

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

### TASK ORDER FORM

**Start Date:** July 1, 2021

**Consultant Name:** Urban Rain|Design

**Contract:** Countywide Water Pollution Prevention Program Technical Support

**Task Order No.:** URD-03

**Task Order Name:** Municipal Stormwater NPDES Permit Compliance Assistance

**Scope of Work:** Green Infrastructure Support: supporting implementation of the rain garden incentive program via advancing school-based green infrastructure implementation and developing training materials related to the Green Infrastructure Design Guide. See attached scope of work.

**Deliverables:** See attached scope of work

**Budgeted Cost:** Per attached scope of work, not to exceed \$25,000

**Completion Date:** June 30, 2022

*The parties indicated herein agree to execute this Task Order per the scope indicated above. No payment will be made for any work performed prior to the start date of this Task Order. Unless otherwise indicated, receipt of this executed Task Order is your Notice to Proceed with the work specified herein.*

C/CAG

Urban Rain|Design

\_\_\_\_\_  
Sandy Wong, Executive Director      Date

\_\_\_\_\_  
Date



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May 27, 2021

## **Urban Rain Design Scope of Services FY 2021-2022** On-Call Professional Services for the SMCWPPP

The following is a breakdown of scope-of-work services for professional services for the San Mateo Countywide Pollution Prevention Program (SMCWPPP). This scope of work is specific to assist in supporting green infrastructure concept planning and Tactical Green Infrastructure implementation with local K-12 schools, green infrastructure operation and maintenance guidance, and the County's overall efforts for sustainable stormwater management. Services will be provided by Urban Rain Design (the Consultant) to the SMCWPPP (the Client).

### **SCOPE-OF-WORK ITEMS**

**TASK 1- Develop a multi-weekend Tactical Green Infrastructure installation workshop at a school in the East Palo Alto School District.**

#### **Sub-tasks**

- 1.1 Site Measurements and physical site assessment with school grounds.
- 1.2 Coordinate any needed adjustments for irrigation and/or stormwater entry/overflow with school grounds.
- 1.3 Create base map, concept design, and construction cost estimate.
- 1.4 Coordinate construction activity/delivery of plants, soil import (if needed), mulch material.
- 1.5 Attend a Tactical Green Infrastructure construction event (coordinated by SGA Marketing).
- 1.6 Provide raw/unformatted video and photo documentation of the construction process.
- 1.7 Provide an as-built concept plan for East Palo Alto School District and the Client.
- 1.8 Attend project coordination meetings. Assume (2) one-hour meetings.

#### **Deliverables**

Site base map, concept design, cost estimate, raw video and photos of construction process, as-built concept plan. These projects would not yet have a determined construction date.

#### **Assumptions**

We assume that within this budget we will allocate \$500 to go towards materials for construction. Any other cost associated with construction will need to be coordinated and absorbed by others.

**TASK 2- Develop up to (3) three concept plans for future, larger-scale, and more involved Tactical Green Infrastructure Projects. These projects would not yet have a determined construction date.**

### **Sub-tasks**

- 2.1 Site Measurements and physical site assessment with school grounds.
- 2.2 Create base map, preliminary concept design, and construction cost estimate.
- 2.3 Refine concept and prepare final concept plan used for procuring funding, donations, etc.
- 2.4 Attend project coordination meetings. Assume (6) one-hour meetings.

### **Deliverables**

Site base map, preliminary concept design, cost estimate, raw video and photos of construction process, as-built concept plan.

**TASK 3- Develop up to (2) two concept plans for future, larger-scale, and more involved green infrastructure projects at school courtyard spaces.**

### **Sub-tasks**

- 3.1 Site Measurements and physical site assessment with school grounds.
- 3.2 Create base map, preliminary concept design, and construction cost estimate.
- 3.3 Refine concept and prepare final concept plan used for procuring funding, donations, etc.
- 3.4 Attend project coordination meetings. Assume (6) one-hour meetings.

### **Deliverables**

Site base map, preliminary concept design, cost estimate, raw video and photos of construction process, as-built concept plan.

**TASK 4- Assist the East Palo Alto School District and Client, as needed, in providing planning/concept level assistance to integrate green infrastructure within existing/future school master plan efforts.**

### **Sub-tasks**

- 4.1 Provide concept designs and attend meetings, as needed.

### **Deliverables**

Concept designs, as needed.

**TASK 5- Green Infrastructure Operation and Maintenance Instructional Video (5 minutes) (60% still image/graphics)(40% live video)**

### **Sub-tasks**

- 5.1 Develop video script and coordinate with Client.
- 5.2 Develop video sequence planning (creating a storyboard).
- 5.3 Produce on-site filming of maintenance practices.
- 5.4 Develop preliminary video.
- 5.5 Develop final video.
- 5.6 Attend video coordination meetings. Assume (3) one-hour meetings.

### **Deliverables**

Video script, video storyboard, preliminary and final videos.

## **CONTRACT TERMS**

Form of Agreement: Fees are based on execution of the Client's/Consultant's standard consultant agreement, subject to Consultant's review and mutually acceptable terms and conditions.

This proposal is firm for sixty (60) days from date noted on the first page.

Please let me know if you have any questions regarding this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Perry', written in a cursive style.

**Kevin Robert Perry**, FASLA, Principal  
Urban Rain Design, Inc.

## **TASK SCHEDULE**

The following is an estimated schedule, by task, for the scope of work. These tasks may overlap and can be adjusted at the as agree upon by both the Client and Consultant.

**TASK 1- September-October 2021**

**TASK 2- July 2021-September 2021**

**TASK 3- January 2022- March 2022**

**TASK 4- July 2021-June 2022**

**TASK 5- November 2021-June 2022**

## FEE SCHEDULE

Urban Rain Design, Inc.	Kevin R. Perry, FASLA	Tactical Green Infrastructure Coordinator	Design Intern	total labor hours	total hourly fees
project role	Principal	Workshop Attendee	Video lead/design support		
rate	\$ 195.00	\$ 65.00	\$ 60.00		
<b>summary of tasks</b>					
<b>TASK 1: Tactical Green Infrastructure Schoolyard Installation</b>					
1.1 Site Measurements and physical site assessment	1.0			1.0	
1.2 Coordinate any needed adjustments for irrigation and/or stormwater entry/overflow with school grounds		3.0		3.0	
1.3 Create base map, concept design, and construction cost estimate	4.0			4.0	
1.4 Coordinate construction activity/delivery of material		3.0		3.0	
1.5 Attend a Tactical Green Infrastructure construction multi-day event		18.0		18.0	
1.6 Provide raw/unformatted video and photo documentation of the construction process.	3.0			3.0	
1.7 Provide an as-built concept plan	3.0			3.0	
1.8 Attend project coordination meetings. Assume (2) one-hour meetings.	2.0			2.0	
subtotal hours	8.0	21.0	0	29.0	
subtotal fees	\$1,560.00	\$1,365.00	\$0.00		\$ 2,925.00
<b>TASK 2: Develop (3) Tactical Green Infrastructure Concept Plans</b>					
2.1 Site Measurements and physical site assessment with school grounds	4.5			4.5	
2.2 Create base map, preliminary concept design, and construction cost estimate.	18.0				
2.3 Refine concept and prepare final concept plan used for procuring funding, donations, etc.	6.0		6.0		
2.4 Attend project coordination meetings. Assume (6) one-hour meetings.	6.0			6.0	
subtotal hours	34.5	0.0	6.0	40.5	
subtotal fees	\$6,727.50	\$0.00	\$360.00		\$ 7,087.50
<b>TASK 3: Develop (2) School Courtyard Green Infrastructure Concepts</b>					
3.1 Site Measurements and physical site assessment with school grounds	4.5			4.5	
3.2 Create base map, preliminary concept design, and construction cost estimate	12.0			12.0	
3.3 Refine concept and prepare final concept plan	4.0		6.0	10.0	
3.4 Attend project coordination meetings. Assume (6) one-hour meetings.	6.0			6.0	
subtotal hours	26.5		6.0	32.5	
subtotal fees	\$5,167.50		\$360.00		\$ 5,527.50
<b>TASK 4: Green Infrastructure Assistance for School Master Planning</b>					
4.1 Provide concept designs and attend meetings, as needed	8.0			8.0	
subtotal hours	8.0		0.0	8.0	
subtotal fees	\$1,560.00		\$0.00		\$ 1,560.00
<b>TASK 5: Green Infrastructure O&amp;M Instructional Video</b>					
5.1 Script Coordination	6.0		2.0	8.0	
5.2 Video Sequence Planning	4.0		2.0	6.0	
5.3 On-site Filming	2.0		4.0	6.0	
5.4 Preliminary Video	4.0		18.0	22.0	
5.5 Final Video	1.0		6.0	7.0	
5.6 Attend video coordination meetings. Assume (3) one-hour meetings	3.0		3.0	6.0	
subtotal hours	20.0		35.0	55.0	
subtotal fees	\$3,900.00		\$2,100.00		\$ 6,000.00
estimated hours	97.0	21.0	47.0	165.0	
estimated fees	\$ 18,915.00	\$ 1,365.00	\$ 2,820.00		
Tactical Green Infrastructure construction materials allocation					\$500.00
travel costs (5 trips @ \$275)					\$1,375.00
total estimated fees + travel					\$ 24,975.00