



Legislation Text

File #: 18-69

Version: 1

Agenda Date: 2/7/2018

Item #: 3.

Report transmitting Measure W Fiscal Year 2017-18 financial reports as of December 31, 2017. (*Richard Lee, Director of Finance*)

RECOMMENDATION

No formal action is needed. The report is for information only.

BACKGROUND/DISCUSSION

Attached for the Measure W Citizens' Oversight Committee's information are Measure W financial reports through December 31, 2017.

Attachment 1, the Fiscal Year (FY) 2017-18 Measure W Balance Sheet Report (General Ledger Balances) as of December 31, 2017, reports beginning and ending balances for all Measure W assets, liabilities, and equities, including an ending cash balance of \$13,274,598.

Attachment 2, the FY 2017-18 Measure W Revenue & Expenditure Summary, reports revenues of \$4,099,743 and expenditures of \$1,071,885 through December 31, 2017.

Attachment 3, the FY 2017-18 Measure W Revenue Detail Report, indicates that the City received \$2,141,219 in revenue during the last two months of the calendar year. The reported revenue include \$659,519 for the third quarter of calendar year 2017 true up and \$1,481,700 in advances for September and October 2017 from the State Board of Equalization.

As indicated in **Attachment 4**, the City expended \$956,591 in Measure W funds in the last two months of 2017, and reflected capital project expense allocations as follows, with accompanying project expense detail reports and supporting documentation provided in **Attachments 5-7**:

- Community Civic Campus (pf1707): \$106,819;
- Antoinette Lane Underground Utility District (st1702): \$36,789; and
- Year 2 of the 5-Year Paving Program (st1705): \$812,983.

CONCLUSION

Measure W revenues and expenditures are expected to remain aligned with the FY 2017-18 adopted budget. The funding from available resources and projected revenues are expected to be sufficient to offset the cost of current year appropriations.

Attachments

1. FY 2017-18 December YTD Measure W Balance Sheet
2. FY 2017-18 December YTD Measure W Income Statement
3. FY 2017-18 December YTD Measure W Revenue Detail
4. FY 2017-18 December YTD Measure W Expenditure Detail
5. Project pf1707 Transaction Detail Report
6. Project st1702 Transaction Detail Report
7. Project st1705 Transaction Detail Report

General Ledger Balances

Criteria: As Of = 12/31/2017; Period = 0,1..12,13; Summarize By = Report,Fund,ObjectGroup,Object; Fund = 101

Object	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 101 -- MEASURE W					
Object Group 11000 -- CURRENT ASSETS					
11101	CASH AND INVESTMENT	8,124,448.51	5,306,166.44	156,017.40	13,274,597.55
11208	ACCOUNTS RECEIVABLE - OTHER	1,165,700.00	0.00	1,165,700.00	0.00
Total CURRENT ASSETS		9,290,148.51	5,306,166.44	1,321,717.40	13,274,597.55
Object Group 27000 -- FUND BALANCES					
27304	DES FOR CURRENT CAPITAL PROJ.	(4,732,272.49)	0.00	0.00	(4,732,272.49)
27472	DESIGNATED FOR CIVIC CAMPUS	(4,557,876.02)	0.00	0.00	(4,557,876.02)
Total FUND BALANCES		(9,290,148.51)	0.00	0.00	(9,290,148.51)
Object Group 28000 -- CONTROL ACCOUNTS					
28003	APPROPRIATION CONTROL	0.00	0.00	4,732,272.49	(4,732,272.49)
28004	BUDGETED FUND BALANCE	0.00	4,732,272.49	0.00	4,732,272.49
28005	REVENUE CONTROL	0.00	1,165,700.00	5,265,443.28	(4,099,743.28)
28006	EXPENDITURE CONTROL	0.00	156,017.40	40,723.16	115,294.24
Total CONTROL ACCOUNTS		0.00	6,053,989.89	10,038,438.93	(3,984,449.04)
Total MEASURE W		0.00	11,360,156.33	11,360,156.33	0.00
Total		0.00	11,360,156.33	11,360,156.33	0.00

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 Periods: 0 through 6

Revenue and Expenditure by Fund
 FY 2017-18 Measure W Revenue & Expenditure Summary
 CITY OF SOUTH SAN FRANCISCO
 Fiscal Year: 2018 Through Period: 6

Page: 1

	Budget	Actual	Encumbrances	Balance	Expend %
FUND: 101 MEASURE W					
REVENUES					
101-00000-30207 MEASURE W AND USE TAX (0.5%)	9,168,433.00	4,099,743.28	0.00	5,068,689.72	44.72
TOTAL REVENUES	<u>9,168,433.00</u>	<u>4,099,743.28</u>	<u>0.00</u>	<u>5,068,689.72</u>	<u>44.72</u>
EXPENDITURES					
101-00000-6001 LAND	2,440,861.00	0.00	0.00	2,440,861.00	0.00
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	13,900,705.49	1,071,884.92	0.00	12,828,820.57	7.71
TOTAL EXPENDITURES	<u>16,341,566.49</u>	<u>1,071,884.92</u>	<u>0.00</u>	<u>15,269,681.57</u>	<u>6.56</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>(7,173,133.49)</u>	<u>3,027,858.36</u>	<u>0.00</u>	<u>(10,200,991.85)</u>	<u>(42.21)</u>

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 Periods: 5 through 6

Revenue Detail Report
 FY 2017-18 Measure W Revenues Nov-Dec 2017
 CITY OF SOUTH SAN FRANCISCO
 11/01/2017 through 12/31/2017

101 MEASURE W

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
101-00000 NON EXPENSE ACCT					
101-00000-30000 TAXES					
101-00000-30207 MEASURE W AND USE TAX (0.5%)	9,168,433.00	0.00	1,958,524.65	7,209,908.35	21.36
11/15/2017 gl_cr CR 63900		810,700.00			A
Line Description: Measure W Sales Tax					
12/22/2017 gl_cr CR 64527		1,330,518.63			B
Line Description: Measure W Sales Tax					
101-00000-30207 MEASURE W AND USE TAX (0.5%)	9,168,433.00	2,141,218.63	4,099,743.28	5,068,689.72	44.72
Document Description : LOCAL SALES TAX					
Document Description : LOCAL SALES TAX					
Total MEASURE W	9,168,433.00	2,141,218.63	4,099,743.28	5,068,689.72	44.72
Grand Total	9,168,433.00	2,141,218.63	4,099,743.28	5,068,689.72	44.72



400 Grand Ave
 PO Box 711
 South San Francisco, CA 94083

OFFICIAL RECEIPT

		Receipt Number	63900
Deposit number	1115	Receipt date	11/15/2017
Payee name	STATE OF CALIFORNIA	Check number	ach
Receipt desc	LOCAL SALES TAX	Check date	11/15/2017
Description	Account	Amount	
1% Sales Tax			
	R 100-00000-30201	1,306,300.00	
Measure W Sales Tax			
	R 101-00000-30207	810,700.00	
		Receipt amount	2,117,000.00
		Check amount	2,117,000.00
		Cash amount	0.00
		Credit amount	0.00
		Change tendered	0.00

Signature _____

Local Jurisdiction Statement of Tax Distribution

437 Date: For the periods shown below
11/07/2017

**Payee: CITY OF SO. SAN FRAN T&U
TAX/DIRECTOR OF FINANCE**

Current	Sep 2017	810,700.00
Advance		
Prior Credits		0.00

Total Payment (by EFT)	810,700.00
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If you have questions regarding this statement,
please contact CDTFA-Local Revenue and
Allocation Unit at 916-324-3000.



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99058034

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121000248 from the RETAIL SALES TAX

11 | 15 | 17

058034
CITY OF SO. SAN FRAN T&U TAX
DIRECTOR OF FINANCE
PO BOX 711
SOUTH SAN FRANCISCO CA
94083-0711

DOLLARS	CENTS
\$**810700	.00

NOT NEGOTIABLE

437

PAYEE IDENTIFICATION NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency accounting office immediately. Do not close your old account until you have received your first payment in your new account.



BETTY T. YEE
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION STATEMENT OF ADD-ON TAX DISTRIBUTION

437 DATE: 11/06/2017 FOR THE PERIODS SHOWN BELOW
PAYEE: CITY OF SO. SAN FRAN T&U TAX
DIRECTOR OF FINANCE

CURRENT ADVANCE	Sep 2017	810,700.00
PRIOR CREDITS		0.00
TOTAL PAYMENT		810,700.00



400 Grand Ave
PO Box 711
South San Francisco, CA 94083

OFFICIAL RECEIPT

Receipt Number	64527
Receipt date	12/22/2017
Check number	ach 99639160/1
Check date	12/22/2017
Receipt amount	3,355,459.87
Check amount	3,355,459.87
Cash amount	0.00
Credit amount	0.00
Change tendered	0.00

Deposit number	1222
Payee name	STATE OF CALIFORNIA
Receipt desc	LOCAL SALES TAX
Description	Account
1% Sales Tax	
	R 100-00000-30201
Measure W Sales Tax	
	R 101-00000-30207

Signature _____

Local Jurisdiction Statement of Tax Distribution

437 Date: For the periods shown below
12/15/2017

**Payee: CITY OF SO. SAN FRAN T&U
TAX/DIRECTOR OF FINANCE**

Total Due	3rd Qtr 17	2,712,278.63
Prior Credits		0.00
Prior Advances	3rd Qtr 17	-2,026,700.00
Cost of Admin		-26,060.00

Balance	3rd Qtr 17	659,518.63
Current Advance	Oct 2017	671,000.00



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99639161

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121000248 from the RETAIL SALES TAX

12 | 22 | 17

639161
CITY OF SO. SAN FRAN T&U TAX
DIRECTOR OF FINANCE
PO BOX 711
SOUTH SAN FRANCISCO CA
94083-0711

DOLLARS	CENTS
\$*1330518.	63

NOT NEGOTIABLE

437

PAYEE IDENTIFICATION
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency accounting office immediately. Do not close your old account until you have received your first payment in your new account.



BETTY T. YEE
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION STATEMENT OF ADD-ON TAX DISTRIBUTION

437 DATE: 12/14/2017 FOR THE PERIODS SHOWN BELOW
PAYEE: CITY OF SO. SAN FRAN T&U TAX
 DIRECTOR OF FINANCE

TOTAL DUE	3rd Qtr 17	2,712,278.63
PRIOR CREDITS		0.00
PRIOR ADVANCES	3rd Qtr 17	2,026,700.00-
COST OF ADMIN		26,060.00-

BALANCE 7 1 17 585,518.63

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Periods: 5 through 6

Expenditure Detail Report
FY 2017-18 Measure W Expenditure Detail
CITY OF SOUTH SAN FRANCISCO
11/01/2017 through 12/31/2017

Page: 1

101 MEASURE W

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
101-00000 NON EXPENSE ACCT						
101-00000-6000 CAPITAL OUTAY						
101-00000-6001 LAND	2,440,861.00	0.00	0.00	0.00	2,440,861.00	0.00
Total NON EXPENSE ACCT	2,440,861.00	0.00	0.00	0.00	2,440,861.00	0.00
101-01000 CITY COUNCIL						
101-01000-5000 SUPPLIES & SERVICES						
Total CITY COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00
101-02000 CITY CLERK						
101-02000-5000 SUPPLIES & SERVICES						
Total CITY CLERK	0.00	0.00	0.00	0.00	0.00	0.00
101-03000 CITY TREASURER						
101-03000-5000 SUPPLIES & SERVICES						
Total CITY TREASURER	0.00	0.00	0.00	0.00	0.00	0.00
101-04000 CITY ATTORNEY						
101-04000-5000 SUPPLIES & SERVICES						
Total CITY ATTORNEY	0.00	0.00	0.00	0.00	0.00	0.00
101-05000 CITY MANAGER						
101-05000-5000 SUPPLIES & SERVICES						
Total CITY MANAGER	0.00	0.00	0.00	0.00	0.00	0.00
101-06000 FINANCE DEPARTMENT						
101-06000-5000 SUPPLIES & SERVICES						
Total FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-07000 NON-DEPARTMENTAL						
101-07000-5000 SUPPLIES & SERVICES						
Total NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00
101-09000 HUMAN RESOURCES						
101-09000-5000 SUPPLIES & SERVICES						
Total HUMAN RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00

Page: 1

Expenditure Detail Report
 FY 2017-18 Measure W Expenditure Detail
 CITY OF SOUTH SAN FRANCISCO
 11/01/2017 through 12/31/2017

101 MEASURE W

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
101-10000 ECONOMIC & COMMUNITY DEVELOPMENT DEPT						
101-10000-5000 SUPPLIES & SERVICES						
Total ECONOMIC & COMMUNITY DEVELOPMENT DEPT	0.00	0.00	0.00	0.00	0.00	0.00
101-11000 FIRE DEPARTMENT						
101-11000-5000 SUPPLIES & SERVICES						
Total FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-12000 POLICE DEPARTMENT						
101-12000-5000 SUPPLIES & SERVICES						
Total POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-13000 PUBLIC WORKS						
101-13000-5000 SUPPLIES & SERVICES						
Total PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00	0.00
101-15000 LIBRARY DEPARTMENT						
101-15000-5000 SUPPLIES & SERVICES						
Total LIBRARY DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-16000 INFORMATION TECHNOLOGY DEPARTMENT						
101-16000-5000 SUPPLIES & SERVICES						
Total INFORMATION TECHNOLOGY DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-17000 PARKS & RECREATION DEPARTMENT						
101-17000-5000 SUPPLIES & SERVICES						
Total PARKS & RECREATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-99000 CIP						
101-99000-9000 TRANSFERS						
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	13,900,705.49	0.00	115,294.24	0.00	13,785,411.25	0.83
12/31/2017 rev alloc GJ pf1707		106,818.81				
Line Description: Project: pf1707 Allocation			Document Description : Project: pf1707 Allocation			
12/31/2017 rev alloc GJ st1702		36,789.00				
Line Description: Project: st1702 Allocation			Document Description : Project: st1702 Allocation			
12/31/2017 rev alloc GJ st1705		812,982.87				
Line Description: Project: st1705 Allocation			Document Description : Project: st1705 Allocation			

Expenditure Detail Report
 FY 2017-18 Measure W Expenditure Detail
 CITY OF SOUTH SAN FRANCISCO
 11/01/2017 through 12/31/2017

101 MEASURE W

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	13,900,705.49	956,590.68	1,071,884.92	0.00	12,828,820.57	7.71
Total CIP	13,900,705.49	956,590.68	1,071,884.92	0.00	12,828,820.57	7.71
Total MEASURE W	16,341,566.49	956,590.68	1,071,884.92	0.00	15,269,681.57	6.56
 Grand Total	 16,341,566.49	 956,590.68	 1,071,884.92	 0.00	 15,269,681.57	 6.56

Project Expense Transaction Detail Report

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CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # pf1707 COMMUNITY CIVIC CAMPUS

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
Phase #	100	PRELIMINARY STUDIES						
11/2/2017	LD11/02/2	Wages	E 510-99995-4001	2.00	127.40			127.40
		11411 MATTHEW RUBLE		2.00	127.40			
11/2/2017	LD11/02/2	Benefits/Contributions	E 510-99995-4331			6.42		6.42
		11411 MATTHEW RUBLE				6.42		
11/2/2017	LD11/02/2	Benefits/Contributions	E 510-99995-4334			21.81		21.81
		11411 MATTHEW RUBLE				21.81		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99995-4331			15.96		15.96
		11411 MATTHEW RUBLE				15.96		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99995-4332			6.85		6.85
		11411 MATTHEW RUBLE				6.85		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99995-4336			0.42		0.42
		11411 MATTHEW RUBLE				0.42		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99995-4339			1.16		1.16
		11411 MATTHEW RUBLE				1.16		
11/16/2017	994996	COMMUNITY CIVIC CAMPUS, MICH	E 510-99995-5999				840.30	840.30
		105716 MICHAEL BAKER INTL, INC	Check: 263355 11/17/2017					
11/16/2017	LD11/16/2	Wages	E 510-99995-4001	2.00	127.40			127.40
		11411 MATTHEW RUBLE		2.00	127.40			
11/16/2017	LD11/16/2	Benefits/Contributions	E 510-99995-4331			6.42		6.42
		11411 MATTHEW RUBLE				6.42		
11/16/2017	LD11/16/2	Benefits/Contributions	E 510-99995-4334			21.81		21.81
		11411 MATTHEW RUBLE				21.81		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99995-4331			15.96		15.96
		11411 MATTHEW RUBLE				15.96		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99995-4332			6.85		6.85
		11411 MATTHEW RUBLE				6.85		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99995-4336			0.42		0.42
		11411 MATTHEW RUBLE				0.42		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99995-4339			1.16		1.16
		11411 MATTHEW RUBLE				1.16		
11/30/2017	64247	Rcls P/R to General Eng	E 510-99995-4001					-390.60
11/30/2017	64247	Rcls P/R to General Eng	E 510-99995-4331					-76.68

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CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # pf1707 COMMUNITY CIVIC CAMPUS

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
11/30/2017	64247	Rcls P/R to General Eng	E 510-99995-4332			-27.39		-27.39
11/30/2017	64247	Rcls P/R to General Eng	E 510-99995-4334			-66.07		-66.07
11/30/2017	64247	Rcls P/R to General Eng	E 510-99995-4336			-1.29		-1.29
11/30/2017	64247	Rcls P/R to General Eng	E 510-99995-4339			-4.64		-4.64
11/30/2017	LD11/30/2	Wages	E 510-99995-4001	1.00	33.95			33.95
		10901 KARI JUNG		1.00	33.95			
11/30/2017	LD11/30/2	Benefits/Contributions	E 510-99995-4334			5.61		5.61
		10901 KARI JUNG				5.61		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99995-4331			7.98		7.98
		10901 KARI JUNG				7.98		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99995-4332			3.42		3.42
		10901 KARI JUNG				3.42		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99995-4336			0.11		0.11
		10901 KARI JUNG				0.11		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99995-4339			0.58		0.58
		10901 KARI JUNG				0.58		
	Phase Total: 100	PRELIMINARY STUDIES		5.00	-101.85	-53.13	840.30	685.32
Phase #	110	DESIGN						
12/22/2017	10059912-1	OCA TASK ORDER 2017-1 - CHESTN	E 510-99995-5999				2,097.25	2,097.25
		106572 KIMLEY-HORN ASSOCIATES INC	Check: 264199 12/27/2017					
	Phase Total: 110	DESIGN		0.00	0.00	0.00	2,097.25	2,097.25
Phase #	160	PROJECT MANAGEMENT						
11/7/2017	74878	FY2016-17 APPROVED CONSULTAN	E 510-99995-5999				17,794.00	17,794.00
		106730 KITCHELL CEM	Check: 263259 11/15/2017					
11/17/2017	75464	FY2016-17 APPROVED CONSULTAN	E 510-99995-5999				50,169.00	50,169.00
		106730 KITCHELL CEM	Check: 263532 11/29/2017					
12/15/2017	75844	FY2016-17 APPROVED CONSULTAN	E 510-99995-5999				22,748.00	22,748.00
		106730 KITCHELL CEM	Check: 264231 12/29/2017					
	Phase Total: 160	PROJECT MANAGEMENT		0.00	0.00	0.00	90,711.00	90,711.00
Project Number Total: pf1707		COMMUNITY CIVIC CAMPUS		5.00	-101.85	-53.13	93,648.55	93,493.57
		GRAND TOTAL:		5.00	-101.85	-53.13	93,648.55	93,493.57

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P.O. 0101620

Michael Baker
INTERNATIONAL

Michael Baker International, Inc.
1 Kaiser Plaza
Suite 1150
Oakland, CA 94612
(510) 272-4491
FAX: (510) 268-9207
(800) 642-2537

City of South San Francisco
Economic and Community Development Dept.
Tony Rozzi
PO Box 711
South San Francisco, CA 94083-0711

October 31, 2017

Invoice No: 994996

Project Manager: Kremin, Darcy Greenfeld (Darcy)

Project: 157237 Civic Center Planning + CEQA

Professional Services for the period ending OCTOBER 29, 2017

Top Task	2	Environmental Review			
Labor Expenses					
		Date	Hours	Rate	Amount
Administrative					
Martinez, Jessica		10/25/2017	1.00	65.00	65.00
Project Manager					
Kremin, Darcy		10/02/2017	0.50	185.00	92.50
Kremin, Darcy		10/05/2017	0.50	185.00	92.50
Kremin, Darcy		10/09/2017	0.50	185.00	92.50
Kremin, Darcy		10/18/2017	0.50	185.00	92.50
Kremin, Darcy		10/19/2017	0.50	185.00	92.50
Senior Planner					
Tackett, Mary		10/05/2017	2.50	120.00	300.00
Totals			6.00		827.50
Total Labor					827.50
Total for Top Task: 2					\$827.50

Top Task	EXP	Direct Costs			
ODC Expenses					
Name	Description	Date	Amount		
Baker Miscellaneous Batches	Reproduction Services / Color 8.5x11	10/26/2017	\$0.20		
Baker Miscellaneous Batches	Reproduction Services / B/W 8.5x11	10/26/2017	\$2.60		
Baker Miscellaneous Batches	Reproduction Services / CD	10/26/2017	\$10.00		
Totals			12.80		
Total ODC					12.80
Total for Top Task: EXP					\$12.80

				Total this Invoice	\$840.30
				Total Amount Due	\$840.30
Billing Limits	Funding Limit	Current Invoice	Prior Invoices	Inception To Date	Remaining Balance
Total Billing	115,788.00	840.30	114,852.24	115,692.54	95.46

Total Invoice Amount Due is \$840.30

Electronic Payment Remit to:

**Michael Baker International
Citizens Bank**

ABA: 036-076-150

Account No.: 6101710975

SWIFT: CTZIUS33

Lockbox Remit to:

Michael Baker International

PO Box 515714

Los Angeles, CA 90051-5195



Labor and Expense Detail

CITY OF SOUTH SAN FRANCISCO
 ATTN: SAM BAUTISTA
 315 MAPLE AVENUE
 SOUTH SAN FRANCISCO, CA 94080

Invoice No: 10059912-1
 Invoice Date: Sep 30, 2017
 Project No: 097009102.3
 Project Name: CHESTNUT/EL CAMINO
 PLAN
 Project Manager: HUIE, BEN

COST PLUS MAX

Group	Description	Hrs/Qty	Rate	Current Amount Due
LABOR	SENIOR PROFESSIONAL II	10.0	195.00	1,950.00
	SUPPORT STAFF	2.0	90.00	180.00
TOTAL LABOR		12.0		2,130.00
TOTAL LABOR AND EXPENSE DETAIL				2,130.00

This page is for informational purposes only. Please pay amount shown on cover page.

**Kimley-Horn and Associates, Inc.
PROGRESS REPORT**

**City of South San Francisco
El Camino Real and Chestnut Avenue Precise Plan Update**

Kimley-Horn Invoice No. 10059912

Kimley-Horn Job No. 097009102.3

Reporting Period: September 2017

Key Kimley-Horn Project Staff and Support

- Ben Huie, Project Manager
- Sonja Saucedo, Project Accountant Assistant

Progress and Accomplishments during the Invoice Period

- Monthly Project and Contract Admin
- Response to Comments submitted 9/5/17 and follow-up write-up on 9/6/17
- Follow-up Comments received on 9/27/17



October 9, 2017

INVOICE 74878

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

**CITY OF SOUTH SAN FRANCISCO MEASURE W
 KCEM PROJECT 6176C2
 For Professional Services for the Period:
 08/28/2017 - 09/24/2017**

	Service Description	Contract Amount	Percent Complete	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4	Pre-Construction	391,440.00	53%	208,045.00	188,251.00	17,794.00
Task 2-3	Design Constructability Review	751,408.00	0%	0.00	0.00	0.00
Task 2-5	Construction Management	3,710,960.00	0%	0.00	0.00	0.00
Task 2-6	Close-Out	34,880.00	0%	0.00	0.00	0.00
	Contingency	488,869.00	0%	0.00	0.00	0.00
	TOTAL	\$5,377,557.00		\$208,045.00	\$188,251.00	\$17,794.00

TOTAL AMOUNT DUE: \$17,794.00

Input: ES 10/31/17
 Approved: _____

D# 359957

V# 106730

Kitchell CEM

**CITY OF SOUTH SAN FRANCISCO
KCEM PROJECT 6176C2
BILLING SUMMARY FOR THE PERIOD:
08/28/2017 - 09/24/2017**

Employee	Title	Hours	Rate	Total
Steven Dewan	Project Manager	28.00	\$170.00	\$4,760.00
Omar Galvan	Project Manager	8.00	\$170.00	\$1,360.00
Stephen Goltiao	Project Manager	13.00	\$170.00	\$2,210.00
Dolores Montenegro	Program Manager	52.00	\$182.00	\$9,464.00
	TOTAL	<u>101.00</u>		<u>\$17,794.00</u>



City of South San Francisco – Measure W – Community Civic Campus Program
 Progress Report Number 08
 Finance Reporting Period: End of September 2017
 Reporting Period: September 2017

Program Summary

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

The program includes design and construction of a new Fire station west of El Camino Real, and a Police Operations Center with IT and HR, and a joint Library/Recreation facility east of El Camino Real with Council Chambers and administrative offices.

Approved Budget FY - 2017/2018 – Prior Year Balance, Current, Expenses, Fund Balance

Prior Fiscal Year 2016/2017 Carry-over Amount: \$2,117,434
 Approved 2017/2018 Fiscal Year Budget: \$5,803,443 (Total Budget: \$7,920,877)
 Expenses through end of September 2017: \$49,584
 Approved FY 2017-18-budget balance at end of September 2017: \$7,871,293 (includes carry over from prior fiscal year).

Progress – Key Milestones Achieved

September 2017: Attended and presented at City Council Subcommittee re: Project Labor Agreement (PLA/PSA), site options, and status of architectural selection process. Scheduled and coordinated site tours of shortlisted firms (ELS and Smith Group). Assisted City staff with reference checks of shortlisted firms. Continued coordination efforts of Rule 20A UUD with new joint trench consultant. Continued to support ongoing efforts related to Kaiser and BART properties. Drafted staff report for City Council Project Tours of ELS projects. Coordinated transportation from SSF MSB to ELS project sites and back to SSF MSB. Continued work on project website development for launch in October 2017.

Upcoming – Target Milestones

October 2017: Facilitate Master Architect project tours. Prepare and provide quarterly status report for Council presentation by ACM. Provide follow-up to Measure W Subcommittee on project tours and recommendation of top ranked firm, as well as site selection. Finalize content for Measure W Community Civic Campus web page launch.

Upcoming Council/Committee Reports

October 25, 2017 – Quarterly Report/Council Update
 October 2017 (TBC) - Measure W Subcommittee
 November 8, 2017 – Council Report and Recommendation on Project Labor (Stabilization) Agreement
 November 20, 2017 – Council Report and Recommendation on Master Campus Architect - TBC

CHANGE ORDER REQUEST FORM**doc#**Date: 10/31/2017PO# 101597

Vendor Name Kitchell Cem
 Project PF1707-160-600
 Account Number 510-99995-5999

PO balance		<u>23,153.00</u>
Requested Amount Increase	(add)	<u>1,659,205.00</u>
Requested Amount Decrease	(less)	<u></u>
PO balance after change order		<u>1,682,358.00</u>

Brief Description/ Reason FY17-18 contract agreement= \$1,659,205.00
Line#1= \$1,508,368.00 consulting services
Line#2= \$150,837.00 10% contingency
Funding for FY17-18 (2nd year of 5-yr contract)

Requested by:
Name/Title


Renee Sanders, Administrative Assistant I

Approved by:
Name/Title


Marian Lee, Assistant City Manager

Finance Approval:

Christina Crosby for Richard Lee, Finance Director

Sanders, Renee

From: Lee, Marian
Sent: Monday, October 30, 2017 4:48 PM
To: Moreno, Elia; Sanders, Renee
Cc: Cooper, Ross; Montenegro, Dolores [contractor]
Subject: RE: Measure W - Community Civic Campus - Kitchell Invoice - September 2017
Attachments: 6176C2-20171006.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Elia/Renee,

This invoice is good to process.

Mare

From: Dolores Montenegro [mailto:dmontenegro@kitchell.com]
Sent: Saturday, October 7, 2017 6:29 PM
To: Lee, Marian
Cc: Cooper, Ross
Subject: RE: Measure W - Community Civic Campus - Kitchell Invoice - September 2017

Hi Marian,

Attached for review and consideration is the subject invoice, inclusive of monthly report identifying work and milestones accomplished during this invoice period. Separately, I will email Eunejune the monthly report and copy you. Hours spent by Steve Dewan were specific to his time on the program with nominal amount of overlap as part of transition period.

Please let me know, if any questions or concerns regarding the attached. Thank you.

Best Regards, Dolores



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

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

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| [Youtube](#)

Think Green before printing this e-mail

Clemente, Jennifer

From: Clemente, Jennifer
Sent: Tuesday, March 28, 2017 5:08 PM
To: Dewan, Steve
Cc: Lee, Richard; Clemente, Jennifer
Subject: RE: Measure W - Kitchell Contract

Hi Steve,

I processed requisition#2001702 for \$167,280 under PF1707 – project management- consultant services and plus the 10% contingency.

Per approved resolution, please see below for encumbrance for the 5 year period.

Kitchell Encumbrance summary:

PF1707-160-600

510-99999-59999

Fiscal yr	Yearly contract	Contingency	Total
FY16-17	167,280.00	16,728.00	184,008.00
FY17-18	1,508,368.00	150,837.00	1,659,205.00
FY18-19	1,839,360.00	183,936.00	2,023,296.00
FY19-20	1,338,800.00	133,880.00	1,472,680.00
FY20-21	34,880.00	3,488.00	38,368.00
	<u>4,888,688.00</u>	<u>488,869.00</u>	<u>5,377,557.00</u>

I've copied the budget team so they can help sort out the difference. Once we've successfully navigated, we can process a change order and pay the invoice(s).

Thanks,

Richard Lee

Director of Finance

City of South San Francisco

(650) 877-8512 office

(650) 208-4087 cell



From: Clemente, Jennifer
Sent: Tuesday, October 31, 2017 5:25 PM
To: Sanders, Renee
Cc: Moreno, Elia; Clemente, Jennifer; Lee, Richard
Subject: RE: Invoice Amount exceeds the approved PO amount ...

I will confirm with Richard how he wants to proceed and let you know. Please put the invoice entry on hold for now.

I also checked with Dolores if the \$750K is a new contract or was part of the existing one.

Thanks,
Jenn

From: Sanders, Renee
Sent: Tuesday, October 31, 2017 5:14 PM
To: Clemente, Jennifer; Montenegro, Dolores [contractor]
Cc: Moreno, Elia
Subject: RE: Invoice Amount exceeds the approved PO amount ...

\$17,794.00



From: Clemente, Jennifer
Sent: Tuesday, October 31, 2017 4:43 PM
To: Montenegro, Dolores [contractor] <dmontenegro@kitchell.com>; Sanders, Renee <Renee.Sanders@ssf.net>
Cc: Moreno, Elia <Elia.Moreno@ssf.net>
Subject: RE: Invoice Amount exceeds the approved PO amount ...

How much is the invoice Renee?

From: Dolores Montenegro [<mailto:dmontenegro@kitchell.com>]
Sent: Tuesday, October 31, 2017 1:02 PM
To: Sanders, Renee
Cc: Clemente, Jennifer; Lee, Richard; Parker, Amanda; Moreno, Elia
Subject: Re: Invoice Amount exceeds the approved PO amount ...

The contract is for Measure W scope. Thank you.

Best Regards, Dolores
Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate
Senior Project Manager
Kitchell CEM
1180 Coleman Avenue, Suite 202
San Jose, CA 95110
dmontenegro@kitchell.com
O: 408.280.7889 | C: 650.554.9286 | D: 408.280.7386 Follow
us: [Facebook](#) | [Twitter](#) | [Kitchell.com](#) | [KitchellProgress](#) | [Youtube](#)
P Think Green before printing this e-mail

On Oct 31, 2017, at 12:47 PM, Sanders, Renee <Renee.Sanders@ssf.net> wrote:

Hi Jennifer,

Thank you for looking into this for me and for keeping me in the loop.

~ Renee

From: Clemente, Jennifer
Sent: Tuesday, October 31, 2017 12:46 PM
To: Sanders, Renee <Renee.Sanders@ssf.net>; Montenegro, Dolores [contractor] <dmontenegro@kitchell.com>
Cc: Lee, Richard <Richard.Lee@ssf.net>; Parker, Amanda <Amanda.Parker@ssf.net>; Moreno, Elia <Elia.Moreno@ssf.net>
Subject: RE: Invoice Amount exceeds the approved PO amount ...

I am checking with Dolores first. I emailed her the PO I found. ECD generated that PO though and I am not sure if that is the one Dolores is referring to.

Thanks,
 Jennifer

From: Sanders, Renee
Sent: Tuesday, October 31, 2017 12:43 PM
To: Montenegro, Dolores [contractor]
Cc: Lee, Richard; Parker, Amanda; Clemente, Jennifer; Moreno, Elia
Subject: RE: Invoice Amount exceeds the approved PO amount ...
Importance: High

Thank you for giving Richard and Jennifer a dollar amount for KCEM to work with for this Fiscal Year. Perhaps a PO has already been generated?

Jennifer/Richard, once you have a new PO number assigned, can you please share with me so I can enter Dolores' latest Kitchell invoice as described below?

Regards, Renee

Renee Sanders

Administrative Assistant I
 City of South San Francisco | City Manager's Office | 400 Grand Avenue
 Main: 650.877.8502 | Dir: 650.829.6665 | Fax: 650.829.6609 | Email: renee.sanders@ssf.net

From: Dolores Montenegro [<mailto:dmontenegro@kitchell.com>]
Sent: Tuesday, October 31, 2017 12:37 PM
To: Sanders, Renee <Renee.Sanders@ssf.net>
Cc: Lee, Richard <Richard.Lee@ssf.net>; Parker, Amanda <Amanda.Parker@ssf.net>; Clemente, Jennifer <Jennifer.Clemente@ssf.net>; Moreno, Elia <Elia.Moreno@ssf.net>
Subject: RE: Invoice Amount exceeds the approved PO amount ...

Yes, there should have been a new PO for current fiscal year.

I see that you copied Finance... one of those folks should be able to address this situation.

Richard/Jennifer,

Please let me know, if you need anything from us... However, I am pretty certain the current fiscal year has approximately 750k allocated to KCEM.

Thank you.

Best Regards, Dolores

<image001.jpg>

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

Senior Project Manager

Kitchell CEM


1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

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 **Think Green before printing this e-mail**

From: Sanders, Renee [<mailto:Renee.Sanders@ssf.net>]

Sent: Tuesday, October 31, 2017 12:34 PM

To: Dolores Montenegro <dmontenegro@kitchell.com>

Cc: Lee, Richard <Richard.Lee@ssf.net>; Parker, Amanda <Amanda.Parker@ssf.net>; Clemente, Jennifer <Jennifer.Clemente@ssf.net>; Moreno, Elia <Elia.Moreno@ssf.net>

Subject: Invoice Amount exceeds the approved PO amount ...

Importance: High

Hi Dolores,

In an attempt to enter your latest Kitchell Invoice # 74878 in the amount of \$17,794.00, an error message popped up below that is saying this amount goes beyond the .0001% allowable percentage overage on PO 0101597.

Is there perhaps a newer PO designated for these Kitchell charges going forward?

Please let me know at your earliest convenience so I can get this through for you.

Thank you, Renee

Renee Sanders

Administrative Assistant I

City of South San Francisco | City Manager's Office | 400 Grand Avenue

Main: 650.877.8502 | Dir: 650.829.6665 | Fax: 650.829.6609 | Email: renee.sanders@ssf.net

<image002.png>



November 9, 2017

(Oct 2017)
INVOICE 75464

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

**CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2
For Professional Services for the Period:
09/25/2017 - 10/29/2017**

	Service Description	Contract Amount	Percent Complete	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4	Pre-Construction	391,440.00	70%	274,008.00	223,839.00	50,169.00
Task 2-3	Design Constructability Review	751,408.00	0%	0.00	0.00	0.00
Task 2-5	Construction Management	3,710,960.00	0%	0.00	0.00	0.00
Task 2-6	Close-Out	34,880.00	0%	0.00	0.00	0.00
	Contingency	488,869.00	0%	0.00	0.00	0.00
TOTAL		\$5,377,557.00		\$274,008.00	\$223,839.00	\$50,169.00

TOTAL AMOUNT DUE: \$50,169.00

**NOTE: PLEASE REMIT PAYMENT TO
KITCHELL CEM
2450 Venture Oaks Way, Suite 500
Sacramento, CA 95833
Attention: Accounts Receivable**

input: RS 11/17/17
Approved: _____

D# 360736
V# 106730

Kitchell CEM

1180 Coleman Avenue | Suite 202 | San Jose, CA 95110 | Phone 408.280.7889 | www.kitchell.com

11/9/2017

**CITY OF SOUTH SAN FRANCISCO
KCEM PROJECT 6176C2
BILLING SUMMARY FOR THE PERIOD:
09/26/2017 - 10/29/2017**

<u>Employee</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Dolores Montenegro	Program Manager	59.50	\$182.00	\$10,829.00
Steven Dewan	Project Manager	12.00	\$170.00	\$2,040.00
Omar Galvan	Project Manager	90.00	\$170.00	\$15,300.00
Stephen Goltiao	Project Manager	80.00	\$170.00	\$13,600.00
Armando Garza	PE/Webpage Design	56.00	\$150.00	\$8,400.00
	TOTAL	238.00		\$50,169.00

**NOTE: PLEASE REMIT PAYMENT TO
KITCHELL CEM**

2450 Venture Oaks Way, Suite 500
Sacramento, CA 95833
Attention: Accounts Receivable



City of South San Francisco – Measure W – Community Civic Campus Program
 Progress Report Number 09
 Finance Reporting Period: End of October 2017
 Reporting Period: October 2017

Program Summary

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

The program includes design and construction of a new Fire station west of El Camino Real, and a Police Operations Center with IT and HR, and a joint Library/Recreation facility east of El Camino Real with Council Chambers and administrative offices.

Approved Budget FY - 2017/2018 – Prior Year Balance, Current, Expenses, Fund Balance

Prior Fiscal Year 2016/2017 Carry-over Amount: \$2,117,434

Approved 2017/2018 Fiscal Year Budget: \$5,803,443 (Total Budget: \$7,920,877)

Expenses through end of October 2017: \$57,871.58

Approved FY 2017-18-budget balance at end of October 2017: \$7,863,005.

Progress – Key Milestones Achieved

October 2017: Facilitated Master Campus Architect project tours. Prepared draft quarterly status report for Council presentation. Conducted reference checks and facilitated efforts by City team. Prepared staff report to Measure W Council Committee and coordinated with Smith Group and ELS regarding presentations by both teams. Prepared final content, narrative, reports, and photos, for uploading to new Measure W Community Civic Campus web page. Continued coordination efforts of Rule 20A UUD. Continued to support ongoing efforts related to Kaiser and BART properties. Initiated additional due diligence (Phase II) for former PUC site, as well as fire station site, and Pet Club.

Upcoming – Target Milestones

November 2017: Measure W – Council Committee – presentations by architect teams. Provide quarterly report/council update – postponed from October 25. Coordinate council presentation by master architect teams/selection of master architect by City Council. Present and finalize recommendation on use of Project Labor/Stabilization Agreement. Provide monthly project webpage updates. Continue coordination efforts of Rule 20A UUD with joint trench consultant and team. Continue to support City in pursuit of BART property agreement.

Upcoming Council/Committee Reports

December 6 – Presentation/status report to Measure W Bond Oversight Committee

December 13 – Council action on agreement with Master Campus Architect

December 20 – Issue NTP to Master Campus Architect, pending Council action on December 13

Sanders, Renee

From: Lee, Marian
Sent: Friday, November 17, 2017 12:00 PM
To: Sanders, Renee
Cc: Montenegro, Dolores [contractor]; Cooper, Ross
Subject: FW: Measure W - Kitchell Invoice and Monthly Report October 2017
Attachments: 6176C2-20171109.pdf

Hi Renee,

The attached invoice is approved.

Please process through EDEN.

Thank you.

Mare

From: Dolores Montenegro [mailto:dmontenegro@kitchell.com]
Sent: Friday, November 10, 2017 8:47 AM
To: Lee, Marian
Cc: Cooper, Ross
Subject: Measure W - Kitchell Invoice and Monthly Report October 2017

Good morning Marian,

Attached are the subject documents, combined for ease of reference, for your review and approval. There were two days for Steve Dewan (final transition period) in September that were not captured as part of September invoice. 12 hours - Wednesday, 9/27 and Friday, 9/29. There will likely be one more cycle to complete the webpage development, after that Omar will be fully responsible for upkeep and updating.

A copy of the monthly report will also be sent to Eunejune to facilitate his communications with the City Manager.

We appreciate your consideration of this request. Feel free to email or call, if any questions on the attached.

Thank you.

Best Regards, Dolores



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

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

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| [Youtube](#)

Think Green before printing this e-mail



December 8, 2017

INVOICE 75844

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

**CITY OF SOUTH SAN FRANCISCO MEASURE W
 KCEM PROJECT 6176C2**
 For Professional Services for the Period:
 10/30/2017 - 11/28/2017

	Service Description	Contract Amount	Percent Complete	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4	Pre-Construction	391,440.00	71%	278,962.00	256,214.00	22,748.00
Task 2-3	Design Constructability Review	751,408.00	0%	0.00	0.00	0.00
Task 2-5	Construction Management	3,710,960.00	0%	0.00	0.00	0.00
Task 2-6	Close-Out	34,880.00	0%	0.00	0.00	0.00
	Contingency	488,869.00	0%	0.00	0.00	0.00
TOTAL		\$5,377,557.00		\$278,962.00	\$256,214.00	\$22,748.00

TOTAL AMOUNT DUE: \$22,748.00

NOTE: PLEASE REMIT PAYMENT TO:
KITCHELL CEM
 2450 Venture Oaks Way, Suite 500
 Sacramento, CA 95833
 Attention: Accounting

Input: RS 12/15/17
 Approved: _____

D# 362225

V# 106730

Kitchell CEM

1180 Coleman Avenue | Suite 202 | San Jose, CA 95110 | Phone 408.280.7889 | www.kitchell.com

**CITY OF SOUTH SAN FRANCISCO
KCEM PROJECT 6176C2
BILLING SUMMARY FOR THE PERIOD:
10/30/2017 - 11/26/2017**

Employee	Title	Hours	Rate	Total
Omar Galvan	Project Manager	29.00	\$170.00	\$4,930.00
Stephen Goltiao	Project Manager	47.00	\$170.00	\$7,990.00
Dolores Montenegro	Program Manager	54.00	\$182.00	\$9,828.00
	TOTAL	<u>130.00</u>		<u>\$22,748.00</u>



City of South San Francisco – Measure W – Community Civic Campus Program
 Progress Report Number 10
 Finance Reporting Period: End of November 2017
 Reporting Period: November 2017

Program Summary

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

The program includes design and construction of a new Fire station west of El Camino Real, and a Police Operations Center with IT and HR, and a joint Library/Recreation facility east of El Camino Real with Council Chambers and administrative offices.

Approved Budget FY - 2017/2018 – Prior Year Balance, Current, Expenses, Fund Balance

Prior Fiscal Year 2016/2017 Carry-over Amount: \$2,117,434
 Approved 2017/2018 Fiscal Year Budget: \$5,803,443 (Total Budget: \$7,920,877)
 Expenses through end of November 2017: \$67,963
 Approved FY 2017-18-budget balance at end of November 2017: \$7,789,319.

Progress – Key Milestones Achieved

November 2017: Provided quarterly report/council update – postponed from October 25. Coordinated council presentation by master architect teams/selection of master architect by City Council. Coordinated attendance and final presentation by Smith Group and ELS for council consideration of Master Campus Architect. Initiated discussions with Smith Group on final scope, fee, and schedule for design services agreement. Presented and finalized recommendation on use of Project Labor/Stabilization Agreement. Provided project webpage updates. Continued coordination efforts of Rule 20A UUD with joint trench consultant and team. Continued to support City in pursuit of BART property agreement. Initiated additional due diligence (Phase II) for former PUC site, as well as fire station site, and Pet Club. Coordinated and provided project updates to Measure W Program Team.

Upcoming – Target Milestones

December 2017: Provide status report to Citizen Oversight Committee. Complete due diligence efforts on all parcels. Finalize scope, fee, and schedule with Smith Group. Update Measure W Community Civic Campus webpage. Reinitiate efforts on front ends - division 1 documents, as well as RFQ/P documents for potential use on Design-Build delivery of Police and Fire. Review/prepare for initial discussions with Building Trade Council on project labor/stabilization agreement. Continue to coordinate with Rule 20A UUD Antoinette. Master schedule and budget reset following addition of parking option.

Upcoming Council/Committee Reports

December 6, 2017 – Presentation/status report to Measure W Citizens Oversight Committee.
 January 24, 2018 – Master Campus Architect Agreement and Quarterly Project status report

Sanders, Renee

From: Lee, Marian
Sent: Friday, December 15, 2017 2:12 PM
To: Sanders, Renee; Enders, Heather
Cc: Cooper, Ross; Montenegro, Dolores [contractor]
Subject: RE: Measure W - Kitchell Invoice/Monthly Report - November 2017 Services
Attachments: 6176C2-20171206.pdf

Heather/Renee,

This is good to process through EDEN.

(Thanx Dolores.)

Mare

From: Dolores Montenegro [mailto:dmontenegro@kitchell.com]
Sent: Thursday, December 7, 2017 1:33 PM
To: Lee, Marian
Cc: Cooper, Ross
Subject: Measure W - Kitchell Invoice/Monthly Report - November 2017 Services

Good afternoon Marian,

Attached for your review and consideration is the subject invoice. We appreciate the City's consideration of Kitchell in the performance and delivery of these services. The monthly report will also be provided via separate email to Eunejune.

Please let me know, if any issues or concerns with the attached.

Thank you.

Best Regards, Dolores



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

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

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paTran

Project Expense Transaction Detail Report

1/26/2018 2:09PM

CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # st1702 UUD RULE 20A ANTOINETTE LN

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
Phase #	110	DESIGN						
11/7/2017	17095-A	Antoinette Lane Underground Ut	E 510-99999-5999				32,212.00	32,212.00
		107372 BELLECCI & ASSOCIATES, INC.	Check: 263214 11/15/2017					
11/7/2017	17095-B	Antoinette Lane Underground Ut	E 510-99999-5999				727.00	727.00
		107372 BELLECCI & ASSOCIATES, INC.	Check: 263044 11/8/2017					
	Phase Total: 110	DESIGN		0.00	0.00	0.00	32,939.00	32,939.00
	Project Number Total: st1702	UUD RULE 20A ANTOINETTE LN		0.00	0.00	0.00	32,939.00	32,939.00
			GRAND TOTAL:	0.00	0.00	0.00	32,939.00	32,939.00

RETURN CHK TO DEPT**Invoice**

BELLECCI & ASSOCIATES, INC.
 2290 DIAMOND BLVD, SUITE 100
 CONCORD, CA 94520-5744
 (925) 685-4569 FAX (925) 685-4838

DATE

INVOICE #

10/3/2017

17095-A

BILL TO:

Engineering Division
 City of South San Francisco
 315 Maple Ave.
 South San Francisco, CA 94080

RECEIVED

OCT 10 2017

BY: ENGINEERING DIVISION

P.O. NUMBER

TERMS

PROJECT

Net 30

17095 - Antoinette Lan...

QUANTITY

DESCRIPTION

RATE

AMOUNT

Service Period July 1, 2017 To September 15, 2017

City of South San Francisco
 Antoinette Lane UUD Project

Total Invoiced
 (See Attached Spreadsheet)

32,212.00

32,212.00

APPROVED

BY [Signature]
 DATE 10/13/17
 PROJECT # SL1702
 ACCOUNT 110-600

PO# 0101695

Thank you for your business.

TOTAL

\$32,212.00



296471

Invoice

BELLECCI & ASSOCIATES, INC.
 2290 DIAMOND BLVD, SUITE 100
 CONCORD, CA 94520-5744
 (925) 685-4569 FAX (925) 685-4838

DATE	INVOICE #
10/3/2017	17095-A

BILL TO:

Engineering Division
 City of South San Francisco
 315 Maple Ave.
 South San Francisco, CA 94080

P.O. NUMBER	TERMS	PROJECT
	Net 30	17095 - Antoinette Lan...

QUANTITY	DESCRIPTION	RATE	AMOUNT
----------	-------------	------	--------

Service Period July 1, 2017 To September 15, 2017

City of South San Francisco
 Antoinette Lane UUD Project

Total Invoiced (See Attached Spreadsheet)		32,212.00	32,212.00
--	--	-----------	-----------



Thank you for your business.

TOTAL

\$32,212.00



296472



City of South San Francisco

ANTOINETTE LANE UUD PROJECT

Bellecci & Associates Invoice #17095-A

Invoice Date: October 3, 2017

Period: July 1, 2017 thru September 15, 2017

#	Task	Budget	Previous % Complete	Current % Complete	Total % Complete	Previously Invoiced	Current Invoice	Total Invoiced	Amount Remaining
1.1	Surveying - Base map	\$8,720	0.00%	100.00%	100.00%	\$0	\$8,720	\$8,720	\$0
1.2	Utility Mapping/Coordination	\$3,420	0.00%	100.00%	100.00%	\$0	\$3,420	\$3,420	\$0
1.3	Meeting w/City	\$1,450	0.00%	65.00%	65.00%	\$0	\$943	\$943	\$508
1.4	Utility Locating (Subtronic)	\$8,787	0.00%	100.00%	100.00%	\$0	\$8,787	\$8,787	\$0
1.5	JT Intent	\$10,280	0.00%	100.00%	100.00%	\$0	\$10,280	\$10,280	\$0
1.6	Reimbursibles	\$125	0.00%	50.00%	50.00%	\$0	\$63	\$63	\$63
2.1	Meetings w/PG&E dueing Intent	\$1,570	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$1,570
2.2	PG&E Design Support	\$1,450	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$1,450
2.3	Ph 1 Estimate / Preliminary Form B	\$2,380	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$2,380
2.4	changes by Utilities	\$8,120	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$8,120
2.5	Private Property Plans	\$8,470	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$8,470
2.6	Legal Descriptiuons	\$2,560	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$2,560
total contract amount		\$57,332				\$0	\$32,212	\$32,212	\$25,120

BELLECCI & ASSOCIATES**PO# 0101695**

Antoinette Lane Underground Utility Project

Project No. st1702-110-600

PO AMOUNT **\$57,332.00****NEW PO BALANCE** **\$57,332.00**

Date	Invoice #	Invoice Amount
10/3/2017	17095-A	\$ 32,212.00
TOTAL SPENT		\$ 32,212.00

PO BALANCE **\$25,120.00**

RETURN CHK TO DEPT Invoice



BELLECCI & ASSOCIATES, INC.
 2290 DIAMOND BLVD, SUITE 100
 CONCORD, CA 94520-5744
 (925) 685-4569 FAX (925) 685-4838

DATE	INVOICE #
------	-----------

10/31/2017 17095-B

BILL TO:

Engineering Division
 City of South San Francisco
 315 Maple Ave.
 South San Francisco, CA 94080
 Attn: Kathleen Phalen

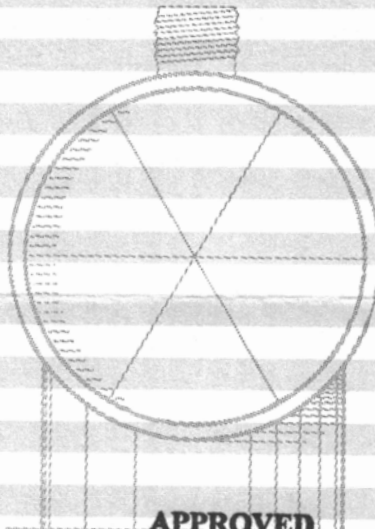
RECEIVED

NOV 06 2017

BY: ENGINEERING DIVISION

P.O. NUMBER	TERMS	PROJECT
	Net 30	17095 - Antoinette Lan...

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Service Period September 15, 2017 Through October 15, 2017		
	City of South San Francisco Antoinette Lane UUD Project		
	Total Invoiced (See Attached Spreadsheet)	727.00	727.00



APPROVED
 BY Kathleen Phalen, Supervisor
 DATE 11/7/18
 PROJECT # SE 1708
 ACCOUNT 110-600
 PO# 0101695

DT# 355992

TOTAL

Thank you for your business.

\$727.00



Invoice



BELLECCI & ASSOCIATES, INC.
 2290 DIAMOND BLVD, SUITE 100
 CONCORD, CA 94520-5744
 (925) 685-4569 FAX (925) 685-4838

DATE	INVOICE #
------	-----------

10/31/2017 17095-B

BILL TO:

Engineering Division
 City of South San Francisco
 315 Maple Ave.
 South San Francisco, CA 94080
 Attn: Kathleen Phalen

P.O. NUMBER	TERMS	PROJECT
	Net 30	17095 - Antoinette Lan...

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Service Period September 15, 2017 Through October 15, 2017		
	City of South San Francisco Antoinette Lane UUD Project		
	Total Invoiced (See Attached Spreadsheet)	727.00	727.00



Thank you for your business.

TOTAL

\$727.00



296472



City of South San Francisco

ANTOINETTE LANE UUD PROJECT

Bellecci & Associates Invoice #17095-B

Invoice Date: October 31, 2017

Period: September 15, 2017 thru October 15, 2017

#	Task	Budget	Previous % Complete	Current % Complete	Total % Complete	Previously Invoiced	Current Invoice	Total Invoiced	Amount Remaining
1.1	Surveying - Base map	\$8,720	100.00%	0.00%	100.00%	\$8,720	\$0	\$8,720	\$0
1.2	Utility Mapping/Coordination	\$3,420	100.00%	0.00%	100.00%	\$3,420	\$0	\$3,420	\$0
1.3	Meeting & Coordination w/City	\$1,450	65.00%	35.00%	100.00%	\$943	\$508	\$1,450	\$0
1.4	Utility Locating (Subtronic)	\$8,787	100.00%	0.00%	100.00%	\$8,787	\$0	\$8,787	\$0
1.5	JT Intent	\$10,280	100.00%	0.00%	100.00%	\$10,280	\$0	\$10,280	\$0
1.6	Reimbursibles	\$125	50.00%	50.00%	100.00%	\$63	\$63	\$125	\$0
2.1	Meetings w/PG&E during Intent	\$1,570	0.00%	10.00%	10.00%	\$0	\$157	\$157	\$1,413
2.2	PG&E Design Support	\$1,450	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$1,450
2.3	Ph 1 Estimate / Preliminary Form B	\$2,380	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$2,380
2.4	changes by Utilities	\$8,120	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$8,120
2.5	Private Property Plans	\$8,470	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$8,470
2.6	Legal Descriptions	\$2,560	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$2,560
total contract amount		\$57,332				\$32,212	\$727	\$32,939	\$24,393

BELLECCI & ASSOCIATES**PO# 0101695**

Antoinette Lane Underground Utility Project

Project No. st1702-110-600

PO AMOUNT **\$57,332.00****NEW PO BALANCE** **\$57,332.00**

Date	Invoice #	Invoice Amount
10/3/2017	17095-A	\$ 32,212.00
10/31/2017	17095-B	\$ 727.00
TOTAL SPENT		\$ 32,939.00

PO BALANCE **\$24,393.00**

paTran

Project Expense Transaction Detail Report

1/26/2018 2:10PM

CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # st1705 STREET REHABILITATION PROGRAM FY16-17

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
Phase #	110	DESIGN						
11/7/2017	0064815	Task Order 2017-4, Roadway and	E 510-99999-5999				2,825.00	2,825.00
		000273 DKS ASSOCIATES	Check: 263233 11/15/2017					
11/21/2017	0064983	Task Order 2017-4, Roadway and	E 510-99999-5999				3,552.64	3,552.64
		000273 DKS ASSOCIATES	Check: 263511 11/29/2017					
	Phase Total: 110	DESIGN		0.00	0.00	0.00	6,377.64	6,377.64
Phase #	120	CONSTRUCTION						
11/2/2017	LD11/02/2	Wages	E 510-99999-4001	44.00	2,626.82			2,626.82
		00870 MATTHEW POWLESON		9.00	397.32			
		11411 MATTHEW RUBLE		35.00	2,229.50			
11/2/2017	LD11/02/2	Benefits/Contributions	E 510-99999-4331			112.42		112.42
		11411 MATTHEW RUBLE				112.42		
11/2/2017	LD11/02/2	Benefits/Contributions	E 510-99999-4334			449.83		449.83
		00870 MATTHEW POWLESON				68.14		
		11411 MATTHEW RUBLE				381.69		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99999-4331			351.17		351.17
		00870 MATTHEW POWLESON				71.83		
		11411 MATTHEW RUBLE				279.34		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99999-4332			150.68		150.68
		00870 MATTHEW POWLESON				30.82		
		11411 MATTHEW RUBLE				119.86		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99999-4336			29.40		29.40
		00870 MATTHEW POWLESON				22.13		
		11411 MATTHEW RUBLE				7.27		
11/2/2017	PBA11/2/2017	Benefits/Contributions	E 510-99999-4339			25.57		25.57
		00870 MATTHEW POWLESON				5.23		
		11411 MATTHEW RUBLE				20.34		
11/7/2017	20017182-1	2017 Street Surface Seal Proje	E 510-99999-5999				679,291.51	679,291.51
		107626 VSS INTERNATIONAL, INC	Check: 263476 11/22/2017					
11/7/2017	872035506	Task Order 2018-2: 2017 Street	E 510-99999-5999				3,285.75	3,285.75
		106415 NCE	Check: 263269 11/15/2017					
11/7/2017	872045502	2017 STREET SURFACE SEAL PRO.	E 510-99999-5999				52,092.55	52,092.55

1/26/2018 2:10PM

CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # st1705 STREET REHABILITATION PROGRAM FY16-17

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
		106415 NCE	Check: 263269 11/15/2017					
11/16/2017	LD11/16/2	Wages	E 510-99999-4001	19.00	973.98			973.98
		10901 KARI JUNG		4.00	135.80			
		00870 MATTHEW POWLESON		6.00	264.88			
		11411 MATTHEW RUBLE		9.00	573.30			
11/16/2017	LD11/16/2	Benefits/Contributions	E 510-99999-4331			28.91		28.91
		11411 MATTHEW RUBLE				28.91		
11/16/2017	LD11/16/2	Benefits/Contributions	E 510-99999-4334			166.05		166.05
		10901 KARI JUNG				22.46		
		00870 MATTHEW POWLESON				45.44		
		11411 MATTHEW RUBLE				98.15		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99999-4331			151.65		151.65
		10901 KARI JUNG				31.93		
		00870 MATTHEW POWLESON				47.89		
		11411 MATTHEW RUBLE				71.83		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99999-4332			65.07		65.07
		10901 KARI JUNG				13.70		
		00870 MATTHEW POWLESON				20.55		
		11411 MATTHEW RUBLE				30.82		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99999-4336			17.07		17.07
		10901 KARI JUNG				0.45		
		00870 MATTHEW POWLESON				14.75		
		11411 MATTHEW RUBLE				1.87		
11/16/2017	PBA11/16/201	Benefits/Contributions	E 510-99999-4339			11.05		11.05
		10901 KARI JUNG				2.33		
		00870 MATTHEW POWLESON				3.49		
		11411 MATTHEW RUBLE				5.23		
11/30/2017	LD11/30/2	Wages	E 510-99999-4001	20.00	1,096.34			1,096.34
		10901 KARI JUNG		4.00	135.80			
		00870 MATTHEW POWLESON		3.00	132.44			
		11411 MATTHEW RUBLE		13.00	828.10			
11/30/2017	LD11/30/2	Benefits/Contributions	E 510-99999-4331			41.75		41.75

1/26/2018 2:10PM

CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # st1705 STREET REHABILITATION PROGRAM FY16-17

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
		11411 MATTHEW RUBLE				41.75		
11/30/2017	LD11/30/2	Benefits/Contributions	E 510-99999-4334			186.96		186.96
		10901 KARI JUNG				22.46		
		00870 MATTHEW POWLESON				22.74		
		11411 MATTHEW RUBLE				141.76		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99999-4331			159.63		159.63
		10901 KARI JUNG				31.93		
		00870 MATTHEW POWLESON				23.94		
		11411 MATTHEW RUBLE				103.76		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99999-4332			68.49		68.49
		10901 KARI JUNG				13.70		
		00870 MATTHEW POWLESON				10.27		
		11411 MATTHEW RUBLE				44.52		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99999-4336			10.53		10.53
		10901 KARI JUNG				0.45		
		00870 MATTHEW POWLESON				7.38		
		11411 MATTHEW RUBLE				2.70		
11/30/2017	PBA11/30/201	Benefits/Contributions	E 510-99999-4339			11.63		11.63
		10901 KARI JUNG				2.33		
		00870 MATTHEW POWLESON				1.74		
		11411 MATTHEW RUBLE				7.56		
12/4/2017	16056.002-1	2017 SLURRY SEAL PROJECT -	E 510-99999-5999				29,206.21	29,206.21
		103143 GHIRARDELLI ASSOCIATES INC.	Check: 263803 12/8/2017					
12/4/2017	21758	Construction Services for 2016	E 510-99999-5999				3,877.50	3,877.50
		000737 WILSEY HAM, INC	Check: 263775 12/6/2017					
12/6/2017	872045503	2017 STREET SURFACE SEAL PRO.	E 510-99999-5999				4,903.75	4,903.75
		106415 NCE	Check: 263810 12/8/2017					
12/14/2017	LD12/14/2	Wages	E 510-99999-4001	11.00	642.04			642.04
		00870 MATTHEW POWLESON		3.00	132.44			
		11411 MATTHEW RUBLE		8.00	509.60			
12/14/2017	LD12/14/2	Benefits/Contributions	E 510-99999-4331			25.70		25.70
		11411 MATTHEW RUBLE				25.70		
12/14/2017	LD12/14/2	Benefits/Contributions	E 510-99999-4334			111.43		111.43

1/26/2018 2:10PM

CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # st1705 STREET REHABILITATION PROGRAM FY16-17

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
		00870 MATTHEW POWLESON				23.09		
		11411 MATTHEW RUBLE				88.34		
12/14/2017	PBA12/14/201	Benefits/Contributions	E 510-99999-4331			87.79		87.79
		00870 MATTHEW POWLESON				23.94		
		11411 MATTHEW RUBLE				63.85		
12/14/2017	PBA12/14/201	Benefits/Contributions	E 510-99999-4332			37.67		37.67
		00870 MATTHEW POWLESON				10.27		
		11411 MATTHEW RUBLE				27.40		
12/14/2017	PBA12/14/201	Benefits/Contributions	E 510-99999-4336			9.04		9.04
		00870 MATTHEW POWLESON				7.38		
		11411 MATTHEW RUBLE				1.66		
12/14/2017	PBA12/14/201	Benefits/Contributions	E 510-99999-4339			6.39		6.39
		00870 MATTHEW POWLESON				1.74		
		11411 MATTHEW RUBLE				4.65		
12/19/2017	3258	Task Order 2018-1: 2016 STREET	E 510-99999-5999				734.00	734.00
		105927 ANCHOR ENGINEERING, INC.	Check: 264033 12/20/2017					
12/19/2017	3271	Task Order 2018-1: 2016 STREET	E 510-99999-5999				2,416.04	2,416.04
		105927 ANCHOR ENGINEERING, INC.	Check: 264033 12/20/2017					
12/21/2017	872045504	2017 STREET SURFACE SEAL PRO.	E 510-99999-5999				7,250.00	7,250.00
		106415 NCE	Check: 264161 12/22/2017					
12/28/2017	LD12/28/2	Wages	E 510-99999-4001	13.00	819.70			819.70
		09774 ABEGAIL PARTIN		4.00	246.40			
		11411 MATTHEW RUBLE		9.00	573.30			
12/28/2017	LD12/28/2	Benefits/Contributions	E 510-99999-4331			28.91		28.91
		11411 MATTHEW RUBLE				28.91		
12/28/2017	LD12/28/2	Benefits/Contributions	E 510-99999-4334			138.59		138.59
		09774 ABEGAIL PARTIN				41.89		
		11411 MATTHEW RUBLE				96.70		
12/28/2017	PBA12/28/201	Benefits/Contributions	E 510-99999-4331			103.76		103.76
		09774 ABEGAIL PARTIN				31.93		
		11411 MATTHEW RUBLE				71.83		
12/28/2017	PBA12/28/201	Benefits/Contributions	E 510-99999-4332			44.52		44.52

1/26/2018 2:10PM

CITY OF SOUTH SAN FRANCISCO

11/1/2017 through 12/31/2017

Project Number # st1705 STREET REHABILITATION PROGRAM FY16-17

Date	Reference	Description	Account #	Hours	Labor	Benefits	Other	Total
		09774 ABEGAIL PARTIN				13.70		
		11411 MATTHEW RUBLE				30.82		
12/28/2017	PBA12/28/201	Benefits/Contributions	E 510-99999-4336			11.70		11.70
		09774 ABEGAIL PARTIN				9.83		
		11411 MATTHEW RUBLE				1.87		
12/28/2017	PBA12/28/201	Benefits/Contributions	E 510-99999-4339			7.56		7.56
		09774 ABEGAIL PARTIN				2.33		
		11411 MATTHEW RUBLE				5.23		
Phase Total: 120		CONSTRUCTION		107.00	6,158.88	2,650.92	783,057.31	791,867.11
Project Number Total: st1705		STREET REHABILITATION PROGRAM FY16-17		107.00	6,158.88	2,650.92	789,434.95	798,244.75
GRAND TOTAL:				107.00	6,158.88	2,650.92	789,434.95	798,244.75

PROGRESS RPT PG 3

RETURN CHK TO DEPT



DKS Associates
 720 SW Washington St. Suite 500
 Portland, Oregon 97205
 503.243.3500
 www.dksassociates.com

RECEIVED

OCT 30 2017

BY: ENGINEERING DIVISION

City of South San Francisco
 315 Maple Avenue
 South San Francisco, CA 94080
 So. San Francisco, CA 94080

October 25, 2017
 Project No: 17011-004
 Invoice No: 0064815

For consulting services in connection with the On Call Consulting Services for City of South San Francisco; for roadway and intersection, Systemic Safety Analysis Report Program (SSARP); Task Order 2017-4 contract dated April 12, 2017

Professional Services for the Period Ending October 6, 2017

Professional Personnel

	Hours	Rate	Amount
Grade 13			
Carstens, Kevin	5.00	115.00	575.00
Grade 35			
Mahama, David	10.00	225.00	2,250.00
Totals	15.00		2,825.00
Total Labor			2,825.00

Billing Limits

	Current	Prior	To-Date
Total Billings	2,825.00	62,742.99	65,567.99
Limit			98,970.00
Remaining			33,402.01
		Total this Invoice	\$2,825.00

APPROVED

BY _____
 DATE _____
 PROJECT # ST1705
 ACCOUNT 120600

PO# 0101608

MR -> KJ



720 SW Washington St., Suite 500
Portland, OR 97205
503.243.3500
www.dksassociates.com

September 6, 2017

To Whom It May Concern:

DKS Associates is relocating our corporate accounting office. Please send future correspondence and payment remittances to our new corporate address in Portland, Oregon:

DKS Associates
Attn: Corporate Accounting
720 SW Washington St., Suite 500
Portland, OR 97205

DKS Associates **PO #0101608**
Roadway and Intersection Safety Analysis Report (SSAR)
Task Order 2017-4

Original PO Balance \$ **98,970.00**

NEW PO BALANCE \$ **98,970.00**

DATE	Invoice Number		Invoice Amt.
6/28/2017	63983	\$	35,975.00
7/20/2017	64160	\$	13,525.49
8/14/2017	64332	\$	7,647.50
9/25/2017	64571	\$	5,595.00
10/25/2017	64815	\$	2,825.00

TOTAL SPENT \$ 65,567.99

PO Balance \$ **33,402.01**

RECEIVED

NOV 20 2017



DKS Associates
 720 SW Washington St. Suite 500
 Portland, Oregon 97205
 503.243.3500
 www.dksassociates.com

ENGINEERING DIVISION

City of South San Francisco
 315 Maple Avenue
 South San Francisco, CA 94080
 So. San Francisco, CA 94080

November 14, 2017
 Project No: 17011-004
 Invoice No: 0064983

For consulting services in connection with the On Call Consulting Services for City of South San Francisco; for roadway and intersection, Systemic Safety Analysis Report Program (SSARP); Task Order 2017-4 contract dated April 12, 2017

Professional Services for the Period Ending November 03, 2017

Professional Personnel

	Hours	Rate	Amount	
Grade 13				
Carstens, Kevin	13.00	115.00	1,495.00	
Grade 35				
Mahama, David	9.00	225.00	2,025.00	
Totals	22.00		3,520.00	
Total Labor				3,520.00

Reimbursable Expenses

GROUND TRANSPORTATION			29.67	
Total Reimbursables		1.1 times	29.67	32.64

Billing Limits

	Current	Prior	To-Date	
Total Billings	3,552.64	65,567.99	69,120.63	
Limit			98,970.00	
Remaining			29,849.37	
		Total this Invoice		\$3,552.64

Outstanding Invoices

Number	Date	Balance	
0064815	10/25/2017	2,825.00	
Total		2,825.00	
		Total Now Due	\$6,377.64

APPROVED
 BY [Signature]
 DATE 11/21/17
 PROJECT # 51705
 ACCOUNT 116-600 510-99999-5999
PO# 0101608

MR → KJ

10/11/2017 Taxi/Shuttle	BART EMBR to SSF	17011-004 003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5132	<input type="checkbox"/>	3.90	
Business Reason: Attend SSF client meeting for SSARP project								
		SSF SSARP	Travel From/To: San Francisco (home) to SSF BART					Travel: 7.22 mi @ 0.540
10/11/2017 Taxi/Shuttle	Uber BART to City Hall	17011-004 003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5132	<input type="checkbox"/>	11.48	
Business Reason: Attend SSF client meeting for SSARP project								
		SSF SSARP	Travel From/To: SSF BART station to SSF City Hall					Travel: 21.26 mi @ 0.540
10/11/2017 Taxi/Shuttle	Uber City Hall to BART	17011-004 003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5132	<input type="checkbox"/>	9.94	
Business Reason: Attend SSF client meeting for SSARP project								
		SSF SSARP	Travel From/To: SSF City Hall to SSF BART					Travel: 18.41 mi @ 0.540
10/11/2017 Taxi/Shuttle	BART SSF to 19TH	17011-004 003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5132	<input type="checkbox"/>	4.35	
Business Reason: Attend SSF client meeting for SSARP project								
		SSF SSARP	Travel From/To: SSF BART to 19TH (office)					Travel: 8.06 mi @ 0.540



APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 20017182

ATTACHMENT C

RECEIVED

NOV 06 2017

To Owner: CITY OF SOUTH SAN FRANCISCO
315 MAPLE AVENUE

Project: 17-088. CA SOUTH SAN FRANCISCO
SCRUB & RAPID SETTING SLURRY

Application No.: 1

BY: ENGINEERING DIVISION

SOUTH SAN FRANCISCO, CA 94083

Period To: 10/1/2017

From Contractor: VSS International
P.O.Box 981330
West Sacramento, CA 95798

Project Nos: CA SOUTH SAN FRANCISCO SCRUB & RAPID SETTI

Contract For:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum	\$926,304.05
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$926,304.05
4. Total Completed To Date	\$715,043.70
5. Retainage:	
a. 5.00% of Completed Work	\$35,752.19
Total Retainage	\$35,752.19
6. Total Earned Less Retainage	\$679,291.51
7. Less Previous Application & Certificates For Payments	\$0.00
8. Current Payment Due	\$679,291.51
9. Balance To Finish, Plus Retainage	\$247,012.54

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: VSS International

By: Sheng Lopez for Michael Roeder Date: 10/31/17

State of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public:
My Commission expires: _____

County of: _____
day of _____
APPROVED
BY: [Signature]
DATE: 11/7/17
PROJECT # _____
ACCOUNT _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 679,291.51

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

RETURN CHK TO DEPT

MR → KT



CONTINUATION SHEET

Application No. : 1

Application Date : 10/25/17

To:

Architect's Project No.:

Invoice #: 20017182 Contract: 17-088. CA SOUTH SAN FRANCISCO SCRUB & RAPID SETTING SLURRY

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A Item No.	B Description of Work	UM	C1 Scheduled Units	C2 Scheduled Value	D Work Completed		E This Period In Place	G Total Completed and Stored To Date (D+E)	H Retainage
					From Previous Application Units	Value			
1	Mobilization & Demobilization	LS	0	11,025.00	0.00	0.00	0	8,820.00	8,820.00
2	Clearing Grubbing and Environmental Protection	LS	0	11,900.00	0.00	0.00	0	10,710.00	10,710.00
3	Traffic Control	LS	0	26,954.13	0.00	0.00	0	22,911.01	22,911.01
4	Public Posting and Notification	LS	0	12,099.00	0.00	0.00	0	10,889.10	10,889.10
5	Remove Thermoplastic Markings and Striping and Lane Markers	LS	0	3,150.00	0.00	0.00	0	3,150.00	3,150.00
6	Replace Monument Cover	EA	2	1,387.50	0.00	0.00	0	0.00	0.00
7	Adjust Manhole Rim and Cover to Grade	EA	1	787.50	0.00	0.00	0	0.00	0.00
8	Adjust Monument Box and Cover to Grade	EA	3	1,181.25	0.00	0.00	0	0.00	0.00
9	PCC Curb Ramps	EA	7	39,579.75	0.00	0.00	7	39,579.75	39,579.75
10	Additional Minor Concrete for PCC Curb Ramps (revocable item)	SF	350	3,675.00	0.00	0.00	126	1,323.00	1,323.00
11	Full Depth Base Repair (6-inch Depth)	SF	27,568	254,728.32	0.00	0.00	24,380	225,271.20	225,271.20
12	Full Depth Base Repair	CY	153	70,686.00	0.00	0.00	0	0.00	0.00
13	Over-Excavation (revocable item)	LS	0	51,800.00	0.00	0.00	0	51,800.00	51,800.00
14	Crack Sealing	SY	108,180	157,942.80	0.00	0.00	108,180	157,942.80	157,942.80
15	Slurry Seal	SY	21,994	84,896.84	0.00	0.00	21,994	84,896.84	84,896.84
16	Scrub Seal	LF	4,770	4,006.80	0.00	0.00	0	0.00	0.00
17	Thermoplastic Traffic Striping - Detail 1	LF	2,312	3,884.16	0.00	0.00	0	0.00	0.00
18	Thermoplastic Traffic Striping - Detail 21	LF	62	104.16	0.00	0.00	0	0.00	0.00
19	Thermoplastic Traffic Striping - Detail 28	LF	55	115.50	0.00	0.00	0	0.00	0.00
20	Thermoplastic Traffic Striping - Detail 38	LF	154	258.72	0.00	0.00	0	0.00	0.00
	Thermoplastic Traffic Striping - Detail 38A	LF			0.00	0.00	0	0.00	0.00



CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 1
 Application Date : 10/25/17
 To: Architect's Project No.:

Invoice #: 20017182 Contract: 17-088. CA SOUTH SAN FRANCISCO SCRUB & RAPID SETTING SLURRY

A Item No.	B Description of Work	UM	C1 Scheduled Units	C2 Scheduled Value	D		E		G Total Completed and Stored To Date (D+E)	H Retainage	
					From Previous Application Units	Value	Work Completed This Period In Place Units	Value			
21	Thermoplastic 12" Limit Line (White)	LF	541	1,704.15	0.00	0.00	0	0.00	0.00		
22	Thermoplastic Basic Crosswalk (White or Yellow)	LF	2,011	6,334.65	0.00	0.00	0	0.00	0.00		
23	Blue Fire Hydrant Pavement Marker	EA	55	1,155.00	0.00	0.00	0	0.00	0.00		
24	Thermoplastic Pavement Markings (Arrows, Words and Numerals)	SF	1,397	4,763.77	0.00	0.00	0	0.00	0.00		
CCO 1	Change Order No. 1	LS	0	115,000.00	0.00	0.00	0	97,750.00	97,750.00		
CCO 2	Change Order No. 2	LS	0	57,184.05	0.00	0.00	0	0.00	0.00		
Grand Totals					169,615	926,304.05	0.00	154,687	715,043.70	715,043.70	35,752.19

FOR PROPER CREDIT REMIT TO: ADDRESS ON THE INVOICE. TERMS: ALL ACCOUNTS DUE UPON RECEIPT. OVERDUE ACCOUNTS ARE SUBJECT TO 1.5%/MONTH, 18%/ANNUM. ATTORNEY'S FEE INCURRED IN COLLECTING PAST DUE ACCOUNTS WITH OR WITHOUT LEGAL ACTION TOGETHER WITH ALL COURT COSTS INVOLVED



Collaboration. Commitment. Confidence.SM

Nichols Consulting Engineers, CHTD
 1885 S. Arlington Ave.
 Suite 111
 Reno, NV 89509
 (775) 329-4955

RECEIVED

OCT 26 2017

BY: ENGINEERING DIVISION

City of South San Francisco
 Sam Bautista
 Engineering Division
 City Hall Annex
 315 Maple Avenue
 S. San Francisco, CA 94080

Invoice number 872035506
 Date 10/23/2017

Project 872.03.55 S. San Francisco 2017 Street Surface Seal Project

Professional Services Rendered through October 06, 2017

Task Order #2018-2
 EXPIRES: June 30, 2018

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Total Billed	Remaining Balance
1.A Project Kick-off Meetings/Progress Meetings	4,900.00	100.00	4,900.00	0.00	4,900.00	0.00
1.B Utility Coordination	2,900.00	100.00	2,900.00	0.00	2,900.00	0.00
2.A Pavement and Curb & Gutter Condition Survey	5,100.00	100.00	5,100.00	0.00	5,100.00	0.00
2.B Pavement Design Recommendations	3,400.00	100.00	3,400.00	0.00	3,400.00	0.00
3.A Design Data Gathering	3,200.00	100.00	3,200.00	0.00	3,200.00	0.00
3.B 60% PS&E	15,300.00	100.00	15,300.00	0.00	15,300.00	0.00
3.C 90% PS&E	9,900.00	100.00	9,900.00	0.00	9,900.00	0.00
3.D Final (100% PS&E)	6,500.00	100.00	6,500.00	0.00	6,500.00	0.00
4.A Bidding Support Services	2,400.00	100.00	2,400.00	0.00	2,400.00	0.00
4.B Construction Support Services	4,500.00	10.00	450.00	0.00	450.00	4,050.00
5 Add'l Street Selections for Slurry Seal; TO#2018-2	3,900.00	100.00	614.25	3,285.75	3,900.00	0.00
Total	62,000.00	93.47	54,664.25	3,285.75	57,950.00	4,050.00

Invoice total 3,285.75

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872035506	10/23/2017	3,285.75	3,285.75				
Total		3,285.75	3,285.75	0.00	0.00	0.00	0.00

APPROVED
 BY T. Hill
 DATE 10/26/2017
 PROJECT # ST1705
 ACCOUNT 120-600
 PO# 0101738

Invoice Supporting Detail

872.03.55 S. San Francisco 2017 Street Surface Seal Project

5 Add'l Street Selections for Slurry Seal; TO#2018-2

Phase Status: Active

Contract		Previously Billed			To Bill		
Units	Amount	Units	%	Amount	Units	%	Amount
	3,900.00	29.25	100	3,900.00		84	3,285.75
Subtotal	3,900.00	29.25	100	3,900.00	0.00	84	3,285.75

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Project Engineer

Mei Hui Lee

Direct Labor	09/06/2017	2.00	135.00	270.00
Direct Labor	09/19/2017	2.00	135.00	270.00
Direct Labor	09/29/2017	3.50	135.00	472.50
Direct Labor	10/02/2017	0.50	135.00	67.50
Direct Labor	10/04/2017	0.50	135.00	67.50
Direct Labor	10/05/2017	0.50	135.00	67.50
Subtotal		9.00		1,215.00

Staff Engineer

Sara N. Dowling

Direct Labor	09/25/2017	1.00	125.00	125.00
Direct Labor	09/29/2017	9.00	125.00	1,125.00
Direct Labor	10/02/2017	3.00	125.00	375.00
Direct Labor	10/03/2017	3.00	125.00	375.00
Subtotal		16.00		2,000.00
Labor total		25.00		3,215.00

Expense

WIP Status: Billable

Mei-Hui Lee

Travel-Mileage CA - 2017

	09/29/2017	54.00	0.54	28.89
Subtotal		54.00		28.89

Sara Dowling

Travel-Mileage CA - 2017

	10/06/2017	59.00	0.54	31.57
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Travel-Transport

	10/06/2017			6.90
Subtotal		59.00		38.47
Expense total		113.00		67.36

Invoice Summary

	Contract	Billed	%	Remaining	%
Labor	59,600.00	55,640.00	93	3,960.00	7
Expense	2,400.00	2,310.00	96	90.00	4
Consultant					
Total	62,000.00	57,950.00	93	4,050.00	7

NCE **PO# 0101738**
SSF 2017 Street Surface Seal Project
Project No. st1705
Task Order 2018-2

Original PO Amt 2018-2 \$ 3,900.00

Total \$ 3,900.00

Date	Invoice #	Amount
9/27/2017	872035505	614.25
10/23/2017	872035506	3,285.75

Total Processed Invoices 3,900.00

PO Balance \$ -

STATEMENT OF QUALIFICATIONS PACKAGE
FOR ARCHITECTURAL, ENGINEERING AND OTHER PROFESSIONAL SERVICES

ATTACHMENT D

FORM G – HOURLY RATE SHEET

No.	Key Personnel from FORM C	Role	Fully Burdened Hourly Rates		
			2016	2017	2018
1.	J. Ryan Shafer, PE, GE	Principal in Charge/Project Manager	\$235.00	\$240.00	\$245.00
2.	Jack Norberg, PE	Chief Engineer/QA-QC	\$235.00	\$240.00	\$245.00
3.	Franz Haidinger, PE	Lead Civil Engineer	\$190.00	\$195.00	\$200.00
4.	James Signore, Ph.D., PE	Pavement Expert	\$190.00	\$195.00	\$200.00
5.	Jenny Van Dyke, PE	Senior Engineer	\$160.00	\$165.00	\$170.00
6.	Victor Lemus, EIT	Staff Engineer	\$120.00	\$125.00	\$130.00
7.	Jim Bui, EIT	Staff Engineer	\$120.00	\$125.00	\$130.00
8.	Alex Paez	CAD Designer	\$120.00	\$125.00	\$130.00
9.	Christine Davis, PE, PH	Project Hydrologist	\$130.00	\$135.00	\$140.00
10.	Jeremy Hall, GISP, RPA	GIS Specialist	\$130.00	\$135.00	\$140.00
No.	Key Personnel from FORM C	Role	Fully Burdened Hourly Rates		
			2016	2017	2018
11.	Not Applicable		\$	\$	\$
12.			\$	\$	\$
13.			\$	\$	\$
14.			\$	\$	\$

Your firm's fully burdened hourly rates should include:

Software	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Vehicles	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Phone / Cell	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Printing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Mileage	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Postage/Courier	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

RETURN CHK TO DEPT

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Nichols Consulting Engineers, CHTD
1885 S. Arlington Ave.
Suite 111
Reno, NV 89509
(775) 329-4955

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NOV 03 2017

BY: ENGINEERING DIVISION

City of South San Francisco
Sam Bautista
Engineering Division
City Hall Annex
315 Maple Avenue
S. San Francisco, CA 94080

APPROVED
BY JM/M
DATE 11/3/2017
PROJECT # SC1705
ACCOUNT 20600
PO# 0101756

Invoice number 872045502
Date 10/31/2017
Project 872.04.55 SSF OBAG2: 2017 Street
Rehabilitation Project

Professional Services Rendered through October 06, 2017

Project Name: 2017 Street Surface Seal Project
Task Order No.: 2018-1

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Total Billed	Remaining Balance
1A Project Kick-off and Progress Meetings	10,400.00	55.99	3,120.00	2,702.55	5,822.55	4,577.45
1B Utility Coordination	3,900.00	100.00	1,950.00	1,950.00	3,900.00	0.00
2A Pavement and C&G Condition Survey	3,000.00	100.00	900.00	2,100.00	3,000.00	0.00
2B Pavement Deflection Testing	6,800.00	100.00	680.00	6,120.00	6,800.00	0.00
2C Pavement Coring	16,000.00	100.00	0.00	16,000.00	16,000.00	0.00
2D Pavement Design Recommendations	9,400.00	40.00	470.00	3,290.00	3,760.00	5,640.00
3A Design Data Gathering	3,200.00	100.00	1,120.00	2,080.00	3,200.00	0.00
3B 60% PS&E	27,300.00	100.00	13,650.00	13,650.00	27,300.00	0.00
3C 90% PS&E	20,600.00	0.00	0.00	0.00	0.00	20,600.00
3D Final (100%) PS&E	13,800.00	0.00	0.00	0.00	0.00	13,800.00
4A Bidding Support Services	3,200.00	0.00	0.00	0.00	0.00	3,200.00
4B Construcion Support Services	7,900.00	0.00	0.00	0.00	0.00	7,900.00
5A Environmental and Field Review	7,000.00	50.00	0.00	3,500.00	3,500.00	3,500.00
5B Right-of-Way Certification	10,500.00	0.00	0.00	0.00	0.00	10,500.00
5C E-76 Documentation	7,000.00	10.00	0.00	700.00	700.00	6,300.00
5D Caltrans Encroachment Permit	7,200.00	0.00	0.00	0.00	0.00	7,200.00
Total	157,200.00	47.06	21,890.00	52,092.55	73,982.55	83,217.45

Invoice total **52,092.55**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872045502	10/31/2017	52,092.55	52,092.55				

Total	52,092.55	52,092.55	0.00	0.00	0.00	0.00
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Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project

1A Project Kick-off and Progress Meetings

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		10,000.00	45.75	56	5,596.25		26	2,596.25
Expense		400.00		57	226.30		27	106.30
Subtotal		10,400.00	45.75	56	5,822.55	0.00	26	2,702.55

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

Principal

John Ryan Shafer

Direct Labor

08/17/2017 1.00 240.00 240.00

Subtotal 1.00 240.00

Staff Engineer

Victor Lemus

Direct Labor

08/30/2017 2.00 125.00 250.00

Direct Labor

10/04/2017 2.00 125.00 250.00

Direct Labor

10/05/2017 1.00 125.00 125.00

Direct Labor

10/06/2017 1.00 125.00 125.00

Subtotal 6.00 750.00

Clerical

Theresa A. Buckingham

Direct Labor

09/14/2017 0.25 75.00 18.75

Subtotal 0.25 18.75

Tina M. Epper

Direct Labor

09/27/2017 0.50 75.00 37.50

Subtotal 0.50 37.50

Labor total 7.75 1,046.25

Expense WIP Status: Billable

Victor Lemus

Travel- Meals

09/08/2017 10.78

Travel-Transport

09/08/2017 95.52

Subtotal 106.30

Expense total 106.30

1B Utility Coordination

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		3,800.00	44.50	100	3,800.00		50	1,900.00
Expense		100.00		100	100.00		50	50.00
Subtotal		3,900.00	44.50	100	3,900.00	0.00	50	1,950.00

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

Staff Engineer

Myles D. Goins

Direct Labor

08/21/2017 2.00 125.00 250.00

Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project
2B Pavement Deflection Testing

Phase Status: Active

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
09/11/2017	2.00	165.00	330.00
09/12/2017	0.50	165.00	82.50
09/13/2017	1.00	165.00	165.00
Subtotal	3.50		577.50
Labor total	3.50		577.50

Labor WIP Status: Billable

Senior Engineer
 Mei-Hui Lee
 Direct Labor
 Direct Labor
 Direct Labor

Expense WIP Status: Billable

FWD Activity
 FWD Charge

09/15/2017	1.00	3,500.00	3,500.00	✓
Subtotal	1.00		3,500.00	
Expense total	1.00		3,500.00	

Consultant WIP Status: Billable

City Rise Inc.
 Consultant

09/22/2017			1,394.94	✓
Subtotal			1,394.94	
Consultant total			1,394.94	

2C Pavement Coring

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		11,200.00	19.50	100	11,200.00		100	11,200.00
Expense		200.00		100	200.00		100	200.00
Consultant		4,600.00		100	4,600.00		100	4,600.00
Subtotal		16,000.00	19.50	100	16,000.00	0.00	100	16,000.00

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

Senior Engineer
 Mei-Hui Lee
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor

09/05/2017	1.00	165.00	165.00
09/06/2017	4.00	165.00	660.00
09/11/2017	2.00	165.00	330.00
09/15/2017	1.00	165.00	165.00
09/18/2017	0.50	165.00	82.50
09/21/2017	1.00	165.00	165.00
10/02/2017	1.00	165.00	165.00
10/06/2017	1.00	165.00	165.00
Subtotal	11.50		1,897.50

Project Engineer
 Kuan-Yu Ko
 Direct Labor

09/06/2017	3.00	135.00	405.00
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Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project

2C Pavement Coring

Phase Status: Active

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
09/07/2017	3.00	135.00	405.00
09/19/2017	2.00	135.00	270.00
Subtotal	8.00		1,080.00
Labor total	19.50		2,977.50

Labor WIP Status: Billable

Project Engineer
 Kuan-Yu Ko
 Direct Labor
 Direct Labor

Expense WIP Status: Billable

CA Coring
 Coring
 In-house Expense
 Marking Paint
 King Courier San Francisco
 Postage-Shipping
 Kuan-Yu Ko
 Travel-Mileage CA - 2017
 Travel-Transport.
 Mei-Hui Lee
 Travel- Meals

09/15/2017	2.00	4,500.00	9,000.00
Subtotal	2.00		9,000.00
09/06/2017	4.00	6.00	24.00
Subtotal	4.00		24.00
09/29/2017			52.44
Subtotal			52.44
09/08/2017	78.00	0.54	41.73
09/08/2017			4.40
Subtotal	78.00		46.13
09/15/2017			28.88
Subtotal			28.88
Expense total	84.00		9,151.45

Consultant WIP Status: Billable

City Rise Inc.
 Consultant

09/22/2017			3,069.69
Subtotal			3,069.69
Consultant total			3,069.69

2D Pavement Design Recommendations

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		9,100.00	13.50	40	3,640.00		35	3,170.00
Expense		300.00		40	120.00		40	120.00
Subtotal		9,400.00	13.50	40	3,760.00	0.00	35	3,290.00

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
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Labor WIP Status: Billable

Principal
 John Ryan Shafer
 Direct Labor

10/05/2017	1.00	240.00	240.00
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Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project
2D Pavement Design Recommendations

Phase Status: Active

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

Principal

John Ryan Shafer

Direct Labor

10/06/2017 1.00 240.00 240.00

Subtotal 2.00 480.00

Associate

James M. Signore

Direct Labor

09/06/2017 1.50 195.00 292.50

Subtotal 1.50 292.50

Senior Engineer

Mei-Hui Lee

Direct Labor

09/18/2017 1.00 165.00 165.00

Direct Labor

09/21/2017 1.00 165.00 165.00

Direct Labor

10/02/2017 1.00 165.00 165.00

Direct Labor

10/03/2017 1.00 165.00 165.00

Direct Labor

10/04/2017 1.00 165.00 165.00

Subtotal 5.00 825.00

Staff Engineer

Victor Lemus

Direct Labor

10/02/2017 1.00 125.00 125.00

Direct Labor

10/04/2017 2.00 125.00 250.00

Subtotal 3.00 375.00

Labor total 11.50 1,972.50

Expense WIP Status: Billable

James Signore

Travel-Mileage CA - 2017

09/08/2017 11.00 0.54 5.89

Travel- Meals

09/08/2017 20.35

Subtotal 11.00 26.24

Expense total 11.00 26.24

3A Design Data Gathering

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		3,100.00	24.50	100	3,100.00		64	1,980.00
Expense		100.00		100	100.00		100	100.00
Subtotal		3,200.00	24.50	100	3,200.00	0.00	65	2,080.00

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

Staff Engineer

Victor Lemus

Direct Labor

09/07/2017 5.00 125.00 625.00

Direct Labor

09/08/2017 6.00 125.00 750.00

Direct Labor

09/11/2017 1.00 125.00 125.00

Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project

3A Design Data Gathering

Phase Status: Active

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
10/02/2017	3.50	125.00	437.50
Subtotal	15.50		1,937.50
Labor total	15.50		1,937.50

Labor WIP Status: Billable

Staff Engineer
 Victor Lemus
 Direct Labor

Expense WIP Status: Billable

Victor Lemus
 Travel-Lodging
 Travel-Miscellaneous

09/08/2017	1.00	81.40	81.40
09/08/2017			20.87
Subtotal	1.00		102.27
Expense total	1.00		102.27

3B 60% PS&E

Phase Status: Active

Contract		Previously Billed			To Bill		
Units	Amount	Units	%	Amount	Units	%	Amount
Labor	26,300.00	214.75	100	26,300.00	48		12,650.00
Expense	1,000.00		100	1,000.00	100		1,000.00
Subtotal	27,300.00	214.75	100	27,300.00	0.00	50	13,650.00

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
09/06/2017	1.00	240.00	240.00
09/08/2017	1.00	240.00	240.00
09/11/2017	1.00	240.00	240.00
09/12/2017	1.00	240.00	240.00
09/14/2017	0.50	240.00	120.00
09/18/2017	1.00	240.00	240.00
09/19/2017	1.00	240.00	240.00
09/20/2017	1.00	240.00	240.00
Subtotal	7.50		1,800.00

Labor WIP Status: Billable

Principal
 John Ryan Shafer
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor

Project Engineer
 Jim Bui
 Direct Labor

Staff Engineer
 Sara N. Dowling
 Direct Labor
 Direct Labor
 Direct Labor
 Direct Labor

09/08/2017	2.00	135.00	270.00
Subtotal	2.00		270.00
09/07/2017	2.50	125.00	312.50
09/08/2017	2.50	125.00	312.50
09/11/2017	8.00	125.00	1,000.00
09/12/2017	4.00	125.00	500.00
Subtotal	17.00		2,125.00

Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project

5A Environmental and Field Review

Phase Status: Active

Contract		Previously Billed			To Bill		
Units	Amount	Units	%	Amount	Units	%	Amount
Labor	6,800.00	20.00	50	3,400.00		50	3,400.00
Consultant	200.00		50	100.00		50	100.00
Subtotal	7,000.00	20.00	50	3,500.00	0.00	50	3,500.00

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
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Labor

WIP Status: Billable

Senior Scientist
 Marcy Kamerath
 Direct Labor

10/04/2017	3.00	165.00	495.00
Subtotal	3.00		495.00

Senior Planner
 Michael C. Baron

Direct Labor	09/14/2017	1.00	165.00	165.00
Direct Labor	09/18/2017	6.00	165.00	990.00
Direct Labor	09/20/2017	4.00	165.00	660.00
Direct Labor	09/21/2017	4.00	165.00	660.00
Subtotal	15.00			2,475.00

Staff Engineer
 Victor Lemus
 Direct Labor

10/05/2017	2.00	125.00	250.00
Subtotal	2.00		250.00
Labor total	20.00		3,220.00

5C E-76 Documentation

Phase Status: Active

Contract		Previously Billed			To Bill		
Units	Amount	Units	%	Amount	Units	%	Amount
Labor	6,800.00	3.00	10	700.00		10	700.00
Subtotal	6,800.00	3.00	10	700.00	0.00	10	700.00

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
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Labor

WIP Status: Billable

Senior Planner
 Michael C. Baron
 Direct Labor

09/28/2017	3.00	165.00	495.00
Subtotal	3.00		495.00
Labor total	3.00		495.00

5D Caltrans Encroachment Permit

Phase Status: Active

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Senior Scientist
 Marcy Kamerath
 Direct Labor

09/19/2017	0.25	165.00	41.25
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Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project
 5D Caltrans Encroachment Permit

Phase Status: Active

Billing Cutoff: 10/06/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor
 Senior Scientist

WIP Status: Billable

Subtotal	0.25		41.25
Labor total	0.25		41.25

Invoice Summary

	Contract	Billed	%	Remaining	%
Labor	145,100.00	65,736.25	45	79,363.75	55
Expense	4,900.00	1,946.30	40	2,953.70	60
Consultant	7,200.00	6,300.00	88	900.00	13
Total	157,200.00	73,982.55	47	83,217.45	53

NCE **PO# 0101756**
SSF 2017 Street Surface Seal Project
Project No. st1705
Task Order 2018-1

Original PO Amt 2018-2 \$ 157,200.00

Total \$ 157,200.00

Date	Invoice #	Amount
9/27/2017	872045501	21,890.00
10/31/2017	872045502	52,092.55

Total Processed Invoices 73,982.55

PO Balance \$ 83,217.45

RETURN CHK TO DEPT



ATTACHMENT F



Ghirardelli Associates, Inc.
2055 Gateway Place, Suite 410
San Jose, CA 95110
Main: 408.435.5503

Contact: Dani Mahler (dmahler@ghirardelliassoc.com)

City of South San Francisco
Attn: Eunejune Kim
400 Grand Avenue
South San Francisco, CA 94080

Invoice Number: 16056.002-1
Invoice Date: 11/28/2017
GAI Project ID: 16056.002
Task Order #: 2018-1

RECEIVED

NOV 30 2017

Service Period: 09/25/2017 Through: 10/29/2017

BY: ENGINEERING DIVISION

Services Rendered: On Call Architectural, Engineering & Other Professional Services for the 2017 Slurry Seal Project (st1705)

Invoice Summary

Table with 6 columns: Description, Contract Amount, Prior Billed, Current Billed, Total Billed, Remaining. Row 1: TASK ORDER 2018-1, 94,159.45, 0.00, 29,206.21, 29,206.21, 64,953.24. Row 2: Total, 94,159.45, 0.00, 29,206.21, 29,206.21, 64,953.24.

Professional Fees

Table with 6 columns: Employee, Position/Service, Pay Type, Hours, Rate, Billed Amount. Rows include Carolyn Adkins, Helena Allison (multiple), and a Professional Fees subtotal of 174.00 hours at 29,206.21.

Invoice total 29,206.21

Contract Summary table with 2 columns: Description, Amount. Rows: Original Contract Amount (94,159.45), Contract Changes / Optional Tasks (0.00), Total Contract Amount (94,159.45), Percent Expended (31.02).

APPROVED BY [Signature] DATE 12/1/2017 PROJECT # ACCOUNT

Submitted by:

[Signature of Daniela Mahler]

Daniela Mahler
Accounting & Contracts Manager

11.28.17

Date

PO# 0101751
st1705-120600
DT# 361342



Ghirardelli
ASSOCIATES

2055 Gateway Place
San Jose, CA 95110

Employee Timesheet

Timesheet Ended Date: 10/11/2017

Name: Helena Allison

Project	Project Description	Task	Activity	Mon	Tue	Wed	Thur	Fri	Sat	Sun	PM	
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5600 - Regular PW (Field Inspection)	25	26	27	28	29	30	01	Total	Appr
			Hours on Other Projects	10.50	10.00	8.00	6.00	8.00	0.00	0.00	42.50	CK
			Total Hours	10.50	10.00	8.00	8.00	8.00	-	-	44.50	

8.00	8.00	8.00	8.00	8.00	-	-	-	-	-	-	40.00	
2.50	2.00	-	-	-	-	-	-	-	-	-	4.50	
-	-	-	-	-	-	-	-	-	-	-	-	

Employee submitted	Helena Allison	10/04/2017
Supervisor approved	Charles Dory	10/06/2017
Accounting approved	Daniela Mahler	10/09/2017

Client Signature (if Required)

Timesheet Notes:

Date	Project	Phase	Activity	Hours	Pay Type	Notes
09/28/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	2.00	Regular	2Pre construction meeting with the City and Contractors. Job #16056



Ghirardelli
ASSOCIATES
2055 Gateway Place
San Jose, CA 95110

Employee Timesheet

Timesheet Ended Date: 10/8/2017

Name: Helena Allison

Project	Project Description	Task	Activity	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	PM
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	-	8.00	8.00	-	-	-	24.00	CK
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	-	-	-	2.50	-	-	-	2.50	CK
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5607 - Doubletime PW (Field Inspection)	-	8.50	-	-	-	-	-	8.50	CK
Hours on Other Projects				7.50	0.00	0.00	0.00	8.00	0.00	0.00	15.50	
Total Hours				15.50	8.50	8.00	10.50	8.00	-	-	50.50	
Regular				8.00	-	8.00	8.00	8.00	-	-	32.00	
Overtime				4.00	-	-	2.50	-	-	-	6.50	
Doubletime				3.50	8.50	-	-	-	-	-	12.00	

Client Signature (If Required)

Employee submitted	Helena Allison	10/11/2017
Supervisor approved	Charles Dory	10/11/2017
Accounting approved	Daniela Mahler	10/11/2017

Timesheet Notes:

Date	Project	Phase	Activity	Hours	Pay Type	Notes
10/02/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1700 with 30 min break
10/03/17	16056.002	Task Order 2018-1	5607 - Doubletime PW (Field Inspection)	8.50	Doubletime	0800 - 1700 - 30 minute lunch - DO NOT BILL DOUBLETIME
10/04/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800 - 1700 - 30 minute lunch
10/05/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800 - 1900 - 30 minute lunch



Ghirardelli
ASSOCIATES

2055 Gateway Place
San Jose, CA 95110

Employee Timesheet

Timesheet Ended Date: 10/15/2017

Name: Helena Allison

Project	Project Description	Task	Activity							Total	PM	
			Mon	Tue	Wed	Thur	Fri	Sat	Sun			
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	8.00	8.00	8.00	8.00	8.00	8.00	-	-	40.00	CK
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	1.50	1.00	-	0.50	-	-	-	-	3.00	CK
Total Hours			9.50	9.00	8.00	8.50	8.00	-	-	-	43.00	

Regular	8.00	8.00	8.00	8.00	8.00	-	-	-	-	-	40.00	
Overtime	1.50	1.00	-	0.50	-	-	-	-	-	-	3.00	
Doubletime	-	-	-	-	-	-	-	-	-	-	-	

Employee submitted	Helena Allison	10/14/2017
Supervisor approved	Charles Dory	10/15/2017
Accounting approved	Daniela Mahler	10/16/2017

Client Signature (If Required)

Timesheet Notes:

Date	Project	Phase	Activity	Hours	Pay Type	Notes
10/09/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/09/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	1.50	Overtime	1630-1800
10/10/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/10/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	1.00	Overtime	1630-1730
10/11/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/12/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30min break
10/12/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	0.50	Overtime	1630-1700
10/13/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0730-1600 30min break



Ghirardelli
ASSOCIATES
2055 Gateway Place
San Jose, CA 95110

Employee Timesheet

Timesheet Ended Date: 10/22/2017

Name: Helena Allison

Project	Project Description	Task	Activity	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	PM
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5601 - Regular NPW (Field Office)	3.00	-	-	-	-	-	-	3.00	CK
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5600 - Regular PW (Field Inspection)	-	8.00	8.00	8.00	8.00	-	-	32.00	CK
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	-	0.50	2.00	0.50	2.50	-	-	5.50	CK
Total Hours				3.00	8.50	10.00	8.50	10.50	-	-	40.50	

Regular	3.00	8.00	8.00	8.00	8.00	-	-	-	-	-	35.00	
Overtime	-	0.50	2.00	0.50	2.50	-	-	-	-	-	5.50	
Doubletime	-	-	-	-	-	-	-	-	-	-	-	

Employee submitted	Helena Allison	10/22/2017
Supervisor approved	Charles Dory	10/23/2017
Accounting approved	Daniela Mahler	10/23/2017

Client Signature (If Required)

Timesheet Notes:

Date	Project	Phase	Activity	Hours	Pav Type	Notes
10/16/17	16056.002	Task Order 2018-1	5601 - Regular NPW (Field Office)	3.00	Regular	1000-1300
10/17/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/17/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	0.50	Overtime	1630-1700
10/18/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/18/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	2.00	Overtime	1630-1830
10/19/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0730-1630 30 min break
10/19/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	0.50	Overtime	1600-1630
10/20/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	7:30-1600 30 min break
10/20/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	2.50	Overtime	1600-1730



Ghirardelli
ASSOCIATES
2055 Gateway Place
San Jose, CA 95110

Employee Timesheet

Timesheet Ended Date: 10/29/2017

Name: Helena Allison

Project	Project Description	Task	Activity	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	PM
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	8.00	8.00	8.00	8.00	-	-	40.00	CK
16056.002	2017 Slurry Seal Project (st1705)	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	-	2.00	1.50	-	2.00	-	-	5.50	CK
Total Hours				8.00	10.00	9.50	8.00	10.00	-	-	45.50	

8.00	8.00	8.00	8.00	8.00	-	-	40.00
-	2.00	1.50	-	2.00	-	-	5.50
-	-	-	-	-	-	-	-

Regular
Overtime
Doubletime

Employee submitted	Helena Allison	10/28/2017
Supervisor approved	Charles Dory	10/30/2017
Accounting approved	Alain Charles	11/01/2017

Client Signature (If Required)

Timesheet Notes:

Date	Project	Phase	Activity	Hours	Pav Type	Notes
10/23/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/24/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	50 min break 0730-1600
10/24/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	2.00	Overtime	1600-1800
10/25/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/25/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	1.50	Overtime	1630-1800
10/26/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0800-1630 30 min break
10/27/17	16056.002	Task Order 2018-1	5600 - Regular PW (Field Inspection)	8.00	Regular	0745-1615 30 min break
10/27/17	16056.002	Task Order 2018-1	5605 - Overtime PW (Field Inspection)	2.00	Overtime	1615-1815

Ghirardelli Associates **PO# 0101751**
2017 Slurry Seal Project
st1705-120-600
Task Order 2018-1

Original PO Amt \$ 94,159.45

Total \$ 94,159.45

Date	Invoice #	Amount
11/28/2017	16056.002-1	29,206.21

Total Processed Invoices 29,206.21

PO Balance \$ 64,953.24

RETURN CHK TO DEPT

Invoice

Wilsey Ham
 P.O. Box H
 San Mateo, CA 94402-0099
 ph 650-349-2151
 fax 650-345-4921

WILSEY ■■ HAM
 Engineering, Surveying & Planning

November 17, 2017
 Project No: 0622-101
 Invoice No: 21758

Matt Ruble
 City of South San Francisco
 Accounts Payable
 P. O. Box 711
 South San Francisco, CA 94083

RECEIVED

NOV 20 2017

BY: ENGINEERING DIVISION

Project 0622-101 SSF 2016 Street Rehab Design
 • Task Order 2016-3, tasks 1 thru 3
 • Task Order 2017-1, tasks 4 thru 6
 • Task Order 2018-1, tasks 7 and 8

Professional Services from October 01, 2017 to October 31, 2017

Professional Personnel

	Hours	Rate	Amount
Principal Engineer/Surveyor	6.50	215.00	1,397.50
Engineer II	15.50	160.00	2,480.00
Totals	22.00		3,877.50
Total Labor			3,877.50

	Current Billing	Prior Billed	Billed To-Date
Total Billings	3,877.50	69,070.00	72,947.50
Contract Limit			88,580.00
Remaining			15,632.50

TOTAL DUE THIS INVOICE \$3,877.50

APPROVED

BY MR
 DATE 12/1/2017
 PROJECT # 21705
 ACCOUNT 120-000

PO# 0101815

DR# 361341

gu

A Finance Charge of 1.5% per month will be added to accounts 30 days past due.

Project 0622-101 SSF 2016 Street Rehab Design Invoice <Draft>

Billing Backup

Tuesday, November 28, 2017

WILSEY HAM

Invoice <Draft> Dated 11/28/2017

11:23:11 AM

Project 0622-101 SSF 2016 Street Rehab Design

Task 007 Construction Services TO 2018-1

Professional Personnel

			Hours	Rate	Amount	
Principal Engineer/Surveyor						
1191	02 - Peterson, Jeffrey	10/26/2017	3.00	215.00	645.00	
1191	02 - Peterson, Jeffrey	10/27/2017	2.00	215.00	430.00	
1191	02 - Peterson, Jeffrey	10/13/2017	.50	215.00	107.50	
1191	02 - Peterson, Jeffrey	10/18/2017	.50	215.00	107.50	
Engineer II						
2042	06 - Leitch, Cameron	10/19/2017	4.00	160.00	640.00	
2042	06 - Leitch, Cameron	10/18/2017	4.50	160.00	720.00	
2042	06 - Leitch, Cameron	10/30/2017	2.50	160.00	400.00	
2042	06 - Leitch, Cameron	10/31/2017	3.50	160.00	560.00	
2042	06 - Leitch, Cameron	8/3/2017	.50	160.00	80.00	
2042	06 - Leitch, Cameron	8/11/2017	.50	160.00	80.00	
	Totals		21.50		3,770.00	
	Total Labor					3,770.00
				Total this Task		\$3,770.00

Task 008 RFI#3; TO 2018-1

Professional Personnel

			Hours	Rate	Amount	
Principal Engineer/Surveyor						
1191	02 - Peterson, Jeffrey	10/30/2017	.50	215.00	107.50	
	Totals		.50		107.50	
	Total Labor					107.50
				Total this Task		\$107.50
				Total this Project		\$3,877.50
				Total this Report		\$3,877.50

Wilsey Ham, Inc. PO# 0101815
2016 Street Rehabilitation Project, Construction Services
st1705
Task Order 2018-1

Original PO Balance \$ 19,510.00

NEW PO BALANCE \$ 19,510.00

DATE	Invoice Number		Invoice Amt.
11/17/2017	21758-B	\$	3,877.50

TOTAL SPENT \$ 3,877.50

PO Balance \$ 15,632.50



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Nichols Consulting Engineers, CHTD
1885 S. Arlington Ave.
Suite 111
Reno, NV 89509
(775) 329-4955

RETURN CHK TO DEPT

City of South San Francisco
Sam Bautista
Engineering Division
City Hall Annex
315 Maple Avenue
S. San Francisco, CA 94080

Invoice number 872045503
Date 11/27/2017

Project **872.04.55 SSF OBAG2: 2017 Street
Rehabilitation Project**

Professional Services Rendered through November 03, 2017

Project Name: 2017 Street Surface Seal Project
Task Order No.: 2018-1

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Total Billed	Remaining Balance
1A Project Kick-off and Progress Meetings	10,400.00	62.18	5,822.55	643.75	6,466.30	3,933.70
1B Utility Coordination	3,900.00	100.00	3,900.00	0.00	3,900.00	0.00
2A Pavement and C&G Condition Survey	3,000.00	100.00	3,000.00	0.00	3,000.00	0.00
2B Pavement Deflection Testing	6,800.00	100.00	6,800.00	0.00	6,800.00	0.00
2C Pavement Coring	16,000.00	100.00	16,000.00	0.00	16,000.00	0.00
2D Pavement Design Recommendations	9,400.00	80.00	3,760.00	3,760.00	7,520.00	1,880.00
3A Design Data Gathering	3,200.00	100.00	3,200.00	0.00	3,200.00	0.00
3B 60% PS&E	27,300.00	100.00	27,300.00	0.00	27,300.00	0.00
3C 90% PS&E	20,600.00	0.00	0.00	0.00	0.00	20,600.00
3D Final (100%) PS&E	13,800.00	0.00	0.00	0.00	0.00	13,800.00
4A Bidding Support Services	3,200.00	0.00	0.00	0.00	0.00	3,200.00
4B Constructon Support Services	7,900.00	0.00	0.00	0.00	0.00	7,900.00
5A Environmental and Field Review	7,000.00	57.14	3,500.00	500.00	4,000.00	3,000.00
5B Right-of-Way Certification	10,500.00	0.00	0.00	0.00	0.00	10,500.00
5C E-76 Documentation	7,000.00	10.00	700.00	0.00	700.00	6,300.00
5D Caltrans Encroachment Permit	7,200.00	0.00	0.00	0.00	0.00	7,200.00
Total	157,200.00	50.18	73,982.55	4,903.75	78,886.30	78,313.70

Invoice total **4,903.75**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872045503	11/27/2017	4,903.75	4,903.75				

ATTACHMENT G

Total	4,903.75	4,903.75	0.00	0.00	0.00	0.00
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PO 010756

Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project

1A Project Kick-off and Progress Meetings

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		10,000.00	47.75	61	6,066.30		5	470.05
Expense		400.00		100	400.00		43	173.70
Subtotal		10,400.00	47.75	62	6,466.30	0.00	6	643.75

Billing Cutoff: 11/03/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Principal
 John Ryan Shafer

Direct Labor	10/26/2017	0.50	240.00	120.00
Subtotal		0.50		120.00

Staff Engineer

Victor Lemus

Direct Labor	10/11/2017	1.00	125.00	125.00
Subtotal		1.00		125.00

Clerical

Tina M. Epper

Direct Labor	10/31/2017	0.50	75.00	37.50
Subtotal		0.50		37.50
Labor total		2.00		282.50

2A Pavement and C&G Condition Survey

Phase Status: Active

Billing Cutoff: 11/03/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Staff Engineer

Victor Lemus

Direct Labor	10/17/2017	1.00	125.00	125.00
Subtotal		1.00		125.00
Labor total		1.00		125.00

2D Pavement Design Recommendations

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		9,100.00	36.50	80	7,280.00		40	3,640.00
Expense		300.00		80	240.00		40	120.00
Subtotal		9,400.00	36.50	80	7,520.00	0.00	40	3,760.00

Billing Cutoff: 11/03/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor

WIP Status: Billable

Principal
 John Ryan Shafer

Direct Labor	10/13/2017	1.00	240.00	240.00
Subtotal		1.00		240.00

Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project
 2D Pavement Design Recommendations

Phase Status: Active

Billing Cutoff: 11/03/2017

Date	Units	Rate	Amount
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Labor WIP Status: Billable

Associate

James M. Signore

Direct Labor

10/10/2017	3.00	195.00	585.00
Subtotal	3.00		585.00

Senior Engineer

Mei-Hui Lee

Direct Labor

10/09/2017	5.00	165.00	825.00
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Direct Labor

10/10/2017	5.00	165.00	825.00
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Direct Labor

10/16/2017	4.00	165.00	660.00
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Direct Labor

10/17/2017	1.00	165.00	165.00
Subtotal	15.00		2,475.00

Staff Engineer

Victor Lemus

Direct Labor

10/09/2017	1.00	125.00	125.00
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Direct Labor

10/17/2017	3.00	125.00	375.00
Subtotal	4.00		500.00

Labor total	23.00		3,800.00
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Expense WIP Status: Billable

Mei-Hui Lee

Travel-Mileage CA - 2017

10/20/2017	50.00	0.54	26.75
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Travel- Meals

10/20/2017			3.34
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Travel-Transport.

10/20/2017			5.50
Subtotal	50.00		35.59

Expense total	50.00		35.59
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3B 60% PS&E

Phase Status: Active

Billing Cutoff: 11/03/2017

Date	Units	Rate	Amount
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Labor WIP Status: Billable

QC/QA Manager

Jack W. Norberg

Direct Labor

10/12/2017	1.00	240.00	240.00
Subtotal	1.00		240.00

Associate

Franz G. Haidinger

Direct Labor

10/09/2017	1.25	195.00	243.75
Subtotal	1.25		243.75

Senior Construction Manager

Dick E. Minto

Direct Labor

10/09/2017	1.50	125.00	187.50
Subtotal	1.50		187.50

Labor total	3.75		671.25
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Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project

5A Environmental and Field Review

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		6,800.00	20.00	57	3,850.00		7	450.00
Consultant		200.00		75	150.00		25	50.00
Subtotal		7,000.00	20.00	57	4,000.00	0.00	7	500.00

Invoice Summary

	Contract	Billed	%	Remaining	%
Labor	145,100.00	70,296.30	48	74,803.70	52
Expense	4,900.00	2,240.00	46	2,660.00	54
Consultant	7,200.00	6,350.00	88	850.00	12
Total	157,200.00	78,886.30	50	78,313.70	50

INVOICE SUMMARY



California Public Works Construction Representatives

Remit to : 3685 Mt. Diablo Blvd., #345
Lafayette, CA 94549

For info: 925-385-0950

Invoice: 3258

"SEE INVOICE FOR DETAILS"

Services for the period: October 1 - October 31, 2017

2016 Street Rehabilitation Project

City of South San Francisco

	Contract Amount	Previously Billed	Current Billed	Billed to Date	% Billed to Date	Balance Remaining
Original Contract						
Labor	\$93,216.00	\$0.00	\$734.00	\$734.00	0.8%	\$92,482.00
ODCs	\$5,725.00	\$0.00	\$0.00	\$0.00	0.0%	\$5,725.00
Total	\$98,941.00	\$0.00	\$734.00	\$734.00	0.7%	\$98,207.00

Current Total, See Invoice for Payment: \$734.00

Please visit our new website at www.anchorcm.com!

APPROVED
 BY [Signature]
 DATE 2/19/17
 PROJECT # 51705
 ACCOUNT 120-600

PO# 0101745
 D# 362395

RETURN CHK TO DEPT

ANCHORCM

California Public Works Construction Representatives

3685 Mt. Diablo Blvd #345
Lafayette, CA 94549

Bill To:

Attn:
City of South San Francisco
Matt Ruble, PE
400 Grand Avenue
South San Francisco, CA 94080

Invoice #: 3258
Invoice Date: 11/1/2017
Due Date: 12/16/2017
Billing Period: 10/1-10/31/17
Project: 17-004-01 SSF 2016 Street Rehab
Task:

Invoice

Date	Description	Hours	Rate	Amount
10/2/2017	Inspection services	2	136.00	272.00
	Subtotal for Patsy Dinkelspiel			272.00
10/26/2017	Project management	1	231.00	231.00
10/27/2017	Project management	1	231.00	231.00
	Subtotal for Brian Danley			462.00

Total \$734.00

Payments/Credits \$0.00

Balance Due \$734.00

JOB BALANCE TOTAL \$734.00

Please make checks payable to:
Anchor Engineering

INVOICE SUMMARY

ANCHORCM

California Public Works Construction Representatives

"SEE INVOICE FOR DETAILS"

Services for the period: November 1 - November 30, 2017

Remit to : 3685 Mt. Diablo Blvd., #345
Lafayette, CA 94549

For info: 925-385-0950

Invoice: 3271

2016 Street Rehabilitation Project

City of South San Francisco

	Contract Amount	Previously Billed	Current Billed	Billed to Date	% Billed to Date	Balance Remaining
Original Contract						
Labor	\$93,213.00	\$734.00	\$2,270.00	\$3,004.00	3.2%	\$90,209.00
ODCs	\$5,725.00	\$0.00	\$146.04	\$146.04	2.6%	\$5,578.96
Total	\$98,938.00	\$734.00	\$2,416.04	\$3,150.04	3.2%	\$95,787.96

Current Total, See Invoice for Payment:	\$2,416.04
--	-------------------

Please visit our new website at www.anchorcm.com!

APPROVED
 BY mm
 DATE 12/19/17
 PROJECT # St 1205
 ACCOUNT 120-600

PO# 0101745

D# 3623916

RETURN CHK TO DEPT



California Public Works Construction Representatives

3685 Mt. Diablo Blvd #345
Lafayette, CA 94549

Bill To:

Attn:
City of South San Francisco
Matthew Ruble
400 Grand Avenue
South San Francisco, CA 94080

Invoice #: 3271
Invoice Date: 12/1/2017
Due Date: 1/15/2018
Billing Period: 11/1-11/30/17
Project: 17-004-01 SSF 2016 Street Rehab
Task:

Invoice

Date	Description	Hours	Rate	Amount
11/30/2017	Project management	4	236.00	944.00
	Subtotal for Brian Danley			944.00
11/2/2017	Review plans and specs and 40 minute phone conversation with Matt Ruble_ City of SSF Engineer	3	136.00	408.00
11/3/2017	Emails review and memo to Brian Delaney	1	136.00	136.00
11/7/2017	Review Plans and specs.	1	136.00	136.00
11/13/2017	Calls to Matt Rubles (out on Vacation) Brian Danley and David and Jay at Interstate regarding project schedule and start of work	2	136.00	272.00
11/16/2017	Conversation with Jay Enbom w/ Interstate paving_ Discussed Tanforan and starting of work.	0.5	136.00	68.00
11/27/2017	Review and respond to emails from Matt rubles, City of SSF and from Jay Enbom_ Interstate paving	1	136.00	136.00
11/30/2017	Field meeting onsite 1 to 2:15 pm	1.25	136.00	170.00
	Subtotal for Loren Clifton			1,326.00
	Vehicle Reimbursement (Oct 2017)	0.04545	1,500.00	68.18
	Vehicle Reimbursement (Nov 2017)	0.04762	1,500.00	71.43
	Cell Phone and Internet Reimbursable (Nov 2017)	0.04762	135.00	6.43
	Subtotal for Reimbursables			146.04

Total	\$2,416.04
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Payments/Credits	\$0.00
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Balance Due	\$2,416.04
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JOB BALANCE TOTAL	\$3,150.04
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Please make checks payable to:
Anchor Engineering

Anchor Engineering PO #0101745

2016 Street Rehab Inspection Services

Task Order 2018-1

st1705-120-600

Original PO Balance \$ 98,938.00**NEW PO BALANCE \$ 98,938.00**

DATE	Invoice Number		Invoice Amt.
11/1/2017	3258	\$	734.00
12/1/2017	3271	\$	2,416.04

TOTAL SPENT \$ 3,150.04**PO Balance \$ 95,787.96**

RETURN CHK TO DEPT



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Nichols Consulting Engineers, CHTD
 1885 S. Arlington Ave.
 Suite 111
 Reno, NV 89509
 (775) 329-4955

RECEIVED

DEC 21 2017

BY: ENGINEERING DIVISION

APPROVED

BY _____
 DATE _____
 PROJECT # 511709
 ACCOUNT 120+600

City of South San Francisco
 Sam Bautista
 Engineering Division
 City Hall Annex
 315 Maple Avenue
 S. San Francisco, CA 94080

Invoice number 872045504
 Date 12/18/2017

Project **872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project**

Professional Services Rendered through December 01, 2017

Project Name: 2017 Street Surface Seal Project
 Task Order No.: 2018-1

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Total Billed	Remaining Balance
1A Project Kick-off and Progress Meetings	10,400.00	62.18	6,466.30	0.00	6,466.30	3,933.70
1B Utility Coordination	3,900.00	100.00	3,900.00	0.00	3,900.00	0.00
2A Pavement and C&G Condition Survey	3,000.00	100.00	3,000.00	0.00	3,000.00	0.00
2B Pavement Deflection Testing	6,800.00	100.00	6,800.00	0.00	6,800.00	0.00
2C Pavement Coring	16,000.00	100.00	16,000.00	0.00	16,000.00	0.00
2D Pavement Design Recommendations	9,400.00	100.00	7,520.00	1,880.00	9,400.00	0.00
3A Design Data Gathering	3,200.00	100.00	3,200.00	0.00	3,200.00	0.00
3B 60% PS&E	27,300.00	100.00	27,300.00	0.00	27,300.00	0.00
3C 90% PS&E	20,600.00	20.00	0.00	4,120.00	4,120.00	16,480.00
3D Final (100%) PS&E	13,800.00	0.00	0.00	0.00	0.00	13,800.00
4A Bidding Support Services	3,200.00	0.00	0.00	0.00	0.00	3,200.00
4B Constructon Support Services	7,900.00	0.00	0.00	0.00	0.00	7,900.00
5A Environmental and Field Review	7,000.00	75.00	4,000.00	1,250.00	5,250.00	1,750.00
5B Right-of-Way Certification	10,500.00	0.00	0.00	0.00	0.00	10,500.00
5C E-76 Documentation	7,000.00	10.00	700.00	0.00	700.00	6,300.00
5D Caltrans Encroachment Permit	7,200.00	0.00	0.00	0.00	0.00	7,200.00
Total	157,200.00	54.79	78,886.30	7,250.00	86,136.30	71,063.70

Invoice total 7,250.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872045504	12/18/2017	7,250.00	7,250.00				

D# 362559

Handwritten notes:
 OK to pay
 [Signature]
 12/21/17

Total	7,250.00	7,250.00	0.00	0.00	0.00	0.00
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Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project

2C Pavement Coring

Phase Status: Active

Billing Cutoff: 12/01/2017

Date	Units	Rate	Amount
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Consultant WIP Status: Billable

Cal Engineering & Geology, Inc.

Consultant

11/17/2017			1,036.81
Subtotal			1,036.81
Consultant total			1,036.81

2D Pavement Design Recommendations

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		9,100.00	43.25	100	9,100.00	20		1,820.00
Expense		300.00		100	300.00	20		60.00
Subtotal		9,400.00	43.25	100	9,400.00	0.00	20	1,880.00

Billing Cutoff: 12/01/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

Associate

James M. Signore

Direct Labor

11/27/2017 0.25 195.00 48.75

Direct Labor

12/01/2017 2.00 195.00 390.00

Subtotal **2.25 438.75**

Senior Engineer

Mei-Hui Lee

Direct Labor

11/27/2017 0.50 165.00 82.50

Direct Labor

11/28/2017 4.00 165.00 660.00

Subtotal **4.50 742.50**

Labor total **6.75 1,181.25**

3B 60% PS&E

Phase Status: Active

Billing Cutoff: 12/01/2017

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

QC/QA Manager

Jack W. Norberg

Direct Labor

10/11/2017 1.00 240.00 240.00

Direct Labor

10/13/2017 1.00 240.00 240.00

Subtotal **2.00 480.00**

Labor total **2.00 480.00**

3C 90% PS&E

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		19,600.00	27.50	21	4,120.00	21		4,120.00
Subtotal		19,600.00	27.50	21	4,120.00	0.00	21	4,120.00

Invoice Supporting Detail

872.04.55 SSF OBAG2: 2017 Street Rehabilitation Project
 5C E-76 Documentation

Phase Status: Active

Billing Cutoff: 12/01/2017

Date	Units	Rate	Amount
11/01/2017	1.00	165.00	165.00
11/03/2017	1.00	165.00	165.00
Subtotal	2.50		412.50
Labor total	2.50		412.50

Labor

WIP Status: Billable

Senior Planner
 Michael C. Baron
 Direct Labor
 Direct Labor

Invoice Summary

	Contract	Billed	%	Remaining	%
Labor	145,100.00	77,486.30	53	67,613.70	47
Expense	4,900.00	2,300.00	47	2,600.00	53
Consultant	7,200.00	6,350.00	88	850.00	12
Total	157,200.00	86,136.30	55	71,063.70	45

NCE **PO# 0101756**
SSF 2017 Street Surface Seal Project
Project No. st1705
Task Order 2018-1

Original PO Amt 2018-2 \$ 157,200.00

Total \$ 157,200.00

Date	Invoice #	Amount
9/27/2017	872045501	21,890.00
10/31/2017	872045502	52,092.55
11/27/2017	872045503	4,903.75
12/18/2017	872045504	7,250.00

Total Processed Invoices 86,136.30

PO Balance \$ 71,063.70