

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111

SOM

October 31, 2022  
*Revised November 29, 2022*

David Nielsen, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063

DS  
DN

DS  
DG

Re: San Mateo County Civic Center, Additional Services Proposal  
Additional Accessible Parking Design

Dear David,  
SOM is pleased to resubmit this additional service proposal for the Additional Accessible Parking Design with the further defined scope of work and detailed information as requested and discussed on yesterday's zoom call.

### Scope of Services

The specific scope of service is based on the attached work plan, the attached Telamon Proposal dated 10/24/22, the attached CMG Proposal dated 10/20/22, and the 11/28/22 zoom meeting.

Please see below for further explanation of CMG's, Telamon's and SOM's efforts:

From Civil, Telamon:

- The 28 hours of design time includes updates to the following drawings sheets.
  - C211 Dimensioning plan
  - C411 Improvement pan
  - C421 Site Signage and Striping Plan
  - C601, C602 and C611 Grading plans
  - C701 Site Utility Plan
  - C711 Storm Drain Utility Plan (potential for needing to shift a catch basin due to curb ramp locations)
- Each drawing update will also require performing QA QC and managing two submittals for 1. The off-site Redwood City permit as well as 2. Issuance of a forthcoming Bulletin to TB/San Mateo County..
- Overall background and team coordination to implement the drawing updates.
- The 6 hours of additional CA would be to perform additional final review of accessible ramps and parking stalls that were not originally included in the scope of work. This includes time to measure ramps, provide assessment of ramp slopes, as well as all parking stall slopes.

From Landscape, CMG:

- Coordinate Site Plan + System Updates:  
This includes, but not limited to, Coordination of Material , Jointing, Soils, Trees, Sub drainage, Irrigation with City Sidewalk utilities, Lighting, Signage and Architecture.
- Sheet and Documentation  
Landscape Sheets will need to be resubmitted (Clouded and Itemized) to 1. To TB/San Mateo County and 2. The offsite Redwood City Permit- Doubling the documentation work. See below for example.  
Most of Landscape Documentation is through Plan Representation. The changes in ADA stall + Curb ramp Location will affect Material + Jointing Layout, Trees, Soils, Drainage, and Irrigation—which represents half of the Landscape Documentation set for COB3.

From SOM:

- Coordinate the work of CMG and Telamon. Package and issue two sets of documents to 1. TB/San Mateo County. 2 to Redwood City.

### Schedule

Upon receipt of written authorization from the County of San Mateo, SOM will commence the work.

**Compensation**

This ASR will be a fixed fee of \$23,862 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-046-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo



Steven Sobel  
Principal

DocuSigned by:  
 Dec-19-2022 | 10:42 PST  
Accepted by \_\_\_\_\_ Date

Cc Daniel Griffiths and Gwen Lusk, Cobalt  
Accounting, SOM

<b>Skidmore, Owings &amp; Merrill LLP - San Francisco</b>			<b>10/31/2022</b>
<b>COB 3</b>			<b>Page 1 of 1</b>
<b>Additional Accessible Parking Design</b>			<b>Work Plan</b>
<b>Fee Proposal Workplan</b>			
<b>TASK</b>	<b>Description</b>	<b>Total</b>	<b>Amount</b>
Architecture	Francesca Oliveira, Principal	4	\$1,660
Architecture	Gabriella Giungato, Associate	4	\$940
Civil	Telamon	LS	\$6,210
Landscape	CMG	LS	\$15,052
		<b>Total</b>	<b>\$23,862</b>



**T E L A M O N**  
ENGINEERING CONSULTANTS, INC.

**SAN FRANCISCO**

855 Folsom St, Unit 142  
San Francisco, CA 94107  
Tel: (415) 837-1336  
Fax: (415) 837-1354

**OAKLAND**

1330 Broadway, Suite 436  
Oakland, CA 94612  
Tel: (510) 893-1668  
Fax: (510) 893-1669

Proposal No. 20023.01.506\_v1

October 24, 2022

Steven Sobel, FAIA  
Director  
Skidmore, Owings & Merrill LLP (SOM)  
One Maritime Plaza  
San Francisco, CA 94111  
415 352 3805  
[steven.sobel@som.com](mailto:steven.sobel@som.com)

**Re: Add Service Fee Proposal for COB3 Additional Middlefield Road Accessible Parking Design  
Redwood City, San Mateo County, CA**

Dear Mr. Sobel,

Thank you for the opportunity for Telamon Engineering Consultants, Inc. (TECI) to provide civil engineering services for the subject project. Per the correspondence received on 10/13/22 and 10/17/22 we have prepared the following additional design scope of services. This additional scope will provide 2 additional accessible parking stalls on Middlefield Road with modification to the layout of the sidewalk.

**TECI Scope of Services:**

**Task 101: Civil Engineering Design**

- A. Review current conditions and coordinate additional accessible parking stalls to obtain least impacted design concept.
- B. Prepare updated off-site fine grading and drainage plan, improvement plan, striping and signage plan, dimensioning plan.
- C. Prepare updated permit plan set and Bulletin drawing set to reflect revised drawings.
- D. Attend 2 coordination Meetings with all team members, owners, City and public/private utility agencies.

**Assumptions:**

- A. Application fees and coordination of submittal to City will be conducted by others. Civil permit applications will be provided by others.
- B. All infrastructure utilities are available and are adequately sized.
- C. Site lighting and foundation design shall be by others.
- D. Any dry utility or electrical design shall be provided by others.
- E. Irrigation system design and or modification shall be by others.
- F. No known adverse soil conditions are expected such as soil contamination.

**Exclusions:** (TECI can provided the following services under T&M if requested)

- Right-of-way surveys, boundary surveys, topographic survey, volume calculations, preparation and recordation of corner records, final maps, record of surveys or lot line adjustments and ALTA surveys.
- Additional printing & delivery. Telamon will include all in-house check plots, and provide one reproducible and CAD files to owner for each submittal. Number of submittal is as shown in assumptions.
- Potholing not included.
- Cost Estimation

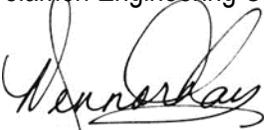
Based on the above scope of services our **lump sum** fee for the civil engineering services on this project is:

Task 101	Add'l Middlefield Accessible Parking Stalls	\$ 6,210.00
	Lump Sum Fee Total	<b>\$ 6,210.00</b>

Additional work, if required, will be charged in accordance with our current fee schedule that is included as attachment of this proposal.

I will be happy to provide any clarifications required on any of our proposed services or modify our scope of work if such modifications might better suit your needs. Thanks for the opportunity of presenting this proposal and we are looking forward to a pleasant and rewarding relationship with you and your firm.

Very truly yours,  
Telamon Engineering Consultants, Inc.



Mennor Chan, PE, PLS, LEED AP BD+C  
Principal

Attachment:    Fee Breakdown

**Exhibit A: Fee Breakdown**

**Telamon Engineering Consultants, Inc.**

Job Classification		Principal	Project Manager	Engineer II	Engineer I	CAD Drafter II	Survey Manager	Survey Party Chief (Office)	CAD Drafter III (Mapping)	Surveyor - 2 Person Crew	Hours	TOTAL
<b>2021 Billing Rate</b>		\$295.00	\$218.00	\$140.00	\$125.00	\$130.00	\$213.00	\$172.00	\$140.00	\$315.00		
<b>Design Engineering Services for Add'l Accessible Parking Stalls</b>												
Task No.	Task Description											
<b>101</b>	<b>Civil Engineering Design</b>											<b>\$ 6,210.00</b>
1.0	Scope review and background updates		2			1					3	\$ 566.00
2.0	Civil Design (Bulletin)		4	8		16					28	\$ 4,072.00
3.0	Design team coordination meetings and review		2	1							3	\$ 576.00
4.0	Construction Support		2	4							6	\$ 996.00
		0	10	13	0	17	0	0	0	0	40	Total
		\$0	\$2,180	\$1,820	\$0	\$2,210	\$0	\$0	\$0	\$0	-	\$6,210.00
<b>TOTAL FEE</b>											<b>\$6,210.00</b>	



Landscape      Architecture

October 20, 2022

Steve Sobel  
SOM

**COB3 Addition Services Request**

Dear Steve,

CMG is pleased to submit our proposal for ongoing design services at the COB3.

SCOPE AND PROCEDURE

**Task 1a: Coordination and Documentation of ADA Stalls Resubmittal**

Comments from the PDU were received that they requested two regular parking stalls (adjacent to ADA) along Middlefield. Following additional comment review, CMG will work with the team to coordinate a response and resubmit project documentation, as required.

Apr-2022

- Coordinate site plan updates will Civil, Lighting + Architecture.
- Update landscape systems per revised design
- Update all project documentation, including Drawings (plan sheets, schedules, and details) and Specifications – cloud all revisions
- Submit revised project documentation to City

For any additional tasks not included in the scope above, CMG will submit proposals once the scope is confirmed, and schedule is defined.

COMPENSATION

The Landscape Architect's services as described in the scope of services for the following tasks shall be provided on a **fixed fee basis**, consistent with the terms of the Agreement between the Architect and Owner and as indicated on the fee schedule below:



**Task 1a: Coordination and Documentation of ADA Stalls Resubmittal**

Services: \$15,052

**SOM\_CMG COB3 - ASR**

**SUMMARY**

TASK + DESCRIPTION	PRINCIPAL	LA-5	LA-4	LA-3	LA-2	LA-1	TOTAL TASK
<i>Hourly Rate</i>	\$245	\$205	\$180	\$158	\$138	\$125	
<b>TASK 1A: PLAN CHECK RESUBMITTAL (NOV-2022)</b>							
2 of 2 Coordinate site plan updates	2	4		4			\$ 1,942
Update landscape systems per revised design		4		18			\$ 3,664
Update all project documentation, including Drawings (plan sheets, schedules, and details) and Specifications – cloud all revisions		4		48			\$ 8,404
Submit revised project documentation to City		2		4			\$ 1,042
<b>TOTAL</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>\$ 15,052</b>

**SERVICE AGREEMENT & AUTHORIZATION TO PROCEED**

To proceed with services CMG will require a written Notice to Proceed that includes information required for monthly invoicing and payment.

Sincerely, Lisa Daye

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Approved by

---

Title

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Date

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



October 4, 2022

Daniel Griffiths, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063



Re: San Mateo County Civic Center, Additional Services Proposal, Glass Front HR Office Changes

Dear Daniel:

SOM is pleased to submit this additional service proposal for the PDU directed efforts related to Glass Front HR Office Changes.

**Scope of Services**

The specific scope of service is based on the PDU had requested studies to determine the potential of adding glass fronts to select core offices facing the angled curtain wall on the north and south side of the building. These will be integrated to the drawing set as additive alternates for pricing and user selection.

**Schedule**

Upon receipt of written authorization from the County of San Mateo, SOM will commence the work.

**Compensation**

This ASR will be a fixed fee of \$10,040 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-041-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

Steven Sobel  
Principal

County of San Mateo

DocuSigned by:  
Sam Lin  
Accepted by

Mar-17-2023 | 12:32 PDT

Date

Cc Accounting, SOM

<b>Skidmore, Owings &amp; Merrill LLP - San Franci</b>			<b>10/3/2022</b>
<b>COB 3</b>			<b>Page 1 of 1</b>
<b>Glass Front HR Office Changes</b>			<b>Work Plan</b>
<b>Fee Proposal Workplan</b>			
<b>TASK</b>	<b>Description</b>	<b>Total</b>	<b>Amount</b>
Architecture	Principal	8	\$3,320
Architecture	Associate	12	\$2,820
Architecture	Architect E	20	\$3,900
	<b>Total</b>		<b>\$10,040</b>

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



January 20, 2023  
Revised February 21, 2023

David Nielsen, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063

DS  
DN

DS  
DG

Re: COB 3, Additional Services Proposal  
Public Circulation & Plaza Repositioning

Dear David:

SOM is pleased to submit this PDU requested revised additional service proposal for the efforts related to facilitating and coordinating the improvements to the public circulation areas north, west and south of the new COB 3 north courtyard and to support a future Veterans Memorial on the existing circular pad on the west side of the site.

**Scope of Services**

The specific scope of service is facilitation, coordination and management of the Architectural, Civil, Graphics, Landscape, Technology and Structural Engineering efforts related to updating the design of the public circulation areas as noted in the CMG diagram, coordinating the new CD permit set, answering plan check comments, assisting in obtaining the permit and provide CA Phase observation services.

We will work with PDU and Truebeck to establish the cost of construction for the improvements. Per the PDU their overall project budget is \$8,000,000.

**Schedule**

Per verbal authorization from the County of San Mateo, SOM and the design team re-commenced this effort at our recent site walk. We will restart the design and documentation phases when the budget and construction schedule are confirmed by Truebeck and the PDU. We understand this scope of work is to be completed in parallel with the shell and core efforts.

**Compensation**

This ASR will be a fixed of \$550,862, per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee. A worksheet and consultant proposals are attached as backup.

We will track this effort under the job number 220258-053.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

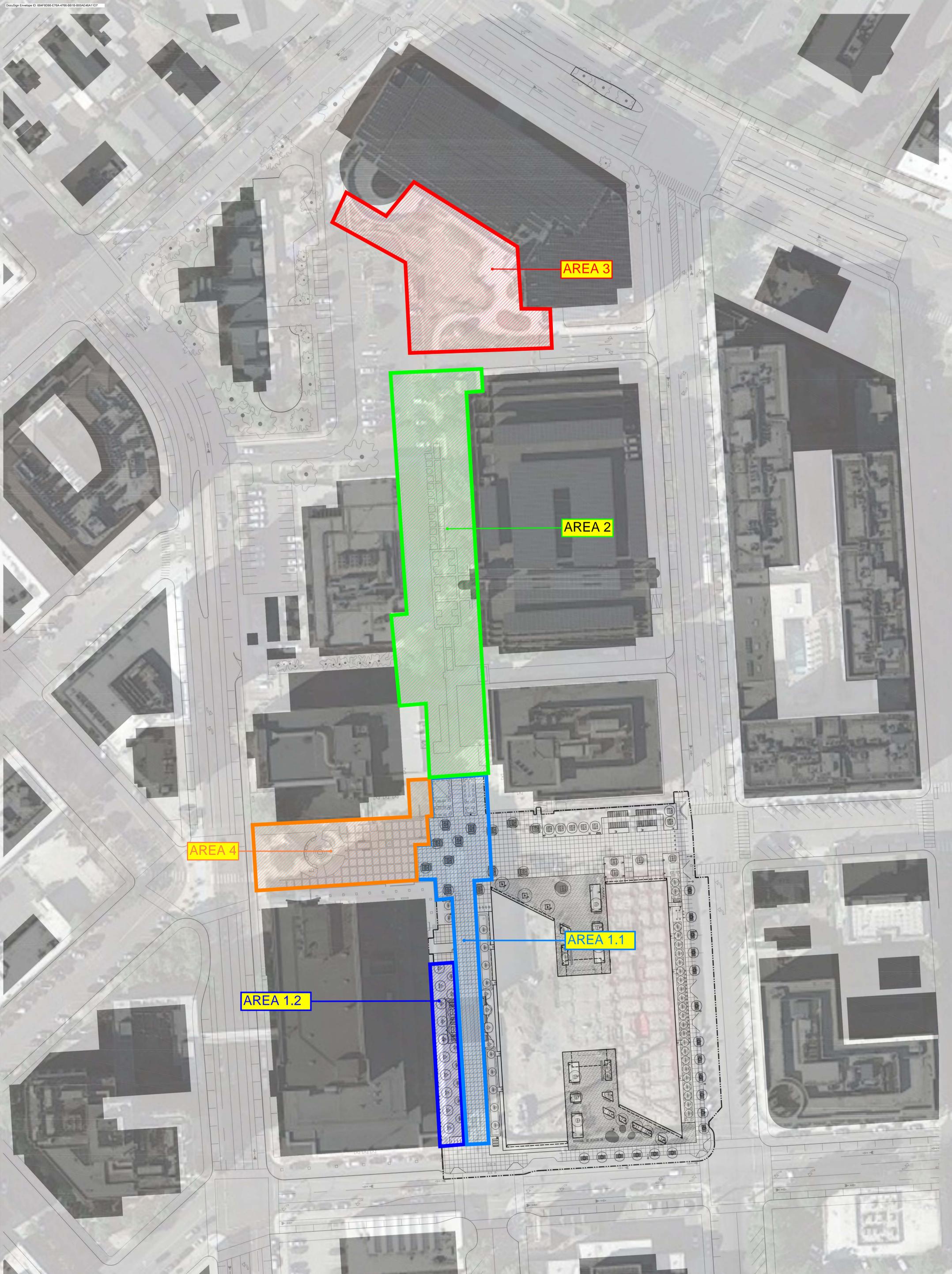
Very truly yours,

County of San Mateo

Steven Sobel  
Principal

DocuSigned by:  
Sam Lin Feb-22-2023 | 16:26 PST  
Accepted by \_\_\_\_\_ Date

Cc Accounting, SOM



AREA 3

AREA 2

AREA 4

AREA 1.1

AREA 1.2





**SAN FRANCISCO**  
855 Folsom St, Unit 142  
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**OAKLAND**  
1330 Broadway, Suite 436  
Oakland, CA 94612  
Tel: (510) 893-1668  
Fax: (510) 893-1669

Proposal No. 20023.01.504\_v3

February 16, 2023

Steven Sobel, FAIA  
Director  
Skidmore, Owings & Merrill LLP (SOM)  
One Maritime Plaza  
San Francisco, CA 94111  
415 352 3805  
[steven.sobel@som.com](mailto:steven.sobel@som.com)

**Re: Add Service Fee Proposal for San Mateo County Promenade Improvements  
Redwood City, San Mateo County, CA**

Dear Mr. Sobel,

Thank you for the opportunity for Telamon Engineering Consultants, Inc. (TECI) in providing civil engineering services for the subject project. Per the information received, coordination meetings held as well as site walk on 12/21/2022, we have prepared the following additional design services for upgrades to the San Mateo County campus in four (4) areas:

- Area 1.1 - COB3 Promenade Upgrades
- Area 1.2 –Landscape Upgrades West of Hall of Justice
- Area 2 – North Promenade
- Area 3 – Garage Improvements
- Area 4 – West Quad

**TECI Scope of Services:**

**Task 101: Civil Engineering Design**

- A. Conduct initial site walk and team coordination meetings to understand scope of services and discipline responsibility.
- B. Area 1.1 - COB3 Promenade Upgrades:
  - a. Coordination of any pathway concrete or paver upgrades within area shown in Exhibit A – Scope of Work Limits.
  - b. Review and update concrete section details and improvement plan per new landscape backgrounds. No updates are required for grading, hardscape improvements, utilities, etc. within area and any modifications to trees, etc. will be reviewed and designed against current proposed design and existing utilities.
- C. Area 1.2 – Landscape Upgrades West of Hall of Justice:
  - a. Coordinate new landscape upgrades with existing and proposed utilities already designed. Assumption is no re-design of utilities will be required and any new trees or landscaping improvements will work around above noted utilities.
- D. Area 2 – North Promenade:
  - a. Prepare drainage, utility and improvement plans for new bio-treatment area to accommodate C3 requirements of the West Quad. Bio-treatment area will connect to existing storm drain system in the area. Coordination with landscape designers for bio-treatment area.
  - b. Prepare updated improvement and demolition plans for revisions to hardscape area and any updates as discussed during site walk. All softscape adjustments and design will be provided by Landscape Architect. No updates are required to be made to softscape utilities.

## T E L A M O N   E N G I N E E R I N G   C O N S U L T A N T S   I N C

- E. Area 3 – Garage Improvements:
  - a. No Civil scope of work is anticipated for these improvements.
- F. Area 4 – West Quad:
  - a. Demolition plans showing all on-site structures and its foundation, hardscape and softscape demolition. Any tree demolition or tree protection plans shall be provided by Landscape Architect. Utilities are intended to remain and be protected. If any dry utility relocation is required this will be provided by others. If any wet utility relocation is required it will be provided as an additional service.
  - b. Provide site improvement design for all hardscape pavements within the noted Exhibit A – Scope of Work Limits. Landscape site furniture, planter boxes, score joints, concrete finishes, etc. and details shall be by Landscape Architect.
  - c. Provide fine grading for all hardscape including all walkways and ramps to create an accessible path of travel. Coordinate with Architect to identify and set ADA compliant grades for the new accessible path of travel. Current path of travel is assume to be on pathway adjacent to COB2. Coordinate with Landscape Architect for the softscape grades.
  - d. All drainage is intended to be based on existing drainage system and site conditions. No storm drainage design is anticipated to be provided and existing drainage is assumed to be adequate for proposed work. If based on revised grading new drains are needed to maintain drainage new drains will be added and connected to existing storm drain system.
  - e. Prepare C3 package and define new location of bio-treatment to address disturbed area that will trigger C3 design implementation. Coordinate with County and Design team for proposed location and offsetting of areas to accommodate C3 design. Current proposed bio-treatment area is intended to be within the Promenade.
- G. Prepare civil scope portion of Specifications.
- H. Coordination with design team for utility clearance criteria within 80' utility easement along former Bradford Street (County Center) as well as Promenade to assist with any landscape or lighting improvements. Design will be based on current existing surveys and utility information obtained to date.
- I. Coordination Meetings with all team members, owners, City and public/private utility agencies.
- J. Construction Support for the civil portion of the work.
- K. Prepare new permit documents for design scope of services. Assumes one round of comments from authority having jurisdiction.
- L. Provide updated As-built drawings at completion of project. No interim as-built submittals for early submittal packages is provided.

**Assumptions:**

- A. Application fees and coordination of submittal to City will be conducted by others. Civil permit applications will be provided by others.
- B. Existing infrastructure (e.g. water main and sewer main) will remain and be protected in place.
- C. All infrastructure utilities are available and are adequately sized.
- D. Site lighting and foundation design shall be by others.
- E. Does not include art sculpture design improvements or changes to the Veteran's Memorial sculpture.
- F. Any impacts to the tunnel or modifications needed to waterproofing, etc. will be provided by others.
- G. Any dry utility or electrical design shall be provided by others.
- H. Irrigation system design and or modification shall be by others.
- I. Drawing package is a separate permit package and will not be included in the current COB3 contract documents.
- J. All adjacent stairs, handrails and ramps will remain and be protected in place. No improvements or upgrades are being provided.

**Exclusions:** (TECI can provided the following services under T&M if requested)

- Topographic surveying, drone surveying, potholing, underground utility locating or other surveying services.

T E L A M O N   E N G I N E E R I N G   C O N S U L T A N T S   I N C

- Right-of-way surveys, boundary surveys, volume calculations, preparation and recordation of corner records, final maps, record of surveys or lot line adjustments and ALTA surveys.
- Additional printing & delivery. Telamon will include all in-house check plots, and provide one reproducible and CAD files to owner for each submittal. Number of submittal is as shown in assumptions.

Based on the above scope of services our lump sum fee for the civil engineering services on this project is:

**Task 101**

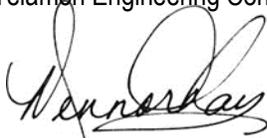
Area 1.1 COB3 Promenade Upgrades	\$ 2,081.00
Area 1.2 Landscape Upgrades West of Hall of Justice	\$ 1,085.00
Area 2 North Promenade	\$ 11,952.00
Area 4 West Quad	<u>\$ 19,705.00</u>
Lump Sum Fee Total	\$ 34,823.00

Additional work, if required, will be charged in accordance with our current fee schedule that is included as attachment of this proposal.

Detailed descriptions of our proposed scope of work are provided below:

I will be happy to provide any clarifications required on any of our proposed services or modify our scope of work if such modifications might better suit your needs. Thanks for the opportunity of presenting this proposal and we are looking forward to a pleasant and rewarding relationship with you and your firm.

Very truly yours,  
Telamon Engineering Consultants, Inc.



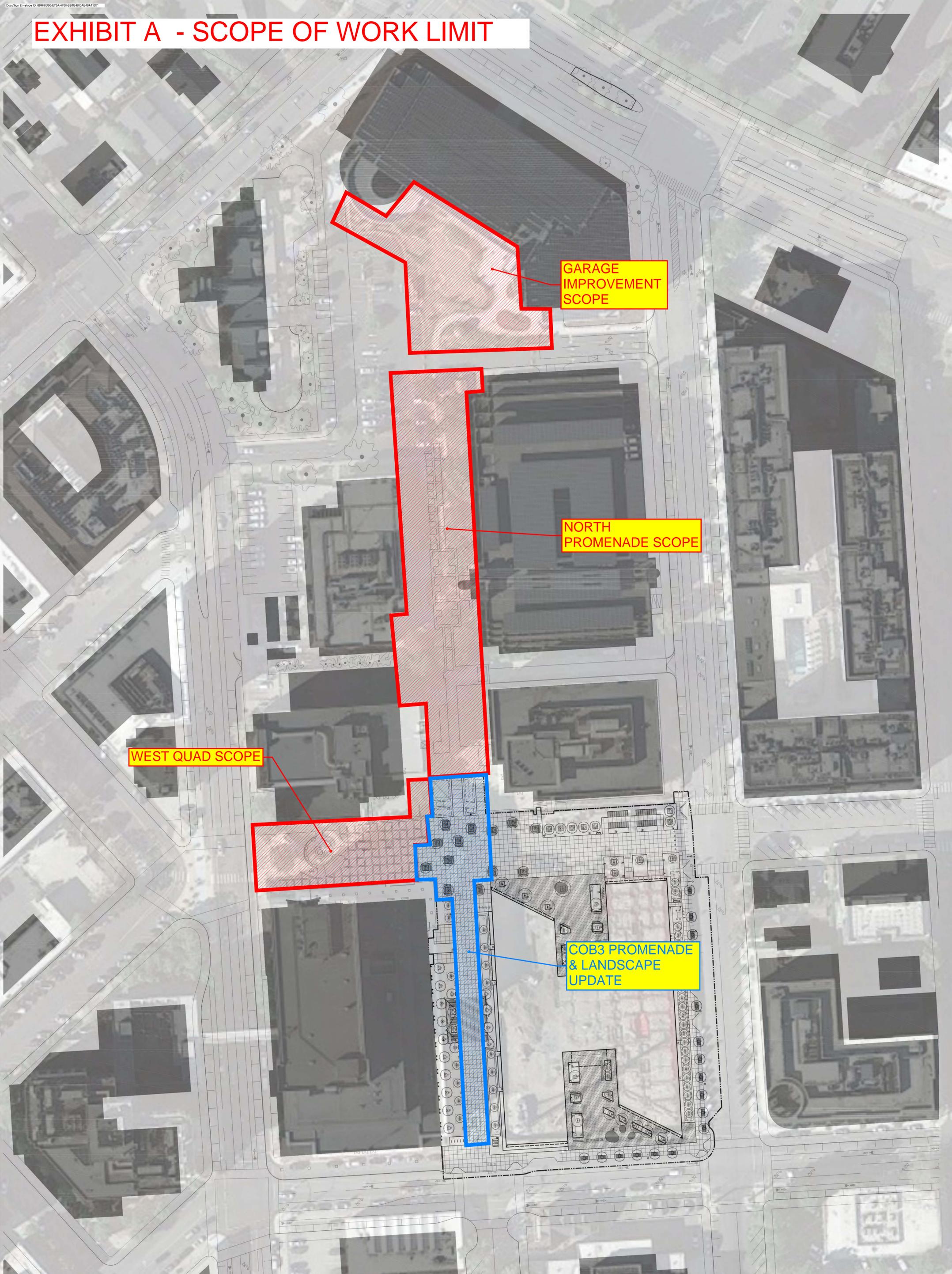
Mennor Chan, PE, PLS, LEED AP BD+C  
Principal

Attachment:    Fee Breakdown  
                      Exhibit A: Scope of Work Limits

**Telamon Engineering Consultants, Inc.**

Job Classification	Principal	Project Manager	Engineer II	Engineer I	CAD Drafter II	Survey Manager	Survey Party Chief (Office)	CAD Drafter III (Mapping)	Surveyor - 2 Person Crew	Hours	TOTAL
<b>2021 Billing Rate</b>	\$295.00	\$218.00	\$140.00	\$120.00	\$130.00	\$213.00	\$172.00	\$140.00	\$305.00		
<b>Design Engineering &amp; Surveying Services for Veterans Memorial Art Installation</b>											
<b>Task No.</b>	<b>Task Description</b>										
<b>101</b>	<b>Area 1.1 - COB3 Promenade Upgrades</b>										
1.0		0.5								1	\$ 109.00
2.0		2	4		2					8	\$ 1,256.00
3.0		2	1							3	\$ 576.00
4.0			1							1	\$ 140.00
<b>102</b>	<b>Area 1.2 - Landscape Upgrades West of Hall of Justice</b>										
1.0		0.5								1	\$ 109.00
2.0					2					2	\$ 260.00
3.0		2	1							3	\$ 576.00
4.0			1							1	\$ 140.00
<b>103</b>	<b>Area 2 - North Promenade</b>										
1.0		1								1	\$ 218.00
2.0		8	28	8	12					56	\$ 8,184.00
3.0		4	10							14	\$ 2,272.00
4.0		1	4	2	2					9	\$ 1,278.00
<b>104</b>	<b>Area 4 - West Quad</b>										
1.0		2								2	\$ 436.00
2.0	1	10	40	16	20					87	\$ 12,595.00
3.0		12	12							24	\$ 4,296.00
4.0		1	10	2	4					17	\$ 2,378.00
	1	46	112	28	42	0	0	0	0	229	Total
	\$295	\$10,028	\$15,680	\$3,360	\$5,460	\$0	\$0	\$0	\$0	-	\$34,823.00
										<b>TOTAL FEE</b>	<b>\$34,823.00</b>

# EXHIBIT A - SCOPE OF WORK LIMIT



GARAGE  
IMPROVEMENT  
SCOPE

NORTH  
PROMENADE SCOPE

WEST QUAD SCOPE

COB3 PROMENADE  
& LANDSCAPE  
UPDATE

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



29 June 2021

- REV 1** 24 August 2021
- REV 2** 20 October 2021
- REV 3** 19 October 2022
- REV 4** 13 January 2023
- REV 5** 27 January 2023
- REV 6** 30 January 2023
- REV 7** 14 February 2023

Steve Sobel  
Principal  
Skidmore, Owings & Merrill LLP  
One Maritime Plaza  
San Francisco, CA 94111

RE: Response to Request for Proposal  
San Mateo County Center Campus Site Signage

Dear Steve,

On behalf of SOM Graphics + Brand, we are pleased to submit the following proposal for environmental graphic design services related to the San Mateo County Center Campus Project.

## I. PROJECT UNDERSTANDING

With the additions of Parking Structure 2 (400 Middlefield Avenue) and County Office Building 3 (500 County Center), as well as the conversion of Bradford and Hamilton streets to a pedestrian plaza, the whole of County Center will undergo shifts in how workers and visitors navigate and use its exterior public spaces. The development of the additional buildings provides an opportunity to create a signage program that unifies the site and provides pedestrians with identification and directional information.

The scope of the work is limited to the following four areas (shown in Appendix A): Area One–Garage; Area Two–The Promenade; Area Three–The West Quad; and Area Four–COB3 using signage placement, scale, materiality, color, and typography, the program will aim to fit seamlessly into its environment and feel in character with existing site assets. The resultant program of interventions will cohere the four areas of the site within the County Center into a perceived whole, strengthening the sense of place to everyday users.

## II. SCOPE OF WORK

### A. Site

1. Primary site identification
2. Secondary site identification
3. Pedestrian directionals (including direction to outward locations, i.e. Caltrain)
4. Campus map
5. Digital Monitor (freestanding) for posting county notices and meetings.
6. Typical banner and mounting system for existing light poles at perimeter of site (SOM to design first set of banners only).

B. Primary Building Address Exterior

1. 455 address identification at primary entrance only\*
2. 555 address identification at primary entrance only\*
3. 501 address identification at primary entrance only\*

\* Miscellaneous secondary signage at entry and on glazing not included.

C. Regulatory

1. Fire Lane identification
2. Accessible path identification
3. No smoking

III. SCOPE OF SERVICES

A. Schematic Design

We will conduct a site survey and identify which existing site signs are to be removed. It is understood that any demolition will be documented in the landscape/hardscape plans (by others). During this phase, SOM will locate proposed signs in plan drawings and explore up to two design alternatives, varying the forms, materials palettes, color, and typography. By the end of this phase, the general design vocabulary will be established and approved.

1. Tasks

- a. Conduct site analysis and determine which existing sign types are to be removed.
- b. Prepare circulation diagrams indicating pedestrian flow in and around the campus.
- c. Develop preliminary sign locations plans.
- d. Develop two design alternatives.

2. Deliverables

- a. Schematic design presentation where one of the two design alternatives presented will be selected for refinement in the next phase.

3. Meetings

- a. One (1) client workshops/kick off in-person in San Mateo, CA.
- b. One (1) client 100% Schematic Design presentation in-person in San Mateo, CA.

B. Design Development

During Design Development we will refine the selected design alternative including: resolve details of the forms, materials palette, color, typography, and mounting. We will finalize the design for each sign type and seek input and approval. Approved colors and materials will be identified on the drawings. Any necessary mock-ups, models and prototypes will be determined and identified within the drawings. A message schedule and outline specification describing performance criteria for fabrication and installation will be prepared.

1. Tasks

- a. Refine the design direction for the sign types in the hierarchy.
- b. Prepare design development level signage drawings, including; typical elevations, sections, details, and mock-up areas/items.
- c. Refine general signage location plan and draft of typical messages.
- d. Prepare draft performance specifications.

2. Deliverables

- a. 100% Design Development Presentation
- b. 100% Design Development Drawing Set and Specification

3. Meetings

- a. One (1) client 100% Design Development presentation in-person in San Mateo, CA.

C. Construction Documentation

Following approval of the designs shown in the Design Development phase by the project representative, SOM will prepare drawings and information for construction documentation. The documentation will include final signage location plans, final message schedule, elevations indicating sign mounting dimensions, sign layouts and sign details for all sign types.

1. Tasks

- a. Finalized signage location plans
- b. Finalized message schedule
- c. Finalized elevations indicating sign locations, details, and typical layouts
- d. Finalized specifications outlining performance criteria

2. Deliverables

- a. 50% Construction Documentation Drawing Set and Specifications
- b. 100% Construction Documentation Drawing Set and Specification

3. Meetings

- a. One (1) client 50% Construction Documentation workshop in-person in San Mateo, CA.
- b. One (1) client 100% Construction Documentation presentation in-person in San Mateo, CA.

D. Bidding Phase

Once fabricators have been identified we will organize a pre-bid meeting or conference call to explain the project, and discuss the construction documents. Once the fabricators have submitted bids, we will assist with the evaluation and selection of the most qualified fabricator based on experience and bids. Once the Construction Documents have been released for bid, SOM will assist in responding to questions submitted by the bidders about the documentation. All questions will be answered via written response.

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SAN FRANCISCO, CA 94111

1. Tasks
  - a. Attend pre-bid meeting or conference call.
  - b. Respond to bidder questions.
2. Deliverables
  - a. Written responses to bidder questions.
3. Meetings
  - a. One (1) conference call has been allotted in this phase.

E. Construction Phase Services

The selected fabricator will utilize the 100% Construction Documents to prepare shop drawings. SOM will provide up to two reviews of the fabricator's shop drawings, material and fabricated samples, patterns for typography and layouts for conformance with the construction documents. SOM will also prepare written responses to field questions during construction. SOM will provide up to two reviews of the signage components during fabrication and two reviews of the installation on-site. The first on-site review will occur when paper mockups of each sign are installed in their final locations. This meeting will occur prior to the start of fabrication of the permanent signs. The second on-site review will occur when the fabricator has reached substantial completion and will conclude with a written report noting remedial actions required by the fabricator. All reviews will conclude with a written report.

1. Tasks
  - a. Material and sample submittal review and written report
  - b. Shop drawing submittal review and written report
  - c. Paper mock-up site visit review and written report
  - d. Substantial completion site visit review and written report
2. Deliverables
  - a. Pre-construction meeting with sign fabricator and project representative
  - b. Paper mock-up site visit with sign fabricator and project representative
  - c. Substantial completion site visit (punch list)
3. Meetings
  - a. Pre-construction meeting with sign fabricator and project representative
  - b. Paper mock-up site visit with sign fabricator and project representative
  - c. Substantial completion site visit (punch list)

IV. ADDITIONAL SERVICES

- A. As authorized by Skidmore, Owings & Merrill LLP in writing, SOM Graphics will perform additional services not otherwise included within our basic services listed above. Examples of additional services include but are not limited to:
  1. Development of any project identities or logos.

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2. Design of sign types not listed above.
3. Additional meetings and site visits not listed above.
4. Additional issuing of documents not listed above.
5. Additional travel (on-site meetings) not listed.
6. LEED signage.
7. Design of temporary signs
8. Revisions that are outside a normal sequence of work.

#### V. ASSUMPTIONS

- A. All stakeholders and key decision makers whose input is required are to attend presentations and reviews, in person or by conference, at each project's onset and remain active participants for each meeting's duration.
- B. The client shall identify one individual who will be responsible for reviewing, providing input and final approval of the signage. Additional approvals if required, will be the responsibility of this project representative.
- C. The project representative will provide all information regarding operating and functional requirements for the signage at the start of the project including access to a digital library of the existing signage inventory shown in plan and documented with an image.
- D. Approvals will be provided in a timely manner and will not be revisited in subsequent work.
- E. Sign program will be in English only.
- F. Responsibility for engineering services including structural, electrical and lighting will be by the sign contractor or others.
- G. Specification of hardware and software for dynamic signage is not included in this scope of services.
- H. Cost estimating is to be provided by others.
- I. Design of any type of structure beyond a pylon sign will require additional architecture and/or structural assistance and is outside of this scope of services.
- J. Design of any logos or redrawing the artwork is not included in the scope of services.
- K. Sign fabricator will be responsible for permitting.
- L. Coordination of demolition of existing signage is not included in this scope of services. SOM to identify elements for removal only. If approved by the client, the removal of the elements and the repair work for the area will be the responsibility of the client or others.
- M. Regulatory and parking signage (unless noted), including signage that is branded as the County of San Mateo (at Parking structure 2), is not included in this scope of work.
- N. Design of lighting systems is not included in this scope of work.
- O. This proposal assumes that areas of work one through four will be completed in tandem. The scope of work and fees does not include completing specific areas of work ahead of other areas.

See next page.

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VI. COMPENSATION

A. FEES

<b>Phase</b>	<b>Fee</b>
Area 1.1	\$34,569
Area 1.2	\$23,046
Area 2	\$28,720
Area 3	\$14,160
Area 4	\$42,790
Building Exterior	\$33,105
<b>***Total</b>	<b>\$176,390</b>

\* The total fee does not include reimbursable expenses. We estimate reimbursable expenses to be approximately 8-10% of the total fee.

\*\* SOM Graphics has allotted a total of 150 hours for Construction Phase Services. If additional hours are required, SOM Graphics will bill these on an hourly basis.

\*\*\* The total fee does not include hours for SOM Architecture or SOM Structures although coordination and assistance will be required.

B. REIMBURSABLE EXPENSES

Per the prime agreement.

C. RATES

Per the prime agreement.

D. PROPOSED HOURS

<b>Area One</b>	<b>Total Hours</b>
Director	4
Sr. Designer (Associate)	20
Designer (E Level)	40

<b>Area Two</b>	<b>Total Hours</b>
Director	8
Sr. Designer (Associate)	50
Designer (E Level)	70

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<b>Area Three</b>	<b>Total Hours</b>
Director	16
Sr. Designer (Associate)	75
Designer (E Level)	95

<b>Area Four</b>	<b>Total Hours</b>
Director	16
Sr. Designer (Associate)	80
Designer (E Level)	165

<b>Building Exterior</b>	<b>Total Hours</b>
Director	12
Sr. Designer (Associate)	45
Designer (E Level)	90

END OF PROPOSAL

APPENDIX A





Landscape      Architecture

February 21, 2023

Steve Sobel  
SOM

**COB3 Addition Services Request**

Dear Steve,

CMG is pleased to submit our proposal for ongoing design services at the COB3.

SCOPE AND PROCEDURE

**Area 1.1: Design, Coordination and Documentation of COB3 Promenade**

Comments from the PDU were received that they requested a cohesive redesign that incorporates a clear Promenade Paving Pattern that will effectively lead Pedestrian flow from Downtown Redwood City to the County Campus. Following additional comment review, CMG will work with the team to coordinate a response and resubmit project documentation, as required.

FEB-2023

- Prepare Design Paving Pattern Options.
- Coordinate Site Changes with Civil, Architecture backgrounds
- Update all project documentation, including Drawings (plan sheets, schedules, and details) and Specifications – cloud all revisions
- Submit revised project documentation to County

**Area 1.2: Landscape Redesign at the West face of Hall of Justice**

Comments from the PDU were received that they requested a Landscape Redesign that included screening between the Hall of Justice and newly constructed COB3. The team will explore Landscape options for the screening request.

FEB-2023

- Prepare Design Options for Screening (including Tree, Vine, Vine structure)
- Coordinate Site Changes with Contractor for Substitution
- Update all project documentation, including Drawings (plan sheets, schedules, and details) and Specifications – cloud all revisions
- Submit revised project documentation to County



## Area 2: North Promenade

Comments from the PDU were received that they requested a cohesive landscape redesign that incorporates a Design intent to the newly developed COB3 project. Improvements will include limited planting, furnishings, limited paving, and coordination with lighting consultant.

2 of 4

FEB-JUNE 2023 (8 weeks)

- Prepare Design Options for Review and Pricing that include:
  - a. Tree removal/Replacement- 3-4 Trees (24-48" BOX SIZE)
  - b. Replace selective understory palette with salt tolerant shrubs, understory, groundcover (Approximately 65%)
  - c. Replace/ Repair Irrigation (TBD)
  - d. Soil Amendment
  - e. Removal + Replacement of Site Furniture to match COB3 Design
  - f. Removal of Selective Concrete areas/Infill with Planting
  - g. *Extension/Addition of BTA area (to offset work at West Quad)*
  - h. Coordinate Lighting Options
    - i. To Remain
    - ii. Replacement of Color to match
    - iii. Replacement of All Fixtures
  - i. *Signage Options? CMG to Coordinate consultant? LD to Confirm with KC*
- Project Documentation
- Submit revised project documentation to County
- Construction Observation

## Area 3: Garage improvements

Comments from the PDU were received that they requested a cohesive landscape redesign that incorporates a Design intent to the newly developed COB3 project. Improvements in this area are limited to planting.

FEB-JUNE 2023 (8 weeks)

- Prepare Design Options for Review and Pricing that include:
  - a. Redwood tree removal + replace with appropriate tree species 16 Trees (24-48" BOX SIZE)
  - b. Replace understory palette with salt tolerant shrubs, understory, groundcover



- c. Replace/ Repair Irrigation (TBD)
  - d. Soil amendment .
- Project Documentation
- Submit revised project documentation to County
- Construction Observation

#### **Area 4: West Quad**

Comments from the PDU were received that they requested a cohesive landscape redesign that incorporates a Design intent to the newly developed COB3 project. Improvements will include new paving, refinishing of exiting raised planters, new planting and irrigation, and lighting coordination with consultant.

3 of 4

#### **FEB-SEPT 2023 (12 weeks)**

- Prepare Design Options for Review and Pricing that include:
  - a. Replacement/Redesign of Hardscape area ( Portion of pavers 50/50)
  - b. Replace understory palette with salt tolerant shrubs, understory, groundcover
  - c. Soil amendment
  - d. Site Furniture (including Repurposed Planters into Reclaimed wood pieces)
  - e. Grading
  - f. Drainage
  - g. Lighting Options
  - h. *Signage Options? CMG to Coordinate consultant? LD to Confirm with KC*
- Design Development (abbreviated for coordination)
- Construction Documents
- Permitting by County
- Construction Observation

#### **Process and Deliverables**

1. Design options will be shown in simple illustrated diagrams, combined with precedent images. SketchUp 3d views will be included for the West Quad area only.
2. Based on client direction, each area will be documented for permitting and construction. Only the West Quad area design will be refined thru an abbreviated Design Development phase for coordination amongst the design team.
3. The format of permit and construction related submittals will be as an addendum to the existing documents.

#### **COMPENSATION**

#### **Area 1.1: Design, Coordination and Documentation of COB3 Promenade**

Services: \$8,391



**Area 1.2: Landscape Redesign at the West face of Hall of Justice**

Services: \$8,077

**Area 2: North Promenade**

Services: \$33,732

**Area 3: Garage improvements**

Services: \$25,135

**Area 4: West Quad**

Services: \$155,629

**Total Services: \$230,964**

**SERVICE AGREEMENT & AUTHORIZATION TO PROCEED**

To proceed with services CMG will require a written Notice to Proceed that includes information required for monthly invoicing and payment.

4 of 4

Sincerely, Kevin Conger

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Approved by

---

Title

---

Date

Table 1: Detailed Fee Budget

<b>SOM_CMG COB3 - ASR - Promenade</b>					
<b>2/21/2023</b>					
<b>SUMMARY</b>					
<b>TASK + DESCRIPTION</b>	<b>PRINCIPAL</b>	<b>LA-5</b>	<b>LA-3</b>	<b>LA-2</b>	<b>TOTAL TASK</b>
<i>Hourly Rate</i>	\$310	\$190	\$145	\$125	
<b>Area 1.1 COB3 Promenade</b>					
Design studies	2	2	8		\$ 2,160
Submit revised project documentation to County	1.4	10	23.6		\$ 5,756
Construction Observation		2.5			\$ 475
<b>TASK 2: TOTAL</b>	<b>3.4</b>	<b>14.5</b>	<b>31.6</b>	<b>0</b>	<b>\$ 8,391</b>
<b>Area 1.2 West face Hall of Justice</b>					
Schematic Design/ Pricing options	2	2	2		\$ 1,290
Submit revised project documentation to County	2.3	10	24.2		\$ 6,122
Construction Observation		3.5			\$ 665
<b>TASK 2: TOTAL</b>	<b>4.3</b>	<b>15.5</b>	<b>26.2</b>	<b>0</b>	<b>\$ 8,077</b>
<b>Area 2 North Promenade</b>					
Schematic Design/ Pricing options	10	24	24		\$ 11,140
Project Documentation	8	55	32		\$ 17,570
Construction Observation	5.7	14	4.1		\$ 5,022
<b>TASK 2: TOTAL</b>	<b>23.7</b>	<b>93</b>	<b>60.1</b>	<b>0</b>	<b>\$ 33,732</b>
<b>Area 3 Garage</b>					
Schematic Design/ Pricing options	5.5	28	16		\$ 9,345
Project Documentation	5	30	28		\$ 11,310
Construction Observation	4	14	4		\$ 4,480
<b>TASK 1: TOTAL</b>	<b>14.5</b>	<b>72</b>	<b>48</b>	<b>0</b>	<b>\$ 25,135</b>
<b>Area 4 West Quad</b>					
Schematic Design/ Pricing options	36	48	120	48	\$ 43,680
Design Development	33	48	64	64	\$ 36,630
Construction Documents	24	61	120	120	\$ 51,430
Permit Drawings	2	12	11.8		\$ 4,611
Construction Observation	17.8	48	32		\$ 19,278
<b>TASK 3: TOTAL</b>	<b>112.8</b>	<b>217</b>	<b>347.8</b>	<b>232</b>	<b>\$ 155,629</b>
<b>OVERALL TOTAL</b>	<b>158.7</b>	<b>412</b>	<b>513.7</b>	<b>232</b>	<b>\$ 230,964</b>



January 17, 2023

Steven Sobel, FAIA  
Director  
Skidmore, Owings, Merrill LLP (SOM)  
One Maritime Plaza  
San Francisco, CA 94111

Re: San Mateo County Civic Center, Redwood City, CA

Digital Signage and Veteran's Memorial Scoping  
ASR-008  
Additional Services Request: 20.10021.008

Dear Steven:

We are pleased to submit the following authorization for additional services on the San Mateo Civic Center project in Redwood City, California.

## I. SCOPE AND DESCRIPTION

### A. Description

This additional work authorization is submitted for building technology design services. Based on the meeting with SOM on 1/12/23, the scope of work will include:

1. Relocate digital signage display from the north entrance of COB3 to Area 4 central circulation area.
2. Add digital signage display to the south entrance of COB3.
3. Specify and provide digital signage displays and associated infrastructure.
4. Define and coordinate the technology program requirements for future Veteran's Memorial.
5. A minimum of (3) meetings with Design Team and County for coordination of system requirements.

## II. COMPENSATION

### A. Compensation for Professional Services

Compensation for the services identified in Section I 'Scope and Description' shall be a lump sum fee of \$5,885.00

### B. Reimbursable Expenses

Reimbursable expenses will be billed in accordance with the terms of the Master Agreement.

### C. Payment

Payment shall be made in accordance with the terms of the Master Agreement.



**III. SCHEDULE**

Design work for this additional service will be completed during the Construction Administration phase of the project.

**IV. STANDARD TERMS AND CONDITIONS**

The Terms and Conditions from the Master Agreement are incorporated in, and made a part of, this work authorization and any contract made between the parties relating to this work.

Should any other agreement require that you obtain the Owner's authorization for additional services, please do so; otherwise, MEYERS+ ENGINEERS assumes that you are authorized to act on the Owner's behalf in this regard.

Trusting this meets with your approval, please sign both copies and return one copy to our office authorizing us to proceed. This additional service will be performed upon receipt of your written authorization.

Very truly yours,

MEYERS+ ENGINEERS

\_\_\_\_\_  
Susie See, P.E.  
Principal  
California PE License No. E13918

Authorized by:

SOM

\_\_\_\_\_  
Steven Sobel

\_\_\_\_\_  
Date

**San Mateo COB3**  
**Building Technology Fee Matrix**  
**ASR-08**

		<b>Task 1</b>		<b>Task 2</b>		<b>Task 3</b>		<b>Task 4</b>			
		<i>Specify and provide digital signage for Area 4 central circulation area</i>		<i>Specify and provide digital signage to south entrance of COB3</i>		<i>Define and coordinate technology program requirements for future Veteran's Memorial</i>		<i>Assume min. of (3) Meetings with Design Team and County</i>			
<b>Role</b>	<b>Rate (\$/Hr)</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Total Hours</b>	<b>Total Fee \$</b>
Principal	\$ 300.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Associate Principal	\$ 250.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Senior Associate	\$ 215.00	6	\$ 1,290.00	6	\$ 1,290.00	4	\$ 860.00	3	\$ 645.00	19	\$ 4,085.00
Associate	\$ 195.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Senior Engineer	\$ 175.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Engineer	\$ 150.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Design Engineers	\$ 130.00	3	\$ 390.00	6	\$ 780.00	2	\$ 260.00	2	\$ 260.00	13	\$ 1,690.00
Designers	\$ 110.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
BIM Coordinator	\$ 125.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Bim Specialists	\$ 110.00	0	\$ -	1	\$ 110.00	0	\$ -	0	\$ -	1	\$ 110.00
Administration & Support	\$ 80.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>TOTAL</b>		<b>9</b>	<b>\$ 1,680.00</b>	<b>13</b>	<b>\$ 2,180.00</b>	<b>6</b>	<b>\$ 1,120.00</b>	<b>5</b>	<b>\$ 905.00</b>	<b>33</b>	<b>\$ 5,885.00</b>

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



December 27, 2022

Daniel Griffiths, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063



Re: San Mateo County Civic Center, Additional Services Proposal, PG&E Service Vault

Dear Daniel:

SOM is pleased to submit this additional service proposal for the PDU requested efforts related to the PG&E Service Vault.

**Scope of Services**

The specific scope of service is as indicated in the attached Telamon proposal dated December 23, 2022.

**Schedule**

Upon receipt of an email authorization from the County of San Mateo, SOM/Telamon has commenced the work.

**Compensation**

This ASR will be a fixed fee of \$8,472 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-050-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo

Steven Sobel  
Principal

DocuSigned by:

Accepted by Sam Lin  
EE197548879C432...

Jan-04-2023 | 15:51 PST

Date

Cc David Nielsen and Gwen Lusk, Cobalt  
Accounting, SOM



**SAN FRANCISCO**  
855 Folsom St, Unit 142  
San Francisco, CA 94107  
Tel: (415) 837-1336  
Fax: (415) 837-1354

**OAKLAND**  
1330 Broadway, Suite 436  
Oakland, CA 94612  
Tel: (510) 893-1668  
Fax: (510) 893-1669

Proposal No. 20023.01.507\_v1

December 23, 2022

Steven Sobel, FAIA  
Director  
Skidmore, Owings & Merrill LLP (SOM)  
One Maritime Plaza  
San Francisco, CA 94111  
415 352 3805  
[steven.sobel@som.com](mailto:steven.sobel@som.com)

**Re: Add Service Fee Proposal for COB3 PG&E Plat and Legal Description  
Redwood City, San Mateo County, CA**

Dear Mr. Sobel,

Thank you for the opportunity for Telamon Engineering Consultants, Inc. (TECI) to provide civil engineering and surveying services for the subject project. Per the correspondence received we have prepared the following additional design scope of services. This additional scope will provide a new easement plat and legal description for the PG&E service vault location near the northeast corner of the project along Middlefield Road.

**TECI Scope of Services:**

**Task 201: Surveying Services**

- A. Prepare a Plat and Legal Description for the new PG&E service vault.
- B. The new PG&E easement shall be as dimensioned/sized per the direction of PG&E showing 5' width from edge of vault on three sides and up to 10' on the east side of the vault along the Middlefield Road side, as forwarded to TECI in email dated 12/22/2022 and 12/23/2022.
- C. Along with the Plat and Legal Description, TECI shall deliver the closure calculations for the proposed easement.
- D. Coordinate meetings with all team members, owners, City and public/private utility agencies. Provide organization and oversight for survey deliverables. Will attend two (2) 1-hour coordination meetings as requested by the team throughout the delivery of this scope.

**Assumptions:**

- A. Application fees and coordination of submittal to PG&E will be conducted by others.
- B. Surveyed location of the PG&E vault shall be prepared by others and provided to TECI.
- C. It is assumed that an initial submittal will be provided and only 1 submittal revision will be provided. Any additional submittals will be considered additional services.

**Exclusions:** (TECI can provided the following services under T&M if requested)

- Right-of-way surveys, boundary surveys, topographic survey, preparation and recordation of corner records, final maps, record of surveys or lot line adjustments and ALTA surveys.
- Additional printing & delivery. Telamon will include all in-house check plots, and provide one reproducible and CAD files to owner for each submittal. Number of submittal is as shown in assumptions.
- The body of the easement with any restrictions and conditions shall be prepared by others.
- This proposal is for a Legal Description and Plat relating to the new PG&E electrical service vault easement. No easement is required to be prepared for the electrical service conduits to the building.
- It is assumed that the County still has the preliminary title report and pertinent described exceptions to title for reference. Said documents will not be included with the submittal package, but will be provided to TECI.

**Schedule:**

It is estimated the first submittal to the County and PG&E will be within ten (10) working days from receiving a notice to proceed and receipt of latest Title Report. Each additional submittal will be completed within five (5) working days of receipt of corrections/additions.

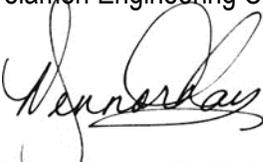
Based on the above scope of services our **lump sum** fee for the civil engineering & surveying services on this project is:

Task 101	PG&E Vault Plat & Legal	\$ 8,472.00
	Lump Sum Fee Total	<b>\$ 8,472.00</b>

Additional work, if required, will be charged in accordance with our current fee schedule that is included as attachment of this proposal.

I will be happy to provide any clarifications required on any of our proposed services or modify our scope of work if such modifications might better suit your needs. Thanks for the opportunity of presenting this proposal and we are looking forward to a pleasant and rewarding relationship with you and your firm.

Very truly yours,  
Telamon Engineering Consultants, Inc.



Mennor Chan, PE, PLS, LEED AP BD+C  
Principal

Attachment:    Fee Breakdown

**Telamon Engineering Consultants, Inc.**

Job Classification		Principal	Project Manager	Engineer II	Engineer I	CAD Drafter II	Survey Manager	Survey Party Chief (Office)	CAD Drafter III (Mapping)	Surveyor - 2 Person Crew	Hours	TOTAL
<b>2021 Billing Rate</b>		\$295.00	\$218.00	\$140.00	\$125.00	\$130.00	\$213.00	\$172.00	\$140.00	\$315.00		
<b>Surveying Services for PG&amp;E Plat and Legal</b>												
Task No.	Task Description											
<b>101</b>	<b>Civil Engineering Design</b>											<b>\$ 8,472.00</b>
1.0	Scope review and background updates		2								2	\$ 436.00
2.0	Project Management and Coordination		4				4				8	\$ 1,724.00
3.0	Plat and Legal Preparation and Submittal		2	20		4	12				38	\$ 6,312.00
											0	\$ -
		0	8	20	0	4	16	0	0	0	48	Total
		\$0	\$1,744	\$2,800	\$0	\$520	\$3,408	\$0	\$0	\$0	-	\$8,472.00
											<b>TOTAL FEE</b>	<b>\$8,472.00</b>

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



November 7, 2022

Daniel Griffiths, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063



Re: San Mateo County Civic Center, Additional Services Proposal  
Additional Revisions by the PDU

Dear Daniel:

SOM is pleased to submit this additional service proposal for the Additional Revisions by the PDU.

**Scope of Services**

The specific scope of service is additional PDU reviewed and accepted on going changes to HSA, CC, PDU, CMO layouts and reception areas.

**Schedule**

Upon receipt of written authorization from the County of San Mateo, SOM will commence the work.

**Compensation**

This ASR will be a fixed fee of \$38,680 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-047-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo

Steven Sobel  
Principal

DocuSigned by:  
Sam Lin Mar-17-2023 | 12:33 PDT  
Accepted by \_\_\_\_\_ Date

Cc David Nielsen and Gwen Lusk, Cobalt  
Accounting, SOM

<b>Skidmore, Owings &amp; Merrill LLP - San Francisco</b>			<b>11/7/2022</b>
<b>COB 3</b>			<b>Page 1 of 1</b>
<b>Additional Revisions by the PDU</b>			<b>Work Plan</b>
<b>Fee Proposal Workplan</b>			
<b>TASK</b>	<b>Description</b>	<b>Total Hours</b>	<b>Amount</b>
Architecture	Francesca Oliveira, Principal	16	\$6,640
Interiors	Matthew Wasylciw, Associate	38	\$8,930
Interiors	Elyssa Yoneda, Level D	100	\$18,000
Interiors, packing & coordination	Elissa Gee, Level E	14	\$2,730
Digital Documentation	Roel Magbanua, Level C	14	\$2,380
		182	
	<b>Total</b>		<b>\$38,680</b>

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



March 2, 2023

Sam Lin, Assistant Director  
County of San Mateo Project Development Unit  
400 County Center  
Redwood City, CA

Re: San Mateo County Civic Center, Additional Services Proposal  
Photography

Dear Sam,

SOM is pleased to submit this requested additional service proposal for the project photography.

**Scope of Services**

The specific scope of service is as outlined in the attached invoice dated 6/16/22.

**Schedule**

This effort is complete.

**Compensation**

This ASR will be a fixed fee of \$2,017 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-056-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo

Steven Sobel  
Principal

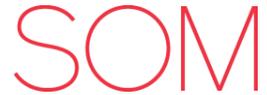
DocuSigned by:  
  
Accepted by 432...

Mar-07-2023 | 08:11 PST

Date

Cc Daniel Griffiths, David Nielsen and Gwen Lusk, Cobalt  
Accounting, SOM

SKIDMORE, OWINGS & MERRILL  
7 WORLD TRADE CENTER  
250 GREENWICH STREET  
NEW YORK, NY 10007



Sam Lin

slin@smcgov.org

Assistant Director

County of San Mateo Project Development Unit

400 County Center

Redwood City, CA

June 16, 2022

Project No: PHO220-258

Invoice No: 0146041

Project PHO220-258 Photography - COB 3

**Professional Services from May 28, 2022 to July 1, 2022**

Fee **2,016.67**

**Total this Invoice \$2,016.67**

**Information for Payment by ACH or Wire Transfer:**

Account name: Skidmore, Owings & Merrill LLP

**ACH**

Routing Number 021306822  
Account Number 797047883

**Wire Transfer**

Routing Number 021001088  
Swift Code MRMDUS33  
Account Number 797047883

HSBC Bank USA, NA  
227 W. Monroe Street, Suite 1850  
Chicago, IL 60606  
USA

SKIDMORE, OWINGS & MERRILL LLP  
7 WORLD TRADE CENTER  
250 GREENWICH STREET  
NEW YORK, NY 10007



### Co-Commissioning Agreement for COB 3

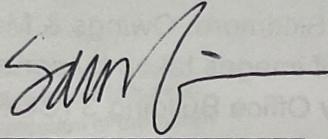
This agreement is made as of March 23, 2022 between The County of San Mateo (Project Development Unit (PDU), Truebeck Construction(TB) and Skidmore, Owings & Merrill, LLP (“SOM”) (Collectively “Parties”) for the co-commissioning of images taken by certain photographers (“Photographers”) of the San Mateo County Office Building 3 (COB 3) (collectively “Images”). Accordingly, the Parties agree as follows:

1. The Parties agree that specific Photographers will be retained to take the Images. The Parties shall agree in advance regarding when to schedule a specific Photographer’s photography session on the site.
2. The Parties shall split the cost of all Images and Photographers equally in 3 ways or in alternative equal portions if additional parties are added to this Agreement.
3. For ease of accounting, SOM will pay the Photographer’s invoices directly. PDU and TB shall pay to SOM their one-third share of the amount of the Images within thirty days of request for receipt of payment from SOM. Upon receipt of the PDU’s and TB’s payment, SOM will then pay the Photographer’s invoice. The Parties usage rights are granted only upon full payment of the Photographer’s invoice.
4. The Parties shall be considered co-commissioners of the Images.
5. Each Party shall have a non-exclusive, irrevocable, paid-up license to use the Images in any manner or form, including usage in connection with its website, social media platforms, award submissions, marketing materials, public relations materials, exhibitions, firm brochures, firm monographs, e-books, editorial publications, and portfolios. Commercial paid-page advertising is not included in this offer; however, additional licensing rights can easily be obtained through the Photographers, following their customary rates. The Parties acknowledge that the copyrights to the Images shall remain with the Photographer. The Parties agree that a Party may not transfer its rights in the Images to another third party involved in the Project if that new Party has not contributed to the cost of the Images.
6. Credit on all use of the images shall be in Photo © [Photographer’s Name], 2022.
7. The Parties consent to the use of the Images for internal marketing, editorial or academic publication and/or presentation without further written permission. The PDU is providing their consent for SOM and TB’s use of the Images consistent with the terms herein and the requirements of the underlying agreements for the development of COB 3.
8. This agreement shall be governed under the laws of New York.

SKIDMORE, OWINGS & MERRILL LLP  
7 WORLD TRADE CENTER  
250 GREENWICH STREET  
NEW YORK, NY 10007

SKIDMORE, OWINGS & MERRILL LLP  
7 WORLD TRADE CENTER  
250 GREENWICH STREET  
NEW YORK, NY 10007

Date:



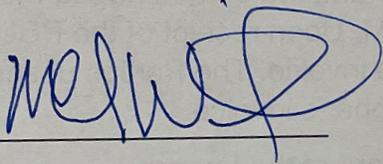
Sam Lin

Assistant Director  
County of San Mateo  
Project Development Unit  
400 County Center  
Redwood City, CA  
Federal Tax ID:

*Lucas Blair Simpson*

Lucas Blair Simpson

Skidmore, Owings & Merrill LLP  
7 World Trade Center  
250 Greenwich Street  
New York, NY 10005  
lucasblair.simpson@som.com



Mark Whiley

Project Executive  
Truebeck Construction  
951 Mariners Island Blvd #700,  
San Mateo, CA 94404  
Federal Tax ID:

SKIDMORE, OWINGS & MERRILL LLP  
7 WORLD TRADE CENTER  
250 GREENWICH STREET  
NEW YORK, NY 10007

Date:

---

Sam Lin

Assistant Director  
County of San Mateo  
Project Development Unit  
400 County Center  
Redwood City, CA  
Federal Tax ID:

---

Lucas Blair Simpson

Skidmore, Owings & Merrill LLP  
7 World Trade Center  
250 Greenwich Street  
New York, NY 10005  
lucasblair.simpson@som.com

---

Mark Whiley

Project Executive  
Truebeck Construction  
951 Mariners Island Blvd #700,  
San Mateo, CA 94404  
Federal Tax ID:

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



December 27, 2022

DS  
DN

DS  
DG

Daniel Griffiths, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063

Re: San Mateo County Civic Center, Additional Services Proposal, User Group Lighting Design Changes

Dear Daniel:

SOM is pleased to submit this additional service proposal for the PDU requested efforts related to the User Group Lighting Design Changes.

**Scope of Services**

The specific scope of service is as indicated in the attached Pritchard Peck proposal dated December 22, 2022.

**Schedule**

Upon receipt of written authorization from the County of San Mateo, SOM/Pritchard Peck will commence the work.

**Compensation**

This ASR will be a fixed fee of \$5,500 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-051-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo

Steven Sobel  
Principal

DocuSigned by:

Sam Lin

Jan-11-2023 | 18:26 PST

Accepted by

Date

Cc David Nielsen and Gwen Lusk, Cobalt  
Accounting, SOM

## ADDITIONAL SERVICES REQUEST

ASR 6: USER GROUP PLAN CHANGES

PROJECT: COB3

LOCATION: REDWOOD CITY, CA

ASR DATE: DECEMBER 22, 2022

BASE CONTRACT DATE: JULY 20, 2020

### STATEMENT

---

Thank you for the opportunity to submit this additional service request for services to address the owner directed plan changes in the office, reception and cafe. This additional issuance was requested to assist the team in updating the lighting design in these spaces construction.

### Scope of work:

- (1) Cafe
- (1) Lobby Amenities
- (1) Level 2 HSA User Group
- (1) Level 3 DAO User Group
- (1) Level 4 County Counsel User Group
- (1) Level 4 HR User Group
- (1) Level 5 CMO User Group
- (1) Resubmital for fixture types that change

### Schedule:

January 2023 (1 month)

See below scope of work for tasks, hours, and fees included in this ASR. This ASR is based on the meeting with SOM on December 21st, 2022 and documents provided by SOM on 12/16/22.

These services are in addition to our base contract dated 7/20/20 and are offered on a flat fee basis to be billed monthly based on a percentage of project completion. This agreement is subject to the same terms and conditions outlined in the base contract.

### COMPENSATION

**\$5,500**

### AUTHORIZATION

The returned, signed copy of this additional service request will indicate your acceptance of the above and will serve as our authorization to proceed immediately upon receipt.

Sincerely,



---

Kristin Peck, PritchardPeck Lighting

---

 Skidmore, Owings & Merrill

ASR 5: CA EXTENSION

PROJECT: COB3 REDWOOD CITY, CA

## SCOPE OF ADDITIONAL SERVICES

		Principal	Assoc. Principal	Senior Designer	Designer	Hours	Fee
HOURLY RATE		\$215	\$190	\$185	\$165		
PHASE 6 - BULLETIN 2 (1 MONTH)							
a	Café revisions	1		3		4	\$770
b	Lobby Amenities revisions			1		1	\$185
c	Level 2 HSA User Group revisions	0.5		3		4	\$663
d	Level 3 DAO User Group revisions	0.5		3		4	\$663
e	Level 4 HR User Group revisions	0.5		3		4	\$663
f	Level 4 County Counsel User Group revisions	0.5		2		3	\$478
g	Level 5 CMO User Group revisions	1		7		8	\$1,510
h	Resubmital for fixture types that change	1		2		3	\$585
<b>Subtotal</b>		<b>5</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>29</b>	<b>\$5,500</b>

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



February 28, 2023

David Nielsen, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063

<sup>DS</sup>  
DN

<sup>DS</sup>  
DG

Re: San Mateo County Civic Center, Additional Services Proposal  
Revise Planting Design

Dear David,

SOM/CMG are pleased to submit this requested additional service proposal for the Planting Design Revisions.

**Scope of Services**

The specific scope of service is as outlined in the attached CMG Proposal dated February 27, 2023.

**Schedule**

Upon receipt of written authorization from the County of San Mateo, SOM/CMG will commence the work.

**Compensation**

This ASR will be a fixed fee of \$5,800 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-055-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo

Steven Sobel  
Principal

DocuSigned by:

Sam Lin  
Accepted by

Mar-17-2023 | 12:33 PDT

Date

Cc Daniel Griffiths and Gwen Lusk, Cobalt  
Accounting, SOM



Landscape    Architecture

February 27, 2023

Steve Sobel  
SOM**COB3 Addition Services Request**

Dear Steve,

CMG is pleased to submit our proposal for ongoing design services at the COB3.

## SCOPE AND PROCEDURE

Revise planting design to be compatible with recycled water. Update construction documents accordingly.

## COMPENSATION

<b>SOM_CMG COB3 - ASR - Recycled water for irrigation</b>			<b>2/27/2023</b>
<b>SUMMARY</b>			
<b>TASK + DESCRIPTION</b>	<b>LA-5</b>	<b>LA-3</b>	<b>TOTAL TASK</b>
<i>Hourly Rate</i>	<i>\$190</i>	<i>\$145</i>	
Planting design	4	8	\$ 1,920
Document revisions	5.16	20	\$ 3,880
<b>TOTAL</b>	<b>9.16</b>	<b>28</b>	<b>\$ 5,800</b>

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



January 31, 2023

David Nielsen, Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063



Re: San Mateo County Civic Center, Additional Services Proposal  
Conference Room AV Revisions

Dear David,

SOM/Meyers+ are pleased to submit this PDU/ISD requested additional service proposal for the Conference Room AV Revisions.

**Scope of Services**

The specific scope of service is as outlined in the attached Meyers+ Proposal dated January 31, 2022.

**Schedule**

Upon receipt of written authorization from the County of San Mateo, SOM/Meyers+ will commence the work.

**Compensation**

This ASR will be a fixed fee of \$5,610 per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. The reimbursable expenses are in addition to the fee.

We will track this effort under the job number 220258-054-25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo

Steven Sobel  
Principal

DocuSigned by:  
  
Accepted by

Mar-20-2023 | 14:29 PDT

Date

Cc Daniel Griffiths and Gwen Lusk, Cobalt  
Accounting, SOM



February 24, 2023

Steven Sobel, FAIA  
Director  
Skidmore, Owings, Merrill LLP (SOM)  
One Maritime Plaza  
San Francisco, CA 94111

Re: San Mateo County Civic Center, Redwood City, CA

Conference Room AV Revisions  
ASR-009R1  
Additional Services Request: 20.10021.009

Dear Steven:

We are pleased to submit the following authorization for additional services on the San Mateo Civic Center project in Redwood City, California.

## I. SCOPE AND DESCRIPTION

### A. Description

This additional work authorization is submitted for building technology design services. Based on the Technology/AV Revisions Memo on 1/17/23, the scope of work will include:

1. Add AV camera system and associated cabling to the following Team meeting rooms:
  - a. BoS Area 5<sup>th</sup> Floor
    - i. E511, E534, E544, E572, E582
  - b. CEO Area 5<sup>th</sup> Floor
    - i. C541, W515
  - c. HR Area 4<sup>th</sup> Floor
    - i. C440, C442, C443
2. Add 2-post equipment rack and vertical wire manager to COB2 MPOE for additional fiber trays to support COB3.
3. Add AV camera system to Multipurpose Room E180.
4. Revise AV equipment in rooms W576 and C551 from Crestron Flex kit to the following:
  - a. (1) Touch screen monitor display
  - b. (1) PTZ camera
  - c. (1) DMPS video switcher
  - d. (1) Audio DSP
  - e. (4) In-ceiling speakers
  - f. (2) In-ceiling microphones
  - g. (1) Occupancy sensor for system operation
  - h. (1) Push button to reboot AV system
  - i. (1) Tabletop touch panel controller
  - j. (1) Cable cubby for data, power, and HDMI on a retract
  - k. (1) Room scheduler



**II. COMPENSATION**

A. Compensation for Professional Services

Compensation for the services identified in Section I 'Scope and Description' shall be a lump sum fee of \$5,610.00

B. Reimbursable Expenses

Reimbursable expenses will be billed in accordance with the terms of the Master Agreement.

C. Payment

Payment shall be made in accordance with the terms of the Master Agreement.

**III. SCHEDULE**

Design work for this additional service will be completed during the Construction Administration phase of the project.

**IV. STANDARD TERMS AND CONDITIONS**

The Terms and Conditions from the Master Agreement are incorporated in, and made a part of, this work authorization and any contract made between the parties relating to this work.

Should any other agreement require that you obtain the Owner's authorization for additional services, please do so; otherwise, MEYERS+ ENGINEERS assumes that you are authorized to act on the Owner's behalf in this regard.

Trusting this meets with your approval, please sign both copies and return one copy to our office authorizing us to proceed. This additional service will be performed upon receipt of your written authorization.

Very truly yours,

MEYERS+ ENGINEERS

A handwritten signature in black ink that reads "Susie See".

---

Susie See, P.E.  
Principal  
California PE License No. E13918



Authorized by:

SOM

---

Steven Sobel

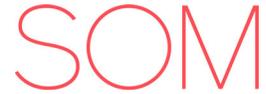
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Date

**San Mateo COB3**  
**Building Technology Fee Matrix**  
**ASR-009R1**

		<b>Task 1</b>		<b>Task 2</b>		<b>Task 3</b>		<b>Task 4</b>			
		<i>Adding AV camera system to meeting rooms: C44, C442, C443, C541, W515, E511, E534, E544, E572, E582</i>		<i>Adding 2-post equipment rack to COB2 MPOE</i>		<i>Adding AV camera system to MPR E180</i>		<i>Revise AV equipment to W576, C551</i>			
<b>Role</b>	<b>Rate (\$/Hr)</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Hours</b>	<b>Fee \$</b>	<b>Total Hours</b>	<b>Total Fee \$</b>
Principal	\$ 300.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Associate Principal	\$ 250.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Senior Associate	\$ 215.00	4	\$ 860.00	2	\$ 430.00	4	\$ 860.00	4	\$ 860.00	14	\$ 3,010.00
Associate	\$ 195.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Senior Engineer	\$ 175.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Engineer	\$ 150.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Design Engineers	\$ 130.00	6	\$ 780.00	2	\$ 260.00	6	\$ 780.00	6	\$ 780.00	20	\$ 2,600.00
Designers	\$ 110.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
BIM Coordinator	\$ 125.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Bim Specialists	\$ 110.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Administration & Support	\$ 80.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>TOTAL</b>		<b>10</b>	<b>\$ 1,640.00</b>	<b>4</b>	<b>\$ 690.00</b>	<b>10</b>	<b>\$ 1,640.00</b>	<b>10</b>	<b>\$ 1,640.00</b>	<b>34</b>	<b>\$ 5,610.00</b>

SKIDMORE, OWINGS & MERRILL LLP  
ONE MARITIME PLAZA  
SAN FRANCISCO, CA 94111



March 8, 2021  
*Revised June 1, 2022*  
*Revised December 21, 2022*

Daniel Griffiths, COB 3 Project Manager  
County of San Mateo Project Development Unit  
555 County Center, 2nd Floor  
Redwood City, CA 94063



Re: COB 3, Additional Services Proposal  
FF&E Consulting Services

Dear Daniel:

Given the continuing time and effort required to incorporate the user group preferences and coordinate the documentation, SOM is submitting this increased and revised additional service proposal for One Workplace for Design, Specifications, FF&E definition, mockup and pricing support, based on PDU and SOM final selections.

**Scope of Services**

The specific scope of service is as outlined in the attached updated design proposal from One Workplace dated December 20, 2022.

**Schedule**

Upon receipt of written authorization from the County of San Mateo, SOM/One Workplace will finalize this work.

**Compensation**

The approved ASR's to date (008 and 008.1) was for \$86,236 on an hourly basis, per the terms of County of San Mateo/SOM Agreement dated June 1, 2020. This ASR (008.2) is for an additional Time & Material, on an hourly basis, Not to Exceed \$85,279, now totaling \$171,515. Reimbursables are in addition to the fee.

We will continue to track this effort under the job number 220258-008.2.25.

Please call or email with any questions or comments or if acceptable please return an executed copy for our files.

Very truly yours,

County of San Mateo

Steven Sobel  
Principal

DocuSigned by:  
Sam Lin Mar-20-2023 | 14:28 PDT  
Accepted By Date

Cc Accounting, SOM



December 20, 2022

Mr. Steven Sobel  
SKIDMORE, OWNING & MERILL  
One Maritime Plaza  
San Francisco, CA 941111

RE: Workplace Studio Service Proposal  
County of San Mateo – COB 3  
1402 Maple Street  
Redwood City, CA 94063  
One Workplace Project 213848

Dear Mr. Steven Sobel:

Our mission at One Workplace is to create spaces that inspire people and transform organizations with innovative solutions. We believe that the space around us greatly impacts our overall well-being and productivity. With each relationship, we work collaboratively with our clients to understand the design as well as the goals of the organization.

Our expansive portfolio of products to show you a variety of design options that will enable us to tailor our solutions to meet your budget and aesthetic requirements. Please feel free to contact us if you have any questions or require additional information.

Sincerely,

Danette Anderson

Danette Anderson  
Senior Designer | Healthcare  
C: 669.213.5479  
One Workplace | Santa Clara | San Francisco | Oakland  
danderson@oneworkplace.com

cc: Sarah Laffoday



December 20, 2022  
Workplace Studio Service Proposal  
County of San Mateo – COB 3  
1402 Maple Street  
Redwood City, CA 94063  
One Workplace Project 213848

## SCOPE OF SERVICES

- 1.1 Meet with County of San Mateo and SOM design firm to define the project scope. - **4 hours**
- 1.2 Attend additional project meetings.
  - 1.2.1. Original – 5/16/22 - **51 hours**
  - 1.2.2. Amendment 5/17/22 – 12/31/22 - **49 hours**
  - 1.2.3. Estimated Forthcoming - 1/1/23 – 5/26/23 – **42 hours**
- 1.3 SOM design firm to provide an AutoCAD 2018 compatible architectural base plan.
- 1.4 SOM/SMC to provide OWP with all furniture selections, options, and finishes.
  - 1.4.1. Original – 5/16/22 – **36 hours**
  - 1.4.2. Amendment 5/17/22 – 12/31/22 – **11 hours**
  - 1.4.3. Estimated Forthcoming - 1/1/23 – 5/26/23 – **100 hours**
- 1.5 Provide furniture ROM for preliminary pricing (additional ROMs will be billable to SMC).
  - 1.5.1. \*\*If Individual ROM's by department are needed – 36 hours**
  - 1.5.2. Original – 5/16/22 – **255 hours**
- 1.6 Create initial renderings/3D drawings of proposed furniture typicals.
  - 1.6.1. Original – 5/16/22 – **147 hours**
  - 1.6.2. Amendment 5/17/22 – 12/31/22 – **152 hours**
  - 1.6.3. Estimated Forthcoming – 1/1/23 – 5/26/23 – **60 hours**
- 1.7 Produce a furniture plan that will incorporate the above mentioned typicals in 1.3. - **80 hours**
- 1.8 SOM design firm to review preliminary furniture plans and provide changes.
- 1.9 Create final furniture plans to County of San Mateo and Design Firm with furniture finishes and options for approval. – **48 hours**
- 1.10 County of San Mateo and Design Firm to approve final furniture selection and product finishes prior to generating specifications.



December 20, 2022  
Workplace Studio Service Proposal  
County of San Mateo – COB 3  
1402 Maple Street  
Redwood City, CA 94063  
One Workplace Project 213848  
Page 2

1.11 Final field verification. **80.0 hours – includes design time for 2 designers**

\*Field verification needs to be performed prior to furniture order placement in-order-to ensure the product specified fits in the available space.

*In the event that construction is incomplete and/or the client site is unavailable for field verification, One Workplace accepts no responsibility for accuracy of architectural base plans provided by client and/or outside design consultant. One Workplace will provide critical dimensions for furniture, verify site prior to installation, and advise client and/or design consultant of any conflicts. Client needs to inform One Workplace when site is available for field verification.*

*One Workplace accepts no responsibility for furniture product problems resulting from inaccurate architectural base plans. If a space is not constructed accurately it is the responsibility of those companies or individuals who designed and constructed the space to remedy the issue*

1.12 Revise existing architectural base and furniture plan based on field verification. - **10 hours (as needed)**

1.13 Produce a building electrical recommendation plan for all products with electrical components. – **8 hours (as needed)**

1.13.1. Power/Data Coordination with SOM/Client

1.13.1.1. Original – 5/16/22 – **14.75 hours**

1.14 Produce installation documents/drawings for furniture installers. - **48.0 hours**

1.15 Produce final quotes that shall be signed by SOM design firm prior to order entry. **160 hours – includes Audit time to ensure data is correct)**

**FEES**

Based on the Scope of Services and Conditions described above and an hourly rate of \$95.00 per hour for 507.75 hours, the fee for Design is proposed on a time and materials not to exceed basis in the amount of \$48,236.25. Based on the forthcoming estimation of hours, we anticipate an addition of 212 'Amendment' hours (already occurred but not yet billed) and 672 'Estimated Forthcoming' hours through end of May 2023 to the 507.75 hours that have already occurred. The Design Rate for San Mateo County has increased to \$96.47 for any future hours to be billed. Total proposed additional/future amount to be billed \$85,279.48.



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One minor revision that constitutes no more than 10% change in project scope shall be allowed with no increase to the fee. An addendum will be issued to SOM Design for any additional work.

### **INVOICES**

Invoices shall be submitted monthly. Payment is due and payable in full to One Workplace upon presentation. A service charge of 1½% will be added to late payments over 30 days.

In the event, that One Workplace Studio invoices are not paid within 30 days of the invoice date, One Workplace shall have the right to suspend work on the project pending receipt of any such outstanding amount.

### **CONDITIONS**

The program and proposed fees outlined for this project are based upon our present understanding of the area to be designed, the general objectives of your project and the scope of responsibility. Client agrees to cooperate in scheduling meetings and making decisions on our submissions without undue delay in order to permit completion of this project in a timely manner.

Should the scope of the program be modified, or completion of this project be extended, we reserve the right to negotiate an adjustment to our proposed fees and to our scheduled commitments.

If any dispute, whether or not, involving litigation, arises out of or relating to this Agreement, the prevailing party shall be entitled to recover all costs and expenses, including reasonable attorney's fees, incurred in enforcing any of the terms, conditions or provisions of this Agreement.

Either party may terminate this agreement at any time by giving written notice to the other and no charges other than those already incurred shall be payable.



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**ACCEPTANCE**

If this proposal is accepted as set forth and the fees and conditions are agreed to, please sign and return one copy to our office as your authorization to begin work.

Danette Anderson  
2022

December 20,

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Danette Anderson  
Senior Designer  
One Workplace

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Date

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Steven Sobel  
SOM Design

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Date

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County of San Mateo Purchase Order Number