



**REGULAR MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW**

July 13, 2022, 6:00 PM

AGENDA

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the authority under AB 361 and the guidance from the County Public Health Officer and the CDC to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District's Board Room is not open to the public at this time.
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at **(408) 636-0968** or **(669) 900-6833**.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/6503448592> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting at (650) 344-8592 or bweber@smcmvcd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District’s website located at <https://www.smcnvcd.org/board-meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

- Secretary of the Board will take roll call

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

- This time is reserved for members of the public to address the Board relative to matters of the District not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is being used). Speaker cards are available for those making a public comment

5. CONSENT CALENDAR

- All items on the Consent Calendar will be considered by one (or more) action(s) of the Board unless any Trustee would like to discuss any item listed, in which case, it may be pulled from the Consent Calendar.

A. Approval of Minutes

1. Minutes for the Regular Board Meeting June 10, 2022

B. Approval of Purchases

1. Approve the Capital purchase of a QuantStudio 5 Real-Time PCR System

Approval of Resolutions

- C. Resolution 014-22** Consider continuing a resolution authorizing continued remote teleconference meetings of the legislative bodies of the San Mateo County Mosquito and Vector Control District pursuant to Brown Act Provisions to continue conducting District meetings remotely to protect the health or safety of attendees in accordance with Assembly Bill 361

ACTION: Motion to approve Consent Calendar

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS The Chair of each committee listed below will provide a report on the committee's actions and present any recommendations to the Board

A. Finance Committee Reports

- 1.** Finance Committee Meeting Report – July 6, 2022

Report by: Mason Brutschy, Committee Chair

- B** Review Financial Report for FY 2021-22 as of May 31, 2022

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to approve Financial Report for FY 2021-22 as of May 31, 2022

C. Ad hoc Committee on Real Estate

Review the proposal from architectural firm Aetypic in response to the 1415 N. Carolan Ave improvement project RFP and consider allocating \$150,028 to complete Phase 1 of the 1415 N. Carolan Ave improvement project

Report by: Trustee Norton (Chair) and Manager Weber

ACTION: Motion to approve the proposal from architectural firm Aetypic and authorize the District Manager spending authority in the amount of \$150,028 to complete Phase 1 of the 1415 N. Carolan Ave improvement project

D. Inactive Committees

7. STAFF REPORTS

A. Operations Director Casey Stevenson will provide an update on District COVID-19 protocols and data.

B. Laboratory Director, Angie Nakano. Angie will provide an update on Laboratory activities.

C. Special Presentation

Public Health Education and Outreach Officer Rachel Curtis-Robles will provide a PowerPoint presentation on the District Public Outreach Program

D. Information & Technology Director Matthew Nienhuis will provide an update on technology matters.

8. Manager's Report

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

10. ADJOURNMENT



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

June 8, 2022

6:00 P.M.

The San Mateo County Mosquito and Vector Control District Board of Trustees was held on June 8, 2022. Location: **Teleconference**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Carolyn Parker	City of Brisbane
Rena Galligan	City of Burlingame
Glenn R. Sylvester*	City of Daly City
Donna Rutherford	City of East Palo Alto
Paul Norton	City of Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	City of Hillsborough
Muhammad Baluom	City of Millbrae
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ed Degliantoni	City of San Mateo
Michael Yoshida	So. San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT:

Wade Leschyn	City of Belmont
Laura Walsh	Town of Colma
Desiree LaBeaud	County-at-Large
Catherine Carlton	City of Menlo Park
Peter DeJarnatt	City of Pacifica
Ray Williams	City of Portola Valley

OTHERS PRESENT:

: District Manager, Brian Weber
Interim Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill
Laboratory Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles
IT Director, Matthew Nienhuis
Operation Director, Casey Stevenson
Sonia Ortega, Project Analyst, SCI Consulting Group



1. CALL TO ORDER

The meeting was called to order at 6:02 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Paul Norton led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 14 Trustees were present on Teleconference, constituting a quorum.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None

Board Comment: None

President Martin reviewed the process to be used in the future during the Teleconference of the Meeting to the Board of Trustees, Staff, and Public.

5. CONSENT CALENDAR

A. 1. Approval of May 11, 2022, Minutes.

B. 1. Memorandum of Understanding with Peninsula Vector Control Workers Associations for July 1, 2022, to June 30, 2025

C. Resolution M-011-22 Authorizing Compensation and Benefit Adjustments for the Unrepresented Employees for July 1, 2022, to June 30, 2025

Public Comment: Consent Calendar items 5.A.1, B.1, C.

None

ACTION: MOTION by Trustee D. Scott Smith, second by Trustee Ed Degliantoni to Approve Consent items A, B, and C. Motion, passed 14 yeas' 0 noes.'

REGULAR AGENDA

SPECIAL PRESENTATION

6. Sonia Ortega from SCI Consulting Group provided a written report in the Board Packet. Ms. Ortega reported the assessment is subject to an annual adjustment tied to the Consumer Price



index for the San Francisco Bay Area as of December of each year with a maximum yearly adjustment of up to 3% plus any other CPI adjustments for prior years that have not been levied. The recommendation is to approve the Final Engineer's Report and order the levy of assessments for Fiscal Year 2022-23.

ACTION: Motion by Trustee Mason Brutschy, second by Trustee D. Scott Smith, to approve Resolution M-012-22 approving the Final Engineers Report confirming the Assessment Diagram and ordering the Levy of assessments for FY 2022-23 for the North and West County Mosquito and Disease Control Assessment District. Motion passed 14 yeas 0 noes.

Public Comments: None

7. **PUBLIC HEARING-** Regarding the continuation of the District's Special Parcel Tax within the original boundaries

ACTION: Motion by Trustee Mason Brutschy, second by Trustee Donna Rutherford to open the Public Hearing.

A Public Hearing is legally required to be posted for any public members to address the Board with questions/comments relevant to the setting of the Special Tax.

Public Comment: None

ACTION: Motion made by Trustee Robert Riechel, second by Trustee Glenn Sylvester to close the Public Hearing. Motion passed by 14 yeas 0 Noes.

8. **RESOLUTION M-013-22 SPECIAL TAX**

Sonia Ortega, Project Analyst, SCI Consulting Group, provided a written report in the Board Packet. She informs the Board of Trustees' that the Resolution authorizes the fixing of the Special Mosquito Control Tax for Fiscal Year 2021-2022 at \$3.74 per parcel and authorizes the San Mateo County Controller to place the Special Mosquito Control Tax on the property tax roll for Fiscal Year 2022-2023.

Public Comments: None

Board Comments: The District Manager and the Finance Director met with the Finance Committee and discussed the Engineer's report. The Committee approved the Draft Engineer's report on April 30, 2022, and recommended Board approval.



ACTION: Motion made by Trustee Donna Rutherford, second by Trustee Glenn Sylvester to approve Resolution M-013-22 maintaining the amount of the Special Mosquito Control Tax without changes for Mosquito Control Services within the originally designated cities and unincorporated areas for FY 2022-2023 and authorizing the continued collection of the tax. Motion passed by 14 yeas 0 noes.

9. BOARD COMMITTEE REPORTS

A. Finance Committee Reports

Finance/Policy Committee members attended a meeting on May 3, 2022. Chair Brutschy's written report is in the Board Packet. Finance Director Richard Arrow reviewed the following reports with the Committee, FY 21-22 as of April and FY 22-23 budget. Also discussed was the Draft Engineer's Report. Both Committees considered Draft Employee Manual Policy 5201 Employee Wellness Benefit. The Committee recommended approval from the Board of Trustees.

B.1. Review Finance Report for FY 2021- as of April 30, 2022

Finance Director Arrow provided a written report in the Board Packet. He stated that this finance is a standard report, with no surprises, and everything is solid. The reserve base as of April 30, 2022, were over budget by \$133,808, ERAF Rebate and Redevelopment Pass-Through \$145,368 and Other Revenue \$43,851, decrease in Program Revenue \$36,596, increase Grant Revenue \$46,848 and Property Tax Revenue \$22,039. As of April 30, 2022, everything is accounted for.

ACTION: Motion made by Trustee Muhammad Baluom, second by Trustee Mason Brutschy to approve Finance Report for FY 2022-23 as of April 30, 2022. Motion passed by 14 yeas, 0 noes.

C.1. Presentation of FY 22-23 Budget and Status of FY 21-23 Budget Revenue & Expenditures.

Finance Director Arrow provided a written report in the Board Packet. He highlighted no change in what was expected for the end of the year. The Finance Report is the same as presented last month. There was a change in Training-Board & Staff will increase by \$20,000, which will allow more Trustees to attend Conferences.

Public Comments: None

Board Comments:

ACTION: Motion made by Trustee Robert Riechel, second by Trustee Ed Degliantoni to approve FY 22-23 Budget. Passed by 14 yeas, 0 noes.



C.2. Presentation and Recommendation of Reserve Levels for FY 22-23

Finance Director Arrow provided a written report in the Board Packet. He detailed that Balances within the General and Capital Project funds determined the Fund balance is allocated to each reserve. The balance in the Real Property Acquisition Reserve of \$1,134,670 will be a financing source for the FY 22-23 construction cost of 1415 North Carolan. Staff recommends that \$1,000,000 be added to the recently created Debt Service Replacement Reserve. Approved earlier this year resulting from the excess funds anticipated from the general fund during FY 22-23.

Public Comments: None

Board Comments:

A Board member asked the Finance Director if the loan repayment could be paid off earlier? The response was no. The loan cannot be paid off until the 7th year. Another question was asked if the District loan accrued interest. The answer is yes.

ACTION: Motion made by Trustee Robert Reichel, second by Trustee Mason Brutschy to approve Reserve Levels for FY 22-23. Passed by 14 yeas, 0 nays.

D. Inactive Committee (Have not met)

10. STAFF REPORTS

- A.** Operation Director Casey Stevenson provided a written report in the Board Packet. He indicated staff is working hard; 2 new hirers passed their certifications, Vanessa and Justin. The field Operations Program has acquired a WIFI camera to track rodents in real live time. Ryan Thorndike is contacted on his tablet after the motion camera is triggered by rodent movement. It is a great tool to use.

Public Comment: None

Board Comments:

Trustee Sylvester thanked the staff for responding to his son's problem with raccoons. The staff was commended on their professionalism in getting the job done. Trustee Yoshida commented on the ivy under the overpass and wanted to know if the County communicates with the District before they put in the vegetation? Yes, after they put vegetation in, not before.

Laboratory Director Angie Nakano provided a written report in the Board Packet. She highlighted ramping up the West Nile Virus treatments. Staff are placing traps to monitor *Aedes aegypti*.



- B. Laboratory Director Nakano continues doing the pilot program on yellow jackets caught in the traps.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She highlighted a busy week, and there's a Booth at the San Mateo County Fair. PHOTO Rachel Curtis-Robles continues her outreach to the public Libraries, Girl Scouts, and Middle schools and does Presentations throughout San Mateo County City Councils.
- D Information & Technology Director Matthew Nienhuis provided a written report to the Board Packet. He gave an overview of Data Security Risks and Ransomware. IT Director Nienhuis is drafting a Relief Plan for the District.

Public Comment: None

Board Comment:

Trustee Sylvester commented on the excellent information report from IT Director Nienhuis. He would like more detailed info on Data Backup and Security.

Trustee Mason asked if the District has security stocks.

President Martin inquired about Trustee Training. Can we continue with the training?

Trustee Sylvester asked if the District could use the same system the County of San Mateo uses.

11. CONFERENCE WITH LABOR NEGOTIATOR (CLOSE SESSION)

Government Code 54957.6

Agency Designated Representative: Brian Weber, District Manager

Position Title of Unrepresented Employee: Contract Employee, Interim

Finance Director, Richard Arrow

12. Consider the Fourth Amendment to the Agreement for the Position of Interim Finance Director

Reportable Action: Approval of Fourth Amendment to the Agreement.

13. Manager's Report

District Manager Brian Weber provided a written report in the Board Packet. He Highlighted CSDA Annual Conference in Palm Desert from August 22-25, 2022.

The survey yielded less than twenty percent of trustees are interested in returning to in-person meetings. The District will have to reconsider its process if and when the number of in-person attendees increases beyond that attendance number. Lastly, DM



Weber shared some ways to shorten the meeting length and starting time. This item should be agendaized for more discussion.

14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

The next Board Meeting is on July 13, 2022, at 6:00 P.M., the second Wednesday of the Month.

15. ADJOURNMENT: 7:37 P.M.

Agenda Item 5B

SUBJECT: Approve the Capital purchase of a QuantStudio 5 RealTime PCR system from Thermo Fisher

SUMMARY

Staff recommends the Board approve the Capital Fund purchase of a Thermo Scientific QuantStudio 5 Real-Time PCR System. This critical piece of equipment will be used by laboratory staff to test for the presence of pathogens such as West Nile virus (WNV) and *Borrelia burgdorferi*, in biological specimens.

At their July 5, 2022 the Finance Committee unanimously voted to recommend the Board approve this purchase.

BACKGROUND AND STATUS

The District began in-house molecular testing of mosquitoes and ticks for pathogens in 2013. Since then, the breadth of applications for this technology, as well as the number of samples processed per year, has steadily increased. In-house molecular testing allows for rapid results with a high level of sensitivity and specificity. These aspects are important in making decisions on critical public health interventions, such as conducting adult mosquito control applications.

Staff is requesting the approval of a purchase of a QuantStudio 5 Real-Time PCR System at a total cost of \$49,277.88. The District's current thermocycler, the ABI 7500 Fast Real-Time PCR System, has been a reliable workhorse for laboratory testing needs for the past nine years. However, while this instrument was state-of-the-art when it was introduced in 2005, many advancements in technology have been made since then. The QuantStudio 5 accommodates the latest fluorescent reporters used in multiplex PCR reactions and incorporates enhanced electronic record security features.

The proposed instrument was selected for several reasons. In addition to improved data accuracy and sensitivity in qPCR reactions, the QuantStudio 5 is designed to be used with the same (Thermo Fisher) reagents and protocols already in use by the District, the California Department of Public Health laboratory, and a majority of vector control districts statewide that perform in-house WNV testing. Keeping testing equipment and chemistry in line with other vector control labs allows the District to collaborate on improved or modified protocols

help troubleshoot issues, and share resources when supply shortages of consumables occur, as was the case during the COVID-19 pandemic. Several other vector control laboratories that currently use the QuantStudio 5 were consulted on their experience and all gave positive feedback.

The QuantStudio 5 is manufactured and sold only by Thermo Fisher Scientific. A sole source document is attached. Pricing reflects a trade-in credit for the District’s ABI 7500 Fast Real-Time PCR System, on-site training, and a 1-year service and maintenance plan.

Item	List Price	Quote Price	Description
QuantStudio 5 Real-Time PCR System	\$ 51,200.00	\$ 51,200.00	Thermocycler and laptop control unit
RNase Verification Plate	\$ 834.00	\$ 0.00	Calibration tool
Optical Adhesive Covers	\$ 89.50	\$ 0.00	Startup consumables bundle
Fast 96W Hardshell Plates	\$ 131.00	\$ 0.00	
Smartstart QS 3/5, 1 Day	\$ 2,605.00	\$ 0.00	Orientation/Training Session
AB Assurance Plan	\$ 6,280.00	\$ 6,280.00	1-year service and maintenance agreement
Trade in Credit		-\$ 13,000.00	Trade in—ABI Fast 7500
Est. Shipping & Handling		\$ 522.63	
Tax		\$4275.25	
Total		\$49,277.88	

STRATEGIC OBJECTIVES SUPPORTED:

Objective 2b. Monitor the distribution of vector-borne diseases in local vectors.

Objective 9b. Adequately maintain and improve District physical assets and equipment and keep them up to date with the best technology available.

REFERENCE MATERIALS ATTACHED:

1. Quote for QuantStudio 5
2. Sole Source Statement from Thermo Fisher Quote for QuantStudio 5
3. QuantStudio 5 information brochure

Life Technologies Corporation

3175 Staley Road
 Grand Island, New York 14072 USA
 Fax No.: 1-800-331-2286 USA
 To Order: 1-800-955-6288 USA
www.thermofisher.com

To place an order from this quote, sign in to your account at thermofisher.com

Alternatively, you can email your order to
NAInstrumentOrders@thermofisher.com
 or Fax it to 877-680-2537.

To ensure you receive your discount pricing, please clearly reference your quotation number on your purchase order. Please issue your **Purchase Order to: Life Technologies Corporation.**

We now offer highly competitive financing options with low monthly payments. Please contact your local sales representative for more information on how we can meet your financing needs.

Valid From	: 04/25/2022
Valid To	: 08/15/2022
Freight Terms	: FOB FACTORY - FRT QUOTED
Payment Terms	: Net 30

SAN MATEO COUNTY MVCD
.
1351 ROLLINS RD
BURLINGAME
CA 94010 US
ATTN:

WE ARE PLEASED TO QUOTE ON YOUR REQUIREMENT AS FOLLOWS

Item No	SKU	Description	Min Qty	List Price	Net Price	Extended Price
1	A28568	QS5 0.1ML QPCR SYSTEM, LAPTOP EACH Dell Laptop computer minimum specs: * Processor speed of 2.7GHz minimum * 4GB Ram memory minimum * Windows 10 Operating system * 250GB hard drive minimum * DVD RW drive	1	\$51,200.00	\$51,200.00	\$51,200.00
2	4351979	FAST 96 WELL RNASE P VERIF PLATE	1	\$834.00	\$0.00	\$0.00
3	4360954	OPTICAL ADHESIVE COVERS 25 PCS/ PACK	1	\$89.50	\$0.00	\$0.00

Item No	SKU	Description	Min Qty	List Price	Net Price	Extended Price
4	4483485	<p>FAST 96W HARDSHELL PLATE CLEAR ,20 PCS PK MicroAmp® EnduraPlate Optical 96-Well Fast Clear Reaction Plate with Barcode, 0.1mL, 20 plates</p> <p>Applied Biosystems® MicroAmp® EnduraPlate™ plastic consumables offer excellent PCR or qPCR performance in formats developed to meet your experimental needs. All of our plastic consumables are validated with Applied Biosystems® instruments for optimal fit and performance. With the new EnduraPlate™ reaction plates, there is now a solution for work that requires special handling and an even greater degree of durability for use with multi-instrument experiments</p>	1	\$131.00	\$0.00	\$0.00
5	S202	<p>TRADE-IN CREDIT EACH</p> <p>We are offering a \$13000.00 trade-in credit for the return of your Model 7500 fast pcr instrument. Serial number 275014989. The credit is being offered in advance and is contingent upon purchase of the new instrument and Life Technologies receiving good and clear title to, and possession of, the trade-in instrument accompanied by the original Certification of Decontamination (see below) Pickup at Delivery after installation of new instrument. You may take the credit for the return of the trade-in instrument off the dollar value of your purchase order. The purchase order must reflect the trade-in dollar amount as a separate line item. After your purchase order is received, you will receive a Return Authorization letter (RA), and a Certificate of Decontamination. The Certificate of Decontamination MUST be completed and faxed back to Life Technologies prior to the instrument return and the original Certificate of Decontamination must be placed on the on the outside of the crate. If our receipt of the trade-in instrument is not confirmed within 30 days after installation</p>	1	\$0.00	-\$13,000.00	-\$13,000.00

Item No	SKU	Description	Min Qty	List Price	Net Price	Extended Price
		of your new instrument, you will be invoiced for and must pay the amount of the advanced credit given.				
		PRICE FOR THE NEW INSTRUMENT AFTER TRADE-IN CREDIT FOR THE OLD UNIT WILL BE \$38200.00.				
6	A28807	SMARTSTART, QS 3/5, 1DAY, CS EACH	1	\$2,605.00	\$0.00	\$0.00
7	ZG11SCQS 5FAST	AB ASSURANCE,QSTUDIO5,0.1ML PC (WARRANTY AND PREVENTATIVE MAINTENANCE	1	\$6,280.00	\$6,280.00	\$6,280.00

Estimated Shipping & Handling : \$522.63

Tax 9.5%: \$4275.25

Total: \$49,277.88

This quotation, and Life Technologies' **GENERAL TERMS AND CONDITIONS OF SALE** (which are incorporated by reference into this quotation and any resulting contract), set out the terms on which Life Technologies is offering to sell the product(s) or service(s) listed in this quotation. By issuing a purchase order or otherwise ordering or accepting product(s) or services, you expressly confirm that you intend to be bound by and agree to the terms of this quotation and Life Technologies' General Terms and Conditions of Sale to the exclusion of all other terms not expressly agreed to in writing by an authorized representative of Life Technologies, and that the purchase and sale transaction between you and Life Technologies is subject to and will be governed by this quotation and Life Technologies' General Terms and Conditions of Sale.

Customers may be required to evaluate as a discount, for cost-reporting purposes, the value of any Product listed as \$0.00 on any invoice. The Product listed as \$0.00 represents an in-kind discount and is included in the total fair market value price for the instrument product.

Life Technologies' General Terms and Conditions of Sale can be found on Life Technologies' website at <http://www.thermofisher.com/termsandconditions> under the "terms and conditions" link at the bottom of the webpage.

NOTE: Customer MUST reference quotation number when ordering to receive discounts

ADDITIONAL TERMS AND CONDITIONS OF QUOTATION

1. This quotation shall apply only to direct order purchases. In order to receive quoted prices, the quotation number must be referenced at time of order. Credits will not be issued for orders not referencing quotation numbers.
2. The effective dates of this quotation appear on the first page unless otherwise noted.
3. Percentage discounts in this quotation will be calculated from our current price for the applicable product. Discounts will be calculated from single unit catalog price. We reserve the right to change our prices at any time. Any increase or decrease to the price of a product would result in a change to your discounted price. Certain discounts are based on categories of products (e.g., "Pricing Product Line" or "PPL" discounts) that might change over time. We reserve the right to re-align products within a category or add or remove products to or from a specific category at any time. Such realignment, addition or removal may result in a change to your discounted price for a particular product.
4. We may terminate this quotation upon written notice.
5. This quotation contains our confidential pricing information which if disclosed to third parties could cause competitive harm to us. Subject to overriding obligations to third party funding agencies or governmental entities, the customer agrees to keep all pricing information contained herein confidential.

Jennifer Anderson
Sales Representative



Applied Biosystems™ QuantStudio™ 5 Real-Time PCR System differentiating features

Instrument Model Number: Applied Biosystems QuantStudio 5 Real-Time PCR System

Instrument Description: The QuantStudio 5 Real-Time PCR System is available in either 0.1ml 96-well, 0.2ml 96-well, or 384-well plate block formats and is ideal for users who need superior performance, maximum dye versatility, and security options in a Real-Time PCR system that is affordable and easy to use. The optimized Design and Analysis software is suitable for both first-time and experienced users. When connected to the Thermo Fisher Cloud, you can access your data wherever and whenever you want. Utilizing proven OptiFlex™ technology (featuring a bright white LED with 5 coupled channels for 384-well or 6x6 decoupled channels for 96-well) and 6 Veriflex™ zones, the QuantStudio 5 System delivers superior data accuracy and sensitivity for a broad range of genomic applications. The QuantStudio 5 System also offers the built-in software feature of electronic record security and prevention of unauthorized instrument access supports compliance with 21 CFR Part 11 FDA guidelines.

Manufacturer: Life Technologies Corporation

Life Technologies is the sole manufacturer and vendor of the QuantStudio 5 Real-Time PCR System (Part Numbers A28138, A28139, A28140, A28568, A28569, A28570, A28573, A28574, A28575). Life Technologies does not have any authorized agents, distributors, or dealers in the United States or Canada for the above listed instrument systems.

Technology overview

Real-Time PCR Overview

Polymerase Chain Reaction (PCR) is a powerful technology that amplifies DNA or cDNA targets up to a million-fold. Real-Time PCR amplifies the target in the presence of fluorescent dyes and the instrument captures the fluorescent signal in "real-time" to determine how many copies of DNA are present at each cycle. The ability of the real-time PCR instrument to monitor the amount of target that amplifies over the course of the run enables very precise, sensitive and accurate quantitative measurements to determine the number of starting copies in the reaction.

Real-Time PCR amplifies DNA exponentially, doubling the number of molecules present with each amplification cycle. The increase of fluorescent signal is directly proportional to the amount of PCR product generated in the exponential phase of the reaction. The number of cycles and the amount of PCR end-product can be used to calculate the initial quantity of genetic material by comparing the final quantity with a known standard.

Fluorescent reporters used include double-stranded DNA (dsDNA)-binding dyes, or dye molecules attached to PCR primers or probes that are incorporated into the product during amplification. By plotting

For Research Use Only. Not for use in diagnostic procedures.



QuantStudio 3 and QuantStudio 5 Real-Time PCR Systems

Just the right everything

Data within your reach

Applied Biosystems™ QuantStudio™ 3 and 5 Real-Time PCR Systems allow you to remotely monitor your runs, as well as easily access and securely share results with colleagues anywhere, anytime with Connect, our cloud-based platform. When your data are always within reach, the answers shaping the future of science are never far away.



Interactivity

- Run and edit directly from touchscreen



Accessibility*

- Access experiment runs from any location, anytime, with remote monitoring
- Wi-Fi-enabled connectivity
- Utilize portable devices to quickly analyze data when you need to



Connectivity*

- Telemetry data monitoring to proactively anticipate maintenance needs
- Calendars to schedule time on shared instruments for the best utilization and return on investment
- Integration with scientific analysis apps and peer collaboration tools
- Remote support from our services team
- World-class data security on an Amazon Web Services™ platform



Collaboration*

- Quickly share data sets and protocols online
- Send large files securely around campus or around the world
- Integrate and analyze multiple data sets and data types into one project

* Internet access and Connect cloud-based account required.

Obtain results you can trust—Detect differences in target quantity as small as 1.5-fold in singleplex reactions and obtain 10 logarithmic units of linear dynamic range (Figure 1).



Helps save valuable time—

Applied Biosystems™ VeriFlex™ Blocks with 3 or 6 independent temperature zones provide flexibility to run multiple experiments simultaneously. Fast thermal cycling is also

available, enabling results in less than 30 minutes.

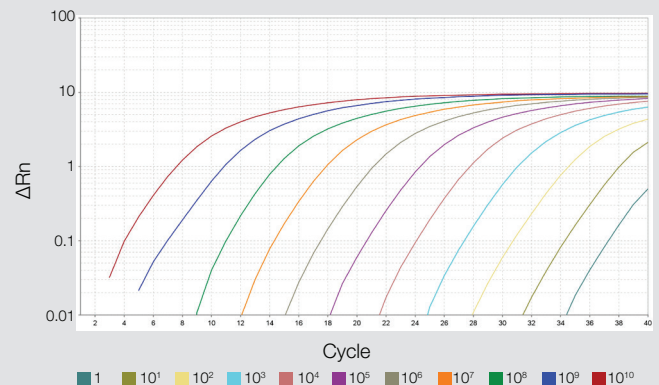


Figure 1. Real-time PCR reproducibility. This plot shows results from amplification of KAZ plasmid DNA in 10-fold dilutions using the 96-well block. The data show highly reproducible results over 10 logarithmic units of input template amount, illustrating the broad linear dynamic range of the system.

Simple, intuitive interface—at your fingertips

The interactive touchscreen interface and simplified Applied Biosystems™ QuantStudio™ Design and Analysis Software make it easy to get started and stay organized.

- Software can be accessed either via desktop or online
- Easily identifiable icons guide you through the workflow to set up runs and analyze experiments
- Graphical interface allows easy editing of experimental conditions and viewing of plate layout (Figure 2A)

- Manipulate view to a particular graph or data point (Figure 2B)
- Option to pause a real-time PCR run on demand
- Preoptimized protocol templates allow quick selection of default protocols for standard applications
- Locked workflow feature allows for experimental consistency in tightly controlled environments

Service and support plans designed for you

Our extended warranty plans are designed to maximize instrument performance and help ensure availability of critical systems with preventive maintenance, proactive instrument monitoring, remote diagnostic capabilities, and—should one of your instruments require repair—fast response. Benefits include:

- Guaranteed 2 business day response time*
- Scheduled on-site planned maintenance (PM)
- Parts, labor, and travel for repair
- Remote instrument diagnostics
- Priority access to remote service engineer

To learn more about our services and support solutions, go to thermofisher.com/instrumentservices

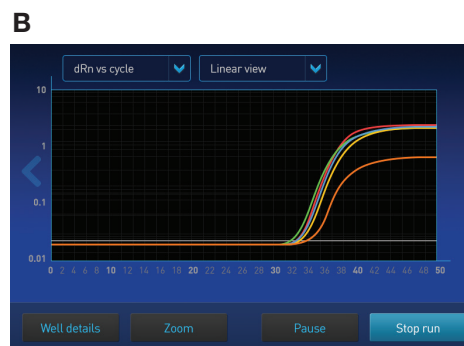


Figure 2. Graphical interface. Software allows (A) easy editing of thermal cycling conditions and viewing of plate layout, and (B) viewing of amplification plots and drilling down to a subset of sample wells.

* Guaranteed response times vary by region.

Get started quickly—Instrument is factory-calibrated for optical and thermal accuracy, quick installation, and immediate use.

Skip the learning curve—Sign into EducationConnect with your Connect account for an online course on installing, operating, and maintaining your instrument. To begin the course, go to thermofisher.com/quantstudio3-5training.

Maximize benchtop space—Compact instrument can be configured as a stand-alone unit or with a computer to fit most laboratory needs (instrument dimensions: 27 x 50 x 40 cm).



Establish standard operating procedures and compliance with ease—Locked protocol templates, in-run quality control (QC) feedback, and QC traceability of consumables

offer greater control of experimental data. Real-time data markup language (RDML) export is available for compatibility with MIQE guidelines.

Technical specifications



	QuantStudio 3 Real-Time PCR System	QuantStudio 5 Real-Time PCR System
Sample capacity (wells)	96	96 or 384
Reaction volume	0.1 mL block: 10–30 μ L 0.2 mL block: 10–100 μ L	96-well 0.1 mL block: 10–30 μ L 96-well 0.2 mL block: 10–100 μ L 384-well block: 5–20 μ L
Excitation source	Bright white LED	
Optical detection	4 coupled filters	96-well: 6 decoupled filters 384-well: 5 coupled filters
Excitation/detection range	450–600 nm/500–640 nm	96-well: 450–680 nm/500–730 nm 384-well: 450–650 nm/500–700 nm
Multiplexing	Up to 4 targets	96-well: up to 6 targets 384-well: up to 5 targets
Maximum block ramp rate	0.1 mL block: 9.0°C/sec 0.2 mL block: 6.5°C/sec	96-well 0.1 mL block: 9.0°C/sec 96-well 0.2 mL block: 6.5°C/sec 384-well block: 6.0°C/sec
Average sample ramp rate	3.66°C/sec	
Temperature uniformity	0.4°C	
Temperature accuracy	0.25°C	
Compatible dyes	FAM™/SYBR™ Green, VIC™/JOE™/HEX™/TET™, ABY™/NED™/TAMRA™/Cy®3, JUN™, ROX™/Texas Red™	FAM/SYBR Green, VIC/JOE/HEX/TET, ABY/NED/TAMRA/Cy3, JUN, ROX/Texas Red, Mustang Purple™, Cy®5/LIZ™, Cy®5.5
Security, auditing, and e-signature (SAE) features	No	Yes, with no additional fees

High-quality data for a variety of applications

Utilizing proven Applied Biosystems™ OptiFlex™ technology and VeriFlex™ Blocks, QuantStudio 3 and 5 systems offer optimal data accuracy and sensitivity (Figure 6). Applications include analysis of gene expression, microRNAs and noncoding RNAs, SNPs, copy number variation, somatic mutations, drug metabolism enzymes, and protein expression.

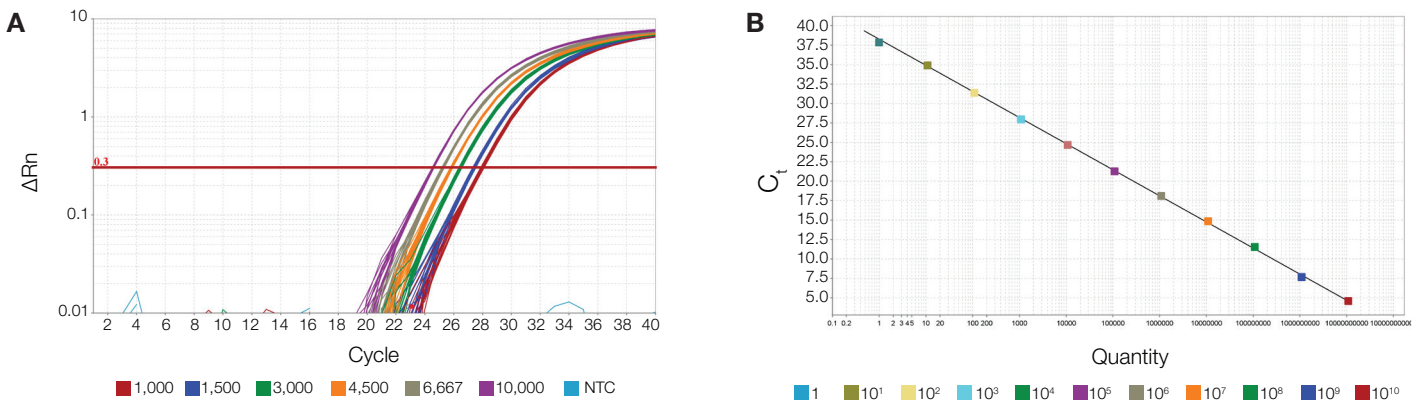


Figure 6. The QuantStudio 3 and 5 systems provide sensitive detection and high-confidence target discrimination down to 1.5-fold differences. (A) Amplification plots for 1.5-fold dilutions of a KAZ plasmid amplified with the Applied Biosystems™ PE2 TaqMan® Assay under fast run conditions using Applied Biosystems™ TaqMan® Fast Advanced Master Mix. Quantities assayed, and C_t (SD): 1,000 copies, 27.9 (0.063); 1,500 copies, 27.4 (0.059); 3,000 copies, 26.4 (0.060); 4,500 copies, 25.8 (0.047); 6,667 copies, 25.2 (0.049); 10,000 copies, 24.5 (0.041). NTC = no-template control. (B) Standard curve generated from the C_t values.

Assay flexibility to support your application

The QuantStudio 3 and 5 systems support probe-based assays as well as intercalating dyes (Figures 7–9). TaqMan probe-based assays, developed with powerful algorithms and optimized master mixes, enable outstanding specificity and sensitivity. Applied Biosystems™ SYBR™ Green chemistry is an economical alternative for target identification or initial qualification of assays.

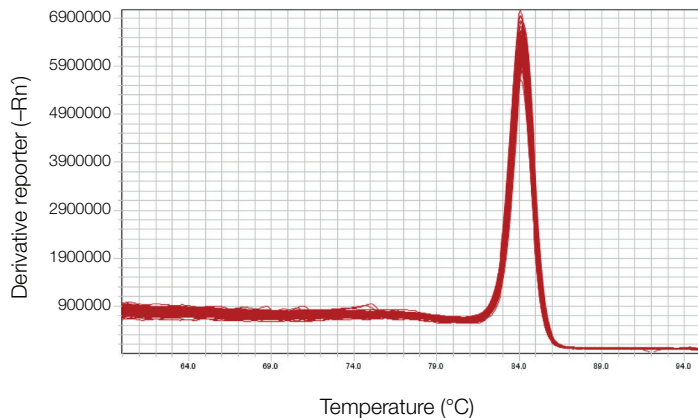


Figure 7. Melt curve analysis using the online version of the software. In this experiment, 96 replicates of human genomic DNA were amplified using Applied Biosystems™ SYBR™ Select Master Mix with primers for the *RNase P* gene, followed by a dissociation step. The reactions were performed under fast run conditions, showing C_i uniformity with a mean of 25.7 (SD 0.077), and thermal uniformity as measured by the derivative peak with a melting temperature (T_m) of 84.17°C (SD 0.07°C).

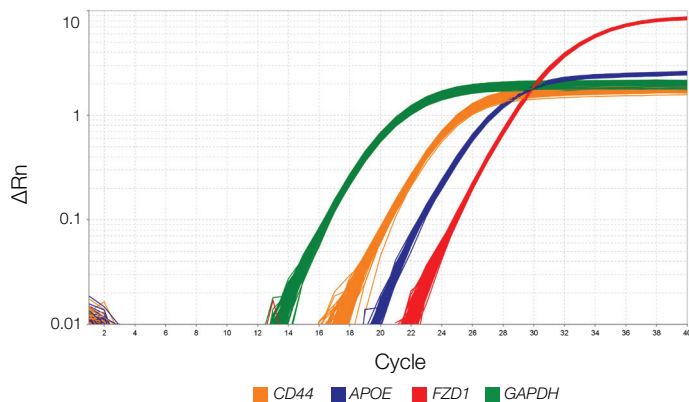


Figure 8. Multiplex gene expression analysis of 4 targets. Whole-plate amplification plots are shown of 96 replicates of cDNA made from universal human RNA (UHR) amplified under fast run conditions using Applied Biosystems™ TaqMan® Multiplex Master Mix with Mustang Purple passive reference dye. Targets and labels: *FZD1* labeled with FAM dye, *APOE* labeled with VIC dye, *CD44* labeled with ABY dye, *GAPDH* labeled with JUN dye.

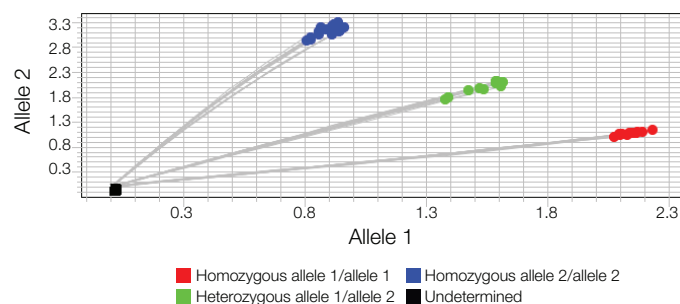


Figure 9. Genotyping analysis that includes cluster plots with data traces. An allelic discrimination plot is shown of 44 gDNA samples and 4 no-template controls (NTCs) genotyped using Applied Biosystems™ TaqMan® SNP Genotyping Assay C_29086771_20, with both PCR and allelic discrimination performed on the QuantStudio 5 Real-Time PCR System. The novel use of real-time PCR data to plot SNP cluster progress aids in calling ambiguous samples and reduces run times by displaying the optimal number of cycles necessary for maximum cluster separation.

For more information about TaqMan Assays and formats, go to thermofisher.com/taqman

Ordering information

Instruments	Cat. No.	Instrument with service—Cat. No.*
QuantStudio 3 system configurations		
QuantStudio 3 Real-Time PCR System (96-well, 0.1 mL block)**	A28136	A33777
QuantStudio 3 Real-Time PCR System (96-well, 0.2 mL block)**	A28137	A33779
QuantStudio 5 system configurations		
QuantStudio 5 Real-Time PCR System (96-well, 0.1 mL block)**	A28138	A33619
QuantStudio 5 Real-Time PCR System (96-well, 0.2 mL block)**	A28139	A33624
QuantStudio 5 Real-Time PCR System (384-well block)**	A28140	A33628

* Extended warranty packages for the QuantStudio 3 and 5 Real-Time PCR Systems include the instrument, SmartStart™ Orientation, and a 1-year AB Assurance service plan with 1 planned maintenance (PM) visit. Packages are not available in all countries. Contact your local sales representative for availability information.

** Does not include a computer. Additional Cat. No. are available that include a laptop or desktop computer.

Reagents	Quantity	Cat. No.
TaqMan Fast Advanced Master Mix	5 mL	4444557
TaqMan Fast Advanced Master Mix	50 mL	4444558
PowerUp SYBR Green Master Mix	5 mL	A25742
PowerUp SYBR Green Master Mix	50 mL	A25743
SuperScript IV VILO Master Mix	500 reactions	11756500
High-Capacity RNA-to-cDNA Kit	50 reactions	4387406

qPCR plastics	Quantity	Cat. No.
MicroAmp Optical 96-Well Reaction Plate	10 plates	N8010560
MicroAmp EnduraPlate Optical 96-Well Clear Reaction Plates with Barcode	20 plates	4483354
MicroAmp Fast Optical 96-Well Reaction Plate, 0.1 mL	10 plates	4346907
MicroAmp EnduraPlate Optical 96-Well Fast Clear Reaction Plates with Barcode	20 plates	4483485
MicroAmp Optical 384-Well Reaction Plate with Barcode	50 plates	4309849
MicroAmp EnduraPlate Optical 384-Well Clear Reaction Plates with Barcode	20 plates	4483285
MicroAmp Optical Adhesive Film	100 covers	4311971

Instrument qualification (IQ), operational qualification (OQ), and instrument performance verification (IPV) services†	Quantity	Cat. No.
IQ/OQ/IPV Service for QuantStudio 3 Real-Time PCR Systems, 96-well, 0.1 mL block	1 service	A28481
IQ/OQ/IPV Service for QuantStudio 3 Real-Time PCR Systems, 96-well, 0.2 mL block	1 service	A28480
IQ/OQ/IPV Service for QuantStudio 5 Real-Time PCR Systems, 96-well, 0.1 mL block	1 service	A28483
IQ/OQ/IPV Service for QuantStudio 5 Real-Time PCR Systems, 96-well, 0.2 mL block	1 service	A28482
IQ/OQ/IPV Service for QuantStudio 5 Real-Time PCR Systems, 384-well block	1 service	A28484

† OQ/IPV service is not available in all countries. Contact your local sales representative for availability information.

Find out more at thermofisher.com/quantstudio3-5

ThermoFisher
SCIENTIFIC

Agenda Item 5C

**SUBJECT: CONSIDER ADOPTING A RESOLUTION M-014-2022
AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODIES OF THE
SAN MATEO COUNTY MOSQUITO AND VECTOR
CONTROL DISTRICT PURSUANT TO BROWN ACT
PROVISIONS**

SUMMARY

Approve Resolution **M-14-22** Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Mateo County Mosquito and Vector Control District Pursuant to Brown Act Provisions.

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple State agencies and departments, and help the State prepare for a broader spread of COVID-19.

On March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference as long as specified notice and comment provisions were followed. Given the state of emergency and authority to meet remotely, on March 23, 2020, the Board President issued a declaration altering the regular meeting location to be held via teleconference only. The Board ratified this declaration at its regular meeting on April 8, 2020. For the past year and a half, the District has been meeting remotely via Zoom. Meeting remotely has allowed the District to ensure the public's continued access to government meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for agencies to transition back to public meetings held in full compliance with the Brown Act. However, the Delta variant has emerged, causing a spike in cases throughout the State. As a result, the County Public Health Departments across the Bay Area, including San Mateo County, have issued a Health Order requiring masks indoors in public places, regardless of vaccination status.

On January 1, 2022, the Governor approved Executive Order N-1-22, in response to the Omicron COVID-19 variant. Data suggest that the Omicron variant is more transmissible than the Delta variant. Therefore, considering the present surge in cases due to the Omicron variant, and to protect the public health and safety, the Governor temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the

staff body, staff, and members of the public.

DISCUSSION

The California Legislature recently approved AB 361, which was signed as an urgency statute by the Governor on September 16, 2021 and is effective immediately. This law allows local legislative bodies to continue to meet remotely after the October 1 deadline under specified circumstances.

A local agency will be allowed to continue to meet remotely when:

- The legislative body holds a meeting during a proclaimed state of emergency, and State or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote whether because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

To meet remotely agencies must make certain findings demonstrating the requirements to continue to hold remote meetings apply. Staff is recommending that Resolution **M-14-22** be adopted as these findings can be made. Specifically, the District meets the requirements to continue holding meetings remotely to ensure the health and safety of the public because:

- The District is still under a state of emergency as declared by the Governor.
- County Health Orders require that all individuals in indoor public spaces wear masks, regardless of vaccination status.
- County Public Health officers have issued various health orders, recommendations and updates designed to slow the spread of COVID-19, including recommendations for social distancing and directing that public meeting continue to be held remotely to protect public health.¹
- The District cannot maintain social distancing requirements for the public, staff, and Directors in their meeting spaces.

The District staff is concerned about protecting the health and safety of attendees, particularly given that even fully vaccinated people have contracted the Delta variant, people may have and transmit the virus before knowing they are infected and/or if they are asymptomatic, meetings can last several hours, and the District has a large Board of Trustees, its meeting facilities are limited in space, with seats close together and as of June 7, 2022 a new COVID-19 surge has begun.

Under AB 361, if the state of emergency remains active for more than 30 days, a local agency must make the following findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules.

- The legislative body has reconsidered the circumstances of the emergency; and
-

July 13, 2022

- Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures

For these reasons, Staff anticipates that if the pandemic continues, the District Board will be asked to approve a resolution on every agenda making findings regarding the circumstances of the emergency and vote to continue using the law's exemptions. AB 361 sunsets on January 1, 2024.

RECCOMENDATION

Consider Adopting Resolution **M-14-22** Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Mateo County Mosquito and Vector Control District Pursuant to Brown Act Provisions

REFERENCE MATERIALS

1. RESOLUTION M-014-22

AYES:

NOES:

ABSENT:

ABSTAIN

ATTEST:

Board Secretary

Board President

RESOLUTION NO. 014-22

A RESOLUTION OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, on March 4, 2020, the Governor of the State of California issued a Proclamation of a State of Emergency due to COVID-19. Such Proclamation remains and is in effect as of the date of this Resolution, as are the facts, circumstances, and emergency under which it was issued; and

WHEREAS, the San Mateo County Mosquito and Vector Control District (“District”) ordinarily holds its regular meetings on the second Wednesday of the month at 6 p.m. at the Board Chambers, 1351 Rollins Road, Burlingame, California 94010; and

WHEREAS, the District officially closed its meeting room as of April, 2020 due to the coronavirus pandemic, making the Board Chambers unavailable to the public; and

WHEREAS, on March 23, 2020 the District’s Board President issued a Declaration altering the regular meeting location to be held via teleconference only pursuant to Executive Order N-29-20. The Board ratified this Declaration at its regular meeting on April 8, 2020; and

WHEREAS, the Health Officer of the County of San Mateo and other Bay Area counties (“Health Officers”) have issued various health orders and updates designed to slow the spread of COVID-19 (including variants thereof) such as vaccinations, quarantines, face covering requirements, and social distancing recommendations designed to protect public health; and

WHEREAS, on September 20, 2021, Health Officers issued recommendations for safely holding public meetings, including strongly recommending teleconferencing meetings as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19, and further recommended social distancing and face masking of all attendees; and

WHEREAS, in light of the present surge in cases due to the Omicron variant, and to protect the public health and safety, it is necessary to temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the staff body, staff, and members of the public; and

WHEREAS, COVID-19 poses imminent health and safety concerns. The risk of exposure to COVID-19 depends on the likelihood of coming into close physical contact with people who may be infected and through contact with contaminated surfaces and objects. The severity of the illness varies. Per the US Centers for Disease Control and Prevention about 14% of the cases are severe (meaning, they required hospitalization), with an infection that affects both lungs and has the potential to lead to severe medical complications (such as respiratory failure, shock, or multi organ dysfunction) that can cause death in some people. The

number of cases of infections and deaths occurring locally can be determined by viewing the dashboards of the Health Officers; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which placed an end date of September 30, 2021 on such authority; and

WHEREAS, due the rise in COVID-19 cases, including due to the Delta variant and now Omicron variant, the District continues to be deeply concerned about protecting the health and safety of attendees, particularly given that even fully vaccinated people have contracted the Delta variant, people may contract and transmit the virus before knowing they are infected and/or if they are asymptomatic; meetings of the District can last several hours, the District has a large board of Trustees, its meeting facilities are limited in space with seats that are close together, and have restricted air flow; and as of June 7, 2022 a new local surge of COVID-19 is underway; and

WHEREAS, the California State legislature adopted AB 361 as an urgency measure that was signed by the Governor on September 16, 2021. AB 361 amends the Brown Act to allow local governments to use teleconferencing and virtual meeting technology as long as there is a gubernatorial “proclaimed state of emergency” upon the local legislative body finding that State or local officials have imposed or recommended measures to promote social distancing or that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the Board desires to continue holding public meetings of the District using teleconferencing and virtual meeting technology in order to avoid the imminent risk to the health and safety of attendees; and

WHEREAS, the District found that conducting its meetings using virtual meeting technology allowed the equivalent, if not improved, access to the meetings for Trustees, staff, and the public based on the ease of use and flexibility of technology. This experience has been confirmed by the Little Hoover Commission, which evaluated the effectiveness of remote meetings statewide; and

WHEREAS, the Board held a duly noticed public meeting on September 29, 2021; and

WHEREAS, at such public meeting, the Board considered all pertinent oral and written information, exhibits, testimony, and comments received during the public review process, including, without limitation, information received at the public hearing, the oral report from District staff, the written report from staff, this Resolution, and all other information on which each of the Trustees has based their decision (collectively, “Remote Meeting Information”); and

WHEREAS, the Board found that a state of emergency remained active due to the coronavirus pandemic, which affects the ability of attendees to meet safely in person; and

WHEREAS, the Board desires to make the findings necessary to continue to meet remotely in light of the fact that there remains a significant portion of the population that is not eligible for vaccination or booster shots and that even fully vaccinated people may contract and transmit the virus and it is not possible to socially distance within the District’s Board meeting room.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the District as follows:

Section 1. Recitals. The Board hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein. The recitals and the information below constitute findings in this matter, and together with the Remote Meeting Information, serve as an adequate and appropriate evidentiary basis for the findings and actions set forth herein.

Section 2. AB 361 Findings. The Board, on behalf of itself and its legislative bodies, hereby further finds the following: A state of emergency in California remains active due to the coronavirus pandemic, which continues to directly impact the ability of attendees to meet safely in person. Federal, state, and/or local officials have imposed and/or recommended measures to promote social distancing and use face coverings in indoor settings to help stop the spread of the virus. They have strongly recommended public agencies hold their meetings online because doing so presents the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19. COVID-19 continues to pose an imminent risk to the health and safety of attendees to meet in person because it can be contracted and transmitted by people without symptoms and regardless of vaccination status and has the potential to lead to severe disease and death.

Section 4. Remote Meetings. Meetings of the District and its legislative bodies will continue to be conducted remotely using teleconferencing for the next 30 days in compliance with AB 361.

Section 5. CEQA. This action does not constitute a “project” within the meaning of Public Resources Code Section 21065, 14 Cal Code Reg. Section 15060(c)(2), 15060(c)(3), and/or 15378 because it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. In addition, this action is categorically exempt pursuant to Section 15061(b)(3), “Review for Exemptions” of the CEQA Guidelines because there is no possibility that it may have a significant effect on the environment, and no further environmental review is required. No unusual circumstances exist and none of the exceptions under CEQA Guidelines Section 15300.2 apply. This determination reflects the Board’s independent judgment and analysis.

DULY AND REGULARLY ADOPTED by the District’s Board of Trustees this 13 day of July 2022 by the following vote:

AYES:
NOES:
ABSENT:

Kati Martin, Chair

ATTEST: _____
Brian Weber, District Manager

July 13, 2022

Agenda Item 6A

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee Meeting of the Board of Trustees

Finance Committee members attended a meeting on July 5, 2022. Attendees included Committee Chair, Mason Brutschy, Robert Riechel, Ray Williams, and Carolyn Parker. Staff attending included District Manager, Brian Weber, Finance Director, Richard Arrow, Information Services Director, Matthew Nienhis, and Operations Director Casey Stevenson.

1. Reviewed the Financial Report for FY 21-22 as of May 31, 2022. Highlights were discussed with the committee by Finance Director, Richard Arrow. Finance Committee recommended approval of the report to be submitted to the Board of Trustees for consideration at their July 13, 2022.
2. District Manager requested the Finance Committee recommend the approval of purchasing a QuantStudio5 Real-Time PCR System. Finance Committee recommended forwarding the approval to the Board of Trustees for final action on the July 13, 2022, meeting.
3. District Manager gave an oral report on architectural plans relative to property located at 1415 N. Carolan, Burlingame. Also informed the committee that the Real Estate Committee will be discussing the architectural plans and recommendation at their subcommittee meeting scheduled for July 7, 2022.

Submitted by Mason Brutschy, Chair of the Finance Committee



Item 6B

**Monthly Financial Report
Month Ending May
2022**

Staff Recommendation: Motion to recommend approval of the May 31, 2022, Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through May 31, 2022 (YTD) were \$ 10.2 million; total expenditures YTD were \$ 12.1 million; and the change in fund balance was (\$1.9 million). The District had \$ 8.7 million in cash available in County Treasury.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2021:	\$ 10,260,379	\$ 1,022,269	\$ 11,282,647
Revenues/Resources	\$ 10,180,478	\$ 6,618	\$ 10,187,095
Due To (From) Funds	\$ (7,538,838)	\$ 7,538,838	\$ -
Expenditures	\$ 4,324,671	\$ 7,749,505	\$ 12,074,176
Change in Fund Balance	(1,683,032)	(204,049)	\$ (1,887,080)
* Ending Fund Balance	\$ 8,577,347	\$ 818,220	\$ 9,395,567

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 143,930.00	\$ -	\$ 143,930.00
Assigned (Capital Improvements)	-	818,220	818,220
Public Health Emergency Fund	800,000	-	800,000
Natural Disaster Emergency Fund	650,000	-	650,000
Real Property Acquisiton Fund	1,134,670	-	1,134,670
Unrestricted Fund Balance	5,848,747	-	5,848,747
Total	\$ 8,577,347	\$ 818,220	\$ 9,395,567

Budget Variances

Revenues

Actual revenues received through May 2022 were over budget by \$ 314,878 resulting from increased ERAF Rebate and Redevelopment Pass Through (\$ 259,628) and decreased Interest and Other Revenue (\$ 43,771), decreased Program Revenue (\$ 11,442), increased Grant Revenue (\$ 46,848), and increased Property Tax Revenue (\$ 63,615).



Expenditures

Expenditures through May 2022 were under budget by \$ 1,469,890 primarily due to the timing of expenditures contained in the table below:

Budget Category	Over/ Under	Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$264,587	89.7%	Timing of payroll and position vacancies
Employee Benefits	Over	\$18,875	102.4%	Workers Comp. higher then budget and timing of HRA Payments
Administration	Under	\$41,256	92.4%	Timing of professional and legal services
Capital Improvements	Under	\$1,115,059	87.4%	Timing of Capital purchases
Utilities	Under	\$26,190	68.8%	Timing of utility, phone, & mobile dev.
Operations	Over	\$18,747	109.1%	Timing of pesticide and other expenses
Computer Hardware & Software	Under	\$16,699	76.8%	Timing of Mapvision Licenses

The Board's budget level of control is at the category level, for example Salaries, Benefits, Admin., Operations, etc. The above table provides explanations for variances over \$15,000.

Questions

Please direct all inquiries related to this financial reporting package to the District Manager, Brian Weber, before the board meeting to allow for adequate research. He can be reached at the District office at (650) 344-8592 or via email at bweber@smcmvcd.org.

Approval

This month's financial statements are fairly presented. The District Manager and Finance Director approved all disbursements and the monthly bank reconciliation. A Board Officer and the District Manager signed all checks.



Attachments:

1. Statement of Financial Position/Balance Sheet
2. Statement of Revenues, Expenditures and Change in Fund Balance
3. Budget Variance Reports

Month

YTD

YTD compared with adopted budget

4. Accounts Receivable Aging Summary

On the May 2022 summary, accounts receivable outstanding greater than 90 days total is \$ 1,165 primarily consisting of amounts due San Francisco International Airport (\$ 1,020), and Silicon Valley Clean Water (\$145). Staff is actively pursuing collection activities.

5. Cash Activity & Reconciliation to County

The District's accounting system is fully reconciled with the County statement.

6. Payroll Disbursement

All payroll disbursements were made to employees and trustees for their monthly stipends. All employees were paid per District salary and wage schedule and longevity policies.

7. Check Detail

This month, the District wrote General Fund checks numbers from 21849 to 21918. Last month's check number ended at 21848. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In May 2022, 70 checks written from the General Fund totaled \$ 186,102.54. In addition, the District wrote 1 check from the Capital Fund totaling \$ 4,316.87 (check number 1083).

8. Purchase Card Report and Bank Statement

All card purchases for the month were from commercial vendors and met the District purchase card policy. A copy of the purchase card bank statement is attached. Also, descriptions of all purchases from Amazon are included in the attached detailed purchase card transactions report.

San Mateo County Mosquito & Vector Control District
 Balance Sheet
 As of May 31, 2022

	Total May 31, 22	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	7,854,000	7,854,000	
1015 · Checking -Union Bank - GF x9757	(41,719)	(41,719)	
1020 · Cash-County Treasury-CPF x2705	830,392		830,392
1025 · Checking -Union Bank - CPF x6913	-		-
1016 · County Funds - FMV	38,952	38,412	540
1030 · Petty Cash	310	310	
1035 · PARS Pension Rate Stabilization	125,133	125,133	
Total Checking/Savings	8,807,068	7,976,136	830,932
Accounts Receivable			
1100 · Accounts Receivable	43,538	43,538	
Total Accounts Receivable	43,538	43,538	-
Other Current Assets			
1220 · VCJPA-Member Contingency Fund	482,798	482,798	
1230 · Pesticide Inventory	155,369	155,369	
Total Other Current Assets	638,167	638,167	-
Total Current Assets	9,488,774	8,657,841	830,932
TOTAL ASSETS	9,488,774	8,657,841	830,932
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	89,426	76,714	12,712
Total Accounts Payable	89,426	76,714	12,712
Credit Cards			
1040 · US Bank Purchase Card	3,781	3,781	
Total Credit Cards	3,781	3,781	-
Other Current Liabilities			
Total Other Current Liabilities	-	-	-
Total Current Liabilities	93,207	80,495	12,712
Total Liabilities	93,207	80,495	12,712
Fund Balance			
Beginning Fund Balance, 7/1/2021	11,282,647	10,260,379	1,022,269
Due To (From) Funds	-	(7,538,838)	7,538,838
Revenues Over Expenditures	(1,887,080)	5,855,806	(7,742,887)
Ending Fund Balance *	9,395,567	8,577,347	818,220
TOTAL LIABILITIES & FUND BALANCE	9,488,774	8,657,841	830,932
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	143,930	143,930	-
Assigned (Capital Improvements)	818,220	-	818,220
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisiton Fund	1,134,670	1,134,670	-
Unrestricted Fund Balance (Includes Working Capital)	5,848,747	5,848,747	-
Total Fund Balance	9,395,567	8,577,347	818,220

Statement of Revenues, Expenditures Budget vs. Actual
July 2021 through June 2022

Month of Report:
May, 2022

GENERAL FUND:

Ordinary Revenues/Expenditures

Revenues

	Annual Budget	YTD Actual	Annual Variance	%	YTD Budget	YTD Variance	%	Monthly Budget	Monthly Actual	Monthly Variance	%
Total 4000 · PROGRAM REVENUES	2,345,910	2,272,649	(73,261)	96.9%	2,284,091	(11,442)	99.5%	181,943	207,097	25,154	113.8%
Total 4100 · PROPERTY TAX REVENUES	3,049,097	3,060,063	10,966	100.4%	2,996,448	63,615	102.1%	254,657	296,232	41,575	116.3%
Total 4200 · OTHER TAX REVENUES	690,000	854,074	164,074	123.8%	594,446	259,628	143.7%	-	114,260	114,260	0.0%
Total 4300 · OTHER REVENUES	4,085,968	3,902,394	(183,574)	95.5%	3,952,783	(50,389)	98.7%	89	169	80	190.4%
Total 4800 · GRANT REVENUE	44,450	91,298	46,848	205.4%	44,450	46,848	205.4%	-	-	-	

Total Revenues	10,215,425	10,180,478	(34,947)	99.7%	9,872,218	308,260	103.1%	436,689	617,759	181,070	141.5%
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Expenditures

Total 5000 · SALARIES & WAGES	2,861,515	2,295,032	566,483	80.2%	2,559,620	(264,588)	89.7%	222,871	211,758	(11,113)	95.0%
Total 5100 · EMPLOYEE BENEFITS	852,839	808,977	43,862	94.9%	790,102	18,875	102.4%	62,737	60,629	(2,108)	96.6%
Total 5200 · TRAINING - BOARD & STAFF	60,200	46,812	13,388	77.8%	57,933	(11,121)	80.8%	267	-	(267)	0.0%
Total 5300 · ADMINISTRATION	566,678	498,237	68,441	87.9%	539,493	(41,256)	92.4%	26,588	29,572	2,984	111.2%
Total 5400 · INSURANCE	125,282	125,230	53	100.0%	125,282	(53)	100.0%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	78,772	55,207	23,565	70.1%	71,906	(16,699)	76.8%	9,391	437	(8,954)	4.7%
Total 5500 · FACILITIES MAINTENANCE	48,175	43,014	5,161	89.3%	44,160	(1,146)	97.4%	4,015	(6,186)	(10,201)	-154.1%
Total 5550 · UTILITIES	91,519	57,703	33,816	63.1%	83,893	(26,190)	68.8%	7,626	6,612	(1,014)	86.7%
Total 5600 · FLEET MAINTENANCE	62,365	43,047	19,318	69.0%	57,168	(14,121)	75.3%	5,197	1,651	(3,546)	31.8%
Total 5700 · OPERATIONS	314,975	224,445	90,530	71.3%	205,698	18,747	109.1%	9,682	30,439	20,757	314.4%
Total 5800 · LABORATORY	77,900	67,863	10,037	87.1%	71,409	(3,546)	95.0%	6,491	9,291	2,800	143.1%
Total 5900 · PUBLIC OUTREACH	79,460	59,106	20,354	74.4%	72,838	(13,732)	81.1%	6,622	3,009	(3,613)	45.4%

Total 6500 · DEBT SERVICE	-	-	-	0.0%	-	-	0.0%	-	-	-	0.0%
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Total Expenditures	5,219,680	4,324,671	(895,009)	82.9%	4,679,502	(354,831)	92.4%	361,487	347,212	(14,275)	96.1%
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General Fund Net Revenues Over Expenditures	4,995,745	5,855,806	860,061		5,192,716	663,090		75,202	270,547	195,345	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	6,618	(6,618)	0.0%	-	6,618	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	9,845,795	7,749,505	2,096,290	78.7%	8,864,564	(1,115,059)	87.4%	5,833	25,033	19,200	429.2%

Capital Improvement Fund Net Revenue Over Expenditures	(9,845,795)	(7,742,887)	2,102,908		(8,864,564)	1,121,677		(5,833)	(25,033)	(19,200)	
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San Mateo County Mosquito & Vector Control District
A/R Aging Summary
As of May 31, 2022

05/31/2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Foster City	5,622.90	0.00	127.88	0.00	0.00	5,750.78
City of Pacifica Public Works Wastewater	0.00	0.00	70.51	0.00	0.00	70.51
City of Redwood City, Public Works	4,445.50	0.00	2,139.55	0.00	0.00	6,585.05
City of San Francisco, Parks	0.00	0.00	7,245.80	707.81	0.00	7,953.61
City of San Francisco, Public Utilities	403.86	0.00	0.00	0.00	0.00	403.86
City of San Mateo, Public Works	18,659.00	0.00	0.00	0.00	0.00	18,659.00
City of San Mateo, Wastewater Treatment	144.42	0.00	0.00	0.00	0.00	144.42
City of South San Francisco Water Quality	191.00	0.00	95.50	0.00	0.00	286.50
San Francisco Int'l Airport	1,065.09	0.00	763.40	0.00	1,020.29	2,848.78
Sewer Authority Mid-Coastside	70.51	0.00	0.00	0.00	0.00	70.51
Silicon Valley Clean Water	299.38	0.00	321.21	0.00	144.42	765.01
TOTAL	<u>30,901.66</u>	<u>0.00</u>	<u>10,763.85</u>	<u>707.81</u>	<u>1,164.71</u>	<u>43,538.03</u>

San Mateo County Mosquito & Vector Control District
A/R Aging Summary
As of June 24, 2022

06/24/2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Pacifica Public Works Wastewater	0.00	0.00	70.51	0.00	0.00	70.51
City of Redwood City, Public Works	0.00	4,445.50	2,139.55	0.00	0.00	6,585.05
City of San Francisco, Parks	0.00	0.00	7,245.80	707.81	0.00	7,953.61
City of San Francisco, Public Utilities	0.00	403.86	0.00	0.00	0.00	403.86
City of San Mateo, Wastewater Treatment	0.00	144.42	0.00	0.00	0.00	144.42
San Francisco Int'l Airport	0.00	1,065.09	763.40	0.00	1,020.29	2,848.78
Sewer Authority Mid-Coastside	0.00	70.51	0.00	0.00	0.00	70.51
Silicon Valley Clean Water	0.00	299.38	0.00	0.00	144.42	443.80
TOTAL	<u>0.00</u>	<u>6,428.76</u>	<u>10,219.26</u>	<u>707.81</u>	<u>1,164.71</u>	<u>18,520.54</u>

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
May 31, 2022

GF-May
2022

Beginning Cash per District as of Apr 30, 2022 7,581,331

Reductions

Payroll Related (ADP) (182,173)
 Checks Written (186,103)
 Bank Fee (91)

Total Reductions (368,367)

Additions

Transfer-In from Capital Fund 7,968
 Abatement Services 3,765
 Property Tax Revenue 296,232
 ERAF Rebate -
 RDA/RPTTF 114,260
 Special Benefit Assessment 135,437
 Special Mosquito Tax 40,758
 Misc Deposits 897

Total Additions 599,318

Ending Cash per District as of May 31, 2022 7,812,282

Cash per County General Fund Statement 7,812,282

Difference -

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 05/01/2022-05/31/2022 Page 2
 FRI, JUN 10, 2022, 12:56 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:15458369 J1751---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND DEPT	DIVISION SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatemen	Controller	A	07	02706	02706 00140	00000 00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description		Debit	Credit	Balance	
0111 Claim on Cash			Prior to 05/01/22		15,332,475.05	7,751,144.47	7,581,330.58	
	05/12/22	HOE5122	AutoID: ITX512A2 Job: 15379 JE		3,593.25	0.00	7,584,923.83	
	05/18/22	SPR5182	AutoID: ITX518B2 Job: 15405 JE		2,547.48	0.00	7,587,471.31	
	05/18/22	JE519110	AutoID: JQB518A2 Job: 15414 JE		0.00	91.01	7,587,380.30	
	05/21/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE		4,662.27	0.00	7,592,042.57	
	05/23/22	SPP5232	AutoID: ITX523A2 Job: 15405 JE		156.13	0.00	7,592,198.70	
	05/24/22	JE519473	AutoID: JTT524B2 Job: 15432 JE		91.57	0.00	7,592,290.27	
	05/24/22	JE519423	AutoID: JTT524A2 Job: 15443 JE		16,033.20	0.00	7,608,323.47	
	05/31/22	UNR5312	AutoID: ITX531H2 Job: 15428 JE		267.75	0.00	7,608,591.22	
	05/31/22	SPS5312	AutoID: ITX531I2 Job: 15428 JE		20,780.69	0.00	7,629,371.91	
	05/31/22	SEC5312	AutoID: ITX531W2 Job: 15432 JE		440,885.36	0.00	8,070,257.27	
	05/31/22	UNC5312	AutoID: ITX531U2 Job: 15432 JE		4,196.47	0.00	8,074,453.74	
	05/31/22	ABX5312K	AutoID: ITX531C2 Job: 15439 JE		98,165.41	0.00	8,172,619.15	
	05/31/22	JE519797	AutoID: JRV531B2 Job: 15443 JE		0.00	368,275.54	7,804,343.61	
	05/31/22	ABX5312K	AutoID: ITX531F2 Job: 15447 JE		14.23	0.00	7,804,357.84	
	05/31/22	JE519391	AutoID: JYA523C2 Job: 15452 JE		0.00	44.09	7,804,313.75	
	05/31/22	JE519925	AutoID: JRV601A2 Job: 15454 JE		7,968.00	0.00	7,812,281.75	
		DR	* SUB ACCT Total *		15,931,836.86*	8,119,555.11*	7,812,281.75*	

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 Capital Project Fund
 May 31, 2022

CPF-May 2022

Beginning Cash per District as of Apr 30, 2022	842,713
Reductions	
Checks Written	(4,317)
Bank Fee	(36)
Transfer-Out to General Fund	(7,968)
Total Reductions	<u>(12,321)</u>
Additions	
Quarterly Interest	-
Transfer-In from General Fund	-
Total Additions	<u>-</u>
Ending Cash per District as of May 31, 2022	<u><u>830,392</u></u>
Cash per County Capital Project Fund Statement	830,392
Difference	-

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 05/01/2022-05/31/2022 Page 1
 FRI, JUN 10, 2022, 12:56 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:15458369 J1751---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02705 SMC Mosq Abate-CP Proj	F Controller	A	07	02705	02705	00140	00000	00000	00000	00000

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 05/01/22	1,052,638.29	209,925.02	842,713.27
	05/18/22	JE519110	AutoID: JQB518A2 Job: 15414 JE	0.00	36.17	842,677.10
	05/31/22	JE519797	AutoID: JRV531B2 Job: 15443 JE	0.00	4,316.87	838,360.23
	05/31/22	JE519925	AutoID: JRV601A2 Job: 15454 JE	0.00	7,968.00	830,392.23
		DR	* SUB ACCT Total *	1,052,638.29*	222,246.06*	830,392.23*

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
 May 31, 2022

May 2022

	May 13, 2022	May 27, 2022	
Payroll ACH Disbursement (including Net Pay & Taxes)			
Total Net Pay	66,944	68,400	
Federal W/H Tax	12,385	12,488	
Social Security Tax	622	1,090	← A
Medicare	3,022	3,070	
CA W/H Tax	5,094	5,112	
CA SUI/DI	1,654	1,709	
Total	89,720	91,869	
ADP Process Fee PPE 4/9/22 & 4/23/22	240	233	
ADP Time & Attend Processing Chrg	-	110	
Total amount for the period	89,961	92,212	
Total amount for the month:		182,173	

Footnotes:

A. Social Security expenditure incurred for seasonal employees and Trustees stipends

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

Num	Date	Name	Memo	Account	Original Amount
21849	05/06/2022	Charles P. Hansen	Retiree Health Insurance Reimb-May '22	1015 · Checking -Union Bank - GF x9757	-553.03
05012022	05/01/2022		Retiree Health Insurance Reimb-May '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
21850	05/06/2022	Dennis J Jewell	Retiree Health Insurance Reimb-May '22	1015 · Checking -Union Bank - GF x9757	-553.03
05012022	05/01/2022		Retiree Health Insurance Reimb-May '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
21851	05/06/2022	San Mateo County Retirement Assoc SM M.A.D.		1015 · Checking -Union Bank - GF x9757	-19,834.80
04232022	04/23/2022		Employee Contribution Pay Period 04/10/2022-04/23/2022	5115 · Retirement - Employee Contribut	8,220.35
			Employer Contribution Pay Period 04/10/2022-04/23/2022	5110 · Retirement - Employer Contribut	11,614.45
			Adjust for Eric Eckstein	5115 · Retirement - Employee Contribut	-0.01
			Adjust for Eric Eckstein	5110 · Retirement - Employer Contribut	0.01
TOTAL					19,834.80
21852	05/06/2022	U.S. Bank PARS Account # 67460224	Agency Name: San Mateo County Mosquito & Vector Control PPE 04/23/2022	1015 · Checking -Union Bank - GF x9757	-539.78
6746022400-PP4-23	04/23/2022		Alternate Retirement System for Richard Arrow PPE 04/23/2022	5116 · Alternate Retire-Employee Contr	539.78
TOTAL					539.78
21853	05/06/2022	ADP Screening & Selection Services Billing A/C: 1466165-8		1015 · Checking -Union Bank - GF x9757	-45.17
1466165-04-2022	04/25/2022		Background check for Seasonal Lab Asst	5310 · Background / drug screening	45.17
TOTAL					45.17
21854	05/06/2022	Aim To Please Janitorial Services	Invoice #46 - Apr 2022	1015 · Checking -Union Bank - GF x9757	-1,200.00
47	04/29/2022		1351 Rollins Janitorial Services-Apr 2022	5340 · Janitorial/Household Expense	1,200.00
TOTAL					1,200.00
21855	05/06/2022	Airgas Dry Ice	QAC40	1015 · Checking -Union Bank - GF x9757	-495.83
9124949626	04/19/2022		Dry Ice (250 lbs)	5820 · Dry Ice	247.79
9125193971	04/26/2022		Dry Ice (250 lbs)	5820 · Dry Ice	248.04

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					495.83
21856	05/06/2022	Amazon Capital Services	Account # ARX6UTA334C06	1015 · Checking -Union Bank - GF x9757	-3,617.59
167J-66PT-1C39	05/01/2022		iPhone cases	5335 · Office Expense	151.24
			Shop tools	5610 · Garage Tools	410.48
			Fleet maint supply	5620 · Auto, Hotsy, Plug, Boat, Traile	500.33
			Trail cam batteries	5630 · Ops Equipment & Repairs	54.69
			Safety supplies	5720 · Safety Equipment	92.26
			Work boots for Seasonals	5725 · Apparel - Uniforms & Boots	427.14
			Fish pond salt	5730 · Mosquito Fish	70.81
			Lab supplies	5825 · Lab Supplies	422.25
			Books and outreach materials	5910 · Media and Network	1,488.39
TOTAL					3,617.59
21857	05/06/2022	American Fidelity Assurance Compa Payor: 56840		1015 · Checking -Union Bank - GF x9757	-1,553.82
6050960	05/04/2022		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,553.82
TOTAL					1,553.82
21858	05/06/2022	Angie Nakano	Reimb Noah's Bagels-Staff meeting	1015 · Checking -Union Bank - GF x9757	-57.48
Reimb4-25-22	04/25/2022		Reimb Noah's Bagels-Staff meeting	5335 · Office Expense	57.48
TOTAL					57.48
21859	05/06/2022	Bay Alarm	A/C #4843626; Inv# 19533532	1015 · Checking -Union Bank - GF x9757	-525.00
19533532	04/15/2022		Security Alarm Monitoring 05/01/2022-07/31/2022 (1415 N Carolan Ave)	5385 · Security and fire alarm	525.00
TOTAL					525.00
21860	05/06/2022	Black Mountain Properties, LLC	Acct. t0000505 San Mateo County-1323 Rollins Rd., Burlingame	1015 · Checking -Union Bank - GF x9757	-72.62
05/01/22 PGE	04/22/2022		PG&E 2/28-3/28/2022	5399 · Facility Lease	72.62
TOTAL					72.62
21861	05/06/2022	Cintas Corporation #464	Payer #15914933	1015 · Checking -Union Bank - GF x9757	-594.07
15914933 Apr2022	04/30/2022		Uniform Services 04/06/22 Inv #4115611593	5725 · Apparel - Uniforms & Boots	154.95

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

Num	Date	Name	Memo	Account	Original Amount
			Uniform Services 04/13/22 Inv #4116313434	5725 · Apparel - Uniforms & Boots	136.41
			Uniform Services 04/20/22 Inv #4116985956	5725 · Apparel - Uniforms & Boots	142.98
			Uniform Services 04/27/22 Inv #4117663319	5725 · Apparel - Uniforms & Boots	159.73
TOTAL					594.07
21862	05/06/2022	Colorprint		1015 · Checking -Union Bank - GF x9757	-2,136.61
29861	04/01/2022		Airboat and drone signs	5920 · Promotion & Printing	544.97
29850	04/01/2022		Larva stickers (1,000 sheets)	5805 · Disease Surveillance	178.83
29841	04/08/2022		District business card magnet (Qty: 3,500)	5910 · Media and Network	1,245.96
29837	04/11/2022		Gift labels (1,000 sheets)	5920 · Promotion & Printing	166.85
TOTAL					2,136.61
21863	05/06/2022	Comcast	A/C #8155200280283815	1015 · Checking -Union Bank - GF x9757	-164.33
8155200280283815I	05/03/2022		Business Internet 05/08/22-06/07/22 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	164.33
TOTAL					164.33
21864	05/06/2022	Custom Metal Manufacturing	Invoice #5796	1015 · Checking -Union Bank - GF x9757	-2,746.88
5796	04/19/2022		Table frames for lobby displays (5) PO#02706-1802	5910 · Media and Network	2,746.88
TOTAL					2,746.88
21865	05/06/2022	De Martini / Arnott Painting Co., Inc.	SMCMVCD Lobby & PR Off Walls	1015 · Checking -Union Bank - GF x9757	-820.00
04282022	04/28/2022		Entry lobby & PR office walls	5505 · Facility - Repairs & Maint	820.00
TOTAL					820.00
21866	05/06/2022	Eco Medical Inc.	Invoice #11955	1015 · Checking -Union Bank - GF x9757	-51.45
11955	04/30/2022		Bio-waste container pick-up - Apr 2022	5830 · Lab Biowaste Disposal	49.00
			Temporary Fuel Charge 5%	5830 · Lab Biowaste Disposal	2.45
TOTAL					51.45
21867	05/06/2022	Electro-Optix, Inc.	Invoice #4817523	1015 · Checking -Union Bank - GF x9757	-677.70
4817523	04/20/2022		5X Aspheric Round Handle Magnifier (30)	5910 · Media and Network	677.70
TOTAL					677.70

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
21868	05/06/2022	Eppendorf North America, Inc.	Customer #4100002587	1015 · Checking -Union Bank - GF x9757	-61.65
4001175905	04/26/2022		Seal for Centrifuge Rotor	5840 · Lab Equip. Maintenance	61.65
TOTAL					61.65
21869	05/06/2022	Fastenal Company	Cust No. CAS180583	1015 · Checking -Union Bank - GF x9757	-69.48
CAS1836711	04/14/2022		Electrical crimp connectors	5620 · Auto, Hotsy, Plug, Boat, Traile	69.48
TOTAL					69.48
21870	05/06/2022	Flyers Energy, LLC	Account 700895	1015 · Checking -Union Bank - GF x9757	-2,689.99
CFS-2982710	04/30/2022		Fuels 04/16/2022-04/30/2022	5735 · Fuel	2,689.99
TOTAL					2,689.99
21871	05/06/2022	Grainger	809934680	1015 · Checking -Union Bank - GF x9757	-1,051.53
7099910452	04/05/2022		Building maint supplies	5505 · Facility - Repairs & Maint	116.42
			CB Jeeps sprayer valves	5620 · Auto, Hotsy, Plug, Boat, Traile	216.52
			Bva Tank plumbing parts	5705 · Pesticides	179.71
			Wasp & hornet sprays	5705 · Pesticides	191.81
			Ops safety supplies	5720 · Safety Equipment	326.71
			Mos fish room suuply	5730 · Mosquito Fish	20.36
TOTAL					1,051.53
21872	05/06/2022	Hashir Products, Inc.	Invoice #05-2304	1015 · Checking -Union Bank - GF x9757	-4,999.75
#1	03/14/2022		Tick removal tweezers (1,900)	5910 · Media and Network	4,999.75
TOTAL					4,999.75
21873	05/06/2022	Izmirian Roofing and Sheet Metal	Customer #20123	1015 · Checking -Union Bank - GF x9757	-7,380.00
11340	04/27/2022		Repair roof leak above locker room in fish bldg. (PO#02706-1787)	5505 · Facility - Repairs & Maint	7,380.00
TOTAL					7,380.00
21874	05/06/2022	James Barry	Inv #141946	1015 · Checking -Union Bank - GF x9757	-140.00

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
141946	04/22/2022		Fish pond maintenance	5505 · Facility - Repairs & Maint	140.00
TOTAL					140.00
21875	05/06/2022	O'Reilly Automotive, Inc.	Customer #1275593	1015 · Checking -Union Bank - GF x9757	-372.58
2581-411493	04/28/2022		Fluid and oil for fleet maintenance	5620 · Auto, Hotsy, Plug, Boat, Traile	372.58
TOTAL					372.58
21876	05/06/2022	Occupational Health Centers of California		1015 · Checking -Union Bank - GF x9757	-174.00
75070929	04/20/2022		Drug test for Seasonal Lab Asst	5310 · Background / drug screening	61.00
75145588	05/05/2022		Respirator Fit Test Qualitative (Justin)	5720 · Safety Equipment	113.00
TOTAL					174.00
21877	05/06/2022	Quench USA, Inc.		1015 · Checking -Union Bank - GF x9757	-410.00
INV03870795	04/01/2022		Water Dispenser Rental - Apr 2022	5335 · Office Expense	205.00
INV03955246	05/01/2022		Water Dispenser Rental - May 2022	5335 · Office Expense	205.00
TOTAL					410.00
21878	05/06/2022	Rachel Curtis	Reimb outreach supply purchases	1015 · Checking -Union Bank - GF x9757	-94.84
ReimbExp4-28-2022	04/28/2022		Reimb outreach supply purchases	5910 · Media and Network	94.84
TOTAL					94.84
21879	05/06/2022	Recology San Mateo County	A/C #731001072	1015 · Checking -Union Bank - GF x9757	-456.00
45685765	04/28/2022		Garbage Service - Apr 2022	5340 · Janitorial/Household Expense	456.00
TOTAL					456.00
21880	05/06/2022	Regional Government Services	Inv #13058	1015 · Checking -Union Bank - GF x9757	-127.00
13353	03/31/2022		Mar '22-HR consulting to date \$14,431 against NTE of \$20k (1.27hr)	5325 · HR & Finance Consultant	127.00
TOTAL					127.00
21881	05/06/2022	Spark Creative Design	Inv #2571	1015 · Checking -Union Bank - GF x9757	-995.00
2571	04/12/2022		Various re-design, layouts & graphics work	5910 · Media and Network	995.00

**San Mateo County Mosquito & Vector Control District
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May 2022

GF-May 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					995.00
21882	05/06/2022	Standard Insurance Company	142979	1015 · Checking -Union Bank - GF x9757	-1,204.87
142979-0001 Apr22	04/18/2022		Long term disability due 05/01/2022	5165 · Long Term Disability - Standard	1,204.87
TOTAL					1,204.87
21883	05/06/2022	Streamline	Invoice No: 112D6F75-0015	1015 · Checking -Union Bank - GF x9757	-370.00
112D6F75-0015	05/01/2022		Streamline Web 5/1/2022-6/1/2022	5475 · Website Hosting / Microsoft	370.00
TOTAL					370.00
21884	05/06/2022	Vision Service Plan	12 173343 0001	1015 · Checking -Union Bank - GF x9757	-484.08
814956737	04/19/2022		Vision plan - May 2022	5145 · Actives - Vision Insurance	484.08
TOTAL					484.08
21885	05/06/2022	Verizon	A/C #271667168-00001	1015 · Checking -Union Bank - GF x9757	-2,048.27
9905093414	04/26/2022		Services for period 03/27-04/26/22 (CalNet) Upgrade iPhone for Matthew	5580 · Phone - Mobile Devices-Verizon 5580 · Phone - Mobile Devices-Verizon	1,621.28 426.99
TOTAL					2,048.27
21886	05/06/2022	U.S. Bank	4246-0445-5564-6391	1015 · Checking -Union Bank - GF x9757	-17,904.95
03222022	03/22/2022		District Credit Card Payment	1040 · US Bank Purchase Card	17,904.95
TOTAL					17,904.95
21887	05/10/2022	Allied Administrators for Delta Denta Group No. 7918-7257		1015 · Checking -Union Bank - GF x9757	-2,613.36
07918-07257-Jun22	05/09/2022		Dental Coverage-Jun '22	5135 · Actives - Dental Insurance	2,613.36
TOTAL					2,613.36
21888	05/10/2022	American Mosquito Control Associa	AMCA Membership Renewal	1015 · Checking -Union Bank - GF x9757	-6,885.00
300008289	05/09/2022		AMCA Membership Renewal	5330 · Memberships & Subscriptions	6,885.00
TOTAL					6,885.00

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
21889	05/10/2022	City of Burlingame, Water		1015 · Checking -Union Bank - GF x9757	-1,002.74
53-133346-Apr22	04/25/2022		1 1/2 Inch 02/23/22-04/19/22	5565 · Water	681.55
53-310176-Apr22	04/25/2022		Fireline 02/23/22-04/19/22	5565 · Water	13.15
53-310184-Apr22	04/25/2022		3/4 Inch 02/23/22-04/19/22	5565 · Water	165.40
53-485494-Apr22	04/25/2022		1 Inch meter 02/23/22-4/19/22-1415 N. Carolan Ave	5565 · Water	142.64
TOTAL					1,002.74
21890	05/10/2022	FDAC EBA	51 - SMCMVCD Jun-2022	1015 · Checking -Union Bank - GF x9757	-28,573.95
FDAC0622-SMCM	05/08/2022		Medical Insurance for Jun-2022	5125 · Actives - Medical Insurance	27,747.64
			Matthew Nienhuis (May '22 Premium)	5125 · Actives - Medical Insurance	826.31
TOTAL					28,573.95
21891	05/10/2022	Lampire Biological Laboratories, Inc A/C # SANMAT		1015 · Checking -Union Bank - GF x9757	-316.00
443806	05/03/2022		Chicken Blood (PO# 02076-1779)	5815 · Mosquito Blood	316.00
TOTAL					316.00
21892	05/10/2022	PG&E	Account No. 5594119880-0	1015 · Checking -Union Bank - GF x9757	-632.99
5594119880-0 Apr-2	04/27/2022		PGE Elec & Gas for 1415 N Carolan 03/29/2022-04/27/2022	5560 · Gas & Electricity - PG&E	632.99
TOTAL					632.99
21893	05/10/2022	San Mateo County Transit District	Invoice #253AC	1015 · Checking -Union Bank - GF x9757	-50.00
253AC	05/06/2022		SamTrans Advertising Posting Fee 5/30/22-9/5/22	5910 · Media and Network	50.00
TOTAL					50.00
21894	05/19/2022	Great-West Life & Annuity Co	Group No. 98368	1015 · Checking -Union Bank - GF x9757	-7,517.49
05072022	05/07/2022		Employee Deferred Comp PPE 05/07/2022	5185 · Actives - Deferred Compensation	7,517.49
TOTAL					7,517.49
21895	05/19/2022	San Mateo County Retirement Assoc SM M.A.D.		1015 · Checking -Union Bank - GF x9757	-19,554.79
05072022	05/07/2022		Employee Contribution Pay Period 04/24/2022-05/07/2022	5115 · Retirement - Employee Contribut	8,083.11
			Employer Contribution Pay Period 04/24/2022-05/07/2022	5110 · Retirement - Employer Contribut	11,471.68

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					19,554.79
21896	05/19/2022	U.S. Bank PARS Account # 67460224	Agency Name: San Mateo County Mosquito & Vector Control PPE 05/07/2022	1015 · Checking -Union Bank - GF x9757	-539.78
6746022400-PP5-7-	05/07/2022		Alternate Retirement System for Richard Arrow PPE 05/07/2022	5116 · Alternate Retire-Employee Contr	539.78
TOTAL					539.78
21897	05/19/2022	Aim To Please Janitorial Services	Invoice #48 - Apr 2022	1015 · Checking -Union Bank - GF x9757	-162.50
48	05/05/2022		1415 N Carolan Janitorial Services-Apr 2022	5340 · Janitorial/Household Expense	162.50
TOTAL					162.50
21898	05/19/2022	Airgas Dry Ice	QAC40	1015 · Checking -Union Bank - GF x9757	-508.43
9125459795	05/03/2022		Dry Ice (256 lbs)	5820 · Dry Ice	253.68
9125700232	05/10/2022		Dry Ice (256 lbs)	5820 · Dry Ice	254.75
TOTAL					508.43
21899	05/19/2022	American Fidelity Assurance	Payor: 56840	1015 · Checking -Union Bank - GF x9757	-457.98
D458245	05/19/2022		Life/Acc/Cancer EE Insurance for May-2022	5170 · Actives - Other Benefits	457.98
TOTAL					457.98
21900	05/19/2022	Bay Alarm	A/C #4630126	1015 · Checking -Union Bank - GF x9757	-289.71
19612514	05/15/2022		Security Alarm Monitoring 06/01/22-09/01/22 (1323 Rollins Rd)	5385 · Security and fire alarm	289.71
TOTAL					289.71
21901	05/19/2022	Black Mountain Properties, LLC		1015 · Checking -Union Bank - GF x9757	-11,266.19
05/10/22 PGE	05/10/2022		PG&E 3/29-4/27/2022	5399 · Facility Lease	90.19
Jun Rent/CAM	05/18/2022		Jun-2022 Rent-1323 Rollins Rd., Burlingame,CA	5399 · Facility Lease	7,944.00
			Est CAM	5399 · Facility Lease	3,232.00
TOTAL					11,266.19
21902	05/19/2022	Colorprint	Inv #30233	1015 · Checking -Union Bank - GF x9757	-41.93
30233	05/13/2022		Uniform name badges (2 Seasonals)	5725 · Apparel - Uniforms & Boots	41.93

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					41.93
21903	05/19/2022	Comcast	A/C #8155200280658818	1015 · Checking -Union Bank - GF x9757	-174.28
8155200280658818	05/15/2022		Business Internet 05/20/22-06/19/22 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	174.28
TOTAL					174.28
21904	05/19/2022	Fisher Scientific	Account No. 058330-001	1015 · Checking -Union Bank - GF x9757	-515.11
2640911	05/10/2022		PCR Supply	5845 · Lab PCR Supplies	515.11
TOTAL					515.11
21905	05/19/2022	Flyers Energy, LLC	Account 700895	1015 · Checking -Union Bank - GF x9757	-2,560.57
CFS-2994740	05/15/2022		Fuels 05/01/2022-05/15/2022	5735 · Fuel	2,560.57
TOTAL					2,560.57
21906	05/19/2022	Fusion Cloud Company, LLC	Customer No. 3789973	1015 · Checking -Union Bank - GF x9757	-500.03
9502906	05/17/2022		Phone System Jun-2022	5570 · Phone - VOIP - Fusion/MegaPath	500.03
TOTAL					500.03
21907	05/19/2022	Grainger	809934680	1015 · Checking -Union Bank - GF x9757	-555.71
7100610463	05/05/2022		Restroom cleaning supply	5340 · Janitorial/Household Expense	35.93
			Mirror for rollup door	5505 · Facility - Repairs & Maint	78.35
			Extension cord parts	5610 · Garage Tools	70.03
			Hose adapter for Hotsy	5620 · Auto, Hotsy, Plug, Boat, Traile	6.07
			BVA tank reapiir parts & field equip	5705 · Pesticides	103.27
			Safety supplies	5720 · Safety Equipment	154.41
			Cooler jugs for dry ice	5805 · Disease Surveillance	93.92
			Lab insectory supply	5825 · Lab Supplies	13.73
TOTAL					555.71
21908	05/19/2022	Jarvis Fay LLP	Invoice #16416	1015 · Checking -Union Bank - GF x9757	-1,323.00
16416	04/30/2022		Board Matters (.6hr) - Legal Services thru Apr-2022	5350 · Legal Services	159.00
			Labor Negotiation (2.7hrs)	5350 · Legal Services	715.50

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

Num	Date	Name	Memo	Account	Original Amount
			Architectural RFP (1.9hrs)	5350 · Legal Services	448.50
TOTAL					1,323.00
21909	05/19/2022	Occupational Health Centers of Calif Account #N23-1060276454		1015 · Checking -Union Bank - GF x9757	-61.00
75312620	05/11/2022		Drug test for Seasonal Tech	5310 · Background / drug screening	61.00
TOTAL					61.00
21910	05/19/2022	PG&E	Account No. 5584709654-6	1015 · Checking -Union Bank - GF x9757	-490.98
5584709654-6 Apr2	04/27/2022		1351 Rollins Site 03/29/2022-04/27/2022	5560 · Gas & Electricity - PG&E	490.98
TOTAL					490.98
21911	05/19/2022	Public Agency Retirement Services (Customer #SAN400		1015 · Checking -Union Bank - GF x9757	-306.00
50637	05/06/2022		PARS Alternate Retirement System Fees PE 03/31/2022	5325 · HR & Finance Consultant	306.00
TOTAL					306.00
21912	05/19/2022	Redwood Trading Post		1015 · Checking -Union Bank - GF x9757	-197.73
1000253558	04/07/2022		Mud boots (3)	5725 · Apparel - Uniforms & Boots	148.30
1000253132	04/07/2022		Mud boots for Kim	5725 · Apparel - Uniforms & Boots	49.43
TOTAL					197.73
21913	05/19/2022	Regional Government Services	Inv #13489	1015 · Checking -Union Bank - GF x9757	-272.00
13489	05/18/2022		Apr '22-HR consulting to date \$14,703 against NTE of \$20k (2.72hrs)	5325 · HR & Finance Consultant	272.00
TOTAL					272.00
21914	05/19/2022	RMT Landscape Contractors, Inc.	Customer #M332	1015 · Checking -Union Bank - GF x9757	-790.00
20220551	05/10/2022		Landscape Maintenance May-2022 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	495.00
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	295.00
TOTAL					790.00
21915	05/19/2022	Target Specialty Products	Customer ID 5005852	1015 · Checking -Union Bank - GF x9757	-3,401.13
INVP500793098	05/09/2022		Trapper T-Rex Sanp Trap Rat 12/Cs (50 Cases) (PO #02706-1806)	5705 · Pesticides	3,401.13

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

GF-May 2022

Num	Date	Name	Memo	Account	Original Amount
TOTAL					3,401.13
21916	05/19/2022	The Goodyear Tire & Rubber Co.	A/C #632593-0001	1015 · Checking -Union Bank - GF x9757	-420.94
184-1096764	04/25/2022		Tires for Airboat Trailer	5620 · Auto, Hotsy, Plug, Boat, Traile	420.94
TOTAL					420.94
21917	05/19/2022	U.S. Bank	4246-0445-5564-6391	1015 · Checking -Union Bank - GF x9757	-16,507.71
04222022	04/22/2022		District Credit Card Payment	1040 · US Bank Purchase Card	16,507.71
TOTAL					16,507.71
21918	05/19/2022	Bay Alarm	A/C #4843626; Inv# 19581819 & 19581491	1015 · Checking -Union Bank - GF x9757	-340.33
19581819/19581491	04/29/2022		Instrusion Alarm Monitoring Installation-2nd 1/2 Deposit (1415 N Carolan Ave)	5385 · Security and fire alarm	325.00
			Security Alarm Monitoring 4/29-4/30/2022 (Pro-rated)	5385 · Security and fire alarm	15.33
TOTAL					340.33
CHECK TOTAL					<u>186,102.54</u>

Note: Previous month's check numbers were 21784-21848. Current month's check numbers are 21849-21918 (70 checks).

**San Mateo County Mosquito & Vector Control District
Check Detail**

May 2022

CPF-May 2022

Num	Date	Name	Memo	Account	Original Amount
1083	05/06/2022	Enterprise FM Trust	Customer No. 458563	1025 · Checking -Union Bank -CPF x6913	-4,316.87
FBN4464970	05/04/2022		22NCN8-2018 NISS Frontier- May 2022	6030 · Vehicle Leases	298.49
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	298.49
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			23CDWF-2020 Subaru Forester	6030 · Vehicle Leases	318.64
			23LVXF-2019 NISS Frontier (Kim)	6030 · Vehicle Leases	405.59
			23LW6S-2019 NISS Frontier (Lab)	6030 · Vehicle Leases	455.33
			23MNV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MVW2-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			23MVW3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			23MVW8-2020 NISS Frontier	6030 · Vehicle Leases	129.32
			25QSHX-2022 FORD Explorer (4-/4-4/30/22)	6030 · Vehicle Leases	422.46
			25QSHX-2022 FORD Explorer (May-2022)	6030 · Vehicle Leases	745.52
TOTAL					4,316.87
				CHECK TOTAL	4,316.87

Note: Previous month's check number was 1082. Current month's check number is 1083 (1 check).

San Mateo County Mosquito & Vector Control
Credit Card Transaction Detail by Account
May 2022

May 2022

Type	Date	Num	Name	Memo	Split	Amount
1040 · US Bank Purchase Card						
1045 · US Bank Visa Brian x8037						
Credit Card Charge	04/23/2022	246921	Costco	Misc Office Supplies	5335 · Office Expense	156.26
				Janitorial Cleaning & Paper Supplies	5340 · Janitorial/Household Expense	142.90
Credit Card Charge	04/23/2022	246921	Misc-Lab	Caron-Maintenance kit for Environ. Chamber	5840 · Lab Equip. Maintenance	176.53
Credit Card Charge	04/25/2022	247893	Misc- Ops	Clearbags - 500 clear bags for mosq. fish	5730 · Mosquito Fish	59.97
Credit Card Charge	04/26/2022	246921	Misc-Lab	Caron - Filters for condensate recirculator	5840 · Lab Equip. Maintenance	410.67
Credit Card Charge	04/29/2022	244921	DocuSign	Add new user - IT Director Matthew	5465 · Computer Software	219.45
Credit Card Charge	05/08/2022	244309	Microsoft	Add'nl user to online email account	5475 · Website Hosting / Microsoft	38.63
Total 1045 · US Bank Visa Brian x8037						1,204.41
1050 · US Bank Visa Admin x5992						
Credit Card Charge	04/26/2022	244310	FasTrak	Replenish bridge tolls	5215 · Conferences / Workshops Staff	25.00
Credit Card Charge	04/26/2022	244921	Misc- Outreach	Safari LTD-Transport & display mosq. larvae for educ events	5910 · Media and Network	130.31
Credit Card Charge	04/27/2022	244310	Misc-Lab	Taylor and Francis-Reference document on ticks	5825 · Lab Supplies	55.00
Credit Card Charge	04/27/2022	247078	MISAC	Membership renewal 2021-2022 (IT)	5330 · Memberships & Subscriptions	130.00
Credit Card Charge	04/27/2022	247078	MISAC	Membership renewal 2022-2023 pro-rated (IT)	5330 · Memberships & Subscriptions	65.00
Credit Card Charge	04/28/2022	420785	Misc- Ops	Action Towing-Tow 1950 power wagon to 1415 N. Carolan	5615 · Garage Repairs Outside	240.00
Credit Card Charge	04/29/2022	242753	Misc- Ops	Allied Fluid-Gaskets for sealing both BVA tank lids	5705 · Pesticides	83.98
Credit Card Charge	05/02/2022	244921	Mosyle Business	Manage Apple iPads & Mac-May '22 Subscriptn	5465 · Computer Software	28.75
Credit Card Credit	05/03/2022	747078	MISAC	Refund membership renewal 2021-2022 (IT)	5330 · Memberships & Subscriptions	-130.00
Credit Card Credit	05/04/2022	243990	Best Buy	Credit for fraud charge claim	5335 · Office Expense	-212.49
Credit Card Charge	05/04/2022	244921	Misc- Ops	Trailpals-Door hold backs and fans for drone trailer	5620 · Auto, Hotsy, Plug, Boat, Traile	129.75
Credit Card Charge	05/05/2022	240095	Scholastic Inc.	Handouts for children outreach program	5910 · Media and Network	966.23
Credit Card Charge	05/11/2022	240113	Gaia GPS	Distance mapping for tick flagging	5805 · Disease Surveillance	19.99
Credit Card Charge	05/11/2022	246921	Costco	Misc Office Supplies	5335 · Office Expense	20.79
				Janitorial Cleaning & Paper Supplies	5340 · Janitorial/Household Expense	300.26
Credit Card Charge	05/12/2022	244921	Misc-Lab	DoMyOwn Pest Control-Insecticide for YJ baiting project	5825 · Lab Supplies	80.59
Credit Card Charge	05/18/2022	240552	Rock Auto	CB jeep fleet maintenance parts	5620 · Auto, Hotsy, Plug, Boat, Traile	313.19
Credit Card Charge	05/18/2022	244450	Summit Racing Equipme	Tie rod end boots & grease gun holders for fleet maint	5620 · Auto, Hotsy, Plug, Boat, Traile	166.41
Credit Card Charge	05/18/2022	244939	Lakeshore Learning	Educ outreach in collaboration with SMC library system	5910 · Media and Network	163.88
Total 1050 · US Bank Visa Admin x3805						2,576.64
TOTAL 1040 · US Bank Purchase Card						3,781.05



P.O. BOX 6343
FARGO ND 58125-6343

May
2022



000000886 01 SP 0.530 106481506153672 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 05-23-2022
AMOUNT DUE \$20,288.76
NEW BALANCE \$20,288.76
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
\$ 3,781.05
Please make check payable to U.S. Bank

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

[REDACTED] 002028876 002028876

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance	
[REDACTED]	\$34,412.66	\$4,123.54	\$0.00	\$0.00	\$0.00	\$342.49	\$17,904.95	\$20,288.76	

CORPORATE ACCOUNT ACTIVITY				
SMCMAD				TOTAL CORPORATE ACTIVITY
[REDACTED]				\$17,904.95 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-16	05-14	7479826213800000000947	PAYMENT - THANK YOU 00000 C	17,904.95 PY

NEW ACTIVITY					
BRIAN WEBER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$1,204.41	\$0.00	\$1,204.41
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-25	04-22	24692162112100312483062	COSTCO DELIVERY 654 800-788-0068 CA	299.16	
04-25	04-23	24692162113100004501818	CARON PRODUCTS & SERVI 740-374-2770 OH	176.53	
04-26	04-26	24692162118100418791885	CARON PRODUCTS & SERVI 740-374-2770 OH	410.67	
04-27	04-25	24789302118178900038205	CLEARBAGS 800-2332630 TN	59.97	
05-02	04-29	24492152120027413682867	DOCUSIGN 866-219-4318 WA	219.45	

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	34,412.66
		PURCHASES & OTHER CHARGES	4,123.54	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	05/23/22	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE		CREDITS	342.49
	20,288.76		PAYMENTS	17,904.95
			ACCOUNT BALANCE	20,288.76

May
2022

11/11/2022
11/11/2022
11/11/2022
11/11/2022
11/11/2022

Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 05-23-2022

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-09	05-08	24430992128400819014843	MSFT * E0100JXXK MSBILL.INFO WA	38.63	
SMCMVCD ADMIN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$342.49	\$2,919.13	\$0.00	\$2,576.64
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-27	04-28	24431062118075036456111	FASTRAK CSC 415-486-8655 CA	25.00	
04-27	04-26	24492162117000004057447	SP SAFARILTD HTTPWWW.SAFA.FL	130.31	
04-28	04-27	24431062117200221100543	TAYLOR & FRANCIS 800-354-1420 FL	55.00	
04-29	04-28	24207852118031800063579	ACTION TOWING AND AUTO RE REDWOOD CITY CA	240.00	
04-29	04-27	24707802118030045392041	MISAC 714-738-5309 CA	130.00	
04-29	04-27	24707802118030045392058	MISAC 714-738-5309 CA	65.00	
05-02	04-29	24275392121900011576299	ALLIED FLUID PRODUCTS COR 510-6543274 CA	83.98	
05-03	05-02	24492162122000030763037	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS.FL	28.75	
05-04	02-22	24399002053503578957212	BESTBUY.COM806604960362 888BESTBUY MN	212.49 CR	
05-05	05-03	24707802124030044559357	MISAC 714-738-5309 CA	130.00 CR	
05-05	05-04	24492162124852232777754	TRAILPALS 844-296-5006 OR	129.75	
05-06	05-05	24009582126800139167096	SCHOLASTIC EDUCATION JEFFERSONCITY MO	966.23	
05-12	05-11	24011342131000029219844	GAIA GPS MEMBERSHIP WWW.GAIAGPS.CA	19.99	
05-12	05-11	24692162131100427556304	COSTCO DELIVERY 654 800-788-9968 CA	321.05	
05-13	05-12	24492162132745554360466	DO MY OWN 866-581-7378 CA	80.50	
05-18	05-18	24055232138819543964879	ROCK AUTO ROCKAUTO.COM WI	313.19	
05-19	05-18	24445002139600092525237	SUMMIT RACING MAIL ORDER 800-230-3030 OH	166.41	
05-19	05-18	24493982138700472560674	LAKESHORE LEARNING MATER 310-537-8600 CA	163.88	

Department: 00000 Total:
Division: 00000 Total:

\$3,781.05
\$3,781.05

Agenda Item 6C

SUBJECT: REVIEW THE PROPOSAL FROM ARCHITECTURAL FIRM AETYPIC IN RESPONSE TO THE 1415 N. CAROLAN AVE IMPROVEMENT PROJECT RFP AND CONSIDER ALLOCATING \$150,028 TO COMPLETE PHASE 1 OF THE IMPROVEMENT PROJECT.

SUMMARY

The Board of Trustees approved the purchase of 1415 N. Carolan Ave in August 2021 to meet the District's increasing space and vehicle requirements. Staff is in the process of creating a property development strategy for 1415 N. Carolan Ave to ensure the District's needs are met within a reasonable budget. The Ad hoc Committee on Real Estate and staff determined that hiring an architect was necessary for the planning process. Therefore, a detailed RFP soliciting architectural services was released in late April. On June 8, 2022, the Ad hoc Committee on Real Estate "Committee" interviewed proposals.

DISCUSSION

Following June 8, 2022, the Committee directed staff to work with the leading architect Aetypic to establish a revised scope of services and cost estimate for "phase 1" (see **attachment 6C.1** costing chart) of the 1415 N. Carolan Ave architectural planning project. Phase 1, or the revised scope of services, is designed to create a "**shopping list**" of "must-have" construction projects according to code and "nice to have" projects based on want and need. The "shopping list" will monetize every component of the Carolan Ave construction project. After Phase 1, the District will have a clear planning document to prioritize short- and long-term construction projects and financial planning. The following list describes the work required to produce the Phase 1 planning document:

1. **Programming / Project Visioning workshop** entails working with District staff to identify a set of primary goals and principles to guide the process of assessing conceptual design options and creating a "**shopping list**" of "must-haves" according to code and "nice to have" based on want and need. The "shopping list" will monetize every component of the Carolan Ave project and serve as the District's planning document for short and long-term projects.
2. **Preliminary plans and renderings** will be created during this phase. This will give the Board and staff an idea of where building projects will be located within the Carolan property and how they may look.

3. **Preliminary geotechnical survey and seismic evaluation.** This testing was deemed necessary by the architect. The results allow the architectural team to properly design seismically safe retrofitting based on Burlingame codes, occupancy, and building use.
4. Results from a **hazardous materials survey** – The survey includes looking for hazardous materials below and above ground and was deemed necessary by the architect. Knowing that the building was built in 1960 and in the industrial context, some hazardous materials may be present in the building and/or on-site. The following is a list of why the hazardous materials survey is necessary according to Aetypic:
 - a. To determine if hazardous materials remediation is necessary before or during construction and at what cost?
 - b. In some cases, the presence of hazardous materials will alter where the architect decides specific components of the project will be placed within the building
 - c. The survey will protect the health and well-being of the contractors, the District, and the public

To complete the work described above, the Board must accept Aetypic’s response (**see attachment 6C.2**) to the District’s RFP for architectural services. Accepting the proposal does not bind the District to all projects listed in the document because the attached contract allows the District to choose specific projects “a la cart.” Therefore, if the District determines more architectural work is necessary, Aetypic will provide a comprehensive proposal with detailed costing and timetables before each phase commences. The Committee and the Board will be able to review and approve additional proposals before funding further projects.

The Ad hoc Committee on Real Estate met on July 7, 2022, to review the scope of work for Phase 1 and question Aetypic’s lead architects on the Phase 1 scope of work and estimate. Based on all information, including interviews, proposals, staff input, and legal opinion, the Committee is making the following recommendation to the Board:

COMMITTEE RECOMMENDATION

Approve the proposal from architectural firm Aetypic and authorize the District Manager spending authority in the amount of \$150,028 to complete Phase 1 of the 1415 N. Carolan Ave improvement project.

Materials Attached:

1. SMCMVCD RFP for architectural services (SMCMVCD 1415 N. Carolan Improvement Project)
2. Aetypic response to the RFP for architectural services (SMCMVCD 1415 N. Carolan Improvement Project)
3. Phase 1 scope of services and estimated cost



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

phone (650) 344-8592
fax (650) 344-3843

www.smcmvcd.org

REQUEST FOR PROPOSALS

For

ARCHITECTURAL SERVICES

**SAN MATEO COUNTY
MOSQUITO AND VECTOR CONTROL DISTRICT**

Proposal Deadline: May 20, 2022, at 4:30 p.m.

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
REQUEST FOR PROPOSALS**

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SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT REQUEST FOR PROPOSALS

The San Mateo County Mosquito and Vector Control District (“**District**”) requests proposals (“**Proposals**”) from qualified individuals or firms (individually, a “**Respondent**” and collectively, “**Respondents**”) for architectural design services for its 1415 N. Carolan Avenue Improvement Project (“**Project**”).

1. ABOUT THE DISTRICT

The District is an independent special district formed by the residents of San Mateo County in 1916 to control mosquitoes and protect the health and comfort of local residents. The District currently encompasses all 455 square miles of San Mateo County. It covers most of the Peninsula south of San Francisco, bordered on the east by San Francisco Bay and on the west by the Pacific Ocean. Services provided by the District include mosquito control, yellowjacket and wasp nest removal, municipal rat control, surveillance for vector-borne diseases, and advice to property owners on issues related to vectors. The District has an annual budget of approximately \$6 million. The District is governed by a 21-member Board of Trustees, consisting of one representative from each city in the county and one representing the county at large. Staff positions include twenty-three permanent staff and approximately twelve seasonal staff. Additional information about the District is available online at <https://www.smcmvcd.org/>.

2. THE SERVICES

Introduction. The District recently purchased a 19,142 sq. ft. warehouse (3,000 sq. ft. is existing office space) located at 1415 N. Carolan Ave., Burlingame, approximately 550 ft. from District headquarters located at 1351 Rollins Rd., Burlingame. The Project location was acquired to alleviate storage, parking, and overall space needs at the headquarters location. A successful Project will look to relocate some aspects of the District’s operation to the Project location, making additional parking, office space, and expansion at headquarters possible.

The Respondent is asked to help the District determine which elements of the District’s operation should be moved after evaluating the Project location, headquarters location, speaking with District staff, and reviewing the Needs Assessment (attachment A).

A. Summary. The District requires architectural design services (“**Services**”) for planned improvements to its newly purchased 19,142 sq. ft. facility located at 1415 N. Carolan Ave., Burlingame, CA 94010 (the “**Property**”). The Project

involves improvements to the Property to accommodate future service expansion and growth, including adequate space for District vehicles and equipment; maintenance area for the vehicles and equipment; capacity for future and existing office space needs; adequate parking for any on-site staff, individuals attending meetings, and storage space. The Project should, as much as feasible, avoid designs requiring employees to relocate from the headquarters location to the Project site. The District's Needs Assessment for the Project is attached as **Attachment A**.

B. Form of Agreement. A copy of the District's standard Architectural/Engineering Services Agreement ("**Agreement**") is attached as **Attachment B** and incorporated herein. By submitting a Proposal, the Respondent agrees to enter into the Agreement using the attached form with no exceptions to the condition of the Agreement.

C. Scope of Services. The required Scope of Services is attached hereto as **Attachment C** and incorporated herein. By submitting a Proposal, the Respondent represents that it is fully qualified and available to provide the Services outlined in the Scope of Services at the pricing outlined in its Proposal and that it agrees to provide those services if it is awarded the Agreement, which will attach and incorporate the Scope of Services.

3. REQUEST FOR PROPOSAL PROCEDURES

A. Requests for Information. Questions or objections relating to the RFP, the attachments hereto, the RFP procedures, or the required Services may only be submitted via email to Brian Weber, District Manager, at bweber@smcmvcd.org by 4:30 p.m. May 10, 2022 (the "**Request for Information Deadline**"). Any questions or objections that are not submitted in a specified manner and by the Request for Information Deadline will be waived. District will not be bound by the oral representations of any District officials, employees, or representatives.

B. Pre-Submittal Meeting. An approximately one-hour Pre-Submittal Meeting will be held on Tuesday, May 3, from 10:00 am to 12:00 p.m., at 1415 N. Carolan Avenue in Burlingame. Prospective Respondents will have the opportunity to ask questions about the RFP and the required Services. Respondents will be required to sign in at the Pre-Submittal Meeting and provide an email address for the Respondent's representative to receive any subsequent addenda. {The Pre-Submittal Meeting is **optional** but recommended by the District.

C. Submittal Instructions. The District must receive proposals by or before 4:30 p.m. May 20, 2022. (“**Proposal Deadline**”). The respondent must submit one copy of the Proposal in electronic format via email to Brian Weber, District Manager, at bweber@smcmvcd.org, with a subject line: “Proposal for Architectural Services for 1415 N. Carolan Improvement Project.” Late submissions will be disregarded.

D. Planned RFP Schedule. The following schedule is provided for planning purposes based on current information. However, all dates are subject to revision, including the Proposal Deadline, and may be amended by addenda to this RFP:

ACTIVITY	PLANNED DATES/TIME
RFP Issued	April 20, 2022
Pre-Submittal Meeting	May 3, 2022, or by appointment
Request for Information Deadline	May 10, 2022
Proposal Deadline	May 20, 2022
Interviews (if requested by District)	The week of May 23, 2022
Notice of Selection	Last week in May 2022
Board Approval and Award	June 8, 2022
Commence Services	June/July 2022

E. Addenda. District reserves the right to issue addenda to modify the terms and conditions of this RFP, including modifications to the Proposal Deadline or the Attachments to this RFP. Addenda will be posted on the District’s website at <https://www.smcmvcd.org/requests-for-proposals>. Each Respondent is solely responsible for checking the District’s website for addenda and reviewing any addenda before submitting its Proposal.

4. PROPOSAL REQUIREMENTS

Each Proposal must be submitted in compliance with the requirements of this RFP. Each Proposal must respond to the items listed below. Clarity and brevity are preferable to volume. Do not attach brochures or promotional materials to the Proposal. By submitting a Proposal, the Respondent agrees that the lump sum price and proposed approach to providing the Services, including staffing, constitutes a firm offer to enter into the Agreement with the District. The request will remain open for 60 days following the Proposal Deadline.

A. Cover Letter. Provide a brief cover letter that includes all the following information:

- (1) Respondent's name, address, phone number, and website address;
- (2) type of organization (e.g., corporation, partnership, etc.).
- (3) a summary of general information about Respondent and the types of services it provides in relation to the Services required by the District; and
- (4) contact information, including name, title, address, phone number, and email, of Respondent's primary representative for purposes of this RFP.

The cover letter must be signed by a representative authorized to bind Respondent by contract and must state their name, title, and email address.

B. General Qualifications. Provide a brief description of the Respondent's business, including the number of years in business under the current name. Describe the company's size, including the total number of employees and offices, and identify and briefly describe each local office that will be involved in providing the Services if awarded the Agreement. Describe how and why Respondent is qualified to provide the Services, highlighting any government work specifically in Burlingame, CA.

C. Experience. Identify services Respondent has provided in the last five years that are similar in scope and nature to the Services required by this RFP, particularly concerning services provided to other cities or public agencies. For each example, provide (1) a brief description of the services provided, (2) an explanation of why this experience is relevant to the required Services, and (3) the name and address of the contracting agency, including contact information for a reference check (name, title, phone number, and email address). A list of three to five references is strongly preferred.

D. Staffing. Identify by name and title Respondent's key personnel assigned to provide the Services, and for each, include a resume with their education, training, and experience. Identify any other projects that key personnel will be involved with concurrent with the Project. Identify by name, address, and website each subconsultant or subcontractor engaged with providing the Services, including the proposed role for each such subconsultant or subcontractor. Include all applicable license numbers for any license required to perform the Services. District requests that staff remain the same throughout the project as much as possible.

E. Price. Provide a lump sum price for the services fully inclusive of all costs to provide the Services, including hourly billing rates, all labor, materials, equipment, supplies, the insurance required under the terms of the Agreement, travel fees, etc. Attach a copy of hourly billing rates that would apply to any authorized additional Services. The copy of hourly billing rates must include the principal's rate(s), job title or classification, and the associated range of actual

hourly rates. Provide a not-to-exceed estimate of reimbursable expenses. Phase 1 is based on a fixed lump sum, and Phase 2 is subject to a not-to-exceed amount, billed at hourly rates. The following expenditures associated with the Services are reimbursable: transportation costs incurred for preauthorized trips; shipping, postage, messenger, or courier service fees; and reproduction of documents and photography fees.

Scope of Services	Lump-Sum Fee	Approx. Hrs.	% of Fee	Phase duration (if not per RFP schedule)
Part I (Firm price)				
Programming (PHASE 1 & 2)				(Per RFP or xx weeks)
Project Visioning (PHASE 1 & 2)				(Per RFP or xx weeks)
Conceptual Design (Test Fit/Space Plans)				(Per RFP or xx weeks)
Schematic Design (PHASE 1 only)				(Per RFP or xx weeks)
Reimbursables (estimate for the contract)				
Subtotal Part I:				
Part II (Proposal based on current info)				
Design Development				(Per RFP or xx weeks)
Construction Documents				(Per RFP or xx weeks)
Construction Administration				(Per RFP or xx weeks)
Project Close				(Per RFP or xx weeks)
Reimburse (estimate for evaluation)				
Subtotal Part II:				
Total Parts I and II				
ADDITIONAL SERVICES:				
Structural – firm price thru Schematic				
Structural – estimate for DD - CA				
<i>Miscellaneous – Code, ADA, Environmental</i>				
<i>Miscellaneous – Code, ADA, Environmental</i>				
<i>Miscellaneous – Code, ADA, Environmental</i>				

F. Proposed Approach. Briefly describe Respondent’s proposed approach to providing the Services and how that approach will offer value to the District. Identify any proposed innovations that may be used to achieve more cost-effective delivery of the Services. Provide a work plan and proposed schedule for the tasks described in the Scope of Services.

5. EVALUATION

The factors that the District will consider in evaluating Proposals are as follows:

- General qualifications 1-15 points
- Relevant experience 1-15 points
- Proposed staffing 1-15 points
- Pricing 1-15 points
- Proposed approach 1-10 points
- Responsiveness 1-10 points
- References 1-10 points
- Interview (if requested) 1-10 points

6. SELECTION AND AWARD

A. Review. Proposals will be reviewed for responsiveness and evaluated and scored based on the factors listed in Section 5 above. When the evaluation is complete, the Proposals will be ranked based on total scores to identify the Proposal that offers the best value to the District. Acting in its sole discretion, the District may elect to conduct interviews with shortlisted Respondents.

B. Award. The District will award the Agreement, if at all, to the Respondent that is determined by the District, acting in its sole discretion, to offer the best qualifications to the District at a fair and reasonable price based on the District’s review, as outlined above. District staff will submit its recommendation to the District’s Board of Trustees or the awarding officer, as applicable, for the award of the Agreement to the Respondent that it determines to offer the best value. The Respondents will be notified of the staff’s intended recommendation by a Notice of Selection posted on the District’s website at <https://www.smcmvcd.org/requests-for-proposals> and which may also be emailed to each Respondent that submits a Proposal.

C. Protest Procedures. Any protest challenging the District’s intended selection, or the selection process must be submitted no later than 5:00 p.m. on the fifth business day following the date of the Notice of Selection. The protest must be submitted in writing via email to Brian Weber, District Manager, at

bweber@smcmvcd.org, and must specify the basis for the protest. The District Manager will review the protest in consultation with the District's General Counsel, and their determination on the protest is final. No public hearing will be held on the protest. Time being of the essence, the District reserves the right to proceed with the award of the Agreement and commencement of the Services, notwithstanding any pending protest or legal challenge.

7. MISCELLANEOUS

A. Disclaimers and Reservation of Rights. Upon receipt, each Proposal becomes the sole property of the District and will not be returned to the Respondent. Each Respondent is solely responsible for the costs incurred to prepare and submit its Proposal. The District reserves, in its sole discretion, the right to reject any Proposals, including the right to cancel or postpone the RFP or the Services at any time or to decline to award the Agreement to any of the Respondents. The District reserves the right to waive any immaterial irregularities in a Proposal or submission of a Proposal. The District reserves the right to reject any proposal that contains false or misleading information or material omissions.

B. Conflict of Interest. Respondents must disclose to the District any actual, apparent, direct or indirect, or potential conflicts of interest concerning Respondent, any employees of Respondent, or any other person relative to the Services to be provided under this RFP. This RFP process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities. District employees are prohibited from participating in the selection process for this RFP if they have any financial or business relationship with any Respondent.

C. Public Records. The District is subject to the provisions of the California Public Records Act (Govt. Code § 6250 et seq.) (the "**Act**"), and each Proposal submitted to the District is subject to disclosure as a public record unless the Proposal or any portion thereof is exempt under the Act. If a Respondent believes that any amount of its Proposal is exempt from disclosure under the Act, it must identify the part (s) it considers exempt and specifies the basis for the exemption. Each Respondent bears the burden of proving any claimed exemption under the Act. By submitting a Proposal, a Respondent agrees to indemnify, defend, and hold harmless the District against any third-party claim seeking disclosure of the Proposal or any portions thereof.

Attachments:

Attachment A – Needs Assessment, dated April 2022
Attachment B – Form of Agreement
Attachment C – Scope of Services

Attachment A
Real Estate Needs Assessment for
San Mateo County Mosquito and Vector Control District
April 2022

The following describes the District's planned uses and requirements for 1415 N. Carolan Avenue.

Parking

- Enough outdoor parking to meet building code requirements for all potential uses (use of indoor parking or vehicle lifts can be considered to meet this requirement)
- Indoor parking for:
 - 8 jeeps
 - 6 pickup trucks
 - 4 boats
 - 2-3 miscellaneous vehicles
 - Increase the size and automate rollup doors

Indoor Space

- All items below need to be considered ADA compliant
- Elevator or some form of ADA access to the second floor
- Enough restrooms to meet building requirements
- Changing rooms to accommodate 12 to 15 staff. possibly on both floors (can combine with restrooms)
- Meeting space for up to 25 occupants but would like to explore up to 50+ occupants
- Design entryway before entering meeting space
- Kitchen/Break room to include appliances and eating space
- Vehicle maintenance space that includes:
 - 2 vehicle lifts
 - Enough area to comfortably have multiple vehicle projects occurring
 - Carbon monoxide elimination system
 - Workstation for mechanic
- Fish hatchery ideally with floor drains and access to water (1,000-1,500 sq. ft)
- 2 offices for immediate use and consideration of 4 offices for future use
- Secure Department of Agriculture compliant pesticide storage area
- Space for two 3,000-gallon tanks with spill containment area (double-walled tanks can be considered).
- Structural earthquake retrofit
- Fire sprinklers
- Locker room/bathrooms for seasonal staff
- Installing a vehicle maintenance area
- Relocating the boardroom to the Carolan property
- Eliminating the second story or converting it to storage

Attachment B
SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
ARCHITECTURAL/ENGINEERING SERVICES AGREEMENT

1415 N. Carolan Avenue Improvement Project

This Architectural/Engineering Services Agreement (“**Agreement**”) is made and effective on _____, 22__ (the “**Effective Date**”), between the San Mateo County Mosquito and Vector Control District, an independent special district (“**District**”), and _____, a _____ (“**Design Professional**”), for professional architectural and/or engineering design and related services required by District for the above-referenced project (“**Project**”) located at 1415 N. Carolan Ave., Burlingame.

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Article 8 – Miscellaneous Provisions 19
Attachment A – Scope of Services and Proposed Project Schedule
Attachment B – Design Professional’s Rate Schedule

DEFINITIONS

1.1 Definitions. The following definitions apply to this Agreement unless otherwise indicated. Defined terms are capitalized in the Agreement except for the word “day” and “including

Additional Services means architectural and/or engineering services in addition to the Basic Services, which are provided pursuant to District’s written request or prior written authorization.

Basic Services means those architectural or engineering services necessary for the design of and construction services for the Project, as specified in District’s Request for Proposals (“RFP”), dated April 15, 2022, and Design Professional’s Proposal, dated _____, (“Proposal”), both of which are incorporated into and made part of this Agreement, and as further specified in Article 2, below.

Change Order means a written document approved and signed by District after execution of the Construction Contract, which changes the scope of Work, the Construction Contract Price, or the Construction Contract Time.

Construction Contract means the signed agreement between District and Contractor, which includes and incorporates the Construction Documents, including, but not limited to the drawings, specifications, and General Conditions for the Project.

Construction Contract Price means the total compensation to be paid to the Contractor for performance of the Work, as set forth in the Construction Contract.

Construction Contract Time means the number of calendar days within which the Contractor is required to perform the Work, as set forth in the Construction Contract and as may be amended by Change Order.

Construction Documents means all the documents that are prepared following approval of the Design Development Documents for bidding and construction of the Project, as further detailed in Article 2, below.

Contractor means the individual, partnership, corporation, or joint venture who has signed the Construction Contract with District to perform the Work. “Contractor” includes the Contractor’s subcontractors, unless the context indicates otherwise.

Day means a calendar day unless otherwise specified.

Design Development Documents means detailed documents which are prepared following approval of the Schematic Design Documents, as further detailed in Article 2, below.

Design Professional means the licensed architectural or engineering firm or individual retained by District to design the Project and to provide related design services as more particularly specified in Article 2 of this Agreement.

District means the San Mateo County Mosquito and Vector Control District acting by and through its Board of Trustees, officers, officials, employees, and authorized representatives.

Including means, unless the context requires otherwise, “including, but not limited to.”

Inspector means the individual(s) or firm(s) employed or retained by the District to inspect the workmanship, materials, and manner of construction of the Project and its components to ensure compliance with the Construction Contract.

Laws mean all applicable local, state, and federal laws, regulations, codes, rules, orders, and the like that apply to this Agreement and to design services for the Project.

Project Manager means the District employee or retained representative who will have primary responsibility for overseeing the design and construction of the Project and who will be the sole point of contact for the District unless otherwise stated. The Project Manager for this Project is Brian Weber.

RFP means the Request for Proposals issued by District on April 15, 2022, to request proposals to provide the architectural and/or engineering services required under this Agreement.

Schematic Design Documents means preliminary drawings and related documents showing the Project’s basic components, scale, and location, as further detailed in Article 2, below.

Work means the Contractor’s construction and services necessary or incidental to constructing the Project in conformance with the requirements of the Construction Documents.

Article 2

DESIGN PROFESSIONAL'S RESPONSIBILITIES

2.1 **General Responsibilities.** Design Professional, acting in their capacity as an architect or engineer licensed under California law, must provide the Basic Services necessary to design and construct the Project in accordance with the District's requirements, as set forth in the *Scope of Services and Proposed Project Schedule*, attached hereto and incorporated herein as **Attachment A ("Scope of Services")**, and as specified in this Article, and must provide those Additional Services, if any, as requested or authorized in writing by District, all in compliance with Laws.

(A) **Project Requirements.** Within 10 days following the Effective Date of this Agreement, unless otherwise specified in Attachment A, Design Professional must conduct a preliminary evaluation of the information provided in Attachment A and must confirm its understanding of the Project requirements in a preliminary design conference with the Project Manager. At the request of the Project Manager, the Design Professional must submit written minutes of the preliminary design conference to demonstrate their understanding of the Project requirements.

(B) **Review and Approval.** Design Professional may not proceed with the development of successive design documents, as detailed below in Section 2.2 until it has received written approval from District. Design Professional must promptly review and revise the following to District's satisfaction, which will not be unreasonably withheld, without additional compensation:

1. Documents which have not previously been approved by District and to which District has objections; and
2. Documents that have been determined to present excessive cost or constructability problems.

(C) **Governmental Approval.** Design Professional must assist District with obtaining required approvals from governmental agencies with jurisdiction over the Project, including Caltrans and the Federal Highway Administration, or as otherwise specified in Attachment A.

2.2 **Basic Services.** Except as otherwise provided in Attachment A, Design Professional's Basic Services include the following:

(A) **Project Schedule.** Within 15 days following the Effective Date of this Agreement, Design Professional must prepare and submit for District's review and approval a preliminary Project Schedule based on the Proposed Project Schedule included in Attachment A, showing the timing and sequencing of the major design and construction phases required to complete the Project. The Project Schedule must be updated for the District's review and approval upon completion of each major phase included in the Project Schedule, and it must include the following:

1. Times for completion of all major phases of design; and
2. Times for completion of any applicable construction and environmental procedures, including any environmental documentation described in Attachment A; Schematic Design Documents; Design Development Documents; Construction Documents; prequalification; bidding; construction; final closeout; and any documentation otherwise specified by the Project Manager.

(B) **Cost Estimate.** Within 21 days following the Effective Date of this Agreement, Design Professional must prepare and submit for District's review and approval a preliminary estimate of the cost to construct the Project.

1. **Cost Estimate Updates.** As the design process progresses, Design Professional must submit updates to the preliminary cost estimate for the District's approval concurrent with its submission of the Schematic Design Documents, Design Development Documents, and Construction Documents, respectively. If at any time, an updated cost estimate exceeds District's previously approved cost estimate, Design Professional must provide District with recommendations for constructing the Project within District's budget.

(C) **Schematic Design Documents.** Within the time specified in the approved Project Schedule, Design Professional must prepare and submit, for District's review and approval, two printed sets and one reproducible set of Schematic Design Documents along with an updated cost estimate. The Schematic Design Documents must include the following:

1. Drawings, outline specifications, and other documents showing the Project's basic components, scale, and location on the Project site;
2. Conceptual plans of the site and improvements;
3. Preliminary sections and elevations;
4. Approximate areas, volumes, and dimensions; and
5. Preliminary selections of materials and systems.

(D) **Design Development Documents.** Based on the approved Schematic Design Documents and within the time specified in the approved Project Schedule, Design Professional must prepare for the District's review and approval of the Design Development Documents.

1. **Scope of Design Development Documents.** The Design Development Documents must further define the Project, including drawings and outline specifications fixing and describing the Project size, character and site relationships, and other appropriate elements describing the structural, engineering, mechanical, and electrical systems, as applicable.

2. **Required Components.** The Design Development Documents must include, as applicable, the following: plans, sections, and elevations; criteria and sizing of major components; equipment sizes, capacities, and approximate layouts, including required spaces and clearances; typical details; materials selections and general quality levels.

3. **Approval of Design Development Documents.** When submitting the Design Development Documents for District's approval, the Design Professional must identify in writing all material changes and deviations, if any, that have taken place since the approval of the Schematic Design Documents, including, but not limited to, changes to the last updated cost estimate and the approved Project Schedule.

(E) **Construction Documents.** Based on the approved Design Development Documents and within the time specified in the approved Project Schedule, Design Professional must prepare for District's review and approval, and any required governmental agency approval(s), two printed sets and one reproducible set of Construction Documents, along with an updated cost estimate.

1. Scope of Construction Documents. The Construction Documents must set forth in detail the quality levels of and the requirements for the construction of the Project.

2. Requirements of Construction Documents. The Construction Documents must include drawings and technical specifications that comply with applicable laws in effect at the time of preparation at the location of the Project, and as further specified in the RFP; and all necessary bid and contract documents, including general and special conditions, using District's approved template.

3. Approval of Construction Documents. When submitting the Construction Documents for District's approval, the Design Professional must identify in writing all material changes and deviations, if any, that have taken place since the approval of the Design Development Documents including, but not limited to, changes to the last updated cost estimate and the approved Project Schedule.

(F) **Bidding Phase Services.** Design Professional must assist District during the bidding phase, including, if applicable, prequalification of contractors; reproduction and dissemination of approved plans, specifications, and contract documents; advertising for bids; conducting pre-bid meetings or site walks; issuance of addenda; bid review; and review of bid protests.

1. Low Bid Exceeding Cost Estimate. If the lowest responsive bid exceeds the final approved construction cost estimate by 15% or more, and District, acting in its sole discretion decides to reject all bids and re-bid the Project, Design Professional must, at no additional cost to District, work with District to make the modifications to the Construction Documents to reduce the cost of construction so as not to exceed the previously approved construction cost estimate by more than the stated additional percentage.

(G) **Construction Phase Services.** During the Construction Phase, the Design Professional must provide the following services to District:

1. **General Administration.** Contractor must oversee the general administration of the Construction Contract. Design Professional's responsibilities include, but are not limited to, the following:

(a) Review and advise the Project Manager as to the accuracy and sufficiency of the Contractor's schedule of values;

(b) Coordination of the Project Schedule with the Contractor's District-approved Work schedule;

(c) Provision of prompt and complete responses to Contractor's requests for information; and

(d) Coordination of efforts with the District and its Project Manager to ensure the Project is completed in a timely, cost-effective manner, consistent with the District's requirements.

2. **Ongoing Design Services.** Design Professional must provide ongoing design services as needed, including, but not limited to the following:

(a) Interpretation and clarification of the drawings and specifications provided by the Design Professional; and

(b) Preparation of design documents for Change Orders as needed for the proper execution and progress of the Work, and consistent with the intent of the approved Construction Documents.

3. **Submittals.** Design Professional must timely review Contractor's submittals, including shop drawings, product data, and samples. Design Professional must issue written approvals of and/or recommendations to District within ten days of receipt of each such submittal unless additional time is required based on the nature of the submittal, in which case the review must be completed as soon as practicable under the circumstances. Design Professional must check the submittals for conformance with the design and scope of the Project, and for

compliance with the approved Construction Documents. Design Professional's review must not extend to the Contractor's means, methods, techniques, sequences, or procedures, unless such have previously been specified in the Construction Documents.

4. **Change Orders.** Design Professional must assist the Project Manager in evaluating, processing, and determining whether to recommend approval of requests for changes in the Work and, if applicable, must prepare and submit proposed Change Orders.

5. **Site Visits.** Design Professional must visit the Project site at intervals sufficient to monitor the progress and quality of the Work and to determine whether the Work is proceeding in conformance with the Construction Contract. Following each Project site visit, Design Professional must promptly provide the Project Manager with a written report of the Design Professional's observations and recommendations, if any.

(a) **Notice of Defects.** If Design Professional becomes aware of any defects or deficiencies in the Work, Design Professional must provide prompt notice to the Project Manager, followed by written confirmation of that notice.

(b) **Further Inspection.** If in Design Professional's opinion, special testing or inspection of the Work is needed, Design Professional must recommend appropriate procedures and consultants to District.

(c) **Design Professional's Responsibilities.** Design Professional is not responsible for construction means, methods, techniques, and procedures unless such have been specified by Design Professional. Design Professional is not responsible for the Contractor's safety precautions and programs. However, if Design Professional has knowledge of safety violations, Design Professional must give prompt notice to District and to its Construction Manager, of such violations.

6. **Payment Applications.** Design Professional must assist District in processing the Contractor's payment applications in accordance with the provisions of the Construction Contract. Based on on-site observations and review of other relevant information, Design Professional must certify to District

the amounts due to the Contractor and whether the Work has progressed to the point indicated in the payment application based on the Contractor's schedule of values. Design Professional's review must include a review of the status of the Contractor's record drawings. Design Professional's certification for payment will not be considered a representation that Design Professional has made exhaustive or continuous on-site inspections to verify the quality or quantity of the Work, or that Design Professional has reviewed the Contractor's means, methods, techniques, sequences, or procedures.

7. **Meetings.** Design Professional must attend meetings with the Project Manager, or the Contractor(s) as specified: One meeting per week or as needed based on project progress.

8. **Reports.** Design Professional must prepare and submit reports on the progress or status of the Work to the Project Manager as specified:

A once-monthly report summarizing progress, outcomes, and any information deemed important by the Design Professional or Project Manager will be emailed to Brian Weber on the first Monday of each month.

9. **Inspections.** Design Professional must conduct inspections reasonably necessary to determine whether the Contractor has achieved final completion of the Work in accordance with the Construction Contract, and must prepare a list of items to be completed or corrected (the "**punch list**"), including estimates of the cost for District to correct or complete the punch list items, as well as required final submittals (e.g., warranties, manuals, as-built drawings, etc.) in order to achieve final completion.

(H) **Close Out and Post-Construction Services.** If Design Professional is required to provide closeout and post-construction design services pursuant to Attachment A, Design Professional must do the following:

1. Promptly perform all tasks reasonably necessary for Project closeout.
2. If requested, provide District with a color schedule of all finished materials incorporated into the Project; and

3. If requested, visit the Project site up to three times during the warranty period to advise District on the need for warranty work.

(I) **Work Product.** Exclusive ownership rights, including copyright interests, in all materials prepared by Design Professional pursuant to this Agreement, including all writings, correspondence, reports, drawings, designs, specifications, details, models, photographs, illustrations, recordings, in any form or format, collectively, "**Work Product,**" is vested in District, without any limitation or restriction upon use or reuse. Design Professional expressly waives and relinquishes all claims to copyrights or other intellectual property rights in such Work Product in favor of District. Neither Design Professional nor any of its subconsultants may make any such Work Product available to any other individual or entity without District's prior written approval from a District official who is fully authorized to provide such approval.

2.3 **Additional Services.** If not included in Basic Services, above, the following services must be provided by Design Professional and will be paid for as Additional Services, subject to prior written authorization by District:

- (A) Investigation of financing or other special studies to determine the financial feasibility of the Project;
- (B) Investigation of or measured drawings of existing conditions or improvements or verification of the accuracy of District-provided drawings or other information on existing conditions;
- (C) Surveys, site evaluations, or legal descriptions;
- (D) Design services unrelated to the Project;
- (E) Soils, subsurface and environmental studies, reports, and investigations required by outside agencies with jurisdiction over the Project;
- (F) Services, including inventory and interior design services, related to the selection and placement of furnishings, equipment, and the like which are not included in the Construction Contract;

- (G) Revisions to District-approved drawings and documents which are required due to circumstances outside of Design Professional's control;
- (H) Design, coordination, management, expediting, and other services for the procurement of materials to be obtained or work to be performed by the District, including, but not limited to technology or other specialty systems which are not otherwise required by this Agreement;
- (I) Estimates, appraisals, consultations, and related services required for the repair or replacement of an insured loss;
- (J) Preparing for or providing expert witness services in connection with any adversarial proceeding to which the Design Professional is not a party;
- (K) Out of town travel in connection with the Project, other than travel between Design Professional's office, District's offices, and the Project site;
- (L) The District-requested services which are not specified in the Construction Documents and which are not customarily provided as part of generally accepted design and construction practice for this type of project and the region in which the Project is located;
- (M) Extended services required by non-performance, suspension, termination, or default of the Contractor in the performance of the Work, through no fault of Design Professional;
- (N) Preparation of special models, renderings, or mock-ups; and
- (O) Other services as agreed to by the Parties as set forth in an exhibit attached to and incorporated into this Agreement.

2.4 Personnel and Subconsultants.

(A) **Design Professional's Key Personnel.** The names, titles, and contact information (mobile telephone and email) for Design Professional's key personnel assigned to this Project are listed below, and the designated key personnel, including the Design Professional's principal representative, as identified below, may not be changed without the prior written approval of District, which approval will not be unreasonably withheld:

Name:	Title:	Phone/Email:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(B) **Design Professional's Principal Representative.** Design Professional's principal representative assigned to this Project is _____, who will have full authority from Design Professional to receive and act on instructions from District.

(C) **Design Professional's Subconsultants.** Design Professional may not engage the services of any subconsultant for this Project, including, but not limited to, firms or individuals providing special architectural or engineering services, without obtaining District's prior written approval, which approval must not be unreasonably withheld.

1. **No Contract Between District and Subconsultants.** District's approval must not be deemed to create any contractual relationship between District and any such subconsultant, except that District must be considered a third party beneficiary of such services for the Project.

2. **Subconsultants Bound to Agreement.** Design Professional must bind its subconsultants in the same manner as Design Professional is bound to District under this Agreement, including, but not limited to, the insurance and indemnity requirements set forth herein, unless and only to the extent that any such requirements, e.g., insurance policy limits, are waived in writing by District.

(D) **Warranty of Qualifications.** Design Professional warrants and represents that Design Professional, its personnel, and its subconsultants are each duly qualified, licensed, and authorized by Laws to perform the design and related services required under this Agreement.

(E) **Standard of Care.** The services provided by Design Professional pursuant to this Agreement must, at all times, meet or exceed the standard of care applicable to

experienced, licensed architects or engineers, as applicable, performing similar work in the area in which the Project is located. Similarly, the services provided by any subconsultant must meet or exceed the standard of care applicable to others practicing in the subconsultant's field and performing similar work in the area in which the Project is located.

Article 3

TIME

3.1 **Time is of the Essence.** Time is of the essence in Design Professional's provision of services under this Agreement. Design Professional must provide the services required by this Agreement in conformance with the most recent Project Schedule approved by District. Design Professional must maintain adequate staffing and resources necessary for the timely performance of Design Professional's services under this Agreement. Design Professional must review and respond to submittals, requests for information, change order requests, and the like, as expeditiously as possible to avoid delays in the Work.

3.2 **Design Professional-Caused Delay.** If the Work on the Project or completion of the Project is delayed because of any error or omission of Design Professional, Design Professional will be liable for all costs incurred by District because of such delay, which costs may be deducted from progress payments or final payment to Design Professional following written notice by District. Design Professional must, at no cost to District, promptly take all necessary steps to correct the error or omission to District's satisfaction and must endeavor to avoid or mitigate the delay or costs caused by such error or omission.

3.3 **Unavoidable Delay.** If Design Professional is delayed in the performance of its services due to circumstances that are not the result of Design Professional's errors or omissions, and which are outside Design Professional's control, including, but not limited to, acts or omissions by District, or unforeseeable acts of third parties, then Design Professional's time for performance of services may be extended for a period commensurate with such unavoidable delay, and Design Professional may also be compensated for additional costs to Design Professional resulting from such delay. As a condition precedent to an extension of time or discretionary compensation, Design Professional must provide District with prompt written notice as soon as practicable after learning of the delay. Notwithstanding the foregoing, Design Professional must endeavor to avoid or minimize the impact of the delay.

Article 4

COMPENSATION AND PAYMENT

4.1 **Compensation for Basic Services.** For the full and satisfactory completion of all Basic Services, District will compensate Design Professional for providing the Basic Services, based on the following:

_____ *Hourly Rate:* Design Professional will be compensated on an hourly basis based on the hourly rates in the *Design Professional's Rate Schedule*, attached hereto and incorporated herein as **Attachment B**, for an amount not to exceed \$ _____ without prior written authorization by District ("**Basic Services Fee**"), and for Reimbursable Expenses incurred in connection with such Basic Services, in accordance with the reimbursement rates set forth in Attachment B, the total of which Reimbursable Expenses must not exceed \$ _____, without District's prior written consent.

_____ *Lump Sum:* Design Professional will be compensated for full performance of all Basic Services in the amount of \$ _____ ("**Basic Services Fee**"), and for Reimbursable Expenses incurred in connection with such Basic Services, in accordance with the reimbursement rates set forth in the *Design Professional's Rate Schedule*, attached hereto and incorporated herein as **Attachment B**, the total of which Reimbursable Expenses must not exceed \$ _____, without District's prior written consent.

The Basic Services Fee encompasses all costs required for full and satisfactory completion of the Basic Services, including overhead, profit, and indirect costs, and excluding only authorized Reimbursable Expenses up to the applicable not-to-exceed limit.

4.2 **Compensation for Additional Services.** For all authorized Additional Services, District will compensate Design Professional on an hourly basis, based on the rates set forth in Attachment B, including Reimbursable Expenses incurred in connection with such Additional Services, subject to any not-to-exceed limit included in District's written authorization for such Additional Services and associated Reimbursable Expenses. Design Professional is not entitled to compensation for Additional Services or associated Reimbursable Expenses if such Additional Services are performed or expenditures incurred without District's prior written authorization.

4.3 **Payment.** Design Professional must submit an itemized monthly invoice for payment to District for District's approval, detailing Design Professional's Basic Services, Additional Services, and Reimbursable Expenses, if any, for the preceding month. District will pay Design Professional all undisputed and approved amounts within 30 days following District's receipt of each such payment application.

(A) **Invoices.** Design Professional's monthly invoice will be in such a form and format as may be reasonably requested by District, and must include, at a minimum: (1) the Project title and District Purchase Order number; (2) a description of the services provided each day, itemized to identify the individual(s) or subconsultant(s) who provided the services; (3) the time spent on the services by each individual or subconsultant, and the applicable hourly rate; (4) separate accounting for Basic Services and Additional Services; and (5) the amount due and sufficient detail to show the basis for calculating the amount due.

(B) **Subconsultant Costs.** The cost of subconsultant services necessary for Basic Services must be included in the Basic Services Fee, above. The cost of subconsultant services necessary for authorized Additional Services will be compensated on an hourly basis not to exceed 110% of Design Professional's actual costs for such services.

(C) **Final Payment Conditions.** As a condition precedent to final payment, Design Professional must attest, under penalty of perjury, that there are no outstanding claims, obligations, or liens in connection with Design Professional's services under this Agreement. Design Professional's acceptance of final payment from the District will constitute a waiver of any and all further claims by Design Professional for compensation for services provided under this Agreement.

(D) **Withholding.** If Design Professional or its subconsultants cause damage to the Project, fail to perform the required services, or are otherwise in default of the terms of this Agreement, District reserves the right to withhold from any payment due or to become due, an amount sufficient to offset the resulting loss to District. Payment of any amount withheld pursuant to this provision will be made if and when the grounds for withholding have been removed.

(E) **Expense Records.** Design Professional's expense records for all services and costs to be compensated on the basis of actual cost must be maintained in accordance with generally accepted accounting principles and must be available to District, upon request, at a mutually convenient time.

(F) **Errors and Omissions.** Design Professional is solely responsible for costs, including, but not limited to, increases in the Construction Contract Price, arising from or caused by Design Professional's negligent or reckless errors and omissions, including, but not limited to, the costs to correct such errors and omissions, any Change Order markup costs, or costs arising from the delay caused by the errors and omissions or unreasonable delay in correcting the errors and omissions.

Article 5

INDEMNITY AND INSURANCE

5.1 **Indemnity.** To the full extent permitted by Laws and subject to the limitations of Civil Code sections 2782 and 2782.8, Design Professional must indemnify, defend, and hold harmless the District, its Board of Trustees, officers, officials, agents, employees, and volunteers (collectively, the "**Indemnified Parties**") from and against any and all liability, loss, damage, claims, settlements, expenses and costs (including, without limitation, attorney fees, expert witness fees, and costs and fees of litigation) (collectively, "**Liability**") of every nature which arises out of, pertains to, or relates to the negligence, recklessness, or willful misconduct of Design Professional in the performance of this Agreement, except such Liability caused by the active negligence, sole negligence or willful misconduct of one or more of the Indemnified Parties. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Design Professional or its agents or employees under Workers' Compensation acts, disability benefits act, or other employee benefit acts, or by any limitation on the amount or type of damages available under any applicable insurance coverage. The obligations set forth in this Section will survive the expiration or early termination of this Agreement with respect to Liability arising during the term of the Agreement. The district retains the right to accept or reject any legal counsel that the Design Professional proposes to defend one or more of the Indemnified Parties or to conduct its own such defenses if it chooses to do so.

5.2 **Patents and Copyrights.** Design Professional must pay any and all royalties and license fees required for any patented or copyrighted materials, methods, or systems selected by Design Professional and incorporated into the design documents by Design Professional. To the full extent permitted by Laws, Design Professional must indemnify, hold harmless, and defend District from any and all claims or suits related to the infringement of any patent rights or copyrights arising from Design Professional's selection.

5.3 **Insurance.** Before providing any services under this Agreement, Design Professional must procure and provide proof of the insurance coverage required by this Section in the form of

certificates and endorsements. The required insurance must cover the activities of Design Professional and its employees or subconsultants relating to or arising from the performance of services under this Agreement and must always remain in full force and effect during the term of the Agreement. Design Professional is solely responsible for any deductible(s) required for covered events. All required insurance must be issued by a company licensed to do business in the State of California, and each such insurer must have an A.M. Best financial strength rating of "A" or better and a financial size rating of "IX" or better. If Design Professional fails to provide or maintain any of the required coverage, District may, at its sole discretion, purchase such coverage at Design Professional's expense and deduct the cost from payments due to Design Professional.

(A) Required Policies and Limits. The following insurance policies and limits are required for this Agreement:

1. **Commercial General Liability Insurance ("CGL").** The CGL policy must be issued on an occurrence basis, written on a comprehensive general liability form, and must include coverage for liability arising from Design Professional's acts or omissions in the performance of services under this Agreement with limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate. The CGL policy must name District, its officers, employees, and agents, as additional insureds for all liability arising out of the operations by or on behalf of the named insured, and must protect District, its officers, employees, and agents against any and all liability for personal injury, death, or property damage or destruction arising directly or indirectly in the performance of the Agreement. The CGL coverage may be provided under a single policy for the full limits required or by a combination of policies with the balance provided by excess or umbrella policies, provided each such policy otherwise complies with the requirements set forth herein.

2. **Automobile Insurance.** The automobile liability insurance must cover bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence, including owned, hired, and non-owned vehicles.

3. **Workers' Compensation Insurance.** The workers' compensation insurance policy must comply with the requirements of the Labor Code, with limits required by statute. If Design Professional is self-insured, Design Professional must provide its Certificate of Permission to Self-Insure, duly authorized by the Department of Industrial Relations.

4. **Employer's Liability Insurance.** The employer's liability insurance policy must cover bodily injury and death by accident or disease arising out of an employee's employment by Design Professional, with limits of not less than \$1,000,000. The employer's liability insurance may be obtained as a separate policy or as additional coverage in connection with the workers' compensation insurance required above.

5. **Professional Liability.** This insurance must insure against Design Professional's negligent errors and omissions in the provision of services under this Agreement, in an amount no less than \$1,000,000 combined single limit. The professional liability insurance must include prior acts coverage sufficient to cover all services provided by Design Professional for this Project, and this coverage must continue in effect for four years following final payment to Design Professional.

(B) **Notification to District.** Each certificate of insurance must state that the coverage afforded by the policy or policies must not be reduced, canceled, or allowed to expire without at least 30 days written notice to District, unless due to non-payment of premiums, in which case ten days written notice must be made to District.

(C) **Waiver of Subrogation.** Each required policy must include an endorsement providing that the carrier agrees to waive any right of subrogation it may have against the District.

(D) **CGL Endorsements.** The CGL policy must include the following endorsements:

1. The inclusion of more than one insured will not operate to impair the rights of one insured against another, and the coverages afforded will apply as though separate policies have been issued to each insured.

2. The insurance provided is primary and no insurance held or owned by District will be called upon to contribute to a loss.

Article 6
TERMINATION

6.1 **Termination for Fault.** District may terminate this Agreement for the Design Professional's material default of the terms of the Agreement, including any amendments hereto, subject to seven days prior written notice and opportunity to cure or reasonably undertake efforts to cure the default within the seven-day period. The termination will become effective on the date stated in the written notice of default if the default or breach is not cured within the seven-day notice period, or if the Design Professional has not taken reasonable steps to diligently pursue a cure within that period.

6.2 **Termination for Convenience.** District, acting in its sole discretion, may terminate this Agreement for convenience, upon seven days written notice to Design Professional. If the Agreement is terminated pursuant to this Section 6.2, District will compensate Design Professional for all services satisfactorily performed prior to the effective date and time of the termination, in accordance with this Agreement consistent with the payment provisions in Article 4, above, i.e., Design Professional will be compensated for each specified phase which has been completed, and on a proportionate basis for any partially completed phase. In addition, the District will also pay Design Professional an early termination fee which will be 10% of the partial Basic Services Fee paid to Design Professional, if the termination becomes effective prior to completion of the Construction Documents, or 5% of the partial Basic Services Fee if the termination becomes effective thereafter.

6.3 **Actions Required Upon Termination.** Within seven days of the effective date of termination, whether for fault or for convenience, Design Professional must deliver, without further cost to District, all Work Product prepared for District pursuant to this Agreement. Within 30 days of Design Professional's delivery of all such Work Product to District, the effective date of termination, District will pay Design Professional for all undisputed and approved invoices for services provided under this Agreement.

Article 7
DISPUTE RESOLUTION

7.1 **Meeting and Mediation.** If any dispute arises between the parties in relation to this Agreement, the parties agree to meet face to face as soon as possible to engage in a good faith effort to resolve the matter informally. If the dispute is not resolved by informal negotiation, the parties agree to submit the dispute to mediation with a mutually acceptable, experienced third-party neutral. The parties further agree that their participation in mediation is a condition precedent to any party commencing litigation in relation to the dispute.

7.2 **Mediation Procedures.** Following one or more good-faith attempts at informal resolution, either party may give written notice to the other party of a request to submit a dispute to mediation, and a mediation session must take place within 60 days after the date that such notice is given, or sooner if reasonably practicable. The parties must jointly appoint a mutually acceptable mediator. The parties further agree to share equally the costs of the mediation, except costs incurred by each party for representation by legal counsel.

7.3 **Arbitration.** If the parties are unable to resolve the dispute through mediation, they may mutually agree to arbitration instead of litigation. However, it is expressly agreed, pursuant to Code of Civil Procedure section 1296, that in any arbitration to resolve a dispute relating to this Agreement, the arbitrator's award must be supported by law and substantial evidence and must include detailed written findings of law and fact.

Article 8

MISCELLANEOUS PROVISIONS

8.1 **Independent Contractor.** The parties agree that Design Professional will act as an independent contractor under this Agreement and will have control of the work and the manner in which it is performed. Design Professional is not an employee of District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits that District provides to its employees.

8.2 **Confidentiality.** Unless disclosure is required by Laws or valid court order, the Design Professional and its subconsultants will maintain the confidentiality of all non-public information provided by or through District to the Design Professional or its subconsultants and will not disclose or otherwise disseminate any information conveyed by or through District to the Design Professional or its subconsultants relating to this Agreement or the Project. Design Professional will immediately notify District in writing if it is requested to disclose any such confidential information.

8.3 **Records.** Unless otherwise specified, Design Professional will maintain records related to this Agreement, including records of the services performed, on a daily basis, if necessary, for a period of four years following final payment or termination of this Agreement. Design Professional will permit District to inspect, examine, and audit Design Professional's books, records, accounts, and any and all data relevant to this Agreement at any reasonable time, and will furnish to District any other evidence or information requested by District. Local, state, or

federal agencies with jurisdiction over the Project have the same rights conferred to District by this Section.

8.4 Conflict of Interest. Design Professional may provide similar architectural or engineering services to other clients if services performed on behalf of other clients do not create a conflict of interest under Laws. Design Professional represents and warrants that it was not involved in the making of this Agreement, including preparation of the RFP, in any manner that is prohibited under Government Code § 1090 as applied to public agency consultants. Design Professional represents and warrants that no District employees or officials have a personal financial interest in Design Professional's business. Design Professional represents and warrants that it presently has no interest, and will not have any interest, direct or indirect, which would conflict in any manner with the performance of the services under this Agreement.

8.5 Notice. Any notice, billing, or payment required by this Agreement must be made in writing and sent to the other party by personal delivery, U.S. Mail, a reliable overnight delivery service, facsimile, or by email as a PDF (or comparable) file. Notice is deemed effective upon delivery unless otherwise specified. Notice for each party must be given as follows:

District:

San Mateo County Mosquito and Vector Control District
Attn: Brian Weber
Burlingame, CA, 94010
Phone: 650-344-8592
Email: bweber@smcmvcd.org

And copy to:

pweber@smcmvcd.org
rarrow@smcmvcd.org

Design Professional:

Phone: _____

Attn: _____

Email: _____

And copy to:

8.6 Nondiscrimination. Design Professional must comply with all applicable Laws regarding nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, veteran status, or other prohibited basis. All nondiscrimination rules or regulations required by Laws to be included in this Agreement are incorporated by this reference.

8.7 Assignment and Successors. Design Professional may not assign its rights or obligations under this Agreement, in part or in whole, without District's written consent. This Agreement is binding on Design Professional's successors, lawful heirs, and permitted assigns.

8.8 Third Party Beneficiaries. There are no intended third-party beneficiaries to this Agreement.

8.9 Governing Law and Venue. This Agreement is governed by California law and venue must be in the Superior Court of San Mateo County, and no other place. By entering into this Agreement Design Professional hereby waives any right pursuant to Code of Civil Procedure § 394 to transfer any legal action to a venue outside of San Mateo County.

8.10 Attorneys' Fees. If any legal action or proceeding is brought between District and Design Professional arising out of, relating to, or seeking the interpretation or enforcement of the terms of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs, including the attorneys' fees and costs for any arbitration, appeal, or enforcement of a judgment.

8.11 Amendment. No amendment or modification of this Agreement will be binding unless it is in a writing duly authorized and signed by the parties to this Agreement.

8.12 **Waiver.** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement will be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy will be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor will any waiver constitute a continuing waiver unless specified in writing by the waiving party.

8.13 **Force Majeure.** If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of a substantial natural disaster, strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualties, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("**Force Majeure Event**"), the performance of that act will be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance will be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

8.14 **Integration; Severability.** This Agreement and the attachments incorporated herein, including authorized addenda, amendments or change orders, if any, constitute the final, complete, and exclusive terms of the agreement between District and Design Professional. If any provision of this Agreement, or portion thereof, is determined to be illegal, invalid, or unenforceable, the remaining provisions of the Agreement will remain in full force and effect.

8.15 **Precedence.** If any provision in the RFP or Proposal conflicts with or is inconsistent with the provisions set forth in this Agreement, including Attachments A and B hereto, the provisions set forth in this Agreement will control the conflicting or inconsistent provisions in the RFP or Proposal.

8.16 **Headings.** The headings in this Agreement are included for convenience only and will not affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

8.17 **Legal Counsel.** Each party to this Agreement warrants that it has had adequate opportunity to consult with its legal counsel before causing this Agreement to be executed.

8.18 **Authorization.** Each individual executing this Agreement or its counterpart, on behalf of the respective party, warrants that he or she is authorized to do so, and that this Agreement

constitutes the legally binding obligation of the entity which he or she represents. As to those parties that are corporations, signatures from two officers of the corporation are required pursuant to California Corporation Code section 313.

8.19 Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which must be an original, but all of which together must constitute one instrument.

8.20 Electronic Transmission. Executed copies of this Agreement may be transmitted electronically between the parties by facsimile or email, and signatures on such electronically transmitted copies will be deemed original signatures.

[Signature page follows]

The parties agree to this Agreement as witnessed by the signatures below:

DISTRICT:

s/ _____

Name, Title

Date: _____

DESIGN PROFESSIONAL:

Business Name

s/ _____

Name/Title

Date: _____

s/ _____

Name/Title

Date: _____

Attachments:

Attachment A: Scope of Services and Proposed Project Schedule

Attachment B: Design Professional's Rate Schedule

Attachment A

SCOPE OF SERVICES AND PROPOSED PROJECT SCHEDULE

1415 N. Carolan Avenue Improvement Project

PART I: PROJECT DESCRIPTION

See Attachment A & C –of the SMCMVCD RFP for Architectural services

PART II: SCOPE OF SERVICES

1. See Attachment C – Scope of Services of the SMCMVCD RFP for Architectural services

Documents available upon request

1. 1415 N Carolan Ave Phase I from PARTNER
2. 1415 N Carolan Ave Seismic Risk Analysis
3. 1415 N. Carolan Phase II SSVS Proposal Final edits
4. 1415 N. Carolan Ave Zoning Report
5. 1415 N. Carolan Ave Property Condition Report
6. 1415 N. Carolan Ave Property drawings
7. 1415 N. Carolan Ave Preliminary Report - NCAL
8. 1415 N. Carolan Ave FANHD Commercial Resale Property Disclosure Reports Map of Statutory Natural Hazards
9. 1415 N. Carolan Ave Commercial Resale Property Disclosure Reports
10. 1415 N. Carolan Ave ALTA Survey

PROPOSED PROJECT SCHEDULE

<u>June 8, 2022</u>	Award of Architectural/Engineering Services Agreement
_____	Submittal of Preliminary Project Schedule
_____	Submittal of Cost Estimate
_____	Submittal of Completed Construction Documents
_____	Final Completion
_____	Project Closeout

Attachment B

DESIGN PROFESSIONAL'S RATE SCHEDULE

1415 N. Carolan Avenue Improvement Project

Design Professional: _____

PROJECT STAFFING:

Position Title/Classification

Hourly Rate

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REIMBURSABLE EXPENSES:

Reimbursable Expense

Rate

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attachment C – Scope of Services

SCOPE PROJECT DESCRIPTION

General Requirements and Planning:

- Work with the District’s team to define the necessary stages, their likely short-term and long-term time scale, milestone and target dates, and indicative costs.
- To understand the existing space and the use of new concepts identified by the District.
- Ensure compliant design considerations are implemented to support regulatory requirements
- Obtain and analyze existing information relating to the site or Property, including dimensions and advice regarding the need for additional surveys or specialist studies.
- Provide information and documentation to assist in the preparation of estimates of construction and specialized equipment
- If necessary, identify long lead items and advise on the procurement strategy that fits the construction sequence and the design.
- Participate in value management workshops, ensuring the incorporation of results into the design.
- Attend weekly meetings.
- Coordinate the preparation of Request for Proposals on behalf of the Client to retain other consultants, including but not limited to Mechanical, Electrical, Plumbing, Fire Protection, IT infrastructure, Audio Visual, Security if applicable and as required.

A. PROGRAMMING / PROJECT VISIONING / CONCEPTUAL DESIGN PHASE

1. Create and maintain a comprehensive Project schedule related to architectural and design services to track all milestones required to complete this Project.
2. Confirm existing programs and ensure all information is accurate for distribution to departmental management to confirm program requirements.
3. Meet key District stakeholders to confirm this Project’s program requirements. Including attending and presenting this information at some evening Committee and Board meetings.

4. Compile programming information into a single document for Project reference and justification.
5. Secure approval of program documents from stakeholders.
6. Conduct Project Visioning Workshop and summarize in Visioning Report to be presented to the Board of Trustees. The content of the report would include:
 - a. Summary of key goals
 - b. Success criteria as defined by the District
 - c. General outcomes
 - d. Long-term plan with proposed uses
7. Prepare a Test Fit for review and comments using the approved program information and adjacency requirement sets. Assume two (2) revisions before the final test fit is approved. Evolve the approved Test Fit into Space Plans, which include:
 - a. General functional relationships and adjacencies for all spaces within the program.
 - b. Pertinent program information noted on all plans to indicate requirements met, program deficiencies, and excess space.
8. Provide an assessment of the site with special consideration to potential structural upgrades required to accommodate all needs. This is a high priority and must address risks, costs, and timelines in this initial phase.

B. SCHEMATIC DESIGN

1. Coordinate with, and document information gathered from District staff and Board of Trustees or their Committees.
2. Provide for District review and approval floor plan layout, sketches, elevations, and preliminary details required to establish design character and standards for the following:
 - Finishes (e.g., paint, floor finishes, ceiling type, fixtures, and equipment)
 - Product research for architectural materials and finishes
 - Equipment coordination
 - Lighting
 - Security considerations
 - IT infrastructure and structured cabling considerations

3. Present documents to District Representative, the user(s), and other stakeholders; obtain comments and make revisions as required to secure approval. These documents shall illustrate the proposed Schematic Design, including the Project's architectural character, the structural and MEP systems, and other applicable elements.
4. All plans must meet all applicable codes and ADA requirements. Conduct preliminary reviews with the building department or other agencies to confirm code compliance.
5. Develop, coordinate, and submit a Basis Of Design, including Mechanical, Electrical, and Plumbing (MEP) for Project utilization in Project execution by a General Contractor.

C. DESIGN DEVELOPMENT

1. Based upon the approved space plan and schematic design materials, as well as other information which may be provided by District, prepare Design Development Documents including but not limited to general information sheet (including sheet index, vicinity map, code analysis, general notes), site plan, floor plans (showing casework, furniture, and equipment), ceiling plans, wall sections, profile details, significant interior elevations, casework elevations, interior finish schedule, light fixture schedule, and equipment schedule.
2. Drawings shall include composite site utility plan, single-line building systems distribution plans, electrical outlet plan (with the equipment shown and identified), and equipment schedules.
3. Obtain District approval of the electrical outlet and equipment plans before completing the design development phase.
4. Participate in value analysis work sessions as required. Make appropriate revisions to documents.
5. Coordinate with document information gathered from in-house departments, consultants, and vendors in your work.
6. Coordinate and assist with the pricing of the documents.
7. Prepare material sample options for informal District presentation and discussion.
8. Review with approving agencies for preliminary comments.

9. Present documents to the District representative, the user(s), and other stakeholders, obtain comments, and make revisions as required to secure approval. Present documents to District, Board members, and other stakeholders as needed to ensure support.

D. CONSTRUCTION DOCUMENTS

1. Coordinate with approved vendors to develop specifications for signage, graphics, audio/visual requirements and infrastructure, IT infrastructure and structured cabling requirements, etc., for incorporation into construction documents.
2. Based upon approved design development materials as well as other information which District may provide, develop comprehensive drawings and specifications as required for obtaining all permits and contractor bidding, including as a minimum the following:
 - a. General Information Drawing: Prepare general information drawings indicating items such as Project Team list, building summary, sheet index, building department notes, code analysis, abbreviations (construction industry standards), disabled access requirements, legends, and symbols.
 - b. Demolition Plans: Plans indicating the extent of existing construction to be removed and removed and salvaged.
 - c. Floor Plans: Plans drawn at an architectural scale (1/8" scale minimum) indicating the type of partitions and locations (dimensions), doors and frames numbered and referenced to a schedule, location of plumbing fixtures, and architectural millwork. Areas designated to receive unique construction (i.e., structural reinforcing or floor cutouts) shall be indicated and referenced to the appropriate engineering drawings.
 - d. Data/Electrical Plan: Designate the type, quantities, and location of data and electrical outlets required. Outlets will be designated as; floor, wall, or ceiling mounted. Sites of all standard and special equipment will be numbered and referenced on an equipment schedule. All outlets will be dimensioned as required and indicated specifically for use with equipment and configurations. Equipment layout shall be shown on these plans for coordination. Coordinate all security requirements with the District security vendor and indicate infrastructure and equipment on projects accordingly. Prepare and incorporate all electrical needs for proposed equipment, data systems, voice systems, etc.

- e. Reflected Ceiling Plans: Include the type and dimensioned location of light fixtures, switches, thermostats, exit signs, unique HVAC diffusers, and ceiling-mounted electrical junction boxes, the extent of all ceiling types, along with any special soffit conditions or access panels.
- f. Finish Plans: Designate the type and location of the finishes that will be applied to both the partitions and floors. Flooring pattern alternatives shall be reviewed and approved by District. Finishes such as paint, flooring, etc., will be specified in a finish schedule. Special finish items such as corner guards and wall bumpers shall be shown on the plans.
- g. Enlarged Plans: Create enlarged plans and details of particular areas such as, but not limited to, building exterior, platforms/catwalks, and toilet rooms to indicate critical dimensions, facts, and special requirements.
- h. Elevations: As required, prepare elevations indicating the height and configuration of wall materials and elements such as finish floor, finish grade, doors, and other openings.
- i. Building Sections: As required, prepare building sections indicating the overall configuration of the building structure and interior spaces. Provide cells in each direction necessary to adequately convey the various unique spatial arrangements.
- j. Wall Sections: Prepare enlarged wall sections indicating structural systems, wall, and floor assemblies. Indicate floor structure beyond and HVAC ductwork to ensure coordination of these systems and corresponding ceiling heights.
- k. Details: Details of the assembly and configuration of all building materials and groups, such as coordination with exterior envelope, soffits, ceilings, millwork, and unique design elements.
- l. Engineering Drawings: Coordinate as required with the Project team. Plans shall utilize architectural documents as their base.
- m. Signage Plans: Coordinate exterior and interior signage as required within the facility. Utilize District standard signage/graphics in preparing signage specifications. Create a signage spreadsheet with names, room numbers, locations, and signage types. Work with District approved signage vendor to finalize specifications and pricing.

- n. Equipment Plans: Include the specific dimensions, location, and configuration of any existing equipment and all new equipment with critical dimensions that must be maintained for building code compliance designated on the plans. These plans will include the name of the equipment and all infrastructure requirements. Obtain District approval of equipment plan.
- o. Specifications:
 - i. Incorporate technical specifications within construction documents for all items of work included in design team drawings.
 - ii. Drawings shall be prepared with a computer-aided drawing and drafting (“CADD”) computer system format as the District and the Architect agreed upon.

E. BIDDING / PLAN CHECK APPROVAL

1. Provide input into the prospective list of general contractors.
2. Prepare written responses to questions from prospective contractors and vendors and provide written clarifications and interpretations of the bidding documents in appendices.
3. Architect will be responsible for assisting in the bidding process with contractors and vendors, including job walk, bid analysis, and review of specification packages.
4. Submit complete construction documents to the appropriate agencies for plan check and applicable permits. Make any revisions to the plans to obtain final agency approval and permits.

F. CONSTRUCTION OBSERVATION

1. Review all contractor and consultant submittals of shop drawings, product data, and finish samples as required.
2. Coordinate the work of all consultants and vendors with your work—coordinate information from others as required ensuring a comprehensive and coordinated set of documents.
3. Respond to contractor requests for information (RFI's) and prepare formal document changes as required to address constructability issues.

4. Visit and tour the Project premises as required during construction to generally monitor the progress of the work (minimum of one visit per week). During visits to the Project site, verify conformance with Construction Documents.
5. Attend and administer engineer, consultant, vendor, and contractor work sessions to resolve construction and design issues.
6. When construction is significantly complete, host a punch walk and prepare a punch list of items requiring correction or modification. Assess and monitor the punch list until the completion of the work by the contractor(s).
7. Assist contractor in obtaining a certificate of occupancy.

G. PROJECT CLOSEOUT SERVICES

1. For 30 days following occupancy, field miscellaneous user issues related to the construction punch list. Two (2) subsequent punch walks and punch list reviews are coordinated to finalize all outstanding construction issues.
2. Prepare a detailed list of any requested additional items for review by District staff for approval and direction to proceed before project closeout.
3. Prepare two (2) project summary notebooks that include the following information:
 - a. Reduced Plans of construction documents, furniture plans, and signage room number plans (PDFs and CADD)
 - b. Specifications and Samples of all Materials (Architectural)
 - c. Tear Sheets/Brochures of Products
 - d. Contact list of all Project Vendors and Dealer(s)
4. Provide the contractor with applicable information to complete Project Closeout Service requirements assigned to the contractor.
5. Submit final architectural record drawings, based on information provided by the contractor, CADD CD ROM to District (CADD system to be agreed upon by District and the Architect). Files shall be separated into original construction document sheets.

AET.

Agenda Item
6C.2

May 25, 2022

Response for

Request for Proposals for Architectural Services San Mateo County Mosquito and Vector Control District 1415 Carolan Avenue Improvement Project



Prepared for





7 Freelon Street
San Francisco, California 94107
415.762.8388
aetypic.com

A. COVER LETTER

Brian Weber, District Manager
San Mateo County
Mosquito and Vector Control District
1351 Rollins Road
Burlingame, CA 94010

May 25, 2022

Subject: **Proposal for Architectural Services for 1415 N. Carolan Improvement Project**

Dear Mr. Weber, Stakeholders, and Review Committee:

Aetypic welcomes the opportunity to serve San Mateo County through the Mosquito and Vector Control District's new building at 1415 N. Carolan Avenue in Burlingame to supplement your headquarters space and improve operations. Your project is special, and we recognize that you have one shot to get it right.

Our staff is reliable, responsive, and highly experienced providing A/E services for public sector clients, including recent projects for the City of Mountain View, City and County of San Francisco, US Navy, US Air Force, Livermore National Laboratories, and San Francisco Public Utilities Commission. Due to our ability to deliver accurate and timely services, we enjoy many repeat public sector clientele.

We have brought together a unique and highly qualified team for the Mosquito and Vector Control District:

- Proven Project Manager Steve Grist, AIA who is handling the current City of Mountain View On-Call Contract and has intimate knowledge of this particular project type.
- Studio Design Lead, David Tritt who brings a wealth of experience in design for the US Navy and other public sector clients.
- Structural, MEP, Geotechnical, Landscape Architecture, Audio Video, and Cost Estimating Consultants, as well as in-house Civil Engineers that have prior proven success in San Mateo County and in working with one another on prior projects.

Aetypic, a California corporation, is a multidisciplinary architecture and engineering practice with deep knowledge and capabilities in architecture design, facilities planning, civil engineering, geotechnical, construction engineering and inspections, technology integration, ADA compliance, sustainable design, and structural engineering.

Aetypic embraces a fresh approach toward design integration, technology, sustainability, and preservation of the environment. We come with thoughts and concepts, but no preconceived ideas – we invite a dialogue with all Stakeholders and enjoy facilitating the process. We care deeply about projects that benefit the greater good of our communities, and spaces that bring people together.

We look forward to beginning a partnership with your special district and developing an understanding of how we can help elevate improvements to 1415 Carolan Avenue to supplement your headquarter office. Our primary representative for this RFP is Steve Grist, his contact information is below.

Sincerely,
Aetypic, Inc.


Dennis Wong, PE, LEED AP BD+C, President



Steve Grist, AIA, CA #C38168
Partner, Senior Vice President and Project Manager
415.762.8388 Ext. 35
steve.grist@aetypic.com

B. GENERAL QUALIFICATIONS



San Mateo County Vector Control District staff in the field



B. GENERAL QUALIFICATIONS

Location of Offices: Aetypic is located at 7 Freelon Street, San Francisco, CA, 94107.

Type of Ownership: Aetypic is a C Corporation providing multidisciplinary services in architecture and engineering, working with designated consultants for support services.

Size of Firm: The current Aetypic staff numbers 14, with 11 professional staff and 4 support staff.

Number of years in business: Aetypic was founded in 2011.

Description of Qualifications in areas of expertise and services provided: We have specialized and broad-based experience managing As-Needed prime contracts for public and governmental clients. Because our in-house architects and engineers work consistently with an established team of consultants, we are able to reduce overhead costs, improve coordination between different design disciplines, use consistent drawing standards and execute Quality Assurance procedures more efficiently.

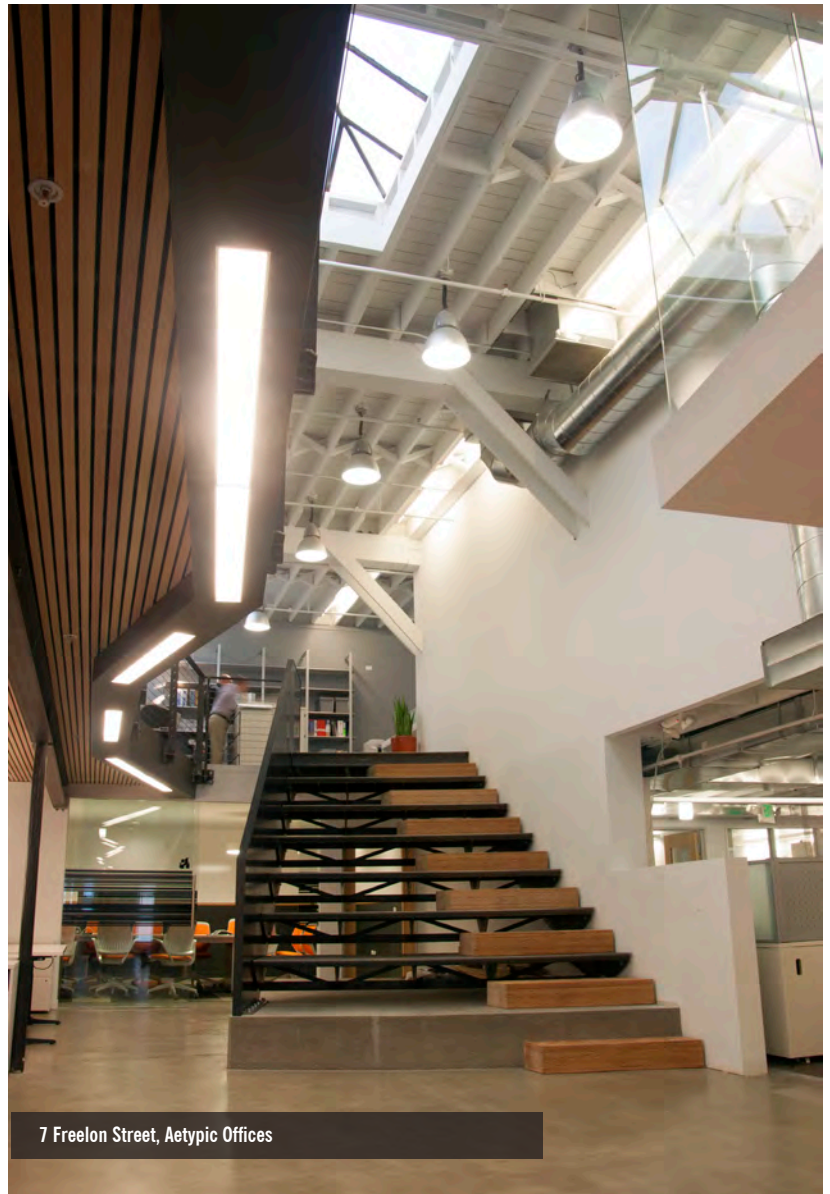
Services:

- Architecture
- Space Planning
- Interior Design
- Civil Engineering
- Structural Engineering
- Sustainability
- Project Management
- Programming
- BIM modeling

Licensed Professionals:

- Dennis Wong, PE, LEED AP BD+C
Registered Civil Engineer CA #70513
- Steve Grist, AIA, NCARB
Registered Architect, CA #C38168
- David Tritt, AIA, NCARB, IIDA
Registered Architect, CA #C10758

Proximity: Aetypic understands that the execution of task orders for as-needed contracts requires proven contract management and responsiveness from a highly qualified team. With our office in San Francisco, we can respond to requests for site-visits or meetings in Burlingame easily. Additionally, our proposed Project Manager, Steve Grist, resides in Santa Clara County and our Job Captain, Andres Sandoval, lives in San Benito County. Steve and Andres will be readily available and flexible to respond to a variety of requests for architectural services in close proximity to your job sites.



7 Freelon Street, Aetypic Offices

C. EXPERIENCE



*Field photo taken by San Mateo County
Mosquito and Vector Control District staff*



C. EXPERIENCE

East Bay Municipal Utility District Main Wastewater Treatment Plant Operations Center Improvements Oakland, CA



This project involves the planning level condition assessment, design services, bid period services, and design services during construction (DSDC) for the Main Wastewater Treatment Plant (MWWTP) Operations Center Building. Aetypic's team is providing architectural and structural, mechanical, electrical, and health and safety services.

Constructed in 1974, the Operations Center is the signature architectural building at the MWWTP. The improvements required include:

- Evaluation of the existing roof and identification of areas needing replacement and/or repair.
- Identification of any additional areas of the building that may contain asbestos and/or lead containing materials requiring removal and replacement.
- Identification of areas with mold requiring remediation. Identify new moisture-proof and mold-resistant acoustical insulation for application during construction.
- Evaluation of the HVAC system for balance and adequate air exchange rates.
- Evaluation of the overhead crane and carrier frame.
- Upgrades to the fire protection system.
- Upgrades to the hot water system.
- Expansion of the lunch room, operator control room and offices. Adding lighting where necessary.

PROJECT DATA

PROJECT RELEVANCE:

Renovation for public agency with similar program

TIME FRAME:

November 2020 - Ongoing

PROJECT COST:

\$5 Million

REFERENCE

Amy Hwang, P.E.
Associate Civil Engineer Wastewater Design
East Bay Municipal Utility District
(510) 287-7063
amy.hwang@ebmud.com

San Francisco Public Utilities Commission (SFPUC) Water Department (SFWD) Offices San Francisco, CA



In January 2017 the Water Department located at Newcomb Yard, San Francisco, began the lease of a 36,000 square foot warehouse/office building located directly across the street from the existing yard. Aetypic’s services included the development of a series of alternate schemes for the sequential relocation of staff from their existing offices into the rented facility.

Our team assisted the client in the converting a rented warehouse facility into an office use. We re-imagined the two-story receiving and loading area into an interior courtyard for use by all departments in the facility.

Following a thorough Stakeholder Engagement Process (SEP) with various Water Department user groups, Aetypic assisted the SFPUC in the selection of a final scheme. Subsequently our firm furnished complete drawings of the new office layouts, as well as conceptual images for the utilization of public spaces. We provided Documentation and Specification production services for interior finishes and furnishings. An important aspect of the FFE (Furnishings, Fixtures and Equipment) documentation was the utilization of liquidated and reused furnishings. These resources not only support Sustainability and Green Building mandates, they are economically extremely viable. Our knowledge of those resources resulted in substantial project budgetary savings.

Aetypic performed a Conditions Assessment in accordance with American Society for Testing and Materials (ASTM) Standard Guide for Property Condition Assessments and generally accepted industry standards. We conducted and documented the following:

- Property/Site Features
- Building Frame and Envelope
- Interior Elements
- ADA Infrastructure
- Life Safety/Fire Protection

The Conditions Assessment led to the development of the design of an Interim Facility to maintain operations during renovation of various buildings at Newcomb Yard. Using information provided during stakeholder engagement meetings with various groups, we were able to design the space for the Interim Facility that accommodated the needs of the users. We took advantage of the existing facility structure in order to provide flexible open spaces as well as private workstations for the users.

PROJECT DATA

PROJECT RELEVANCE:

Adaptive reuse for public agency with similar program

TIME FRAME:

February 2015 - October 2017

CONTRACT VALUE:

\$1.3 Million

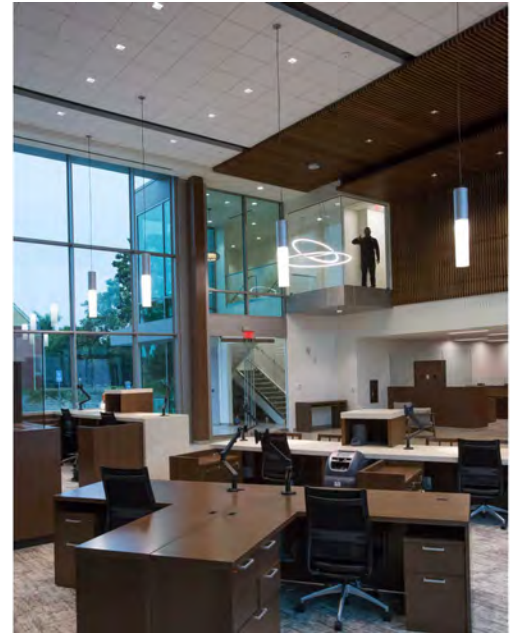
PROJECT COST:

\$120 Million

REFERENCE

Katie Miller
Director of Water Capital Programs.
(415) 550-4901
kmiller@sfwater.org

Farmers and Merchants Bank Redondo Beach, CA



One of Aetypic’s most challenging projects, completed in 2017, was the transformation of a 30-year old wood-framed, wood-clad building into a modern two-story 9000 square foot commercial banking facility for Farmers and Merchants Bank.

One of the mandates given to our team from the client was that a fifty-percent portion of the existing structure had to remain in place in order to maintain the current property zoning and code status. On the other hand, the client stakeholders were eager to overcome the old-fashioned down-home look of the existing building. Their wish was to create a completely modern and forward-looking facility which reflected their organizational vision. Aetypic was able to fulfill both these objectives, encasing the older structure within a completely contemporary glass and metal façade, while maintaining a significant portion of the structure and its footprint. In its final form the building appears to be an entirely new structure, even though half of the original structure has been maintained. Located on the Pacific Coast Highway, the project has been a showcase effort for the bank and for the City of Long Beach.

The bank facilities include a new two-story banking floor, with lobby, teller stations, offices, meeting areas, vault and work spaces. A new elevator provides access to the upper level which accommodates bank and tenant offices. Although the banking floor is restricted to only 4000 square feet, the two-story space has been designed to effectively expand the area visually so that it appears much greater. For interior finishes, Aetypic designed wood-faced columns, custom lighting fixtures, and wood slat paneling. The interior is completely contemporary, yet it recollects a traditional “banking aesthetic.” The exterior features an architectural perforated aluminum and steel sunscreen displaying a dynamic Ionic column capital. The client requested that the column image be incorporated into the design of the exterior, but our team was able to utilize the need for the sunscreen with the incorporation of the Greek column motif, thus creating a virtual artwork as part of the building façade.

PROJECT DATA

- PROJECT RELEVANCE:**
Renovation with similar program
- TIME FRAME:**
August 2016 - September 2018
- CONSTRUCTION COST:**
\$6 Million
- PROFESSIONAL FEE:**
\$291,000

City of Mountain View IDIQ

Mountain View, CA

Aetypic has an on-going multi-year prime as-needed contract with the City of Mountain View. This contract covers Architectural and Engineering services for deferred maintenance projects on city-owned facilities throughout the City of Mountain View. The four projects shown below are among many projects completed or currently in progress and are representative of the kind of work performed under the contract.

PROJECT DATA

PROJECT RELEVANCE:

Renovation for public agency with similar program

TIME FRAME:

August 2019 - Ongoing

PROJECT COST (TO DATE):

\$3.58 Million

SHORELINE LAKE BOATHOUSE FLATWORK REPAIR PROJECT



Aetypic provided architectural and civil services for the repair of the concrete flatwork at the Shoreline Lake Boathouse. The team was tasked with providing solutions to multiple accessibility issues on the site. It was key to perform a survey of the existing conditions in front of the Boathouse from the dock to the North all the way to the rock steps and path to the South in order to properly assess the accessibility deficiencies. A significant issue was to remove all in-laid metal strips from the entire site and grout the seams. This included indicating areas for the repair of existing concrete flatwork throughout the site. The concrete sidewalk and curb along the parking lot frontage will be repaired to meet code required slopes. Due to the modification of the curb and sidewalks, modifications to the four (4) existing ADA parking stalls and associated ADA ramps were required.

PROJECT COST:

\$230,000

CITY HALL / CENTER FOR PERFORMING ARTS ROOFING REPAIR PROJECT

Aetypic was retained by the City of Mountain View to provide architectural services for the repair of the roof of the City Hall and Center for the Performing Arts buildings. The team reviewed original design documents and performed field verification in order to produce a comprehensive conditions summary and design recommendations. As part of the investigation, Aetypic interviewed building personnel familiar with the noted ongoing leakage issues. The goal was to provide industry standard and manufacturer specific details for use in developing project-specific details. In addition to repair of the roofing underlayment, the project scope of work included repair of all associated battens, flashing, gutters, conductor heads. The project also included repair of damaged and worn exterior wall joint sealant. Due to the highly visible and iconic nature of the building complex within the community, every effort was taken to maintain the original character of the building.

PROJECT COST:

\$2.9 Million



City of Mountain View IDIQ (Continued)

Mountain View, CA

CITY HALL LOCKER ROOM RENOVATION PROJECT

Aetypic was retained by the City of Mountain View to provide architectural services for the renovation of the locker rooms of City Hall. The team was tasked with providing solutions to a history of water intrusion issues which caused extensive issues with wall and tile damage. The project completely rebuilt all of the shower walls to include a concrete curb at the base and installed all new floor, wall, and counter top finishes providing an updated clean and modern aesthetic. The shower areas were reconfigured to comply with current ADA requirements and a new lactation room was added to the adjacent lunch room to assist with bringing the building in line with current state and local regulations.

PROJECT COST:
\$400,000



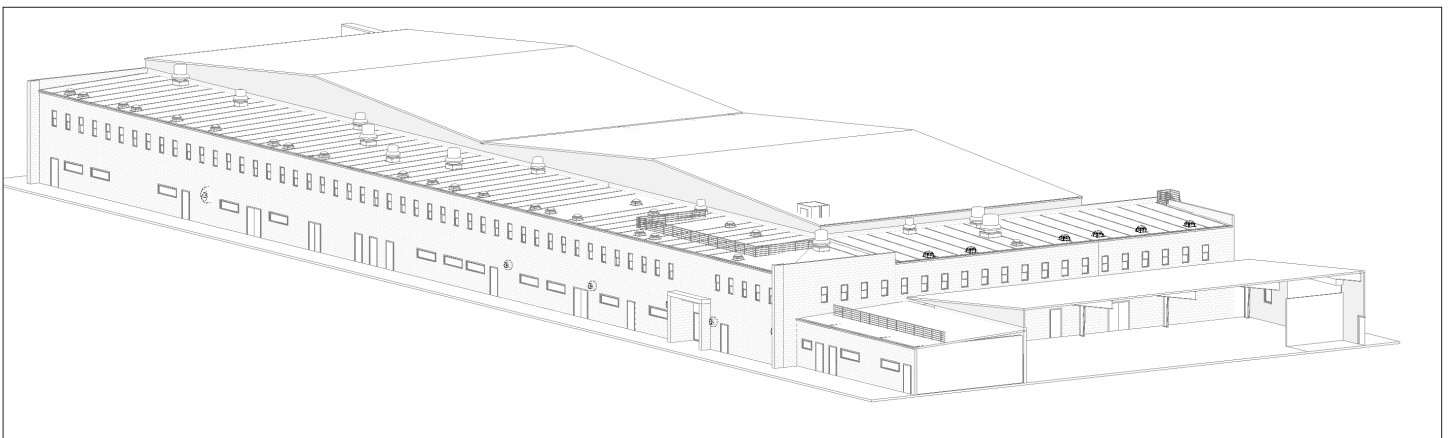
CITY HALL STAIRCASE REPAIR PROJECT



Aetypic provided architectural services for the voluntary upgrade of the rotunda stair hand railings in the Center for the Performing Arts. The team was tasked with providing solutions to an accessibility issue with the rotunda stair railings where the existing hand railings did not continue through the stair landing all the way to the floor. This condition had caused multiple issues for the City over the years and finding a voluntary solution to the accessibility issues was imperative to the continued operation of the highly visible, centrally located and uniquely shaped monumental stair landing. The project provided new hand rails to assist with bringing the rotunda stair landing more in line with accessibility requirements.

PROJECT COST:
\$50,000

PM333 Renovation Design at NBVC Restroom Renovations & HVAC Improvements *Point Mugu, CA*



Aetypic provided A/E services, as prime contractor, for full design and construction documents to renovate PM 333. The design provided HVAC for the first and second floor, restroom renovations on the second floor, design for front of building, infrared heater in hangar space, removal of strip heaters and boiler replacement/removal. The final design submittal included drawings, interior design package, final basis of design, package, specifications, square foot calculations, design calculations, code criteria search, final interior finish and material sample boards, responses to all design review comments and updated the cost estimate.

PROJECT DATA

PROJECT RELEVANCE:
Renovation for Federal agency with similar program

TIME FRAME:
February 2017 - May 2018

CONSTRUCTION COST:
\$1 Million

PROFESSIONAL FEE:
\$120,518

PM 513 UAV Laboratory Restroom Renovations, Hangar Bay Lighting, & Roof Replacement

Point Mugu, CA



PROJECT DATA

PROJECT RELEVANCE:

Renovation for Federal agency with similar program

TIME FRAME:

February 2017 - May 2018

CONSTRUCTION COST:

\$1.6 Million

PROFESSIONAL FEE:

\$134,880

The PM 513 facility is an environmental simulation laboratory for aircraft which replicates torrential rain, snow, and high temperatures. The hangar bay is approximately 60 FT × 64 FT with an interior height of 45 FT.

As prime contractor, Aetypic provided services for the renovation of PM 513. The scope of work included providing A/E services for full design and construction documents including the demolition of mechanical and electrical systems that support the environmental simulation laboratory. This also entailed renovations of the lights in the hangar bay to increase the foot-candle, renovation of the restrooms, inspection of all pipes/laterals, replacement of high-bay roof, and demolition/removal of an A/C unit.

Sonoma County Light Fleet and Materials Lab Building Santa Rosa, CA



YEI performed mechanical, electrical, plumbing, fire protection and fire alarm design services for the Sonoma County Light Fleet & Materials Lab Building Project. The Maintenance Facility is approximately 21,200 square feet with 14,560 square foot 14 vehicle service bay, Smog station vehicle lift, steam cleaning area, brake and tire shops, offices, and laboratories. Utilities for the Heavy Fleet future expansion of the building were incorporated in the design. The facility included compressed air, natural gas, waste oil, and new motor oil stations and distribution to the laboratories and vehicle hose reels for the vehicle maintenance bay. Provision for future solar panel installation on the maintenance bay roof was designed. Cable, internet and telecommunication were provided. High Output T5 fluorescent light fixtures were included in the lighting design with occupancy control. 10 electric vehicle charging stations were included in the design. The project aimed for a Silver LEED certification and incorporated sustainable design to lower carbon emission and improve productivity in the facility.

PROJECT DATA

OWNER:

County of Sonoma Facilities Development and Management

CONTACT PERSON:

Ray Glanton
(707) 565-2814

SERVICES PROVIDED:

Mechanical, Electrical, Plumbing, Fire Protection, and Fire Alarm Engineering Services

DATE OF SERVICE:

2015-2017

PROJECT SIZE: SQ. FT.

21,200

PRE-BID CONSTRUCTION COST ESTIMATE:

\$6.96 Million

PRE-BID COST ESTIMATE PREPARER:

Kitchell

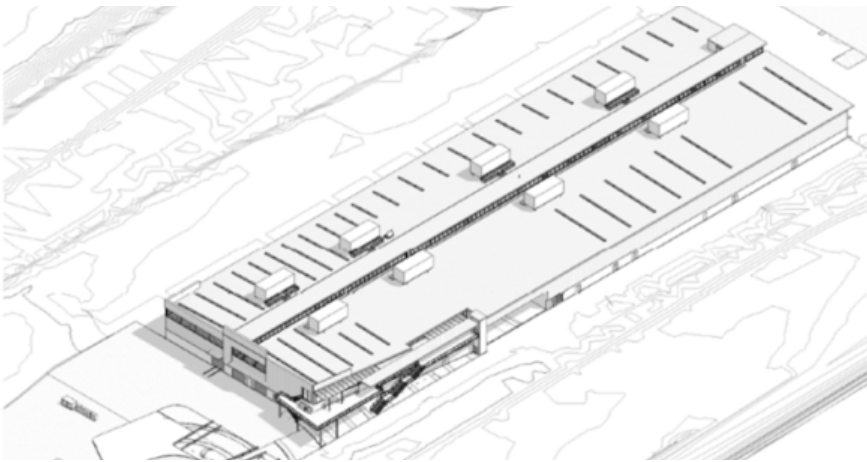
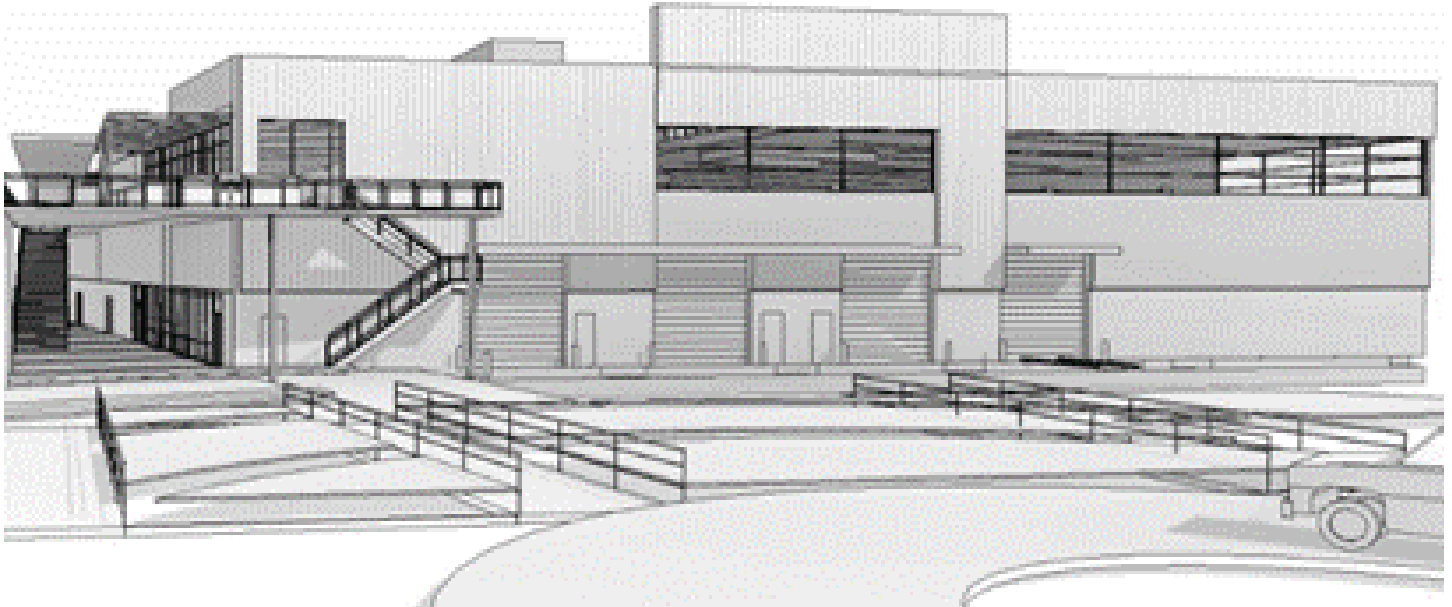
BID/AWARD CONSTRUCTION CONTRACT AMOUNT:

\$7 Million

FINAL CONSTRUCTION COST:

N/A

BART Hayward Maintenance Complex Maintenance And Engineering Repair Shop Hayward, CA



The Maintenance and Engineering (M&E) Shop is an approximately 194,000 SF building which serves non-revenue vehicles and other system assets and comprised of nine functional BART groups. This building is intended to be a satellite maintenance facility for the BART District in support of the Oakland Shops facility. The lower level of the building comprised of vehicle repair shops, welding shops, elevator repair shop, controls shop, and storages. The upper portion of the building comprised of offices, lockers, meeting rooms, training rooms and break rooms. The building is targeting LEED certification. The project also includes a separate truck wash facility and a blowdown pit facility. YEI Engineers, Inc. role is to provide mechanical, electrical and plumbing design services for this project.

PROJECT DATA

OWNER:

San Francisco Bay Area Rapid Transit District

CONTACT PERSON:

Sonny Au
(510) 418-0578
sau@bart.gov

SERVICES PROVIDED:

Mechanical, Electrical, Plumbing

DATE OF SERVICE:

2017- Ongoing

PROJECT SIZE: SQ. FT.

194,000

PRE-BID CONSTRUCTION COST ESTIMATE:

\$107 Million

PRE-BID COST ESTIMATE PREPARER:

M. Lee Corporation

BID/AWARD CONSTRUCTION CONTRACT AMOUNT:

N/A

FINAL CONSTRUCTION COST:

N/A

D. STAFFING



San Mateo County Vector Control District staff snapped this photo in the field



D. STAFFING

ORGANIZATIONAL CHART



Principal in Charge
 DENNIS WONG, PE, LEED AP BD+C

MANAGEMENT
 Steve Grist, AIA, NCARB
**Project Manager and
 Primary Representative**

KEY PERSONNEL - ARCHITECTURE, INTERIORS & CIVIL		
David Tritt, AIA, NCARB, IIDA Design Architect and Lead for Stakeholder Engagement	Andres Sandoval, B. Arch Job Captain	Erik Scheller, PE, QSD Principal Civil Engineer

MECHANICAL, ELECTRICAL, FAPP, AND PLUMBING	STRUCTURAL	GEOTECHNICAL/HAZMAT
Patrick R. Mallillin, P.E., LEED AP (YEI) Principal Mechanical Engineer	Tim Lengyel, PE, SE (Brokaw Design) Principal Structural Engineer	Kamran Ghiassi (AGS, Inc.) Senior Principal Geotechnical Engineer
Brandon M. Yee, P.E., LEED AP BD+C (YEI) Electrical Engineer and Project Manager		Sami M. Malaeb, PE, QSP/ QSD (AGS, Inc.) Principal HazMat Consultant
LANDSCAPE ARCHITECTURE	AUDIO/VIDEO (AV)	COST CONSULTING
Matthew Gaber, PLA (NCE) Principal Landscape Architect	Peter A. McDonald (Smith, Fause, & McDonald, Inc.) Principal AV Consultant	Conor Clarke (OCMI) Cost Estimating Manager

ADDITIONAL SERVICES

Aetypic has a deep bench of proven subconsultants with whom we have strong working relationships. We can pull from our pool of subconsultants should this contract require additional services.

SUBCONSULTANT FIRM PROFILES

MECHANICAL, ELECTRICAL, FAFF, AND PLUMBING ENGINEERING SERVICES



YEI has been providing mechanical, electrical, and plumbing engineering services to both private and public sector clients since 1975. YEI is certified as a Small Disadvantaged Business through the U.S. Small

Business Administration and is certified as a Small, Local, Emerging Business (SLEB) with the County of Alameda, as well as with the City of Oakland. YEI employs 20 extremely qualified and knowledgeable engineering professionals covering Mechanical, Electrical, and Plumbing and Fire Protection services.

YEI Engineers
7677 Oakport St #200
Oakland, CA 94621
www.yeiengineers.com

YEI has completed projects for industrial, governmental, institutional, and commercial facilities for designs, feasibility studies, facility condition assessments, building code analysis, peer reviews, value engineering, seismic retrofits, and master planning of electrical and mechanical systems. YEI produces reports, plans, specifications, cost estimates, and complete construction documents for new and existing facilities. They also provide evaluation, analysis, design/build bridge documents, criteria and documentation for LEED certification.

STRUCTURAL ENGINEERING SERVICES



Founded in 1999, Brokaw Design is a multidisciplinary, SBE A/E firm offering full design services

including structural engineering to the construction industry for a wide variety of government, corporate and commercial clients. Their experienced and talented staff of professionals, many with LEED Accreditation, are dedicated to providing quality, creative and sustainable design services in a personal manner that engages our clients in each project. The Brokaw team has experience with both design-build and the design-bid-build project delivery methods.

Brokaw Design
P.O. Box 3103
Rohnert Park, CA 94927
www.brokawdesign.com

GEOTECHNICAL AND HAZMAT ENGINEERING SERVICES



AGS, Inc. (AGS) is a certified Small Business (micro) with the California Department of General Services and a multidisciplinary firm providing full Geotechnical Engineering services. Incorporated in 1983, AGS has been in business for 39 years. The firm currently employs over 20 experienced professional staff, most of whom have advanced degrees and professional licenses in their respective

engineering and scientific disciplines. AGS offers a team of highly qualified geotechnical engineers and geologists very familiar with the geological conditions in Northern California with significant experience providing as-needed services for various Bay Area agencies.

AGS, Inc.
5 Freelon Street
San Francisco, CA 94107
www.agsinc.com

AGS has considerable in-depth and broad consulting experience in geotechnical engineering and geology, hazardous materials assessment, hydrology and water quality analysis, structural and seismic analysis and design, construction management and cost estimating. To best serve its clients, AGS built excellent in-house support facilities including a well equipped soils testing laboratory and extensive computer capabilities.

LANDSCAPE ARCHITECTURE SERVICES



Founded in 1990, NCE is a multi-faceted, client-focused Landscape Architecture, Civil Engineering, Pavement, and Environmental Services firm with extensive experience working on local and state

NCE
1818 Harmon Street, #2
Berkeley, CA 94703
www.ncenet.com

public projects, specifically civic and institutional facilities, green infrastructure, bike paths, trails, parks and streetscapes. With direct principal involvement in every project, the firm transcends traditional client/consultant roles to become an extension of their clients' staff. NCE's approach places talented and experienced professionals in direct contact with clients, resulting in a unique partnership that provides clients with personalized service and empowers staff to take leadership of a project. NCE is nationally recognized, but locally focused with their landscape architects, engineers and scientists addressing the infrastructure and resources challenges facing local communities. With eight offices and more than 100 employees across California, Nevada and Arizona, the NCE Team has an excellent understanding and awareness of the landscape architectural, planning, funding, permitting, constructability, and resource issues facing public agencies. To address these issues, NCE provides environmentally responsible, context sensitive, innovative, technically precise, and client focused solutions through the following service lines: Landscape Architecture, Civil Engineering, Pavements & Materials, Structural Design, Environmental Engineering, Watershed Science & Planning.

AUDIO VIDEO CONSULTANT SERVICES



Formed in 1986, Smith, Fause & McDonald, Inc. specializes in design engineering of state of the art telecommunication systems, data voice and video technologies, audio-visual systems, broadcast

Smith, Fause &
McDonald
351 8th St
San Francisco, CA 94103
www.sfmi.com

engineering, electronic security systems and architectural acoustics for public agencies and private companies. Their expertise are in design of integrated data, voice and video structured cabling infrastructure, wireless networking, educational technologies, audio-visual presentation systems, video media servers, sound systems, broadcast systems, television production, voice networks including VoIP and PBX, and electronic security systems including access control, intrusion detection and CCTV surveillance cameras. In architectural acoustics SFMI specializes in room acoustics, sound isolation, mechanical noise and vibration control and mitigation.

COST CONSULTING SERVICES



OCMI, Inc. is a California DVBE and a CVE-certified Service Disabled Veteran-Owned Small Business Corporation that provides full-service construction management and cost estimating. OCMI, Inc. is a valued leader of quality management solutions for the built environment that takes ownership of clients' needs, problems and values. Providing

OCMI, Inc.
345 California Street
San Francisco, CA 94104
www.ocmi.com

services for owners, contractors, and design professionals, they have offices throughout California and in Las Vegas, Seattle, Dallas, Omaha, Charlotte and Washington, DC. They excel at every aspect of program, project, and construction management. OCMI's staff of 90+ personnel hold professional certifications including Certified Professional Estimators (CPE), Certified Cost Professionals (CCP) and/or Certified Estimating Professionals (CEP), among others.



Dennis Wong PE, LEED AP BD+C
Founder, Principal-In-Charge

SUMMARY OF QUALIFICATIONS

After successful leadership of his father’s company AGS, Inc., Dennis spun-off Aetypic to further pursue the integration of architecture + engineering. Under his leadership, the company takes a fresh approach toward design integration, technology, and sustainability. Dennis has a B.S. in Civil Engineering from Brown University and a M.S. in Construction Engineering Management from Stanford University. With over 18 years of progressively responsible experience, Dennis brings a unique perspective to his projects, having worked as a construction manager and design engineer. He has utilized these skills on multiple waterfront projects including Federal clients (US Coast Guard, US Navy, US Army Corps of Engineers) and agencies such as Port of San Francisco and Port of Oakland.

Dennis provides complete assurance that all available resources are utilized towards successful completion of all tasks assigned and that they are carried out on schedule and within budget. He recently completed a NAVFAC contract for A/E services at Marine Corps Base at 29 Palms, CA overseeing over 60 task orders valued at \$5 Million with construction values totaling \$40 Million, and received “Exceptional” and “Very Good” ACASS ratings.

YEARS EXPERIENCE

18

EDUCATION

MS, Civil Engineering, Construction Engineering & Management, Stanford University, 2002

BS, Civil Engineering, Brown University, 2001

PROFESSIONAL DATA

Registered Civil Engineer CA #70513

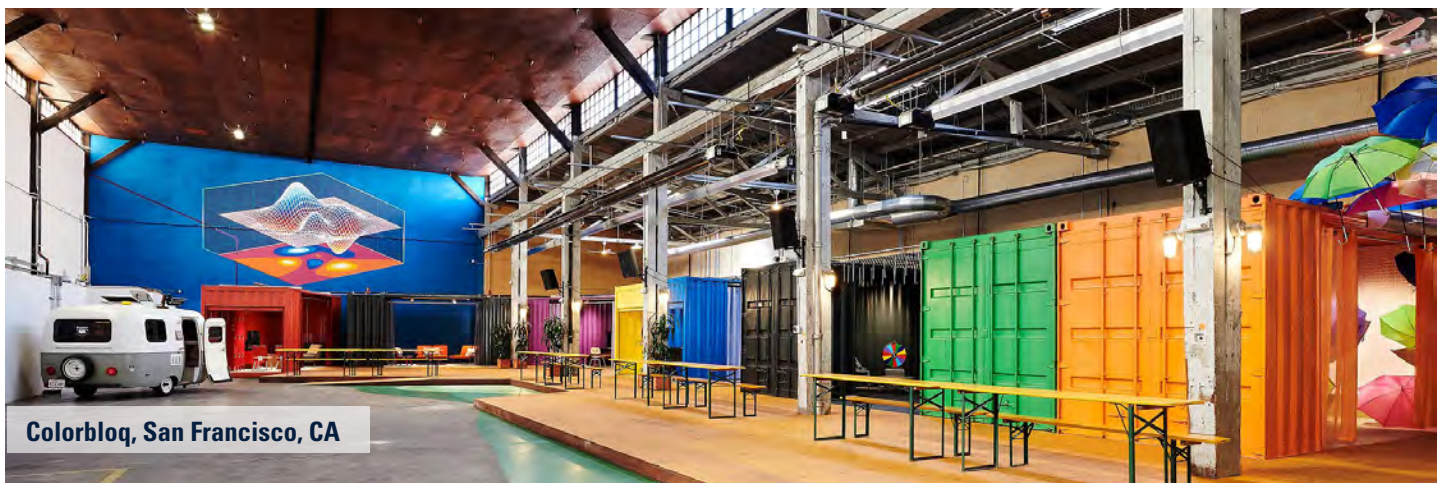
US Green Building Council LEED®

Accredited Professional (2009)

10-Hour OSHA Training Certification

RELEVANT EXPERIENCE

SFPUC Newcomb Yard Renovation, San Francisco, CA. Project Principal. Master Plan and Tenant Improvements for seven-acre corporate yard for more than 300 water agency personnel, encompassing Administrative Offices, Metal Fabrication, Electrical, Woodworking and Automotive Shops, and Warehouse Storage for the SF Water Department. In order to establish a basis for decision-making related to a Master Planning Effort, Aetypic pursued three parallel lines of inquiry: 1) A Condition Assessment Analysis of the existing facilities, 2) A Programmatic Assessment of the existing facility utilization, and 3) An analysis of how the rented warehouse/office building at 1980 Oakdale could be utilized as an Interim Facility.



Building 322 Feasibility Study, Naval Base San Diego, San Diego, CA. Lead Program Manager. Aetypic provided architectural services to determine the feasibility of converting the second floor of Building 322 from a warehouse facility into an open office tenant space to house administrative and maintenance/storage functions for a consolidated Warfare Center Fleet Support Center. Services included space programming, architectural design, building system design, mechanical, electrical, plumbing, and structural engineering. Construction is estimated to be completed in three phases totaling over \$15 million.

SFPUC CS-879, Engineering Project Design Services, Sunol Valley Water Treatment Plant Expansion and Treated Water Reservoir, CA. Project Principal/Senior Project Engineer. Aetypic staff performed design tasks related to civil and structural components of the project. Aetypic was a JV partner providing geotechnical and civil/structural design services for additional expansion of the WTP and TWR, including proposed structures, pipelines and other related improvements.

SFPUC, Condition Assessments and Design of Building Facilities for Hetch Hetchy Water and Power [HHWP], Yosemite, CA. Principal-in-Charge and QA/QC. HHWP performed condition assessments on the HHWP conveyance system to develop sustainability plans for each large conveyance system component. Project involved building feasibility/structural modifications for improvements at the existing domestic water systems at the O'Shaughnessy Dam Compound, Early Intake Compound, and Moccasin Compound, and provided structural drawings at 50%, 95%, and a 100% design submittal package [bid-ready]. The scope included design of four structures [three concrete masonry units [CMU] and one wood] to house ultraviolet [UV] as well as all existing and future chemical systems, water analyzers, instrumentation and controls.

Alert Force Facility, Travis Air Force Base, Fairfield, CA. Lead Program Manager. Aetypic provided architectural and engineering services to update the existing Region Validation Final DD1391 project documentation and prepared the Region/FEC Team Final DD1391 and associated project documentation. Services included stakeholder engagement, space programming, architectural design, building system design, mechanical, electrical, plumbing, civil, geotechnical, and fire protection engineering for a complex of 5 new buildings totaling \$65 million.

Navy Operational Support Center, Hill Air Force Base, Ogden, Utah. Lead Program Manager. Aetypic developed the Basis of Design (BOD) and Schematic Design Documents for the 37,500 sf building. The team participated in a 3-day design Charrette at Hill AFB resulting in the development of the Support Center Plan. Deliverables included a BOD report addressing 1) the scope of work, 2) the field investigation, 3) the Project Description, and 4) the Code Criteria Search listing UFC, IBC ASHRAE, NFPA, ASCE and other related reference codes, a full schematic design set of architecture/engineering drawings, cost estimates and code analysis.

Renovation of ESD Building 2044 & 2054, MCAGCC Twentynine Palms, CA. Lead Program Manager. Building 2044 (25,000 sf) and Building 2054 (31,000 sf) are existing Type III-B facilities used for central vehicle maintenance facility and communication electronics repair facility. The project aimed for the general repair and rehabilitation of both buildings, including roofing; restrooms, locker rooms, common staff areas; architectural surfaces; HVAC and compressed air systems; vents and balancing of the air system; mechanical room, oil-filled transformer and electrical components; new energy-efficient lighting with occupancy sensors; and fire suppression and fire alarm systems. Aetypic was the prime consultant performing architecture, civil, structural, and environmental engineering. Project was designed to achieve LEED Silver certification. Est. Construction Cost is \$4.5 Million.





Steve Grist, AIA, NCARB

Partner, Senior Vice President and Project Manager

SUMMARY OF QUALIFICATIONS

Steve has 11 years of progressively responsible experience as a Architectural Group Lead, CAD/BIM Designer, Project Designer, and Job Captain. His projects include master plans, facility renovation, laboratory renovations, tenant improvements, medical facility updates, and commercial and residential renovations. He has served as CAD/BIM Designer on dozens of task orders under ID/IQ contracts for various Navy Facility projects including the renovation of several buildings and facilities requiring repair and rehabilitation of roofing, restrooms, locker rooms, common staff areas, and architectural surfaces. He was the CAD/BIM Designer for Lawrence Livermore National Laboratories laboratory clean rooms, Kaiser 4th Floor workspace renovation, and R&D facilities for a high-tech firm in Silicon Valley.

YEARS EXPERIENCE

11

EDUCATION

M.Arch, Academy of Art University
San Francisco CA

BS, Biology, Santa Clara University

PROFESSIONAL DATA

Licensed Architect # C38168

Computer Skills: Revit 2010, AutoCAD, MS Office, SketchUp, Photoshop, 3dsMax, PageMaker, Illustrator, and InDesign

WORKLOAD - TIME COMMITMENT

EBMUD Main Wastewater Treatment Plant - 30%

City of Mountain View, As-Needed A/E - 15%

City of Hayward, Facade Improvements - 5%

RELEVANT EXPERIENCE

SFPUC Newcomb Yard Renovation, San Francisco, CA. Staff Architect. Master Plan and Tenant Improvements for seven-acre corporate yard for more than 300 water agency personnel, encompassing Administrative Offices, Metal Fabrication, Electrical, Woodworking and Automotive Shops, and Warehouse Storage for the SF Water Department. In order to establish a basis for decision-making related to a Master Planning Effort, Aetypic pursued three parallel lines of inquiry: 1) A Condition Assessment Analysis of the existing facilities, 2) A Programmatic Assessment of the existing facility utilization, and 3) An analysis of how the rented warehouse/office building at 1980 Oakdale could be utilized as an Interim Facility.

EBMUD Main Wastewater Treatment Plant, Operations Center Improvements, Oakland, CA. Project Designer. This project involves the planning level condition assessment, design services, bid period services, and design services during construction Treatment Plant's Operations Center Building. Aetypic's team is providing architectural and structural; mechanical; electrical, and health and safety services.

Farmer's & Merchants Bank, Redondo Beach, CA. Staff Architect. Aetypic was engaged for the renovation of a 30-year old building into a modern two-story 9,000 square foot commercial banking facility. The firm provided full scope services for the interior and exterior of the building.



Vintage Club, Indian Wells, CA

City of Mountain View City Hall Locker Room Renovation, Mountain View, CA. Lead Project Manager. Design for Interior renovation of 850 SF locker rooms in City Hall, including reconfigured ADA compliant shower enclosures, new floor and wall tile, toilets, solid surface vanities and upgraded LED lighting, and new lactation room. AET conducted a site investigation, kickoff meeting with scope definition, 50% Design Development, 95% Draft Construction Documents, 100% Full Construction Documents, cost estimate and specifications.

City of Mountain View City Shoreline Lake Boathouse Flatwork Repair, Mountain View, CA. Lead Project Manager. Aetypic prepared Permit drawings for the repair of flatwork for the 4,245 SF Boathouse, and 20,500 SF site. Work included: survey of existing conditions, removal of all inlaid metal strips, spot repair of concrete flatwork, replacing concrete sidewalk and curb along parking lot, and modification of ADA ramps and parking stalls. Project involved architectural, civil and cost estimating disciplines.

City Hall and Center for Performing Arts Roof Repair, Mountain View, CA. Lead Project Manager. Architectural design for 56,000 SF of roof repairs to the City Hall and Center for the Performing Arts. Repairs included concrete roofing tiles, copper gutter system, and installation of high-vapor permeability synthetic underlayment. AET completed 100% Construction Documents, specifications and cost estimate.

Center for Performing Arts Stair Railing Upgrade, Mountain View, CA. Lead Project Manager. Architectural design and permit submittal for the voluntary upgrade of the rotunda stair railing with new oak and steel handrails at the Center for Performing Arts, a Type V-A building.

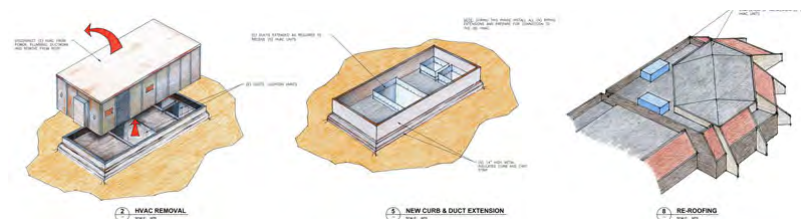
Building 322 Feasibility Study, Naval Base San Diego, San Diego, CA. Lead Project Manager. Aetypic as consulting Architects, provided architectural services to determine the feasibility of converting the second floor of Building 322 from a warehouse facility into an open office tenant space to house administrative and maintenance/ storage functions for a consolidated Warfare Center Fleet Support Center. Services included space programming, architectural design, building system design, mechanical, electrical, plumbing, and structural engineering. Construction is estimated to be completed in three phases totaling over \$15 million. As the Lead Project Manager, Steve provided project

oversight, management of project production and the team of consultants, as well as being the main point of contact for the client.

Stanislaus County Juvenile Justice Center Roofing and HVAC, Modesto, CA. Lead Project Manager. Aetypic was retained by the County of Stanislaus as architect/engineer of record for a \$3.6 million roofing renovation and HVAC upgrade. The 35,000 SF Juvenile Hall Detention roof was replaced and upgrades made to the 12,500 SF roof of the Probation Administration Building. The project entailed the replacement of the existing HVAC system, including ten multi-zone air handling units and central plant.

NAVFAC Renovation of Building 2044 & 2054, MCAGCC Twentynine Palms, CA. Project Designer / BIM/CAD Specialist. Building 2044 (25,000 sf) and Building 2054 (31,000 sf) are existing Type III-B facilities used for central vehicle maintenance facility and communication electronics repair facility. The project aimed for the general repair and rehabilitation of both buildings, including roofing; restrooms, locker rooms, common staff areas; architectural surfaces; HVAC and compressed air systems; vents and balancing of the air system; mechanical room, oil-filled transformer and electrical components; new energy-efficient lighting with occupancy sensors; and fire suppression and fire alarm systems.

The Vintage Club, Club House Renovations, Indian Wells, CA. Project Designer / BIM/CAD Specialist. For the \$20 million renovation of a 85,000 SF private club, Aetypic prepared a Master Plan and is now responsible for production of the project from schematic design to construction documents. The Vintage Club is a world class private club of originally completed in 1983 whose main clientele are active seniors. Aetypic prepared the new Master Plan which outlined a design strategy for the comprehensive renovation of The Vintage Club.



Stanislaus County Juvenile Justice Center Roofing and HVAC, CA



David Tritt AIA, NCARB, IIDA Project Designer

SUMMARY OF QUALIFICATIONS

David has over 40 years of professional experience as an architect with extensive expertise in a variety of project types, including healthcare, hospitality, multi-family housing, higher education, and civic architectural market sectors. David is a natural collaborator and brings value to project teams through his ability to maintain the vision of a project as it develops. He has designed several award-winning housing projects including the Oriental Warehouse Lofts on the San Francisco waterfront.

RELEVANT EXPERIENCE

SFPUC Newcomb Yard Master Plan, San Francisco, CA. Architectural Designer. Aetypic was retained to prepare a Master Plan for the Corporate Yard located at 1990 Newcomb Avenue, San Francisco. The seven-acre yard, which employs more than 300 personnel, encompasses Administrative Offices, Metal Fabrication, Electrical, Woodworking and Automotive Shops, and Warehouse Storage for the SF Water Department. In order to establish a basis for decision-making related to a Master Planning Effort, Aetypic pursued three parallel lines of inquiry: 1) A Condition Assessment Analysis of the existing facilities, 2) A Programmatic Assessment of the existing facility utilization, and 3) An analysis of how the rented warehouse/office building at 1980 Oakdale could be utilized as an Interim Facility. This process involved detailed collaboration between the firm and stakeholders. David facilitated meetings, documented meeting minutes, and discussed their responsibilities, needs, and difficulties with their current space in order to develop an effective Master Plan.

Farmer's & Merchants Bank, Redondo Beach, CA. Senior Architect. Aetypic was engaged for the renovation of a 30-year old building into a modern two-story 9,000 square foot commercial banking facility. The firm provided full scope services for the interior and exterior of the building.

City of Mountain View City Hall Locker Room Renovation, Mountain View, CA. Lead Project Designer. Design for interior renovation of 850 SF locker rooms in City Hall, including reconfigured ADA compliant shower enclosures, new floor and wall tile, toilets, solid surface vanities and upgraded LED lighting, and new lactation room. Aetypic conducted a site investigation, kickoff meeting with scope definition, 50% Design Development, 95% Draft Construction Documents, 100% Full Construction Documents, cost estimate and specifications.

City Hall and Center for Performing Arts Roof Repair, Mountain View, CA. Lead Project Designer. Architectural design for 56,000 SF of roof repairs to the City Hall and Center for the Performing Arts. Repairs included concrete roofing tiles, copper gutter system, and installation of high-vapor permeability synthetic underlayment. Aetypic completed 100% Construction Documents, specifications and cost estimate.

YEARS EXPERIENCE

40+

EDUCATION

M.Arch, Univ. of Pennsylvania

B.Arch, The Ohio State Univ.

PROFESSIONAL DATA

Registered Architect, CA #C10758

NCARB certification

IIDA, member

WORKLOAD - TIME COMMITMENT

City of Mountain View, As-Needed

A/E - 10%

City of Hayward, Facade Improve-

ments - 5%



SFPUC Newcomb Yard, SF, CA

The Vintage Club Renovation, Indian Wells, CA. Programmer and Project Designer. For the \$20 million renovation of a 85,000 SF private club, Aetypic prepared a Master Plan and was responsible for production of the project from schematic design to construction documents. The firm prepared the new Master Plan which outlined a design strategy for the comprehensive renovation of The Vintage Club. David was the lead designer responsible for all phases of the project from programming to CA.

Lawrence Livermore National Laboratory Security Fitness & Training Center (SFTC) Replacement Facility, Livermore, CA. Project Designer. The firm was retained for pre-conceptual design services for the Security Fitness and Training Center (SFTC) Replacement Facility in support of a LLNL prepared technical specification. The purpose of the SFTC replacement project is to provide a new LEED Gold certified building to replace functions currently housed in building B312 and temporary buildings B2701 and B278. The completed facility will complement the overall campus feel of the adjacent security buildings. The firm completed 2 new conceptual site plans and corresponding building designs and specifications for this project.

Navy Operational Support Center, Hill Air Force Base, Ogden, UT. Lead Architect. Aetypic developed the Basis of Design (BOD) and Schematic Design Documents for the 37,500 sf building. The team participated in a 3-day design Charrette at Hill AFB resulting in the development of the Support Center Plan. Deliverables included a BOD report addressing 1) scope of work, 2) field investigation, 3) Project Description, and 4) Code Criteria Search listing UFC, IBC ASHRAE, NFPA, ASCE and other related reference codes, a full schematic design set of architecture/engineering drawings, cost estimates and code analysis. David led stakeholder engagement, programming, and design.

349th Reserve Interior Renovation Projects, Travis Air Force Base, Fairfield, CA. Lead Architect. Aetypic provided A-E design services for the 349th Reserve Facility Projects. Scope of work included full plans, specifications, and basis of design for the interior renovation of 7-existing buildings all on Travis Air Force Base. David managed programming and architectural design efforts.

Lawrence Livermore National Laboratory Advanced Laboratory Facility (AMLF), Livermore, CA. Project Designer. The firm was retained to provide pre-conceptual design services for a new Advanced Materials Laboratory (AML) building located in the future open campus site at Lawrence Livermore National Laboratory (LLNL). The AML will be a visitor-oriented building and also serve as a focal point for collaboration between LLNL resident scientists and engineers, as well as those outside of LLNL. The building will be LEED Gold certified. The firm completed a conceptual, site plan, building design, and drawings for the AML.

Emeryville City Hall, Emeryville, CA. Designer at FFA. The plan involved rehabilitating the historic 7,500 SF old town hall built in 1903 and designing a new 20,000 SF building for administrative offices and multi-purpose areas. Site planning, internal and external circulation and the creation of a strong civic presence were all important issues.





Andres Sandoval

Job Captain

SUMMARY OF QUALIFICATIONS

Andres is a skilled designer with a background in architectural and structural design. He has served as Job Captain, Designer, and Staff Architect, providing CAD/BIM drafting for a variety of projects including SFPUC facilities, dozens of NAVFAC task orders, and residential clients. For everything from project conceptual design to obtaining building permits, he has experience in managing projects from beginning to end as well as developing close client relations. With his architectural background and his knowledge of structure, Andres is able to intuitively design while incorporating practical aspects of a project.

YEARS EXPERIENCE

8

EDUCATION

B.Arch, Architecture, Newschool of Architecture (2012)

A.A., Architecture, West Valley College (2009)

WORKLOAD - TIME COMMITMENT

City of Mountain View, As-Needed A/E - 20%

City of Hayward, Facade Improvements - 20%

RELEVANT EXPERIENCE

SFPUC As-Needed Engineering Design Services, Newcomb Yard Master Plan, San Francisco, CA. Architectural Job Captain. Andres took conditions reports, performed surveying, photography, and conducted interviews related to establishing architectural condition of existing facilities. He co-lead the effort in complete the conditions report which included site investigation, documentation, and participation in stakeholder meetings. Design and rendering of the interior courtyard space for the interim facility was also performed by Andres. As the Architectural Job Captain, Andres was the BIM project production lead and led the development of all graphic materials. Aetypic was retained to prepare a Master Plan for the Corporate Yard located at 1990 Newcomb Avenue, San Francisco. The seven-acre yard, which employs more than 300 personnel, encompasses Administrative Offices, Metal Fabrication, Electrical, Woodworking and Automotive Shops, and Warehouse Storage for the SF Water Department.



Farmer's & Merchants Bank, Redondo Beach, CA. Staff Architect. Aetypic was engaged for the renovation of a 30-year old building into a modern two-story 9,000 square foot commercial banking facility. The firm provided full scope services for the interior and exterior of the building.

City of Mountain View City Hall Locker Room Renovation, Mountain View, CA. Job Captain. Design for Interior renovation of 850 SF locker rooms in City Hall, including reconfigured ADA compliant shower enclosures, new floor and wall tile, toilets, solid surface vanities and upgraded LED lighting, and new lactation room. Aetypic conducted a site investigation, kickoff meeting with scope definition, 50% Design Development, 95% Draft Construction Documents, 100% Full Construction Documents, cost estimate and specifications.

City of Mountain View City Shoreline Lake Boathouse Flatwork Repair, Mountain View, CA. Job Captain. Aetypic prepared Permit drawings for the repair of flatwork for the 4,245 SF Boathouse, and 20,500 SF site. Work included: survey of existing conditions, removal of all inlaid metal strips, spot repair of concrete flatwork, replacing concrete sidewalk and curb along parking lot, and modification of ADA ramps and parking stalls. Project involved architectural, civil and cost estimating disciplines.

City Hall and Center for Performing Arts Roof Repair, Mountain View, CA. Job Captain. Architectural design for 56,000 SF of roof repairs to the City Hall and Center for the Performing Arts. Repairs included concrete roofing tiles, copper gutter system, and installation of high-vapor permeability synthetic underlayment. Aetypic completed 100% Construction Documents, specifications and cost estimate.

Center for Performing Arts Stair Railing Upgrade, Mountain View, CA. Job Captain. Architectural design and permit submittal for the voluntary upgrade of the first floor rotunda stair railing with new oak and steel handrails at the Center for Performing Arts, a Type V-A building.

NAVFAC SW IDIQ Building 322 Feasibility Study, Naval Base Design, San Diego, CA. Architectural Job Captain. Aetypic provided architectural services to determine the feasibility of converting the second floor of Building 322 from a warehouse facility into an open office tenant space to house administrative and

maintenance/storage functions for a consolidated Warfare Center Fleet Support Center. Services include space programming, architectural design, building system design, mechanical, electrical, plumbing, and structural engineering. Construction is estimated to be completed in three phases totaling over \$15 million. As the Architectural Job Captain, Andres is the BIM production lead and is managing the production of the team of subconsultants.

Advanced Manufacturing Laboratory Facility (AMLF) Conceptual Design, Lawrence Livermore National Laboratories, Livermore, CA. Designer and Drafter. Provided pre-conceptual design services for a design/build pre-engineered 9,000 square foot structure to be located at the future open campus site at Lawrence Livermore National Laboratory (LLNL). The AML will be located in a green field site at the east end of the LLNL facility, just north of Avenue K and south of a proposed underground utility trunk, and west of the North Outer Loop.

NAVFAC SW IDIQ Alert Force Facility, Travis Air Force Base, Fairfield, CA. Architectural Job Captain. AET provided architectural and engineering services to update the existing Region Validation Final DD1391 project documentation and prepare the Region/FEC Team Final DD1391 and associated project documentation. Services included stakeholder engagement, space programming, architectural design, building system design, mechanical, electrical, plumbing, civil, geotechnical, and fire protection engineering for a complex of 5 new buildings totaling \$65 million. As the Architectural Job Captain, Andres provided BIM production support and led the development of all graphic materials.





Erik Scheller, PE, QSD

Principal Civil Engineer

SUMMARY OF QUALIFICATIONS

Erik has over 20 years of extensive experience as a design engineer and project manager. He has extensive experience in site and roadway grading and drainage plans, improvement plans, legal descriptions and plats, official maps, sewer main and side sewer plans, and storm water pollution prevention plans (SWPPP). Erik's responsibilities have included the management and coordination of design projects including facilitation through the appropriate agencies. He was responsible for hydraulic calculations and reports. He is experienced in the design of storm drain infrastructure using several storm drainage runoff and routing programs including HydroCAD, SCS Soil Conservation Service Method, Rational Method and hydrograph and detention basin routing methods. He was the primary engineer for all storm water control plans and reports to address the requirements of the SFPUC storm water management ordinance. As a Qualified Storm Water Pollution Prevention Plan Developer (QSD) he has been responsible for SWPPPs and Sediment and Erosion Control Plans.

YEARS EXPERIENCE

20+

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 1991

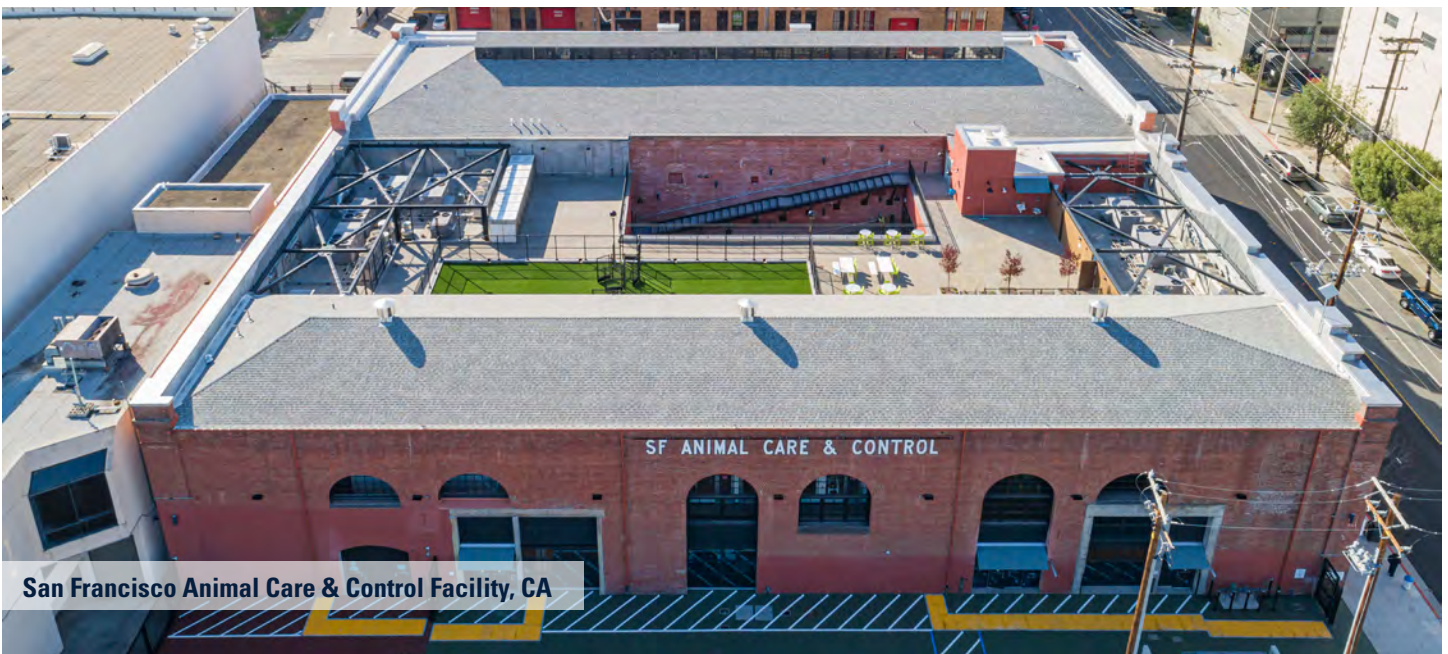
PROFESSIONAL DATA

Registered Civil Engineer, CA #C58638

Qualified Storm Water Pollution Prevention Plan Developer

RELEVANT EXPERIENCE

SFPW Engineering and Specialized Services for San Francisco Animal Care & Control Facility Project, San Francisco, CA Principal Civil Engineer. Aetypic/AGS provided civil engineering support services for the renovation/relocation from their current facility at 15th Street and Harrison Street to the historic Municipal Railway Overhead Lines building located at 1401/1419 Bryant Street and Alameda Street. Erik performed a site investigation, prepared demolition plans, site grading and drainage, utility plan, and parking lot striping plan.



San Francisco Animal Care & Control Facility, CA

Shoreline Lake Boathouse Flatwork Repair, Mountain View, CA. Civil Engineer. Prepared Permit drawings for the repair of flatwork for the 4,245 SF Boathouse, and 20,500SF site. Work included: survey of existing conditions, removal of all inlaid metal strips, spot repair of concrete flatwork, replacing concrete sidewalk and curb along parking lot, and modification of ADA ramps and parking stalls.

Naval Operations Support Center, Hill Air Force Base, Ogden, UT. Principal Civil Engineer. Civil Engineering services for a new 37,500 SF Naval Operations Support Center Building with anti-terrorism/force protection features. Services on the \$15.8 million. Project included Basis of Design preparation, Schematic Design Documents and Plans, Low-Impact Development principles, and stormwater management design. Erik provided technical civil engineering and UFC interpretation expertise for the preparation of the schematic documents and plans, which included stormwater management measures.

Alert Force Facility, Travis Air Force Base, Fairfield, CA. Principal Civil Engineer. Updated existing Region Validation Final DD1391 project documentation and prepared the Region/FEC Team Final DD1391. Services on this \$65 million project included stakeholder engagement, space programming, building system design, MEP, fire, civil and geotechnical services for a complex of 5 new buildings and their infrastructure. Erik provided technical civil engineering and UFC expertise, conceptual plans, project production, and input for the client.

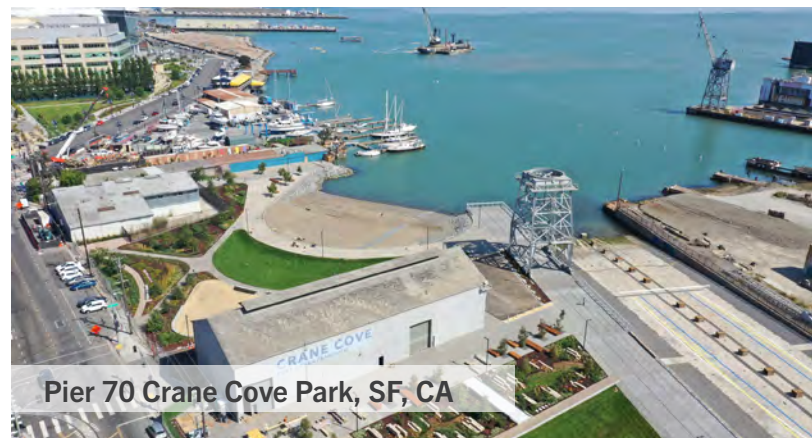
Treasure Island Project Civil Engineering Services, San Francisco, CA. Principal Civil Engineer. The firm, as a joint venture partner, was responsible for providing civil engineering services for major infrastructure improvements for the 465-acre Treasure Island Project. The scope included mapping, master plans, planning documents, infrastructure applications and preparation demolition, rough grading, utility relocation and infrastructure improvement plans. Improvements plans included streets and utilities, causeway improvements, gravity utility pump stations, sewer force main, BMP, shoreline improvements, outfalls, transportation, parks and open space, joint trench, conform, and AWCS coordination.

San Francisco Public Works As-Needed Civil Engineering Services, San Francisco, CA. Principal Civil Engineer. The firm is a joint venture partner in performing as-

needed civil engineering support for the Infrastructure Design and Construction (IDC) Division of DPW. The contract requires professional engineering services for civil engineering tasks that include design for roadway, curb ramp, sewer system, and site improvement projects; pier and marina renovation; traffic and speed data collection, and pavement distress data collection. These services also include related tasks, such as, preparing drawings, specifications, and cost estimates; providing engineering support during construction, value engineering, field investigations, public outreach and coordination, peer review consultation, land surveying, and Quality Assurance/Quality Control (QA/QC) review.

Port of San Francisco Pier 70 Crane Cove Park Master Plan and Comprehensive Design Services, San Francisco, CA. Principal Civil Engineer. The Pier 70 Master Plan includes the 69 acre historic shipyard property. The new master plan will allow for a public open space, ancillary structures in major open spaces to support water-oriented recreational activities and users, and an inter-connected path that links public open spaces along the shoreline.

235 Valencia Street, San Francisco, CA. Principal Civil Engineer. 235 Valencia consisted of the construction of a six story multi-use residential building for which Erik provided Sidewalk Improvement Plans, a Stormwater Control Plan, and Erosion and Sediment Control Plans. The project also required sidewalk legislation for sidewalk width changes. Erik also provided additional design and coordination services for a transformer vault. Per SFPUC's Stormwater Management Ordinance, this project was required to reduce post development storm flow and quantity which was accomplished through the design, modeling, and installation of a flow through planter (LID improvement).





Patrick R. Mallillin, PE, LEED AP

Project Manager and Principal Mechanical Engineer

SUMMARY OF QUALIFICATIONS

Patrick has over 28 years of experience in Mechanical Engineering with emphasis on HVAC, plumbing, fire protection and industrial engineering. He has completed numerous projects for various laboratory research facilities, school districts, local, state, federal and municipality agencies including several technical studies, condition assessments, code/peer reviews and constructability reviews. He provides cost-effective and innovative solutions for his projects through his diverse experience and highly technical expertise in different subject matter of mechanical engineering. His diverse knowledge of the mechanical, plumbing, industrial, site infrastructure, and fire protection systems had given him opportunities to perform several value engineering sessions on large high value projects. He has completed LEED and CHPS projects and continues on providing energy efficiency and sustainable designs in all his projects. He is also a LEED accredited professional and a member of the Green Building Council, ASHRAE and ASPE. He has been a project manager and a principal of the company for over 16 years and managed both electrical and mechanical engineers in our firm. He is also the project manager for several prime contracts and managed multi-disciplined projects for our firm. In most of his projects, he is also the lead mechanical engineer involved in all aspects of the design.

YEARS EXPERIENCE

30

EDUCATION

University of California at Berkeley,
B.S. Mechanical Engineering, 1993

PROFESSIONAL DATA

California / Mechanical – PE# M30258,
issued in 1997.

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

American Society of Heating,
Refrigeration and Air Conditioning
Engineers

American Society of Plumbing
Engineers

Asian-American Architects and
Engineers

Member of the US Green Building
Council

ADDITIONAL CURRICULUM

HVAC ASHRAE Certification

Construction Law

Building Retrofits

HVAC Design for Electronic Biotech
Process

HVAC System Design

HVAC Temperature Control

RELEVANT EXPERIENCE

County of Santa Clara, Department of Tax and Collections (DTAC) Building Renovation, San Jose, CA. MEP Project Manager and Lead Mechanical Engineer. He conducted a building condition assessment and provided design guidance and managed the mechanical, electrical, plumbing, fire protection



and fire alarm design team for the full renovation of a three story 22,103 sf building with a partial basement. The mechanical, plumbing and electrical systems had been replaced and upgraded to meet the LEED Gold design standards. The mechanical work included three air handling units on the roof and an outdoor type hydronic boiler with pumping system skid. The basement used the variable refrigerant volume split air conditioning system due to the low ceiling profile of the basement. The plumbing work included a new sewage ejector in the basement due to the installation of new restrooms in the basement and a sump pump for the exterior stairwell to the basement. The electrical work included replacing the transformer and switchboard and installed LED lighting for the entire building. Electrical work also included new secondary electrical distribution system throughout the building. The new fire sprinkler and fire alarm systems were included in the project. He provided construction support services, attended meetings, and performed punch walks.

Sonoma County Light Fleet and Materials Lab Building – Santa Rosa, CA. Project Manager. Patrick managed and coordinated the project with the other disciplines. He initiated the conceptual design of the 21,200 square feet Light Fleet and Materials Laboratory Building with the Architects, Owners and End Users and coordinated the MEP requirements based on the End Users' inventoried existing equipment and tools that are relocated from the old maintenance building to the new building. Patrick managed the MEP throughout the design duration of the project and he also conducted the constructability review for the project.

City of Berkeley, Live Oak Community Center Renovation, Berkeley, CA. Lead Mechanical Engineer. YEI was responsible for the redesigned of mechanical, electrical, plumbing and fire protection engineering design services. Renovated the entire 13,630 SF building to become a care and shelter facility in times of emergencies. To accommodate the building addition, kitchen renovation was part of the design, replaced all of the gas-fire HVAC and kitchen equipment to electrification and provisions for a temporary generator. Provided a lighting design with LED fixtures and lighting controls to comply with latest California Title 24 and NFPA 101 Life Safety requirements. Provided photometric lighting calculations. Developed performance level fire alarm design. Drawings were developed with REVIT. Prepared

mechanical, electrical specifications and basis of design report. Construction support was provided.

City of Alameda Emergency Operations Center and Fire Station #3, Alameda, CA. MEP Project Manager and Lead Mechanical Engineer. The new Emergency Operations Center (EOC) is approximately 4,500 sq. ft. two-story building with a command center in the second floor. The Fire Station #3 is approximately 9,600 sq. ft. two-story building consisting of an apparatus bay, dormitories, kitchen, exercise room, conference room, dayroom, shop, night watch and turnout room. YEI provided mechanical, electrical, plumbing, fire protection and fire alarm design services. The electrical work included providing emergency generator for the entire EOC building and Fire Station #3 with the exception of the HVAC load. The design implemented minimum Silver LEED requirements although the project was not a LEED project. Submitted Title 24 and complied with the 2013 California Green Building Standards Code to the project.

County of Santa Clara Elmwood Correctional Facility HVAC Assessment, Milpitas, CA. Lead Mechanical Engineer. YEI conducted the HVAC assessment for Buildings W1, W4, M5, M3, M8, New Administration, M4, M1 and M2. The goal of the project was to evaluate the current physical conditions of the 63 rooftop air handling units, identify their deficiencies and determine the service/capacity adequacy. The assessment report included four condition ratings with importance factors to determine the priority of maintenance/replacement of the HVAC units. The assessment report provided recommendations to deal with the deficiencies and useful life of the equipment. The rough order of magnitude opinion of probable construction cost estimation and construction scheduling were included in the assessment report.

Ford Motor Co. Maintenance Training Facility, Brentwood, CA. Project Manager. YEI provided the mechanical, electrical, and plumbing design services including converting a warehouse facility to a classroom. The mechanical design provided energy efficiency by incorporating ceiling fans and a radiant tube heating system as the primary cooling and heating systems, and then provided packaged air handling units to supplement cooling the classroom shops. The shops also included vehicle exhaust systems, hose reels, and new electric powered vehicle lifts. The electrical design provided an energy efficient LED lighting system, and electric outlet reels for servicing the vehicles. Title 24 reports were completed for both mechanical and electrical designs.



Brandon M. Yee, PE, LEED AP BD+C

Electrical Engineer and Project Manager

SUMMARY OF QUALIFICATIONS

Brandon has over 18 years of engineering experience in electrical design, projects involving utility studies, waste water treatment plants, pump stations, transportation, arc-flash studies, uninterruptible power supply (UPS), power, feasibility studies, system evaluation, system design, drawings, specifications and estimates, electrical design of low and medium voltage power, hazardous locations, controls, instrumentation for water treatment plants and pump stations, power distribution, equipment sizing, generator sizing, and rehabilitations of treatment plants, and pump station.

YEARS EXPERIENCE

18

EDUCATION

San Francisco State University, BS,
Electrical Engineering, 2004

PROFESSIONAL DATA

California / Electrical – PE# E18384

LEED AP BD+C

PROFESSIONAL AFFILIATIONS

Institute of Electrical and Electronic
Engineers

Member of the US Green Building
Council

Past Vice Chair of SF BAY IEEE IES

ADDITIONAL CURRICULUM

Revit MEP 2015

RELEVANT EXPERIENCE

Sonoma County Light Fleet and Materials Lab Building, Santa Rosa, CA. Electrical Project Engineer. Brandon designed the interior and outdoor power distribution and lighting systems for the 21,200 square foot Light Fleet and Materials Laboratory Building and coordinated with the County IT group for the cable and fiber conduit requirements. He also provided the design for the electric vehicle charging stations. Brandon also completed the Title 24 report and assisting the completing the LEED certification process.

County of Santa Clara, Department of Tax and Collections (DTAC) Building Renovation, San Jose, CA. Project Lead Electrical Engineer. The existing Department of Tax and Collections Building was renovated to accommodate the new Tax and Collections tenants. The design consisted of upgrading the existing 208/120V, 1200A service to 208/120V, 1600A service. In addition, all other distribution equipment was replaced to support all new mechanical, lighting and communications equipment. All electrical lighting was replaced



Sonoma County Light Fleet and Materials Lab Building

with LED type with spacing to accommodate the new layout. Brandon conducted the building condition assessment and provided design and calculations for the full renovation of the 3 stories 22, 103 SF building. During construction, he provided construction support services, attended meetings, and performed punch walks. YEI Engineers provided additional support for communications and fire alarm as requested.

City of San Carlos Building Condition Assessment of 22 Buildings, San Carlos, CA. Electrical Engineer. The task was to perform condition assessment of the buildings' electrical, mechanical, plumbing, fire alarm and fire protection systems and provide recommendations for repair, replacement and upgrade of the systems. The work also included code compliance assessment. YEI performed several days of field observations, interviewed maintenance personnel and occupants, reviewed available record drawings and developed a comprehensive condition assessment report for all 22 buildings. The buildings consisted of five maintenance buildings (in the Corporation Yard), a Youth Center with a gymnasium and classrooms, two child care centers, City Hall/Police Department, Two Story Branch Library, Adult Community Center, two fire stations, City Museum, a Historical Adobe Building, a pump station, Park facility buildings and several Park restrooms and Snack Shack Buildings.

County of Santa Clara, Muriel Wright Renovation | San Jose, CA. Lead Electrical Engineer. He performed the initial site survey to assess and verify existing building condition for full renovation design of the 29,978 SF multiple buildings of the facility. The multiple buildings required new power distribution to support new HVAC and kitchen loads. The renovation designed relocation of the main power distribution, along with new branch circuiting, new receptacles, LED lighting, and fire alarm to support office, training room, dormitory and kitchen type spaces. Coordinated with PG&E for new service, provided design and calculations for full renovation areas, provided title 24 forms, performed construction support to answer RFI's, review shop-drawings, attend weekly meetings and on-site meetings. These services were provided to meet the client's new layout.

County of Santa Clara, Power Distribution Replacement for Civic Center 70 W. Hedding | San Jose, CA. Project

Manager and Lead Electrical Engineer. Responsible for supervising and coordinating with Engineering Staff. The preparation of preliminary design submittal to provide a new 12kV outdoor main switchgear (using vacuum circuit breakers) and underground duct banks for connection to the Santa Clara County existing buildings (East and West Wing). The design requires disconnecting existing 12kV feeder from the Sheriff building's main switchgear (with antiquated air magnetic circuit breakers) located about 3 blocks away and assessed establishing new locations for new 12kV incoming service from PG&E. Design included identifying the 12kV point of connections with existing building's six 2kV480/277V Load centers. Tasks performed included field investigation, and gathered data. Performed construction support to answer RFI's, review shop-drawings, attend weekly meetings and on-site meetings client and End-User coordination and data gathering.

Bay Area Rapid Transit, Hayward Maintenance Complex, Central Warehouse Facility, Hayward, CA. Senior Electrical Engineer. He provided a 480V Switchgear design that use the Utility (PG&E) power for normal service and automatically transfer power to second service (Facilities local 4,160V) as an alternate source of power for BART's new Central Warehouse with preparations for an 1200A switch to allow for a future PV (Solar Power) connection to interface with the Utility. He provided design the power to multiple Distribution Switchboards to feed various loads and power to a two-story office within the warehouse. He provided indoor and outdoor lighting design. He provided construction support services to the project.

Peralta Community College - Physical Plant Building and Office Renovation, Oakland, CA. Electrical Engineer. This project included a new office space (800SF) in the existing warehouse for the purchasing department and 2000SF office improvement in existing administration area. YEI provided electrical, mechanical, plumbing, fire protection and fire alarm engineering design services for both of the two phases. Phase 1 consists of a new built-out of new space, approximately 2,000SF for the purchasing group in the existing Physical Plant Building. Phase 2 consists of the renovation of approximately 8,000SF office space at the existing administration building. YEI provided project management, performed electrical, mechanical and plumbing calculations.



Tim Lengyel, PE, SE, LEED AP

Structural Engineer

SUMMARY OF QUALIFICATIONS

Tim has over 20 years of experience designing and managing projects. He will be the Project Manager for Brokaw and has worked on over 100 projects for on-call public works contracts. He has extensive experience in military projects. This has given him a wide breadth of experience. He has designed everything from missile launchers to public restrooms in parks, from seismic retrofits of historical unreinforced masonry structures to active vehicle barriers and roadway design.

RELEVANT EXPERIENCE

Renovation of Historic Building 209, Naval Weapons Station Seal Beach , Norco, CA. Structural Engineer. Structural Engineer of record for the extensive seismic retrofit of this historic two-story unreinforced masonry building. Project included extensive field investigation and coordination. Analysis and retrofit were in accordance with ASCE 41. Retrofit included complete remodel with new floor framing, FRP reinforcement of masonry walls, foundation strengthening and extensive MEP coordination.

Various Seismic Assessments (PH 1388, PH 1517, 1518, 1519), Port Hueneme, Naval Base Ventura County, CA. Structural Engineer. Structural engineer for ASCE 4 seismic assessments and conceptual retrofit for 3 Dormitories and an office building. The assessment included evaluation for liquefaction hazards and conceptual design remediation methods.

Building PH441, Port Hueneme, Naval Base Ventura County, CA. Structural Engineer. ASCE 41 seismic Study and condition assessment of a wood framed warehouse for the US Navy. This WWII era structure was planned to be converted to office and lab space. The Project included a ASCE 41 seismic analysis and conceptual retrofit plan.

Airway Drive Santa Rosa Seismic Strengthening, CA. Structural Engineer. Seismic Strengthening and facility upgrade for conversion of a facility to a manufacturing facility. The building is one-story masonry warehouse. The roof was framed with glued laminated beams, wood purlins, and plywood roof sheathing using a panelized system. report in included an ASCE 41-17 Tier 1 analysis. The strengthening included roof strengthening and connection strengthening to shear walls. .

Channel Islands National Park Project Scoping Assessments, NPS Headquarters Building Expansion and Marina Rehabilitation. Structural Engineer of Record (SEOR). Tim was the SEOR for a Title 1 assessment for the expansion of the existing visitor center. Project included field investigations and project scoping meetings with park staff. Scope included a horizontal addition, seismic retrofit, liquefaction hazard remediation, and marina rehabilitation.

YEARS EXPERIENCE

20+

EDUCATION

M.S., 2001, Structural Eng., University of Connecticut

B.S.E., 1998, Civil Eng., University of Connecticut

PROFESSIONAL DATA

Civil – CA/Guam/OR/WA/AZ/NV/UT/CT

Structural – CA/Guam/OR/WA/AZ/NV/UT/CT

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

Structural Engineers Association of Northern California

Chi Epsilon – Civil Engineering Honor Society

American Society of Civil Engineers, Member ASCE, Body of Knowledge Committee 2nd Edition



Kamran Ghiassi, PhD, PE, GE

Senior Principal Geotechnical Engineer

SUMMARY OF QUALIFICATIONS

Kamran has more than 20 years of progressively responsible experience with geotechnical, hydrogeology, geo-environmental, and engineering geology projects. His experience includes a range of projects involving design of foundation and deformation analysis for public and private facilities, including residential/commercial/industrial developments, bridges, on-shore and off-shore structures, building and facility renovations, structures, and landfill projects, seismic and geohazard evaluation of public and commercial/industrial developments, as well as slope stability analysis of slopes and embankments. His construction inspection expertise is in the performance of grading observations, pile driving/foundation inspection, and moisture-density testing.

YEARS EXPERIENCE

20+

EDUCATION

Ph.D., Civil Engineering, University of Illinois, Urbana (1998)

M.S., Civil Engineering, University of Illinois, Urbana (1991)

B.S., Engineering Geology, University of Tehran, Iran, (1987)

PROFESSIONAL DATA

Registered Geotechnical Engineer, State of California, #2792 (2008)

Registered Civil Engineer, State of California, #66379 (2004)

OSHA 40-hour Health & Safety Training Certificate

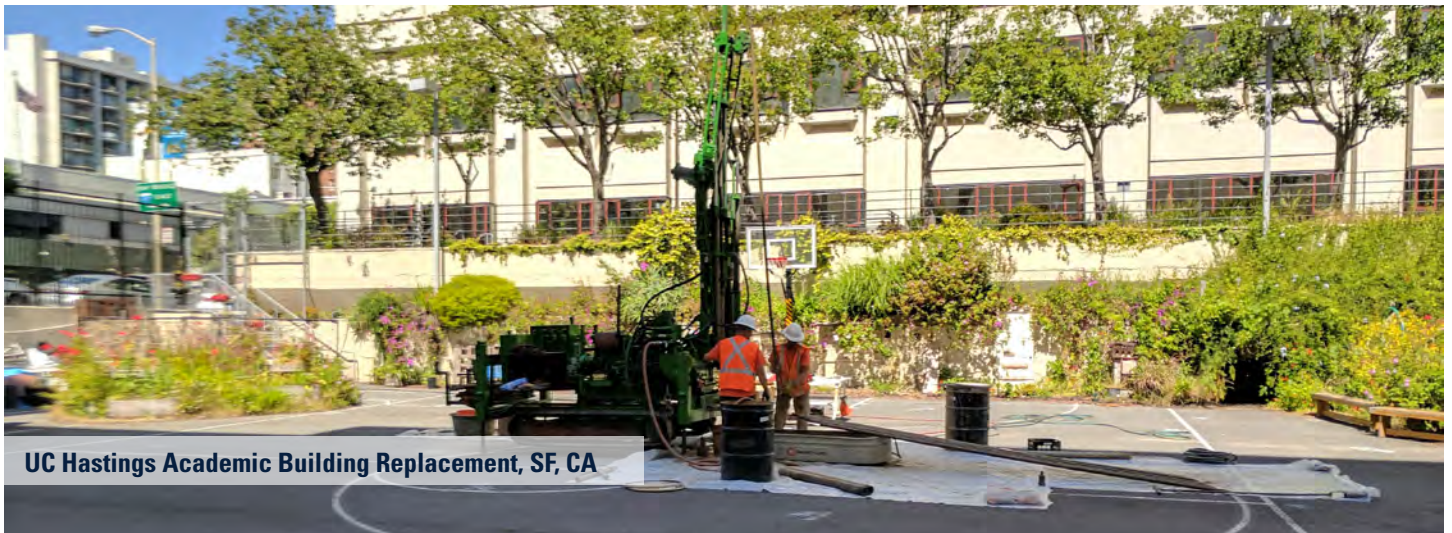
Registered Nuclear Gauge Operation Certificate

Certified CPR, AED and Basic First Aid

RELEVANT EXPERIENCE

Building 322, Naval Base San Diego, CA. Senior Principal Geotechnical Engineer. AGS, provided architectural services to determine the feasibility of converting the first and second floor of Building 322 from a warehouse facility into an open office tenant. AGS also performed a subsurface geotechnical investigation for the site. The investigation consisted of implementation of a drilling and CPT program, subsurface soil sampling, and laboratory analysis, to support the reconstruction of portions of an existing multi-story office building. Specific challenges associated with this site included the presence of undocumented fills, highly liquefiable bay deposits, high water table, and the potential presence of subsurface contamination, including lead, arsenic, and heavy hydrocarbons. Kamran oversaw the work of AGS' geotechnical team for the project.

UC Hastings Academic Building Replacement, San Francisco, CA. Principal Geotechnical Engineer. AGS performed a geotechnical study for the proposed expansion of the undeveloped, vacant lot at 333 Golden Gate



Avenue. The firm explored and evaluated subsurface conditions and developed site-specific geotechnical conclusions and recommendations for 50% SD phase which included foundation design parameters. AGS performed preparatory work, field exploration program, geotechnical laboratory testing program, engineering analyses, and geotechnical report preparation.

Hill Air Force Base, Naval Operational Support Center, Ogden, UT. Senior Principal Geotechnical Engineer. AGS developed the Basis of Design (BOD) and Schematic Design Documents for an estimated \$15.8 million, 37,500 SF Naval Operations Center building. The firm provided architectural, civil, and geotechnical services for the project. The purpose of the geotechnical study by AGS was to characterize subsurface conditions and develop site-specific geotechnical and seismic design criteria for the proposed structures in accordance with UFC 1-300-09N and UFC 3-220-01. During the field investigation, a Photo-ionized Detector (PID) was used to provide a qualitative assessment of potential soil contaminants. All field activities were coordinated with the air-force base staff and project manager. AGS performed a laboratory testing program on selected samples of earth materials obtained during the field exploration program. Kamran led the AGS' geotechnical team on the project.

San Francisco Department of Public Works As-Needed Geotechnical Engineering, San Francisco, CA. Principal Geotechnical Engineer. For several as-needed geotechnical engineering contracts, Kamran performed work on task orders for work on San Francisco General Hospital Evaporators and Oxygen Tank; Southeast Health Center; Golden Gate Park Central Reservoir Expansion; Alvord Lake Bridge; Geary Road Bridge; Garfield Square Park; Remodeling and Additions to San Francisco Medical Examiner Building; and Rehabilitation and Detention Facility/Hall of Justice.

SFO Terminal 1 Center Renovation San Francisco, CA. Principal Geotechnical Engineer. AGS was the geotechnical engineer on record for the T1C and BAC project. AGS was also retained to provide services during construction. Scope of work included observation of installation of production piles as well as pilot test piles. AGS observed pile testing during pilot test program and for production pile verification program. Based upon the

observations performed and review of the compaction reports, AGS provided a final letter report in accordance with Section Nos. 1701, 1703, 1704.

Candlestick Park Executive Business Center and Parking Structure, San Francisco, CA. Geotechnical Engineer responsible for geotechnical reports, analysis and preliminary design recommendations for this state of the art business center with subterranean and above ground parking.

250 14th Street & 1429 Alice Street, Oakland, CA. Principal Geotechnical Engineer. Geotechnical investigations for 17-story mixed use building with common open space and below grade parking. Kamran served as the Principal Geotechnical Engineer leading a field exploration program consisting of drilling 4 borings extending to depths ranging from 30 to 80 feet; a geotechnical laboratory testing program; engineering analyses and report preparation.

345 & 363 6th Street, San Francisco, CA. Principal Geotechnical Engineer. Two 9-story buildings for mixed commercial and residential use. Kamran conducted field exploration program consisting of drilling two borings extending to depths of 210 feet; a geotechnical laboratory testing program; engineering analyses and report preparation.

City of Oakland On-Call Geotechnical Engineering, Oakland, CA. Kamran has a long history performing geotechnical studies and recommendations on Geotechnical Engineering projects for Bay Area agencies. For the City of Oakland he worked as AGS's Principal Geotechnical engineer on projects for previous On-call contracts.



San Francisco Medical Examiner Building, CA



Sami M. Malaeb, PE, RCE, QSD/QSP

Senior Environmental Engineer

SUMMARY OF QUALIFICATIONS

Sami is a highly-accomplished and experienced environmental engineer, raising the standard in performing and managing environmental site assessments, National Pollution Discharge and Elimination (NPDES) permit compliance analysis, audits and regulatory planning; stormwater quality assessment and management plans; subsurface investigations; and site remediation. In addition to being a Professional Civil and Chemical Engineer, Sami became a Qualified SWPP Practitioner and Developer (QSP/QSD). Sami has prepared, reviewed, and/or certified several Storm Water Pollution Prevention Plans (SWPPP) and Water Pollution Control Plans (WPCPs) in accordance with the EPA NPDES policy and requirements. With his expertise in environmental regulatory compliance and quality control, Sami has completed numerous projects for cities, counties, State and Federal agencies. Some of Sami's accomplishments include environmental site assessments for subsurface investigations and remedial work; hazardous materials and waste management planning; planning and execution of site closures; abatement, remediation and monitoring; underground storage tank management; and Phase 1 Environmental Site Assessments. Sami has managed teams of engineers, geologists, and field technicians.

YEARS EXPERIENCE

30

EDUCATION

MS, Chemical Engineering, University of Tulsa, Oklahoma, 1984

BS, Chemical Engineering, University of Tulsa, Oklahoma, 1982

PROFESSIONAL DATA

Registered Civil Engineer, California #60888

Registered Chemical Engineer, California #CH00473

Registered Chemical and Civil Engineer, State of Washington #46084

OSHA 40-hour Hazardous Materials Safety Certification

OSHA 8-hour Supervisory Training Certification

AHERA -Certified as Building Inspector and Management Planner for Asbestos, No. 1382

U.S. Army Corps of Engineers Training Course in Construction Quality Management for Contractors Qualified

SWPPP Practitioner (QSP)/Qualified SWPPP Developer (QSD)

RELEVANT EXPERIENCE

SFPUC Outfall Islais Creek Crossing Replacement Project San Francisco, CA. Senior Environmental Engineer. AGS provided project management and professional engineering services to support the design of a replacement for the portion of the Southeast Outfall (SEO) that crosses Islais Creek immediately parallel to the Third Street Bridge. AGS provided project management and coordination, geotechnical engineering, environmental engineering, design criteria development, and 35% design for the SEO project. Sami was involved in the development of a work plan for environmental sampling, acquiring permits from various environmental agencies, preparation of a health



SFPUC Outfall Islais Creek Crossing Replacement, SF, CA

and safety plan, off-shore sediment contamination sampling (continuous sampling extending to a depth of 50ft), contamination assessment, and development of strategies for contaminated material management including segregation and disposal.

SFO Environmental Support Services - Various Projects, San Francisco, CA. Lead Environmental Engineer. Sami conducted several environmental site contaminant characterizations for various locations at SFO to aid in construction projects. Projects included the locations at Plot 9, West Field Road Area; Plot 40 Vale Station; Command Center, Superbay Hangar; The Air Train Extension Locations; and The New Materials Testing Laboratory (NMTL). Sami's scope of work included collecting soil and groundwater samples from borings, drilled at the planned construction locations. The purpose of the soil and groundwater characterizations was to acquire chemical analytical data from the soil and groundwater samples which aided in assessing the soil conditions for possible future disposal, and in evaluating construction worker exposure during any disturbance of soil. The findings from the groundwater samples helped in understanding condition of the groundwater; in case groundwater handling or dewatering would occur during construction activities. The analytical results were compared to the applicable risk levels for the specific land use and for construction worker exposure.

Yerba Buena Island Interchange Ramp Project, San Francisco Bay Bridge, CA. Senior Environmental Engineer. Caltrans planned to replace three ramps to the San Francisco Bay Bridge at Yerba Buena Island [YBI] for the YBI Interchange Ramp Project. The existing ramps were replaced because they were of sub-standard design for current requirements of geometry, site distance, acceleration/ deceleration lengths, and stopping distance. Sami performed Phase II environmental site investigations to acquire chemical analytical data for soil and groundwater samples proposed to be collected along the selected alignment for the project. The analytical findings from the investigation were used to assess potential contaminant levels in soils and groundwater that might be encountered during the construction of the project. The report for the investigation provided background information for the Project Health and Safety and Waste Management Plans, which were expected to

be prepared by the construction contractor.

Candlestick Point – Hunters Point Shipyard Phase I Environmental Site Assessment, San Francisco, CA. AGS was responsible for preparing the Phase I Environmental Site Assessment, Recommendations, and Preliminary Workplan for Parcels SP-1, SC-2, SC- 1 and Walker Drive Trust at the former Hunters Point Naval Base. Sami was responsible for site reconnaissance for current land use; review of historical land use; review of regulatory agency lists and databases; review of previous environmental investigations, as available; interviews with people knowledgeable of the site and its surroundings; and report preparation. Sami also prepared a continuing obligations and recommendations report and a preliminary workplan for the property.

Caltrans Devil's Slide Certification and Implementation of a Water Pollution Control Program (WPCP), Pacifica, CA. Senior Environmental Engineer. Reviewed, certified, and implemented a Water Pollution Control Program (WPCP) for a Caltrans project at Devil's Slide in Pacifica, California. The Water Pollution Control Program (WPCP) was prepared for the work performed in general accordance with the requirements of Caltrans Storm water Management Plan (SWMP) to comply with the Department's NPDES permit. The WPCP identified the activities conducted; the BMPs implemented to reduce or eliminate the discharge of pollutants generated from the activities associated with the Electrical and Signage elements inside the tunnel; and defined the inspection requirements.





Matthew Gaber, PLA

Principal in Charge, Landscape Architect Lead

SUMMARY OF QUALIFICATIONS

Over a 30-year career, Matthew has developed a wide perspective on traditional and emerging areas of landscape architecture. He is recognized for the creation of context sensitive, community based, thoughtful and innovative solutions. Matthew has led the design, permitting and implementation of a wide range of public projects from pocket parks to complex regional master planning efforts.

RELEVANT EXPERIENCE

Earl Glen View Park, City of San Bruno, CA. Principal in Charge, Principal Landscape Architect. Matthew led the Community Engagement, Conceptual Design and Construction Documents for a new 1-acre neighborhood park in San Bruno CA.

Three Creeks Trail, City of San Jose, CA. Principal Landscape Architect. Sited along a historic, abandoned railroad line and bordered by residential neighborhoods, the Three Creeks Trail is a signature rails to trails project for the City of San Jose. Matthew Gaber provided complete landscape design and permitting services for this multi-use catalytic trail..

South San Francisco Green Infrastructure Study, City of South San Francisco, CA. Principal Landscape Architect. NCE evaluated the feasibility of—and potential locations for—installing green infrastructure as part of the City’s planned pavement rehabilitation projects. Focusing on ADA ramps and reconstruction of curbs and gutters..

13th Street Complete Streets, City of Richmond, CA. Principal Landscape Architect. The City of Richmond has undertaken a street rehabilitation project to transform a dangerous 4-lane roadway into a multi-modal and multi-benefit corridor. Matthew Gaber is leading the conceptual design, community engagement and construction documentation process, guiding a team of landscape architects and civil engineers.

Representative Civic Projects

- Atherton Civic Center Master Plan, 4 acres, Atherton, CA
- Emeryville Civic Center, 30,000 sf, Emeryville, CA
- Cherryland Community Center, 20,000 sf, Alameda County, CA
- Santa Clara County Sheriff’s Office Substation, San Martin, CA
- Santa Clara County Offices, San Jose, CA

YEARS EXPERIENCE

31

EDUCATION

MA - Landscape Architecture,
Harvard Graduate School of Design,
Cambridge, MA, 1995

BA, Landscape Architecture,
University of California, Berkeley, 1987

PROFESSIONAL DATA

Professional Landscape Architect, CA
#3740

Registered Landscape Architect,
Nevada #1045

PROFESSIONAL AFFILIATIONS

Council of Landscape Architects –
Certified Landscape Architect



Peter A. McDonald

President and Principal Audio Video Consultant

SUMMARY OF QUALIFICATIONS

Peter is the founding Principal of the firm with 38 years of experience in programming, feasibility study, design, and construction administration services of state of the art telecommunications systems, audio visual systems, electronic security systems and engineering acoustics for public and private sector projects. His expertise is in design of data, voice and video networks and distribution systems, telecommunications structured cabling systems, audio visual systems, video media servers, digital signage, satellite and broadcast systems, CATV viewing, collaborative and distance learning systems, smart classroom technologies, electronic security systems including CCTV surveillance, access control and intrusion detection, architectural acoustics including sound isolation, room acoustics, noise and vibration control.

YEARS EXPERIENCE

38

EDUCATION

UCLA School of Engineering and Applied Science, Master of Science, 1984

UCLA School of Engineering and Applied Science, Bachelor of Science, 1982

RELEVANT EXPERIENCE

- Alameda County Water District Headquarters
- San Mateo, Wastewater Treatment Plant
- Vacaville, Waste Water Treatment Plant
- Metropolitan Water District of Southern California, Robert Skinner Plant
- San Francisco City Hall Administrative offices
- San Francisco New Public Safety Building
- San Francisco Public Utilities Commission New Headquarters Building
- San Francisco Pier 27, America's Cup Building & Cruise Ship Terminal
- San Francisco Traffic Company & Forensic Services
- San Francisco, SFFD Ambulance Deployment Facility
- Midpeninsula Regional Open Space District, Administrative Building
- Ron Dellums Federal Office Building, San Jose
- Federal Office Building, UN Plaza, San Francisco
- US Department of the Treasury, San Francisco
- Wilshire Veterans Business Administration Building, Los Angeles
- City of Berkeley, City Administrative Buildings
- Sunnyvale Civic Center, New Public Safety Building, EOC and City Hall
- South San Francisco Civic Campus, New Police HQ and Fire Station
- New Administration Building, City College of San Francisco
- City of Burlingame, Corp Yard Facility
- South San Francisco, Scavenger Waste Transfer Facility
- City of Richmond, Waste Transfer Facility
- UC Merced, LSSF Corp Yard Haz Mat Processing Facility
- Ventura County Fire Department Headquarters
- City of Emeryville New Emergency Operations Center



Conor Clarke

Vice President/Cost Estimating Manager

SUMMARY OF QUALIFICATIONS

Conor brings diverse experience providing cost estimating, financial analysis and project controls. He is responsible for quantity analysis, on-screen take off, specification review, and preparation of crew-based cost models, as well as client relations and the attraction of new business.

Conor both directs, and works, as an integral member of the cost management team throughout the duration of each individual project. His versatile strengths have been utilized on projects within the educational, healthcare, government, and hospitality sectors. Conor has worked on projects with values ranging from under \$1 million to more than \$1 billion.

YEARS EXPERIENCE

16

EDUCATION

B.A. Ethical & Political Philosophy
Brown University

PROFESSIONAL AFFILIATIONS

Society of American Military
Engineers (SAME)

Association for Advancement of Cost
Engineering International (AACEI)

American Society for Professional
Estimators (ASPE)

RELEVANT EXPERIENCE

Momentum for Health, 1922 The Alameda, San Jose, CA. Conor is the cost estimator for this ongoing project with Momentum for Health. The project is a renovation of an existing building. ROM estimates have been provided to renovate floors 1, 2, 3, & 4 along with a new main entry addition and exterior work. Considerations for demo of existing and updating of plumbing, HVAC, fire suppression systems, electrical and security features were provided.

US Dept of Veterans Affairs: Fresno VAMC, Expand Psychosocial Rehabilitation Recovery Center (PRRC) and Homeless Program, Bldg 27, Fresno, CA. Conor served as a Cost Consultant providing estimating services for a project that encompassed new locker rooms, toilets, shower rooms, offices, and all support spaces located in a building originally built in 1924. All work was completed in accordance with the need for new mechanical, electrical, communication, and fire protection systems. Roof repairs and exterior closure improvements included brick patching and re-pointing of mortar at the exterior walls, repair and/or replacement of precast concrete trim pieces, window repair, and painting of exterior doors and wood windows. The area of the building was approximately 40,000 square feet.

US General Service Administration: Jonah Kuhio Kalaniana'ole Courthouse and Federal Building, Honolulu, HI. As Sr. Cost Estimator, Conor provided 35% and 65% DD estimating services for the two-story expansion of approximately 10,000 SF of the existing building. The scope of this project included adding a new structure with installation of a new metal stud framing wall system. Interior design elements such as doors, ceiling, wall, floor finishes and fixtures to match the existing facility. Construction cost: \$9 million.

Naval Medical Center San Diego: Enclosures A-D Renovations, CA. Conor was a Cost Consultant in support of design efforts on a series of tenant improvement projects at four (4) different naval installations totaling approximately 91,000 SF in the San Diego area. The scope of the project involved, but was not limited to, full tenant improvements, including upgrading the mechanical and electrical systems, upgrading the toilets and modifying the fire sprinkler system.



E. PRICE

*Photo snapped in the field by
San Mateo County Vector Control District staff*

E. PRICE

Task	Scope of Services	LABOR									Subtotal Subs	Total Labor	ODCs	SUB MARKUP 5%	TOTAL
		AETYPIC		AGS	BROKAW	YEI	SFMI	NCE	OCMI						
		Architecture	Civil	Geotech & Hazardous Materials	Structural	Mechanical, Electrical, Plumbing, & PFFA	Telecom, A/V, Security, & Acoustics	Landscape	Cost Estimation						
PART I															
A	Programming / Project Visioning / Conceptual Design														
A.1	Programming	\$ 2,020	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 14,020	\$ 100	\$ 600	\$ 14,720
A.2	Visioning Workshop and Report	\$ 2,620	\$ 4,500	\$ 1,300	\$ 800	\$ 3,776	\$ 840	\$ 695	\$ -	\$ 7,411	\$ 14,531	\$ 100	\$ 371	\$ 15,002	
A.3	Draft Test Fit / Space Plans Submittal	\$ 8,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,854	\$ 7,854	\$ 16,394	\$ -	\$ 393	\$ 16,787	
A.4	Final Test Fit / Space Plans Submittal	\$ 4,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,854	\$ 7,854	\$ 12,124	\$ -	\$ 393	\$ 12,517	
A.5	Site Assessment	\$ 5,940	\$ 900	\$ -	\$ 1,600	\$ 5,304	\$ -	\$ 410	\$ -	\$ 7,314	\$ 14,154	\$ 200	\$ 366	\$ 14,720	
	Subtotal (Task A)	\$ 23,390	\$ 5,400	\$ 13,300	\$ 2,400	\$ 9,080	\$ 840	\$ 1,105	\$ 15,708	\$ 42,433	\$ 71,223	\$ 400	\$ 2,122	\$ 73,745	
AA	Additional Services														
AA.1	Site Survey	\$ 400	\$ 10,500	\$ -	\$ -	\$ -	\$ 2,640	\$ -	\$ -	\$ 2,640	\$ 13,540	\$ 400	\$ 132	\$ 14,072	
AA.2	Geotechnical Survey / Report	\$ 400	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ 57,400	\$ 12,000	\$ 2,850	\$ 72,250	
AA.3	Hazardous Materials Survey / Report	\$ 400	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 21,400	\$ 25,400	\$ 1,050	\$ 47,850	
AA.4	Seismic Evaluation - Tier I Screening	\$ 400	\$ -	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 5,200	\$ 200	\$ 240	\$ 5,640	
AA.5	Seismic Evaluation - Tier 2 Deficiency-Based Evaluation	\$ 400	\$ -	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 5,200	\$ 200	\$ 240	\$ 5,640	
	Subtotal (Task AA) Additional Services	\$ 2,000	\$ 10,500	\$ 78,000	\$ 9,600	\$ -	\$ 2,640	\$ -	\$ -	\$ 90,240	\$ 102,740	\$ 38,200	\$ 4,512	\$ 145,452	
B	Schematic Design														
B.1	Draft Schematic Design & Basis of Design	\$ 15,560	\$ 9,000	\$ 6,000	\$ 5,000	\$ 29,533	\$ 2,420	\$ 820	\$ 8,415	\$ 52,188	\$ 76,748	\$ 400	\$ 2,609	\$ 79,757	
B.2	Final Schematic Design & Basis of Design	\$ 7,780	\$ 3,000	\$ 1,000	\$ 3,000	\$ 17,513	\$ 860	\$ 820	\$ 7,062	\$ 30,255	\$ 41,035	\$ -	\$ 1,513	\$ 42,548	
	Subtotal (Task B)	\$ 23,340	\$ 12,000	\$ 7,000	\$ 8,000	\$ 47,046	\$ 3,280	\$ 1,640	\$ 15,477	\$ 82,443	\$ 117,783	\$ 400	\$ 4,122	\$ 122,305	
	Subtotal PART I	\$ 48,730	\$ 27,900	\$ 98,300	\$ 20,000	\$ 56,126	\$ 6,760	\$ 2,745	\$ 31,185	\$ 215,116	\$ 291,746	\$ 39,000	\$ 10,756	\$ 341,502	
Part II															
C	Design Development														
C.1	Draft Design Development	\$ 10,600	\$ 7,000	\$ -	\$ 5,000	\$ 17,901	\$ 8,480	\$ 820	\$ 9,097	\$ 41,298	\$ 58,898	\$ -	\$ 2,065	\$ 60,963	
C.2	Final Design Development	\$ 4,180	\$ 3,000	\$ -	\$ 2,000	\$ 17,901	\$ 2,200	\$ 410	\$ 10,093	\$ 32,604	\$ 39,784	\$ -	\$ 1,630	\$ 41,414	
	Subtotal (Task C)	\$ 14,780	\$ 10,000	\$ -	\$ 7,000	\$ 35,802	\$ 10,680	\$ 1,230	\$ 19,190	\$ 73,902	\$ 98,682	\$ -	\$ 3,695	\$ 102,377	
D	Construction Documents														
D.1	65% Construction Documents	\$ 36,000	\$ 4,500	\$ -	\$ 10,000	\$ 61,866	\$ 13,640	\$ 1,640	\$ 9,345	\$ 96,491	\$ 136,991	\$ -	\$ 4,825	\$ 141,816	
D.2	95% Construction Documents	\$ 21,360	\$ 2,500	\$ -	\$ 6,000	\$ 46,010	\$ 2,800	\$ 1,070	\$ 6,479	\$ 62,359	\$ 86,219	\$ -	\$ 3,118	\$ 89,337	
D.3	Final Construction Documents	\$ 10,600	\$ 1,000	\$ -	\$ 4,000	\$ 34,314	\$ 1,200	\$ 1,070	\$ 6,479	\$ 47,063	\$ 58,663	\$ -	\$ 2,353	\$ 61,016	
	Subtotal (Task D)	\$ 67,960	\$ 8,000	\$ -	\$ 20,000	\$ 142,190	\$ 17,640	\$ 3,780	\$ 22,303	\$ 205,913	\$ 281,873	\$ -	\$ 10,296	\$ 292,169	
E	Bidding / Plan Approval														
E.1	Bidding	\$ 1,310	\$ 500	\$ -	\$ 2,000	\$ 3,304	\$ 860	\$ -	\$ 570	\$ 6,734	\$ 8,544	\$ -	\$ 337	\$ 8,881	
E.2	Plan Check Approval	\$ 4,860	\$ 1,000	\$ -	\$ 2,000	\$ 7,216	\$ -	\$ -	\$ 570	\$ 9,786	\$ 15,646	\$ 500	\$ 489	\$ 16,635	
	Subtotal (Task E)	\$ 6,170	\$ 1,500	\$ -	\$ 4,000	\$ 10,520	\$ 860	\$ -	\$ 1,140	\$ 16,520	\$ 24,190	\$ 500	\$ 826	\$ 25,516	
F	Construction Observation														
F.1	Construction Observation	\$ 28,400	\$ 6,000	\$ -	\$ 8,000	\$ 57,784	\$ 3,240	\$ -	\$ 410	\$ 69,434	\$ 103,834	\$ 200	\$ 3,472	\$ 107,506	
	Subtotal (Task F)	\$ 28,400	\$ 6,000	\$ -	\$ 8,000	\$ 57,784	\$ 3,240	\$ -	\$ 410	\$ 69,434	\$ 103,834	\$ 200	\$ 3,472	\$ 107,506	
G	Project Closeout Services														
G.1	Project Closeout	\$ 1,890	\$ 1,000	\$ -	\$ 2,000	\$ 3,776	\$ 1,600	\$ -	\$ 410	\$ 7,786	\$ 10,676	\$ 200	\$ 389	\$ 11,265	
	Subtotal (Task G)	\$ 1,890	\$ 1,000	\$ -	\$ 2,000	\$ 3,776	\$ 1,600	\$ -	\$ 410	\$ 7,786	\$ 10,676	\$ 200	\$ 389	\$ 11,265	
	Subtotal PART II	\$ 119,200	\$ 26,500	\$ -	\$ 41,000	\$ 250,072	\$ 34,020	\$ 5,010	\$ 43,453	\$ 373,555	\$ 519,255	\$ 900	\$ 18,678	\$ 538,833	
	Grand Total - PART I & PART II	\$ 167,930	\$ 54,400	\$ 98,300	\$ 61,000	\$ 306,198	\$ 40,780	\$ 7,755	\$ 74,638	\$ 588,671	\$ 811,001	\$ 39,900	\$ 29,434	\$ 880,335	

F. PROPOSED APPROACH



San Mateo County Vector Control District staff in the field



F. PROPOSED APPROACH

Aetypic (AET's proficiency with working with a wide range of public, educational, and governmental agencies has been key in forming our approach to the design, management, and construction of the projects we have completed. We see ourselves as only one of the partners in a larger team of collaborators. Therefore, we will welcome and encourage the input of San Mateo County Mosquito and Vector Control District team members, and will utilize their expertise and knowledge to advise the Project's design process to realization.

STAKEHOLDER ENGAGEMENT

AET prefers a close dialogue with the District in order to inspire each other and ensure that all requirements and needs are met through all stages of the project. As part of quality assurance and budget control, it will be essential that the voices of the District and end users are heard from the beginning. For this reason, we will begin the project with a careful stakeholder engagement plan and process. We have extensive experience in leading workshops and conducting user surveys, and our process aims to bring together the parties who might not typically communicate. The dialogues that we will facilitate offers opportunities to find solutions that may be overlooked through more conventional design discussions where user groups are siloed. By giving careful consideration to all input we will come to the crux of the problem. To achieve the best discussions and the most precise communication, we will work simultaneously with drawings and computer visualization (if required). By illustrating what we hear and think from the District and end users, we will become more involved in the process and gain a greater awareness of the direction the project will be moving in. The aim will be to turn vague feelings or intuitions into precise tools and benchmarks for future development.



David Tritt leading Stakeholder Engagement

COLLABORATION

AET's philosophy will be an inclusive and proactive design process that emphasizes the early and on-going involvement of District Officials and End Users. Our experience shows that early involvement of key personnel streamlines the design process, identifying issues early in the project development when changes are easily incorporated from a design, cost, and schedule perspective. Our intention will be to open a dialogue with the District and End Users for approvals at the beginning of the process to ensure project success. Following the initial meeting and discussion, a dialogue between the project leaders and key District Officials will occur both in writing and orally to reach an optimal solution for all parties involved. We have extensive experience in leading workshops and conducting user surveys. These workshops and surveys will better inform us to propose three Schematic Design options.



QUALITY ASSURANCE / QUALITY CONTROL

AET's Quality Assurance / Quality Control Program (QA/QC) will be implemented on the project and define how quality will be managed, measured and controlled through standardized procedures. Quality, from the perspective of the District, will be the performance of our services in a manner that achieves the District's deliverables requirements and financial goals, within the scope of our Agreement. Our services vary with each client and project, but will be consistent with the standards of the architectural profession, and generally include objectives relating to the design program and its scope, schedule, and cost. The goal of the program will be to provide assurance to the District that all deliverables produced achieve design and technical excellence, are provided on time, in conformance with applicable regulatory requirements, the District's established goals and objectives, and program. One of the most important aspects of AET's Quality Assurance Program is the process of checking in-progress Design and Construction Documents for consistency with the project requirements.



“The **art** of directing and coordinating human and material **resources** throughout the life of a project by using modern management techniques to achieve predetermined objectives of scope, **cost**, **time**, quality, and participating objectives.”

- Project Management Institute (PMI)

PROJECT MANAGEMENT

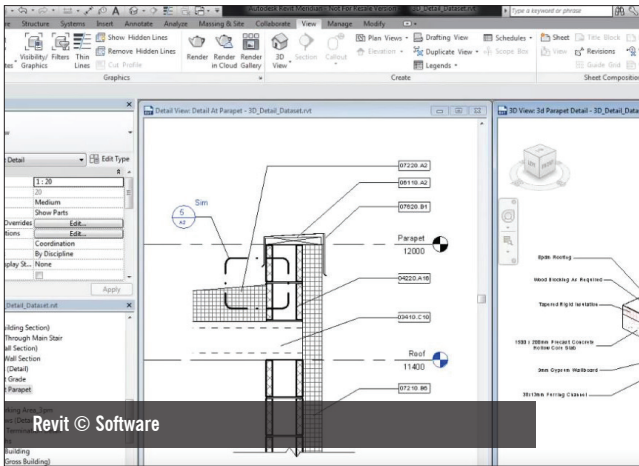
At the project start-up, AET will hold a kick-off meeting internally to review the scope of the project, key deliverables/milestones, and expectations from core Design Team members. Clearly defined roles, responsibilities and expectations along with a clear hierarchy for project communication will establish a common plan to develop a successful project. Different meeting formats, each designated with an agenda prepared beforehand, will be available to suit the stage of the design, the number of participants, and the meeting objectives. At the end of each meeting minutes, design sketches, and graphics record the participants and the key decisions made. A separate summary log of Issues and Decisions will be maintained for the project leadership, flagging potential challenges to project goals, schedule, or budget.

Issue ID	Date Raised	Issue Description	Responsible Agency	Assigned To	Action Status	Action Completed Date	Resolution / Decision Description
1 001		Permit Requirements			Complete		
2 001.1	10/26/20	Building Permit Required through City of Oakland or Alameda County?	EBMUD	Glenn Dombeck	Complete	10/26/20	It was confirmed that no building permit is required through the City of Oakland or Alameda County. EBMUD will perform code compliance review.
3 001.2	08/10/21	Title 24 Required?	EBMUD	Amy Hwang	Complete	08/19/21	During the August Design Review Meeting, Patrick Mallillin requested confirmation about whether Title 24 documentation is required for SD-424. Amy Hwang followed up by email on 08/19/21 that Title 24 documentation is not required.
4 002	10/26/20	ADA Requirements?	Aetypic EBMUD	Andres Sandoval, Glenn Dombeck	Complete	10/26/20	Glenn Dombeck confirmed that the building is exempt from ADA given that it houses equipment essential to the wastewater treatment process and is closed to the public, but that the intent of the project will be to comply to the extent possible. The Design Team will not recommend significant adjustments to comply fully with ADA but will suggest what is reasonable to comply with ADA. The Design Team will note ADA deficiencies as part of the Building Condition Assessment, Task 2.1.
5 003	10/27/20	Additional Operator Notes	Aetypic YEI	Andres Sandoval, Patrick Mallillin	Complete	10/27/20	Additional Operator Notes from Mark Schmitz were distributed on 10/27/20 as a follow-up to the Kickoff Meeting. These additional notes have been included in the meeting minutes from the Kickoff Meeting and will be reviewed and included in the appropriate Condition Assessment, Task 2.1-2.4, and as part of the Preliminary Design, Task 3.
6 004	10/29/20	Additional Ops Center Wifi Notes	YEI	Timothy Le	Complete	10/29/20	Additional Ops Center WiFi Notes from Glenn Dombeck were distributed on 10/29/20 as a follow-up to the Operator Notes and the Kickoff Meeting. These additional notes have been included in the meeting minutes from the Kickoff Meeting and will be reviewed and included in the appropriate Condition Assessment, Task 2.1-2.4, and as part of the Preliminary Design, Task 3.
7 005		Elevator - Scope of Work			Complete		
8 005.1	10/26/20	SF Elevator Point of Contact?	EBMUD	Glenn Dombeck	Complete	10/26/20	Glenn Dombeck shared the elevator service rep for the District via email; Brian McEmore with San Francisco Elevator Services, Inc.
9 005.2	11/19/20	Elevator Scope Recommendations from SF Elevator	EBMUD	Glenn Dombeck, Vincent Flores	Complete	02/16/21	Brian McEmore with SF Elevator performed an assessment and provided a proposal for their scope of work. The revised quote for elevator improvements was distributed by Glenn Dombeck on 02/16/21. Scope of work to be included as part of Preliminary Design, Task 3, to be evaluated for inclusion in SD-424. UPDATE: After the Preliminary Design Workshops, EBMUD provided direction that this will be included in the project for funding purposes but will be performed directly by the vendor and will not be included in the scope of work for the contractor.
Example of Aetypic's Issues and Decisions Log			Aetypic EBMUD	Andres Sandoval, Glenn Dombeck	Complete	06/23/21	During the December Design Review Meeting, it was noted by EBMUD that lowering of the control buttons and possible upgrade of the interior finishes are elevator scope of work items excluded by SF Elevator work. The

BUDGET CONTROL

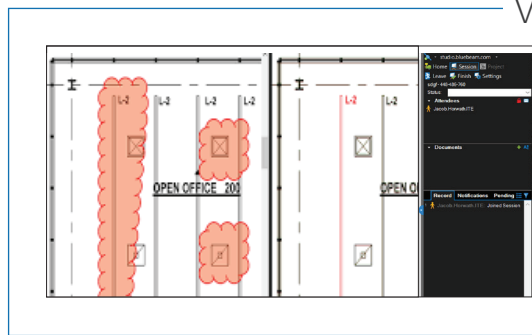
It will be very important for AET and the District to work together and establish a firm grip of the Project finances. Through our pragmatic approach to architecture, in sketch, drawing and detailing, we will continuously seek new methods to follow the initial project idea through building completion. It is an established part of our design process to stay within the financial framework of the project by designing creative and alternative solutions. Working closely with the District, we will make a virtue of developing and renewing project details to ease production and delivery of certain project systems in ways that the District feels secure to work with. It is our experience that this results in a more precise estimate, and therefore better control of the budget. This approach to budget control requires more investigations in the sketch process, but it is our conviction that the extra work pays off in the building process. Through consultation with experienced cost consultants, our team will work to eliminate uncertainties early in the design process and thus avoid unpredicted expenses.

TECHNICAL SKILLS



AET takes full advantage of what Building Information Modeling (BIM) has to offer in order to equip the Design Team with the best tools to efficiently design the building without limitations to the creative process. We will set out three main goals: first, we extend BIM tools into the earliest stages of the design process to optimize potential facade schemes in early simulations; second, we expand on BIM's core capability of efficiently documenting a project from a 3D model; third, and especially important to AET's collaboration-driven environment, we will work with the District and end users to increase 3D coordination, resulting in fewer change orders during construction. Providing easier access to Building Information during the conceptual design phase will help the Design Team fine-tune early facade schemes to meet compliance with building program, code requirements requirements, energy efficiency standards, daylighting requirements, and budgets in real time.

VIRTUAL COLLABORATION



Used with great effectiveness by many Aetypic project teams, gathering comments in a “live environment” allows Stakeholders to see the latest models and zoom in on areas of interview. Our team is proficient in navigating Stakeholders through the project using the Bluebeam CAD Revu product, which also allows for real-time capture of comments on documents.

KNOWLEDGE

Because of AET's experience in the profession, we understand what it takes to get the job done. However, this is established first by our knowledge of what the job entails. This is why we are proposing the following additional services for the Project:

- **HAZMAT:** Knowing that the building was built in 1960 and the industrial context, it is highly likely that some hazardous materials may be present in the building and/or site. The health and wellbeing of the contractors, the District, and the public is a serious concern to us. This is why we have included HAZMAT as part of the Design Team.
- **Seismic Analysis:** Cognizant that the building was constructed using concrete tilt-up panels, our Structural Engineer has suggested performing a Tier 1 and Tier 2 Seismic Analysis due to knowledge of the structural deficiencies that exist with these types of facilities. The seismic retrofit SOW will require some kind of structural analysis.
- **Audiovisual/Acoustics:** Being that the Board Room will be located adjacent to the vehicle maintenance area, the acoustic properties, along with the audiovisual requirements, will be considered critical to the design of the space. This is where the knowledge of the Sound Engineer is essential to ensure the comfort of the occupants and function of the meetings.
- **Geotechnical:** The project is located in an area with documented liquefiable soil. The seismic retrofit and the repavement of the parking lot SOW will require a geotechnical analysis to provide critical information to the structural and civil engineers.
- **Topographical Survey:** Due to the proposed SOW of repaving, regrading, and ADA parking, a topographical survey will be required. The survey will provide the civil engineers with the information they need to design the site properly and to meet code requirements.

WORK PLAN

A. Programming / Project Visioning / Conceptual Design

Objective: Prepare a Comparative Analysis and a Rough Order of Magnitude Costs of three (3) Conceptual Design Options to assist District in selecting one (1) option for eventual development.

Strategy: Work with District staff to identify a set of Primary Goals and Principles to guide the process of assessing Conceptual Design Options.

Stakeholders: Design Team, District Staff, End Users, Board of Trustees

Submittals: (3) - Visioning Report, Draft Test Fit / Space Plans, Final Test Fit / Space Plans

Timeline: June 9 - August 24, 2022

B. Schematic Design

Objective: Prepare Schematic Design Drawings and a Basis of Design for approval

Strategy: Collaborate with District staff and develop drawings and preliminary details for high level architectural plans and finishes, mechanical systems, electrical systems, structural plans, landscape design, and civil.

Stakeholders: Design Team, District Staff, End Users, Board of Trustees, City of Burlingame

Submittals: (2) - Draft Schematic Design & Basis of Design, Final Schematic Design & Basis of Design

Timeline: August 25 - October 12, 2022

C. Design Development

Objective: Prepare Design Development documents for approval.

Strategy: Additional coordination to further develop the plans, elevations, sections and/or section-details as needed to establish the design intent of the District.

Stakeholders: Design Team, District Staff, End Users, Board of Trustees, City of Burlingame

Submittals: (2) - Draft Design Development, Final Design Development

Timeline: October 13 - November 16, 2022

D. Construction Documents

Objective: Prepare Construction Drawings and Specifications for approval.

Strategy: Coordinate and develop a set of Contract Documents sufficient in information and drawings to obtain the necessary local agency approvals, building permits and for final bidding by the General Contractor(s).

Stakeholders: Design Team, District Staff, End Users, Board of Trustees, City of Burlingame

Submittals: (3) - 65% Construction Documents, 95% Construction Documents, Final Construction Documents

Timeline: November 17, 2022 - February 15, 2023

WORK PLAN CONTINUED

E. Bidding / Plan Approval

Objective: Planning and Building Plan Check/Permit approval and participate in the General Contractor pre- bid job walk if required.

Strategy: Assist District staff by responding to questions from General Contractor.

Stakeholders: Design Team, District Staff, Board of Trustees, City of Burlingame, Contractors

Timeline: February 15 - March 15, 2023

F. Construction Observation

Objective: Oversee the construction and ensure the work confirms to the design intent.

Strategy: Assist District staff by responding to RFI's, reviewing submittals, site observations, etc.

Stakeholders: Design Team, District Staff, Contractors

Timeline: March 16 - September 13, 2023

G. Project Closeout Services

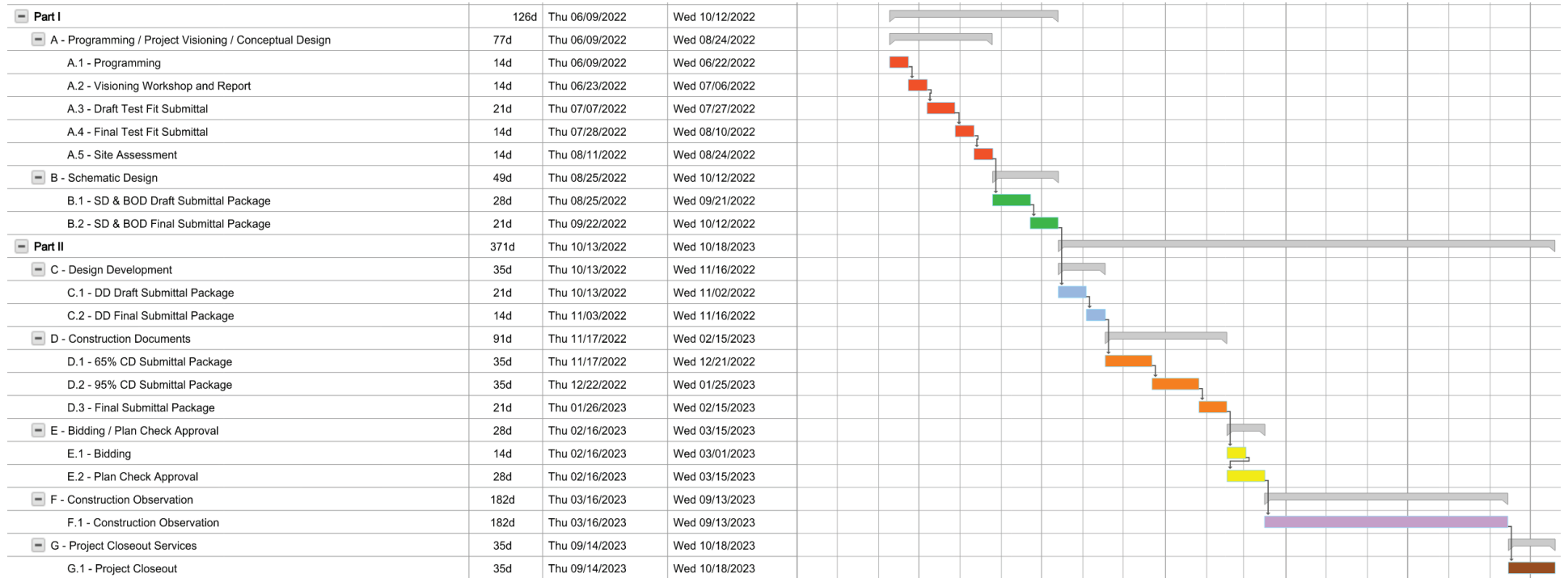
Objective: Ensure the project is complete and turn over the project to the District.

Strategy: Work with District Staff and Contractors.

Stakeholders: Design Team, District Staff, Contractors

Timeline: September 14 - October 18, 2023

PROPOSED SCHEDULE





AET.

San Mateo County Mosquito and Vector Control District
 1415 N. Carolan Avenue Improvement Project
 Project No. AET-22-010

FEE PROPOSAL
 Part I - Summary



Task	Scope of Services	TOTAL
PART I		
A	Programming / Project Visioning / Conceptual Design	
A.1	Programming	\$ 2,120
A.2	Visioning Workshop and Report	\$ 23,248
A.3	Test Fit / Space Plans	\$ 12,810
A.4	Site Assessment	\$ 14,720
Subtotal (Task A)		\$ 52,898
AA	Additional Services	
AA.1	Preliminary Geotechnical Survey / Report	\$ 45,150
AA.2	Hazardous Materials Survey / Report	\$ 40,700
AA.3	Seismic Evaluation - Tier I Screening	\$ 5,640
AA.4	Seismic Evaluation - Tier 2 Deficiency-Based Evaluation	\$ 5,640
Subtotal (Task AA) Additional Services		\$ 97,130
Subtotal PART I		\$ 150,028

Agenda Item 6D

SUBJECT: Inactive Committees

The following committees have not met:

- Environment / Public Outreach Committee
- Policy Committee
- Strategic Planning

Committee reports are only placed on the agenda when there is something to report.



Agenda Item 7.A. - Operations Staff Program Reports

Field Operations in June 2022

COVID-19 in the Workplace

COVID-19 has been a constant presence in San Mateo County and the rest of the world for almost two-and-a-half years. Since March 1, 2020, there have been 9,500,736 confirmed cases of COVID-19 and 91,795 confirmed deaths in California. On March 19, 2020 California became the first state to issue a stay-at-home [order](#), mandating all residents to stay at home except to go to an essential job or shop for essential needs. This pandemic has significantly changed the workplace over the last few years and forced businesses to adjust so they could continue to support the residents of California. The San Mateo County Mosquito and Vector Control District (SMCMVCD), along with similar agencies in the county and state, is considered an essential service provider. Vector control districts have embraced the opportunity to continue protecting public health during this period.

In order to safely continue this critical work, District staff developed and implemented a COVID-19 prevention plan based on guidelines from the Centers for Disease Control and Prevention and the California Department of Public Health.

SMCMVCD COVID-19 Workplace Measures:

- MERV-13 air filters were installed in central air systems to trap smaller particles, including viruses
- Frequently touched surfaces at the District disinfected daily
- Staff members worked staggered shifts to reduce the chance of Covid 19 transmission
- Staff meetings, trainings and continuing education events were moved to Zoom and Microsoft Teams platforms
- Members of the public were not allowed in the District office
- Staff did not share vehicles
- Vector control work in the field continued as normal. Staff members were masked and maintained six feet of distance from residents during property visits.
- Seasonal employees worked out of the property leased at 1323 Rollins Road

Between March 2020 and April 2022 no workplace-related COVID-19 infections were recorded.

In early May of 2022, mandated restrictions were relaxed, and mask requirements were no longer enforced in San Mateo County. A District staff member contracted COVID-19 outside of the workplace and since May, a total of fourteen District employees have contracted COVID-19. Of the fourteen employees, four traced their COVID-19 infection to a workplace exposure. The District attributes these extremely limited chains of exposure to staff diligence in monitoring their symptoms, self-testing, and notifying supervisors of potential exposures. District staff continue to wear masks indoors and limit the amount of time they are indoors with fellow employees.



Agenda Item 7.A. - Operations Staff Program Reports

Vector Control Work during COVID-19



Vector Control Technician Walter Bruj coordinating with a Coastal Conservancy biologist to control invasive spartina in August 2020.



Seasonal employees observing social distancing while meeting in a satellite location during the summer of 2020.



Agenda Item 7.A. - Operations Staff Program Reports



Socially distanced power tool training at the 1323 Rollins Road satellite facility during the summer of 2021.



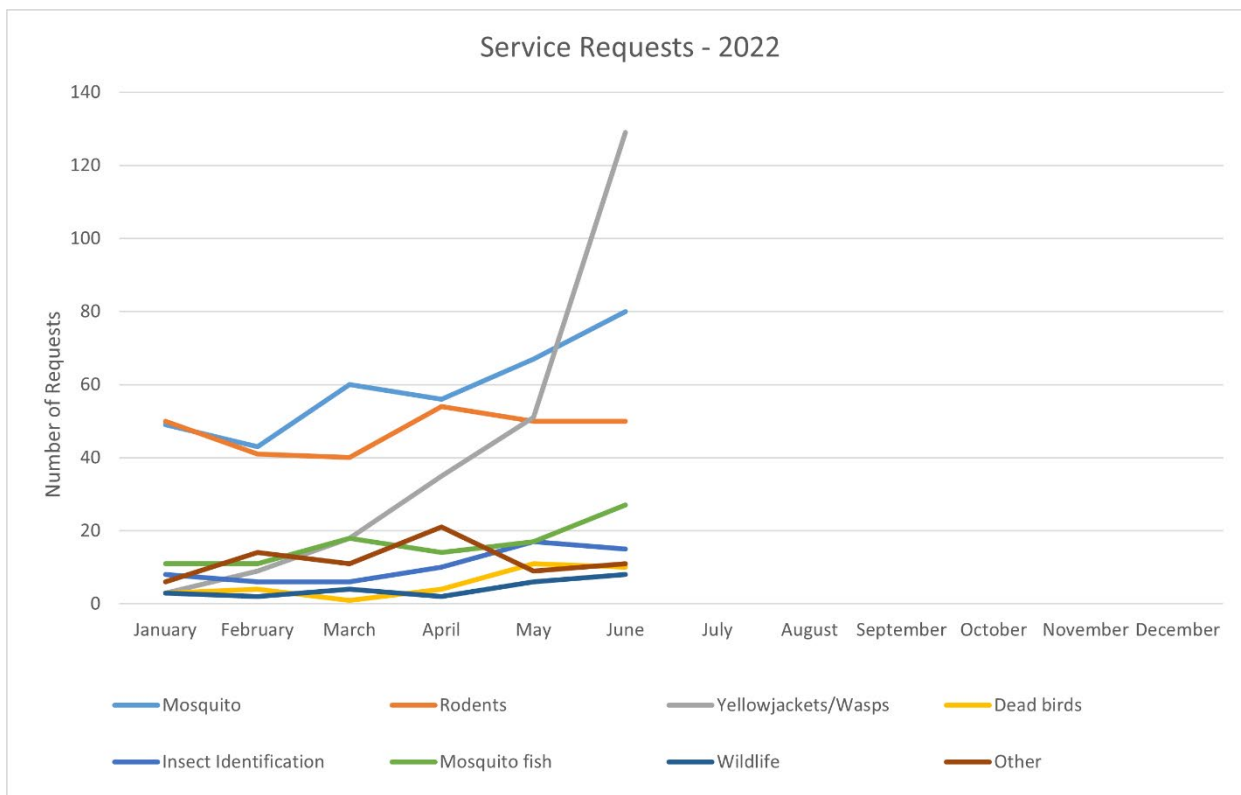
Agenda Item 7.A. - Operations Staff Program Reports

June Service Requests

Type of Request	June 2022	5-year average
Yellowjackets/wasps	129	156
Mosquito	80	111
Rodents	50	41
Mosquito fish	27	18
Insect identification	15	14
Dead birds	10	18
Wildlife	8	6
Other	11	15
Total	330	378

This table contains the number of each type of service request in June 2022 compared to the five-year average in June.

Total service requests this June are low compared to the five-year average (330 requests compared to an average of 378 requests). The lower number is mainly because of fewer than typical yellowjacket/wasp and mosquito service requests. Despite lower-than-average numbers, yellowjacket and wasp service requests have risen sharply over the past month, which is expected in the summer. Mosquito requests have also climbed in number, although more gradually. The “other” category included a variety of insect and arthropod-related requests regarding midges, cockroaches, fleas, bees, flies, ticks and mites.



Service requests by type in 2022. Mosquito and yellowjacket requests are increasing with warmer weather.



Agenda Item 7.B. – Laboratory Staff Program Reports

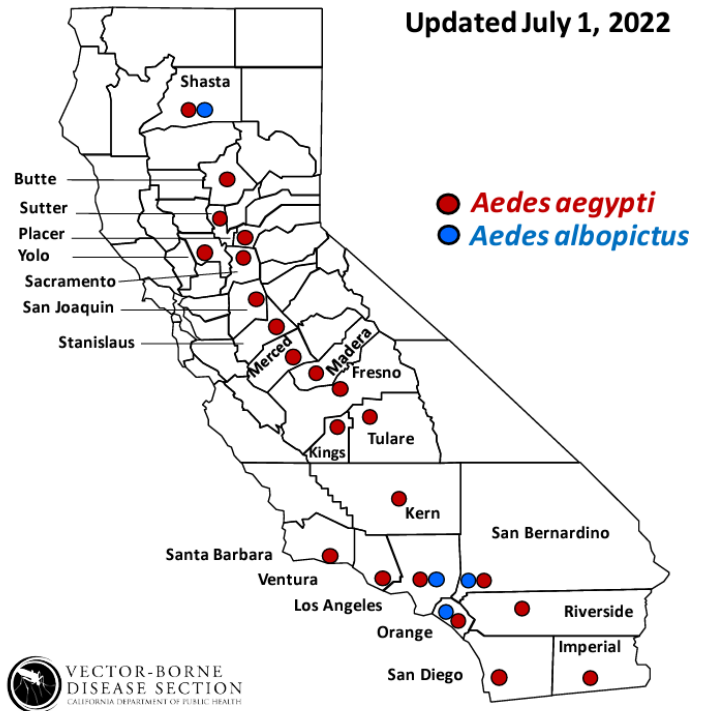
Lab Activities in June 2022

Invasive Aedes Surveillance

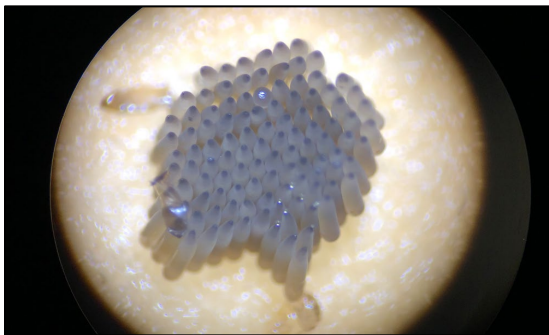
During the summer and fall months, the District laboratory conducts active surveillance for invasive species of mosquitoes in San Mateo County. This program targets container-breeding Aedes mosquito species, such as *Aedes aegypti* and *Aedes albopictus*, because of their expanding range in California and ability to vector multiple diseases.

Ovicups and ovibuckets are traps that collect container-breeding Aedes mosquito eggs. They contain water and seed germination paper on which eggs are laid. While a few sites are monitored year-round, the majority of these traps were deployed county-wide in June in many cemeteries and nurseries. The seed germination papers are checked for the presence of eggs and replaced weekly during the season when adults of these species are most active.

Early detection of invasive mosquitoes gives the District the best chance of managing or even eliminating an invasive mosquito population. *Aedes aegypti* had been detected in San Mateo County from 2013 to 2015, but was successfully eradicated from the county with intensive mosquito control efforts.



Current distribution of *Aedes aegypti* and *Aedes albopictus* in counties throughout California.



Mosquitoes of genera *Culex* and *Culiseta* lay eggs in a floating clump, called an "egg raft."



Mosquito eggs of genus *Aedes* are laid individually, making them distinctive on an ovitrap paper.



Agenda Item 7.B. – Laboratory Staff Program Reports

West Nile Virus Update

The District collects and tests dead birds reported by residents. Dead birds should be in good condition without signs of decay or trauma. All bird species are accepted except water fowl, poultry and pigeons/doves.

Residents who find a dead bird in good condition should call 1-877-WNV-BIRD (1-877-968-2473) or file a report online at westnile.ca.gov.

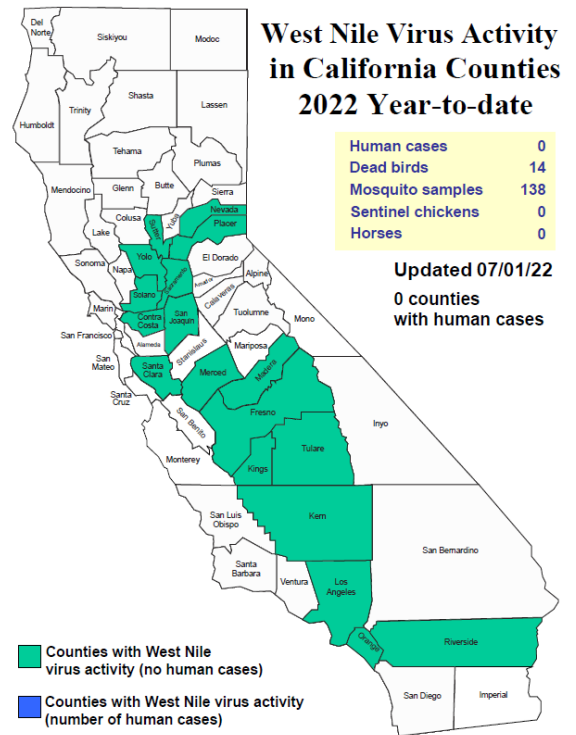
San Mateo County

To date, West Nile virus (WNV) has not been detected in any dead bird, mosquito or sentinel chicken samples in San Mateo County in 2022. The District has had 87 reports of dead birds, and nineteen have been tested for WNV.

California

Thus far in 2022, WNV has been detected in eighteen (18) counties statewide, including two in the coastal region: Santa Clara County and Contra Costa County. Statewide detections include 138 mosquito samples and fourteen (14) dead birds. This year to date, 2,390 birds have been reported, 567 have been tested and fourteen (14) have tested positive for WNV (2.5%). No sentinel chickens have tested positive for WNV and there have been no human cases in California.

Map from <https://westnile.ca.gov>



West Nile virus has been detected in several bird species, include Corvids, such as the American crow (far left) and California scrub jay (top right), as well as songbirds such as the house sparrow (bottom right).

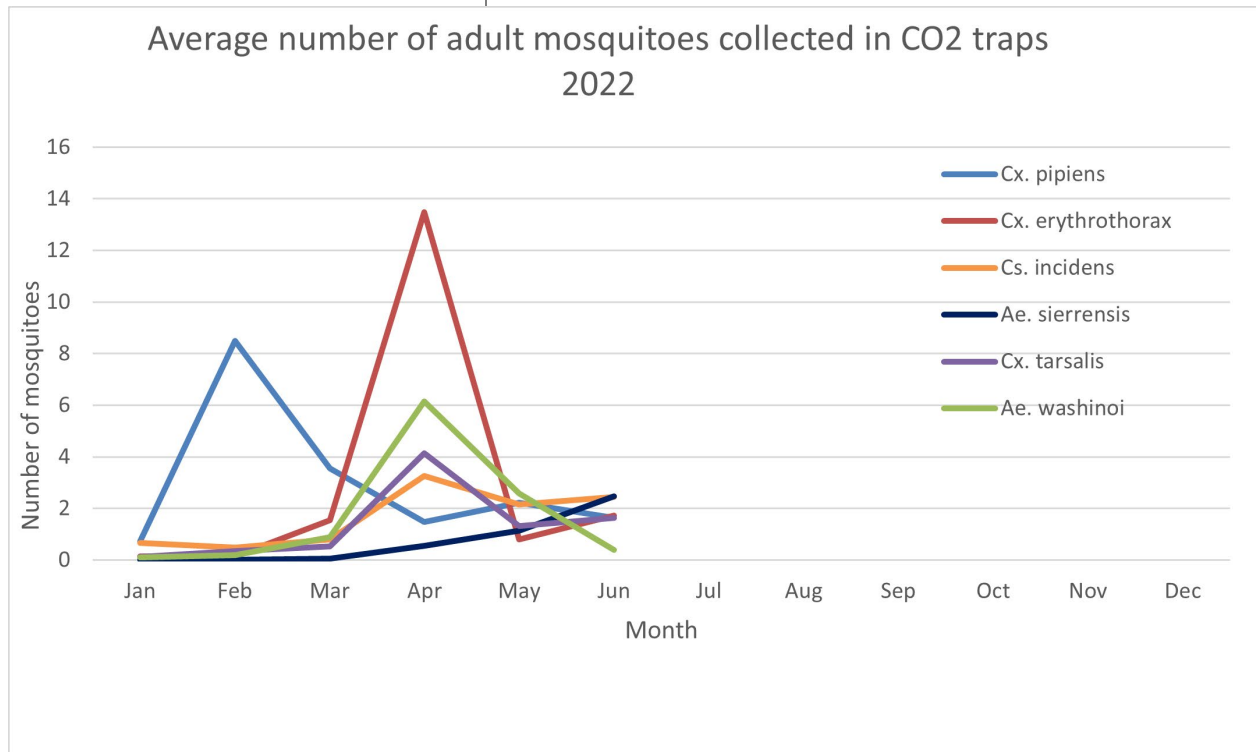


Agenda Item 7.B. – Laboratory Staff Program Reports

CO₂ Traps – Average adult mosquitoes collected per trap per night

The following table and graphs show the average number of mosquitoes collected per CO₂ trap per night during the month of June compared to the five-year average for the six most common mosquito species in San Mateo County. All of these six species averaged less than five collected per trap. *Culex pipiens* numbers are far below the average for this month (1.640 per trap compared to an average of 11.725). This low abundance is fortunate because *Culex pipiens* is an important vector of WNV in California. This species breeds in backyard and underground sources, and is a primary target of treatments by seasonal catch basin drivers and inspections by Vector Control Technicians.

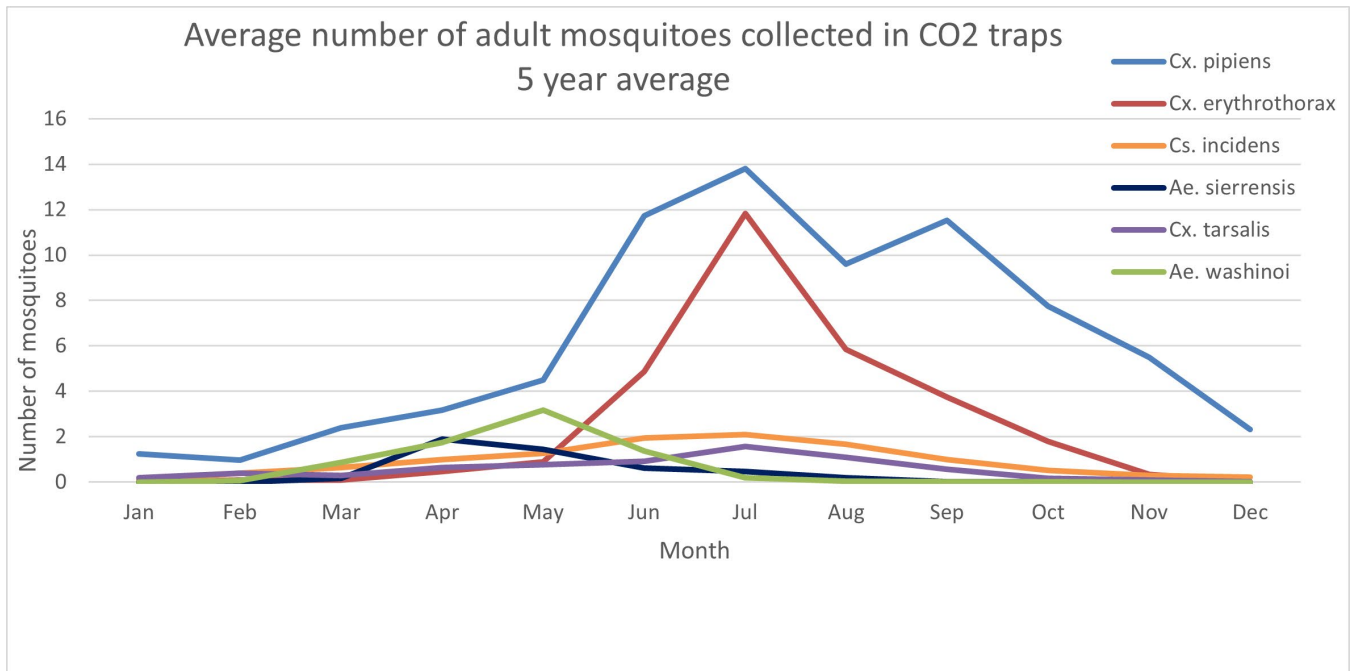
<u>Species</u>	<u>June 2022</u>	<u>5-year June average</u>
<i>Aedes sierrensis</i>	2.461	0.627
<i>Culiseta incidens</i>	2.443	1.931
<i>Culex erythrothorax</i>	1.731	4.865
<i>Culex pipiens</i>	1.640	11.725
<i>Culex tarsalis</i>	1.635	0.912
<i>Aedes washinoi</i>	0.395	1.360



Average number of adult mosquitoes collected in CO₂ traps per trap per night during 2022. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



Agenda Item 7.B. – Laboratory Staff Program Reports



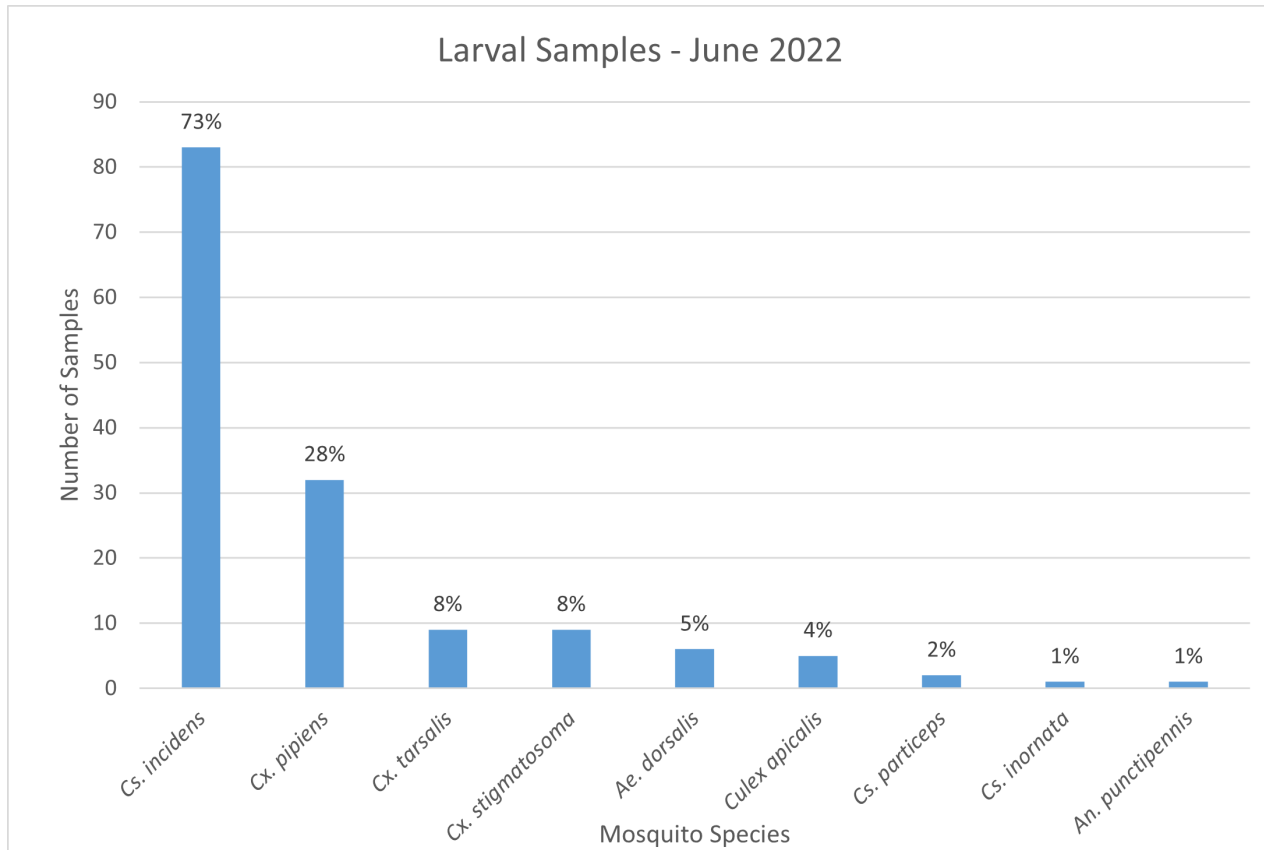
Average number of adult mosquitoes collected in CO₂ traps per trap in one night over five years. The graph shows the six most common species of mosquitoes trapped in San Mateo County.

Mosquito Larval Samples

During the summer months, mosquito larval samples from seasonal impounds decline. Summer samples are often collected from residential areas, such as backyard fountains and fish ponds, water under buildings, storm drains, other containers in yards, and treeholes. Some are also collected from pockets along creeks. This June, 113 larval samples were collected in the field by vector control technicians and submitted to the lab. A District vector control technician uses a dipper to take a sample of the water and visually inspects it for mosquitoes present. The technician then transports the sample to the laboratory for the larvae to be counted and identified. The collected larval samples contained larvae from nine different mosquito species. Larval samples in June were dominated by *Culiseta incidens*, present in 83 of the 113 samples (73%). This mosquito is present year-round in San Mateo County and is frequently collected from fish ponds, containers holding water, and freshwater impounds. The high numbers of *Culiseta incidens* and total larval samples reflect an effort on the operations department to collect samples from residential sources. This data provides a record of the species present from a residential source and is helpful in detection of introduced species.



Agenda Item 7.B. – Laboratory Staff Program Reports



Number and percentage of larval samples containing each mosquito species collected in larval samples in June 2022. Larval samples commonly contain multiple species.



Agenda Item 7.C. Staff Program Reports

Public Health Education and Outreach, June 2022

Website & Newsletter, Outreach, and Service Request survey responses

Outreach and Activities

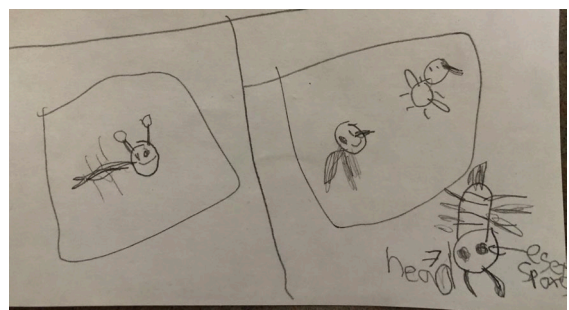
- The San Mateo County Fair was held the first week of June. With over 100,000 attendees, [organizers said](#) attendance was “nearly back to pre-pandemic levels.” The District had a booth at the Fair to educate attendees about the District, mosquitoes, ticks, and District services.
- Mosquito aquaria and mosquito-related information were hosted at each branch of the San Mateo County Library system for National Mosquito Control Awareness Week. In addition, staff gave presentations about mosquitoes and ticks to families and teens at several of the branches in June, with presentations to continue throughout July.
- Staff are teaching the mosquito life cycle to early elementary students at Big Lift sites throughout the County. The Big Lift initiative is led by San Mateo County, San Mateo County Office of Education, and Silicon Valley Community Foundation with the aim to have 80% of the county's 3rd-graders reading proficiently by the end of 3rd-grade. The District's presentations to the children bridge science, critical thinking/reading skills, and fun insect-themed activities.
- Four Scouts from a local troop earned Insect Study badges under Merit Badge Counselor Rachel Curtis-Robles in June.
- In June, a high school intern started a 4-week part-time position with the District's Public Health Education and Outreach program. Janelle is a San Mateo County student matched with the District through the Youth Empowerment, Entrepreneurship, and Employment Program, which is supported by the Youth Leadership Institute and Peninsula Conflict Resolution Center. Janelle will be assisting with programs to elementary students this summer.



The District's booth at the San Mateo County Fair included a variety of vector-related information.



Mosquito-related information and an aquarium with live mosquitoes were available for viewing at all SMCL branches for about 4 weeks.



Students observe and draw live larvae, pupae, and adult mosquitoes.



Agenda Item 7.C. Staff Program Reports

Resident Comments

- “My service person very professional and polite.”
- “I am very pleased with this service. It is easy to get an appointment. The 2 techs who helped me were knowledgeable, professional and easy to talk to. Thank you!”
- “I was very happy with this service. The gentleman that came to our home was wonderful. We could not have been an happier with the service we received. His customer service was excellent. We are so happy that we saw this ad and called for the service.”

Website and Newsletter

- In June 2022, there were 3,542 visits to the website, an decrease of 11% compared to May 2022.
- Top 10 pages for May 2022:
 1. Homepage
 2. Request service
 3. Four things to know about rabies
 4. Other Mosquito-like Insects
 5. Biting Mites
 6. Rodents
 7. Insect Identification
 8. Yellowjackets and Wasps
 9. Staff
 10. Rodent Prevention and Control
- The June 2022 newsletter email campaign had 1,653 recipients, 57% were opened, 5% of the emails had a link clicked.



Agenda Item 7.D. – Information Technology Staff Program Reports

Information Technology June 2022

Cyber Security

Summary

- ☑ Grand Jury Response to Cyber Security posture
- ☑ ResoluteGuard onboarding and features.

Grand Jury Response

The Grand Jury requested a follow-up to a previous request for government agencies to be mindful of their Cyber Security posture. They requested confirmation that these concerns were presented to the board and that improvements were made accordingly. Listed below is an excerpt of the response sent to the Grand Jury.

In accordance with the request from the Grand Jury for follow up information in relation to the above referenced Report, the San Mateo County Mosquito and Vector Control District ("District") IT Department has drafted this response.

R2. Implemented. Confidential internal reports addressing system security, backup & recovery, and prevention (as specified in R1 of the Report) were provided timely to the District's Board of Trustees by June 30, 2021.

Since 2020, the District has implemented: (1) new system security policies to better protect our agency against the various new cyber threats, (2) several backup solutions to provide the necessary redundancy for our systems to easily recover in the event of a disruption, and (3) several measures for employee risk education and other policies to reduce the risk of an intrusion.

Based on the foregoing, the District has taken necessary steps to decrease our cybersecurity risk, but we will continue to make improvements over time.

ResoluteGuard overview

We are partnering with ResoluteGuard to assist with our Cyber Security improvements. At a high level, ResoluteGuard will help guide us into Cyber Security Insurance compliance. They will help us write our internal documentation and provide an overview of where improvements need to be made and how urgent each potential issue is. This will serve as an extra set of eyes and keep our improvements forecast on track. They will also assist us with routine network scans to help us monitor our network traffic; this will give us a heads up if irregular traffic becomes evident on our network. This service will also free up staff time, as network traffic was previously monitored manually using Wireshark. We have received a special district pricepoint and service package, which the VCJPA negotiated.



Agenda Item 7.D. – Information Technology Staff Program Reports

References:

[Data Security Management: Where to Start \(netwrix.com\)](http://netwrix.com)

Agenda Item 8

MANAGER’S REPORT

Regulatory

On Monday, June 27, District management attended a Statewide Pesticide Application Notification System “System” Workshop hosted by the California Department of Pesticide Regulation (CDPR). According to CDPR, “the purpose of the System is to provide transparent and equitable access to information in advance of pesticide applications to enable the public to make informed decisions about actions they may take to protect their health. The System will complement existing pesticide laws and regulations that protect public health and the environment.” CDPR anticipates Statewide implementation by 2024, although three pilot projects are already underway.

DPR evaluates all pesticides for potential human health and environmental risks before they can be registered for sale and use in California. The process includes reviewing extensive scientific studies on human health and environmental effects, safety, efficacy, and continuous evaluation of products following registration.

Currently, mosquito districts are exempt from any requirements created by the new System, but staff awareness of this program remains essential. If members of the public or CDPR include public health applications as part of the System, it is crucial to understand how the added burden will impact public health. During the public comment period, staff learned that specific segments of the public view the new notification system implementation as CDPR admitting current pesticide evaluation process are broken. Ultimately, awareness of this type of information arms District management with valuable awareness tools when considering public outreach, lobbying, and staff training efforts.

Legislative Brown Act

There has been discussion in local government and beyond as to whether remote meetings are here to stay beyond the public health emergency. Various bills have been introduced, but only one bill is still alive in the Assembly.

AB 2449 (Blanca Rubio) authorizes, until January 1, 2026, members of a legislative body of a local agency to meet via teleconferencing without noticing their teleconference locations and making them publicly accessible under certain conditions. Under existing law, a local agency is authorized, until January 1, 2024, to use teleconferencing without complying with

those teleconferencing requirements when a declared state of emergency is in effect or other situations related to public health if certain conditions are met.

At first glance, AB 2449 seems to simply extend the current law beyond January 1, 2024, during a “state of emergency.” However, requirements have been added that make the bill less appealing during those conditions. Below are some new requirements.

- At least a quorum of the members of the legislative body must participate in person from **a singular physical location** identified on the agenda that is open to the public and situated within the local agency’s jurisdiction.
- The bill **limits the length of time a member can participate remotely** and prescribes requirements for this exception
- Provide a **two-way audio-visual platform** or a two-way telephonic service and **live webcasting** of the meeting by which the public may remotely hear and visually observe the meeting and remotely address the legislative body.

The bill demonstrates that the public will want to attend public meetings remotely beyond the public health emergency. Although the bill falls short of allowing decision makers to attend remotely, this bill is undoubtedly a sign that permanent changes related to the Brown Act are coming. Staff will keep the Board apprised of any changes to the Brown Act.