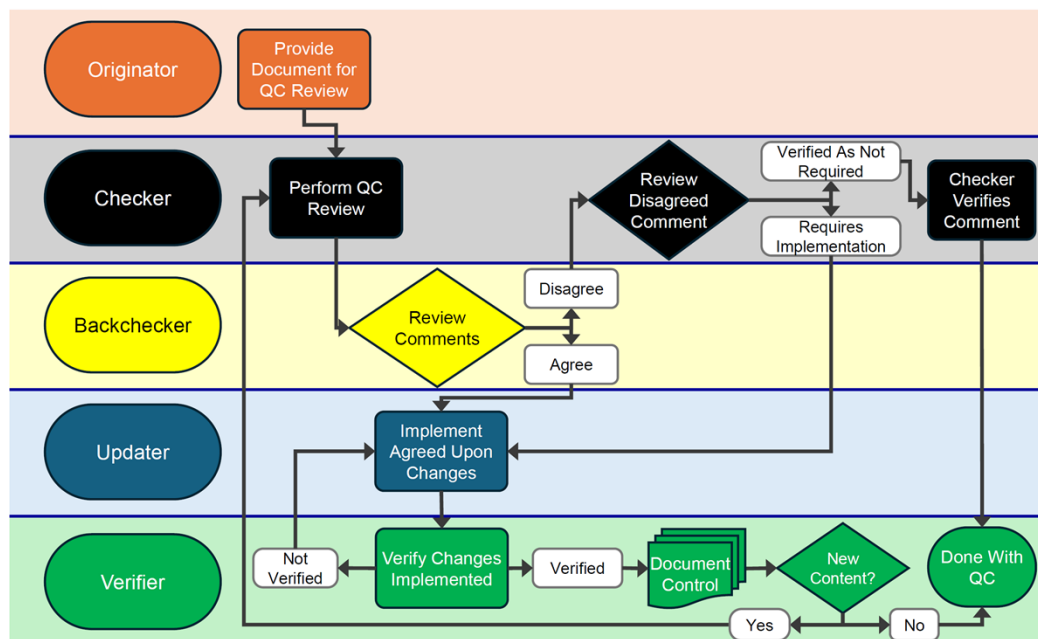


Figure 1: Quality Control Procedure

Task 1 Deliverables

- Project design work plan
- Quality control plan
- Quality control reports
- Progress meeting agenda and minutes
- Monthly invoices and progress reports

Task 2: Preliminary Engineering

Consultant will work with City staff through document research and on-site interviews to expand upon its understanding of the Central Lagoon and pumping system already gained from Consultant's previous work with the City. The Preliminary Design Report (PDR) developed as part of this task will establish and document project design direction, prepare conceptual designs, and provide conceptual construction cost estimates for each project element.

The PDR will address the following high-level design issues in detail:

- Design pump station capacity
- Long-term climate resilience
- Modifications for hydraulic performance
- Modifications for operation and maintenance
- Operation and control
- Engine fueling upgrades
- Structural modifications
- Construction phasing

Design pump station capacity will be established to select the new pumps and help address the question of whether the third and fourth pumps should be added while maintaining the existing two pumps, or if all four pumps should be new. Consultant will work with the City to establish a design project life and evaluate future climate change impacts through mid-century and end of century.

The PDR will provide recommendations for verifying existing pump capacities to a reasonable order of magnitude and how to replace and install new pumps and drivers to replace the existing pumps and drivers that will be removed as part of the rehabilitation project. Building modifications to facilitate equipment installation and removal access for equipment replacement will be presented and evaluated.

Modifications for Hydraulic Performance. Wet well modifications for improved hydraulic performance such as corner and floor fillets dimensioned per Hydraulic Institute standards or pump manufacturers' recommendations will be evaluated for incorporation into the structural wet well modifications.

The PDR will document design decisions made with City engineering and operations staff. We will also evaluate whether building modifications are needed for airflow based on combustion and cooling requirements for the new engine drive units.

Modifications for Long-term Operation and Maintenance. After rehabilitation, the Foster City Lagoon Pump Station is expected to provide long-term value and ease of operation and maintenance. For this task, Consultant will evaluate necessary modifications to the structure, equipment, and operation for:

- Worker and visitor safety
- Access for ongoing operation and maintenance
- Equipment installation and removal
- Trash rack and wet well cleaning
- Gate valves, sluice gates and flow controls for gravity discharge
- Fuel source and storage
- Afterbay maintenance including flow straightening vanes

Operation and Control. Consultant will design the replacement and upgrades to controls for up to four 750 horsepower diesel-driven pumps. This does not by itself necessitate an upgrade to the existing electrical service. The existing electrical infrastructure, which includes a 480V Motor Control Center (MCC) with an Automatic Transfer Switch for standby generator connection, a 480V distribution panel, and a lighting panelboard for single-phase loads—will be evaluated for adequate electrical capacity and physical bucket space to support the new equipment. If it does not, Consultant will provide a design for the necessary upgrades as an optional service.

The existing auxiliary components, including bar screens, valves, and gates, will be replaced in-kind and Consultant will design around the reuse of the existing electrical infrastructure, including distribution equipment and conduits. New conductors will be designed as needed to ensure reliable operation and compliance with current electrical standards. Any additional loads, such as larger or additional crane hoists, will be evaluated.

Replacements and upgrades for electrical equipment that has exceeded the end of its useful life will be described in the PDR. Pump station electrical components will be designed as part of this project to ensure continued reliability, improve maintainability, and bring the system into compliance with the current California Electrical Code (CEC). Upgrading to modern equipment would also provide opportunities to integrate updated technology, enhance system safety, and support future operational needs. This will be discussed in the PDR.

The current standard operating procedure for pump operation is fully manual and based on weather forecasts. Pump startup and shutdown are initiated by operators in anticipation of incoming storm events, without the aid of automated control logic. Per discussions with City personnel, the new pump control scheme will maintain this existing manual operational approach to align with current practices and operator preferences.

While the lagoon water level is currently monitored through the SCADA system, this data is used solely for alarming purposes and not for automated control of the pumps. The alarm serves as a safety measure to alert operators of high-water conditions, allowing for appropriate manual intervention when necessary.

The existing control panel, which is integrated into the motor control center (MCC) lineup, houses an annunciator panel, a HydroRanger controller and a SCADAPack remote terminal unit (RTU). The HydroRanger provides control for the bar screens, while the SCADAPack RTU manages communication with the SCADA system. Both components are in serviceable condition and will be reused as part of the upgraded system.

The existing Wonderware (now AVEVA) HMI will be updated to enhance visibility into the operation of the new diesel-driven pumps. Updates will include monitoring of key engine status indicators, such as RPM, runtime, and fuel level. The final selection of data points to be displayed will be determined in coordination with City staff during the design phase to ensure operational needs are met.

Engine Fueling and Emissions Upgrades. Consultant will present the City with recommended fuel and fuel storage system upgrades for the new engine drive units as part of the PDR. The required emission standard tier for stationary engine-driven flood control infrastructure will be established with the Bay Area Air Quality Management District (BAAQMD). Contract documents will be established so that responsibility for obtaining the Authority to Construct (ATC) and Permit to Operate (PO) applications are prepared by the Contractor using the engine manufacturer's prototype emissions data.

Additional measures may need to be taken to reduce engine emissions and meet California Air Resources Board (CARB) Tier 4 standards. These will be evaluated, including any exemptions, to prepare the PDR.

Structural Modifications. During the early stages of engineering, Biggs Cardosa Associates

will confirm existing conditions and identify viable concepts of the repair and/or replacement of structural components to meet current CBC requirements as defined for a rehabilitated building. Biggs Cardosa Associates will work with the design team to coordinate geotechnical, hydraulic, utility, and environmental considerations and evaluate impacts to cost, schedule, and constructability of each of the feasible structure concepts. The project goal is to address corrosion damage with replacement or repair, prepare the structure for four new pumps, replace the trash racks, and seismically retrofit the structure to essential service performance levels.

The PDR will identify the proposed structure type and discuss the various constraints, conditions, alternatives, design factors, and associated costs. These effects, along with other considerations, such as hydraulic, ADA, and environmental consequences, will be scoped in this design task and incorporated into the Type Selection Report, which will be included with the PDR.

To facilitate the seismic analysis of the rehabilitated building structure, potentially with modifications to the roof diaphragm, ENGEO will prepare a geotechnical study based on existing borings and CPTs they collected nearby during the design of the levee improvements.

Construction Phasing. The PDR will include a construction phasing plan to avoid pumping shutdowns or being out of service during winter months and does not unduly impinge on the contractor's selected means and methods. The pump station should never be without at least its currently installed pumping capacity.

An in-water work window will be defined based on jurisdictional regulations for work that must take place in the dry with the pump station fully shut down. This window is usually June 1 through November 30 and allows work activity like sediment removal, building flow baffles in the afterbay, trash rack modifications, wet well modifications, and below-water concrete repair. When the pump station is completely shut and dewatered during construction, Consultant will visually conform the structural condition of the wet well interior, including walls, ceiling, and floor, and adjust the scope of structural repair accordingly.

Task 2 Deliverables

- Kickoff meeting agenda and minutes
- Review of existing documents to be summarized in the PDR
- Interview of key City staff to understand existing conditions and operations
- Perform field and desktop inspections and investigations
- Design pump station capacity
- Preliminary analysis of permits needed and CEQA documentation
- PDR presentation to City staff at 60% and 95% level
- Preliminary design report including conceptual plans (30%) and construction estimate (outline, 60%, 95%, and final)

Task 3: Construction Documents

All components of the design plans, general, special and technical provisions, and estimates will be developed during this phase. All plan sheets that will be represented in the bid documents will be identified and fully developed during this phase.

Table 1 identifies the general sheet sets anticipated.

Table 1. Pump Station Rehabilitation Plan Sheets

Sheet Description	Number of Sheets	60%	90%
Title Sheet	1	•	•
Notes, Abbreviations and Legend	1	•	•
Site Access, Haul Routes, and Staging Areas	1	•	•
Stormwater Pollution and Construction BMPs	2		•
Demolition Plans and Sections	3	•	•
Improved Site Plan	1	•	•
Construction and Operations Phasing Plan	3	•	•
Site Control Plan	1	•	•
Pump Station Roof Plan	1	•	•
Pump Station Floor Plan	1	•	•
Pump Station Sections	4	•	•
Pump Station Elevations	2	•	•
Fuel System Modifications	1	•	•
Civil and Mechanical Details	3		•
Structural Notes and Symbols	1	•	•
Structural Special Inspection and Testing	1		•
Wet Well Modifications	2	•	•
Building Roof Modifications	2	•	•
Building Floor Modifications	1	•	•
Miscellaneous Building Modifications	2	•	•
Trash Rack Structural Modifications	1	•	•
Structural Sections	2	•	•
Structural Elevations	3	•	•
Structural Details	3		•
Electrical Legend, Symbols, and Abbreviations	1	•	•
Electrical Demolition	1	•	•
Electrical Plan: Construction Phasing	1	•	•
Electrical Equipment Layout	1	•	•
Underground and Overhead Conduit Plan	1	•	•
Power, Lighting, and Grounding Plan	1	•	•
Single Line Diagram and Control Schematics	2	•	•
Miscellaneous Control Diagrams	1	•	•
Elevation of Switchboards and Panelboards	1	•	•
Panel Schedule and Miscellaneous Schematics	1	•	•
Miscellaneous Electrical Details	2		•
Title 24 Calculations	2		•
SCADA and Schematic Diagrams	1	•	•

Task 3.1: 60% Plans, Specifications, and Estimates

An important part of this 60% PS&E process involves interdisciplinary review and coordination. The project manager and senior engineers will review the preliminary studies, recommendations, and the plan sheet sets to coordinate the technical issues and ensure consistency and completeness. The QC procedures outlined in Task 1 will be employed.

Prior to delivering the 60% design documents, the design team will conduct additional site investigations to confirm that existing conditions are depicted accurately in the bid documents. Design team members will perform field visits to verify uncertain features and to clarify dimensions and project elements.

Consultant's internal quality control review for the 60% submittal will include the review of the design package for compliance with City standards and completeness. The review will focus on ensuring that the plan elements are complete and clearly delineated.

Task 3.2: Checked Final Design (90% Submittal)

The design team will resolve and incorporate internal and external review comments from the 60% submittal and ensure that regulatory requirements identified in Task 4 are also incorporated. Review comments for the 60% PS&E submittal will be addressed and incorporated. Construction details for the project elements will be modified and completed to address the 60% submittal comments as part of this phase of the design process.

Prior to delivering the 90% submittal, Consultant will complete its own in-house quality control review of all outgoing documents, as described in Task 1. At the 90% Submittal the City "front end specifications" will be reviewed and redlined by Consultant to marry up City's standard specification and project specifications. At the 90% submittal, a complete, checked, and bid-ready set of documents will be made available. Cost estimates and schedules will be updated and compared to the available budget.

Task 3.3: Bid-Ready Documents (Final PS&E)

In this task, we will incorporate or resolve all remaining City and other agency issues for design. Consultant will provide City with responses for Building Permit plan checks from various City Departments for reviews, with expected reviews from the Building Division and Fire. All aspects of the design will be finalized to prepare a complete set of constructible bid documents for advertisement. The schedule and the cost estimate will be updated and formatted to its final form. ENGEO will provide as-needed geotechnical consultation to support the preparation of contract documents at each submittal phase.

Consultant will work with City and CalOES to ensure project specifications include required FEMA language and specifications for the City's Pre Disaster Mitigation Grant.

Task assumptions include:

1. The City has the right to occupy all work areas either through direct rights-of-way or easement.
2. Topographic and planimetric surveying are not required. We will build contract document base mapping using record information and measurements obtained in the field.
3. Nearby geotechnical borings and CPTs obtained during the levee improvement project are sufficient for the geotechnical and structural analyses required for engineering design of this project. Additional subsurface exploration and laboratory analyses are not anticipated.

Task 3 Deliverables

- 60% PS&E
- 90% PS&E
- QA/QC report
- Final bid package ready for advertisement

Task 4: Environmental Documentation and Regulatory Compliance

Based on knowledge to date, project work to rehabilitate the storm drainage infrastructure will occur within occupied footprints necessitating limited encroachment into waters of the United States (the lagoon, assuming the trash racks are expanded). This scope of work assumes this project to be categorically exempt from CEQA. Though the project does not appear to require a NEPA Environmental Impact Assessment, a percentage of the work is federally funded. For this reason, FEMA may need to determine if the project may affect federally listed species to comply with NEPA. Huffman-Broadway Group will confirm these assumptions and prepare the appropriate studies that FEMA may need to make that determination.

Without significant encroachment into jurisdictional water or potential adverse biological resource impacts, the project should qualify for a USACE Section 404 Nationwide Permit 3-Maintenance and a RWQCB 401 Water Quality Certification.

The State Water Board's Construction Stormwater General Permit will be followed for storm water pollution prevention.

The only project activity within BCDC Jurisdiction, including its 100-foot shoreline band, is the maintenance removal of sediment from the Third Avenue culverts and afterbay, which will require the installation of a temporary cofferdam within the concrete footprint of the existing Bay outfall reconstructed with the levee improvements. We anticipate that administrative action is all that will be necessary.

There is no impact to public access, and the Bay Trail will not need to be closed or detoured for a significant length of time. Short-duration construction access to install a temporary cofferdam at the pump station outfall will occur from the Bay Trail, with appropriate flagging required. We do not anticipate the need to drive temporary sheet piles and can direct the contractor to use other means.

The CARB oversees the work of local air pollution control districts, including the Bay Area Air Quality Management District (BAAQMD), which will issue a permit to construct and a permit to operate stationary sources of emissions, including the four new engine drive units. CARB requirements for emissions control will be defined in the PDR and implemented through specifications written as part of Task 3. Responsibility for obtaining the BAAQMD permits will be placed on the engine manufacturer and supplier through the contractor. Consultant will support this process as part of Tasks 2, 3, 5, and 6, most notably through the submittal process.

Task 4 Deliverables

- Completed building permit application with responses for each round of review.
- Categorical exemption letter
- NEPA opinion memorandum
- Completed USACE Section 404 Nationwide Permit 3 application (with answers to any questions from USACE, permit fees to be paid by City)

- RWQCB 401 Water Quality Certification application (with answers to any questions from USACE, permit fees to be paid by City)
- Request for BCDC administrative action

Optional Tasks

- Prepare California Department of Fish and Wildlife 1602 LSAA application
- Prepare CEQA Biological Assessment (BA) in support of a Categorical Exemption

Task 5: Bidding Support

This task includes completing the set of documents for public bid based on review comments to the 90% PS&E completed as Task 3.2 and supporting the City as they advertise the construction documents for public bid, through to award of the contract. Due to the advanced technical nature of construction, we recommend pre-qualifying contractors for bid. Bidding support includes:

1. Bidder prequalification documents and package reviews as requested.
2. Preparation of materials for and attendance at pre-bid meeting and site tour.
3. Answering bidder questions and responding to requests for clarification through the City's Project Manager.
4. Preparation of bid addenda and revisions to the plans and specifications (conform set).
5. Assist City with evaluation of lowest responsible bidder.

Task 6: Engineering Support During Construction

While the level of effort needed to support construction is not fully known at this time, the Consultant has provided a budgetary estimate for cost of support. Before approval of the construction agreement, the City and Consultant shall revisit this scope and fee to ensure it still covers the necessary scope and budget to support the project.

The design and permitting team will be available throughout construction to provide the required engineering and biological support. Engineering support during construction includes:

1. Preconstruction conditions
2. Preparation of materials for and attendance at pre-construction meeting.
3. Periodic construction meetings and site visits.
4. Fish relocation when the site is dewatered (optional).
5. Contractor submittal review
6. Respond to Requests for Information (RFIs).
7. Supplemental plans and specifications.
8. Change order request review.
9. Provide Recommendations to City on all claims of City and Contractor
10. Review Contractor change markups throughout construction for use in Task 7.
11. Walk throughs, punch lists, and job closeout assistance.

The following services are not included:

1. Construction management
2. Resident engineering
3. Daily inspection
4. Material testing
5. Surveying

Task 7: Record Drawings and Warranty Inspection

At project closeout, the Contractor change markups will be used, along with our own notes, to prepare record drawings. We will support the City as it certifies Final Completion and starts the warranty period. Near the close of the general warranty period (noting that much of the newly installed equipment will have extended warranties), we will provide a warranty inspection together with City engineering and operating staff and provide a list of warranty corrections as applicable. Once warranty repairs are completed, we will sign off on those repairs to close this phase of work.

Task 7 Deliverables

- Record Drawings - digital
- Warranty Inspection one year after final completion

MANAGEMENT AND PROJECT CONTROLS

In performing the Scope of Services, the CONSULTANT shall, at a minimum, execute the management and project controls described below:

The CONSULTANT's Project Manager will be responsible for the work including implementing the project management procedures and controls; and maintaining effective communications among the sub-consultants, the CITY, and other involved agencies and organizations for the duration of the project.

The working interface between the CONSULTANT and the CITY shall be defined as follows:

CONSULTANT shall submit to the CITY a monthly invoice whose format that shall include:

- List of CONSULTANT personnel, hourly rate and hours expended during the month in question along with a subtotal for CONSULTANT staff labor effort.
- Itemized list of any sub-consultant staff who performed professional services during the month in question, hourly rates and hours worked during that time period and a subtotal for the subconsultants.
- Summary of all costs for labor, sub-consultant labor with mark up, other direct costs and all supporting material from the sub-consultants.

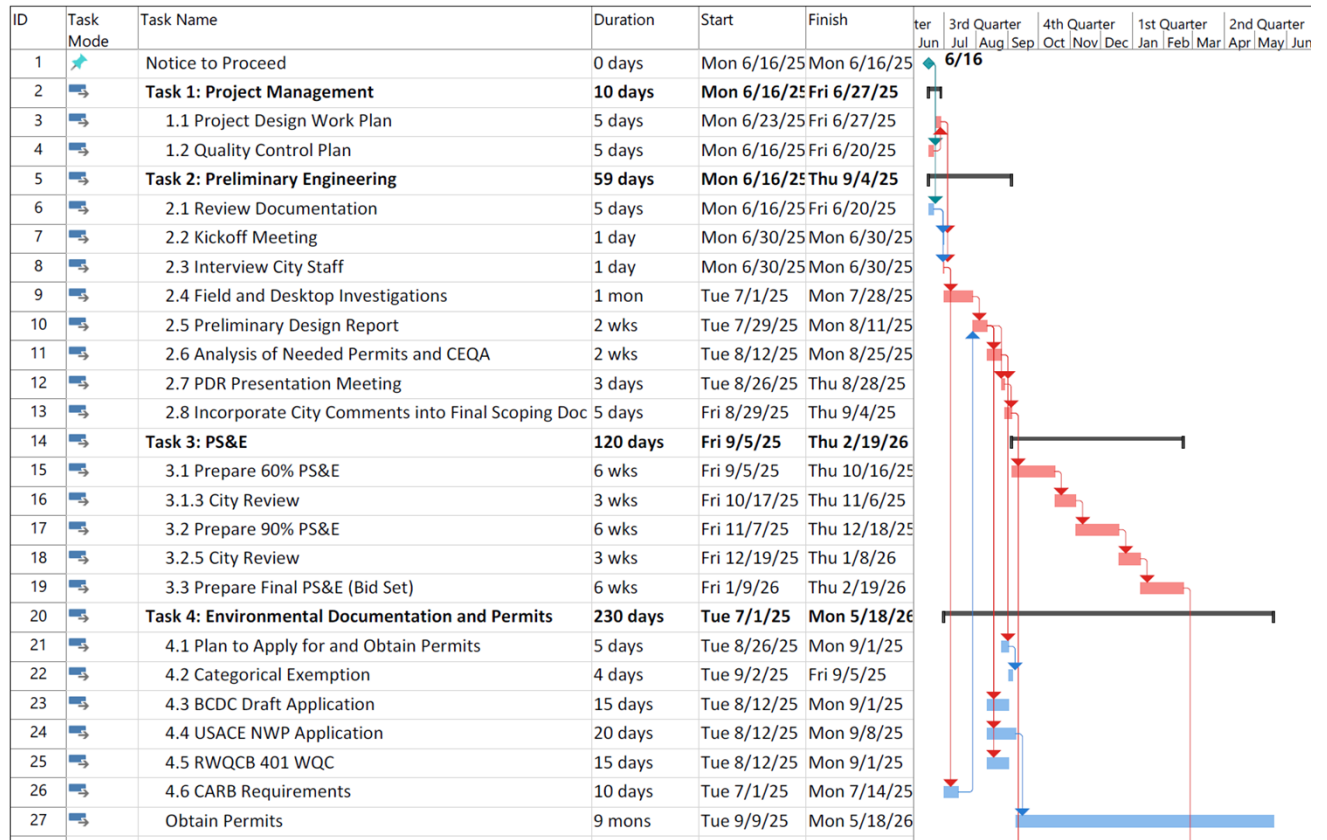
To support each invoice, the CONSULTANT shall furnish project updates that shall include the following:

- A summary of specific accomplishments during the reporting period, anticipated accomplishments scheduled for the next reporting period, and results or other deliverables, etc.
- A cost summary for each specific task, that shows:
 - The current period and cumulative expenditures to date.
 - The approved budget.
 - A comparison of the estimated cost with the approved budget to show any variance.

Payment shall be made upon the completion of each specific consultant task as delineated in the project schedule.

CONSULTANT shall be available for consultation with the CITY's Project Manager at all reasonable times and shall immediately advise the project manager of requests, technical decisions, or problems that may materially affect a project's scope, quality, schedule, or cost.

SCHEDULE



End of Exhibit A

EXHIBIT B

Payment Schedule

WATER AND WASTEWATER ENGINEERING SERVICES FOR
**(CIP 301-717) LAGOON PUMP STATION REHABILITATION AND CAPACITY
ENHANCEMENT (FY2023-2024)**

FORMERLY (CIP 301-717) ADD THIRD & FOURTH LAGOON PUMP &
(CIP 301-718) LAGOON PUMP STATION BUILDING REHABILITATION

TASK	DESCRIPTION	S&W	BCA	TJC	HBG	ENGINE	TOTAL
1	Project Management	\$105,114		\$7,700			\$112,814
2	Preliminary Engineering	\$102,245	\$57,400	\$28,136	\$6,000	\$10,000	\$203,781
3	Prepare PS&E	\$169,747	\$146,850	\$62,176		\$7,000	\$385,773
4	Environmental Documentation & Permitting Compliance	\$7,348	\$1,310	\$8,216	\$59,000		\$75,874
5	Bidding Support	\$30,172	\$6,925	\$6,342			\$43,439
6	Construction Support	\$62,367	\$52,190	\$27,988		\$7,000	\$149,545
7	Record Drawings & Warranty Inspection	\$8,047	\$10,860	\$1,912			\$20,819
	TOTAL	\$485,040	\$275,535	\$142,470	\$65,000	\$24,000	\$992,045

Note: No Mark-up on all Subs