

Client Name: Tuolumne City Sanitary District
Address: 18050 Box Factory Road
 Tuolumne, CA 95379
Phone: 209-928-3517

Task Order Name: District Planning Support

Task Order No: 22-01

Statement of Understanding:

Forsgren provided District Planning Support services to TCSD under Task Order No. 19-03 from late 2019 through June 30, 2022. This new Task Order will facilitate continuation of these services for FY 22/23 and FY 23/24.

Scope of Services:

Under this Task Order we will provide ongoing planning and management support services, which will include the following:

- Work with staff to update the Master Schedule and related documents to support management of District activities, which may include CIP, operations, administration, etc.
- Participate in periodic coordination meetings and workshops:
 - Prepare and submit Agenda
 - Prepare Master Schedule (and related documents as needed) for meetings.
 - Coordinate and lead periodic Meetings/Workshops
 - Update Master Schedule and related documents based on meetings and submit to District.
 - Prepare Meeting minutes (including action items) and submit to District.
- Project Management

Schedule:

The Task Order will be effective July 1, 2022, with services provided over an approximately 24-month period.

Compensation:

The services will be performed on a time and materials basis for an estimated fee of \$50,000. This fee will not be exceeded without prior authorization from TCSD. A spreadsheet showing the breakdown of this estimated fee is included as Attachment A.

Terms and Conditions:

The requested services will be performed in accordance with Forsgren's current Billing Rates, and Terms & Conditions included as part of the Master Services Agreement between TCSD and Forsgren.

FORSGREN ASSOCIATES, INC.

TUOLUMNE CITY SANITARY DISTRICT

By:



**Printed
Name:**

Alan Driscoll

Title:

Principal

Date:

7/1/22

By:

**Printed
Name:**

Title:

Date:

Tuolumne City Sanitary District
Estimated Fee: TO 22-01 District Planning Support FY 22/23
District Planning Support

Attachment A

FA Title Code		PM	Lead Scientist	Project Eng.	Project Assist.	Total Labor Hours	Total Labor Costs	Subs / Expenses				Other Direct Costs (RPF)	Total Costs
		Sci/Eng VI Driscoll	Sci/Eng IV Wickman	Eng. II Vallarino	Clerical II Dela Cruz			TBD	TBD	Oversized Printing	Markup		
		Effective Rates	\$245	\$195	\$150	\$90						15%	\$5.00
TASK													
TASK 1 - ONGOING PLANNING SUPPORT													
	Ongoing Support and Meetings (40):					0	\$ -				\$ -	\$ -	\$ -
	Prepare & submit Agendas 40)	10	20	10	20	60	\$ 9,650				\$ -	\$ 300	\$ 9,950
	Prepare Schedules & Documents for Meetings (40)	0	20		20	40	\$ 5,700				\$ -	\$ 200	\$ 5,900
	Coordinate & Lead Bi-Weekly Meetings (40)	20	40	20		80	\$ 15,700				\$ -	\$ 400	\$ 16,100
	Prepare Meeting Minutes, Submit to TCSD (40)	5	40	5	12	62	\$ 10,855				\$ -	\$ 310	\$ 11,165
	Project Management (24 mos):					0	\$ -				\$ -	\$ -	\$ -
	Project Set-up /Close-out	1	1		1	3	\$ 530				\$ -	\$ 15	\$ 545
	Schedule and Budget Control	12	24		24	60	\$ 9,780				\$ -	\$ 300	\$ 10,080
	Subtotal Task 3	48	145	35	77	305	\$ 52,215	\$ -	\$ -	\$ -	\$ -	\$ 1,525	\$ 53,740
PROJECT TOTALS		48	145	35	77	305	\$ 52,215	\$ -	\$ -	\$ -	\$ -	\$ 1,525	\$ 53,740