



Midpeninsula Regional
Open Space District



BOND OVERSIGHT COMMITTEE – MEASURE AA

February 4, 2021

AGENDA ITEM 3

AGENDA ITEM

Documentation Review of Selected Transactions for Verification of Measure AA Expenditures

GENERAL MANAGER'S RECOMMENDATION *den*

Review the documentation material for the transactions selected for Measure AA expenditure verification at the January 14, 2021 Bond Oversight Committee (BOC) meeting. This review will enable the BOC to obtain reasonable assurance that expenditures incurred during Fiscal Year 2019-20 were solely for uses, purposes, and projects authorized in the Measure AA Expenditure Plan. No Committee action required.

SUMMARY

At their January 14, 2021 meeting, the Bond Oversight Committee (BOC) affirmed Agreed Upon Procedures to select transactions for the single land purchase for that year, 12 of the 25 highest non-land expenditures, and 7 other expenditures. The sample expenditures were selected for review to verify conformity to the Measure AA expenditure plan. Review of these selected samples will enable the BOC to obtain reasonable assurance that expenditures incurred by the Midpeninsula Regional Open Space District (District) were solely for uses, purposes, and projects specified in Measure AA.

DISCUSSION

The BOC has the following three responsibilities for each of the years the Measure AA general obligation tax is collected or revenues expended:

1. Review Plan expenditures on an annual basis to verify conformity with the Expenditure Plan.
2. Review the District's Annual Audit and Annual Accountability report and present the Committee's findings to the Board at a public meeting.
3. Review any proposed amendments to the Expenditure Plan.

For the BOC to perform responsibilities 1 and 2, verification of selected expenditures is needed to provide reasonable assurance that the expenditures incurred were for projects authorized under Measure AA.

To obtain this verification and reasonable assurance, the BOC affirmed Agreed-Upon Procedures at their meeting on January 14, 2021, to review the sole land purchase for that year, 12 of the 25 highest non-land expenditures, and 7 other expenditures, as selected by the BOC for the Fiscal Year ending June 30 2020 (FY20). The BOC also adopted procedures to be used by BOC

members when analyzing the sample expenditures, which are listed below. In addition, District staff created a cover sheet for each selected transaction to support the procedure criteria.

- Confirm that the amount listed on the expenditure report corresponds to the backup documentation.
- Verify that the date of the expenditures are within the timeframe of the fiscal year.
- Verify that the vendors included in any backup documentation are correctly listed in the spreadsheet of Measure AA expenditures.
- Verify that the project manager has signed off on the invoice payment.
- Verify that the expenditures listed in the Expenditure Report are eligible for Measure AA bond funds reimbursement.
- Confirm that the project number is listed within the correct portfolio.
- At least one of the sample selections should be an internal labor transfer of funds. Confirm that backup documentation shows the Measure AA project associated with the labor reimbursement, the staff member's pay rate, title, date work was performed, total calculation of hours being reimbursed by Measure AA funds, and project manager sign-off on the document.
- For land purchases, confirm the Board resolution and staff report to approve the purchase is included in backup documentation, and confirm the correct purchase price on the final escrow statement for the actual transaction.

A summary of the selected expenditures is provided in Attachment 1. The detail of each selected sample expenditure can be found in the following attachments:

- Attachment 2 - Expenditures related to the sole land purchase
- Attachment 3 - 12 of the 25 highest non-land expenditures
- Attachment 4 - 7 assorted project expenditures not previously tested in prior BOC reviews

FISCAL IMPACT

No fiscal impact.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Incorporate the findings from the discussion and the review of the selected sample expenditures in the BOC report to the Board of Directors. Discuss the draft report at the next BOC meeting on February 25, 2021 in preparation for a presentation to the Board of Directors on March 24, 2021.

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Prepared by:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Attachments:

- 1 - Summary the Selected Sample Expenditures
- 2 - Documentation for the Expenditures related to the sole land purchase
- 3 - Documentation for 12 of the 25 non-land expenditures with the highest dollar values
- 4 - Documentation for 7 assorted project expenditures not previously tested in prior BOC reviews

Measure AA Expenditures from July 1, 2019 to June 30, 2020

#	Type	Project	GL Account	Payment Date	Invoice	Vendor	Description	Amount	
1	Land	MAA04-001	30-20-230-8101.01	10/02/2019		Journal Entry	Correct Fund for deposit on Gallaway purchase JE2020-529	5,000.00	
	Land	MAA04-001	30-20-230-8101.01	12/11/2019		Journal Entry	WT Old Republic Title Company - Gallaway Land Purchase	52,340.00	
2	Top 25	MAA02-002	30-35-325-8205.01	3/9/2020	990457	Granite Rock Company	Ravenswood Bay Trail Connection Project thru 1/31/20	1,130,348.51	
3	Top 25	MAA02-002	30-30-320-8205.01	06/30/2020	PWSS000008	City of Saratoga	Saratoga to Sea Consultant & Contractor Fees - June 2020	275,193.10	
4	Top 25	MAA18-002	30-30-320-8205.01	5/28/2020	PWSS000007	City of Saratoga	Saratoga to the Sea Consultant & Contractor Fees thru 3/31/20	207,435.00	
5	Top 25	MAA17-002	30-35-325-8205.08	11/13/2019	10828-2	Coastwide Environmental Technologie	Lysons Demolition Project	153,220.00	
6	Top 25	MAA17-002	30-35-325-8205.08	10/9/2019	10828-1	Coastwide Environmental Technologie	Lysons Demolition Project	104,500.00	
7	Top 25	MAA21-002	30-80-820-8205.03	1/29/2020	11942	COMMUNITY TREE SERVICE, INC	Tree Mitigation Installation (100 Acorn Basins) - BCR	88,500.00	
8	Top 25	MAA21-011	30-61-631-8201.02	9/3/2019	23654	Questa Engineering Corp.	Design services for Bear Creek Redwoods Phase II Trails	79,564.95	
9	Top 25	MAA02-002	30-30-320-8204.02	9/3/2019	2019-07-16	Keech Properties, LLC	S.F. Bay Wetland Creation Credits - Qty 0.05	75,000.00	
10	Top 25	MAA02-002	30-80-830-8202.01	3/24/2020	54310	H.T. Harvey & Associates	Ravenswood Bay Trail Environmental Consulting & Biomonitoring	52,757.43	
11	Top 25	MAA02-002	30-80-820-8205.03	11/8/2019	1910RBT190	Hanford Applied Restoration & Conser	Ravenswood Revegetation & Plant Maintenance Oct 2019	48,800.00	
12	Top 25	MAA18-002	30-30-320-8201.01	11/26/2019	PWSS000005	City of Saratoga	Saratoga to the Sea Consultant Fees & RFB Advertising	47,444.62	
13	Top 25	MAA21-004	30-30-320-8201.01	10/21/2019	1880	John Northmore Roberts & Associates	Bear Creek Stables Improvements Professional Services - 09/2019	44,660.37	
14	Selected by BOC	MAA04-004	30-61-641-8205.02	07/19/2019	20375246-005	Ahern Rentals, Inc.	JD 135 # 167852 for Oljon Steam Donkey Removal	5,252.19	
15	Selected by BOC	MAA05-008	30-35-315-4109	07/19/2019			Payroll Post BW Bi-Weekly 2201915	714.72	
16	Selected by BOC	MAA05-009	30-35-325-8201.02	12/11/2019	42751	ZFA Structural Engineers	LH Structure Stabilization - Redwood Cabin	9,637.91	
17	Selected by BOC	MAA11-002	30-35-325-8202.03	12/11/2019	26956	Garcia and Associates	Archaeological On-Call-TO1-Deer Hollow Farm White Barn Survey	8,769.50	
18	Selected by BOC	MAA21-006	30-35-325-8202.03	02/06/2020	2020-331	US Central & Southern Province, Societ	180 digital images	1,307.00	
19	Selected by BOC	MAA21-007	30-80-820-8205.01	09/03/2019	27295	Ecological Concerns, Inc.	Invasive Plant removal - BCR	30,492.00	
20	Selected by BOC	MAA23-004	30-80-820-8205.03	06/30/2020	20200710MROSD-	Golden Hour Restoration Institute	Mt. Um Phase 3 & 4 Volunteer Workshop & Revegetation Monitoring	6275	
Total								2,427,212.30	
								As % of Total MAA expenditure	30.27%



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*
 12/11/2019 (settlement wire date)

Vendor Old Republic Title Company Date date

Project # MAA04-001 GL # 30-20-230-8101.01

Invoice Amount \$57,340.00 Invoice # Escrow #0626031576

Project Manager* Michael Williams Title* Real Property Manager

Description Gallaway land purchase – El Corte de Madera Creek Open Space Preserve.
Funded through a \$5,000 deposit (check) followed by a wire transfer in the
Amount of \$52,340 to close escrow. \$55,000 purchase price plus \$2,340 in
escrow charges.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



Midpeninsula Regional
Open Space District

R-19-143
Meeting 19-28
November 13, 2019

AGENDA ITEM 3

AGENDA ITEM

Proposed purchase of the Chet Gallaway Property as an addition to El Corte de Madera Creek Open Space Preserve in unincorporated San Mateo County (Assessor's Parcel Number 081-100-050).

GENERAL MANAGER'S RECOMMENDATIONS

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act, as set out in this report.
2. Adopt a resolution authorizing the purchase of the Chet Gallaway property and amending the Fiscal Year 2019-20 budget accordingly.
3. Adopt the Preliminary Use and Management Plan, as set out in the staff report.
4. Withhold dedication of the Property as public open space.

SUMMARY

The Midpeninsula Regional Open Space District (District) has an opportunity to purchase the 1.7-acre Chet Gallaway property (Gallaway Property) for \$55,000. The following report presents a description of the Property, a Preliminary Use and Management Plan, findings of the environmental review, the purchase terms and conditions, and financial considerations. A budget adjustment/increase of \$55,000 to the Fiscal Year (FY) 2019-20 budget would be required to proceed with the acquisition.

DISCUSSION

In 2012, the District purchased the 58.2-acre Gallaway property and 30.78-acre Sempervirens Fund properties as additions to the western boundary of El Corte de Madera Creek Open Space Preserve (R-12-50). The Gallaway purchase included a right of first offer and right of first refusal (right to purchase) for a separate 1.7-acre property, which connects the northern portions of the Sempervirens property to the west and original Gallaway property purchase to the east. The proposed purchase of this property would further protect the north facing ridgeline and the Tunitas Creek watershed, wildlife habitat corridors, old growth redwoods, and Douglas fir forest, and may someday provide a future trail connection between El Corte de Madera Creek Open Space Preserve and Tunitas Creek Open Space Preserve. The property is within the Coastal Service Plan (Service Plan) Area, an area that was annexed into the District boundaries in 2004.

This purchase advances land conservation opportunities in Measure AA Portfolio #4 for bike trail and water quality projects.

Property Description

The property is undeveloped and situated along the north-facing ridgeline above Tunitas Creek and borders the El Corte de Madera Creek Open Space Preserve to the west and east. The property is bounded by the privately owned 1,155-acre Kings Grove property to the north and a small private parcel to the south. A redwood grove, including 60 old-growth trees, is located on District land (formerly the Sempervirens Fund property) to the west. The proposed property is accessed from an existing gated dirt road via Native Sons Road. Tunitas Creek Open Space Preserve is located approximately a half mile to the west. The proposed property is characterized by densely wooded slopes with mixed evergreen forest, including redwood, Douglas fir, madrone, and tanbark oak.

USE AND MANAGEMENT

Planning Considerations

The San Mateo County General Plan designation for the proposed Gallaway Property is General Open Space, and the zoning is Resource Management-Coastal Zone (RM-CZ). Adjacent private properties to the north and south are zoned Timber Production Zone-Coastal Zone (TPZ-CZ). Nearby private properties to the southwest along Native Sons Road are zoned Resource Management-Coastal Zone (RM-CZ). In 2012, San Mateo County determined that purchase of the Gallaway properties for open space (including the proposed property) was in conformity with the County General Plan.

If purchased, the Gallaway Property will be incorporated into El Corte de Madera Creek Open Space Preserve, and a Preliminary Use and Management Plan will be implemented. When undertaken, a subsequent planning process that includes this property would analyze opportunities for natural resource management and compatible public use. Further environmental review would be prepared as needed. Subsequent planning would be in accordance with the District's Service Plan, including consultation with appropriate agencies and organizations.

Preliminary Use and Management Plan

The Preliminary Use and Management Plan (PUMP) would take effect at the close of escrow and remain effective until the PUMP is amended or a Comprehensive Use and Management Plan is approved for El Corte de Madera Creek Open Space Preserve. The PUMP represents a status quo approach to management. The Gallaway Property would be maintained in its current condition, with no changes anticipated. If changes to land use or the physical environment are proposed in the future, the plan would be subject to further environmental review and public input.

Name: Designate the Gallaway Property as an addition to the El Corte de Madera Creek Open Space Preserve.

Public Access: Designate the property as closed to the public. Issue hiking permits to the former owner and neighbors on a case-by-case basis, allowing use consistent with historical use patterns.

R-19-143

Patrol:	Regularly patrol the property utilizing existing roads.
Resource Management:	Maintain the property in its natural condition. Conduct plant and animal management activities consistent with the District's adopted Resource Management Policies as needed.
Roads and Trails:	Implement maintenance and minor erosion and sediment control measures for access roads in accordance with District and Service Plan standards.
Wildfire Fuel Management:	Implement standard District-wide fuel management and defensible space practices.
Site Safety Inspection:	No evidence of hazardous conditions was detected.
Coastal Service Plan:	Operate and manage the property in conformity with the provisions of the Service Plan and the mitigation measures adopted pursuant to the Coastal Service Plan Environmental Impact Report.
Dedication:	Withhold dedication of the property as open space at this time.
Site Condition:	No evidence of any recognized hazardous condition has been found on the property or in the 2012 Phase I Environmental Assessment.

CEQA COMPLIANCE

Project Description

The project consists of the purchase of the 1.7-acre Gallaway Property as an addition to the District's open space preserve system and concurrent adoption of a PUMP. Minor erosion and sediment control measures in accordance with District standards would be conducted along the existing access roads to prevent erosion and water quality degradation. Minor resource management activities may be conducted to control invasive plants. The land would be preserved as open space and maintained in a natural condition.

The Gallaway Property is within the boundaries of the District's Service Plan for the San Mateo County Coastal Annexation Area. The Service Plan and Final Environmental Impact Report (FEIR) incorporated policies, guidelines, and mitigations to ensure compatibility with the County General Plan and Local Coastal Plan. Actions proposed to purchase the property and implement the PUMP comply with the Service Plan and the Service Plan FEIR.

CEQA Determination

The District concludes that this project would not have a significant effect on the environment. It is categorically exempt from the California Environmental Quality Act (CEQA) under Article 19, Sections 15301, 15316, and 15325 of the CEQA Guidelines as follows:

Section 15301 exempts the repair, maintenance, or minor alteration of existing public or private structures, facilities, or topographical features, involving negligible or no expansion of use

R-19-143

beyond that existing at the time of the lead agency's determination. The PUMP for the Gallaway Property includes minor erosion control work as necessary along existing roads and minor restoration activities to maintain the property in a natural condition.

Section 15316 exempts the acquisition of land in order to create parks if the land is in a natural condition and the management plan proposes to keep the area in a natural condition. The PUMP for the Gallaway Property specifies that the land will remain in a natural condition.

Section 15325 exempts transfers of ownership of interests in land to preserve open space. This acquisition would transfer fee ownership of the property to the District to ensure that the open space is preserved as part of El Corte de Madera Creek Open Space Preserve.

TERMS AND CONDITIONS

The 1.7-acre Gallaway Property has a purchase price of \$55,000. The property would be purchased "as-is" and on an all cash basis.

FISCAL IMPACT

Land acquisitions brought before the Board for approval include a budget adjustment/increase to the adopted budget. If approved, a budget adjustment/increase of \$55,000 to the FY2019-20 budget is required.

Gallaway Property Purchase Amount	\$55,000
Total Land purchases approved to date for FY2019-20	\$0
Total Land Purchases (if approved)	\$55,000

The following table outlines Measure AA Portfolio 04 (El Corte de Madera Creek: Bike Trail and Water Quality Projects) allocation, costs to date, and the fiscal impact related to the Property.

MAA 04 - El Corte de Madera Creek: Bike Trail and Water Quality Projects	\$8,376,000
Life-to-Date Spent (as of 10/15/19):	(\$2,114,819)
Encumbrances:	(\$18,642)
Gallaway Property Land Acquisition:	(\$55,000)
Title, Escrow, Survey & Misc. Expenses:	(\$2,000)
Budget Remaining (Proposed):	\$6,185,539

Current Coastside Protection Area Fiscal Considerations

The 1.7-acre Gallaway property is located in the District's Coastside Protection Area and within the service area of San Mateo County Fire. Under the terms of the District and County Successor Fire Agreement, the District would pay \$23.90 annually to the County, which would increase annually by 2%.

The property is not located in the La Honda-Pescadero School District; therefore, no fees are incurred under that Agreement as a result of the proposed purchase.

R-19-143**BOARD COMMITTEE REVIEW**

As part of the original Gallaway purchase, the right to purchase the 1.7-acre Gallaway Property was reviewed by the Real Property Committee (RPC) on April 24, 2012, and approved at the Board Meeting on May 23, 2012 (R-12-50). In addition, as part of a comprehensive review of District-held rights to purchase property, the 1.7-acre Gallaway Property was reviewed by the RPC on February 28, 2017 and reaffirmed by the full Board on April 26, 2017 (R-17-44).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. A copy of this agenda was mailed to property owners of land located adjacent to or surrounding the subject property and the Coastside Protection Area interested parties mailing list.

NEXT STEPS

Upon approval by the Board of Directors, staff will proceed with close of escrow for the Gallaway Property purchase and will undertake the next steps identified in the Preliminary Use and Management Plan contained in this report.

Attachments:

1. Resolution Authorizing Execution of Purchase and Sale Agreement, Amending the Fiscal Year 2019-20 Budget, and Authorizing the General Manager or other Appropriate Officer to Execute the Certificate of Acceptance and Grant to District and to Execute any and all other Documents Necessary or Appropriate to Closing of the Transaction (El Corte De Madera Creek Open Space Preserve - Lands of Gallaway)
2. Location Map

Prepared by:

Michael Williams, Real Property Manager

Graphics prepared by:

Francisco Lopez Tapia, GIS Technician

RESOLUTION 19-31

RESOLUTION OF THE BOARD OF DIRECTORS OF MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AUTHORIZING EXECUTION OF PURCHASE AND SALE AGREEMENT, AMENDING THE FISCAL YEAR 2019-20 BUDGET, AND AUTHORIZING THE GENERAL MANAGER OR OTHER APPROPRIATE OFFICER TO EXECUTE THE CERTIFICATE OF ACCEPTANCE AND GRANT TO DISTRICT AND TO EXECUTE ANY AND ALL OTHER DOCUMENTS NECESSARY OR APPROPRIATE TO CLOSING OF THE TRANSACTION (EL CORTE DE MADERA CREEK OPEN SPACE PRESERVE - LANDS OF GALLAWAY)

The Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

SECTION ONE. The Board of Directors of Midpeninsula Regional Open Space District (District) does hereby accept the offer contained in that certain Purchase and Sale Agreement with Chetwynd Howard Gallaway, and the Midpeninsula Regional Open Space District, a copy of which purchase agreement is attached hereto and by reference made a part hereof, and authorizes the President of the Board of Directors, General Manager, or other appropriate officer to execute the Agreement and all related transactional documents on behalf of the District to acquire the real property described therein (“the Gallaway Property”).

SECTION TWO. The Board of Directors of the Midpeninsula Regional Open Space District authorizes the expenditure of \$55,000.00 covering the purchase of the Gallaway Property, including a deposit of \$5,000.00.

SECTION THREE. The General Manager, President of the Board of Directors, or other appropriate officer is authorized to execute a Certificate of Acceptance and the Grant Deed on behalf of the District.

SECTION FOUR. The Board of Directors of the Midpeninsula Regional Open Space District authorizes amending the Budget and Action Plan for the Midpeninsula Regional Open Space District for Fiscal Year (FY) 2019-20 by increasing the Measure AA Fund Capital budget in the amount of \$55,000.00. Except as herein modified, the FY 2019-20 Budget and Action Plan, Resolution No. 19-15 as amended, shall remain in full force and effect.

SECTION FIVE. The General Manager or the General Manager’s designee is authorized to provide notice of acceptance to the seller and to extend escrow if necessary.

SECTION SIX. The General Manager or the General Manager’s designee is authorized to expend up to \$3,000.00 to cover the cost of title insurance, escrow fees, and miscellaneous costs related to this transaction.

SECTION SEVEN. The General Manager and General Counsel are further authorized to approve any technical revisions to the attached Agreement and documents, which do not involve any material change to any term of the Agreement or documents, which are necessary or appropriate to the closing or implementation of this transaction.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on November 13, 2019, at a regular meeting thereof, by the following vote:

AYES: **CYR, HASSETT, HOLMAN, KERSTEEN-TUCKER, KISHIMOTO, RIFFLE, SIEMENS**

NOES: **NONE**

ABSTAIN: **NONE**

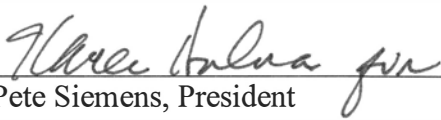
ABSENT: **NONE**

ATTEST:

APPROVED:



Zoe Kersteen-Tucker, Secretary
Board of Directors



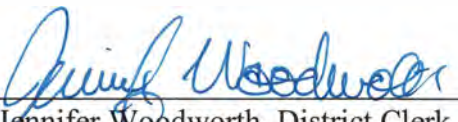
Pete Siemens, President
Board of Directors

APPROVED AS TO FORM:



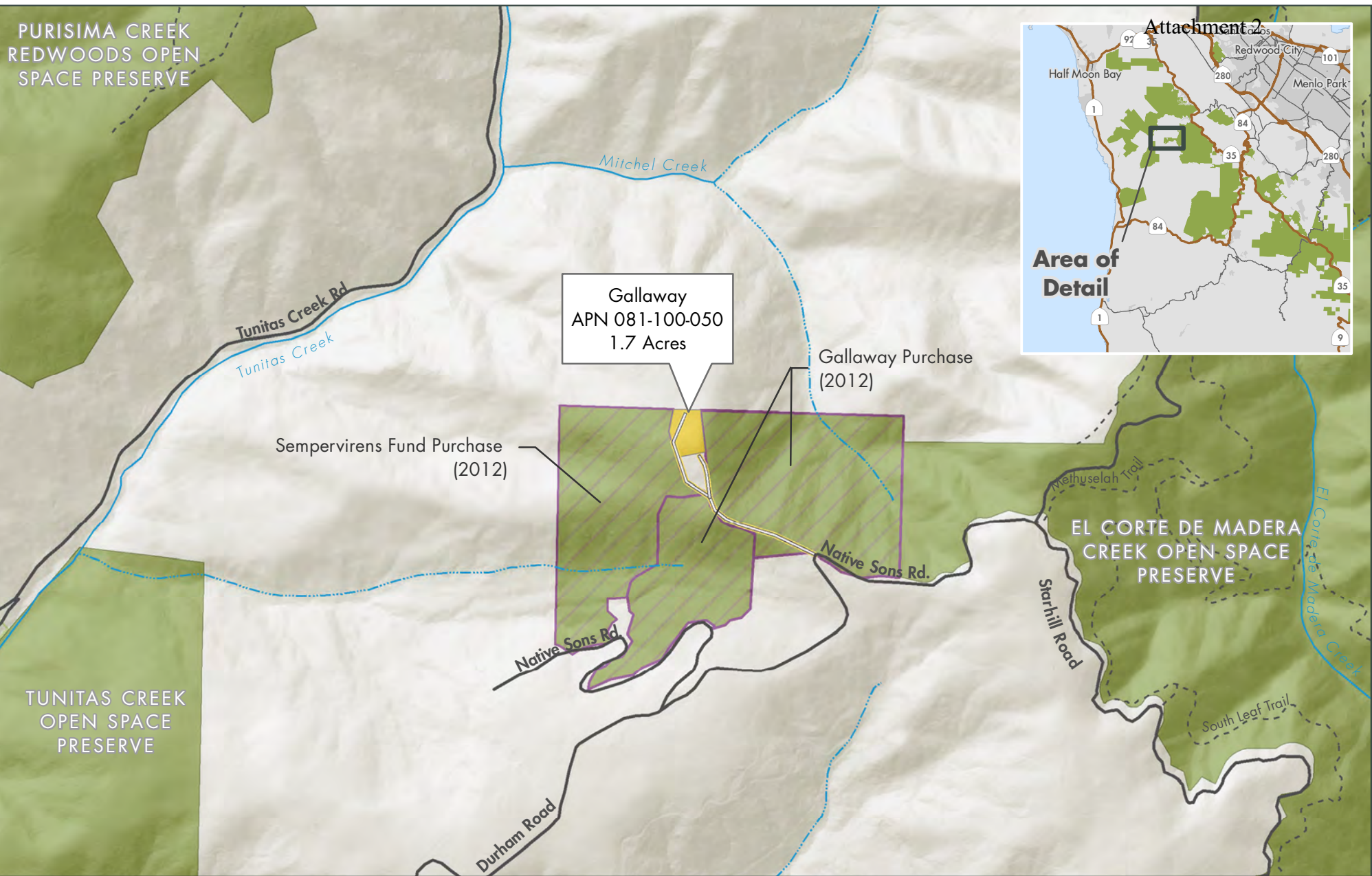
Hilary Stevenson, General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.



Jennifer Woodworth, District Clerk

Path: G:\Projects\El_Corte_de_Madera\Gallaway_BoardPacket_20191008\ECDM_Gallaway_BoardReport_20191008.mxd
Created By: flopez



Proposed Gallaway Addition to ECDM

- MROSD Preserves
- Private Property
- Subject Property
- Gallaway Purchase (2012)
- Sempervirens Fund Purchase (2012)
- Unpaved Property Access Road

ATTACHMENT 2

Midpeninsula Regional
Open Space District
(Midpen)
10/9/2019



While the District strives to use the best available digital data, these data do not represent a legal survey and are merely a graphic illustration of geographic features.



OLD REPUBLIC TITLE COMPANY

A MEMBER OF THE OLD REPUBLIC TITLE INSURANCE GROUP

361 Lytton Avenue, Suite 100 • Palo Alto CA • 94301 • (650) 321-0510 • FAX (650) 403-4008

Midpeninsula Regional Open Space District, a California special district
330 Distel Circle
Los Altos, CA 94022

Date: December 13, 2019
Escrow No.: 0626031576-AC
Escrow Officer: Angie Civjan
Settlement Date: December 13, 2019

Property: 081-100-050

Buyer's Settlement Statement

Item		Debits	Credits
Sales Price		55,000.00	
Deposit to Escrow			57,340.00
Deposit by Midpeninsula Regional Open Space District	5,000.00		
Deposit by Midpeninsula Regional Open Space District	52,340.00		
Signing/Notary Services to SnapDocs		75.00	
Signing/Notary Services to SnapDocs		75.00	
Signing/Notary Services to SnapDocs		75.00	
Signing/Notary Services to SnapDocs		75.00	
Signing/Notary Services to SnapDocs		75.00	
Escrow Fees to Old Republic Title Company		900.00	
Additional Charges		377.00	
Overnight Service Fee to Old Republic Title Company	100.00		
Doc Prep 5 Estoppels to Old Republic Title Company	202.00		
Doc Prep Deed to Old Republic Title Company	75.00		
Notary Fees to Christine Cang		15.00	
Title Charges			
CLTA Owner's Policy to Old Republic Title Company		550.00	
Recording Fees		98.00	
Deed to San Mateo County	98.00		
Other Title Fees		25.00	
Recording Service Fee to Old Republic Title Company	25.00		
Due To Buyer		0.00	
Total		57,340.00	57,340.00

Midpeninsula Reg Open Space Dist Journal Report

Department	Number/ Status	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification Journal Type
ADMIN - Admin	2020- 00001234 Posted	JE	GL	10/02/2019	Correct Fund for deposit on Gallaway purchase JE2020-529		STANDARD - Standard Journal Entry	
G/L Date	G/L Account Number	Account Description		Description		Source	Debit Amount	Credit Amount
10/02/2019	30-2199.10	Due To - General Fund		Correct Fund for deposit on Gallaway purchase JE2020-529				5,000.00
10/02/2019	30-20-230-8101.01	Land Purchase		Correct Fund for deposit on Gallaway purchase JE2020-529			5,000.00	
		Project: MAA04-001 - El Corte de Madera Creek: Bike Trail & Water Quality, ECdM Creek - Gallaway Property Purchase						
10/02/2019	40-2199.10	Due To - General Fund		Correct Fund for deposit on Gallaway purchase JE2020-529			5,000.00	
10/02/2019	40-20-230-8101.01	Land Purchase		Correct Fund for deposit on Gallaway purchase JE2020-529				5,000.00
		Project: MAA04-001 - El Corte de Madera Creek: Bike Trail & Water Quality, ECdM Creek - Gallaway Property Purchase						
				Number of Entries: 4			\$10,000.00	\$10,000.00

Warren Chan

From: Mike Williams
Sent: Wednesday, October 2, 2019 10:21 AM
To: Warren Chan
Cc: Lupe Hernandez
Subject: Gallaway Escrow Deposit
Attachments: Purchase Agreement.Chet Gallaway.doc

Importance: High

Warren,

I would like to request an Escrow deposit for \$5,000 for the Gallaway purchase at El Corte de Madera OSP. Please make out the check to Old Republic Title Company, Escrow # 0626031576. See attached purchase and sale agreement Sections 3.D(ii) and 12. **I need this check by 3pm today** as I am meeting with the Seller to sign the Agreement this evening. Use GL 40-20-230-8101. This purchase will be on the November 13th agenda, and qualifies under MAA# 4. -001

Thanks
Mike



Michael Williams
 Real Property Manager
mwilliams@openspace.org
 Midpeninsula Regional Open Space District
 330 Distel Circle, Los Altos, CA 94022
 P: (650) 691-1200 F: (650) 691-0485
www.openspace.org

Contract # & Amt: _____
 PO # & Balance: _____
 PO Complete Amt to Pay: \$5,000.00
 G/L Acct: 40-20-230-8101.05
 Project #: MAA04-001 Batch #: 148
 Approved By: Michael Williams

Electronic deposits/bank credits (continued)

Effective date	Posted date	Amount	Transaction detail
	12/31	1,224,890.47	WT Fed#03033 Zions Bancorporati /Org=Zfnb California Corp Srf# 2019123100008726 Trn#191231214785 Rfb# 24386022
	12/31	878.00	Tsys/Transfirst Bkcd Stlmt 191230 39300979973830 39300979973830 Open Space District 122819
	12/31	800.00	Tsys/Transfirst Bkcd Stlmt 191230 39300979973830 39300979973830 Open Space District 122919
	12/31	250.00	Tsys/Transfirst Bkcd Stlmt 191230 39300979973830 39300979973830 Open Space District 122719
	12/31	18.10	Shopify Transfer St-W0B1A3Y5H0A9 Midpeninsula Regional
		\$2,242,356.43	Total electronic deposits/bank credits
		\$2,244,992.31	Total credits

Debits**Electronic debits/bank debits**

Effective date	Posted date	Amount	Transaction detail
	12/03	195,311.96	< Business to Business ACH Debit - Calpers 1800 2857159579 100000015868376
	12/06	289,041.82	ACH Origination - Midpeninsula Reg - File 2942231873 Coid 2942231873
	12/09	8,295.60	Pgande Web Online Dec 19 38660682112119 Midpeninsula Regional
	12/09	92,991.63	Commercial Card Payment
	12/10	80.68	< Business to Business ACH Debit - Tsys/Transfirst Discount Nov 19 39300979973830 39300979973830 Open Space District Discount
	12/11	691.09	Client Analysis Srv Chrg 191210 Svc Chge 1119 000000108390201
	12/11	52,340.00	WT Fed#00921 Comerica Bank /Ftr/Bnf=Old Republic Title Company Srf# Gallaway Trn#191210127694 Rfb# 0626031576
	12/13	221,585.86	ACH Origination - Midpeninsula Reg - File 2942231873 Coid 2942231873
	12/13	294.91	Pgande Web Online Dec 19 39021286112619 Midpeninsula Regional
	12/19	2,893.10	ACH Origination - Mrosd - File 0941347393 Coid 3942231873
	12/20	680,822.12	ACH Origination - Midpeninsula Reg - File 2942231873 Coid 2942231873
	12/31	800,000.00	Online Transfer Transfer to Payroll Account for Pp20/01 Ref #Bb07Dyr7Zn
		\$2,344,348.77	Total electronic debits/bank debits

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor Graniterock Date 01/31/2020

Project # MAA02-002 GL # 30-35-325-8205.01

Invoice Amount \$1,130,348.51 Invoice # 990457

Project Manager* Sean Smith Title* Capital Project Manager II

Description Construction costs related to Ravenswood Bay Trail.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



Graniterock®

5225 Hellyer Ave, Suite 220
San Jose, CA 95138
Phone: 408-574-1400 Fax: 408-365-9548

INVOICE

Bill To: Midpeninsula Regional Open Space Dist
Scott Reeves, Sr Capital Project Mgr.
330 Distel Circle
Los Altos, CA 94022-1404

Invoice No: 990457

Application: 5

Job Name: Ravenswood Bay Trail

Period Thru: 01/31/20

Purchase Order No: PO #2020-131 & PO 2020-429

Graniterock Job #: 6753

Total Completed To Date	2,051,000.81
Less Previous Amount Invoiced	920,652.30
Current Invoice Amount	1,130,348.51
Less Current Retention	56,517.43
Current Amount Due	1,073,831.08

Contract # & Amt: 2020-018/\$3,807,336.77
 PO # & Balance: 2020-131/\$2,850,771.70
 PO Complete Amt to Pay: \$1,094,435.74
 G/L Acct: 30-35-325-8205.01
 Project #: MAA02-002 Batch #: 400
 Approved By: Sean Se
 3/6/2020

Contract # & Amt: 2020-018/\$3,807,336.77
 PO # & Balance: 2020-429/\$35,912.77
 PO Complete Amt to Pay: \$35,912.77
 G/L Acct: 30-35-325-8205.01
 Project #: MAA02-002 Batch #: 400
 Approved By: Sean Se
 3/6/2020

Job No : 6753 Ravenswood Bay Trail

Application: 5

Period Thru: 01/31/20

Contract No : PO #2020-131

Invoice No: 990457

Date Printed: 03/4/20

Item Number	Description	Unit of Measure	Unit Price	Contract Units	UNITS		AMOUNT	
					This Period	Job to Date	This Period	Job to Date
001	GENERAL CONDITIONS	LS	55,000.00	1.00	0.10	0.45	5,500.00	24,750.00
002	EROSION CONTROL MEASURES / BMP	LS	130,581.00	1.00	0.10	0.40	13,058.10	52,232.40
003	PHYTOPHTHORA CONTAMINATION PRE	LS	82,200.00	1.00	0.10	0.45	8,220.00	36,990.00
004	EXCLUSION FENCE	LF	16.00	2,390.00	0.00	2,390.00	0.00	38,240.00
005	TEMPORARY ACCESS MARSH MAT	SF	14.00	3,470.00	0.00	3,470.00	0.00	48,580.00
006	TEMPORARY CONSTRUCTION FENCE	LF	10.00	560.00	0.00	0.00	0.00	0.00
007	DEMOLITION	LS	8,300.00	1.00	0.00	0.10	0.00	830.00
008	SIGNAGE	EA	450.00	17.00	0.00	0.00	0.00	0.00
009	BAY TRAIL DESIGNATION SIGN	EA	1,500.00	4.00	2.00	2.00	3,000.00	3,000.00
010	SEEDING	SF	0.15	42,700.00	0.00	0.00	0.00	0.00
101	CLEAR AND GRUB	LS	250.00	1.00	0.00	0.00	0.00	0.00
102	EUCALYPTUS TREE REMOVAL	EA	4,400.00	1.00	0.00	0.00	0.00	0.00
103	STRIPING REMOVAL	LS	3,800.00	1.00	0.00	0.00	0.00	0.00
104	CONCRETE CURB AND GUTTER REMOV	LF	108.00	30.00	0.00	0.00	0.00	0.00
105	ASPHALT PAVEMENT SAW CUT	LF	10.00	150.00	0.00	0.00	0.00	0.00
106	ASPHALT AND BASE ROCK REMOVAL	SF	7.00	550.00	0.00	0.00	0.00	0.00
107	AGGREGATE BASE	CY	310.00	30.00	0.00	0.00	0.00	0.00
108	ASPHALTIC CONCRETE PAVING	TN	442.00	21.00	0.00	0.00	0.00	0.00
109	PERMALOC EDGING	LF	13.00	90.00	0.00	0.00	0.00	0.00
110	ASPHALT PAVEMENT REPAIR AT CRO	SF	16.00	1,090.00	0.00	0.00	0.00	0.00
111	SLURRY SEAL	SF	2.00	4,165.00	0.00	0.00	0.00	0.00
112	PAVEMENT MARKINGS	LS	10,200.00	1.00	0.00	0.00	0.00	0.00
113	RAISED CONCRETE ISLAND	LS	7,000.00	1.00	0.00	0.00	0.00	0.00
114	REMOVABLE BOLLARD	EA	750.00	1.00	0.00	0.00	0.00	0.00
115	CHANNELIZERS	EA	155.00	25.00	0.00	0.00	0.00	0.00
116	RESET EXISTING UTILITY TO GRAD	EA	2,000.00	3.00	0.00	0.00	0.00	0.00
117	CONCRETE SIDEWALK	SF	24.00	2,200.00	0.00	0.00	0.00	0.00
118	ADA CURB RAMP	LS	7,000.00	1.00	0.00	0.00	0.00	0.00
119	CONCRETE CURB AND GUTTER	LF	135.00	32.00	0.00	0.00	0.00	0.00
120	CHAIN LINK FENCE	LF	77.00	48.00	0.00	0.00	0.00	0.00
121	PROPERTY FENCE	LF	300.00	12.00	0.00	0.00	0.00	0.00
122	SERVICE ROAD VEHICULAR GATE	EA	9,000.00	1.00	0.00	0.00	0.00	0.00
123	AUTOMATIC TRAIL GATE	EA	35,000.00	1.00	0.00	0.00	0.00	0.00
124	EARTH MOVING	LS	8,000.00	1.00	0.00	0.00	0.00	0.00
201	CLEAR AND GRUB	LS	7,800.00	1.00	0.00	0.00	0.00	0.00
202	WALNUT TREE REMOVAL	EA	3,800.00	1.00	0.00	0.00	0.00	0.00
203	ASPHALT PAVEMENT SAW CUT	LF	3.00	1,350.00	0.00	0.00	0.00	0.00
204	ASPHALT AND BASE ROCK REMOVAL	SF	10.00	350.00	0.00	0.00	0.00	0.00
205	EARTH MOVING	LS	18,800.00	1.00	0.00	0.00	0.00	0.00
206	SUBGRADE ENHANCEMENT GEOTEXTIL	SF	2.85	4,300.00	0.00	0.00	0.00	0.00



Job No : 6753 Ravenswood Bay Trail

Application: 5

Period Thru: 01/31/20

Contract No : PO #2020-131

Invoice No: 990457

Date Printed: 03/4/20

Item Number	Description	Unit of Measure	Unit Price	Contract Units	UNITS		AMOUNT	
					This Period	Job to Date	This Period	Job to Date
207	AGGREGATE SUBBASE	CY	130.00	239.00	0.00	0.00	0.00	0.00
208	AGGREGATE BASE	CY	130.00	122.00	0.00	0.00	0.00	0.00
209	ASPHALTIC CONCRETE PAVING	TN	228.00	109.00	0.00	0.00	0.00	0.00
210	SLURRY SEAL	SF	2.50	2,626.00	0.00	0.00	0.00	0.00
211	PAVEMENT MARKINGS	LS	20,000.00	1.00	0.00	0.00	0.00	0.00
212	STABILIZED DECOMPOSED GRANITE	SF	15.00	6,810.00	0.00	0.00	0.00	0.00
213	WEED BARRIER	SF	2.00	6,810.00	0.00	0.00	0.00	0.00
214	PERMALOC EDGING	LF	13.00	2,060.00	0.00	0.00	0.00	0.00
215	PROPERTY FENCE	LF	70.00	2,029.00	0.00	0.00	0.00	0.00
216	MAINTENANCE GATE	EA	2,650.00	2.00	0.00	0.00	0.00	0.00
217	VALVE LOT GATE	EA	8,000.00	1.00	0.00	0.00	0.00	0.00
218	CONTAMINATED SOIL	CY	425.00	68.00	0.00	0.00	0.00	0.00
301	CLEAR AND GRUB	LS	6,500.00	1.00	0.00	0.00	0.00	0.00
302	CONCRETE CURB WALL	EA	8,600.00	1.00	0.00	0.00	0.00	0.00
303	BOARDWALK RAILING	LF	116.00	300.00	0.00	0.00	0.00	0.00
304	BOARDWALK DECK	SF	13.00	1,500.00	0.00	0.00	0.00	0.00
305	POST/PILE	EA	1,250.00	34.00	0.00	0.00	0.00	0.00
306	BENT CAP	LF	21.00	400.00	0.00	0.00	0.00	0.00
307	JOIST	LF	25.00	690.00	0.00	0.00	0.00	0.00
308	BLOCKING	LF	47.00	320.00	0.00	0.00	0.00	0.00
309	BRACING - TRANSVERSE	LF	30.00	240.00	0.00	0.00	0.00	0.00
310	BRACING - LONGITUDINAL	LF	37.00	100.00	0.00	0.00	0.00	0.00
311	WOOD CONSTRUCTION CONNECTORS	LS	12,000.00	1.00	0.00	0.00	0.00	0.00
312	VISUAL SCREEN, TYPE 1	LF	250.00	110.00	110.00	110.00	27,500.00	27,500.00
313	EARTH MOVING	LS	5,500.00	1.00	0.00	0.00	0.00	0.00
401	CLEAR AND GRUB	LS	6,800.00	1.00	0.00	0.00	0.00	0.00
402	BRIDGE ABUTMENT	EA	34,000.00	2.00	0.00	0.00	0.00	0.00
403	PRECAST CONCRETE ABUTMENT PILE	EA	10,000.00	8.00	0.00	0.00	0.00	0.00
404	PREFABRICATED BRIDGE -	LS	114,000.00	1.00	0.00	0.00	0.00	0.00
405	PREFABRICATED BRIDGE - ERECT	LS	60,000.00	1.00	0.00	0.00	0.00	0.00
406	VISUAL SCREEN, TYPE 2	LF	250.00	86.00	86.00	86.00	21,500.00	21,500.00
501	CLEAR AND GRUB	LS	6,500.00	1.00	0.00	1.00	0.00	6,500.00
502	CONCRETE CURB WALL	EA	8,600.00	1.00	1.00	1.00	8,600.00	8,600.00
503	WETLAND VEGETATION REMOVAL	LS	10,000.00	1.00	0.00	1.00	0.00	10,000.00
504	BOARDWALK RAILING	LF	116.00	2,140.00	1,804.00	1,804.00	186,064.00	209,264.00
505	BOARDWALK DECK	SF	13.00	10,000.00	934.00	8,434.00	12,142.00	109,642.00
506	POST/PILE	EA	1,250.00	208.00	0.00	208.00	0.00	260,000.00
507	BENT CAP	LF	21.00	2,300.00	0.00	2,300.00	0.00	48,300.00
508	JOIST	LF	25.00	4,630.00	0.00	4,630.00	0.00	115,750.00
509	BLOCKING	LF	47.00	2,010.00	0.00	2,010.00	0.00	94,470.00
510	BRACING - TRANSVERSE	LF	30.00	1,470.00	1,352.00	1,352.00	40,560.00	40,560.00
511	BRACING - LONGITUDINAL	LF	37.00	1,290.00	156.72	930.72	5,798.64	34,436.64
512	WOOD CONSTRUCTION CONNECTORS	LS	49,000.00	1.00	0.00	0.90	0.00	44,100.00



Job No : 6753 Ravenswood Bay Trail

Application: 5

Period Thru: 01/31/20

4

Contract No : PO #2020-131

Invoice No: 990457

Date Printed: 03/4/20

Item Number	Description	Unit of Measure	Unit Price	Contract Units	UNITS		AMOUNT	
					This Period	Job to Date	This Period	Job to Date
513	VISUAL SCREEN, TYPE 1	LF	250.00	145.00	145.00	145.00	36,250.00	36,250.00
514	TIMBER GATE, HARDWARE, & PGE L	EA	9,600.00	2.00	1.90	1.90	18,240.00	18,240.00
515	BENCH - BACKED	EA	3,100.00	2.00	0.00	0.00	0.00	0.00
516	BENCH - BACKLESS	EA	3,000.00	2.00	0.00	0.00	0.00	0.00
517	EARTH MOVING	LS	5,500.00	1.00	0.00	1.00	0.00	5,500.00
601	AUTOMATIC TRAIL GATE AND FENCE	EA	39,000.00	1.00	0.25	0.25	9,750.00	9,750.00
701	BID ATL 1: AC BAY ROAD TO PARK	LS	38,100.00	1.00	1.00	1.00	38,100.00	38,100.00
702	BID ALT 3: EARTH MOVING	LS	47,400.00	1.00	0.75	1.00	35,550.00	47,400.00
703	BID ALT 3: PULVERVIZE ASPHALT	SY	44.00	811.00	811.00	811.00	35,684.00	35,684.00
704	BID ALT 3: AGGREGATE BASE	CY	253.00	360.00	360.00	360.00	91,080.00	91,080.00
705	BID ALT 3: ASPHALTIC COCNRETE	TN	323.00	377.00	377.00	377.00	121,771.00	121,771.00
707	BID ALT 3: STABILIZED DECOMP	SF	8.00	14,400.00	14,400.00	14,400.00	115,200.00	115,200.00
708	BID ALT 3: WEED BARRIER	SF	1.00	14,400.00	14,400.00	14,400.00	14,400.00	14,400.00
709	BID ALT 3: PERMALOC EDGING	LF	19.00	1,600.00	1,600.00	1,600.00	30,400.00	30,400.00
710	BID ALT 4: ALTERANTE CONSTRUCT	LS	250,000.00	1.00	0.00	0.00	0.00	0.00
941901	CO#01 Omit Visual Screen	LS	-85,250.00	1.00	1.00	1.00	-85,250.00	-85,250.00
941902	CO#02 Additional Bay Trail Pav	LS	301,318.00	1.00	1.00	1.00	301,318.00	301,318.00
941903	CO#03 As-Builts	LS	15,170.05	1.00	1.00	1.00	15,170.05	15,170.05
941904	CO#04 Downtime & Misc	LS	20,742.72	1.00	1.00	1.00	20,742.72	20,742.72
							1,130,348.51	2,051,000.81

Bid Alternate Details

Bid Alternate #1: resurfacing 800 lf of asphalt path along Bay Road to the Ravenswood parking lot to correct ADA cross-slope barriers.

Bid Alternate #3: resurfacing 3,700 lf of asphalt path on the existing Bay Trail.

Bid Alternate #4: (alternate schedule) postponing the project construction to July 2020 through spring 2021. This schedule would be necessary if all permits are not issued in time to begin work during the seasonal restriction window (September 1 – January 31). *No billing occurred through Bid Alternate #4.



CLIENT: Midpeninsula Regional Open Space District
 TITLE: Ravenswood
 CONTRACTOR: Granite Rock Company

BIDDING PERIOD: Through 1.31.20
 Billing Application No. 5



BID ITEM	DESCRIPTION	BUDGET UNITS	BUDGET U/M	UNIT COST (\$)	TOTAL COST (\$)	TOTAL PREVIOUSLY EARNED		EARNED THIS PERIOD (Jan 2020)		TOTAL TO DATE	
						QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)
Site Construction											
1.01	General Conditions	1	LS	\$55,000.00	\$55,000.00	0.38	19,250.00	0.10	\$ 3,500.00	0.45	\$ 24,750.00
1.02	Erosion Control Measures/ BMPs	1	LS	\$130,581.00	\$130,581.00	0.38	39,174.36	0.10	\$ 13,058.10	0.48	\$ 52,232.46
1.03	Phytophthora Contamination Prevention	1	LS	\$82,200.00	\$82,200.00	0.38	28,170.00	0.10	\$ 8,200.00	0.48	\$ 36,370.00
1.04	Exclusion Fence	2390	LF	\$16.00	\$38,240.00	2,390.00	38,240.00	-	-	2,390.00	\$ 38,240.00
1.05	Temporary Access Marsh Mat	3470	SF	\$14.00	\$48,580.00	3,470.00	48,580.00	-	-	3,470.00	\$ 48,580.00
1.06	Temporary Construction Fence	560	LF	\$10.00	\$5,600.00	-	-	-	-	-	\$ 5,600.00
1.07	Demolition	1	EA	\$8,300.00	\$8,300.00	0.10	830.00	-	-	0.10	\$ 830.00
1.08	Signage	17	EA	\$450.00	\$7,650.00	-	-	-	-	-	\$ 7,650.00
1.09	Bay Trail Designation Sign	4	EA	\$1,500.00	\$6,000.00	-	-	-	-	-	\$ 6,000.00
1.10	Seeding	42700	SF	\$0.15	\$6,405.00	-	-	2.00	\$ 3,000.00	2.00	\$ 3,000.00
University Ave Access Point (sta 1+00 to sta 1+65.70)											
2.01	Clear and Grub	1	LS	\$250.00	\$250.00	-	-	-	-	-	\$ 250.00
2.02	Eucalyptus Tree Removal	1	EA	\$4,400.00	\$4,400.00	-	-	-	-	-	\$ 4,400.00
2.03	Stump Removal	1	LS	\$3,800.00	\$3,800.00	-	-	-	-	-	\$ 3,800.00
2.04	Concrete Curb and Gutter Removal	30	LF	\$108.00	\$3,240.00	-	-	-	-	-	\$ 3,240.00
2.05	Asphalt Pavement Saw Cut	150	LF	\$10.00	\$1,500.00	-	-	-	-	-	\$ 1,500.00
2.06	Asphalt and Base Rock Removal	550	SF	\$7.00	\$3,850.00	-	-	-	-	-	\$ 3,850.00
2.07	Aggregate Base	30	CY	\$310.00	\$9,300.00	-	-	-	-	-	\$ 9,300.00
2.08	Asphaltic Concrete Paving	21	TN	\$442.00	\$9,282.00	-	-	-	-	-	\$ 9,282.00
2.09	Permaloc Edging	90	LF	\$13.00	\$1,170.00	-	-	-	-	-	\$ 1,170.00
2.10	Asphalt Pavement Repair at Crosswalk	1090	SF	\$16.00	\$17,440.00	-	-	-	-	-	\$ 17,440.00
2.11	Slurry Seal	4165	SF	\$2.00	\$8,330.00	-	-	-	-	-	\$ 8,330.00
2.12	Pavement Markings	1	LS	\$10,200.00	\$10,200.00	-	-	-	-	-	\$ 10,200.00
2.13	Raised Concrete Island	1	LS	\$7,000.00	\$7,000.00	-	-	-	-	-	\$ 7,000.00
2.14	Removable Bollard	1	EA	\$750.00	\$750.00	-	-	-	-	-	\$ 750.00
2.15	Channelizers	25	EA	\$155.00	\$3,875.00	-	-	-	-	-	\$ 3,875.00
2.16	Reset Existing Utility to Grade	3	EA	\$2,000.00	\$6,000.00	-	-	-	-	-	\$ 6,000.00
2.17	Concrete Sidewalk	2200	SF	\$24.00	\$52,800.00	-	-	-	-	-	\$ 52,800.00
2.18	ADA Curb Ramp	1	LS	\$7,000.00	\$7,000.00	-	-	-	-	-	\$ 7,000.00
2.19	Concrete Curb and Gutter	32	LF	\$135.00	\$4,320.00	-	-	-	-	-	\$ 4,320.00
2.20	Chain Link Fence	48	LF	\$77.00	\$3,696.00	-	-	-	-	-	\$ 3,696.00
2.21	Property Fence	12	LF	\$300.00	\$3,600.00	-	-	-	-	-	\$ 3,600.00
2.22	Service Road Vehicular Gate	1	EA	\$9,000.00	\$9,000.00	-	-	-	-	-	\$ 9,000.00
2.23	Automatic Trail Gate	1	EA	\$35,000.00	\$35,000.00	-	-	-	-	-	\$ 35,000.00
2.24	Earth Moving	1	LS	\$8,000.00	\$8,000.00	-	-	-	-	-	\$ 8,000.00
SFRUC Service Rd (sta 1+65.70 to sta 1+42.34)											
3.01	Clear and Grub	1	LS	\$7,800.00	\$7,800.00	-	-	-	-	-	\$ 7,800.00
3.02	Walnut Tree Removal	1	EA	\$3,800.00	\$3,800.00	-	-	-	-	-	\$ 3,800.00
3.03	Asphalt Pavement Saw Cut	1350	LF	\$3.00	\$4,050.00	-	-	-	-	-	\$ 4,050.00
3.04	Asphalt and Base Rock Removal	350	SF	\$10.00	\$3,500.00	-	-	-	-	-	\$ 3,500.00
3.05	Earth Moving	1	LS	\$18,800.00	\$18,800.00	-	-	-	-	-	\$ 18,800.00
3.06	Subgrade Enhancement Geotextile	4300	SF	\$2.85	\$12,255.00	-	-	-	-	-	\$ 12,255.00
3.07	Aggregate Subbase	239	CY	\$130.00	\$31,070.00	-	-	-	-	-	\$ 31,070.00
3.08	Aggregate Base	122	CY	\$130.00	\$15,860.00	-	-	-	-	-	\$ 15,860.00
3.09	Asphaltic Concrete Paving	109	TN	\$228.00	\$24,852.00	-	-	-	-	-	\$ 24,852.00
3.10	Slurry Seal	2626	SF	\$2.50	\$6,565.00	-	-	-	-	-	\$ 6,565.00
3.11	Pavement Markings	1	LS	\$20,000.00	\$20,000.00	-	-	-	-	-	\$ 20,000.00

CLIENT: Midpeninsula Regional Open Space District
 TITLE: Ravenswood
 CONTRACTOR: Granite Rock Company

BILLING PERIOD: Through 1.31.20
 Billing Application No. 5



BID ITEM	DESCRIPTION	BUDGET UNITS	BUDGET U/M	UNIT COST (\$)	TOTAL COST (\$)	TOTAL PREVIOUSLY EARNED		EARNED THIS PERIOD (Jan 2020)		TOTAL TO DATE	
						QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)
3.12	Stabilized Decomposed Granite Paving	6810	SF	\$15.00	\$102,150.00	-	-	-	-	-	-
3.13	Weed Barner	6810	SF	\$2.00	\$13,620.00	-	-	-	-	-	-
3.14	Permaloc Edging	2060	LF	\$13.00	\$26,780.00	-	-	-	-	-	-
3.15	Property Fence	2029	LF	\$70.00	\$142,030.00	-	-	-	-	-	-
3.16	Maintenance Gate	2	EA	\$2,650.00	\$5,300.00	-	-	-	-	-	-
3.17	Valve Lot Gate	1	EA	\$8,000.00	\$8,000.00	-	-	-	-	-	-
3.18	Contaminated Soil Remediation	68	CY	\$425.00	\$28,900.00	-	-	-	-	-	-
Boardwalk, Northwest of Bridge (sta 19+42.34 to sta 20+90.79)											
4.01	Clear and Grub	1	LS	\$6,500.00	\$6,500.00	-	-	-	-	-	-
4.02	Concrete Curb Wall	1	EA	\$8,600.00	\$8,600.00	-	-	-	-	-	-
4.03	Boardwalk Railing	300	LF	\$116.00	\$34,800.00	-	-	-	-	-	-
4.04	Boardwalk Deck	1500	SF	\$13.00	\$19,500.00	-	-	-	-	-	-
4.05	Post/Pile	34	EA	\$1,260.00	\$42,500.00	-	-	-	-	-	-
4.06	Bent Cap	400	LF	\$21.00	\$8,400.00	-	-	-	-	-	-
4.07	Joist	650	LF	\$25.00	\$17,250.00	-	-	-	-	-	-
4.08	Blocking	320	LF	\$47.00	\$15,040.00	-	-	-	-	-	-
4.09	Bracing - Transverse	240	LF	\$30.00	\$7,200.00	-	-	-	-	-	-
4.10	Bracing - Longitudinal	100	LF	\$37.00	\$3,700.00	-	-	-	-	-	-
4.11	Wood Construction Connectors	1	LF	\$12,000.00	\$12,000.00	-	-	-	-	-	-
4.12	Visual Screen (Processed as CO #1)	110	LF	\$250.00	\$27,500.00	-	-	110.00	\$27,500.00	110.00	\$27,500.00
4.13	Earth Moving	1	CY	\$5,500.00	\$5,500.00	-	-	-	-	-	-
Steel Bridge Over Pond (sta 20+60.79 to sta 21+78.79)											
5.01	Clear and Grub	1	LS	\$6,800.00	\$6,800.00	-	-	-	-	-	-
5.02	Bridge Abutment	2	EA	\$34,000.00	\$68,000.00	-	-	-	-	-	-
5.03	Precast Concrete Abutment Pile	8	EA	\$10,000.00	\$80,000.00	-	-	-	-	-	-
5.04	Prefabricated Bridge - Furnish	1	LS	\$114,000.00	\$114,000.00	-	-	-	-	-	-
5.05	Prefabricated Bridge - Erect	1	LS	\$60,000.00	\$60,000.00	-	-	-	-	-	-
5.06	Visual Screen (Processed as CO #1)	86	LF	\$250.00	\$21,500.00	-	-	86.00	\$21,500.00	86.00	\$21,500.00
Boardwalk - Southeast of Bridge (sta 21+78.79 to sta 23+078.80)											
6.01	Clear and Grub	1	LS	\$6,500.00	\$6,500.00	1.00	\$6,500.00	-	-	1.00	\$6,500.00
6.02	Concrete Curb Wall	1	EA	\$8,600.00	\$8,600.00	-	-	1.00	\$8,600.00	1.00	\$8,600.00
6.03	Weiland Vegetation Removal	1	LS	\$10,000.00	\$10,000.00	1.00	\$10,000.00	-	-	1.00	\$10,000.00
6.04	Boardwalk Railing	2140	LF	\$116.00	\$248,240.00	200.00	\$23,200.00	1,940.00	\$186,064.00	2,140.00	\$249,264.00
6.05	Boardwalk Deck	10000	SF	\$13.00	\$130,000.00	7,500.00	\$97,500.00	2,500.00	\$32,500.00	10,000.00	\$129,500.00
6.06	Post/Pile	208	EA	\$1,250.00	\$260,000.00	208.00	\$260,000.00	-	-	208.00	\$260,000.00
6.07	Bent Cap	2300	LF	\$21.00	\$48,300.00	2,300.00	\$48,300.00	-	-	2,300.00	\$48,300.00
6.08	Joist	4630	LF	\$25.00	\$115,750.00	4,630.00	\$115,750.00	-	-	4,630.00	\$115,750.00
6.09	Blocking	2010	LF	\$47.00	\$94,470.00	2,010.00	\$94,470.00	-	-	2,010.00	\$94,470.00
6.10	Bracing - Transverse	1470	LF	\$30.00	\$44,100.00	-	-	1,452.00	\$43,560.00	1,452.00	\$43,560.00
6.11	Bracing - Longitudinal	1290	LF	\$37.00	\$47,730.00	774.00	\$28,838.00	516.00	\$18,892.00	1,290.00	\$47,730.00
6.12	Wood Construction Connectors	1	LS	\$49,000.00	\$49,000.00	0.99	\$48,510.00	-	-	0.99	\$48,510.00
6.13	Visual Screen (Processed as CO #1)	145	LF	\$250.00	\$36,250.00	-	-	145.00	\$36,250.00	145.00	\$36,250.00
6.14	Timber Gate, Hardware, & PGE Ladder	2	EA	\$9,600.00	\$19,200.00	-	-	1.96	\$18,240.00	1.96	\$18,240.00
6.15	Bench - Backed	2	EA	\$3,100.00	\$6,200.00	-	-	-	-	-	-
6.16	Bench - Backless	2	EA	\$3,000.00	\$6,000.00	-	-	-	-	-	-
6.17	Earth Moving	1	LS	\$5,500.00	\$5,500.00	1.00	\$5,500.00	-	-	1.00	\$5,500.00
Gate and Add Aits											
7.01	Automatic Trail Gate and Fence	1	EA	\$39,000.00	\$39,000.00	-	-	0.25	\$9,750.00	0.25	\$9,750.00



CLIENT: Midpeninsula Regional Open Space District
 TITLE: Ravenswood
 CONTRACTOR: Granite Rock Company

BILLING PERIOD: Through 1.31.20 Billing Application No. 5

BID ITEM	DESCRIPTION	BUDGET UNITS	BUDGET U/M	UNIT COST (\$)	TOTAL COST (\$)	TOTAL PREVIOUSLY EARNED		EARNED THIS PERIOD (Jan 2020)		TOTAL TO DATE	
						QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)
8.00	Bid Alt 1: AC Bay Rd to Parking Lot	1	LS	\$38,100.00	\$38,100.00			1.00	\$ 38,100.00	1.00	\$ 38,100.00
10.01	Bid Alt 3: Earth Moving	1	LS	\$47,400.00	\$47,400.00	0.25	11,050.00	0.75	35,590.00	1.00	47,400.00
10.02	Bid Alt 3: Pulverize Asphalt Paving	811	SY	\$44.00	\$35,684.00			811.00	35,684.00	811.00	35,684.00
10.03	Bid Alt 3: Aggregate Base	360	CY	\$253.00	\$91,080.00			360.00	91,080.00	360.00	91,080.00
10.04	Bid Alt 3: Asphaltic Concrete Paving	377	TN	\$323.00	\$121,771.00			377.00	121,771.00	377.00	121,771.00
10.05	Bid Alt 3: Stabilized Decomposed Granite Paving	14400	SF	\$8.00	\$115,200.00			14,400.00	115,200.00	14,400.00	115,200.00
10.06	Bid Alt 3: Weed Barrier	14400	SF	\$1.00	\$14,400.00			14,400.00	14,400.00	14,400.00	14,400.00
10.07	Bid Alt 3: Permaloc Edging	1600	LF	\$19.00	\$30,400.00			1,600.00	30,400.00	1,600.00	30,400.00
11.00	Bid Alt 4: Alternate Construction Schedule	1	LS	\$250,000.00	\$250,000.00						
Change Orders											
CO #1	Omit Visual Screen (BI #4, 12, 5.06, and 6.13)	1	LS	-\$85,250.00	(\$85,250.00)			1.00	(\$85,250.00)	1.00	(\$85,250.00)
CO #2	Additional Bay Trail Paving	1	LS	\$301,318.00	\$301,318.00			1.00	301,318.00	1.00	301,318.00
CO #3	CO #2 As-built (PCO's 8, 9, 10, 11, 12, 15)	1	LS	\$15,170.05	\$15,170.05			1.00	15,170.05	1.00	15,170.05
CO #4	Boardwalk (PCO's 4, 5, 7, 13)	1	LS	\$20,742.72	\$20,742.72			1.00	20,742.72	1.00	20,742.72
PCOs - For Reference Only											
PCO #01	Additional Bay Trail Paving	1	LS	\$301,318.00	\$301,318.00						
PCO #01	Jobsite Overhead	1	LS	\$44,666.22	\$44,666.22						
PCO #01	Fiber Roll Installation	1	LS	\$25,033.54	\$25,033.54						
PCO #01	Earth Moving	1	LS	\$29,984.41	\$29,984.41						
PCO #01	Pulverize AC Paving	2928	SY	\$10.00	\$29,280.00						
PCO #01	Aggregate Base	325	CY	\$227.70	\$74,002.50						
PCO #01	AC Paving	318	TN	\$290.70	\$92,442.60						
PCO #01	Bond	1	LS	\$5,908.19	\$5,908.19						
PCO #02	Blank ---	1	LS		\$0.00						
PCO #03	Good Neighbor Fence	1	LS		\$0.00						
PCO #04	Stand-down time for Driving Piles (10/28/19)	1	LS	\$1,636.78	\$1,636.78						
PCO #05	Predrill for Piles (11/1/19)	1	LS	\$2,814.96	\$2,814.96						
PCO #06	Bridge Abutment Redesign	1	LS		\$0.00						
PCO #07	Redrive Shallow Piles Near Overlook #1	1	LS	\$13,315.98	\$13,315.98						
PCO #08	Bay Trail Paving Redesign	1	LS	\$29,634.00	\$29,634.00						
PCO #08	Aggregate Base for Redesign Section	348	CY	\$253.00	\$88,044.00						
PCO #08	Elimination of DG Pathway	-14400	SF	\$8.00	(\$115,200.00)						
PCO #08	Elimination of Weed Barrier	-14400	SF	\$1.00	(\$14,400.00)						
PCO #08	Elimination of Permaloc	-1600	LF	\$19.00	(\$30,400.00)						
PCO #08	Geotextile Fabric	1	LS	\$37,000.00	\$37,000.00						
PCO #08	Redwood Edger	1	LS	\$55,000.00	\$55,000.00						
PCO #08	Contract AC Paving Over-run	30	TN	\$323.00	\$9,690.00						
PCO #09	Bay Trail Thickened Section at N-End	1	LS	\$55,576.15	\$55,576.15						
PCO #10	Bay Trail Digout (100 LF)	1	LS	\$6,294.61	\$6,294.61						
PCO #11	Bay Trail Pothole Mitigation	1	LS	\$47,852.49	\$47,852.49						
PCO #11	Bay Trail Pothole Mitigation (Daily)	1	LS	\$10,729.13	\$10,729.13						
PCO #11	Bay Trail Pothole (01.18.20)	1	LS	\$37,123.36	\$37,123.36						
PCO #12	CCO #02 As-built	1	LS	-\$98,069.06	(\$98,069.06)						
PCO #12	Job Overhead	1	LS	\$0.00	\$0.00						



CLIENT: Midpeninsula Regional Open Space District
 TITLE: Ravenswood
 CONTRACTOR: Granite Rock Company

BILLING PERIOD: Through 1.31.20 Billing Application No. 5

BID ITEM	DESCRIPTION	BUDGET UNITS	BUDGET U/M	UNIT COST (\$)	TOTAL COST (\$)	TOTAL PREVIOUSLY EARNED		EARNED THIS PERIOD (Jan 2020)		TOTAL TO DATE		
						QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)	QUANTITY	AMOUNT (\$)	
PCO #12	Fiber Roll Installation	1	LS	\$0.00	\$0.00							
PCO #12	Earth Moving	1	LS	\$0.00	\$0.00							
PCO #12	Pulverize AC Paving	1	LS	\$0.00	\$0.00							
PCO #12	AB Adjustment for 206 CY under-run	1	LS	\$0.00	\$0.00							
PCO #12	AC Adjustment for 254 ton under-run	-206	CY	\$227.70	(\$46,906.20)							
PCO #12	Bond Adjustment	-254	TN	\$290.70	(\$73,837.80)							
PCO #12	Establish Smooth North End Surface	1	LS	-\$2,414.88	(\$2,414.88)							
PCO #12		1	LS	\$25,089.82	\$25,089.82							
PCO #13	Marsh Mat Quantity Over-run											
PCO #15	HT Harvey & Hanford Planting	212.5	SF	\$14.00	\$2,975.00							
		1	LS	-\$26,118.14	(\$26,118.14)							
Total												
5% Retention							\$	920,652.30	\$	1,130,348.51	\$	2,051,000.81
TOTAL AFTER RETENTION					\$3,807,336.77		\$	46,032.62	\$	56,517.43	\$	102,550.04
							\$	874,619.69	\$	1,073,831.08	\$	1,948,450.77

Contract Amount as Modified:	
Earned to Date:	\$3,807,336.77
Less Retained (5%):	\$ 2,051,000.81
Less Previous Payments:	\$ 102,550.04
Payment This Estimate:	\$ 874,619.69
	\$ 1,073,831.08



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*

Vendor City of Saratoga Date 06/30/2020

Project # MAA18-002 GL # 30-30-320-8201.01

Invoice Amount \$275,193.10 Invoice # PWSS0000008

Project Manager* Tina Hugg Title* Senior Planner

Description Cost sharing reimbursement of construction costs of the Saratoga-to-the-Sea Trail.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

** If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.*

From: [Tina Hugg](#)
To: [Debbie Ledger](#); [Warren Chan](#); [Andrew Taylor](#)
Cc: [Lupe Hernandez](#); [Janine Ward](#)
Subject: Saratoga to Sea - Invoice #PWSS 008
Date: Thursday, July 9, 2020 7:24:54 PM
Attachments: [Sixth Reimbursement Request PWSS000008 Processed.pdf](#)

Debbie,

I have reviewed and approved the City of Saratoga's invoice #PWSS 008. I alerted Stefan and everyone today that the City's total amount exceeds the remaining amount on the purchase order and budget. I don't know if that is an issue.

Invoice #PWSS000008

Contract & Amount:	2019-04 \$1,365,000
PO#:	2020-164
PO Balance:	\$226706.54
PO Complete (Y/N):	No
Amount to Pay:	\$276,243.81
G/L Account:	30-30-320-8201.01 \$1,050.71
	30-30-320-8205.01 \$275,193.10
Project#:	AA18-002
I am approving this invoice electronically - TH	

The District's FY20 budget included an amount of \$550,000 for the MAA18-002 Saratoga-to-the-Sea project. The actual expenditures for FY20 totaled \$599,537.27. The additional \$49,537.27 was accelerated from FY21. Overall project budget does not exceed the board approved amount.

276,243.81

Description: Saratoga to Sea Consultant and Contractor Fees

Thanks,

Tina Hugg, PLA, ASLA

Senior Planner

thugg@openspace.org

Midpeninsula Regional Open Space District

330 Distel Circle, Los Altos, CA 94022

P: (650) 691-1200 - F: (650) 691-0485

www.openspace.org | twitter: [@mrostd](https://twitter.com/mrostd)

From: [Stefan Jaskulak](#)
To: [Tina Hugg](#)
Cc: [Andrew Taylor](#); [Warren Chan](#); [Lupe Hernandez](#); [Debbie Ledger](#); [Janine Ward](#)
Subject: RE: Saratoga to Sea - City exceeding FY19-20 \$550K budget by \$50K
Date: Friday, July 10, 2020 3:20:30 PM
Attachments: [image001.png](#)

Yes, I am happy that all is progressing with this project. I'm fine with the overage for FY20, with the caveat that the total amount for the project is not changing. We can therefore reduce the FY21 amount by that same \$50K.

Thanks.



Stefan Jaskulak
Chief Financial Officer
Director of Administrative Services
sjaskulak@openspace.org
Midpeninsula Regional Open Space District
330 Distel Circle, Los Altos, CA 94022
(650) 691-1200 Main
(650) 625-6590 Direct
(650) 228-5701 Fax
www.openspace.org
Twitter: [@MidpenOpenSpace](https://twitter.com/MidpenOpenSpace)

From: Tina Hugg <thugg@openspace.org>
Sent: Thursday, July 9, 2020 6:01 PM
To: Stefan Jaskulak <sjaskulak@openspace.org>
Cc: Andrew Taylor <ataylor@openspace.org>; Warren Chan <wchan@openspace.org>; Lupe Hernandez <lhernandez@openspace.org>; Debbie Ledger <dledger@openspace.org>; Janine Ward <jward@openspace.org>
Subject: Saratoga to Sea - City exceeding FY19-20 \$550K budget by \$50K

Stefan,

At today's Project Management Office meeting, I sensed that you were pleased to hear about the City of Saratoga's \$276K invoice. I am reviewing the invoice now, and I wanted to let you and accounting/procurement/budget staff know that the City has gone about \$50K over the \$550K budget that we had set for FY2019-20. I hope that is acceptable. If not, could you please advise what should be done.

FY2019-20
Budget

\$
550,000.00

\$
47,444.62

\$
67,412.15

\$
208,436.69

\$
276,243.81

\$
(49,537.27)

Budget
remaining

Tina Hugg, PLA, ASLA
Senior Planner
thugg@openspace.org
Midpeninsula Regional Open Space District
330 Distel Circle, Los Altos, CA 94022
P: (650) 691-1200 - F: (650) 691-0485
www.openspace.org | twitter: [@mrobsd](https://twitter.com/mrobsd)



CITY OF SARATOGA

13777 FRUITVALE AVENUE • SARATOGA, CALIFORNIA 95070 • (408) 868-1200

Incorporated October 22, 1956

COUNCIL MEMBERS:

Mary-Lynne Bernald

Manny Cappello

Rishi Kumar

Howard Miller

Yan Zhao

Attn: Tina Hugg
Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022

SUBJECT: City of Saratoga Quarterly Reimbursement Request for the Saratoga-to-the-Sea Trail;
Purchase Order #2020-164

Tina,

Please find enclosed our invoices received for services through **June 30, 2020** and our Sixth Request for Reimbursement, Invoice #PWSS000008, in the amount of **\$276,243.81**. The work covered by these invoices is listed below by consultant.

Timothy C. Best, CEG and sub-consultants

Ongoing Construction Observation.

Compiled and prepared GIS layer package for the Saratoga to the Sea trailhead sign.

Deliverables: GIS layer package

H.T. Harvey & Associates

Performed pre-activity surveys and submitted reports.

Relocated Wood Rat nests as needed.

Performed resource agency permitting coordination

Deliverables: Pre-Activity Survey reports, RWQCB NoA

Mountain Bikers of Santa Cruz (MBOSC)

Worked with HTH's biologists to follow mitigation measures identified in the project's Initial Study.

Constructed approximately 1 mile of trail and switchbacks with rock retaining walls.

Completed Phase 2 and began Phase 3.

Placeworks

Continued making adjustments to trail logo per agency comments.

Prepared drafts of the 4 interpretive signs and wayfinding signs and drafted sign layout.

Deliverables: Saratoga to the Skyline Trail Final Logo, Interpretive & Wayfinding Sign drafts, sign layout

Please feel free to contact me at (408) 868-1274 or by email at eburkhalter@saratoga.ca.us if you have any questions.

Sincerely,

Emma Burkhalter, PE
Assistant Engineer
City of Saratoga Public Works

Expense Summary for Reimbursement Request to MidPen

Invoice# PWSS000008

Invoice Date	Vendor	Invoice#	Invoiced Amount DESIGN PHASE	Invoiced Amount CONSTRUCTION PHASE
Expenses on previous invoices			\$274,542.28	\$ 515,606.76
Expenses on current invoice				
4/20/2020	MBOSC	7		\$ 37,505.00
4/30/2020	Placeworks	72132		\$ 3,707.70
5/23/2020	Portschy's	1046		\$ 2,085.97
5/23/2020	Portschy's	1047		\$ 12,478.66
5/23/2020	Portschy's	1048		\$ 23,729.88
5/23/2020	Portschy's	1049		\$ 46,149.10
5/29/2020	Shute Mihaly Weinberger	264118	\$ 150.00	\$ -
5/31/2020	MBOSC	8		\$ 148,416.00
5/31/2020	Placeworks	72258		\$ 6,106.76
6/1/2020	Tim Best	20-20-831-11		\$ 5,372.50
6/11/2020	HT Harvey	55161		\$ 5,804.11
6/22/2020	Shute Mihaly Weinberger	264161	\$ 641.50	\$ -
6/28/2020	MBOSC	9		\$ 210,270.00
6/30/2020	Tim Best	20-22-831-12		\$ 5,200.00
6/30/2020	Placeworks	72472		\$ 10,126.05
7/2/2020	Shute Mihaly Weinberger	264419	\$ 596.50	\$ -
7/5/2020	Portschy's	1067		\$ 15,614.93
7/5/2020	Portschy's	1068		\$ 22,625.11
7/5/2020	Portschy's	1069		\$ 4,506.69
7/8/2020	HT Harvey	55380		\$ 10,497.31
Total Expensed to date			\$275,930.28	\$ 1,085,802.53
Total retention withheld			\$ -	\$ (42,467.54)
REIMBURSEMENT Ratio			75.7%	50.0%
Total reimbursable by Mid-Pen			\$ 208,879.22	\$ 521,667.50
Total reimbursed by Mid-Pen to date			\$ (207,828.51)	\$ (246,474.40)
Amount due per phase			\$ 1,050.71	\$ 275,193.10
TOTAL This INVOICE			\$276,243.81	



Amount to Pay: **\$18,752.50**
 Vendor #: 1641 P.O. # 20200177
 Account: 432.9278-001.81161
 Entered By: Shaheen Date: 4/27/20
 Approved By: J.C.

Attachment 3
 Amount to Pay: **\$(937.63)**
 Vendor #: 1641 P.O. # 20200177
 Account: 432.21132 Retention hold.
 Entered By: Shaheen Date: 4/27/20
 Approved By: J.C.

2839 Mission Street
 PO Box 331
 Santa Cruz, CA 95061

MBOSC Job # 2001
 City of Saratoga Project # PW-E-19-008
 Description: Saratoga to Sanborn Trail--Phase 2
 Construction Phase 1, Progress Billing # 7
 Progress Billing Period: April 1st to April 15th, 2020
 Submission Date: April 20, 2020

CA Class A License #1050446
 Ca DIR# 1000461941

Spec. Sec.	Activity	Contract Amount				Prior Billings		Current Invoice		Total Billings		Balance to Complete (overages in red)	
		Unit	Unit price	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
15000	Mobilization and Demobilization	LS	\$40,000.00	1.0	\$40,000.00	100%	\$40,000.00	0%	\$0.00	100%	\$40,000.00	0%	\$0.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$12,500.00	1.0	\$12,500.00	25%	\$3,125.00	25%	\$3,125.00	50%	\$6,250.00	50%	\$6,250.00
311100	CLEARING AND GRUBBING												
	Falling and Limbing Trees > 12" DBH	EACH	\$200.00	12.0	\$2,400.00	5.0	\$1,000.00	2.0	\$400.00	7.0	\$1,400.00	5	\$1,000.00
	Stump Removal-->7" and <12" DBH	EACH	\$400.00	6.0	\$2,400.00	3.0	\$1,200.00	0.0	\$0.00	3.0	\$1,200.00	3	\$1,200.00
	Stump Removal--12" and <19" DBH	EACH	\$700.00	5.0	\$3,500.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	5	\$3,500.00
	Stump Removal-->18" DBH	EACH	\$1,500.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00
312000	TRAIL CONSTRUCTION												
	Cut, Fill, or Partial Bench Trail--<50% Slopes	LF	\$39.00	3884.0	\$151,476.00	1055.0	\$41,145.00	125.0	\$4,875.00	1180.0	\$46,020.00	2704	\$105,456.00
	Cut or Partial Bench Trail--50% to 65% slopes	LF	\$53.00	2105.0	\$111,565.00	470.0	\$24,910.00	460.0	\$24,380.00	930.0	\$49,290.00	1175	\$62,275.00
	Cut Bench Trail-->65% slopes	LF	\$72.00	400.0	\$28,800.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	400	\$28,800.00
	Road to Trail Conversion	LF	\$8.00	1717.0	\$13,736.00	1717.0	\$13,736.00	0.0	\$0.00	1717.0	\$13,736.00	0	\$0.00
323200	RETAINING WALLS AND ROCK FILL BUTTRESSES												
	Stacked Rock Retaining Walls--Import Rock	SF	\$75.00	1251.0	\$93,825.00	0.0	\$0.00	63.0	\$4,725.00	63.0	\$4,725.00	1188	\$89,100.00
	Stacked Rock Retaining Walls--Salvaged Rock	SF	\$60.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00
	Wood Lag Retaining Walls	SF	\$60.00	50.0	\$3,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	50	\$3,000.00
	Segmental Block Retaining Walls	SF	\$53.00	100.0	\$5,300.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	100	\$5,300.00
	Rock Fill Buttresses--Salvaged Rock	SF	\$35.00	75.0	\$2,625.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	75	\$2,625.00
313200	CLIMBING TURNS												
	Climbing Turn--0 to 30% sideslope	EACH	\$500.00	4.0	\$2,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	4	\$2,000.00
	Climbing Turn--30 to 50% sideslope	EACH	\$1,400.00	3.0	\$4,200.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	3	\$4,200.00
	Climbing Turn--50 to 65% sideslope	EACH	\$4,000.00	1.0	\$4,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	1	\$4,000.00
	TOTAL				\$481,327.00		\$125,116.00		\$37,505.00		\$162,621.00		\$318,706.00

Original Construction Phase 2 Amount \$481,327.00
 Change Order Adjustments to Construction Phase 2 \$0.00
 Adjusted Construction Phase 2 Amount \$481,327.00
50% City Funds

Retainage --prior billings \$6,255.80
 Retainage this invoice \$1,875.25
 Total Phase 2 Retainage to be held until project completion \$8,131.05

Amount to Pay: **\$18,752.50**
 Vendor #: 1641 P.O. # 20200177
 Account: 432.9278-001.81161
 Entered By: Shaheen Date: 4/27/20
 Approved By: J.C.

Total Value of Work installed this invoice **\$37,505.00**
 Less 5% Retainage **(\$1,875.25)**
 Net Pay Amount requested this invoice **\$35,629.75**

Amount to Pay: **\$(937.62)**
 Vendor #: 1641 P.O. # 20200177
 Account: 432.21132 (Retention hold)
 Entered By: Shaheen Date: 4/27/20
 Approved By: J.C.

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 04/15/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 35,629.75

Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 Date(s) of waiver and release: _____
 Amount(s) of unpaid progress payment(s): \$ 0.00
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager-MBOSC

Date of Signature: 04/20/2020

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 03/31/2020

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

\$ 146,120.45

MBOSC INV. # 2001-05 (\$ 27,260 ²⁵) + MBOSC INV. # 2001-06 (\$ 118,860 ²⁰)

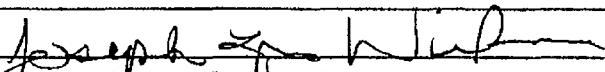
Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Signature

Claimant's Signature:



Claimant's Title: Joseph Lyn Wilkinson, Construction Manager, MBOSC

Date of Signature: 04/20/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81161
 Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
 Vendor #: 1641
 Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
4. AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/19
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/19
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/19
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/19
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	01	1/7/20	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/20	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/20	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/20	18,733.75	936.69	17,797.06
432.9278-001.81161	03	2/9/20	27,422.50	1,371.13	26,051.37
4129278-001.81161	03	2/9/20	27,422.50	1,371.12	26,051.38
432.9278-001.81161	04	2/28/20	72,514.50	3,625.73	68,888.77
4129278-001.81161	04	2/28/20	72,514.50	3,625.72	68,888.78
432.9278-001.81161	05	3/25/20	14,347.50	717.37	13,630.13
4129278-001.81161	05	3/25/20	14,347.50	717.38	13,630.12
432.9278-001.81161	06*	3/31/20	62,558.00	3,127.90	59,430.10
4129278-001.81161	06	3/31/20	62,558.00	3,127.90	59,430.10
432.9278-001.81161	07	4/20/20	18,752.50	937.63	17,814.87
4129278-001.81161	07	4/20/20	18,752.50	937.62	17,814.88
TOTAL Payment History			490,665.00	24,533.24	466,131.75

CONTRACT SUMMARY

Contract Amount:		\$ 1,730,815.00
Less:		
Total paid to date:	466,131.75	
Total retained to date:	24,533.24	
Total invoiced amount		490,664.98
Available Balance		\$ 1,240,150.02

* Special Note:

Attachment 3
 CR 10 Pay
 EB

Invoice

PlaceWorks
 3 MacArthur Place, Suite 1100
 Santa Ana, Ca 92707
 Phn No. 714.966.9220
 Tax Registration Number: 95-2975827

50% MIO Pen Funds
 Request for Payment
 Amount to Pay: \$1,853.85
 Vendor #: 1143 P.O. # 20200171
 Account: 432-9278-001-81142
 Entered by: Shalves Date: 5/26/20
 Approved By: jc

Project Manager Spence Koehler
 Emma Burkhalter
 City of Saratoga
 13777 Fruitvale Avenue
 Saratoga, CA 95070

April 30, 2020
 Invoice No: 72132

Project COSA-03.0 Saratoga-to-the-Sea Interpretive, Wayfinding, and Regulatory Signage
Professional Services from April 1, 2020 to April 30, 2020

Task 2 Interpretive, Wayfinding, and Regulatory Signage
 Sub-Task 2.1 Content and Template Development

Professional Fees

	Hours	Rate	Amount
Chung, Jennifer	5.00	140.00	700.00
Fleischmann, Elizabeth	.75	170.00	127.50
Koehler, Spence	8.50	120.00	1,020.00
Totals	14.25		1,847.50
Total Professional Fees			1,847.50

Additional Fees

Office Expenses			36.95
Total Additional Fees			36.95
Total this Sub-Task			\$1,884.45

Sub-Task 2.2 Draft and Final Draft Signage

Professional Fees

	Hours	Rate	Amount
Chung, Jennifer	2.00	140.00	280.00
Fleischmann, Elizabeth	1.25	170.00	212.50
Gronquist, Sarah	6.50	190.00	1,235.00
Koehler, Spence	.50	120.00	60.00
Totals	10.25		1,787.50
Total Professional Fees			1,787.50

Additional Fees

Office Expenses			35.75
Total Additional Fees			35.75
Total this Sub-Task			\$1,823.25

Total this Task \$3,707.70

Billing Limits

	Current	Prior	To-Date
Total Billings	3,707.70	21,147.47	24,855.17
Limit			47,906.00
Remaining			23,050.83

50% City Funds
 Request for Payment
 Amount to Pay: \$1,853.85
 Vendor #: 1143 P.O. # 20200171
 Account: 432-9278-001-81142
 Entered by: Shalves Date: 5/26/20
 Approved By: jc
Total this Invoice \$3,707.70

Project	COSA-03.0	Saratoga-to-the-Sea Interpretive, Wayfin	Invoice	72132
---------	-----------	--	---------	-------

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Placeworks
 Vendor #: 1143
 Purchase Order #: 20200171

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 22,853.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 22,853.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 2,300.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 2,300.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 50,306.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81142	70772	11/30/2019	2,280.94		2,280.94
412.9278-001.81142	70772	11/30/2019	2,280.95		2,280.95
432.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
412.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
432.9278-001.81142	71266	1/31/2020	294.53		294.53
412.9278-001.81142	71266	1/31/2020	294.52		294.52
432.9278-001.81142	71540	2/29/2020	2,791.62		2,791.62
412.9278-001.81142	71540	2/29/2020	2,791.61		2,791.61
432.9278-001.81142	71836	3/31/2020	2,984.32		2,984.32
412.9278-001.81142	71836	3/31/2020	2,984.32		2,984.32
432.9278-001.81142	72132	4/30/2020	1,853.85		1,853.85
412.9278-001.81142	72132	4/30/2020	1,853.85		1,853.85
TOTAL Payment History			\$ 24,855.16	\$ -	\$ 24,855.16

CONTRACT SUMMARY

Contract Amount:		\$ 50,306.00
Less:		
Total paid to date:	24,855.16	
Total retained to date:	-	
Total invoiced amount		24,855.16
Available Balance		\$ 25,450.85

* Special Note:

PORTSCHY'S METAL
 DESIGN and FABRICATION
 P.O. Box 2479
 Gonzales CA 93926
 831-229-1452

**INVOICE****1046****BILLED TO**

Attn: Emma Burkhalter, PE.
 Project Manager
 City of Saratoga
 13777 Fruitvale Ave
 Saratoga CA 95070

JOB

Invoice Date: **May 23, 2020**

Saratoga 20 Foot Trail Bridge

Invoice # 1046

TOTAL DUE

\$2,085.97

by Jun 7, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Hardware Anchor and Assembly HDG	Saratoga 9%	\$1,113.73
Materials angle Iron Corten	Saratoga 9%	\$800.00
<p><i>50% Mis-Pen Funds</i> Request for Payment Amount to Pay: \$1,042.98 Vendor #: <u>1649 P.O. # 2020 0201</u> Account: <u>432.9278-001.81121</u> Entered by: <u>Shakeen</u> Date: <u>5/26/20</u> Approved by: <u>JC.</u></p> <p><i>50% City Funds</i> Request for Payment Amount to Pay: \$1,042.99 Vendor #: <u>1649 P.O. # 2020 0201</u> Account: <u>412.9278-001.81121</u> Entered by: <u>Shakeen</u> Date: <u>5/26/20</u> Approved by: <u>JC.</u></p>		
	Subtotal	\$1,913.73
	Saratoga 9%	\$172.24
	Total due by Jun 7, 2020	\$2,085.97

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
CIP Fund: 412/432
CIP Project Number: 9278-001.81121
Vendor Name: Portschy's Metal Design and Fabrication
Vendor #: 1646
Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)	20200207	432.9278-001	81121	\$ 82,516.86	1/15/2020
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/2020
Contingency (Midpen Funds)		432.9278-001	81121	\$ 8,250.00	5/5/2020
Contingency (city Funds)		412.9278-001	81121	\$ 8,250.00	5/5/2020
TOTAL Authorized Contract Amount:				\$ 181,533.72	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	982	1/23/2020	850.55		850.55
4129278-001.81161	982	1/23/2020	850.56		850.56
432.9278-001.81161	983	1/23/2020	1,395.76		1,395.76
4129278-001.81161	983	1/23/2020	1,395.75		1,395.75
432.9278-001.81161	1046	5/23/2020	1,042.98		1,042.98
4129278-001.81161	1046	5/23/2020	1,042.99		1,042.99
TOTAL Payment History			6,578.59		6,578.59

CONTRACT SUMMARY

Contract Amount:		\$ 181,533.72
Less:		
Total paid to date:	6,578.59	
Total retained to date:	-	
Total invoiced amount		6,578.59
 Available Balance		 \$ 174,955.13

* Special Note:

PORTSCHY'S METAL
 DESIGN and FABRICATION
 P.O. Box 2479
 Gonzales CA 93926
 831-229-1452



INVOICE
1047

BILLED TO
 Attn: Emma Burkhalter, PE.
 Project Manager
 City of Saratoga
 13777 Fruitvale Ave
 Saratoga CA 95070

JOB
 Invoice Date: **May 23, 2020**
 Saratoga 35 Foot Trail Bridge
Invoice # 1047

TOTAL DUE
\$12,478.66
 by Jun 7, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Fabrication 35 fot bridge layout and rotate bolts holes and bolts in CAD file to figure drop after setting in place, model and order bolts, water jet holes, discuss rotation with Steve, shop drawings	Saratoga 9%	\$1,402.50
Materials Bridge wide flanges and angles	Saratoga 9%	\$8,266.56
Contracted Splice plates water jet holes	Saratoga 9%	\$597.60
Hardware anchor bolts HDG	Saratoga 9%	\$251.92
Hardware Assembly bolts, washers and nuts	Saratoga 9%	\$929.73
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Request for Payment Amount to Pay <u>\$6,239.33</u> Vendor # <u>1649</u> P.O. # <u>20200207</u> Account: <u>432.9278-001.81121</u> Entered by <u>Shakeen</u> Date: <u>5/26/20</u> Approved By: <u>gc.</u></p> </div> <div style="width: 45%;"> <p>Request for Payment Amount to Pay <u>\$6,239.33</u> Vendor #: <u>1649</u> P.O. # <u>20200207</u> Account: <u>412.9278-001.81121</u> Entered by <u>Shakeen</u> Date: <u>5/26/20</u> Approved By: <u>gc.</u></p> </div> </div>		
	Subtotal	\$11,448.31
	Saratoga 9%	\$1,030.35
	Total due by Jun 7, 2020	\$12,478.66

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81121
 Vendor Name: Portschy's Metal Design and Fabrication
 Vendor #: 1646
 Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)	20200207	432.9278-001	81121	\$ 82,516.86	1/15/2020
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/2020
Contingency (Midpen Funds)		432.9278-001	81121	\$ 8,250.00	5/5/2020
Contingency (city Funds)		412.9278-001	81121	\$ 8,250.00	5/5/2020
TOTAL Authorized Contract Amount:				\$ 181,533.72	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	982	1/23/2020	850.55		850.55
4129278-001.81161	982	1/23/2020	850.56		850.56
432.9278-001.81161	983	1/23/2020	1,395.76		1,395.76
4129278-001.81161	983	1/23/2020	1,395.75		1,395.75
432.9278-001.81161	1046	5/23/2020	1,042.98		1,042.98
4129278-001.81161	1046	5/23/2020	1,042.99		1,042.99
432.9278-001.81161	1047	5/23/2020	6,239.33		6,239.33
4129278-001.81161	1047	5/23/2020	6,239.33		6,239.33
TOTAL Payment History			19,057.25		19,057.25

CONTRACT SUMMARY

Contract Amount:		\$ 181,533.72
Less:		
Total paid to date:	19,057.25	
Total retained to date:	-	
Total invoiced amount		19,057.25
Available Balance		\$ 162,476.47

* Special Note:

PORTSCHY'S METAL
 DESIGN and FABRICATION
 P.O. Box 2479
 Gonzales CA 93926
 831-229-1452



INVOICE
1048

BILLED TO
 Attn: Emma Burkhalter, PE.
 Project Manager
 City of Saratoga
 13777 Fruitvale Ave
 Saratoga CA 95070

JOB
 Invoice Date: **May 23, 2020**
 Saratoga 50 Foot Trail Bridge
Invoice # 1048

TOTAL DUE
\$23,729.88
 by Jun 7, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Fabrication Bridge email coordination to make bridges lighter, model, review bolt lengths, review and email splice cost addition, procure/coordinate steel purchases, revise materials list, RFQ . order materials, make shops, deburr splice plates, water jet, model and order bolts, discuss camber with Steve, order bolts, model rotation, rotation and shop drawings	Saratoga 9%	\$3,230.00
Materials 50 FT Bridge wide flanges and angles	Saratoga 9%	\$15,012.00
Contracted Splice Plates water jet holes	Saratoga 9%	\$936.00
Tooling fixturing tooling jacks	PREPAID 0%	\$850.00
Hardware anchor bolts HDG	Saratoga 9%	\$251.92
Hardware Assembly bolts, washers and nuts	Saratoga 9%	\$1,560.80

50% Mid Pen Funds

Request for Payment

Amount to Pay: \$11,864.94

Vendor #: 1649 P.O. # 20200207

Account: 432.9278-001.81121

Entered By: Shahreen Date: 5/26/20

Approved By: J.C.

50% City Funds

Request for Payment

Amount to Pay: \$11,864.94

Vendor #: 1649 P.O. # 20200207

Account: 412.9278-001.81121

Entered By: Shahreen Date: 5/26/20

Approved By: J.C.

PORTSCHY'S METAL
DESIGN and FABRICATION
P.O. Box 2479
Gonzales CA 93926
831-229-1452



INVOICE

1048

	Subtotal	\$21,840.72
	PREPAID 0%	\$0.00
	Saratoga 9%	\$1,889.16
	Total due by Jun 7, 2020	\$23,729.88

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
CIP Fund: 412/432
CIP Project Number: 9278-001.81121
Vendor Name: Portschy's Metal Design and Fabrication
Vendor #: 1646
Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)	20200207	432.9278-001	81121	\$ 82,516.86	1/15/2020
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/2020
Contingency (Midpen Funds)		432.9278-001	81121	\$ 8,250.00	5/5/2020
Contingency (city Funds)		412.9278-001	81121	\$ 8,250.00	5/5/2020
TOTAL Authorized Contract Amount:				\$ 181,533.72	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	982	1/23/2020	850.55		850.55
4129278-001.81161	982	1/23/2020	850.56		850.56
432.9278-001.81161	983	1/23/2020	1,395.76		1,395.76
4129278-001.81161	983	1/23/2020	1,395.75		1,395.75
432.9278-001.81161	1046	5/23/2020	1,042.98		1,042.98
4129278-001.81161	1046	5/23/2020	1,042.99		1,042.99
432.9278-001.81161	1047	5/23/2020	6,239.33		6,239.33
4129278-001.81161	1047	5/23/2020	6,239.33		6,239.33
432.9278-001.81161	1048	5/23/2020	11,864.94		11,864.94
4129278-001.81161	1048	5/23/2020	11,864.94		11,864.94
TOTAL Payment History			42,787.13		42,787.13

CONTRACT SUMMARY

Contract Amount:	\$ 181,533.72
Less:	
Total paid to date:	42,787.13
Total retained to date:	-
Total invoiced amount	42,787.13
 Available Balance	 \$ 138,746.59

* Special Note:

PORTSCHY'S METAL
 DESIGN and FABRICATION
 P.O. Box 2479
 Gonzales CA 93926
 831-229-1452



831-229-1452 **PORTSCHY'S
 METAL
 DESIGN
 AND
 FABRICATION**

INVOICE**1049****BILLED TO**

Attn: Emma Burkhalter, PE.
 Project Manager
 City of Saratoga
 13777 Fruitvale Ave
 Saratoga CA 95070

JOB

Invoice Date: **May 23, 2020**

Saratoga 70 Foot Trail Bridge

Invoice # 1049

TOTAL DUE

\$46,149.10

by Jun 7, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Fabrication bridge review structural design	Saratoga 9%	\$170.00
Fabrication Trail Bridge procure/coordinate USA made materials and bolts	Saratoga 9%	\$148.75
Fabrication Trail Bridge layout and rotate bolts holes and bolts in CAD file to figure drop after setting in place, model and order bolts, shop drawings	Saratoga 9%	\$1,721.25
Fabrication 70 foot bridge deburr 1/2" plates, waterjet set up, set up jacks, test drill plate with water jet hole, assist with shop drawings	Saratoga 9%	\$956.25
Materials 70 FT Bridge Wide Flanges, plates and Angles	Saratoga 9%	\$35,250.99
Tooling fixturing tooling	PREPAID 0%	\$858.51
Hardware anchor bolts HDG	Saratoga 9%	\$251.92
Hardware Assembly bolts, washers and nuts	Saratoga 9%	\$3,051.84

50% MID Pen Funds Request for Payment

Amount to Pay: \$23,074.55
 Vendor #: 1649 P.O. # 20200207
 Account: 432.9278-001.81121
 Entered by: Shakeen Date: 5/26/20
 Approved By: J.C.

50% City Funds Request for Payment

Amount to Pay: \$23,074.55
 Vendor #: 1649 P.O. # 20200207
 Account: 412.9278-001.81121
 Entered by: Shakeen Date: 5/26/20
 Approved By: J.C.

PORTSCHY'S METAL
DESIGN and FABRICATION
P.O. Box 2479
Gonzales CA 93926
831-229-1452



INVOICE

1049

	Subtotal	\$42,409.51
	PREPAID 0%	\$0.00
	Saratoga 9%	\$3,739.59
	Total due by Jun 7, 2020	\$46,149.10

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81121
 Vendor Name: Portschy's Metal Design and Fabrication
 Vendor #: 1646
 Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)	20200207	432.9278-001	81121	\$ 82,516.86	1/15/2020
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/2020
Contingency (Midpen Funds)		432.9278-001	81121	\$ 8,250.00	5/5/2020
Contingency (city Funds)		412.9278-001	81121	\$ 8,250.00	5/5/2020
TOTAL Authorized Contract Amount:				\$ 181,533.72	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	982	1/23/2020	850.55		850.55
4129278-001.81161	982	1/23/2020	850.56		850.56
432.9278-001.81161	983	1/23/2020	1,395.76		1,395.76
4129278-001.81161	983	1/23/2020	1,395.75		1,395.75
432.9278-001.81161	1046	5/23/2020	1,042.98		1,042.98
4129278-001.81161	1046	5/23/2020	1,042.99		1,042.99
432.9278-001.81161	1047	5/23/2020	6,239.33		6,239.33
4129278-001.81161	1047	5/23/2020	6,239.33		6,239.33
432.9278-001.81161	1048	5/23/2020	11,864.94		11,864.94
4129278-001.81161	1048	5/23/2020	11,864.94		11,864.94
432.9278-001.81161	1049	5/23/2020	23,074.55		23,074.55
4129278-001.81161	1049	5/23/2020	23,074.55		23,074.55
TOTAL Payment History			88,936.23		88,936.23

CONTRACT SUMMARY	
Contract Amount:	\$ 181,533.72
Less:	
Total paid to date:	88,936.23
Total retained to date:	-
Total invoiced amount	88,936.23
Available Balance	\$ 92,597.49

* Special Note:

SHUTE MIHALY & WEINBERGER LLP *RST*

396 HAYES STREET, SAN FRANCISCO, CA 94102
 T: (415) 552-7272 F: (415) 552-5816
 www.smwlaw.com

Tax ID: 94-2647744

ATTORNEY-CLIENT COMMUNICATION | PRIVILEGED & CONFIDENTIAL

City of Saratoga
 James Lindsay, City Manager
 13777 Fruitvale Avenue
 Saratoga, CA 95070

INVOICE DATE **May 29, 2020**
 SMW FILE SARATOG.Q
 SMW INVOICE **264118**
 Page 1

RE: Saratoga to the Sea Trail

SERVICES RENDERED

			HOURS	
04/01/2020	CJB	[REDACTED]	0.30	36.90
04/08/2020	RST	[REDACTED]	0.30	76.20
04/30/2020	CJB	[REDACTED]	0.30	36.90
Total for Services thru 04/30/2020			0.90	150.00

Timekeeper	Title	Summary	Hours	Rate	Amount
Richard S. Taylor	Partner		0.30	\$254.00	\$76.20
Carmen J. Borg	Urban Planner		0.60	123.00	73.80

AMOUNT OF CURRENT BILLING

150.00

TOTAL DUE

\$150.00

Mid Pen Funds 75.7%
Request for Payment
 Amount to Pay: **\$ 113.55**
 Vendor #: 154 P.O. # 20190112
 Account: 432-9278-001-81141
 Entered By: Shaheen Date: 6/22/20
 Approved By: J.C.

City Funds 24.3%
Request for Payment
 Amount to Pay: **\$ 36.45**
 Vendor #: 154 P.O. # 20190112
 Account: 412-9278-001-81141
 Entered By: Shaheen Date: 6/22/20
 Approved By: J.C.

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	SMW
Vendor #	154
Purchase Order #	20190112

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Amount	20190112	412.9278-001.	81141	\$ 6,075.00	10/1/2018
Contract Amount	20190112	432.9278-001.	81141	\$ 18,925.00	10/1/2018
TOTAL Authorized Contract Amount:				\$ 25,000.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>5% Retained</u>	<u>Amount Paid</u>
4329278-001.81141	258144	10/31/2018	1,203.40		1,203.40
4129278-001.81141	258144	10/25/2018	386.30		386.30
4329278-001.81141	259548	3/28/2019	241.94		241.94
4129278-001.81141	259548	03/28/2019	77.66		77.66
4329278-001.81141	259612	4/25/2019	178.65		178.65
4129278-001.81141	259612	4/25/2019	57.35		57.35
4329278-001.81141	260113	5/21/2019	1,739.21		1,739.21
4129278-001.81141	260113	5/21/2019	558.29		558.29
4329278-001.81141	260391	6/24/2019	4,215.35		4,215.35
4129278-001.81141	260391	6/24/2019	1,353.15		1,353.15
4329278-001.81141	260466	7/10/2019	1,339.51		1,339.51
4129278-001.81141	260466	7/10/2019	429.99		429.99
4329278-001.81141	260994	8/28/2019	124.68		124.68
4129278-001.81141	260994	8/28/2019	40.02		40.02
4329278-001.81141	261213	9/24/2019	257.61		257.61
4129278-001.81141	261213	9/24/2019	82.69		82.69
4329278-001.81141	262087	11/25/2019	3,321.28		3,321.28
4129278-001.81141	262087	11/25/2019	1,066.14		1,066.14
4329278-001.81141	263377	3/19/2020	1,001.69		1,001.69
4129278-001.81141	263377	3/19/2020	321.54		321.54
4329278-001.81141	264118	5/29/2020	113.55		113.55
4129278-001.81141	264118	5/29/2020	36.45		36.45
TOTAL Payment History			\$ 18,146.45	\$ -	\$ 18,146.45

CONTRACT SUMMARY

Contract Amount:		\$ 25,000.00
Less:		
Total paid to date:	18,146.45	
Total retained to date:	-	
Total invoiced amount		18,146.45
Available Balance		\$ 6,853.55

* Special Note:

Request for Payment

Amount to Pay: \$ 74,208.00
 Vendor #: 1641 P.O. # 20200177
 Account: 412.9278-001.81161
 Entered By: Shahreen Date: 6/1/20
 Approved By: J.C.



Request for Payment

Amount to Pay: (\$ 3,710.40)
 Vendor #: 1641 P.O. # 20200177
 Account: 5% Retention hold 412.2132
 Entered By: Shahreen Date: 6/1/20
 Approved By: J.C.

Attachment 3
 OK to pay
 JB

2839 Mission Street
 PO Box 331
 Santa Cruz, CA 95061
 MBOSC Job # 2001
 City of Saratoga Project # PW-E-19-008
 Description: Saratoga to Sanborn Trail--Phase 2
 Construction Phase 1, Progress Billing # 8
 Progress Billing Period: April 16th to May 31st, 2020
 Submission Date: May 31, 2020

CA Class A License #1050446
 Ca DIR# 1000461941

Spec. Sec.	Activity	Contract Amount				Prior Billings		Current Invoice		Total Billings		Balance to Complete (overages in red)	
		Unit	Unit price	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
15000	Mobilization and Demobilization	LS	\$40,000.00	1.0	\$40,000.00	100%	\$40,000.00	0%	\$0.00	100%	\$40,000.00	0%	\$0.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$12,500.00	1.0	\$12,500.00	50%	\$6,250.00	25%	\$3,125.00	75%	\$9,375.00	25%	\$3,125.00
311100	CLEARING AND GRUBBING												
	Falling and Limbing Trees > 12" DBH	EACH	\$200.00	12.0	\$2,400.00	7.0	\$1,400.00	4.0	\$800.00	11.0	\$2,200.00	1	\$200.00
	Stump Removal-->7" and <12" DBH	EACH	\$400.00	6.0	\$2,400.00	3.0	\$1,200.00	0.0	\$0.00	3.0	\$1,200.00	3	\$1,200.00
	Stump Removal--12" and <19" DBH	EACH	\$700.00	5.0	\$3,500.00	0.0	\$0.00	4.0	\$2,800.00	4.0	\$2,800.00	1	\$700.00
	Stump Removal-->18" DBH	EACH	\$1,500.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00
312000	TRAIL CONSTRUCTION												
	Cut, Fill, or Partial Bench Trail--<50% Slopes	LF	\$39.00	3884.0	\$151,476.00	1180.0	\$46,020.00	679.0	\$26,481.00	1859.0	\$72,501.00	2025	\$78,975.00
	Cut or Partial Bench Trail--50% to 65% slopes	LF	\$53.00	2105.0	\$111,565.00	930.0	\$49,290.00	220.0	\$11,660.00	1150.0	\$60,950.00	955	\$50,615.00
	Cut Bench Trail-- >65% slopes	LF	\$72.00	400.0	\$28,800.00	0.0	\$0.00	525.0	\$37,800.00	525.0	\$37,800.00	(125)	(\$9,000.00)
	Road to Trail Conversion	LF	\$8.00	1717.0	\$13,736.00	1717.0	\$13,736.00	0.0	\$0.00	1717.0	\$13,736.00	0	\$0.00
323200	RETAINING WALLS AND ROCK FILL BUTTRESSES												
	Stacked Rock Retaining Walls--Import Rock	SF	\$75.00	1251.0	\$93,825.00	63.0	\$4,725.00	870.0	\$65,250.00	933.0	\$69,975.00	318	\$23,850.00
	Stacked Rock Retaining Walls--Salvaged Rock	SF	\$60.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00
	Wood Lag Retaining Walls	SF	\$60.00	50.0	\$3,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	50	\$3,000.00
	Segmental Block Retaining Walls	SF	\$53.00	100.0	\$5,300.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	100	\$5,300.00
	Rock Fill Buttresses--Salvaged Rock	SF	\$35.00	75.0	\$2,625.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	75	\$2,625.00
313200	CLIMBING TURNS												
	Climbing Turn--0 to 30% sideslope	EACH	\$500.00	4.0	\$2,000.00	0.0	\$0.00	1.0	\$500.00	1.0	\$500.00	3	\$1,500.00
	Climbing Turn--30 to 50% sideslope	EACH	\$1,400.00	3.0	\$4,200.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	3	\$4,200.00
	Climbing Turn--50 to 65% sideslope	EACH	\$4,000.00	1.0	\$4,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	1	\$4,000.00
TOTAL					\$481,327.00		\$162,621.00		\$148,416.00		\$311,037.00		\$170,290.00

Original Construction Phase 2 Amount \$481,327.00
 Change Order Adjustments to Construction Phase 2 \$0.00
 Adjusted Construction Phase 2 Amount \$481,327.00

Retainage --prior billings \$8,131.05
 Retainage this invoice \$7,420.80
 Total Phase 2 Retainage to be held until project completion \$15,551.85

50% Mid Pen Funds

Total Value of Work installed this invoice \$148,416.00
 Less 5% Retainage (\$7,420.80)
 Net Pay Amount requested this invoice \$140,995.20

Request for Payment
 Amount to Pay: \$ 74,208.00
 Vendor #: 1641 P.O. # 20200177
 Account: 432.9278-001.81161
 Entered By: Shahreen Date: 6/1/20
 Approved By: J.C.

\$148,416.00
(\$7,420.80)
 =====
\$140,995.20

Request for Payment
 Amount to Pay: (\$3,710.40)
 Vendor #: 1641 P.O. # 20200177
 Account: 5% Retention hold 432.2132
 Entered By: Shahreen Date: 6/1/20
 Approved By: J.C.

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 05/31/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 140,995.20

Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: _____
 - Amount(s) of unpaid progress payment(s): \$ 0.00
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager-MBOSC

Date of Signature: 05/31/2020

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 04/15/2020

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

\$ 35,629.75

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Signature

Claimant's Signature:

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager, MBOSC

Date of Signature: 05/31/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81161
 Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
 Vendor #: 1641
 Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/2019
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/2019
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/2019
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/2019
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/2020	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/2020	18,733.75	936.69	17,797.06
432.9278-001.81161	03	2/9/2020	27,422.50	1,371.13	26,051.37
4129278-001.81161	03	2/9/2020	27,422.50	1,371.12	26,051.38
432.9278-001.81161	04	2/28/2020	72,514.50	3,625.73	68,888.77
4129278-001.81161	04	2/28/2020	72,514.50	3,625.72	68,888.78
432.9278-001.81161	05	3/25/2020	14,347.50	717.37	13,630.13
4129278-001.81161	05	3/25/2020	14,347.50	717.38	13,630.12
432.9278-001.81161	06	3/31/2020	62,558.00	3,127.90	59,430.10
4129278-001.81161	06	3/31/2020	62,558.00	3,127.90	59,430.10
432.9278-001.81161	07	4/20/2020	18,752.50	937.63	17,814.87
4129278-001.81161	07	4/20/2020	18,752.50	937.62	17,814.88
432.9278-001.81161	8	5/31/2020	74,208.00	3,710.40	70,497.60
4129278-001.81161	8	5/31/2020	74,208.00	3,710.40	70,497.60
TOTAL Payment History			639,081.00	31,954.04	607,126.95

CONTRACT SUMMARY

Contract Amount:		\$ 1,730,815.00
Less:		
Total paid to date:	607,126.95	
Total retained to date:	31,954.04	
Total invoiced amount		639,080.98
Available Balance		\$ 1,091,734.02

* Special Note:

Invoice

PlaceWorks

3 MacArthur Place, Suite 1100

Santa Ana, Ca 92707

Phn No. 714.966.9220

Tax Registration Number: 95-2975827

Project Manager Spence Koehler

Emma Burkhalter
 City of Saratoga
 13777 Fruitvale Avenue
 Saratoga, CA 95070

May 31, 2020
 Invoice No: 72258

Project COSA-03.0 Saratoga-to-the-Sea Interpretive, Wayfinding, and Regulatory Signage

Professional Services from May 1, 2020 to May 31, 2020

Task	1	Trail Logo			
Sub-Task	1.3	Final Logo			
Professional Fees					
			Hours	Rate	Amount
Chung, Jennifer			4.00	140.00	560.00
Totals			4.00		560.00
Total Professional Fees					560.00
Additional Fees					
Office Expenses					11.20
Total Additional Fees					11.20
			Total this Sub-Task		\$571.20
			Total this Task		\$571.20

Task	2	Interpretive, Wayfinding, and Regulatory Signage			
Sub-Task	2.2	Draft and Final Draft Signage			
Professional Fees					
			Hours	Rate	Amount
Chung, Jennifer			8.00	140.00	1,120.00
Fleischmann, Elizabeth			4.00	170.00	680.00
Gronquist, Sarah			9.00	190.00	1,710.00
Koehler, Spence			15.75	120.00	1,890.00
Totals			36.75		5,400.00
Total Professional Fees					5,400.00
Additional Fees					
Office Expenses					108.00
Total Additional Fees					108.00
			Total this Sub-Task		\$5,508.00
			Total this Task		\$5,508.00

Task	X	Expenses			
Expenses					
Other Expense					27.56
Total Expenses					27.56

Project	COSA-03.0	Saratoga-to-the-Sea Interpretive, Wayfin	Invoice	72258
			Total this Task	\$27.56
Billing Limits		Current	Prior	To-Date
Total Billings		6,106.76	24,855.17	30,961.93
Limit				47,906.00
Remaining				16,944.07
			Total this Invoice	\$6,106.76

50% MidPen Funds
 Request for Payment
 Amount to Pay: \$ 3,053.38
 Vendor #: 1143 P.O. # 20200171
 Account: 432.9278-001.81142
 Entered by: Shaheen Date: 6/16/20
 Approved by: JC

50% City Funds
 Request for Payment
 Amount to Pay: \$ 3,053.38
 Vendor #: 1143 P.O. # 20200171
 Account: 412.9278-001.81142
 Entered by: Shaheen Date: 6/16/20
 Approved by: JC

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Placeworks
 Vendor #: 1143
 Purchase Order #: 20200171

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
4. AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 22,853.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 22,853.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 2,300.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 2,300.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 50,306.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81142	70772	11/30/2019	2,280.94		2,280.94
412.9278-001.81142	70772	11/30/2019	2,280.95		2,280.95
432.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
412.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
432.9278-001.81142	71266	1/31/2020	294.53		294.53
412.9278-001.81142	71266	1/31/2020	294.52		294.52
432.9278-001.81142	71540	2/29/2020	2,791.62		2,791.62
412.9278-001.81142	71540	2/29/2020	2,791.61		2,791.61
432.9278-001.81142	71836	3/31/2020	2,984.32		2,984.32
412.9278-001.81142	71836	3/31/2020	2,984.32		2,984.32
432.9278-001.81142	72132	4/30/2020	1,853.85		1,853.85
412.9278-001.81142	72132	4/30/2020	1,853.85		1,853.85
432.9278-001.81142	72258	5/31/2020	3,053.38		3,053.38
412.9278-001.81142	72258	5/31/2020	3,053.38		3,053.38
TOTAL Payment History			\$ 30,961.92	\$ -	\$ 30,961.92

CONTRACT SUMMARY

Contract Amount:		\$ 50,306.00
Less:		
Total paid to date:	30,961.92	
Total retained to date:	-	
Total invoiced amount		30,961.92
Available Balance		\$ 19,344.09

* Special Note:

OK Attachment 3
GB



TIMOTHY C. BEST, CEG
Engineering Geology and Hydrology
1002 Columbia Street
Santa Cruz, CA 95060
831.425.5832 (O) 831.425.5830 (F)
timbest@coastgeo.com

INVOICE

TO Emma Burkhalter
Assistant Engineer
City of Saratoga – Public Works
12777 Fruitvale Ave
Saratoga, CA 95070

DATE **June 1, 2020**
INVOICE **20-20-831-11**
CONTRACT Saratoga-to-Sea Trail Design
JOB SAR-SAR-TO-SEA-831

PROJECT: SARATOGA-TO-SANBORN TRAIL CONSTRUCTION OBSERVATION

For services to 6/1/2020

ITEM	UNIT	RATE	LINE TOTAL	BALANCE
Labor				\$69,335.00
Principal Engineering Geologist	0	\$150.00	\$0.00	\$69,335.00
Project Engineering Geologist	25.5	\$125.00	\$3,187.50	\$66,147.50
Staff Geologist/GIS/Technician	3.5	\$110.00	\$385.00	\$65,762.50
Materials, printing, mileage, etc.			\$0.00	\$65,762.50
Subtotal			\$3,572.50	
Mayone Structural Engineering (review of shop drawings)	9	\$200.00	\$1,800.00	\$63,962.50
INVOICE TOTAL			\$5,372.50	\$63,962.50

COMMENTS Work included:
Project Management
6 Site Inspections
SWPPP Management
Discussions with Contractor
Mayone Structural Engineering review of bridge shop drawings

50% Mil Pen funds
Request for Payment
Amount to Pay: \$ 2,686.25
Vendor #: 1577 P.O. # 20200172
Account: 432.9278-001.81142
Entered By: Shahen Date: 6/4/20
Approved By: J.C.

50% City funds
Request for Payment
Amount to Pay: \$ 2,686.25
Vendor #: 1577 P.O. # 20200172
Account: 412.9278-001.81142
Entered By: Shahen Date: 6/4/20
Approved By: J.C.

MAYONE STRUCTURAL ENGINEERING, INC.
 187-B El Dorado, Monterey, CA 93940
 MayoneStructural.com
 tel 831-372-4455
 fax 831-372-4459

SARATOGA TO SANBORN TRAIL BRIDGES Tim Best, CEG MSE Job #13-023.12
Revise 50-Ft. Bridge Splices & Shop Drawing Review
 May 2020 TIME BILLED
 Page 1 of 1

May 2020

5-01 - 5-08	Communications & review of camber design w/ Frank Portschy & Tim Best	1.0hr
5-11	Re-draw 50-ft. bridge splice locs., lateral brace locs., bolt locs. for 4x8 plate; corrections & update sheets S1 & S2.3; calcs. for revised 50-ft. bridge camber; two calls w/ Frank: 9 min & 45 min.; plot to PDF both sheets & email (Don't update splice plates with inner bolts moved 1/2" outward, away from splice)	4.5
5-13	Review CAD graphic camber analyses by Frank for 35, 50 & 70 foot bridges; phone discuss & calculate w/ Frank (55min. call); upgrade cambers accordingly; call Tim Best	1.0
5-21	Portschy shop dwngs rec'd. & filed; email confirm & begin review	0.5
5-24	Complete shop dwng. review; phone call to Frank; scan mark-ups to PDF & email to Frank & all w/ comment	2.0

TOTAL Engng. May 2020 9.00hrs @ \$200.00/hr = \$1,800.00

S.C.W.

6-02-2020

Bill to:

Timothy C. Best, CEG
 1002 Columbia Street
 Santa Cruz, CA 95060
 (831) 425-5832

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Tim Best CEG
 Vendor #: 1577
 Purchase Order #: 20200172

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

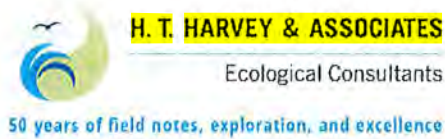
Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 39,480.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 39,480.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 3,948.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 3,948.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 86,856.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81142	00-6-831-09	12/31/2019	1,687.50		1,687.50
412.9278-001.81142	00-6-831-09	12/31/2019	1,687.50		1,687.50
432.9278-001.81142	20-16-831-10	4/1/2020	3,125.00		3,125.00
412.9278-001.81142	20-16-831-10	4/1/2020	3,125.00		3,125.00
432.9278-001.81142	20-20-831-11	6/1/2020	2,686.25		2,686.25
412.9278-001.81142	20-20-831-11	6/1/2020	2,686.25		2,686.25
TOTAL Payment History			14,997.50		14,997.50

CONTRACT SUMMARY

Contract Amount:		\$ 86,856.00
Less:		
Total paid to date:	14,997.50	
Total retained to date:	-	
Total invoiced amount		14,997.50
Available Balance		\$ 71,858.50

* Special Note:



Invoice

Invoice number **55161**
Date **06/11/2020**

To: City of Saratoga
Emma Burkhalter
Public Works Department
12777 Fruitvale Avenue
Saratoga, CA 95070

50% from Mid Pen Funds
Request for Payment
Amount to Pay: \$ 2,902.05
Vendor #: 472 P.O. # 20200173
Account: 422.9278-001.81142
Entered By: Shahreen Date: 6/22/20
Approved By: J.C.

50% City Funds
Request for Payment
Amount to Pay: \$ 2,902.06
Vendor #: 472 P.O. # 20200173
Account: 422.9278-001.81142
Entered By: Shahreen Date: 6/22/20
Approved By: J.C.

Professional Services Performed Through May 31, 2020

Project: 4237-02 Saratoga-to-the-Sea Trail Project, Additional Biological Compliance and Support
Contract:
Services: Conduct pre-activity nesting bird survey and prepare report, evaluate temporary haul trail and associated communications, and communications with project team regarding woodrat nests.

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
1A Preconstruction Survey for Nesting Birds	16,785.00	4,125.72	1,951.98	10,707.30
1B Active Nest Monitoring	26,829.00	0.00	3,332.13	23,496.87
2 San Francisco Dusky-footed Woodrat Surveys and Relocat	14,755.00	14,747.59	0.00	7.41
3A Preconstruction Surveys for Roosting Bats	4,126.00	4,119.83	0.00	6.17
3B Bat Roost Eviction	4,722.00	1,657.30	0.00	3,064.70
4 Prepare and Conduct Worker Environmental Awareness Pr	6,958.00	1,178.00	520.00	5,260.00
5 Pre-activity Surveys and Construction Monitoring at Creek	28,246.50	1,353.23	0.00	26,893.27
6A Year 1 Monitoring of Replaced Riparian Trees	7,821.50	0.00	0.00	7,821.50
6B Year 2 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
6C Year 3 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
Total	120,745.00	27,181.67	5,804.11	87,759.22

Preconstruction Survey for Nesting Birds

Professional Fees

	Hours	Rate	Billed Amount
Senior Ecologist 1			
Kim Briones	3.25	178.00	578.50
Ecologist 2			
Matt Louder	8.00	154.00	1,232.00
GIS Analyst			
Abra Kaiser	1.00	124.00	124.00
Professional Fees subtotal	12.25		1,934.50

Preconstruction Survey for Nesting Birds

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #15 Miles	In-House Expense	13.00	0.5750	7.48
GIS Computer Graphics	In-House Expense	1.00	10.0000	10.00
	Markup on Expenses			0.00
	Reimbursables subtotal			17.48
	Preconstruction Survey for Nesting Birds subtotal			1,951.98

Active Nest Monitoring

Professional Fees

		Hours	Rate	Billed Amount
Principal				
Kelly Hardwicke		3.00	260.00	780.00
Stephen Rottenborn		0.75	270.00	202.50
Associate Ecologist				
Robin Carle		0.50	217.00	108.50
Senior Ecologist 1				
Kim Briones		10.00	178.00	1,780.00
Field Biologist 1				
Jazmine Jensen		4.50	98.00	441.00
	Professional Fees subtotal	18.75		3,312.00

Reimbursables

		Units	Rate	Billed Amount
2020 Miles	Kim Briones	35.00	0.5750	20.13
	Markup on Expenses			0.00
	Reimbursables subtotal			20.13
	Active Nest Monitoring subtotal			3,332.13

Prepare and Conduct Worker Environmental Awareness Program

Professional Fees

		Hours	Rate	Billed Amount
Principal				
Kelly Hardwicke		2.00	260.00	520.00
	Professional Fees subtotal	2.00		520.00
	Prepare and Conduct Worker Environmental Awareness Program subtotal			520.00

Invoice total 5,804.11

PAYMENT TERMS: Net 30 days

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55161	06/11/2020	5,804.11	5,804.11				
	Total	5,804.11	5,804.11	0.00	0.00	0.00	0.00

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: HT Harvey and Associates
 Vendor #: 472
 Purchase Order #: 20200173

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
4. AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 60,372.00	11/6/19
Contract Award (City Funds)		412.9278-001	81142	\$ 60,372.00	11/6/19
Contingency (Midpen Funds)		432.9278-001	81142	\$ 6,000.00	11/6/19
Contingency (City Funds)		412.9278-001	81142	\$ 6,000.00	11/6/19
TOTAL Authorized Contract Amount:				\$ 132,744.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81142	53859	12/20/19	605.61		605.61
412.9278-001.81142	53859	12/20/19	605.61		605.61
432.9278-001.81142	54023	1/22/20	2,789.46		2,789.46
412.9278-001.81142	54023	1/22/20	2,789.46		2,789.46
432.9278-001.81142	54279	2/24/20	2,516.72		2,516.72
412.9278-001.81142	54279	2/24/20	2,516.72		2,516.72
432.9278-001.81142	54380	3/4/20	2,337.81		2,337.81
412.9278-001.81142	54380	3/4/20	2,337.82		2,337.82
432.9278-001.81142	54632	4/7/20	5,341.24		5,341.24
412.9278-001.81142	54632	4/7/20	5,341.24		5,341.24
432.9278-001.81142	55161	6/11/20	2,902.05		2,902.05
412.9278-001.81142	55161	6/11/20	2,902.06		2,902.06
TOTAL Payment History			\$ 32,985.77	\$ -	\$ 32,985.77

CONTRACT SUMMARY

Contract Amount:		\$ 132,744.00
Less:		
Total paid to date:	32,985.77	
Total retained to date:	-	
Total invoiced amount		32,985.77
Available Balance		\$ 99,758.23

* Special Note:

SHUTE MIHALY
 & WEINBERGER LLP

396 HAYES STREET, SAN FRANCISCO, CA 94102
 T: (415) 552-7272 F: (415) 552-5816
 www.smwlaw.com

Tax ID: 94-2647744

ATTORNEY-CLIENT COMMUNICATION | PRIVILEGED & CONFIDENTIAL

Request for Payment mis pen funds

City of Saratoga
 James Lindsay, City Manager
 13777 Fruitvale Avenue
 Saratoga, CA 95070

Amount to Pay: \$485.62
 Vendor #: 154 P.O. # 20190112
 Account: 432-9278-001-81141
 Entered By: Shahen Date: 7/6/20
 Approved By: J.C.

INVOICE DATE: June 22, 2020
 SMW FILE: SARATOG.Q
 SMW INVOICE: 264161

City Funds Page 1
 Request for Payment

RE: Saratoga to the Sea Trail

Amount to Pay: \$155.88
 Vendor #: 154 P.O. # 20190112
 Account: 412-9278-001-81141
 Entered By: Shahen Date: 7/6/20
 Approved By: J.C.

Previous Balance \$150.00

SERVICES RENDERED

			<u>HOURS</u>	
05/01/2020	RST	[REDACTED]	1.40	355.60
05/04/2020	CJB	[REDACTED]	0.70	86.10
	RST	[REDACTED]	0.30	76.20
05/12/2020	RST	[REDACTED]	0.20	50.80
05/26/2020	RST	[REDACTED]	0.10	25.40
05/27/2020	LDB	[REDACTED]	0.20	47.40
Total for Services thru 05/31/2020			2.90	641.50

Summary

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Richard S. Taylor	Partner	2.00	\$254.00	\$508.00
Carmen J. Borg	Urban Planner	0.70	123.00	86.10
Laura D. Beaton	Associate III	0.20	237.00	47.40

AMOUNT OF CURRENT BILLING

641.50

TOTAL DUE

\$791.50

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	SMW
Vendor #	154
Purchase Order #	20190112

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Amount	20190112	412.9278-001.	81141	\$ 6,075.00	10/1/2018
Contract Amount	20190112	432.9278-001.	81141	\$ 18,925.00	10/1/2018
TOTAL Authorized Contract Amount:				\$ 25,000.00	

Account # Billed	Invoice #/	Invoice Date	Billed	5% Retained	Amount Paid
4329278-001.81141	258144	10/31/2018	1,203.40		1,203.40
4129278-001.81141	258144	10/25/2018	386.30		386.30
4329278-001.81141	259548	3/28/2019	241.94		241.94
4129278-001.81141	259548	03/28/2019	77.66		77.66
4329278-001.81141	259612	4/25/2019	178.65		178.65
4129278-001.81141	259612	4/25/2019	57.35		57.35
4329278-001.81141	260113	5/21/2019	1,739.21		1,739.21
4129278-001.81141	260113	5/21/2019	558.29		558.29
4329278-001.81141	260391	6/24/2019	4,215.35		4,215.35
4129278-001.81141	260391	6/24/2019	1,353.15		1,353.15
4329278-001.81141	260466	7/10/2019	1,339.51		1,339.51
4129278-001.81141	260466	7/10/2019	429.99		429.99
4329278-001.81141	260994	8/28/2019	124.68		124.68
4129278-001.81141	260994	8/28/2019	40.02		40.02
4329278-001.81141	261213	9/24/2019	257.61		257.61
4129278-001.81141	261213	9/24/2019	82.69		82.69
4329278-001.81141	262087	11/25/2019	3,321.28		3,321.28
4129278-001.81141	262087	11/25/2019	1,066.14		1,066.14
4329278-001.81141	263377	3/19/2020	1,001.69		1,001.69
4129278-001.81141	263377	3/19/2020	321.54		321.54
4329278-001.81141	264118	5/29/2020	113.55		113.55
4129278-001.81141	264118	5/29/2020	36.45		36.45
4329278-001.81141	264161	6/22/2020	485.62		485.62
4129278-001.81141	264161	6/22/2020	155.88		155.88

TOTAL Payment History	\$ 18,787.95	\$ -	\$ 18,787.95
------------------------------	--------------	------	--------------

CONTRACT SUMMARY

Contract Amount:		\$ 25,000.00
Less:		
Total paid to date:	18,787.95	
Total retained to date:	-	
Total invoiced amount		18,787.95
Available Balance		\$ 6,212.05

* Special Note:

50% Micron Funds

Request for Payment

Request for Payment

OK to pay
EB

Amount to Pay: \$ 105,135.00
Vendor #: 1641 P.O.# 20200177
Account: 432.9278-001-81161
Entered By: Shaheen Date: 6/30/20
Approved By: J.C.

Amount to Pay: (\$ 5,256.75)
Vendor #: 1641 P.O.# 20200177
Account: 432.21132 (5% Retained)
Entered By: Shaheen Date: 6/30/20
Approved By: J.C.



719 Swift Street, #7
PO Box 331
Santa Cruz, CA 95061

CA Class A License #1050446
Ca DIR# 1000461941

MBOSC Job # 2001
City of Saratoga Project # PW-E-19-008
Description: Saratoga to Sanborn Trail--Phase 2
Construction Phase 1, Progress Billing # 9
Progress Billing Period: June 1st to June 30th, 2020
Submission Date: June 28, 2020

Spec. Sec.	Activity	Contract Amount				Prior Billings		Current Invoice		Total Billings		Balance to Complete (overages in red)	
		Unit	Unit price	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
15000	Mobilization and Demobilization	LS	\$40,000.00	1.0	\$40,000.00	100%	\$40,000.00	0%	\$0.00	100%	\$40,000.00	0%	\$0.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$12,500.00	1.0	\$12,500.00	75%	\$9,375.00	25%	\$3,125.00	100%	\$12,500.00	0%	\$0.00
311100	CLEARING AND GRUBBING												
	Falling and Limbing Trees > 12" DBH	EACH	\$200.00	12.0	\$2,400.00	11.0	\$2,200.00	4.0	\$800.00	15.0	\$3,000.00	(3)	(\$600.00)
	Stump Removal-->7" and <12" DBH	EACH	\$400.00	6.0	\$2,400.00	3.0	\$1,200.00	7.0	\$2,800.00	10.0	\$4,000.00	(4)	(\$1,600.00)
	Stump Removal--12" and <19" DBH	EACH	\$700.00	5.0	\$3,500.00	4.0	\$2,800.00	2.0	\$1,400.00	6.0	\$4,200.00	(1)	(\$700.00)
	Stump Removal-->18" DBH	EACH	\$1,500.00	0.0	\$0.00	0.0	\$0.00	1.0	\$1,500.00	1.0	\$1,500.00	(1)	(\$1,500.00)
312000	TRAIL CONSTRUCTION												
	Cut, Fill, or Partial Bench Trail--<50% Slopes	LF	\$39.00	3884.0	\$151,476.00	1859.0	\$72,501.00	2025.0	\$78,975.00	3884.0	\$151,476.00	0	\$0.00
	Cut or Partial Bench Trail--50% to 65% slopes	LF	\$53.00	2105.0	\$111,565.00	1150.0	\$60,950.00	470.0	\$24,910.00	1620.0	\$85,860.00	485	\$25,705.00
	Cut Bench Trail-- >65% slopes	LF	\$72.00	400.0	\$28,800.00	525.0	\$37,800.00	360.0	\$25,920.00	885.0	\$63,720.00	(485)	(\$34,920.00)
	Road to Trail Conversion	LF	\$8.00	1717.0	\$13,736.00	1717.0	\$13,736.00	0.0	\$0.00	1717.0	\$13,736.00	0	\$0.00
323200	RETAINING WALLS AND ROCK FILL BUTTRESSES												
	Stacked Rock Retaining Walls--Import Rock	SF	\$75.00	1251.0	\$93,825.00	933.0	\$69,975.00	300.0	\$22,500.00	1233.0	\$92,475.00	18	\$1,350.00
	Stacked Rock Retaining Walls--Salvaged Rock	SF	\$60.00	0.0	\$0.00	0.0	\$0.00	644.0	\$38,640.00	644.0	\$38,640.00	(644)	(\$38,640.00)
	Wood Lag Retaining Walls	SF	\$60.00	50.0	\$3,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	50	\$3,000.00
	Segmental Block Retaining Walls	SF	\$53.00	100.0	\$5,300.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	100	\$5,300.00
	Rock Fill Buttresses--Salvaged Rock	SF	\$35.00	75.0	\$2,625.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	75	\$2,625.00
313200	CLIMBING TURNS												
	Climbing Turn--0 to 30% sideslope	EACH	\$500.00	4.0	\$2,000.00	1.0	\$500.00	3.0	\$1,500.00	4.0	\$2,000.00	0	\$0.00
	Climbing Turn--30 to 50% sideslope	EACH	\$1,400.00	3.0	\$4,200.00	0.0	\$0.00	3.0	\$4,200.00	3.0	\$4,200.00	0	\$0.00
	Climbing Turn--50 to 65% sideslope	EACH	\$4,000.00	1.0	\$4,000.00	0.0	\$0.00	1.0	\$4,000.00	1.0	\$4,000.00	0	\$0.00
	TOTAL				\$481,327.00		\$311,037.00		\$210,270.00		\$521,307.00		(\$39,980.00)

Original Construction Phase 2 Amount \$481,327.00
Change Order Adjustments to Construction Phase 2 \$39,980.00
Adjusted Construction Phase 2 Amount \$521,307.00

Retainage --prior billings \$15,551.85
Retainage this invoice \$10,513.50
Total Phase 2 Retainage to be held until project completion \$26,065.35

50% City Funds

Request for Payment

Amount to Pay: \$ 105,135.00
Vendor #: 1641 P.O.# 20200177
Account: 412.9278-001-81161
Entered By: Shaheen Date: 6/30/20
Approved By: J.C.

Total Value of Work installed this invoice \$210,270.00
Less 5% Retainage (\$10,513.50)

Net Pay Amount requested this invoice \$199,756.50

\$210,270.00
(\$10,513.50)

\$199,756.50

Request for Payment

Amount to Pay: (\$ 5,256.75)
Vendor #: 1641 P.O.# 20200177
Account: 412.21132 (5% Retained)
Entered By: Shaheen Date: 6/30/20
Approved By: J.C.

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 06/30/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 199,756.50

Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: _____
 - Amount(s) of unpaid progress payment(s): \$ 0.00
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: _____

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager-MBOSC

Date of Signature: 06/28/2020

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: 20000 Congress Springs Road, Quarry Park, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 05/31/2020

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

\$ 140,995.20

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager, MBOSC

Date of Signature: 06/28/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81161
 Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
 Vendor #: 1641
 Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/2019
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/2019
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/2019
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/2019
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/2020	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/2020	18,733.75	936.69	17,797.06
432.9278-001.81161	03	2/9/2020	27,422.50	1,371.13	26,051.37
4129278-001.81161	03	2/9/2020	27,422.50	1,371.12	26,051.38
432.9278-001.81161	04	2/28/2020	72,514.50	3,625.73	68,888.77
4129278-001.81161	04	2/28/2020	72,514.50	3,625.72	68,888.78
432.9278-001.81161	05	3/25/2020	14,347.50	717.37	13,630.13
4129278-001.81161	05	3/25/2020	14,347.50	717.38	13,630.12
432.9278-001.81161	06	3/31/2020	62,558.00	3,127.90	59,430.10
4129278-001.81161	06	3/31/2020	62,558.00	3,127.90	59,430.10
432.9278-001.81161	07	4/20/2020	18,752.50	937.63	17,814.87
4129278-001.81161	07	4/20/2020	18,752.50	937.62	17,814.88
432.9278-001.81161	8	5/31/2020	74,208.00	3,710.40	70,497.60
4129278-001.81161	8	5/31/2020	74,208.00	3,710.40	70,497.60
432.9278-001.81161	9	6/28/2020	105,135.00	5,256.75	99,878.25
4129278-001.81161	9	6/28/2020	105,135.00	5,256.75	99,878.25
TOTAL Payment History			849,351.00	42,467.54	806,883.45

CONTRACT SUMMARY

Contract Amount:		\$ 1,730,815.00
Less:		
Total paid to date:	806,883.45	
Total retained to date:	<u>42,467.54</u>	
Total invoiced amount		<u>849,350.98</u>
Available Balance		\$ 881,464.02

* Special Note:

Attachment 3
OK to pay
EB



TIMOTHY C. BEST, CEG
Engineering Geology and Hydrology
1002 Columbia Street
Santa Cruz, CA 95060
831.425.5832 (O) 831.425.5830 (F)
timbest@coastgeo.com

INVOICE

TO Emma Burkhalter
Assistant Engineer
City of Saratoga – Public Works
12777 Fruitvale Ave
Saratoga, CA 95070

DATE **June 30, 2020**
INVOICE **20-22-831-12**
CONTRACT Saratoga-to-Sea Trail Design
JOB SAR-SAR-TO-SEA-831

PROJECT: SARATOGA-TO-SANBORN TRAIL CONSTRUCTION OBSERVATION

For services to 6/30/2020

ITEM	UNIT	RATE	LINE TOTAL	BALANCE
Labor				\$63,962.50
Principal Engineering Geologist	2	\$150.00	\$300.00	\$63,662.50
Project Engineering Geologist	26	\$125.00	\$3,250.00	\$60,412.50
Staff Geologist/GIS/Technician	15	\$110.00	\$1,650.00	\$58,762.50
Materials, printing, mileage, etc.			\$0.00	\$58,762.50
Subtotal			\$5,200.00	
INVOICE TOTAL			\$5,200.00	\$58,762.50

COMMENT Work included:
Project Management
6 Site Inspections
SWPPP Management
GIS compilation of trail alignments
Discussions with Contractor

50% mid Pen funds
Request for Payment
Amount to Pay: \$ 2,600.00
Vendor #: 1577 P.O. # 20200172
Account: 432-9278-001-81142
Entered By: Shaheen Date: 6/30/20
Approved By: J.C.

50% City Funds
Request for Payment
Amount to Pay: \$ 2,600.00
Vendor #: 1577 P.O. # 20200172
Account: 432-9278-001-81142
Entered By: Shaheen Date: 6/30/20
Approved By: J.C.

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Tim Best CEG
 Vendor #: 1577
 Purchase Order #: 20200172

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 39,480.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 39,480.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 3,948.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 3,948.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 86,856.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81142	00-6-831-09	12/31/2019	1,687.50		1,687.50
412.9278-001.81142	00-6-831-09	12/31/2019	1,687.50		1,687.50
432.9278-001.81142	20-16-831-10	4/1/2020	3,125.00		3,125.00
412.9278-001.81142	20-16-831-10	4/1/2020	3,125.00		3,125.00
432.9278-001.81142	20-20-831-11	6/1/2020	2,686.25		2,686.25
412.9278-001.81142	20-20-831-11	6/1/2020	2,686.25		2,686.25
432.9278-001.81142	20-22-831-12	6/30/2020	2,600.00		2,600.00
412.9278-001.81142	20-22-831-12	6/30/2020	2,600.00		2,600.00
TOTAL Payment History			20,197.50		20,197.50

CONTRACT SUMMARY

Contract Amount:		\$ 86,856.00
Less:		
Total paid to date:	20,197.50	
Total retained to date:	-	
Total invoiced amount		<u>20,197.50</u>
Available Balance		\$ 66,658.50

* Special Note:

13

City funds 50%

request for Payment

Invoice

PlaceWorks

3 MacArthur Place, Suite 1100
 Santa Ana, Ca 92707
 Phn No. 714.966.9220

Tax Registration Number: 95-2975827

request for Payment

Amount to Pay: \$ 5,063.02
 Vendor #: 1143 P.O. # 20200171
 Account: 412.9278-001.81142
 Entered By: Shaheen Date: 7/6/20
 Approved By: J-C-

Project Manager Spence Koehler
 Emma Burkhalter
 City of Saratoga
 13777 Fruitvale Avenue
 Saratoga, CA 95070

Amount to Pay: \$ 5,063.03
 Vendor #: 1143 P.O. # 20200171
 Account: 412.9278-001.81142
 Entered By: Shaheen Date: 7/6/20
 Approved By: J-C-

June 30, 2020

Invoice No: 72472

Project COSA-03.0 Saratoga-to-the-Sea Interpretive, Wayfinding, and Regulatory Signage

Professional Services from June 1, 2020 to June 30, 2020

Task	1	Trail Logo
Sub-Task	1.3	Final Logo

Professional Fees

	Hours	Rate	Amount
Chung, Jennifer	7.00	140.00	980.00
Koehler, Spence	.50	120.00	60.00
Totals	7.50		1,040.00
Total Professional Fees			1,040.00

Additional Fees

Office Expenses			20.80
Total Additional Fees			20.80

Total this Sub-Task \$1,060.80

Total this Task \$1,060.80

Task	2	Interpretive, Wayfinding, and Regulatory Signage
Sub-Task	2.2	Draft and Final Draft Signage

Professional Fees

	Hours	Rate	Amount
Chung, Jennifer	26.00	140.00	3,640.00
Fleischmann, Elizabeth	4.25	170.00	722.50
Gronquist, Sarah	1.75	190.00	332.50
Koehler, Spence	14.50	120.00	1,740.00
Woodruff, Logan	2.00	80.00	160.00
Totals	48.50		6,595.00
Total Professional Fees			6,595.00

Additional Fees

Office Expenses			131.90
Total Additional Fees			131.90

Total this Sub-Task \$6,726.90

Sub-Task	2.3	Final Signage
----------	-----	---------------

Project	COSA-03.0	Saratoga-to-the-Sea Interpretive, Wayfin	Invoice	72472
Professional Fees				
		Hours	Rate	Amount
Chung, Jennifer		1.25	140.00	175.00
Deokule, Pranjali		4.00	115.00	460.00
Gronquist, Sarah		5.25	190.00	997.50
Koehler, Spence		5.50	120.00	660.00
Totals		16.00		2,292.50
Total Professional Fees				2,292.50
Additional Fees				
Office Expenses				45.85
Total Additional Fees				45.85
Total this Sub-Task				\$2,338.35
Total this Task				\$9,065.25
Billing Limits				
		Current	Prior	To-Date
Total Billings		10,126.05	30,961.93	41,087.98
Limit				47,906.00
Remaining				6,818.02
Total this Invoice				\$10,126.05

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Placeworks
 Vendor #: 1143
 Purchase Order #: 20200171

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 22,853.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 22,853.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 2,300.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 2,300.00	11/6/2019
Amendment (mid pen)		432.9278-001	81142	\$ 4,957.00	6/22/2020
Amendment (city funds)		412.9278-001	81142	\$ 4,957.00	6/22/2020
Amendment contingency		432.9278-001	81142	\$ 500.00	6/22/2020
Amendment contingency		412.9278-001	81142	\$ 500.00	6/22/2020
TOTAL Authorized Contract Amount:				\$ 61,220.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81142	70772	11/30/2019	2,280.94		2,280.94
412.9278-001.81142	70772	11/30/2019	2,280.95		2,280.95
432.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
412.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
432.9278-001.81142	71266	1/31/2020	294.53		294.53
412.9278-001.81142	71266	1/31/2020	294.52		294.52
432.9278-001.81142	71540	2/29/2020	2,791.62		2,791.62
412.9278-001.81142	71540	2/29/2020	2,791.61		2,791.61
432.9278-001.81142	71836	3/31/2020	2,984.32		2,984.32
412.9278-001.81142	71836	3/31/2020	2,984.32		2,984.32
432.9278-001.81142	72132	4/30/2020	1,853.85		1,853.85
412.9278-001.81142	72132	4/30/2020	1,853.85		1,853.85
432.9278-001.81142	72258	5/31/2020	3,053.38		3,053.38
412.9278-001.81142	72258	5/31/2020	3,053.38		3,053.38
432.9278-001.81142	72472	6/30/2020	5,063.03		5,063.03
412.9278-001.81142	72472	6/30/2020	5,063.02		5,063.02
TOTAL Payment History			\$ 41,087.96	\$ -	\$ 41,087.96

CONTRACT SUMMARY

Contract Amount:	\$ 61,220.00
Less:	
Total paid to date:	41,087.96
Total retained to date:	-
Total invoiced amount	41,087.96
Available Balance	\$ 20,132.04

* Special Note:

OK to pay
EB

SHUTE, MIHALY
& WEINBERGER LLP

396 HAYES STREET, SAN FRANCISCO, CA 94102
 T: (415) 552-7272 F: (415) 552-5816
 www.smwlaw.com

Tax ID: 94-2647744

ATTORNEY-CLIENT COMMUNICATION | PRIVILEGED & CONFIDENTIAL

City of Saratoga
 James Lindsay, City Manager
 13777 Fruitvale Avenue
 Saratoga, CA 95070

INVOICE DATE **July 2, 2020**
 SMW FILE SARATOG.Q
 SMW INVOICE **264419**
 Page 1

RE: Saratoga to the Sea Trail

Previous Balance \$791.50

SERVICES RENDERED

			HOURS	
06/03/2020	CJB	[REDACTED]	0.10	12.30
06/08/2020	RST	[REDACTED]	1.20	304.80
06/29/2020	RST	[REDACTED]	1.10	279.40
Total for Services thru 06/30/2020			2.40	596.50

Timekeeper	Title	Summary	Hours	Rate	Amount
Richard S. Taylor	Partner		2.30	\$254.00	\$584.20
Carmen J. Borg	Urban Planner		0.10	123.00	12.30

AMOUNT OF CURRENT BILLING

596.50

TOTAL DUE

\$1,388.00

AGED DUE AMOUNTS

Stmt Date	Stmt #	Billed	Due
05/29/2020	264118	150.00	150.00
06/22/2020	264161	641.50	641.50
			<u>791.50</u>

Mid Pen funds 75.71.
 Request for Payment
 Amount to Pay: \$ 451.55
 Vendor #: 154 P.O. # 20190112
 Account: 432-9278-001-81141
 Entered by: Shaheen Date: 7/5/20
 Approved By: J.C.

City funds 24.31.
 Request for Payment
 Amount to Pay: \$144.95
 Vendor #: 154 P.O. # 20190112
 Account: 412-9278-001-81141
 Entered by: Shaheen Date: 7/5/20
 Approved By: J.C.

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	SMW
Vendor #	154
Purchase Order #	20190112

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Amount	20190112	412.9278-001.	81141	\$ 6,075.00	10/1/2018
Contract Amount	20190112	432.9278-001.	81141	\$ 18,925.00	10/1/2018
TOTAL Authorized Contract Amount:				\$ 25,000.00	

Account # Billed	Invoice #/	Invoice Date	Billed	5% Retained	Amount Paid
4329278-001.81141	258144	10/31/2018	1,203.40		1,203.40
4129278-001.81141	258144	10/25/2018	386.30		386.30
4329278-001.81141	259548	3/28/2019	241.94		241.94
4129278-001.81141	259548	03/28/2019	77.66		77.66
4329278-001.81141	259612	4/25/2019	178.65		178.65
4129278-001.81141	259612	4/25/2019	57.35		57.35
4329278-001.81141	260113	5/21/2019	1,739.21		1,739.21
4129278-001.81141	260113	5/21/2019	558.29		558.29
4329278-001.81141	260391	6/24/2019	4,215.35		4,215.35
4129278-001.81141	260391	6/24/2019	1,353.15		1,353.15
4329278-001.81141	260466	7/10/2019	1,339.51		1,339.51
4129278-001.81141	260466	7/10/2019	429.99		429.99
4329278-001.81141	260994	8/28/2019	124.68		124.68
4129278-001.81141	260994	8/28/2019	40.02		40.02
4329278-001.81141	261213	9/24/2019	257.61		257.61
4129278-001.81141	261213	9/24/2019	82.69		82.69
4329278-001.81141	262087	11/25/2019	3,321.28		3,321.28
4129278-001.81141	262087	11/25/2019	1,066.14		1,066.14
4329278-001.81141	263377	3/19/2020	1,001.69		1,001.69
4129278-001.81141	263377	3/19/2020	321.54		321.54
4329278-001.81141	264118	5/29/2020	113.55		113.55
4129278-001.81141	264118	5/29/2020	36.45		36.45
4329278-001.81141	264161	6/22/2020	485.62		485.62
4129278-001.81141	264161	6/22/2020	155.88		155.88
4329278-001.81141	264419	7/2/2020	451.55		451.55
4129278-001.81141	264419	7/2/2020	144.95		144.95
TOTAL Payment History			\$ 19,384.45	\$ -	\$ 19,384.45

CONTRACT SUMMARY	
Contract Amount:	\$ 25,000.00
Less:	
Total paid to date:	19,384.45
Total retained to date:	-
Total invoiced amount	19,384.45
Available Balance	\$ 5,615.55

* *Special Note:*

PORTSCHY'S METAL
DESIGN and FABRICATION
P.O. Box 2479
Gonzales CA 93926
831-229-1452



**PORTSCHY'S
METAL
DESIGN
AND
FABRICATION**
831-229-1452

INVOICE

1067

BILLED TO

Attn: Emma Burkhalter, PE.
Project Manager
City of Saratoga
13777 Fruitvale Ave
Saratoga CA 95070

JOB

Invoice Date: **Jul 5, 2020**
Saratoga 35 Foot Trail Bridge
Invoice # 1067

TOTAL DUE

\$15,614.93

by Jul 20, 2020

MID PEG FUNDS 507.
request for Payment

Amount to Pay: **\$ 7,807.47**
Vendor #: 1646 P.O. # 20200207
Account: 432-9278-001.81161
Entered By: Shakeen Date: 7/6/20
Approved By: J.C.

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Materials shipping supplies	PREPAID 0%	\$14.30
Contracted Splice Plates plasma cutting perimeter	Saratoga 9%	\$645.00
Fabrication 35 FT Bridge supervise fabrication, stage materials, layout and transfer punch holes, trim to length, set up to drill holes, review shops, set up splice plates, align for drilling camber, layout and punch lateral holes, set up for final assembly, degrease, field measure length and camber, disassemble, paint assembly letters, banding splice plates for transport	Saratoga 9%	\$6,580.00
Fabrication 35 FT Bridge stage materials for fabrication, assist transfer punching, make drill templates, layout and drill angle iron, set up for drilling, set up, tack weld splice plates, drill holes, degrease, set upright as per final assembly, clean up, banding splice plates for transport	Saratoga 9%	\$6,187.50
Fabrication 35 FT Bridge Transfer punch and drill holes	Saratoga 9%	\$900.00
<p>Amount to Pay: <u>\$ 7,807.47</u> Vendor #: <u>1646</u> P.O. # <u>20200207</u> Account: <u>432-9278-001.81161</u> Entered By: <u>Shakeen</u> Date: <u>7/6/20</u> Approved By: <u>J.C.</u></p>		
	Subtotal	\$14,326.80
	PREPAID 0%	\$0.00
	Saratoga 9%	\$1,288.13
	Total due by Jul 20, 2020	\$15,614.93

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81121
 Vendor Name: Portschy's Metal Design and Fabrication
 Vendor #: 1646
 Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
4. AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)	20200207	432.9278-001	81121	\$ 82,516.86	1/15/20
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/20
Contingency (Midpen Funds)		432.9278-001	81121	\$ 8,250.00	5/5/20
Contingency (City Funds)		412.9278-001	81121	\$ 8,250.00	5/5/20
TOTAL Authorized Contract Amount:				\$ 181,533.72	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	982	1/23/20	850.55		850.55
4129278-001.81161	982	1/23/20	850.56		850.56
432.9278-001.81161	983	1/23/20	1,395.76		1,395.76
4129278-001.81161	983	1/23/20	1,395.75		1,395.75
432.9278-001.81161	1046	5/23/20	1,042.98		1,042.98
4129278-001.81161	1046	5/23/20	1,042.99		1,042.99
432.9278-001.81161	1047	5/23/20	6,239.33		6,239.33
4129278-001.81161	1047	5/23/20	6,239.33		6,239.33
432.9278-001.81161	1048	5/23/20	11,864.94		11,864.94
4129278-001.81161	1048	5/23/20	11,864.94		11,864.94
432.9278-001.81161	1049	5/23/20	23,074.55		23,074.55
4129278-001.81161	1049	5/23/20	23,074.55		23,074.55
432.9278-001.81161	1067	7/5/20	7,807.47		7,807.47
4129278-001.81161	1067	7/5/20	7,807.46		7,807.46
TOTAL Payment History			104,551.16		104,551.16

CONTRACT SUMMARY

Contract Amount:		\$ 181,533.72
Less:		
Total paid to date:	104,551.16	
Total retained to date:	-	
Total invoiced amount		104,551.16
Available Balance		\$ 76,982.57

* Special Note:

PORTSCHY'S METAL
 DESIGN and FABRICATION
 P.O. Box 2479
 Gonzales CA 93926
 831-229-1452



INVOICE
1068

BILLED TO
 Attn: Emma Burkhalter, PE.
 Project Manager
 City of Saratoga
 13777 Fruitvale Ave
 Saratoga CA 95070

JOB
 Invoice Date: **Jul 5, 2020**
 Saratoga 50 Foot Trail Bridge
Invoice # 1068

TOTAL DUE
\$22,625.11
 by Jul 20, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Materials templates	Saratoga 9%	\$387.84
Materials shipping supplies	PREPAID 0%	\$14.37
Contracted splice plates plasma cutting perimeter	Saratoga 9%	\$800.88
Consumables thinner	PREPAID 0%	\$51.94
Tooling fixturing clamps	PREPAID 0%	\$613.05
Fabrication 50 FT Bridge supervise fabrication, stage materials, layout and transfer punch holes, fabrication, set up assembly, layout holes, assembly, clamp and tack in splice plates, line up to string, degreas, remove splice plate tack welds, drill holes, deburr parts, set up as final assembly, review shops, snug bolts, measurer camber, degrease, field measure length and camber, test stencil, met with Lyn to record lengths, disassemble, paint assembly letters, banding splice plates for transport	Saratoga 9%	\$9,400.00

(13)
 City Funds 50%,
 Request for Payment
 Amount to Pay: **\$11,312.55**
 Vendor #: 1646 P.O. # 20200201
 Account: 432 9278 - col. 81161
 Entered By: Shaheen Date: 7/6/20
 Approved By: *J.C.*

PORTSCHY'S METAL
DESIGN and FABRICATION
P.O. Box 2479
Gonzales CA 93926
831-229-1452

**INVOICE****1068**

Item	TAX	Subtotal
Fabrication 50 FT Bridge stage materials for fabrication, fabricate transfer punch templates, assist transfer punching, make drill templates, assist set up and assembly, layout transfer punch angle irons , drill holes, drill and deburr angle iron, assemble as per final assembly, snug bolts, measure for crown, disassemble, clean up, banding splice plates for transport	Saratoga 9%	\$4,600.00
Fabrication 50 FT Bridge Transfer punch and drill holes, assist set up , set up as final assembly,	Saratoga 9%	\$2,650.00
Fabrication ADDITIONAL SPLICE Change order as per email 5-26-2020	Saratoga 9%	\$2,295.00
	Subtotal	\$20,813.08
	PREPAID 0%	\$0.00
	Saratoga 9%	\$1,812.03
	Total due by Jul 20, 2020	\$22,625.11

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81121
 Vendor Name: Portschy's Metal Design and Fabrication
 Vendor #: 1646
 Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
4. AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)	20200207	432.9278-001	81121	\$ 82,516.86	1/15/20
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/20
Contingency (Midpen Funds)		432.9278-001	81121	\$ 8,250.00	5/5/20
Contingency (city Funds)		412.9278-001	81121	\$ 8,250.00	5/5/20
TOTAL Authorized Contract Amount:				\$ 181,533.72	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	982	1/23/20	850.55		850.55
4129278-001.81161	982	1/23/20	850.56		850.56
432.9278-001.81161	983	1/23/20	1,395.76		1,395.76
4129278-001.81161	983	1/23/20	1,395.75		1,395.75
432.9278-001.81161	1046	5/23/20	1,042.98		1,042.98
4129278-001.81161	1046	5/23/20	1,042.99		1,042.99
432.9278-001.81161	1047	5/23/20	6,239.33		6,239.33
4129278-001.81161	1047	5/23/20	6,239.33		6,239.33
432.9278-001.81161	1048	5/23/20	11,864.94		11,864.94
4129278-001.81161	1048	5/23/20	11,864.94		11,864.94
432.9278-001.81161	1049	5/23/20	23,074.55		23,074.55
4129278-001.81161	1049	5/23/20	23,074.55		23,074.55
432.9278-001.81161	1067	7/5/20	7,807.47		7,807.47
4129278-001.81161	1067	7/5/20	7,807.46		7,807.46
432.9278-001.81161	1068	7/5/20	11,312.55		11,312.55
4129278-001.81161	1068	7/5/20	11,312.56		11,312.56
TOTAL Payment History			127,176.26		127,176.26

CONTRACT SUMMARY

Contract Amount:		\$ 181,533.72
Less:		
Total paid to date:	127,176.26	
Total retained to date:	-	
Total invoiced amount		127,176.26
Available Balance		\$ 54,357.46

* Special Note:

PORTSCHY'S METAL
DESIGN and FABRICATION
P.O. Box 2479
Gonzales CA 93926
831-229-1452

**INVOICE****1069****BILLED TO**

Attn: Emma Burkhalter, PE.
Project Manager
City of Saratoga
13777 Fruitvale Ave
Saratoga CA 95070

JOB

Invoice Date: **Jul 5, 2020**

Saratoga 70 Foot Trail Bridge
Invoice # 1069

TOTAL DUE

\$4,506.69
by Jul 20, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Contracted 70 FT plasma cutting splice plates	Saratoga 9%	\$1,594.69
Tooling fixturing clamps	PREPAID 0%	\$613.05
Consumables Stensile materails	PREPAID 0%	\$242.48
Fabrication Bridge supervise fabrication, supervise plasma cutting splice plates, plasma cutting splice plates	Saratoga 9%	\$517.50
Fabrication 70 Ft Bridge fabricate transfer punch templates, drill, degrease and deburr angle iron, deburr plates, water jet set up	Saratoga 9%	\$1,237.50
<p style="text-align: center;">(13)</p> <p style="text-align: center;">City Funds 50% Request for Payment</p> <p style="text-align: center;">Amount to Pay: \$ 2,253.35</p> <p>Vendor #: 1646 P.O. # 20200201 Account: 432-9278-001-81161 Entered By: Shateen Date: 7/6/20 Approved By: J.C.</p>		
	Subtotal	\$4,205.22
	PREPAID 0%	\$0.00
	Saratoga 9%	\$301.47
	Total due by Jul 20, 2020	\$4,506.69

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81121
 Vendor Name: Portschy's Metal Design and Fabrication
 Vendor #: 1646
 Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

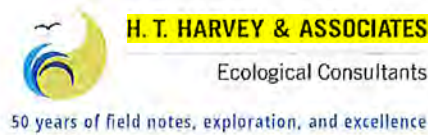
Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)	20200207	432.9278-001	81121	\$ 82,516.86	1/15/20
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/20
Contingency (Midpen Funds)		432.9278-001	81121	\$ 8,250.00	5/5/20
Contingency (City Funds)		412.9278-001	81121	\$ 8,250.00	5/5/20
TOTAL Authorized Contract Amount:				\$ 181,533.72	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	982	1/23/20	850.55		850.55
4129278-001.81161	982	1/23/20	850.56		850.56
432.9278-001.81161	983	1/23/20	1,395.76		1,395.76
4129278-001.81161	983	1/23/20	1,395.75		1,395.75
432.9278-001.81161	1046	5/23/20	1,042.98		1,042.98
4129278-001.81161	1046	5/23/20	1,042.99		1,042.99
432.9278-001.81161	1047	5/23/20	6,239.33		6,239.33
4129278-001.81161	1047	5/23/20	6,239.33		6,239.33
432.9278-001.81161	1048	5/23/20	11,864.94		11,864.94
4129278-001.81161	1048	5/23/20	11,864.94		11,864.94
432.9278-001.81161	1049	5/23/20	23,074.55		23,074.55
4129278-001.81161	1049	5/23/20	23,074.55		23,074.55
432.9278-001.81161	1067	7/5/20	7,807.47		7,807.47
4129278-001.81161	1067	7/5/20	7,807.46		7,807.46
432.9278-001.81161	1068	7/5/20	11,312.55		11,312.55
4129278-001.81161	1068	7/5/20	11,312.56		11,312.56
432.9278-001.81161	1069	7/5/20	2,253.34		2,253.34
4129278-001.81161	1069	7/5/20	2,253.35		2,253.35
TOTAL Payment History			131,682.95		131,682.95

CONTRACT SUMMARY

Contract Amount:		\$ 181,533.72
Less:		
Total paid to date:	131,682.95	
Total retained to date:	-	
Total invoiced amount		131,682.95
Available Balance		\$ 49,850.78

* Special Note:



Invoice

Invoice number **55380**
Date **07/08/2020**

50% M.D. P.G. FUNDS

Request for Payment

To: City of Saratoga
Emma Burkhalter
Public Works Department
12777 Fruitvale Avenue
Saratoga, CA 95070

Amount to Pay: **\$ 5,248.65**
Vendor #: **412** P.O. #: **20200173**
Account: **432-9278-001-81142**
Entered By: **Shahreen** Date: **7/8/20**
Approved By: **J.C.**

Professional Services Performed Through June 30, 2020

Project: 4237-02 Saratoga-to-the-Sea Trail Project, Additional Biological Compliance and Support
Contract:
Services: Conduct pre-activity nesting bird, roosting bat, and woodrat surveys for Phase 4 and haul trail; conduct rare plant pre-activity survey for haul trail, active nest check ahead of work on Phase 2, woodrat nest relocations on Phase 4, and special-status amphibian and reptile pre-activity survey and monitoring for Bridge 3 work; prepare pre-activity survey reports; resource agency permitting coordination.

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
1A Preconstruction Survey for Nesting Birds	16,785.00	6,077.70	3,790.45	6,916.85
1B Active Nest Monitoring	26,829.00	3,332.13	4,579.76	18,917.11
2 San Francisco Dusky-footed Woodrat Surveys and Relocat	14,755.00	14,747.59	0.00	7.41
3A Preconstruction Surveys for Roosting Bats	4,126.00	4,119.83	0.00	6.17
3B Bat Roost Eviction	4,722.00	1,657.30	0.00	3,064.70
4 Prepare and Conduct Worker Environmental Awareness Pr	6,958.00	1,698.00	0.00	5,260.00
5 Pre-activity Surveys and Construction Monitoring at Creek	28,246.50	1,353.23	2,127.10	24,766.17
6A Year 1 Monitoring of Replaced Riparian Trees	7,821.50	0.00	0.00	7,821.50
6B Year 2 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
6C Year 3 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
Total	120,745.00	32,985.78	10,497.31	77,261.91

Preconstruction Survey for Nesting Birds

Professional Fees

50% City Funds
Request for Payment

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	4.00	260.00	1,040.00
Stephen Rottenborn	0.50	270.00	135.00
Associate Ecologist			
Robin Carle	0.25	217.00	54.25
Senior Ecologist 1			
Kim Briones	2.00	178.00	356.00
Ecologist 2			
Craig Fosdick	6.75	154.00	1,039.50

Amount to Pay: **\$ 5,248.66**
Vendor #: **412** P.O. #: **20200173**
Account: **412-9278-001-81142**
Entered By: **Shahreen** Date: **7/8/20**
Approved By: **J.C.**

Preconstruction Survey for Nesting Birds

Professional Fees

	Hours	Rate	Billed Amount
GIS Analyst			
Allison Gibson	1.50	124.00	186.00
Field Biologist 2			
William Lawton	8.00	118.00	944.00
Professional Fees subtotal	23.00		3,754.75

Reimbursables

		Units	Rate	Billed Amount
GIS Computer Graphics	In-House Expense	1.50	10.0000	15.00
2020 Miles	Craig Fosdick	20.00	0.5750	11.50
2020 Miles	William Lawton	16.00	0.5750	9.20
	Markup on Expenses			0.00
	Reimbursables subtotal			35.70
	Preconstruction Survey for Nesting Birds subtotal			3,790.45

Active Nest Monitoring

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Stephen Rottenborn	0.50	270.00	135.00
Senior Ecologist 2			
Mark Bibbo	1.00	197.00	197.00
Senior Ecologist 1			
Kim Briones	15.50	178.00	2,759.00
GIS Analyst			
Abra Kaiser	1.00	124.00	124.00
Field Biologist 2			
Jill Pastick	7.50	118.00	885.00
Field Biologist 1			
Jazmine Jensen	4.50	98.00	441.00
Professional Fees subtotal	30.00		4,541.00

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #23 Miles	In-House Expense	24.00	0.5750	13.80
GIS Computer Graphics	In-House Expense	1.00	10.0000	10.00
2020 Miles	Jazmine Jensen	13.00	0.5750	7.48
2020 Miles	Kim Briones	13.00	0.5750	7.48
	Markup on Expenses			0.00
	Reimbursables subtotal			38.76
	Active Nest Monitoring subtotal			4,579.76

Pre-activity Surveys and Construction Monitoring at Creek Crossings

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Stephen Rottenborn	0.75	270.00	202.50
Associate Ecologist			
Robin Carle	1.25	217.00	271.25
Senior Ecologist 1			
Kim Briones	3.50	178.00	623.00
Ecologist 1			
Emily Malkauskas	7.50	136.00	1,020.00
Professional Fees subtotal	13.00		2,116.75

Reimbursables

	Units	Rate	Billed Amount
2020 Miles			
Emily Malkauskas	18.00	0.5750	10.35
Markup on Expenses			0.00
Pre-activity Surveys and Construction Monitoring at Creek Crossings subtotal			2,127.10

Invoice total 10,497.31

Aging Summary

PAYMENT TERMS: Net 30 days

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55380	07/08/2020	10,497.31	10,497.31				
	Total	10,497.31	10,497.31	0.00	0.00	0.00	0.00

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: HT Harvey and Associates
 Vendor #: 472
 Purchase Order #: 20200173

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 60,372.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 60,372.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 6,000.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 6,000.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 132,744.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81142	53859	12/20/2019	605.61		605.61
412.9278-001.81142	53859	12/20/2019	605.61		605.61
432.9278-001.81142	54023	1/22/2020	2,789.46		2,789.46
412.9278-001.81142	54023	1/22/2020	2,789.46		2,789.46
432.9278-001.81142	54279	2/24/2020	2,516.72		2,516.72
412.9278-001.81142	54279	2/24/2020	2,516.72		2,516.72
432.9278-001.81142	54380	3/4/2020	2,337.81		2,337.81
412.9278-001.81142	54380	3/4/2020	2,337.82		2,337.82
432.9278-001.81142	54632	4/7/2020	5,341.24		5,341.24
412.9278-001.81142	54632	4/7/2020	5,341.24		5,341.24
432.9278-001.81142	55161	6/11/2020	2,902.05		2,902.05
412.9278-001.81142	55161	6/11/2020	2,902.06		2,902.06
432.9278-001.81142	55380	7/8/2020	5,248.65		5,248.65
412.9278-001.81142	55380	7/8/2020	5,248.66		5,248.66
TOTAL Payment History			\$ 43,483.08	\$ -	\$ 43,483.08

CONTRACT SUMMARY

Contract Amount:		\$ 132,744.00
Less:		
Total paid to date:	43,483.08	
Total retained to date:	-	
Total invoiced amount		<u>43,483.08</u>
Available Balance		\$ 89,260.93

* Special Note:



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor	<u>City of Saratoga</u>	Date	<u>05/01/2020</u>
Project #	<u>MAA18-002</u>	GL #	<u>30-30-320-8201.01</u>
Invoice Amount	<u>\$207,434.99</u>	Invoice #	<u>PWSS0000007</u>
Project Manager*	<u>Tina Hugg</u>	Title*	<u>Senior Planner</u>
Description	<u>Cost sharing reimbursement of construction costs of the Saratoga-to-the-Sea Trail.</u>		
	<u></u>		
	<u></u>		
	<u></u>		

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

From: [Tina Hugg](#)
To: [Debbie Ledger](#)
Cc: [Warren Chan](#); [Andrew Taylor](#)
Subject: Saratoga to the Sea - Invoice #PWSS 007
Date: Thursday, May 28, 2020 3:13:33 PM
Attachments: [PWSS000007 reconciliation.xlsx](#)
[Fifth Reimbursement Request_PWSS000007 Processed.pdf](#)

Debbie,

I have reviewed and approved the City of Saratoga's invoice #PWSS 007. The reconciliation for the construction expenses (8205.01) was confusing, as retention is only applied to MBOSC's invoices and the City also uses a running total approach, so I attached an Excel spreadsheet that I used to analyze this invoice in case it is helpful to you.

Invoice #PWSS000007

Contract & Amount:	2019-04 \$1,365,000
PO#:	2020-164
PO Balance:	\$435,143.23
PO Complete (Y/N):	No
Amount to Pay:	\$208,436.69
G/L Account:	30-30-320-8201.01 \$1,001.69 30-30-320-8205.01
	\$207,435.00
Project#:	AA18-002
I am approving this invoice electronically - TH	

Description: Saratoga to Sea Consultant and Contractor Fees

Thanks,

Tina Hugg, PLA, ASLA
 Senior Planner
thugg@openspace.org
 Midpeninsula Regional Open Space District
 330 Distel Circle, Los Altos, CA 94022
 P: (650) 691-1200 - F: (650) 691-0485
www.openspace.org | twitter: [@mrosd](#)

Construction only expenses - City of Saratoga invoice #PWSS 007

	Construction expense	Retention %	Retention	Midpen portion calc'd by formula - 50%	As invoiced
MBOSC 2	37,467.50		1,873.38	18,733.75	18,733.75
	1,701.11			850.55	850.56
	2,791.51			1,395.76	1,395.76
	589.05			294.53	294.53
	5,033.44			2,516.72	2,516.72
MBOSC 3	54,845.00		2,742.25	27,422.50	27,422.50
MBOSC 4	145,029.00		7,251.45	72,514.50	72,514.50
	5,583.23			2,791.62	2,791.62
	4,675.63			2,337.81	2,337.82
MBOSC 5	28,695.00		1,434.75	14,347.50	14,347.50
MBOSC 6	125,116.00		6,255.80	62,558.00	62,558.00
	5,968.64			2,984.32	2,984.32
	6,250.00			3,125.00	3,125.00
	10,682.47			5,341.24	5,341.24
Current	434,427.58	5.00%	19,557.63	217,213.80	217,213.79
Previous	81,179.18	Previous	3,100.38	9,778.81	<--Retention on MBOSC #PV
Total	515,606.76	Total Retention	22,658.00	207,434.99	<-- MROSD to pay - CONFIRM
Total Ret	22,658.00				
After Ret	492,948.76				
50% -->	246,474.38	<-- Running MROSD total reimb			

VSS 007
MED



CITY OF SARATOGA

13777 FRUITVALE AVENUE • SARATOGA, CALIFORNIA 95070 • (408) 868-1200

Incorporated October 22, 1956

COUNCIL MEMBERS:

Mary-Lynne Bernald
Manny Cappello
Rishi Kumar
Howard Miller
Yan Zhao

Attn: Tina Hugg
Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022

SUBJECT: City of Saratoga Quarterly Reimbursement Request for the Saratoga-to-the-Sea Trail;
Purchase Order #2020-164

Tina,

Please find enclosed our invoices received for services through March 31, 2020 and our Fifth Request for Reimbursement, Invoice #PWSS000007, in the amount of **\$208,436.69**. The work covered by these invoices is listed below by consultant.

Timothy C. Best, CEG and sub-consultants
Ongoing Construction Observation.

H.T. Harvey & Associates
Performed pre-activity surveys and submitted report.
Relocated Wood Rat nests as needed.
Deliverables: Pre-Activity Survey report

Mountain Bikers of Santa Cruz (MBOSC)
Worked with HTH's biologists to follow mitigation measures identified in the project's Initial Study.
Constructed approximately 1 mile of trail.
Completed Phase 1 and began Phase 2.

Placeworks
Prepared two final drafts of the Saratoga to the Skyline Trail logo incorporating feedback from City Staff and MROSD.
Began drafting Interpretive Signs and sign layout for the trail.
Deliverables: Saratoga to the Skyline Trail logo drafts

Please feel free to contact me at (408) 868-1274 or by email at eburkhalter@saratoga.ca.us if you have any questions.

Sincerely,

Emma Burkhalter, PE
Assistant Engineer
City of Saratoga Public Works

CITY OF SARATOGA
ATTENTION: ACCOUNTS RECEIVABLE
13777 FRUITVALE AVE
SARATOGA, CA 95070

PHONE: 408-868-1260
FAX: 408-868-1260

Customer Number: 0000000340

MID-PEN REG OPEN SPACE DISTRICT
330 DISTEL CIRCLE
LOS ALTOS, CA 94022

INVOICE: PWSS000007 Attachment Page 1
Date: May 01, 2020 of 1

Service: PW SS TRAIL
Customer PO:
Customer Ph:
Terms: DUE IN 30 DAYS

Due Date: May 31, 2020

Service Address:

MID-PEN REG OPEN SPACE DISTRICT
330 DISTEL CIRCLE
LOS ALTOS, CA 94022

Description	Qty	Unit Price	Total Price	Tax
SARATOGA TO THE SEA TRAIL PROJECT	1.00	208,436.69	208,436.69	N

Total Charges:	208,436.69
Total Tax:	0.00

Total Invoice:	208,436.69
Payments:	0.00
Adjustments:	0.00
Total Due:	208,436.69

THANK YOU FOR YOUR PAYMENT

Expense Summary for Reimbursement Request to MidPen

Invoice# PWSS000007

Invoice Date	Vendor	Invoice#	Invoiced Amount DESIGN PHASE	Invoiced Amount CONSTRUCTION PHASE
Expenses on previous invoices			\$273,219.05	\$ 81,179.18
Expenses on current invoice				
1/23/2020	MBOSC	02		\$ 37,467.50
1/23/2020	Portschy's Metal	982		\$ 1,701.11
1/23/2020	Portschy's Metal	983		\$ 2,791.51
1/31/2020	Placeworks	71266		\$ 589.05
2/24/2020	H.T. Harvey and Associates	54279		\$ 5,033.44
2/9/2020	MBOSC	03		\$ 54,845.00
2/28/2020	MBOSC	04		\$ 145,029.00
2/29/2020	Placeworks	71540		\$ 5,583.23
3/4/2020	H.T. Harvey and Associates	54380		\$ 4,675.63
3/19/2020	Shute Mihaly & Weinberger	263377	\$ 1,323.23	\$ -
3/25/2020	MBOSC	5		\$ 28,695.00
3/31/2020	MBOSC	6		\$ 125,116.00
3/31/2020	Placeworks	71836		\$ 5,968.64
4/1/2020	Timothy C. Best	20-16-831-10		\$ 6,250.00
4/7/2020	H.T. Harvey and Associates	54632		\$ 10,682.47
Total Expensed to date			\$274,542.28	\$ 515,606.76
Total retention withheld			\$ -	\$ (22,657.99)
REIMBURSEMENT Ratio			75.7%	50.0%
Total reimbursable by Mid-Pen			\$ 207,828.51	\$ 246,474.40
Total reimbursed by Mid-Pen to date			\$ (206,826.82)	\$ (39,039.40)
Amount due per phase			\$ 1,001.69	\$ 207,435.00
TOTAL This INVOICE			\$208,436.69	

50% From City Funds.

Request for Payment

Amount to Pay: \$18,733.75
 Vendor #: 1641 P.O. # 20200177
 Account: 412.9278-001.81161
 Entered By: Shakeen Date: 1/17/20
 Approved By: JL

OK to pay
 693

Request for Payment

Amount to Pay: (\$ 936.69)
 Vendor #: 1641 P.O. # 20200177
 Account: 5% Retention Hold. 432.21132
 Entered By: Shakeen Date: 1/17/20
 Approved By: JL



MBOSC

PO BOX 331
 SANTA CRUZ CA 95061
 MBOSC.ORG
 FEDERAL TAX ID # 77-0457425

Monthly Progress Billing

Project: Saratoga-to-Sanborn Trail
 Project No: 2001
 Progress Billing No: 02
 Progress Billing Period: January 1st to January 15th, 2020
 Date: 23-Jan-20

CA CLASS A LICENSE #1050446 / CA DIR #1000461941

Spec. Sec.	Activity	Unit	Amount (\$)	% Complete/Units Complete	\$ Complete
15000	Mobilization and Demobilization	LS	\$20,000.00	100%	\$20,000.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$6,250.00	36%	\$2,250.00
311100	CLEARING AND GRUBBING				
	Falling and Limbing Trees > 12" DBH	EACH	\$200.00	3	\$600.00
	Stump Removal->7" and <12" DBH	EACH	\$400.00	4	\$1,600.00
	Stump Removal-12" and <19" DBH	EACH	\$700.00	0	\$0.00
	Stump Removal->18" DBH	EACH	\$1,500.00	0	\$0.00
312000	TRAIL CONSTRUCTION				
	Cut, Fill, or Partial Bench Trail-<50% Slopes	LF	\$39.00	830	\$32,370.00
	Cut or Partial Bench Trail-50% to 65% slopes	LF	\$53.00	195	\$10,335.00
	Cut Bench Trail- >65% slopes	LF	\$72.00	185	\$13,320.00
323200	RETAINING WALLS AND ROCK FILL BUTTRESSES				\$0.00
	Stacked Rock Retaining Walls--Import Rock	SF	\$75.00	0	\$0.00
	Stacked Rock Retaining Walls--Salvaged Rock	SF	\$60.00	0	\$0.00
	Wood Lag Retaining Walls	SF	\$60.00	0	\$0.00
	Rock Fill Buttresses--Salvaged Rock	SF	\$35.00	0	\$0.00
313200	CLIMBING TURNS				\$0.00
	Climbing Turn-0 to 30% sideslope	EACH	\$500.00	0	\$0.00
	Climbing Turn-30 to 50% sideslope	EACH	\$1,400.00	0	\$0.00
	Climbing Turn--50 to 65% sideslope	EACH	\$4,000.00	0	\$0.00
334100	STORM DRAINAGE SYSTEM -- CULVERTS	LS	\$19,000.00	100%	\$19,000.00
	Extra Work Items			0%	

Total completed to date \$99,475.00
 Less Retainage at 5% \$4,973.75 \$94,501.25
 Less previous billings/payments \$59,907.12
 Amount this billing \$35,594.13

50% Mid Pen Funds

Request for Payment

Amount to Pay: \$18,733.75
 Vendor #: 1641 P.O. # 20200177
 Account: 432.9278-001.81161
 Entered By: Shakeen Date: 1/17/20
 Approved By: JL

Request for Payment

Amount to Pay: (936.68)
 Vendor #: 1641 P.O. # 20200177
 Account: 5% Retention Hold 432.21132
 Entered By: Shakeen Date: 1/17/20
 Approved By: JL

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 01/15/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 35,594.13

Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: 01/16/2020
 - Amount(s) of unpaid progress payment(s): \$ 58,907.12
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature:

Claimant's Title: Joseph Lynn Wilkinson, Construction Manager--MBOSC

Date of Signature: 01/23/2020

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park ,20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 12/31/2019

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

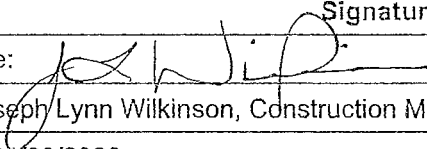
\$ 58,907.12

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lynn Wilkinson, Construction Manager--MBOSC

Date of Signature: 01/23/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81161
 Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
 Vendor #: 1641
 Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/2019
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/2019
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/2019
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/2019
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/2020	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/2020	18,733.75	936.69	17,797.06
TOTAL Payment History			99,475.00	4,973.75	94,501.25

CONTRACT SUMMARY	
Contract Amount:	\$ 1,730,815.00
Less:	
Total paid to date:	94,501.25
Total retained to date:	4,973.75
Total invoiced amount	99,475.00
Available Balance	\$ 1,631,340.00

* Special Note:

PORTSCHY'S METAL
DESIGN and FABRICATION
P.O. Box 2479
Gonzales CA 93926
831-229-1452



**PORTSCHY'S
METAL
DESIGN
AND
FABRICATION**
831-229-1452

INVOICE

982

BILLED TO
Attn: Emma Burkhalter, PE. Project Manager City of Saratoga 13777 Fruitvale Ave Saratoga CA 95070

JOB
Invoice Date: Jan 23, 2020 35 Foot Trail Bridge Invoice # 982

TOTAL DUE
\$1,701.11 by Feb 7, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Materials 1/2" A514 Splice Plate	Saratoga 9%	\$1,560.65
<p>50% Midpen funds Request for Payment Amount to Pay: \$ 850.55 Vendor #: <u>1649</u> P.O. # <u>20200207</u> Account: <u>432.9278-001.81121</u> Entered By: <u>Shakeen</u> Date: <u>2/6/20</u> Approved By: <u>J.C.</u></p> <p>50% from City funds. Request for Payment Amount to Pay: \$ 850.56 Vendor #: <u>1649</u> P.O. # <u>20200207</u> Account: <u>412.9278-001.81121</u> Entered By: <u>Shakeen</u> Date: <u>2/6/20</u> Approved By: <u>J.C.</u></p>		
	Subtotal	\$1,560.65
	Saratoga 9%	\$140.46
	Total due by Feb 7, 2020	\$1,701.11

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81121
 Vendor Name: Portschy's Metal Design and Fabrication
 Vendor #: 1646
 Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81121	\$ 82,516.86	1/15/2020
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/2020
TOTAL Authorized Contract Amount:				\$ 165,033.72	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81161	982	1/23/2020	850.55		850.55
4129278-001.81161	982	1/23/2020	850.56		850.56
TOTAL Payment History			1,701.11	0.00	1,701.11

CONTRACT SUMMARY

Contract Amount:		\$ 165,033.72
Less:		
Total paid to date:	1,701.11	
Total retained to date:	-	
Total invoiced amount		<u>1,701.11</u>
Available Balance		\$ 163,332.61

* Special Note:

PORTSCHY'S METAL
DESIGN and FABRICATION
P.O. Box 2479
Gonzales CA 93926
831-229-1452



INVOICE

983

BILLED TO
Attn: Emma Burkhalter, PE. Project Manager City of Saratoga 13777 Fruitvale Ave Saratoga CA 95070

JOB
Invoice Date: Jan 23, 2020 50 Foot Trail Bridge Invoice # 983

TOTAL DUE
\$2,791.51 by Feb 7, 2020

THANK YOU FOR YOUR BUSINESS!

Item	TAX	Subtotal
Materials 1/2" A514 Splice Plate	Saratoga 9%	\$2,561.02
<p><i>50% from MidPen funds</i> <i>Request for Payment</i> Amount to Pay: \$1,395.76 Invoice #: <u>1649</u> P.O. # <u>20200207</u> Account: <u>432.9278-001.81121</u> Entered By: <u>Shakeen</u> Date: <u>2/6/20</u> Approved By: <u>J.C.</u></p> <p><i>50% from City funds</i> <i>Request for Payment</i> Amount to Pay: \$1,395.75 Invoice #: <u>1649</u> P.O. # <u>20200207</u> Account: <u>412.9278-001.81121</u> Entered By: <u>Shakeen</u> Date: <u>2/6/20</u> Approved By: <u>J.C.</u></p>		
	Subtotal	\$2,561.02
	Saratoga 9%	\$230.49
	Total due by Feb 7, 2020	\$2,791.51

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81121
 Vendor Name: Portschy's Metal Design and Fabrication
 Vendor #: 1646
 Purchase Order #: 20200207

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81121	\$ 82,516.86	1/15/2020
Contract Award (City Funds)		412.9278-001	81121	\$ 82,516.86	1/15/2020
TOTAL Authorized Contract Amount:				\$ 165,033.72	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81161	982	1/23/2020	850.55		850.55
4129278-001.81161	982	1/23/2020	850.56		850.56
432.9278-001.81161	983	1/23/2020	1,395.76		1,395.76
4129278-001.81161	983	1/23/2020	1,395.75		1,395.75
TOTAL Payment History			4,492.62		4,492.62

CONTRACT SUMMARY

Contract Amount:		\$ 165,033.72
Less:		
Total paid to date:	4,492.62	
Total retained to date:	-	
Total invoiced amount		<u>4,492.62</u>
Available Balance		\$ 160,541.10

* Special Note:



Attachment 3
OK to pay
LB

Invoice

PlaceWorks
3 MacArthur Place, Suite 1100
Santa Ana, Ca 92707
Phn No. 714.966.9220
Tax Registration Number: 95-2975827

Project Manager Spence Koehler
Emma Burkhalter
City of Saratoga
13777 Fruitvale Avenue
Saratoga, CA 95070

January 31, 2020
Invoice No: 71266

Project COSA-03.0 Saratoga-to-the-Sea Interpretive, Wayfinding, and Regulatory Signage

Professional Services from January 1, 2020 to January 31, 2020

Task	1	Trail Logo
Sub-Task	1.1	Logo Alternatives

Professional Fees

	Hours	Rate	Amount
Gronquist, Sarah	2.00	190.00	380.00
Koehler, Spence	.50	115.00	57.50
Totals	2.50		437.50
Total Professional Fees			437.50

Additional Fees

Office Expenses			8.75
Total Additional Fees			8.75

Total this Sub-Task \$446.25

Total this Task \$446.25

Task	2	Interpretive, Wayfinding, and Regulatory Signage
Sub-Task	2.1	Content and Template Development

Professional Fees

	Hours	Rate	Amount
Koehler, Spence	1.00	115.00	115.00
Voss, Erin	.25	100.00	25.00
Totals	1.25		140.00
Total Professional Fees			140.00

Additional Fees

Office Expenses			2.80
Total Additional Fees			2.80

Total this Sub-Task \$142.80

Total this Task \$142.80

Billing Limits

	Current	Prior	To-Date
Total Billings	589.05	9,006.55	9,595.60
Limit			45,706.00
Remaining			36,110.40



Project	COSA-03.0	Saratoga-to-the-Sea Interpretive, Wayfin	Invoice	71266
Total this Invoice				\$589.05

50%. From MidPen

Request for Payment

Amount to Pay: \$ 294.53
Vendor #: 1143 P.O. #: 20200171
Account: 432.9278-001.81142
Entered By: Shahreen Date: 2/18/20
Approved By: J.C.

50%. City Funds

Request for Payment

Amount to Pay: \$ 294.52
Vendor #: 1143 P.O. #: 20200171
Account: 412.9278-001.81142
Entered By: Shahreen Date: 2/18/20
Approved By: J.C.

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Placeworks
 Vendor #: 1143
 Purchase Order #: 20200171

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 22,853.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 22,853.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 2,300.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 2,300.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 50,306.00	

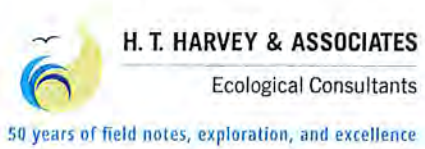
<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81142	70772	11/30/2019	2,280.94		2,280.94
412.9278-001.81142	70772	11/30/2019	2,280.95		2,280.95
432.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
412.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
432.9278-001.81142	71266	1/31/2020	294.53		294.53
412.9278-001.81142	71266	1/31/2020	294.52		294.52
TOTAL Payment History			\$ 9,595.59	\$ -	\$ 9,595.59

CONTRACT SUMMARY

Contract Amount:		\$ 50,306.00
Less:		
Total paid to date:	9,595.59	
Total retained to date:	-	
Total invoiced amount		<u>9,595.59</u>
Available Balance		\$ 40,710.41

* Special Note:

Attachment 3
 - K to pay
 CB



Invoice number 54279
 Date 02/24/2020

Invoice

To: City of Saratoga
 Emma Burkhalter
 Public Works Department
 12777 Fruitvale Avenue
 Saratoga, CA 95070

Professional Services Performed Through January 31, 2020

Project: 4237-02 Saratoga-to-the-Sea Trail Project, Additional Biological Compliance and Support
 Contract:
 Services: Conducting biological monitoring for installation of temporary bridge and pre-activity surveys for nesting birds, roosting bats, and woodrats along Phase 3.

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
1A Preconstruction Survey for Nesting Birds	16,785.00	1,211.22	0.00	15,573.78
1B Active Nest Monitoring	26,829.00	0.00	0.00	26,829.00
2 San Francisco Dusky-footed Woodrat Surveys and Relocat	14,755.00	2,026.79	1,387.50	11,340.71
3A Preconstruction Surveys for Roosting Bats	4,126.00	2,374.12	1,745.71	6.17
3B Bat Roost Eviction	4,722.00	0.00	883.00	3,839.00
4 Prepare and Conduct Worker Environmental Awareness Pr	6,958.00	1,178.00	0.00	5,780.00
5 Pre-activity Surveys and Construction Monitoring at Creek	28,246.50	0.00	1,017.23	27,229.27
6A Year 1 Monitoring of Replaced Riparian Trees	7,821.50	0.00	0.00	7,821.50
6B Year 2 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
6C Year 3 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
Total	120,745.00	6,790.13	5,033.44	108,921.43

San Francisco Dusky-footed Woodrat Surveys and Relocation

Professional Fees

	Hours	Rate	Billed Amount
Associate Ecologist			
Robin Carle	1.50	217.00	325.50
Field Biologist 2			
Christian Knowlton	9.00	118.00	1,062.00
Professional Fees subtotal	10.50		1,387.50
San Francisco Dusky-footed Woodrat Surveys and Relocation subtotal			1,387.50

Preconstruction Surveys for Roosting Bats

Professional Fees

	Hours	Rate	Billed Amount
Senior Ecologist 1			
Kim Briones	8.75	178.00	1,557.50
GIS Analyst			
Allison Gibson	1.25	124.00	155.00
Professional Fees subtotal	10.00		1,712.50

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #4 Miles	In-House Expense	23.00	0.5750	13.23
GIS Computer Graphics	In-House Expense	1.25	10.0000	12.50
2020 Miles	Kim Briones	13.00	0.5750	7.48
	Markup on Expenses			0.00
	Reimbursables subtotal			33.21
	Preconstruction Surveys for Roosting Bats subtotal			1,745.71

Bat Roost Eviction

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	1.00	260.00	260.00
Senior Ecologist 1			
Kim Briones	3.50	178.00	623.00
Professional Fees subtotal	4.50		883.00
	Bat Roost Eviction subtotal		883.00

Pre-activity Surveys and Construction Monitoring at Creek Crossings

Professional Fees

	Hours	Rate	Billed Amount
Associate Ecologist			
Robin Carle	0.75	217.00	162.75
Ecologist 2			
Craig Fosdick	5.50	154.00	847.00
Professional Fees subtotal	6.25		1,009.75

Reimbursables

		Units	Rate	Billed Amount
2020 Miles	Craig Fosdick	13.00	0.5750	7.48
	Markup on Expenses			0.00
	Pre-activity Surveys and Construction Monitoring at Creek Crossings subtotal			1,017.23

Invoice total **5,033.44**

PAYMENT TERMS: Net 30 days

Aging Summary		Outstanding	Current	Over 30	Over 60	Over 90	Over 120
Invoice Number	Invoice Date						
54279	02/24/2020	5,033.44	5,033.44				
	Total	5,033.44	5,033.44	0.00	0.00	0.00	0.00

50% from MidPen funds
 Request for Payment

Amount to Pay: **\$2,516.72**
 Vendor #: 472 P.O. # 20200173
 Account: 432.9278-001.81142
 Entered By: Shakeen Date: 3/2/20
 Approved By: J.C.

50% city funds
 Request for Payment

Amount to Pay: \$2,516.72
 Vendor #: 472 P.O. # 20200173
 Account: 412.9278-001.81142
 Entered By: Shakeen Date: 3/2/20
 Approved By: J.C.

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: HT Harvey and Associates
 Vendor #: 472
 Purchase Order #: 20200173

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 60,372.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 60,372.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 6,000.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 6,000.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 132,744.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81142	53859	12/20/2019	605.61		605.61
412.9278-001.81142	53859	12/20/2019	605.61		605.61
432.9278-001.81142	54023	1/22/2020	2,789.46		2,789.46
412.9278-001.81142	54023	1/22/2020	2,789.46		2,789.46
432.9278-001.81142	54279	2/24/2020	2,516.72		2,516.72
412.9278-001.81142	54279	2/24/2020	2,516.72		2,516.72
TOTAL Payment History			\$ 11,823.57	\$ -	\$ 11,823.57

CONTRACT SUMMARY

Contract Amount:		\$ 132,744.00
Less:		
Total paid to date:	11,823.57	
Total retained to date:	<u> -</u>	
Total invoiced amount		<u>11,823.57</u>
Available Balance		\$ 120,920.43

* Special Note:

50% from City funds
Request for Payment

Amount to Pay: \$ 27,422.50
Vendor #: 1641 P.O. # 20200177
Account: 412.9278-001.81161
Entered By: Shaheen Date: 2/13/20
Approved By: JL

OK to pay

Request for Payment

Amount to Pay: (\$1,371.12)
Vendor #: 1641 P.O. # 20200177
Account: 5% Retention hold (412.21132)
Entered By: Shaheen Date: 2/13/20
Approved By: JL



MBOSC

PO Box 331
SANTA CRUZ CA 95061
MBOSC.ORG
FEDERAL TAX ID # 77-0457425

Project: Saratoga-to-Sanborn Trail
Project No: 2001
Progress Billing No: 03
Progress Billing Period: January 16th to January 31st, 2020
Date: 9-Feb-20

Monthly Progress Billing

CA CLASS A LICENSE #1050446 / CA DIR #1000461941

Spec. Sec.	Activity	Unit	Amount (\$)	% Complete/Units Complete	\$ Complete
15000	Mobilization and Demobilization	LS	\$20,000.00	100%	\$20,000.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$6,250.00	50%	\$3,125.00
	CLEARING AND GRUBBING				
311100	Falling and Limbing Trees > 12" DBH	EACH	\$200.00	6	\$1,200.00
	Stump Removal->7" and <12" DBH	EACH	\$400.00	7	\$2,800.00
	Stump Removal-12" and <19" DBH	EACH	\$700.00	0	\$0.00
	Stump Removal->18" DBH	EACH	\$1,500.00	0	\$0.00
	TRAIL CONSTRUCTION				
312000	Cut, Fill, or Partial Bench Trail-<50% Slopes	LF	\$39.00	2025	\$78,975.00
	Cut or Partial Bench Trail-50% to 65% slopes	LF	\$53.00	300	\$15,900.00
	Cut Bench Trail- >65% slopes	LF	\$72.00	185	\$13,320.00
	RETAINING WALLS AND ROCK FILL BUTTRESSES				\$0.00
323200	Stacked Rock Retaining Walls-Import Rock	SF	\$75.00	0	\$0.00
	Stacked Rock Retaining Walls-Salvaged Rock	SF	\$60.00	0	\$0.00
	Wood Lag Retaining Walls	SF	\$60.00	0	\$0.00
	Rock Fill Buttresses-Salvaged Rock	SF	\$35.00	0	\$0.00
	CLIMBING TURNS				\$0.00
313200	Climbing Turn-0 to 30% sideslope	EACH	\$500.00	0	\$0.00
	Climbing Turn-30 to 50% sideslope	EACH	\$1,400.00	0	\$0.00
	Climbing Turn-50 to 65% sideslope	EACH	\$4,000.00	0	\$0.00
334100	STORM DRAINAGE SYSTEM -- CULVERTS	LS	\$19,000.00	100%	\$19,000.00
	Extra Work Items			0%	

Total completed to date		\$154,320.00
Less Retainage at 5%	\$7,716.00	\$146,604.00
Less previous billings/payments		\$94,501.25
Amount this billing		\$52,102.75

50% from Midpen
Request for Payment

Amount to Pay: \$ 27,422.50
Vendor #: 1641 P.O. # 20200177
Account: 432.9278-001.81161
Entered By: Shaheen Date: 2/13/20
Approved By: JL

Request for Payment

Amount to Pay: (\$1,371.13)
Vendor #: 1641 P.O. # 20200177
Account: 5% Retention hold 432.21132
Entered By: Shaheen Date: 2/13/20
Approved By: JL

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 01/15/2020

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

\$ 35,594.13

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature:

Claimant's Title: Construction Manager, MBOSC

Date of Signature: 02/10/2020

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 01/31/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 52,102.75

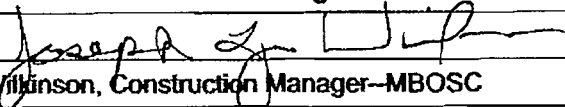
Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 Date(s) of waiver and release: 01/31/2020
 Amount(s) of unpaid progress payment(s): \$ 0.00
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Lyn Wilkinson, Construction Manager-MBOSC

Date of Signature: 02/10/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81161
 Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
 Vendor #: 1641
 Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/2019
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/2019
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/2019
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/2019
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/2020	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/2020	18,733.75	936.69	17,797.06
432.9278-001.81161	02	2/9/2020	27,422.50	1,371.13	26,051.37
4129278-001.81161	02	2/9/2020	27,422.50	1,371.12	26,051.38
TOTAL Payment History			154,320.00	7,716.00	146,604.00

CONTRACT SUMMARY

Contract Amount:		\$ 1,730,815.00
Less:		
Total paid to date:	146,604.00	
Total retained to date:	<u>7,716.00</u>	
Total invoiced amount		<u>154,320.00</u>
Available Balance		\$ 1,576,495.01

* Special Note:

OK to pay
EB

50% Mid Pen Funds

Request for Payment

Amount to Pay: \$ 72,514.50
 Vendor #: 1641 P.O.# 20200177
 Account: 432.9278-001.81161
 Entered By: Shakeen Date: 3/5/20
 Approved By: J.C.

Request for Payment

Amount to Pay: \$ (3,625.73)
 Vendor #: 1641 P.O.# 20200177
 Account: 5% Retention Hold 432.21132
 Entered By: Shakeen Date: 3/5/20
 Approved By: J.C.



MBOSC

Monthly Progress Billing

PO BOX 331
 SANTA CRUZ CA 95061
 MBOSC.ORG
 FEDERAL TAX ID # 77-0457425

Project: Saratoga-to-Sanborn Trail
 Project No: 2001
 Progress Billing No: 04
 Progress Billing Period: February 1st to February 29th, 2020
 Date: 28-Feb-20

CA CLASS A LICENSE # 1050446 / CA DIR # 1000461941

Spec. Sec.	Activity	Unit	Amount (\$)	% Complete/Units Complete	\$ Complete
15000	Mobilization and Demobilization	LS	\$20,000.00	100%	\$20,000.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$6,250.00	50%	\$3,125.00
311100	CLEARING AND GRUBBING				
	Falling and Limbing Trees > 12" DBH	EACH	\$200.00	10	\$2,000.00
	Stump Removal-->7" and <12" DBH	EACH	\$400.00	7	\$2,800.00
	Stump Removal--12" and <19" DBH	EACH	\$700.00	0	\$0.00
	Stump Removal-->18" DBH	EACH	\$1,500.00	1	\$1,500.00
312000	TRAIL CONSTRUCTION				
	Cut, Fill, or Partial Bench Trail--<50% Slopes	LF	\$39.00	2621	\$102,219.00
	Cut or Partial Bench Trail--50% to 65% slopes	LF	\$53.00	1025	\$54,325.00
	Cut Bench Trail-- >65% slopes	LF	\$72.00	765	\$55,080.00
323200	RETAINING WALLS AND ROCK FILL BUTTRESSES				\$0.00
	Stacked Rock Retaining Walls--Import Rock	SF	\$75.00	312	\$23,400.00
	Stacked Rock Retaining Walls--Salvaged Rock	SF	\$60.00	160	\$9,600.00
	Wood Lag Retaining Walls	SF	\$60.00	0	\$0.00
	Rock Fill Buttresses--Salvaged Rock	SF	\$35.00	140	\$4,900.00
313200	CLIMBING TURNS				\$0.00
	Climbing Turn--0 to 30% sideslope	EACH	\$500.00	0	\$0.00
	Climbing Turn--30 to 50% sideslope	EACH	\$1,400.00	1	\$1,400.00
	Climbing Turn--50 to 65% sideslope	EACH	\$4,000.00	0	\$0.00
334100	STORM DRAINAGE SYSTEM -- CULVERTS	LS	\$19,000.00	100%	\$19,000.00
	Extra Work Items			0%	

Total completed to date		\$299,349.00
Less Retainage at 5%	\$14,967.45	\$284,381.55
Less previous billings/payments		\$146,604.00
Amount this billing		\$137,777.55

50% City Funds

Request for Payment

Amount to Pay: \$ 72,514.50
 Vendor #: 1641 P.O.# 20200177
 Account: 412.9278-001.81161
 Entered By: Shakeen Date: 3/5/20
 Approved By: J.C.

Request for Payment

Amount to Pay: (\$3,625.73)
 Vendor #: 1641 P.O.# 20200177
 Account: 5% Retention Hold 412.21132
 Entered By: Shakeen Date: 3/5/20
 Approved By: J.C.

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 02/29/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 137,777.55

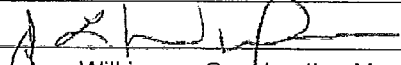
Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: 02/29/2020
 - Amount(s) of unpaid progress payment(s): \$ 0.00
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager--MBOSC

Date of Signature: 03/02/2020

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 01/31/2020

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

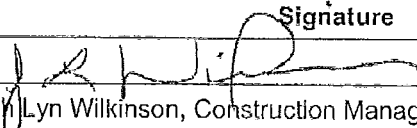
\$ 52,102.75

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager, MBOSC

Date of Signature: 03/02/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
CIP Fund: 412/432
CIP Project Number: 9278-001.81161
Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
Vendor #: 1641
Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/2019
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/2019
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/2019
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/2019
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/2020	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/2020	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/2020	18,733.75	936.69	17,797.06
432.9278-001.81161	03	2/9/2020	27,422.50	1,371.13	26,051.37
4129278-001.81161	03	2/9/2020	27,422.50	1,371.12	26,051.38
432.9278-001.81161	04	2/28/2020	72,514.50	3,625.73	68,888.77
4129278-001.81161	04	2/28/2020	72,514.50	3,625.72	68,888.78
TOTAL Payment History			299,349.00	14,967.44	284,381.55

CONTRACT SUMMARY

Contract Amount:		\$ 1,730,815.00
Less:		
Total paid to date:	284,381.55	
Total retained to date:	<u>14,967.44</u>	
Total invoiced amount		<u>299,348.99</u>
Available Balance		\$ 1,431,466.02

* Special Note:



Attachment 3
OK to pay
EB

Invoice

PlaceWorks
3 MacArthur Place, Suite 1100
Santa Ana, Ca 92707
Phn No. 714.966.9220
Tax Registration Number: 95-2975827

Project Manager Spence Koehler
Emma Burkhalter
City of Saratoga
13777 Fruitvale Avenue
Saratoga, CA 95070

February 29, 2020

Invoice No: 71540

Project COSA-03.0 Saratoga-to-the-Sea Interpretive, Wayfinding, and Regulatory Signage

Professional Services from February 1, 2020 to February 29, 2020

Task 1 Trail Logo

Sub-Task 1.2 Preferred Logo

Professional Fees

	Hours	Rate	Amount	
Gronquist, Sarah	5.00	190.00	950.00	
Koehler, Spence	7.00	115.00	805.00	
Totals	12.00		1,755.00	
Total Professional Fees				1,755.00

Additional Fees

Office Expenses			35.10	
Total Additional Fees			35.10	35.10

Total this Sub-Task \$1,790.10

Sub-Task 1.4 Preferred Logo Alternative

Professional Fees

	Hours	Rate	Amount	
Chung, Jennifer	14.00	140.00	1,960.00	
Koehler, Spence	1.00	115.00	115.00	
Totals	15.00		2,075.00	
Total Professional Fees				2,075.00

Additional Fees

Office Expenses			41.50	
Total Additional Fees			41.50	41.50

Total this Sub-Task \$2,116.50

Total this Task \$3,906.60

Task 2 Interpretive, Wayfinding, and Regulatory Signage

Sub-Task 2.1 Content and Template Development

Professional Fees

	Hours	Rate	Amount	
Chung, Jennifer	5.00	140.00	700.00	
Gronquist, Sarah	3.00	190.00	570.00	



Project	COSA-03.0	Saratoga-to-the-Sea Interpretive, Wayfin	Invoice	71540
Koehler, Spence		3.25	115.00	373.75
Totals		11.25		1,643.75
Total Professional Fees				1,643.75
Additional Fees				
Office Expenses				32.88
Total Additional Fees				32.88
Total this Sub-Task				\$1,676.63
Total this Task				\$1,676.63
Billing Limits				
	Current	Prior	To-Date	
Total Billings	5,583.23	9,595.60	15,178.83	
Limit			47,906.00	
Remaining			32,727.17	
Total this Invoice				\$5,583.23

50% Mid Pen funds

Request for Payment

Amount to Pay: \$2,791.62
 Vendor #: 1143 P.O. # 20200171
 Account: 432.9278-001.81142
 Entered By: Shahen Date: 3/16/20
 Approved By: J.C.

50% City funds.

Request for Payment

Amount to Pay: \$2,791.61
 Vendor #: 1143 P.O. # 20200171
 Account: 412.9278-001.81142
 Entered By: Shahen Date: 3/16/20
 Approved By: J.C.

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Placeworks
 Vendor #: 1143
 Purchase Order #: 20200171

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

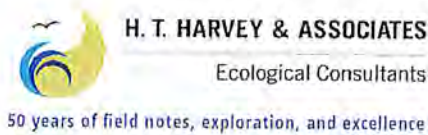
<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 22,853.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 22,853.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 2,300.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 2,300.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 50,306.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81142	70772	11/30/2019	2,280.94		2,280.94
412.9278-001.81142	70772	11/30/2019	2,280.95		2,280.95
432.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
412.9278-001.81142	71073	12/31/2019	2,222.33		2,222.33
432.9278-001.81142	71266	1/31/2020	294.53		294.53
412.9278-001.81142	71266	1/31/2020	294.52		294.52
432.9278-001.81142	71540	2/29/2020	2,791.62		2,791.62
412.9278-001.81142	71540	2/29/2020	2,791.61		2,791.61
TOTAL Payment History			\$ 15,178.82	\$ -	\$ 15,178.82

CONTRACT SUMMARY

Contract Amount:		\$ 50,306.00
Less:		
Total paid to date:	15,178.82	
Total retained to date:	-	
Total invoiced amount		15,178.82
Available Balance		\$ 35,127.19

* Special Note:

OK to pay
EB

Invoice number

54380

Date

03/04/2020

Invoice

To: City of Saratoga
Emma Burkhalter
Public Works Department
12777 Fruitvale Avenue
Saratoga, CA 95070

Professional Services Performed Through February 29, 2020

Project: 4237-02 Saratoga-to-the-Sea Trail Project, Additional Biological Compliance and Support
Contract:
Services: Conducting pre-activity surveys for nesting birds, woodrats, and roosting bats along Phase 2; relocating a woodrat nest along Phase 3.

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
1A Preconstruction Survey for Nesting Birds	16,785.00	1,211.22	1,088.90	14,484.88
1B Active Nest Monitoring	26,829.00	0.00	0.00	26,829.00
2 San Francisco Dusky-footed Woodrat Surveys and Relocat	14,755.00	3,414.29	2,812.43	8,528.28
3A Preconstruction Surveys for Roosting Bats	4,126.00	4,119.83	0.00	6.17
3B Bat Roost Eviction	4,722.00	883.00	774.30	3,064.70
4 Prepare and Conduct Worker Environmental Awareness Pr	6,958.00	1,178.00	0.00	5,780.00
5 Pre-activity Surveys and Construction Monitoring at Creek	28,246.50	1,017.23	0.00	27,229.27
6A Year 1 Monitoring of Replaced Riparian Trees	7,821.50	0.00	0.00	7,821.50
6B Year 2 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
6C Year 3 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
Total	120,745.00	11,823.57	4,675.63	104,245.80

Preconstruction Survey for Nesting Birds

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Stephen Rottenborn	0.25	270.00	67.50
Field Biologist 2			
William Lawton	8.50	118.00	1,003.00
Professional Fees subtotal	8.75		1,070.50

Reimbursables

	Units	Rate	Billed Amount
2020 Miles			
William Lawton	32.00	0.5750	18.40
Markup on Expenses			0.00

Preconstruction Survey for Nesting Birds subtotal 1,088.90

San Francisco Dusky-footed Woodrat Surveys and Relocation

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	0.50	260.00	130.00
Stephen Rottenborn	0.25	270.00	67.50
Associate Ecologist			
Robin Carle	3.00	217.00	651.00
Senior Ecologist 1			
Kim Briones	6.50	178.00	1,157.00
Senior GIS Analyst			
Mark Lagarde	1.50	145.00	217.50
Field Biologist 1			
Zachary Hampson	5.75	98.00	563.50
Professional Fees subtotal	17.50		2,786.50

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #23 Miles	In-House Expense	19.00	0.5750	10.93
GIS Computer Graphics	In-House Expense	1.50	10.0000	15.00
	Markup on Expenses			0.00
	Reimbursables subtotal			25.93
San Francisco Dusky-footed Woodrat Surveys and Relocation subtotal				2,812.43

Bat Roost Eviction

Professional Fees

	Hours	Rate	Billed Amount
Associate Ecologist			
Robin Carle	0.25	217.00	54.25
Senior Ecologist 1			
Kim Briones	4.00	178.00	712.00
Professional Fees subtotal	4.25		766.25

Reimbursables

		Units	Rate	Billed Amount
2020 Miles	Kim Briones	14.00	0.5750	8.05
	Markup on Expenses			0.00
	Bat Roost Eviction subtotal			774.30

Invoice total 4,675.63

Aging Summary

PAYMENT TERMS: Net 30 days

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
54279	02/24/2020	5,033.44	5,033.44				
54380	03/04/2020	4,675.63	4,675.63				
Total		9,709.07	9,709.07	0.00	0.00	0.00	0.00

50% from Mid Pen funds

Request for Payment

Amount to Pay: \$ 2,337.81
 Vendor #: 412 P.O. # 20200173
 Account: 432.9278-001.81142
 Entered By: Shakeen Date: 3/5/20
 Approved By: [Signature]

50% from City funds

Request for Payment

Amount to Pay: \$ 2,337.82
 Vendor #: 412 P.O. # 20200173
 Account: 412.9278-001.81142
 Entered By: Shakeen Date: 3/5/20
 Approved By: [Signature]

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: HT Harvey and Associates
 Vendor #: 472
 Purchase Order #: 20200173

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 60,372.00	11/6/2019
Contract Award (City Funds)		412.9278-001	81142	\$ 60,372.00	11/6/2019
Contingency (Midpen Funds)		432.9278-001	81142	\$ 6,000.00	11/6/2019
Contingency (City Funds)		412.9278-001	81142	\$ 6,000.00	11/6/2019
TOTAL Authorized Contract Amount:				\$ 132,744.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81142	53859	12/20/2019	605.61		605.61
412.9278-001.81142	53859	12/20/2019	605.61		605.61
432.9278-001.81142	54023	1/22/2020	2,789.46		2,789.46
412.9278-001.81142	54023	1/22/2020	2,789.46		2,789.46
432.9278-001.81142	54279	2/24/2020	2,516.72		2,516.72
412.9278-001.81142	54279	2/24/2020	2,516.72		2,516.72
432.9278-001.81142	54380	3/4/2020	2,337.81		2,337.81
412.9278-001.81142	54380	3/4/2020	2,337.82		2,337.82
TOTAL Payment History			\$ 16,499.20	\$ -	\$ 16,499.20

CONTRACT SUMMARY

Contract Amount:		\$ 132,744.00
Less:		
Total paid to date:	16,499.20	
Total retained to date:	-	
Total invoiced amount		<u>16,499.20</u>
Available Balance		\$ 116,244.81

* Special Note:



SHUTE MIHALY & WEINBERGER LLP

396 HAYES STREET, SAN FRANCISCO, CA 94102
 T: (415) 552-7272 F: (415) 552-5816
 www.smwlaw.com

Tax ID: 94-2647744

ATTORNEY-CLIENT COMMUNICATION | PRIVILEGED & CONFIDENTIAL

City of Saratoga
 James Lindsay, City Manager
 13777 Fruitvale Avenue
 Saratoga, CA 95070

75.7% Mid Pen Funds
Request for Payment

Amount to Pay: \$1,001.69
Vendor #: 154 **P.O. #** 20190112
Account: 432-9278-001-81141
Entered By: Shakeen **Date:** 4/5/20
Approved By: J.C.

INVOICE DATE **March 19, 2020**
 SMW FILE SARATOG.Q
 SMW INVOICE **263377**
 Page 1

RE: Saratoga to the Sea Trail

24.3% City Funds
Request for Payment

Amount to Pay: \$321.54
Vendor #: 154 **P.O. #** 20190112
Account: 432-9278-001-81141
Entered By: Shakeen **Date:** 4/5/20
Approved By: J.C.

SERVICES RENDERED

Date	Code	Description	HOURS	Amount
02/24/2020	RST		0.50	127.00
02/25/2020	SML		2.00	392.00
02/26/2020	SML		0.10	19.60
	RST		0.30	76.20
02/27/2020	SML		3.40	666.40
Total for Services thru 02/29/2020			6.30	1,281.20

Timekeeper	Title	Summary	Hours	Rate	Amount
Richard S. Taylor	Partner		0.80	\$254.00	\$203.20
Sarah M. Lucey	Associate I		5.50	196.00	1,078.00

COSTS ADVANCED

02/28/2020	West - Thomson Reuters - Invoice#841931382	30.63
02/28/2020	Photocopy charges @ \$.10 per page	11.40
Total Costs Advanced thru 02/29/2020		42.03

AMOUNT OF CURRENT BILLING

1,323.23

TOTAL DUE

\$1,323.23

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	SMW
Vendor #	154
Purchase Order #	20190112

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Amount	20190112	412.9278-001.	81141	\$ 6,075.00	10/1/2018
Contract Amount	20190112	432.9278-001.	81141	\$ 18,925.00	10/1/2018
TOTAL Authorized Contract Amount:				\$ 25,000.00	

Account # Billed	Invoice #/	Invoice Date	Billed	5% Retained	Amount Paid
4329278-001.81141	258144	10/31/2018	1,203.40		1,203.40
4129278-001.81141	258144	10/25/2018	386.30		386.30
4329278-001.81141	259548	3/28/2019	241.94		241.94
4129278-001.81141	259548	03/28/2019	77.66		77.66
4329278-001.81141	259612	4/25/2019	178.65		178.65
4129278-001.81141	259612	4/25/2019	57.35		57.35
4329278-001.81141	260113	5/21/2019	1,739.21		1,739.21
4129278-001.81141	260113	5/21/2019	558.29		558.29
4329278-001.81141	260391	6/24/2019	4,215.35		4,215.35
4129278-001.81141	260391	6/24/2019	1,353.15		1,353.15
4329278-001.81141	260466	7/10/2019	1,339.51		1,339.51
4129278-001.81141	260466	7/10/2019	429.99		429.99
4329278-001.81141	260994	8/28/2019	124.68		124.68
4129278-001.81141	260994	8/28/2019	40.02		40.02
4329278-001.81141	261213	9/24/2019	257.61		257.61
4129278-001.81141	261213	9/24/2019	82.69		82.69
4329278-001.81141	262087	11/25/2019	3,321.28		3,321.28
4129278-001.81141	262087	11/25/2019	1,066.14		1,066.14
4329278-001.81141	263377	3/19/2020	1,001.69		1,001.69
4129278-001.81141	263377	3/19/2020	321.54		321.54
TOTAL Payment History			\$ 17,996.45	\$ -	\$ 17,996.45

CONTRACT SUMMARY	
Contract Amount:	\$ 25,000.00
Less:	
Total paid to date:	17,996.45
Total retained to date:	-
Total invoiced amount	17,996.45
Available Balance	\$ 7,003.55

** Special Note:*

AMT: \$14,347.50
 Vendor #: 164 PO #: 20200177
 Acct # 422-9278-001-81161
 DATE: 03/26/20
 Approved By: gc



2839 Mission Street
 PO Box 331
 Santa Cruz, CA 95081
 CA Class A License #1050446
 Ca DIR# 1000461941

MBOSC Job # 2001
 Description: Saratoga to Sanborn Trail-Phase 1
 Progress Billing # 5
 Progress Billing Period: March 1st to March 31st, 2020
 Submission Date: March 25, 2020

AMT: (\$717.37)
 Vendor #: 164 PO #: 20200177
 Acct # 51 Retention Hold 420-21132
 DATE: 3/26/20
 Approved By: gc

Spec. Sec.	Activity	Contract Amount			Prior Billings			Current Invoice			Total Billings			Net difference Contract vs Installed	
		Unit	Unit price	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
15000	Mobilization and Demobilization	LS	\$20,000.00	1.0	\$20,000.00	1.0	\$20,000.00	0.0	\$0.00	1.0	\$20,000.00	0	\$0.00	0	\$0.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$6,250.00	1.0	\$6,250.00	1.0	\$6,250.00	0.0	\$0.00	1.0	\$6,250.00	0	\$0.00	0	\$0.00
311100	CLEARING AND GRUBBING														
	Felling and Limbing Trees > 12" DBH	EACH	\$200.00	10.0	\$2,000.00	10.0	\$2,000.00	0.0	\$0.00	10.0	\$2,000.00	0	\$0.00	0	\$0.00
	Stump Removal->7" and <12" DBH	EACH	\$400.00	0.0	\$0.00	7.0	\$2,800.00	0.0	\$0.00	7.0	\$2,800.00	7	\$2,800.00	7	\$2,800.00
	Stump Removal-12" and <19" DBH	EACH	\$700.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00	0	\$0.00
	Stump Removal->18" DBH	EACH	\$1,500.00	0.0	\$0.00	1.0	\$1,500.00	0.0	\$0.00	1.0	\$1,500.00	1	\$1,500.00	1	\$1,500.00
312000	TRAIL CONSTRUCTION														
	Cut, Fill, or Partial Bench Trail-<50% Slopes	LF	\$39.00	2741.0	\$106,899.00	2741.0	\$106,899.00	0.0	\$0.00	2741.0	\$106,899.00	0	\$0.00	0	\$0.00
	Cut or Partial Bench Trail-50% to 65% slopes	LF	\$53.00	1530.0	\$81,090.00	1530.0	\$81,090.00	0.0	\$0.00	1530.0	\$81,090.00	0	\$0.00	0	\$0.00
	Cut Bench Trail->65% slopes	LF	\$72.00	265.0	\$19,080.00	265.0	\$19,080.00	0.0	\$0.00	265.0	\$19,080.00	0	\$0.00	0	\$0.00
323200	RETAINING WALLS AND ROCK FILL BUTTRESSES														
	Stacked Rock Retaining Walls-Import Rock	SF	\$75.00	163.0	\$12,225.00	312.0	\$23,400.00	231.0	\$17,325.00	543.0	\$40,725.00	380	\$28,500.00	380	\$28,500.00
	Stacked Rock Retaining Walls-Salvaged Rock	SF	\$90.00	575.0	\$51,750.00	160.5	\$14,445.00	49.5	\$4,455.00	210.0	\$18,900.00	(365)	(\$37,900.00)	(365)	(\$37,900.00)
	Wood Lag Retaining Walls	SF	\$80.00	75.0	\$6,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	(75)	(\$6,000.00)	(75)	(\$6,000.00)
	Rock Fill Buttresses-Salvaged Rock	SF	\$35.00	175.0	\$6,125.00	140.0	\$4,900.00	240.0	\$8,400.00	380.0	\$13,300.00	205	\$7,175.00	205	\$7,175.00
313200	CLIMBING TURNS														
	Climbing Turn-0 to 30% sideslope	EACH	\$500.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00	0	\$0.00
	Climbing Turn-30 to 50% sideslope	EACH	\$1,400.00	1.0	\$1,400.00	2.0	\$2,800.00	0.0	\$0.00	2.0	\$2,800.00	1	\$1,400.00	1	\$1,400.00
	Climbing Turn-50 to 65% sideslope	EACH	\$4,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00	0	\$0.00
334100	STORM DRAINAGE SYSTEM - CULVERTS	LS	\$19,000.00	1.0	\$19,000.00	1.0	\$19,000.00	0.0	\$0.00	1.0	\$19,000.00	0	\$0.00	0	\$0.00
	TOTAL				\$313,089.00		\$299,349.00		\$28,695.00		\$328,044.00		\$14,975.00		\$14,975.00

Original Contract Amount: \$313,089.00
 Change Order Adjustments to Contract Amount: \$14,975.00
 Adjusted Contract Amount: \$328,044.00

Total Phase 1 Retainage to be held until project completion: \$28,695.00
 Retainage -prior billings: \$14,967.45
 Retainage this invoice: \$14,934.75
 Total: \$16,402.20

Total Value of Work installed this invoice: \$28,695.00
 Less 5% Retainage: (\$1,434.75)
 Net Pay Amount requested this invoice: \$27,260.25

AMT: \$14,347.50
 Vendor #: 164 PO #: 20200177
 Acct # 412-9278-001-81161
 DATE: 03/26/20
 Approved By: gc

AMT: (\$717.38)
 Vendor #: 164 PO #: 20200177
 Acct # 51 Retention Hold 420-21132
 DATE: 03/26/20
 Approved By: gc

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 03/31/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 27,260.25

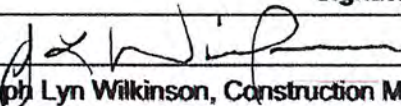
Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: 03/31/2020
 - Amount(s) of unpaid progress payment(s): \$ 0.00
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager--MBOSC

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 02/29/2020

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

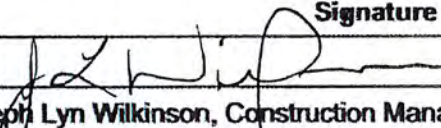
\$ 137,777.55

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager, MBOSC

Date of Signature: 03/25/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81161
 Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
 Vendor #: 1641
 Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/19
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/19
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/19
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/19
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	01	1/7/20	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/20	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/20	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/20	18,733.75	936.69	17,797.06
432.9278-001.81161	03	2/9/20	27,422.50	1,371.13	26,051.37
4129278-001.81161	03	2/9/20	27,422.50	1,371.12	26,051.38
432.9278-001.81161	04	2/28/20	72,514.50	3,625.73	68,888.77
4129278-001.81161	04	2/28/20	72,514.50	3,625.72	68,888.78
432.9278-001.81161	05	3/25/20	14,347.50	717.37	13,630.13
4129278-001.81161	05	3/25/20	14,347.50	717.38	13,630.12
TOTAL Payment History			328,044.00	16,402.19	311,641.80

CONTRACT SUMMARY

Contract Amount:		\$ 1,730,815.00
Less:		
Total paid to date:	311,641.80	
Total retained to date:	16,402.19	
Total invoiced amount		328,043.99
Available Balance		\$ 1,402,771.02

* Special Note:

50% MID PEN FUNDS
Request for Payment

Amount to Pay: \$62,558.00
Vendor #: 1641 P.O.# 20200117
Account: 412-9278-001-81161
Entered By: Swaiken Date: 4/3/20
Approved By: JC

2839 Mission: MBOC Job # 2001
PO Box 331 Entered By: Swaiken Date: 4/3/20
Santa Cruz, CA Approved By: JC
CA Class A License #1050446
Ca DIR# 1000461941



Request for Payment
Amount to Pay: \$3,127.90
Vendor #: 1641 P.O.# 20200117
Account: 51-Retention 412-21132
Entered By: Swaiken Date: 4/3/20
Approved By: JC

MBOC Job # 2001
City of Saratoga Project # PW-E-19-008
Description: Saratoga to Sanborn Trail--Phase 2
Progress Billing Period: March 1st to March 31st, 2020
Submission Date: March 31, 2020

Spec. Sec.	Activity	Contract Amount			Prior Billings		Current Invoice		Total Billings		Balance to Complete (overages in red)		
		Unit	Unit price	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
15000	Mobilization and Demobilization	LS	\$40,000.00	1.0	\$40,000.00	0%	\$0.00	100%	\$40,000.00	100%	\$40,000.00	0%	\$0.00
15713, 15723	Site SWPP and Temp Erosion Control	LS	\$12,500.00	1.0	\$12,500.00	0%	\$0.00	25%	\$3,125.00	25%	\$3,125.00	75%	\$9,375.00
311100	CLEARING AND GRUBBING	EACH	\$200.00	12.0	\$2,400.00	0.0	\$0.00	5.0	\$1,000.00	5.0	\$1,000.00	7	\$1,400.00
	Felling and Limbing Trees > 12" DBH	EACH	\$400.00	6.0	\$2,400.00	0.0	\$0.00	3.0	\$1,200.00	3.0	\$1,200.00	3	\$1,200.00
	Stump Removal->7" and <12" DBH	EACH	\$700.00	5.0	\$3,500.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	5	\$3,500.00
	Stump Removal->12" and <18" DBH	EACH	\$1,500.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00
312000	TRAIL CONSTRUCTION	LF	\$39.00	3884.0	\$151,476.00	0.0	\$0.00	1055.0	\$41,145.00	1055.0	\$41,145.00	2829	\$110,331.00
	Cut, Fill, or Partial Bench Trail-->50% Slopes	LF	\$53.00	2105.0	\$111,565.00	0.0	\$0.00	470.0	\$24,910.00	470.0	\$24,910.00	1635	\$86,655.00
	Cut or Partial Bench Trail--50% to 65% slopes	LF	\$72.00	400.0	\$28,800.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	400	\$28,800.00
	Cut Bench Trail-- >65% slopes	LF	\$8.00	1717.0	\$13,736.00	0.0	\$0.00	1717.0	\$13,736.00	1717.0	\$13,736.00	0	\$0.00
323200	RETAINING WALLS AND ROCK FILL BUTTRESSES	SF	\$75.00	1251.0	\$93,825.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	1251	\$93,825.00
	Stacked Rock Retaining Walls--Import Rock	SF	\$60.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0	\$0.00
	Stacked Rock Retaining Walls--Salvaged Rock	SF	\$60.00	50.0	\$3,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	50	\$3,000.00
	Wood Lag Retaining Walls	SF	\$53.00	100.0	\$5,300.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	100	\$5,300.00
	Segmental Block Retaining Walls	SF	\$35.00	75.0	\$2,625.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	75	\$2,625.00
313200	CLIMBING TURNS	EACH	\$500.00	4.0	\$2,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	4	\$2,000.00
	Climbing Turn--0 to 30% sideslope	EACH	\$1,400.00	3.0	\$4,200.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	3	\$4,200.00
	Climbing Turn--50 to 65% sideslope	EACH	\$4,000.00	1.0	\$4,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	1	\$4,000.00
	TOTAL				\$481,327.00		\$0.00		\$125,116.00		\$125,116.00		\$356,211.00

Original Construction Phase 2 Amount: \$481,327.00
Change Order Adjustments to Construction Phase 2: \$0.00
Adjusted Construction Phase 2 Amount: \$481,327.00

Retainage --prior billings: \$0.00
Retainage this invoice: \$6,255.80
Total Phase 2 Retainage to be held until project completion: \$6,255.80

Total Value of Work installed this invoice: \$125,116.00
Less 5% Retainage: (\$6,255.80)
Net Pay Amount requested this invoice: \$118,860.20

50% CITY FUNDS
Request for Payment
Amount to Pay: \$62,558.00
Vendor #: 1641 P.O.# 20200117
Account: 412-9278-001-81161
Entered By: Swaiken Date: 4/3/20
Approved By: JC

Request for Payment
Amount to Pay: \$3,127.90
Vendor #: 1641 P.O.# 20200117
Account: 51-Retention 412-21132
Entered By: Swaiken Date: 4/3/20
Approved By: JC

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: Saratoga-to-Skyline Trail, Quarry Park, 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga, CA

Through Date: 03/31/2020

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Saratoga

Amount of Check: \$ 118,860.20

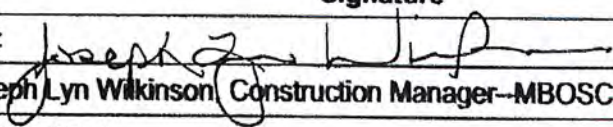
Check Payable to: Mountain Bikers of Santa Cruz

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: 03/31/2020
 - Amount(s) of unpaid progress payment(s): \$ 27,260.25
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager--MBOSC

Date of Signature: 04/02/2020

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: Mountain Bikers of Santa Cruz

Name of Customer: City of Saratoga

Job Location: 20000 Congress Springs Road, Saratoga CA 95070

Owner: City of Saratoga CA

Through Date: 02/29/2020

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

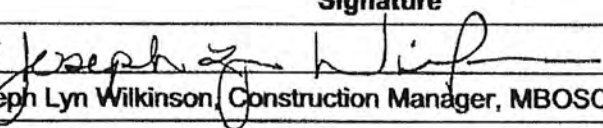
\$ 137,777.55

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Joseph Lyn Wilkinson, Construction Manager, MBOSC

Date of Signature: 04/02/2020

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81161
 Vendor Name: MBOSC (Mountain Bikers of Santa Cruz)
 Vendor #: 1641
 Purchase Order #: 20200177

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
4. AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81161	\$ 752,907.50	10/16/19
Contract Award (City Funds)		412.9278-001	81161	\$ 752,907.50	10/16/19
Contingency (Midpen Funds)		432.9278-001	81161	\$ 112,500.00	10/16/19
Contingency (City Funds)		412.9278-001	81161	\$ 112,500.00	10/16/19
TOTAL Authorized Contract Amount:				\$ 1,730,815.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81161	01	1/7/20	31,003.75	1,550.19	29,453.56
4129278-001.81161	01	1/7/20	31,003.75	1,550.19	29,453.56
432.9278-001.81161	02	1/23/20	18,733.75	936.68	17,797.07
4129278-001.81161	02	1/23/20	18,733.75	936.69	17,797.06
432.9278-001.81161	03	2/9/20	27,422.50	1,371.13	26,051.37
4129278-001.81161	03	2/9/20	27,422.50	1,371.12	26,051.38
432.9278-001.81161	04	2/28/20	72,514.50	3,625.73	68,888.77
4129278-001.81161	04	2/28/20	72,514.50	3,625.72	68,888.78
432.9278-001.81161	05	3/25/20	14,347.50	717.37	13,630.13
4129278-001.81161	05	3/25/20	14,347.50	717.38	13,630.12
432.9278-001.81161	06	3/31/20	62,558.00	3,127.90	59,430.10
4129278-001.81161	06	3/31/20	62,558.00	3,127.90	59,430.10
TOTAL Payment History			453,160.00	22,657.99	430,502.00

CONTRACT SUMMARY

Contract Amount:		\$ 1,730,815.00
Less:		
Total paid to date:	430,502.00	
Total retained to date:	22,657.99	
Total invoiced amount		453,159.99
Available Balance		\$ 1,277,655.02

* Special Note:

Invoice

PlaceWorks
3 MacArthur Place, Suite 1100
Santa Ana, Ca 92707
Phn No. 714.966.9220
 Tax Registration Number: 95-2975827

Project Manager Spence Koehler
 Emma Burkhalter
 City of Saratoga
 13777 Fruitvale Avenue
 Saratoga, CA 95070

March 31, 2020
 Invoice No: 71836

Project COSA-03.0 Saratoga-to-the-Sea Interpretive, Wayfinding, and Regulatory Signage

Professional Services from March 1, 2020 to March 31, 2020

Task 2 Interpretive, Wayfinding, and Regulatory Signage
 Sub-Task 2.1 Content and Template Development

Professional Fees

	Hours	Rate	Amount
Chung, Jennifer	8.00	140.00	1,120.00
Fleischmann, Elizabeth	2.00	170.00	340.00
Gronquist, Sarah	9.50	190.00	1,805.00
Koehler, Spence	21.50	120.00	2,580.00
Totals	41.00		5,845.00
Total Professional Fees			5,845.00

Additional Fees

Office Expenses	116.90
Total Additional Fees	116.90

Total this Sub-Task \$5,961.90

Total this Task \$5,961.90

Task X Expenses

Expenses

Other Expense	6.74
Total Expenses	6.74

Total this Task \$6.74

Billing Limits

	Current	Prior	To-Date
Total Billings	9,968.64	15,178.83	21,147.47
Limit			47,906.00
Remaining			26,758.53

Total this Invoice \$5,968.64

50% MIS PEN FUNDS
 AMT TO PAY: \$2,984.32
 VENDOR # 1143 PO # 20200171
 ACCOUNT # 432.9278-COL. 81142
 ENTERED BY: Shakeen DATE: 4/24/20
 APPROVED BY: J.C.

50% CITY FUNDS
 AMT TO PAY: \$2,984.32
 VENDOR # 1143 PO # 20200171
 ACCOUNT # 432.9278-COL. 81142
 ENTERED BY: Shakeen DATE: 4/24/20
 APPROVED BY: J.C.

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Placeworks
 Vendor #: 1143
 Purchase Order #: 20200171

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 22,853.00	11/6/19
Contract Award (City Funds)		412.9278-001	81142	\$ 22,853.00	11/6/19
Contingency (Midpen Funds)		432.9278-001	81142	\$ 2,300.00	11/6/19
Contingency (City Funds)		412.9278-001	81142	\$ 2,300.00	11/6/19
TOTAL Authorized Contract Amount:				\$ 50,306.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81142	70772	11/30/19	2,280.94		2,280.94
412.9278-001.81142	70772	11/30/19	2,280.95		2,280.95
432.9278-001.81142	71073	12/31/19	2,222.33		2,222.33
412.9278-001.81142	71073	12/31/19	2,222.33		2,222.33
432.9278-001.81142	71266	1/31/20	294.53		294.53
412.9278-001.81142	71266	1/31/20	294.52		294.52
432.9278-001.81142	71540	2/29/20	2,791.62		2,791.62
412.9278-001.81142	71540	2/29/20	2,791.61		2,791.61
432.9278-001.81142	71836	3/31/20	2,984.32		2,984.32
412.9278-001.81142	71836	3/31/20	2,984.32		2,984.32
TOTAL Payment History			\$ 21,147.46	\$ -	\$ 21,147.46

CONTRACT SUMMARY

Contract Amount:		\$ 50,306.00
Less:		
Total paid to date:	21,147.46	
Total retained to date:	-	
Total invoiced amount		21,147.46
Available Balance		\$ 29,158.55

* Special Note:



TIMOTHY C. BEST, CEG
Engineering Geology and Hydrology
 1002 Columbia Street
 Santa Cruz, CA 95060
 831.425.5832 (O) 831.425.5830 (F)
 timbest@coastgeo.com

INVOICE

TO Emma Burkhalter
 Assistant Engineer
 City of Saratoga – Public Works
 12777 Fruitvale Ave
 Saratoga, CA 95070

DATE
 INVOICE
 CONTRACT
 JOB

April 1, 2020
 20-16-831-10
 Saratoga-to-Sea Trail Design
 SAR-SAR-TO-SEA-831

PROJECT: SARATOGA-TO-SANBORN TRAIL CONSTRUCTION OBSERVATION

For services to 4/1/2020

ITEM	UNIT	RATE	LINE TOTAL	BALANCE
Labor				\$75,585.00
Principal Engineering Geologist	0	\$150.00	\$0.00	\$75,585.00
Project Engineering Geologist	50	\$125.00	\$6,250.00	\$69,335.00
Staff Geologist/GIS/Technician	0	\$110.00	\$0.00	\$69,335.00
Materials, printing, mileage, etc.			\$0.00	\$69,335.00
Subtotal			\$6,250.00	
INVOICE TOTAL			\$6,250.00	\$69,335.00

COMMENT Work included:
 Project Management
 10 Site Inspections
 SWPPP Management
 Discussions with Contractor

AMT TO PAY: \$ 3,125.00
 VENDOR #: 1577 PC #: 20200172
 ACCOUNT #: 432.9278-001.81142
 ENTERED BY: Shaheen DATE: 4/3/20
 APPROVED BY: J.C.

AMT TO PAY: \$ 3,125.00
 VENDOR #: 1577 PC #: 20200172
 ACCOUNT #: 432.9278-001.81142
 ENTERED BY: Shaheen DATE: 4/3/20
 APPROVED BY: J.C.

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: Tim Best CEG
 Vendor #: 1577
 Purchase Order #: 20200172

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

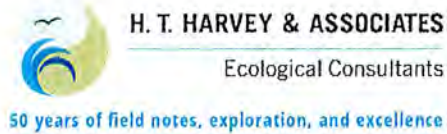
<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 39,480.00	11/6/19
Contract Award (City Funds)		412.9278-001	81142	\$ 39,480.00	11/6/19
Contingency (Midpen Funds)		432.9278-001	81142	\$ 3,948.00	11/6/19
Contingency (City Funds)		412.9278-001	81142	\$ 3,948.00	11/6/19
TOTAL Authorized Contract Amount:				\$ 86,856.00	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>Retained</u>	<u>Amount Paid</u>
432.9278-001.81142	00-6-831-09	12/31/19	1,687.50		1,687.50
412.9278-001.81142	00-6-831-09	12/31/19	1,687.50		1,687.50
432.9278-001.81142	20-16-831-10	4/1/20	3,125.00		3,125.00
412.9278-001.81142	20-16-831-10	4/1/20	3,125.00		3,125.00
TOTAL Payment History			9,625.00		9,625.00

CONTRACT SUMMARY

Contract Amount:		\$ 86,856.00
Less:		
Total paid to date:	9,625.00	
Total retained to date:	<u> -</u>	
Total invoiced amount		<u>9,625.00</u>
Available Balance		\$ 77,231.00

* Special Note:



Invoice

Invoice number

54632

Date

04/07/2020

To: City of Saratoga
Emma Burkhalter
Public Works Department
12777 Fruitvale Avenue
Saratoga, CA 95070

50% Mid Pen Funds
Request for Payment
Amount to Pay: \$5,341.24
Vendor #: 472 P.O. # 20200173
Account: 432-9278-001-81142
Entered By: Shaloon Date: 4/29/20
Approved By: [Signature]

50% City Funds -
Request for Payment
Amount to Pay: \$5,341.24
Vendor #: 472 P.O. # 20200173
Account: 432-9278-001-81142
Entered By: Shaloon Date: 4/29/20
Approved By: [Signature]

Professional Services Performed Through March 31, 2020

Project: 4237-02 Saratoga-to-the-Sea Trail Project, Additional Biological Compliance and Support
Contract:
Services: Phase 3 preconstruction nesting bird survey and report, Phase 2 and 3 woodrat relocations and associated client communications, coordination re: issues with new haul trail and photos for interpretive signage.

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
1A Preconstruction Survey for Nesting Birds	16,785.00	2,300.12	1,825.60	12,659.28
1B Active Nest Monitoring	26,829.00	0.00	0.00	26,829.00
2 San Francisco Dusky-footed Woodrat Surveys and Relocat	14,755.00	6,226.72	8,520.87	7.41
3A Preconstruction Surveys for Roosting Bats	4,126.00	4,119.83	0.00	6.17
3B Bat Roost Eviction	4,722.00	1,657.30	0.00	3,064.70
4 Prepare and Conduct Worker Environmental Awareness Pr	6,958.00	1,178.00	0.00	5,780.00
5 Pre-activity Surveys and Construction Monitoring at Creek	28,246.50	1,017.23	336.00	26,893.27
6A Year 1 Monitoring of Replaced Riparian Trees	7,821.50	0.00	0.00	7,821.50
6B Year 2 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
6C Year 3 Monitoring of Replaced Riparian Trees	5,251.00	0.00	0.00	5,251.00
Total	120,745.00	16,499.20	10,682.47	93,563.33

Preconstruction Survey for Nesting Birds

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	2.00	260.00	520.00
Stephen Rottenborn	0.25	270.00	67.50
Associate Ecologist			
Robin Carle	0.75	217.00	162.75
Senior Ecologist 1			
Kim Briones	3.00	178.00	534.00
Field Biologist 2			
Christian Knowlton	4.50	118.00	531.00
Professional Fees subtotal	10.50		1,815.25

Preconstruction Survey for Nesting Birds

Reimbursables

		Units	Rate	Billed Amount
2020 Miles	Christian Knowlton	18.00	0.5750	10.35
	Markup on Expenses			0.00
	Preconstruction Survey for Nesting Birds subtotal			1,825.60

San Francisco Dusky-footed Woodrat Surveys and Relocation

Professional Fees

		Hours	Rate	Billed Amount
Associate Ecologist				
Robin Carle		1.00	217.00	217.00
Senior Ecologist 1				
Kim Briones		18.25	178.00	3,248.50
Ecologist 2				
Craig Fosdick		0.50	154.00	77.00
Matt Louder		12.00	154.00	1,848.00
Ecologist 1				
Emily Malkauskas		12.25	136.00	1,666.00
GIS Analyst				
Allison Gibson		1.00	124.00	124.00
Field Biologist 1				
Jazmine Jensen		7.00	98.00	686.00
Zachary Hampson		6.00	98.00	588.00
	Professional Fees subtotal	58.00		8,454.50

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #15 Miles	In-House Expense	13.00	0.5750	7.48
Company Vehicle #18 Miles	In-House Expense	35.00	0.5750	20.13
GIS Computer Graphics	In-House Expense	1.00	10.0000	10.00
2020 Miles	Emily Malkauskas	35.00	0.5750	20.13
2020 Miles	Jazmine Jensen	15.00	0.5750	8.63
	Markup on Expenses			0.00
	Reimbursables subtotal			66.37
	San Francisco Dusky-footed Woodrat Surveys and Relocation subtotal			8,520.87

Pre-activity Surveys and Construction Monitoring at Creek Crossings

Professional Fees

		Hours	Rate	Billed Amount
Principal				
Stephen Rottenborn		0.75	270.00	202.50
Senior Ecologist 1				
Kim Briones		0.75	178.00	133.50

Pre-activity Surveys and Construction Monitoring at Creek Crossings

Professional Fees subtotal	1.50	336.00
Pre-activity Surveys and Construction Monitoring at Creek Crossings subtotal		336.00

Invoice total 10,682.47

Aging Summary

PAYMENT TERMS: Net 30 days

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
54632	04/07/2020	10,682.47	10,682.47				
	Total	10,682.47	10,682.47	0.00	0.00	0.00	0.00

Contract Payment History

CIP Project Name: Saratoga To Sanborn Trail Construction
 CIP Fund: 412/432
 CIP Project Number: 9278-001.81142
 Vendor Name: HT Harvey and Associates
 Vendor #: 472
 Purchase Order #: 20200173

Invoice Routing Sequence

1. Emma
2. Shaheen
3. John
- 4 AP

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Award (Midpen Funds)		432.9278-001	81142	\$ 60,372.00	11/6/19
Contract Award (City Funds)		412.9278-001	81142	\$ 60,372.00	11/6/19
Contingency (Midpen Funds)		432.9278-001	81142	\$ 6,000.00	11/6/19
Contingency (City Funds)		412.9278-001	81142	\$ 6,000.00	11/6/19
TOTAL Authorized Contract Amount:				\$ 132,744.00	

Account # Billed	Invoice #/	Invoice Date	Billed	Retained	Amount Paid
432.9278-001.81142	53859	12/20/19	605.61		605.61
412.9278-001.81142	53859	12/20/19	605.61		605.61
432.9278-001.81142	54023	1/22/20	2,789.46		2,789.46
412.9278-001.81142	54023	1/22/20	2,789.46		2,789.46
432.9278-001.81142	54279	2/24/20	2,516.72		2,516.72
412.9278-001.81142	54279	2/24/20	2,516.72		2,516.72
432.9278-001.81142	54380	3/4/20	2,337.81		2,337.81
412.9278-001.81142	54380	3/4/20	2,337.82		2,337.82
432.9278-001.81142	54632	4/7/20	5,341.24		5,341.24
412.9278-001.81142	54632	4/7/20	5,341.24		5,341.24
TOTAL Payment History			\$ 27,181.67	\$ -	\$ 27,181.67

CONTRACT SUMMARY	
Contract Amount:	\$ 132,744.00
Less:	
Total paid to date:	27,181.67
Total retained to date:	-
Total invoiced amount	27,181.67
Available Balance	\$ 105,562.34

* Special Note:



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor Coastwide Environmental Date 11/01/2019

Project # MAA17-002 GL # 30-35-325-8205.08

Invoice Amount \$153,220.00 Invoice # 10828-2

Project Manager* Tanisha Werner Title* Senior Capital Project Manager

Description Demolition of structures and septic systems on Lyson's property

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



Date 11/1/2019
 Invoice number 10828-2
 Company Name Coastwide Environmental Technologies, Inc.
 Address 170 Second Street
 Address Watsonville, CA 95076
 Contact permit Stewart Peterson
 Contact phone number and email 831-901-2160 stew@coastwide.net
 Project Name Lyson's Demolition Project
 PO Number 2020-129

Item #	General and Site Prep	Contract Budget	Prior Billing	Current Billing	Total Billed	Percent Complete
GC.1	General Conditions, Safety, Site Supervision & Insurance; Refer to General and Supplemental Conditions	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	100%
GC.2	Stand Down Time Allowance	\$ 25,000.00			\$ -	0%
A.1	Mobilization / Demobilization	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	100%
A.2	Water Pollution Control Plan Implementation	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	100%
A.3	Septic System Abandonment/Abatement at Identified Buildings	\$ 10,000.00	\$ 7,500.00	\$ 2,500.00	\$ 10,000.00	100%
B	Abatement and Remediation				\$ -	
B.1	Lower House	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	100%
B.2	Garage/Shed	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	100%
B.3	Upper House	\$ 25,000.00	\$ 25,000.00		\$ 25,000.00	100%
B.4	Stevens Canyon Ranch Empty Water Tank	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	100%
B.5	Stevens Canyon Ranch Propane Tank and Meter	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	100%
B.6	Stevens Canyon Ranch Restroom Structure	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	100%
C	Structure Demolition and Debris Removal				\$ -	
C.1	Lower House	\$ 30,000.00	\$ 22,500.00	\$ 7,500.00	\$ 30,000.00	100%
C.2	Debris (Wood)	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00	100%
C.3	Debris (Various)	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	100%
C.4	Water Tank	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	100%
C.5	Water Line	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	100%
C.6	Dump Site	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	100%
C.7	Debris (Wood)	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	100%
C.8	Dump Site	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	100%
C.9	Garage/Shed	\$ 15,000.00	\$ 12,000.00	\$ 3,000.00	\$ 15,000.00	100%
C.10	Agave Plants	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	100%
C.11	Water Tank	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	100%
C.12	Upper House	\$ 60,000.00		\$ 60,000.00	\$ 60,000.00	100%
C.13	Debris (Wood)	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00	100%
C.14	Debris (Various)	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00	100%
C.15	Debris and Fencing	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	100%
C.15A	Debris (Various)	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00	100%
C.16	Debris and Fencing	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	100%
C.17	Electrical Conduit	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00	100%
C.18	Cement Mixer	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00	100%
Stevens Canyon Ranch					\$ -	
C.19	Propane tank and meter	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	100%
C.20	Restroom Structure	\$ 6,000.00		\$ 6,000.00	\$ 6,000.00	100%
Misc. Site Work					\$ -	
D.1	Site restoration grading (Operator, Excavator, and Laborer)	\$ 16,000.00		\$ 16,000.00	\$ 16,000.00	100%
D.2	Allowance to charge debris removal near waterways and drainage channels against (applicable for debris found onsite that is not identified on the work areas map)	\$ 5,000.00		\$ 2,200.00	\$ 2,200.00	44%
D.3	Allowance to charge miscellaneous debris on property against (applicable for debris found onsite that is not identified on the work areas map)	\$ 5,000.00		\$ 200.00	\$ 200.00	4%
D.4	Timber salvage (2 person crew)	\$ 920.00		\$ 920.00	\$ 920.00	100%
D.5	Habitat exclusion fencing	\$ 400.00		\$ 400.00	\$ 400.00	100%
D.6	Allowance to charge septic tank costs against (permits, pumping, removal, etc.)	\$ 25,000.00		\$ 3,000.00	\$ 3,000.00	12%
D.7	Additional site grading per District request	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	100%
D.8	Salvage Allowance (work performed on T&M basis)	\$ 15,000.00			\$ -	0%
Total		\$ 327,320.00	\$ 104,500.00	\$ 153,220.00	\$ 257,720.00	79%

Tasks completed this billing period

Tasks to be completed next billing period

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

California Civil Code Section 8134

PROJECT: Lysons Property Demo Project
1751 Stevens Canyon Rd.

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information:

Name of Claimant: COASTWIDE ENVIRONMENTAL TECH.
Name of Customer: MidPeninsula Regional Open Sp
Job Location: Lysons Property Demo Project, 1751 Stevens Canyon Rd., Cupertino, CA 95014
Owner: MidPeninsula Open Space Dist
Through Date: 10/31/19

Conditional Waiver and Release:

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: MidPeninsula Regional Open Sp
Amount of Check: \$146,559.00
Check Payable to: COASTWIDE ENVIRONMENTAL TECH.

Exceptions:

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:

Date(s) of waiver and release: 0
Amount(s) of unpaid progress payment(s): \$ 0

- (4) Contract rights, including

- (A) a right based on rescission, abandonment, or breach of contract, and
- (B) the right to recover compensation for work not compensated by the payment.

DATE: 11-4-2019

COASTWIDE ENVIRONMENTAL TECH.

 Lisa Gomez
Lisa Gomez
Office Manager

(title)



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*

Vendor Coastwide Environmental Date 09/23/2019

Project # MAA17-002 GL # 30-35-325-8205.08

Invoice Amount \$104,500.00 Invoice # 10828-1

Project Manager* Tanisha Werner Title* Senior Capital Project Manager

Description Demolition of structures and septic systems on Lyson's property

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

** If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.*



Date 10/1/2019
 Invoice number 10828-1
 Company Name Coastwide Environmental Technologies, Inc.
 Address 170 Second Street
 Address Watsonville, CA 95076
 Contact permit Stewart Peterson
 Contact phone number and email 831-901-2160 stew@coastwide.net
 Project Name Lyson's Demolition Project
 PO Number 2020-19

Item #	General and Site Prep	Contract Budget	Prior Billing	Current Billing	Total Billed	Percent Complete
GC.1	General Conditions, Safety, Site Supervision & Insurance; Refer to General and Supplemental Conditions	\$ 20,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	50%
GC.2	Stand Down Time Allowance	\$ 25,000.00	\$ -		\$ -	0%
A.1	Mobilization / Demobilization	\$ 5,000.00	\$ -	\$ 2,500.00	\$ 2,500.00	50%
A.2	Water Pollution Control Plan Implementation	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	100%
A.3	Septic System Abandonment/Abatement at Identified Buildings	\$ 10,000.00	\$ -	\$ 7,500.00	\$ 7,500.00	75%
B	Abatement and Remediation		\$ -			
B.1	Lower House	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	100%
B.2	Garage/Shed	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	100%
B.3	Upper House	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	100%
B.4	Stevens Canyon Ranch Empty Water Tank	\$ 1,000.00	\$ -		\$ -	0%
B.5	Stevens Canyon Ranch Propane Tank and Meter	\$ 1,000.00	\$ -		\$ -	0%
B.6	Stevens Canyon Ranch Restroom Structure	\$ 1,000.00	\$ -		\$ -	0%
C	Structure Demolition and Debris Removal					
C.1	Lower House	\$ 30,000.00	\$ -	\$ 22,500.00	\$ 22,500.00	75%
C.2	Debris (Wood)	\$ 2,000.00	\$ -		\$ -	0%
C.3	Debris (Various)	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	100%
C.4	Water Tank	\$ 5,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	80%
C.5	Water Line	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	100%
C.6	Dump Site	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	100%
C.7	Debris (Wood)	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	100%
C.8	Dump Site	\$ 5,000.00	\$ -		\$ -	0%
C.9	Garage/Shed	\$ 15,000.00	\$ -	\$ 12,000.00	\$ 12,000.00	80%
C.10	Agave Plants	\$ 3,000.00	\$ -		\$ -	0%
C.11	Water Tank	\$ 5,000.00	\$ -		\$ -	0%
C.12	Upper House	\$ 60,000.00	\$ -		\$ -	0%
C.13	Debris (Wood)	\$ 2,000.00	\$ -		\$ -	0%
C.14	Debris (Various)	\$ 2,000.00	\$ -		\$ -	0%
C.15	Debris and Fencing	\$ 3,000.00	\$ -		\$ -	0%
C.15A	Debris (Various)	\$ 2,000.00	\$ -		\$ -	0%
C.16	Debris and Fencing	\$ 3,000.00	\$ -		\$ -	0%
C.17	Electrical Conduit	\$ 4,000.00	\$ -		\$ -	0%
C.18	Cement Mixer	\$ 2,000.00	\$ -		\$ -	0%
Stevens Canyon Ranch						
C.19	Propane tank and meter	\$ 1,000.00	\$ -		\$ -	0%
C.20	Restroom Structure	\$ 6,000.00	\$ -		\$ -	0%
Misc. Site Work						
D.1	Site restoration grading (Operator, Excavator, and Laborer)	\$ 16,000.00	\$ -		\$ -	0%
D.2	Allowance to charge debris removal near waterways and drainage channels against (applicable for debris found onsite that is not identified on the work areas map)	\$ 5,000.00	\$ -		\$ -	0%
D.3	Allowance to charge miscellaneous debris on property against (applicable for debris found onsite that is not identified on the work areas map)	\$ 5,000.00	\$ -		\$ -	0%
D.4	Timber salvage (2 person crew)	\$ 920.00	\$ -		\$ -	0%
D.5	Habitat exclusion fencing	\$ 400.00	\$ -		\$ -	0%
D.6	Allowance to charge septic tank costs against (permits, pumping, removal, etc.)	\$ 25,000.00	\$ -		\$ -	0%
D.7	Additional site grading per District request	\$ 1,000.00	\$ -		\$ -	0%
D.8	Salvage Allowance (work performed on T&M basis)	\$ 15,000.00	\$ -		\$ -	0%
Total		\$ 327,320.00	\$ -	\$ 104,500.00	\$ 104,500.00	32%

Tasks completed this billing period

Tasks to be completed next billing period

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

California Civil Code Section 8134

PROJECT: Lysons Property Demo Project
1751 Stevens Canyon Rd.

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information:

Name of Claimant: COASTWIDE ENVIRONMENTAL TECH.
Name of Customer: MidPeninsula Regional Open Sp
Job Location: Lysons Property Demo Project, 1751 Stevens Canyon Rd., Cupertino, CA 95014
Owner: MidPeninsula Open Space Dist
Through Date: 09/30/19

Conditional Waiver and Release:

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: MidPeninsula Regional Open Sp
Amount of Check: \$99,275.00
Check Payable to: COASTWIDE ENVIRONMENTAL TECH.

Exceptions:

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:


Date(s) of waiver and release: 09/24/19

Amount(s) of unpaid progress payment(s): \$ 0

- (4) Contract rights, including
 - (A) a right based on rescission, abandonment, or breach of contract, and
 - (B) the right to recover compensation for work not compensated by the payment.

DATE: 9.24.2019

COASTWIDE ENVIRONMENTAL TECH.


(signature)
Lisa Souza
Office Manager
(title)



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*

Vendor Community Tree Service Date 01/13/2020

Project # MAA21-012 GL # 30-80-820-8205.03

Invoice Amount \$88,500.00 Invoice # 11942

Project Manager* Coty Sifuentes-Winter Title* Senior Resource Mgmt Specialist

Description Tree removal from 1.2 acres and replanting with 100 acorn basins in Bear Creek Redwoods.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



Community
Tree
Service, Inc.

Community Tree Service, Inc.
416 Salinas Rd.
Watsonville, CA 95076
8317632391
communitytreeservice320@gmail.com
www.communitytreeservice.net

INVOICE

BILL TO

Midpeninsula Regional Open
Space District
330 Distel Circle
Los Altos, CA 94022

INVOICE # 11942
DATE 01/13/2020
DUE DATE 02/12/2020
TERMS Net 30

DATE	DESCRIPTION	QTY	PRICE	TOTAL
09/30/2019	Tree Service Tree servicing at Bear Creek Redwoods: Tree Mitigation Installation Project Manager: Coty Sifuentes-Winter PO#2020-207 The Contractor shall remove cultivar-trees from approximately 1.2 acres. The contractor shall install 60 acorn basins on	1	84,000.00	84,000.00
09/30/2019	Tree Service Inttallation of 40 additional acorn basins	1	6,000.00	6,000.00
09/30/2019	Tree Service Agreed upon reduction	1	-1,500.00	-1,500.00

BALANCE DUE \$88,500.00

Contract # & Amt: 2020-32 \$97,300
 PO # & Balance: 2020-207 \$88,500
 PO Complete Amt to Pay: \$88,500
 G/L Acct: 30-80-820-8205.03
 Project #: MAA 21-12 Batch #: 330
 Approved By: Coty Sifuentes-Winter

3. Scope of Work.

- (a) *Project Description.* Contractor agrees to obtain all necessary permits and furnish all labor, materials, services, and equipment necessary to accomplish the following Project as more specifically set forth herein and in the Contract Documents fully incorporated herein as though attached hereto (the “Work”) and generally described as follows:
- i. Element 1 – Construction Management
- (1) Task 1.1 Kick-Off Meeting and Ecological Sensitivity Training
- (a) Contractor will partake in an onsite kick-off meeting and ecological sensitivity training after the Notice to Proceed has been issued, but before any work commences (see *Attachment A: Project Site Map* for meeting location). The Contractor’s Project Manager, Field Crew Foreman, and all other Field Crew shall attend.
- (b) This meeting will take up to 60 minutes to complete. The District’s Best Management Practices (*Attachment B: District BMPs*), District Mitigation Measures (*Attachment C: District Mitigation Measures*), and sensitive species known to occur nearby will be presented. Prior to any new contractor field crew performing work on District preserves that did not attend the kick-off meeting and ecological sensitivity meeting must have an individual training in which the District will provide at the contractor’s own expense (i.e. the contractor cannot charge the District for the additional training). Individual trainings may take up to 1 week to schedule.
- (c) Contractor field crew are required to participate actively in the discussion and shall be questioned on the content given by District staff. The District will present the kick-off meeting and ecological sensitivity training in English only. The Contractor is responsible to provide a translator, if needed, to insure that all field staff understand the content. The District’s Project Manager may request Contractor Field Crew not participating or unable to demonstrate competency in the material presented at any time be re-assigned to another non-District project.
- (d) Deadline to complete task: Prior to commencement of all below tasks.
- (2) Task 1.2 Minimizing Phytophthora Contamination
- (a) The Contractor must follow precautions to prevent the introduction and spread of soil diseases, specifically soil *Phytophthoras* (water molds) which may occur in this contract’s project site. The general approach for disease prevention is to arrive clean and leave clean for tools, shoes, vehicles and materials at each revegetation site. See specific best management practices regarding soil diseases in *Attachment D: Guidelines for Minimizing Phytophthora Contamination at District Preserves*. Additional information about soil *Phytophthoras* can be found at calphytos.org.
- (b) All equipment shall arrive clean (free of any dirt, vegetative matter, or other contaminates) and disinfected prior to entering site. District staff will perform a visible inspection at the project entrance, gate BC17. Any dirty equipment will be refused entry to the site. Contractor shall provide photo document proof of disinfectant use on equipment. All field workers shall have their footwear cleaned and disinfected prior to work commencing every day.

- (c) Deadline to complete task: Prior to commencement of any ground disturbance activities and throughout the contract term.
 - (3) Task 1.3 Photomonitoring
 - (a) Contractor shall establish at least eight (8) photomonitoring locations that represent site conditions with concurrence of District staff. Two (2) photomonitoring locations will be at the Auxiliary Site and six (6) at the primary site (see *Attachment A: Project Site Map*). Contractor will install metal T-Posts (4-foot minimum height) at the agreed upon photo-point location.
 - (b) Contractor shall take all photos with the following minimum resolution:
 - (i) 0.4 Megapixels,
 - (ii) 768 X 512 pixels resolution.
 - (c) Contractor will take photos from each photo point at least prior to (P), during (D), and at the completion (C) of each task in Element 2 and 3.
 - (d) The photos shall be named using the following naming nomenclature: YearMonthDate_BCR_TreeMitigation_LX_TaskX_X_P/D/C
 - (i) i.e. 20190901_BCR_TreeMitigation_L1_Task2_1_P
 - 1. This photo was taken on September 1, 2019 at location #1 prior to work taking place
 - (e) Term: The contractor may start work on this task once Task 1.1 has been completed, Task 1.2 has commenced, but prior to any below tasks are implemented. Contractor to submit the original photos, in digital format, to the District's Project Manager within 48 hours of being taken.
 - (4) Task 1.4 Work Performed Report
 - (a) A concise report shall be e-mailed to the District's Project Manager within 30 days of the completion of all work and prior to the last invoice being paid. The report shall include, at the minimum, the following information:
 - (i) Work Performed and number of person-hours to complete each Task.
 - (ii) Qualitative statement about the general conditions of the site pre and post construction
 - 1. Not less than 1 page, Times New Roman 12 pt. font, 1.5 line spacing
 - (iii) Photo-monitoring
 - (iv) Statement about any issues/challenges/concerns
 - (v) Recommendations
 - (vi) Mitigation Tracking Sheet
 - (b) Term: within 30 day of completion of all other Tasks.
- ii. Element 2 – Site Preparation
- (1) Task 2.1 – Invasive Species Abatement
 - (a) The Contractor shall provide 120 person-hours vegetation management techniques that include only manual treatment methods. Manual treatment methods include, but are not limited to, digging out species using weed wrenches, shovels, pick-axes, or similar tools.

- (b) Non-viable vegetative matter may be disposed of on-site in a location agreed upon by the contractor and the District. Contractor must remove and dispose of any viable seed or viable vegetative matter at their own cost.
 - (c) Target species are all Cal-IPC rated weeds moderate or higher, have a Cal-IPC alert (not including cultivar trees or annual non-native grasses) and/or Coyote Brush (*Baccharis pilularis*). The District's Integrated Pest Management Coordinator shall determine which species to directly target.
 - (i) See <https://www.cal-ipc.org/plants/inventory/> for more information.
 - (d) Contractor shall treat all target species so that no greater than 5% absolute cover for each species is present within the 1.09-acre "Invasive Species Abatement Zone." The "Invasive Species Abatement Zone" is the Primary Site (2.32 acres) less "Area 1" (0.71 acres) and "Area 2" (0.52 acres) (see *Attachment A: Project Site Map*) and Auxiliary Site (1.14 acres).
 - (e) Known species on site include:
 - (i) *Baccharis pilularis* (coyote brush)
 - (ii) *Carduus pycnocephalus* (Italian thistle)
 - (iii) *Centaurea solstitialis* (Yellow starthistle)
 - (iv) *Conium maculatum* (Poison hemlock)
 - (v) *Dittrichia graveolens* (Stinkwort)
 - (vi) *Genista monspessulana* (French broom)
 - (vii) *Holcus lanatus* (Common velvet grass)
 - (viii) *Hypericum perforatum* (Klamathweed)
 - (ix) *Lathyrus odoratus* (Common sweet pea)
 - (f) Term: The contractor may start work on this Task once Task 1.1 has been completed as well as Task 1.3 has commenced and shall be finished prior to any below tasks are implemented.
- (2) Task 2.2 – Cultivar Tree Removal
- (a) Non-native, non-local, and/or Cultivar trees within the 2.32-acre Project Site so that the stump is cut to contour within 2 inches of the grade or below the lowest branch, whichever is lower. Contractor shall use industry standards.
 - (i) Trees larger than 24" DBH or great shall remain in place.
 - (b) All material shall be chipped and spread onsite at location of cultivar tree removal or blown into forest understory and not on established vegetation, roads, or trails. Stash that is either 2" in diameter or 4' in length shall be chipped.
 - (c) Native tree species shall remain in place.
 - (i) If the contractor believe a native tree poses a safety risk, contractor will discuss with the District's Project Manager or his/her designee. The decision to remove a native tree is at the sole discretion of the District.
 - (d) Term: The contractor shall start work on this task no earlier than September 2, 2019, but shall be finished by October 15, 2019.

iii. Element 3 – Installation of Mitigation Basins

- (1) Task 3.1 – Preparation of Mitigation Basin Soils
- (a) Contractor shall coordinate with the District’s Project Manager on mitigation basin planting locations.
 - (i) Fifteen (15) tree mitigation basins will be installed within the Auxiliary Site
 - (ii) Forty-five (45) tree mitigation basins will be installed within the Primary Site.
 - (b) Contractor shall improve the drainage of the area in which the sixty (60) tree mitigation basins are to be installed by first thoroughly loosening the top 10 inches of soils surround the basin locations with a minimum of a four (4) foot diameter.
 - (i) No clumps of compacted soil larger than 12 inches in diameter shall remain.
 - (ii) Fifty percent of the soil shall be in clumps 6 inches or smaller.
 - (c) The following soil amendments shall then be thoroughly blended with the top 6 inches of soil to form a homogenous layer:
 - (i) Sulfur-Coated Urea (43-0-0), 0.8 ounces per mitigation basin
 - (ii) Steamed Bone Meal (3-15-0), 0.8 ounces per mitigation basin
 - (iii) Calcium Carbonate Lime, 5.0 ounces per mitigation basin
 - (d) Once the soil amendments have been thoroughly blended, the tree mitigation basins shall be compacted at least 100 PSI, but no greater than 200 PSI compaction. District staff will measure the compaction at each mitigation basin with an Agratronix Soil Compaction Tester Model 08180, or comparable implement.
 - (e) Deadline to Complete Task: October 31, 2019, but prior to below tasks
- (2) Task 3.2 Mitigation Basin Installation
- (a) Contractor shall install sixty (60) mitigation basins. The District will supply the seeds. The District will be harvesting seeds late summer/early fall and expects to have the seed ready for planting by October 31, 2019 or sooner.
 - (b) Seeds to be planted may one or all of the following species
 - (i) California black oak
 - (ii) California buckeye
 - (iii) Coast live oak
 - (iv) Pacific Madrone
 - (c) Contractor shall request seed no earlier than 48 hour prior to installation of the mitigation basin.
 - (d) Prior to planting, the contractor shall remove all debris within a 3-foot diameter of the planting basin and hollow out a planting hole fist deep and wide in loose soil.
 - (e) Contractor shall place 3 seeds of the same species on their side in the hole, cover with soil to grade and firmly pat down.
 - (f) Contractor shall install Tubex Shrubshelters, Plus Range (2.5’ height) centered on the planted seeds. Contractor shall insure that each installed Tubex Shrubshelter is in good condition and securely attached to wooden stakes with the bottom edge covered by soil (see *Attachment E: Tubex Shrubshelters Installation*).

- (g) Contractor shall install a mulch layer of chipped cultivar tree 3 to 5-inches deep in an area of 3-foot diameter around each tree shelter.
 - (h) Contractor shall provide and water each basin with one (1) gallon of water.
 - (i) Each tree shelter shall have a 7/8" x 3" double-face aluminum tag attached with a basin code embossed directly on the tag.
 - (i) The basin code will be the "BCR-" followed by the basin number.
 - (ii) The mitigation tracking sheet (see *Attachment F: Mitigation Tracking*) will be filled out that includes:
 - 1. Basin code
 - 2. Species
 - 3. Date installed
 - (j) Term: Deadline to complete is November 15, 2019
- iv. Element 4 – Additional Cultivar Tree Treatment
- (1) Cultivar Trees located within the auxiliary site location, as designed by the District's Project Manager, shall be directionally felled and the stump cut to contour within six (6) inches of the grade or below the lowest branch, whichever is lower. Contractor shall use industry standards.
 - (2) Felled tree shall be limbed and limbs to be piled under existing native brush.
 - (3) Contractor shall cut piled limbs so that no limbs are above existing brush.
 - (4) Felled tree trucks shall be bucked to where the majority of the truck is in contact with the surface of the ground.
 - (5) Exceptions
 - (a) Trees larger than 24" DBH or great shall remain in place.
 - (b) Native tree species shall remain in place.
 - 1. If the contractor believe a native tree poses a safety risk, Contractor will discuss with the District's Project Manager or his/her designee.
 - 2. The decision to remove a native tree is at the sole discretion of the District.
 - (6) Term: The contractor shall start work on this task no earlier than September 2, 2019, but shall be finished by December 15, 2019.

3. *Contract Documents*. The Contract consists of the following:

iv. Level Four Agreement

- (1) Exhibit A: Agreement Scope of Services (Contractor Bid Proposal Form)
- (2) General Conditions of the Agreement
 - (a) Exhibit 1: Labor and Materials Payment Bond
 - (b) Exhibit 2: Performance Bond
 - (c) Exhibit 3: Worker's Compensation Certificate
 - (d) Exhibit 4: Proposed Change Order Request Template
 - (e) Exhibit 5: Change Order Template
- (3) Attachments
 - (a) Att A: Project Site Map
 - (b) Att B: District Best Management Practices
 - (c) Att C: District Mitigation Measures

Contract # & Amt: 2019-184 \$258,750

PO # & Balance: 2020-001 \$150,000

PO Complete Amt to Pay: \$79,564.95

G/L Acct: 36-61-631-8201.02

Project #: MAA 21-11 Batch #: 94

Approved By: BA

DESIGN SERVICES
FOR BCR PHASE II
TRAILS

1900009 - 1
Midpeninsula Bear Creek Trail
PO 2020-001
Progress Billing



August 14, 2019

IN ACCOUNT WITH:

Midpeninsula Regional Open
Space District
330 Distel Circle
Los Altos, CA 94022-1404

Invoice No: 23654
Client ID: Midpen
ITN: 32650
Project Manager: Temple

Professional engineering services in accordance with Agreement for Professional Services of May 29, 2019, for the Bear Creek Redwoods Phase II Trails Project. Current charges cover work completed through July 31, 2019.

Labor:

Principal-In_Charge (JHP)	1.00	Hours @ \$180.00 Per Hour	\$ 180.00
Sr. Hydrologist, P.E. (SAT)	55.00	Hours @ \$175.00 Per Hour	9,625.00
Sr. Engineering Geologist, CEG (WNH)	17.00	Hours @ \$175.00 Per Hour	2,975.00
Engineering Associate, P.E. (AWM)	115.50	Hours @ \$120.00 Per Hour	13,860.00
Staff Engineer (FJP)	238.50	Hours @ \$100.00 Per Hour	23,850.00
Landscape Architect (OMR)	17.00	Hours @ \$100.00 Per Hour	1,700.00
Staff Engineer, EIT (TJC)	41.75	Hours @ \$95.00 Per Hour	3,966.25
Total Labor	485.75	Hours	\$ 56,156.25

Direct Expenses:

Mileage	E3835	30 Miles @ \$0.58 per mile	\$ 17.40
Consultants	V111784	Sequoia Ecological Consulting, Inc.	2,389.90
Consultants	P6705	Sequoia Ecological Consulting, Inc.	18,175.71
Subtotal Direct Expenses			\$ 20,583.01
10-Percent Reimbursable			\$ 2,058.30

In-House Expenses:

Reproduction Letter	11	Copies @ \$0.15 Per Copy	\$ 1.65
Reproduction Letter	3	Color Copies @ \$0.30 Per Copy	0.90
Reproduction Tabloid	9	Copies @ \$0.50 Per Copy	4.50
Reproduction Tabloid	15	Color Copies @ \$1.00 Per Copy	15.00
Vehicle Day Usage	4	Days @ \$22.00 Per Day	88.00
Mileage	573	Miles @ \$0.58 Per Mile	332.34
Stainless Steel Tubes 6"	50	Tubes @ \$5.50 Per Tube	275.00
Water Level Meter	1	Days @ \$50.00 Per Day	50.00
Subtotal In-House Expenses			\$ 767.39
Total Expenses			\$ 23,408.70

TOTAL AMOUNT DUE THIS INVOICE \$ 79,564.95

Terms: Due and payable upon receipt. A 1.0% per month (12% per annum) late fee will be charged on all overdue balances. Current billings represent charges accrued through the last day of the indicated billing period. Unless marked as a "Final Invoice," subsequent charges may be pending and will be billed in the following month.

Questa Engineering Corporation
Joseph E. Smiell
Principal/CFO



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor Keech Properties, LLC Date 07/16/2019

Project # MAA02-002 GL # 30-30-230-8204.02

Invoice Amount \$75,000.00 Invoice # 2019-07-16

Project Manager* Gretchen Laustsen Title* Senior Planner

Description Purchase agreement for wetlands credits from San Francisco Bay Wetland Mitigation Bank – Ravenswood Bay Trail.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor’s approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory’s name & title here.

SAN FRANCISCO BAY WETLAND MITIGATION BANK

AGREEMENT FOR SALE OF MITIGATION CREDITS

This Agreement is made and entered into this 16th day of July, 2019 by and between Keech Properties, LLC (“Sponsor”), and Midpeninsula Open Space District (Project Proponent), as follows:

RECITALS

- A. The Sponsor has entitlements to the San Francisco Bay Wetland Mitigation Bank (Bank), located in Redwood City, San Mateo County, California; and**
- B. The Sponsor has been authorized by the San Francisco District of the U.S. Army Corps of Engineers (USACE) and the Region 9 of the U.S. Environmental Protection Agency (USEPA), and has received the approval of these agencies to operate as a Mitigation Bank with credits available for sale; and**
- C. The Bank has been authorized by the USACE and USEPA pursuant to a Mitigation Bank Enabling Instrument (BEI) dated February 2011 and**
- D. Project Proponent is seeking to develop the Bay Trail Connection at the Ravenswood Open Space Preserve Project, which would unavoidably and adversely impact waters of the United States thereon, and seeks to compensate for the future loss of Waters of the United States or habitat by purchasing compensatory credits from the Bank; and**
- E. Project Proponent desires to purchase from Sponsor and Sponsor desires to sell to Project Proponent 0.05 credits (acres) of Wetland Creation credits.**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Sponsor hereby sells to Project Proponent and Project Proponent hereby purchases from Sponsor 0.05 credits of Wetland Creation for the purchase price of \$75,000. Upon payment, Sponsor will then deliver to Project Proponent an executed Bill of Sale in the manner and form as attached hereto. The purchase price of \$75,000 for said credits shall be paid by check payable to Keech Properties, LLC, or by wire transfer of funds according to written instructions by Sponsor to Project Proponent.

2. The sale and transfer herein is not intended as a sale or transfer to Project Proponent of a security, license, lease, easement, or possessory or non-possessory interest in real property, nor the granting of any interest of the foregoing.

3. Project Proponent shall have no obligation whatsoever by reason of the purchase of the compensatory credits to support, pay for, monitor, report on, sustain, continue in perpetuity, or otherwise be obligated or liable for the success or continued expense or maintenance in perpetuity of the credits sold, or of the Bank. As required by law, Sponsor shall monitor and make reports to the appropriate agency or agencies on the status of any compensatory credits sold to Project Proponent. Sponsor shall be fully and completely responsible for satisfying any and all conditions placed on the Bank or the compensatory credits by all state or federal jurisdictional agencies. Sponsor hereby shall indemnify Project Proponent of and from all such liabilities and obligations.

4. Project Proponent must exercise his/her/its right to purchase within 90 days of the date of this Agreement. After the 90-day period, the Agreement shall become null and void.

5. Upon closing of this sale, the Sponsor shall (i) complete the payment receipt form attached hereto and (ii) submit the completed payment receipt to the Project Proponent.

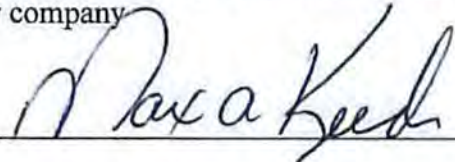
IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

SPONSOR

PROJECT PROPONENT

Keech Properties, LLC, a California limited liability company

Midpeninsula Open Space District,

By: 

By: 

Name: Max A. Keech

Name: Ana M. Kurz

Its: Manager

Its: General Manager

Contract # & Amt: _____
PO # & Balance: _____
PO Complete Amt to Pay: \$ 75,000
G/L Acct: 30-30-320-8204
Project #: MAA 2-2 Batch #: _____
Approved By: CTL



Midpeninsula Regional
Open Space District

R-19-99
Meeting 19-19
July 24, 2019

AGENDA ITEM 9

AGENDA ITEM

Wetland Creation Credits as Mitigation for the Ravenswood Bay Trail Project

GENERAL MANAGER'S RECOMMENDATION *den*

Authorize the General Manager to enter into an agreement to purchase 0.050 acres of wetland creation credits for \$75,000 with the San Francisco Bay Wetland Mitigation Bank to mitigate for wetland impacts resulting from the Ravenswood Bay Trail Project.

SUMMARY

The Ravenswood Bay Trail Project (Project) (MAA 02-002) will close a critical 0.6-mile gap in the San Francisco Bay Trail, linking Ravenswood Open Space Preserve (Preserve) with University Avenue in East Palo Alto and Menlo Park. The Project is located adjacent to and within the baylands, a sensitive habitat area that is highly regulated. The Project was designed to minimize impacts; however, the Project will result in some unavoidable impacts to wetlands. A Mitigation and Monitoring Plan (MMP) was prepared to describe this mitigation approach to support the permit applications for the Regional Water Quality Control Board (RWQCB), U.S. Army Corps of Engineers (USACE), San Francisco Bay Conservation and Development Commission (BCDC), and U.S. Fish and Wildlife Service (USFWS). The RWQCB, USACE, and USFWS have conditioned their project permits to require the Midpeninsula Regional Open Space District (District) to fully mitigate all project impacts, including the implementation of wetland enhancement and revegetation activities and the purchase 0.050 acres of tidal wetland creation credits from the San Francisco Bay Wetland Mitigation Bank at a cost of \$75,000. The budget includes sufficient funds for the recommended action.

DISCUSSION

The Ravenswood Bay Trail Connection is a 1.3-mile trail construction and repair project that includes closing a 0.6-mile critical gap in the existing Bay Trail system. The project consists of an asphalt trail with decomposed granite shoulders, wood boardwalk and a prefabricated steel bridge. Although project impacts on habitats under the jurisdiction of USACE, RWQCB, BCDC and species under the jurisdiction of USFWS have been minimized to the greatest extent possible, the project will result in minimal permanent and temporary impacts to wetlands due to the project's construction.

To mitigate for these impacts, an MMP was prepared by the District's environmental consultant, H.T. Harvey & Associates, in consultation with the permitting resource agencies. The MMP details the overall mitigation approach and describes how enhanced habitats will be established, maintained, and monitored, along with standards for success and the required course of action if

mitigation goals are not achieved. Habitat impacts will be mitigated concurrently with project impacts through a combination of on-site habitat enhancement to benefit the salt marsh harvest mouse and California Ridgway's rail and purchase of wetland creation credits.

While the majority of mitigation provided by the project will enhance existing wetlands and waters, the permanent loss of 13 square feet of wetlands due to the placement of the boardwalk piers is conditioned to be mitigated at a ratio of one to one through the purchase of compensatory credits at the San Francisco Bay Wetland Mitigation Bank (Bank) to fulfill requirements of the RWQCB's no-net-loss policies. The Bank utilizes mitigation funds to create tidal wetlands within privately owned land in Redwood Shores, CA. The minimum acreage available for purchase is 0.050 acres, or 2,178 square feet. Therefore, the project is ultimately creating a net gain of 2,165 square feet of wetlands within the baylands. The cost for purchasing this wetland creation credit through the Bank is \$75,000.

FISCAL IMPACT

The Fiscal Year (FY) 2019-20 adopted budget includes \$1,976,760 for the Ravenswood Bay Trail Project (MAA02-002). There are sufficient funds in the project budget to cover the recommended action.

Ravenswood Bay Trail MAA02-002	Prior Year Actuals	FY2019-20 Adopted Budget	Estimated Future Years	Total
District Funded (Fund 30):	\$256,826	\$551,849	\$1,589,452	\$2,398,127
Grants and Donations Amount:	\$512,374	\$1,424,911	\$818,043	\$2,755,328
Project #MAA02-002 Budget:	\$769,200	\$1,976,760	\$2,407,495	\$5,153,455
Spent-to-Date (as of 06/30/2019):	(\$769,200)	\$0	\$0	(\$769,200)
Encumbrances*:	\$0	(\$1,901,760)	(\$2,407,495)	(\$4,309,255)
Wetland Mitigation Bank Credits:	\$0	(\$75,000)	\$0	(\$75,000)
Budget Remaining (Proposed):	\$0	\$0	\$0	\$0

*Includes year 1 of recently approved H.T. Harvey and Associates Contract and proposed Ravenswood Bay Trail Granite Rock Company Contract.

The following table outlines the Measure AA Portfolio 02 allocation, grants and donations awarded, costs-to-date, and the fiscal impact related to the Ravenswood Bay Trail project (MAA02-002).

MAA02 Portfolio Allocation:	\$5,052,000
Grants and Donations Awarded:	\$2,755,328
Life-to-Date Spent (as of 07/01/2019):	(\$1,638,769)
Encumbrances (as of 07/01/2019)*:	(\$4,309,255)
Wetland Mitigation Bank Credits:	(\$75,000)
Portfolio Balance Remaining (Proposed):	\$1,784,304

*Includes year 1 of recently approved H.T. Harvey and Associates Contract and proposed Ravenswood Bay Trail Granite Rock Company Contract.

BOARD COMMITTEE REVIEW

The Real Property Committee held a meeting on February 16, 2016 in the City of East Palo Alto to provide committee members and the public with a status update on the Project and trail easement acquisition from the San Francisco Public Utilities Commission to close the Bay Trail gap. On November 16, 2016, the Board of Directors (Board) approved the conceptual trail alignment and certified the Initial Study and Mitigated Negative Declaration (IS/MND) (R-16-146).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

The Project was evaluated as part of the IS/MND and is consistent with the IS/MND, certified by the Board on November 16, 2016 (R-16-146).

NEXT STEPS

If approved, and once all project approvals have been secured, the General Manager will enter into a purchase agreement for \$75,000 with the Bank to purchase 0.050 acres of wetland creation credits to mitigate for wetland impacts resulting from the Ravenswood Bay Trail Project.

Responsible Department Head:
Jane Mark, AICP, Planning Manager

Prepared by:
Gretchen Laustsen, Planner III, Planning Department
Scott Reeves, Senior Capital Project Manager, Engineering and Construction Department

Contact person:
Scott Reeves, Senior Capital Project Manager, Engineering and Construction Department



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor H.T. Harvey Date 02/27/2020

Project # MAA02-002 GL # 30-80-820-8202.01

Invoice Amount \$52,757.43 Invoice # 54310

Project Manager* Karine Tokatlian/Amanda Mills Title* Resource Mgmt Specialist II

Description Environmental Consulting and Construction Biomonitoring related to Ravenswood Bay Trail.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**H. T. HARVEY & ASSOCIATES**

Ecological Consultants

50 years of field notes, exploration, and excellence

Invoice

Invoice number 54310
Date 02/27/2020

To: Midpeninsula Regional Open Space District
Gretchen Lausten
330 Distel Circle
Los Altos, CA 94022

Contract & Amount:	
PO#:	
PO Balance:	
PO Complete (Y/N):	
Amount to Pay:	
G/L Account:	
Project#:	
I am approving this invoice electronically	

Contract#: 2018-84 \$604,027
PO#: 2020-110 \$120,398.69
Amt to Pay: \$67,697.32
GLs: 1. 30-80-820-8205.03 \$14,939.89
2. 30-80-830-8202.01 \$52,757.43
Project #: MAA02-002
Approved: KT, AM

Professional Services Performed Through January 31, 2020

Project: 4031-04 Ravenswood Bay Trail Environmental Consulting and Construction Biomonitoring
Contract: PO# 2020-110
Services: Coordinate nursery plant materials, support mitigation construction, and begin as-built report. Construction Monitoring and Project Compliance Assistance

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
1 Document Review	4,967.00	4,962.25	0.00	4.75
2A Preliminary Identification of Waters of the U.S. Peer Revi	3,532.00	3,529.50	0.00	2.50
2B Biological Assessment Peer Review	3,474.00	3,467.46	0.00	6.54
2C Prepare JARPA Package	13,687.00	13,681.17	0.00	5.83
2D Prepare Agency Permitting Packages if JARPA is Not Ac	3,807.00	3,806.75	0.00	0.25
2E Permit Processing, Meetings, and Coordination	11,478.00	11,475.93	0.00	2.07
3 Wetland Mitigation Opportunities Assessment	5,958.00	5,950.83	0.00	7.17
4 Congdon's Tarplant Seed Collection	1,507.00	1,482.50	0.00	24.50
5 Contingency Funds	7,262.00	7,240.78	0.00	21.22
6 Regulatory Agency Coordination to Define the Mitigation P	21,553.00	21,544.70	0.00	8.30
7 Prepare Mitigation and Monitoring Plan	30,345.00	30,335.86	0.00	9.14
8 Construction Documents	60,366.00	59,279.10	0.00	1,086.90
9 Nursery Coordination	25,736.00	11,647.61	3,927.20	10,161.19 1
10 Add Services Contingency for Project Permitting	24,528.00	22,944.58	0.00	1,583.42
A2-01A Congdon's Tarplant Survey, Seed Collection and Per	6,998.00	2,729.68	0.00	4,268.32
A2-01B Wildlife Support for Project Construction	184,168.50	101,688.10	52,757.43	29,722.97 2
A2-01C Habitat Mitigation Construction Support	25,147.50	18,620.45	6,603.64	-76.59 1
A2-01D Biological Mitigation As-built Report	14,204.00	1,122.00	4,409.05	8,672.95 1
A2-01E Contractor Bid Support	6,854.00	2,987.50	0.00	3,866.50
A2-02 Mitigation Support in Year 1 (2020)	40,634.50	0.00	0.00	40,634.50
A2-03 Mitigation Support in Year 2 (2021)	32,772.00	0.00	0.00	32,772.00
A2-04 Mitigation Support in Year 3 (2022)	24,405.50	0.00	0.00	24,405.50
A2-05 Mitigation Support in Year 4 (2023)	24,288.50	0.00	0.00	24,288.50
A2-06 Mitigation Support in Year 5 (2024)	26,354.50	0.00	0.00	26,354.50
Total	604,027.00	328,496.75	67,697.32	207,832.93

Nursery Coordination

Professional Fees

	Hours	Rate	Billed Amount
Senior Ecologist 2			
Gavin Archbald	12.75	197.00	2,511.75
Ecologist 2			
Kate Drake	6.75	154.00	1,039.50
Field Biologist 2			
Zachery Gizicki	2.50	118.00	295.00
	<u>22.00</u>		<u>3,846.25</u>
Professional Fees subtotal			

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #15 Miles	In-House Expense	41.00	0.5750	23.58
2020 Miles	Gavin Archbald	87.00	0.5750	50.04
	Markup on Expenses			7.33
	Reimbursables subtotal			<u>80.95</u>
	Nursery Coordination subtotal			<u>3,927.20</u>

Wildlife Support for Project Construction

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	5.25	260.00	1,365.00
Stephen Rottenborn	1.00	270.00	270.00
Associate Ecologist			
Robin Carle	3.75	217.00	813.75
Senior Ecologist 1			
Kim Briones	9.00	178.00	1,602.00
Stephen Peterson	38.75	178.00	6,897.50
Ecologist 2			
Colleen Lenihan	9.50	154.00	1,463.00
Craig Fosdick	130.50	154.00	20,097.00
Jane Lien	47.50	154.00	7,315.00
Senior GIS Analyst			
Mark Lagarde	0.50	145.00	72.50
Ecologist 1			
Steven Carpenter	51.00	136.00	6,936.00
GIS Analyst			
Allison Gibson	1.25	124.00	155.00
Field Biologist 2			
Christian Knowlton	41.00	118.00	4,838.00
	<u>339.00</u>		<u>51,824.75</u>
Professional Fees subtotal			

Wildlife Support for Project Construction

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #23 Miles	In-House Expense	71.00	0.5750	40.83
Company Vehicle #24 Miles	In-House Expense	514.00	0.5750	295.57
Company Vehicle #18 Miles	In-House Expense	46.00	0.5750	26.45
GIS Computer Graphics	In-House Expense	1.75	10.0000	17.50
2020 Miles	Christian Knowlton	133.00	0.5750	76.48
2020 Miles	Colleen Lenihan	52.00	0.5750	29.90
2020 Miles	Craig Fosdick	43.00	0.5750	24.73
2020 Miles	Jane Lien	156.00	0.5750	89.70
2020 Miles	Kim Briones	39.00	0.5750	22.43
2020 Miles	Stephen Peterson	126.00	0.5750	72.45
2020 Miles	Steven Carpenter	264.00	0.5750	151.80
	Markup on Expenses			84.84
	Reimbursables subtotal			932.68
	Wildlife Support for Project Construction subtotal			52,757.43

Habitat Mitigation Construction Support

Professional Fees

		Hours	Rate	Billed Amount
Senior Ecologist 2				
Gavin Archbald		1.00	197.00	197.00
Ecologist 2				
Kate Drake		23.25	154.00	3,580.50
Field Biologist 2				
Zachery Gizicki		23.50	118.00	2,773.00
	Professional Fees subtotal	47.75		6,550.50

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #15 Miles	In-House Expense	84.00	0.5750	48.30
	Markup on Expenses			4.84
	Reimbursables subtotal			53.14
	Habitat Mitigation Construction Support subtotal			6,603.64

Biological Mitigation As-built Report

Professional Fees

		Hours	Rate	Billed Amount
Senior Ecologist 2				
Gavin Archbald		4.00	197.00	788.00
Field Biologist 2				
Zachery Gizicki		30.00	118.00	3,540.00
Technical Support				

Biological Mitigation As-built Report

Professional Fees

	Hours	Rate	Billed Amount
Technical Support			
Liesl Bross	0.25	94.00	23.50
Professional Fees subtotal	34.25		4,351.50

Reimbursables

		Units	Rate	Billed Amount
Company Vehicle #15 Miles	In-House Expense	21.00	0.5750	12.08
Company Vehicle #13 Miles	In-House Expense	41.00	0.5750	23.58
2020 Miles	Gavin Archbald	29.00	0.5750	16.68
	Markup on Expenses			5.21
	Reimbursables subtotal			57.55
	Biological Mitigation As-built Report subtotal			4,409.05

Invoice total 67,697.32

Aging Summary

PAYMENT TERMS: Net 30 days

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
54310	02/27/2020	67,697.32	67,697.32				
	Total	67,697.32	67,697.32	0.00	0.00	0.00	0.00



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor Hanford ARC Date 11/04/2019

Project # MAA02-002 GL # 30-80-820-8205.03

Invoice Amount \$48,800.00 Invoice # 1910RBT190

Project Manager* Amanda Mills Title* Resource Mgmt Specialist II

Description Revegetation costs related to Ravenswood Bay Trail.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

** If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.*



INVOICE

HANFORD ARC

765 Bawood Drive Petaluma CA 94954 Act # & Amt: 2020-42 \$386,290PO # & Balance: 2020-224PO Complete Amt to Pay: \$ 48,800G/L Acct: 30-80-820-8205.03Project #: MAA02-002 Batch #: _____Approved By: Amanda Mills*Project Information*

PROJECT OWNER:	Midpeninsula Regional Open Space District	
Contract Number Project Manager	RBT190	Amanda Mills
County City	San Mateo	San Mateo
Project Type	Revegetation & Plant Maintenance Project	
Project Name	Ravenswood Bay Trail Connection	
DISTRICT PO# & INVOICE #	DISTRICT PO#2020-224 Hanford INV#: 1910RBT190	
INVOICE PERIOD	Oct-19	

Invoice Summary

TOTAL CONTRACT VALUE	\$ 342,115.00
BASE CONTRACT AMOUNT	\$ 294,500.00
ADDITIVE ITEMS AMOUNT	\$ 47,615.00
TOTAL INVOICED TO DATE	\$ 48,800.00
TOTAL AMOUNT DUE THIS PERIOD	\$ 48,800.00
AMOUNT PAID TO DATE	\$ -
TOTAL AMOUNT DUE:	\$ 48,800.00

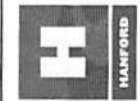
Preparation/Authorization

Prepared by:	Mike Reinbolt	November 4, 2019
	<i>Name</i>	<i>Date</i>
CONTRACTOR Authorization:	Mike Reinbolt	m.reinbolt@hanfordarc.com

Owner/Distribution

Contract Manager	Amanda Mills	amills@openspace.org
Project Manager	Amanda Mills	amills@openspace.org
	<i>Name</i>	<i>Email</i>

PAYMENT APPLICATION (SOV)



To: Midpeninsula Regional Open Space District
330 Distel Circle, Los Altos, CA 94022
Attn: Amanda Mills
Resource Management Specialist II

From: Hanford ARC
596 1st Street East
Sonoma, CA 95476
Attn: Mike Reinbolt

Progress PayAp #: 1
Work Period: October 2019
Contractor Rep: Mike Reinbolt
Invoice #: 1910RBT190 (DISTRICT PO#2020-224)

Job: Ravenswood Bay Trail Connection
CONTRACT NO.: Revegetation & Plant Maintenance Project

Items	Work Description	Units	Contract		Prior Periods Value	%	Current Period Value	Cumulative Period Value
			Unit Price	Amount				
1	Mobilization & Upfront Submittals	LS	1.0 \$	16,000.00 \$	0%	0%	16,000.00 \$	100%
2	Berm Enhancement Area Site Preparation	LS	1.0 \$	32,800.00 \$	0%	0%	32,800.00 \$	100%
3	Island Construction	LS	1.0 \$	19,500.00 \$	0%	0%	0 \$	0%
4	Seeding (Dist provides seed, contractor provides certified weed-free straw)	LS	1.0 \$	27,500.00 \$	0%	0%	0 \$	0%
5	Planting (Dist provided plants)	LS	1.0 \$	28,000.00 \$	0%	0%	0 \$	0%
6	Maintenance (Year 1)	LS	1.0 \$	53,500.00 \$	0%	0%	0 \$	0%
7	Maintenance (Year 2)	LS	1.0 \$	40,200.00 \$	0%	0%	0 \$	0%
8	Maintenance (Year 3)	LS	1.0 \$	31,500.00 \$	0%	0%	0 \$	0%
9	Maintenance (Year 4)	LS	1.0 \$	27,000.00 \$	0%	0%	0 \$	0%
10	Maintenance (Year 5)	LS	1.0 \$	18,500.00 \$	0%	0%	0 \$	0%
TOTAL CONTRACT				\$294,500.00			\$48,800.00	\$48,800.00

ADDITIVE ALTERNATES								
Bid Alternate: Alternate Revegetation & Plant Maintenance Schedule								
11	Plant Maintenance Schedule	LS	1.0 \$	3,500.00 \$	0%	0%	0 \$	0%
12	Additional Weeding Events - (4 laborers for 8 hrs for 3 days)	LS	1.0 \$	9,825.00 \$	0%	0%	0 \$	0%
13	Additional Irrigation Event (water all plants with enough water to saturate soils)	EA	6.0 \$	4,660.00 \$	0%	0%	0 \$	0%
14	Additional Seeding Event (2 laborers for 8 hrs for 2 days, District provides seed)	LS	1.0 \$	6,330.00 \$	0%	0%	0 \$	0%
TOTAL ADDITIVE ALTERNATES:				\$47,615.00			\$0.00	\$0.00

UNIT PRICE ITEMS								
Bid Alternate: Alternate Revegetation & Plant Maintenance Schedule								
U-1	Plant Maintenance Schedule	HR	1.0 \$	305.00 \$	0%	0%	0 \$	0%
U-2	Additional Weeding Events - (4 laborers for 8 hrs for 3 days)	HR	1.0 \$	205.00 \$	0%	0%	0 \$	0%
U-3	Additional Irrigation Event (water all plants with enough water to saturate soils)	HR	1.0 \$	660.00 \$	0%	0%	0 \$	0%
U-4	Additional Irrigation Event (water all plants with enough water to saturate soils)	HR	1.0 \$	205.00 \$	0%	0%	0 \$	0%
U-5	Additional Seeding Event (2 laborers for 8 hrs for 2 days, District provides seed)	BALE	1.0 \$	20.00 \$	0%	0%	0 \$	0%



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*

Vendor City of Saratoga Date 10/29/2019

Project # MAA18-002 GL # 30-30-320-8201.01

Invoice Amount \$47,444.62 Invoice # PWSS0000005

Project Manager* Tina Hugg Title* Senior Planner

Description Cost sharing reimbursement of construction costs of the Saratoga-to-the-Sea Trail.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

** If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.*



CITY OF SARATOGA

13777 FRUITVALE AVENUE • SARATOGA, CALIFORNIA 95070 • (408) 868-1200

Incorporated October 22, 1956

COUNCIL MEMBERS:

- Mary-Lynne Bernald
- Manny Cappello
- Rishi Kumar
- Howard Miller
- Yan Zhao

Attn: Tina Hugg
 Midpeninsula Regional Open Space District
 330 Distel Circle
 Los Altos, CA 94022

**SUBJECT: City of Saratoga Quarterly Reimbursement Request for the Saratoga-to-the-Sea Trail;
 Purchase Order #2020-164**

Tina,

Please find enclosed our invoices received for services through September 30, 2019 and our Third Request for Reimbursement, Invoice #PWSS000005, in the amount of \$47,444.62. The work covered by these invoices is listed below by consultant.

Timothy C. Best, CEG and sub-consultants

- Project Management
- Preparation of Bid Documents
- Leading Pre-Bid Meeting
- Deliverables: 100% Plans, Bid Schedule, Technical Specifications

Carmen Borg/Shute, Mihaly & Weinberger LLP

- Prepared Mitigation Monitoring and Reporting Program (MMRP)
- Richard Taylor (SMW): Reviewed Contract Documents for Bid
- Deliverables: MMRP

H.T. Harvey & Associates

- Prepared permitting applications
- Deliverables: Permitting applications for signature

Other

- RFP Advertising Costs for 3 consecutive weeks in the Mercury News as per the CA Contracts
- Code requirements

Please feel free to contact me at (408) 868-1274 or by email at eburkhalter@saratoga.ca.us if you have any questions.

Sincerely,

Emma Burkhalter, PE
 Assistant Engineer
 City of Saratoga Public Works

Contract # & Amt: 2019-04
 PO # & Balance: 2020-164 \$233,990.55
 PO Complete Amt to Pay: \$47,444.62
 G/L Acct: 30-30-320-8201.01
 Project #: MAA 18-002 Batch #: _____
 Approved By: Tina Hugg
 SARATOGA TO THE SEA CONSULTANT
 PEES + RFB ADVERTISING

CONSULTANT GL \$133,990.55
 CONTRACTOR GL \$100K

CITY OF SARATOGA
ATTENTION: ACCOUNTS RECEIVABLE
13777 FRUITVALE AVE
SARATOGA, CA 95070

PHONE: 408-868-1260
FAX: 408-868-1260

Customer Number: 0000000340

MID-PEN REG OPEN SPACE DISTRICT
330 DISTEL CIRCLE
LOS ALTOS, CA 94022

INVOICE: PWSS000005
Date: Oct 29, 2019

Attachment 3
Page 1
of 1

Service: PW SS TRAIL
Customer PO:
Customer Ph:
Terms: DUE IN 30 DAYS

Due Date: Nov 28, 2019

Service Address:

MID-PEN REG OPEN SPACE DISTRICT
330 DISTEL CIRCLE
LOS ALTOS, CA 94022

Description	Qty	Unit Price	Total Price	Tax
SARATOGA TO THE SEA TRAIL PROJECT	1.00	47,444.62	47,444.62	N

Total Charges:	47,444.62
Total Tax:	0.00

Total Invoice:	47,444.62
Payments:	0.00
Adjustments:	0.00
Total Due:	47,444.62

THANK YOU FOR YOUR PAYMENT

Expense Summary for Reimbursement Request to MidPen

Invoice# PWSS000005

Invoice Date	Vendor	Invoice#	Invoiced Amount	
10/23/2018	H.T. Harvey and Associates	49995	\$1,108.66	
10/31/2018	Shute Mihaly & Weinberger	258144	\$1,589.70	
11/13/2018	H.T. Harvey and Associates	50113	\$245.00	
2/1/2019	Timothy C. Best	19-3-831-01	\$23,743.50	
3/1/2019	Timothy C. Best	19-4-831-02	\$25,353.43	on Inv# PWSS000002
3/25/2019	H.T. Harvey and Associates	51488	\$2,871.98	
3/28/2019	Shute Mihaly & Weinberger	259548	\$319.60	
4/5/2019	Timothy C. Best	19-18-831-03	\$19,880.41	
4/18/2019	H.T. Harvey and Associates	51690	\$6,795.25	
4/23/2019	Shute Mihaly & Weinberger	259611	\$236.00	
5/21/2019	Shute Mihaly & Weinberger	260113	\$2,297.50	
5/22/2019	H.T. Harvey and Associates	51967	\$4,604.75	
6/1/2019	Timothy C. Best	19-22-831-4	\$40,551.03	
6/24/2019	Shute Mihaly & Weinberger	260391	\$5,568.50	on Inv# PWSS000004
6/28/2019	H.T. Harvey and Associates	52267	\$3,777.92	
7/1/2019	Timothy C. Best	19-31-831-5	\$27,589.65	
7/10/2019	Shute Mihaly & Weinberger	260466	\$1,769.50	
7/16/2019	H.T. Harvey and Associates	52427	\$4,761.62	
8/28/2019	Shute Mihaly & Weinberger	260994	\$164.70	
8/29/2019	H.T. Harvey and Associates	52797	\$3,730.00	
9/24/2019	Shute Mihaly & Weinberger	261213	\$340.30	
9/30/2019	H.T. Harvey and Associates	53097	\$3,333.75	Current Invoice
9/30/2019	Bay Area Newsgroup	1219595	\$7,064.28	
10/1/2019	Timothy C. Best	19-37-831-6	\$39,558.00	
10/23/2019	H.T. Harvey and Associates	53340	\$8,483.50	

Total Expensed to date \$235,738.53

Total reimbursable by Mid-Pen (at 75.7%) \$178,454.07

al reimbursed by Mid-Pen to date (\$131,009.45)

Amount on this invoice to Mid-Pen \$47,444.62

SHUTE, MIHALY & WEINBERGER LLP

396 HAYES STREET, SAN FRANCISCO, CA 94102
 T: (415) 552-7272 F: (415) 552-5816
 www.smwlaw.com

Tax ID: 94-2647744

ATTORNEY-CLIENT COMMUNICATION | PRIVILEGED & CONFIDENTIAL

City of Saratoga
 James Lindsay, City Manager
 13777 Fruitvale Avenue
 Saratoga, CA 95070

INVOICE DATE August 28, 2019
 SMW FILE SARATOG.Q
 SMW INVOICE 260994
 Page 1

RE: Saratoga to the Sea Trail

Previous Balance \$7,338.00

SERVICES RENDERED

		<u>HOURS</u>	
07/02/2019	[REDACTED]	0.60	152.40
07/17/2019	[REDACTED]	0.10	12.30
Total for Services thru 07/31/2019		0.70	164.70

<u>Timekeeper</u>	<u>Title</u>	<u>Summary</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Richard S. Taylor	Partner		0.60	\$254.00	\$152.40
Carmen J. Borg	Urban Planner		0.10	123.00	12.30

AMOUNT OF CURRENT BILLING 164.70

CREDITS TO ACCOUNT

07/19/2019	Payment received from City of Saratoga	-5,568.50
08/16/2019	Payment received from City of Saratoga	-1,769.50
	Credits and Payments - THANK YOU!	-7,338.00

TOTAL DUE \$164.70

Mid Pen Funds 75.72

City funds 24.37

Request for Payment

request for Payment

Amount to Pay: \$ 124.68
 Vendor #: 154 P.O. #: 20190112
 Account: 432.9278-001.81141
 Entered By: Shahen Date: 10/9/19
 Approved By: J.C.

Amount to Pay: \$ 40.02
 Vendor #: 154 P.O. #: 20190112
 Account: 412.9278-001.81141
 Entered By: Shahen Date: 10/9/19
 Approved By: J.C.

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	SMW
Vendor #	154
Purchase Order #	20190112

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Amount	20190112	412.9278-001.	81141	\$ 6,075.00	10/1/2018
Contract Amount	20190112	432.9278-001.	81141	\$ 18,925.00	10/1/2018

TOTAL Authorized Contract Amount:	\$ 25,000.00
--	---------------------

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>5% Retained</u>	<u>Amount Paid</u>
4329278-001.81141	258144	10/31/2018	1,203.40		1,203.40
4129278-001.81141	258144	10/25/2018	386.30		386.30
4329278-001.81141	259548	3/28/2019	241.94		241.94
4129278-001.81141	259548	03/28/2019	77.66		77.66
4329278-001.81141	259612	4/25/2019	178.65		178.65
4129278-001.81141	259612	4/25/2019	57.35		57.35
4329278-001.81141	260113	5/21/2019	1,739.21		1,739.21
4129278-001.81141	260113	5/21/2019	558.29		558.29
4329278-001.81141	260391	6/24/2019	4,215.35		4,215.35
4129278-001.81141	260391	6/24/2019	1,353.15		1,353.15
4329278-001.81141	260466	7/10/2019	1,339.51		1,339.51
4129278-001.81141	260466	7/10/2019	429.99		429.99
4329278-001.81141	260994	8/28/2019	124.68		124.68
4129278-001.81141	260994	8/28/2019	40.02		40.02
TOTAL Payment History			\$ 11,945.50	\$ -	\$ 11,945.50

CONTRACT SUMMARY	
Contract Amount:	\$ 25,000.00
Less:	
Total paid to date:	11,945.50
Total retained to date:	-
Total invoiced amount	<u>11,945.50</u>
Available Balance	\$ 13,054.50

** Special Note:*

OK to pay
GB



H. T. HARVEY & ASSOCIATES

Ecological Consultants

Invoice

Invoice number 52797
Date 08/29/2019

Grant 75.7%
Request for Payment

To: City of Saratoga
Emma Burkhalter
Public Works Department
12777 Fruitvale Avenue
Saratoga, CA 95070

Amount to Pay: \$ 2,823.61
Vendor #: 1232 P.O. # 20190101
Account: 432-9278-001-81141
Entered By: Shaheen Date: 9/3/19
Approved By: J.C.

Professional Services Performed Through July 31, 2019

Local 24.3%
Request for Payment

Amount to Pay: \$ 906.39
Vendor #: 1232 P.O. # 20190101
Account: 42-9278-001-81141
Entered By: Shaheen Date: 9/3/19
Approved By: J.C.

Project: 4237-01 Saratoga-to-the-Sea Trail Project, Ecological Consulting
Contract:
Manager: Stephen Rottenborn
Services: Prepare permit application materials

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
01 Background Review	1,358.00	1,353.66	0.00	4.34
02 Site Visit	2,951.00	2,944.98	0.00	6.02
03 Preparation of Biological Resources Report	9,247.00	9,242.75	0.00	4.25
A1-01 Rare Plant Survey and Report	8,517.00	6,727.79	0.00	1,789.21
A1-02 Regulatory Permitting	26,825.00	3,896.00	3,730.00	19,199.00
Total	48,898.00	24,165.18	3,730.00	21,002.82

Regulatory Permitting

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	0.75	247.00	185.25
Associate Ecologist			
Ginger Bolen	4.25	206.00	875.50
Ecologist 2			
Craig Fosdick	5.25	146.00	766.50
Ecologist 1			
Matthew Mosher	14.75	129.00	1,902.75
Professional Fees subtotal	25.00		3,730.00
Regulatory Permitting subtotal			3,730.00

Invoice total 3,730.00

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	HT Harvey
Vendor #	1232
Purchase Order #	20190101

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4.

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Amount	20190101	412.9278-001.	81141	\$ 3,294.11	10/1/2018
Contract Amount	20190101	432.9278-001.	81141	\$ 10,261.89	10/1/2018
Contingency	20190101	412.9278-001.	81141	\$ 329.41	10/1/2018
Contingency	20190101	432.9278-001.	81141	\$ 1,026.19	10/1/2018
Amendment Amount	20190101-3	412.9278-001.	81141	\$ 8,588.11	5/14/2019
Amendment Amount	20190101-3	432.9278-001.	81141	\$ 26,753.89	5/14/2019
Add Contingency	20190101-3	412.9278-001	81141	\$ 3,534.20	5/14/2019
TOTAL Authorized Contract Amount:				\$ 53,787.80	

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>5% Retained</u>	<u>Amount Paid</u>
4329278-001.81141	49995	10/23/2018	839.26		839.26
4129278-001.81141	49995	10/23/2018	269.40		269.40
4329278-001.81141	50113	11/13/2018	185.47		185.47
4129278-001.81141	50113	11/13/2018	59.54		59.54
4329278-001.81141	51488	3/25/2019	2,174.09		2,174.09
4129278-001.81141	51488	3/25/2019	697.89		697.89
4329278-001.81141	51690	4/18/2019	5,144.00		5,144.00
4129278-001.81141	51690	4/18/2019	1,651.25		1,651.25
4329278-001.81141	51967	5/22/2019	3,485.80		3,485.80
4129278-001.81141	51967	5/22/2019	1,118.95		1,118.95
4329278-001.81141	52267	6/28/2019	2,859.89		2,859.89
4129278-001.81141	52267	6/28/2019	918.03		918.03
4329278-001.81141	52427	7/16/2019	3,604.55		3,604.55
4129278-001.81141	52427	7/16/2019	1,157.07		1,157.07
4329278-001.81141	52797	8/29/2019	2,823.61		2,823.61
4129278-001.81141	52797	8/29/2019	906.39		906.39
TOTAL Payment History			\$ 27,895.18	\$ -	\$ 27,895.18

CONTRACT SUMMARY	
Contract Amount:	\$ 53,787.80
Less:	
Total paid to date:	27,895.18
Total retained to date:	-
Total invoiced amount	<u>27,895.18</u>
Available Balance	\$ 25,892.62

* Special Note:

SHUTE, MIHALY & WEINBERGER LLP

396 HAYES STREET, SAN FRANCISCO, CA 94102
 T: (415) 552-7272 F: (415) 552-5816
 www.smwlaw.com

Tax ID: 94-2647744

ATTORNEY-CLIENT COMMUNICATION | PRIVILEGED & CONFIDENTIAL

City of Saratoga
 James Lindsay, City Manager
 13777 Fruitvale Avenue
 Saratoga, CA 95070

INVOICE DATE September 24, 2019
 SMW FILE SARATOG.Q
 SMW INVOICE 261213
 Page 1

RE: Saratoga to the Sea Trail

Previous Balance \$164.70

SERVICES RENDERED

		HOURS	
08/23/2019	[REDACTED]	0.80	189.60
08/27/2019	[REDACTED]	0.10	23.70
	[REDACTED]	0.50	127.00
Total for Services thru 08/31/2019		1.40	340.30

Summary

Timekeeper	Title	Hours	Rate	Amount
Richard S. Taylor	Partner	0.50	\$254.00	\$127.00
Laura D. Beaton	Associate III	0.90	237.00	213.30

AMOUNT OF CURRENT BILLING 340.30

CREDITS TO ACCOUNT

09/16/2019 Payment received from City of Saratoga -164.70

TOTAL DUE \$340.30

Mid Pen Funds 25.72

City Funds 24.32

Request for Payment

Amount to Pay: \$257.61
 Vendor #: 154 P.O. # 20190112
 Account: 432.9278-001.81141
 Entered By: Shaheen Date: 10/9/19
 Approved By: [Signature]

Request for Payment

Amount to Pay: \$82.69
 Vendor #: 154 P.O. # 20190112
 Account: 432.9278-001.81141
 Entered By: Shaheen Date: 10/9/19
 Approved By: [Signature]

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	SMW
Vendor #	154
Purchase Order #	20190112

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

<u>Contract #</u>	<u>PO #</u>	<u>Project #</u>	<u>Account</u>	<u>Contract Amount</u>	<u>Date of Contract</u>
Contract Amount	20190112	412.9278-001.	81141	\$ 6,075.00	10/1/2018
Contract Amount	20190112	432.9278-001.	81141	\$ 18,925.00	10/1/2018

TOTAL Authorized Contract Amount:	\$ 25,000.00
--	---------------------

<u>Account # Billed</u>	<u>Invoice #/</u>	<u>Invoice Date</u>	<u>Billed</u>	<u>5% Retained</u>	<u>Amount Paid</u>
4329278-001.81141	258144	10/31/2018	1,203.40		1,203.40
4129278-001.81141	258144	10/25/2018	386.30		386.30
4329278-001.81141	259548	3/28/2019	241.94		241.94
4129278-001.81141	259548	03/28/2019	77.66		77.66
4329278-001.81141	259612	4/25/2019	178.65		178.65
4129278-001.81141	259612	4/25/2019	57.35		57.35
4329278-001.81141	260113	5/21/2019	1,739.21		1,739.21
4129278-001.81141	260113	5/21/2019	558.29		558.29
4329278-001.81141	260391	6/24/2019	4,215.35		4,215.35
4129278-001.81141	260391	6/24/2019	1,353.15		1,353.15
4329278-001.81141	260466	7/10/2019	1,339.51		1,339.51
4129278-001.81141	260466	7/10/2019	429.99		429.99
4329278-001.81141	260994	8/28/2019	124.68		124.68
4129278-001.81141	260994	8/28/2019	40.02		40.02
4329278-001.81141	261213	9/24/2019	257.61		257.61
4129278-001.81141	261213	9/24/2019	82.69		82.69
TOTAL Payment History			\$ 12,285.80	\$ -	\$ 12,285.80

CONTRACT SUMMARY

Contract Amount:	\$ 25,000.00
Less:	
Total paid to date:	12,285.80
Total retained to date:	-
Total invoiced amount	<u>12,285.80</u>
Available Balance	\$ 12,714.20

** Special Note:*



H. T. HARVEY & ASSOCIATES

Ecological Consultants

OK to pay
GB

Invoice

Invoice number

53097

Date

09/30/2019

To: City of Saratoga
Emma Burkhalter
Public Works Department
12777 Fruitvale Avenue
Saratoga, CA 95070

From Grant

Request for Payment

Amount to Pay: \$ 2,523.65
Vendor #: 1232 P.O. # 20190101
Account: 432.9278-001.81141
Entered by: Shahen Date: 10/8/19
Approved By: J.C.

Professional Services Performed Through August 31, 2019

Project: 4237-01 Saratoga-to-the-Sea Trail Project, Ecological Consulting
Contract:
Manager: Stephen Rottenborn
Services: Prepare rare plant survey report and permit applications

Local Funds

Request for Payment

\$ 810.10

1232 P.O. # 20190101

432.9278-001.81141

Shahen Date: 10/8/19

J.C.

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
01 Background Review	1,358.00	1,353.66	0.00	4.34
02 Site Visit	2,951.00	2,944.98	0.00	6.02
03 Preparation of Biological Resources Report	9,247.00	9,242.75	0.00	4.25
A1-01 Rare Plant Survey and Report	8,517.00	6,727.79	1,547.00	242.21
A1-02 Regulatory Permitting	26,825.00	7,626.00	1,786.75	17,412.25
Total	48,898.00	27,895.18	3,333.75	17,669.07

Rare Plant Survey and Report**Professional Fees**

	Hours	Rate	Billed Amount
Ecologist 1			
Matthew Mosher	11.00	129.00	1,419.00
GIS Analyst			
Michele Childs	1.00	118.00	118.00
Professional Fees subtotal	12.00		1,537.00

Reimbursables

	Units	Rate	Billed Amount
GIS Computer Graphics			
In-House Expense	1.00	10.0000	10.00
Markup on Expenses			0.00
Rare Plant Survey and Report subtotal			1,547.00

Regulatory Permitting

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	1.75	247.00	432.25
Ecologist 1			
Matthew Mosher	10.50	129.00	1,354.50
Professional Fees subtotal	12.25		1,786.75
Regulatory Permitting subtotal			1,786.75

Invoice total 3,333.75

Aging Summary

PAYMENT TERMS: Net 30 days

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53097	09/30/2019	3,333.75	3,333.75				
	Total	3,333.75	3,333.75	0.00	0.00	0.00	0.00

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	HT Harvey
Vendor #	1232
Purchase Order #	20190101

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Amount	20190101	412.9278-001.	81141	\$ 3,294.11	10/1/2018
Contract Amount	20190101	432.9278-001.	81141	\$ 10,261.89	10/1/2018
Contingency	20190101	412.9278-001.	81141	\$ 329.41	10/1/2018
Contingency	20190101	432.9278-001.	81141	\$ 1,026.19	10/1/2018
Amendment Amount	20190101-3	412.9278-001.	81141	\$ 8,588.11	5/14/2019
Amendment Amount	20190101-3	432.9278-001.	81141	\$ 26,753.89	5/14/2019
Add Contingency	20190101-3	4129278-001	81141	\$ 3,534.20	5/14/2019
TOTAL Authorized Contract Amount:				\$ 53,787.80	

Account # Billed	Invoice #/	Invoice Date	Billed	5% Retained	Amount Paid
4329278-001.81141	49995	10/23/2018	839.26		839.26
4129278-001.81141	49995	10/23/2018	269.40		269.40
4329278-001.81141	50113	11/13/2018	185.47		185.47
4129278-001.81141	50113	11/13/2018	59.54		59.54
4329278-001.81141	51488	3/25/2019	2,174.09		2,174.09
4129278-001.81141	51488	3/25/2019	697.89		697.89
4329278-001.81141	51690	4/18/2019	5,144.00		5,144.00
4129278-001.81141	51690	4/18/2019	1,651.25		1,651.25
4329278-001.81141	51967	5/22/2019	3,485.80		3,485.80
4129278-001.81141	51967	5/22/2019	1,118.95		1,118.95
4329278-001.81141	52267	6/28/2019	2,859.89		2,859.89
4129278-001.81141	52267	6/28/2019	918.03		918.03
4329278-001.81141	52427	7/16/2019	3,604.55		3,604.55
4129278-001.81141	52427	7/16/2019	1,157.07		1,157.07
4329278-001.81141	52797	8/29/2019	2,823.61		2,823.61
4129278-001.81141	52797	8/29/2019	906.39		906.39
4329278-001.81141	53097	9/30/2019	2,523.65		2,523.65
4129278-001.81141	53097	9/30/2019	810.10		810.10
TOTAL Payment History			\$ 31,228.93	\$ -	\$ 31,228.93

CONTRACT SUMMARY	
Contract Amount:	\$ 53,787.80
Less:	
Total paid to date:	31,228.93
Total retained to date:	-
Total invoiced amount	<u>31,228.93</u>
Available Balance	\$ 22,558.87

** Special Note:*

Adtaxi | Bay Area News Group
 PO Box 65230, Colorado Springs, CO 80962-5230
Advertising Invoice & Statement

BILLING DATE	BILLING PERIOD	ACCOUNT NUMBER
09/30/19	9/1/2019 - 9/30/2019	2083313
TOTAL AMOUNT DUE	TERMS OF PAYMENT	STATEMENT NUMBER
\$9,617.28	Due Within 15 Days	0001219595

Attachment 3

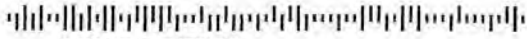
07272018

Return Service Requested

To pay the balance on this statement by credit card, please call or email your credit representative shown below.

Send payment to:

7576001375 PRESORT PBPS004



CITY OF SARATOGA
 CITY CLERK
 13777 FRUITVALE AVENUE
 SARATOGA CA 95070-5151

BAY AREA NEWS GROUP
 PO Box 65230
 Colorado Springs, CO 80962-5230



PLEASE DETACH AND RETURN THE UPPER PORTION WITH YOUR PAYMENT

BILLING DATE	BILLING PERIOD	TERMS OF PAYMENT	STATEMENT NUMBER	PAGE
09/30/19	9/1/2019 - 9/30/2019	Due Within 15 Days	0001219595	1 of 1

ACCOUNT NUMBER	ACCOUNT NAME
2083313	CITY OF SARATOGA

CREDIT REPRESENTATIVE	SALES REPRESENTATIVE
Customer Support / 888-454-9588 bavadvcash@medianewsorouo.com	Gwen Robinson / 408-920-5332 arobinson@mercurvnews.com



PO Box 65230 Colorado Springs, CO 80962-5230

STATEMENT OF ACCOUNT

Send payment to:
 PO Box 65230
 Colorado Springs, CO 80962-5230

AGING OF PAST DUE AMOUNTS

CURRENT NET AMOUNT	30 DAYS	60 DAYS	OVER 90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
\$8,635.28	\$982.00	\$0.00	\$0.00	\$0.00	\$9,617.28

DATE	REFERENCE	DESCRIPTION	SIZE/UNITS	RATE	GROSS AMOUNT	NET AMOUNT
08/31/19		Balance Forward				\$982.00
09/06/19 - 09/13/19		Classified Advertising; SARATOGA NEWS; Saratoga News; Legals CLS; Times Run: 2; PO Number: T.Scott Bid-CDD Lobby Remodel	387 Li	\$1.00	\$776.00	\$776.00
09/06/19		Classified Advertising; SARATOGA NEWS; Saratoga News; Legals CLS; PO Number: D.Bretschneider Zoning Ord. Ame	168 Li	\$0.99	\$167.00	\$167.00
09/13/19		Classified Advertising; SARATOGA NEWS; Saratoga News; Legals CLS; PO Number: F.Reed Hearing 9/25/2019	188 Li	\$1.00	\$188.00	\$188.00
09/09/19 - 09/23/19	0006394400	Classified Advertising; SAN JOSE MERCURY NEWS; Mercury News Valley; Legals CLS; Times Run: 3; PO Number: S.Sarwar Bid Saratoga to Sanb	372 Li	\$6.33	\$7,064.28	\$7,064.28
09/13/19		Classified Advertising; SARATOGA NEWS; Saratoga News; Legals CLS; PO Number: D.Bretschneider Ordinance 363	207 Li	\$1.00	\$208.00	\$208.00
09/27/19		Classified Advertising; SARATOGA NEWS; Saratoga News; Legals CLS; PO Number: D.Bretschneider Zoning Ord Amend	70 Li	\$1.01	\$71.00	\$71.00
09/27/19		Classified Advertising; SARATOGA NEWS; Saratoga News; Legals CLS; PO Number: F.Reed Hearing 10/9/2019	162 Li	\$0.99	\$161.00	\$161.00

Thank you for doing business with us.

page 1 of 2

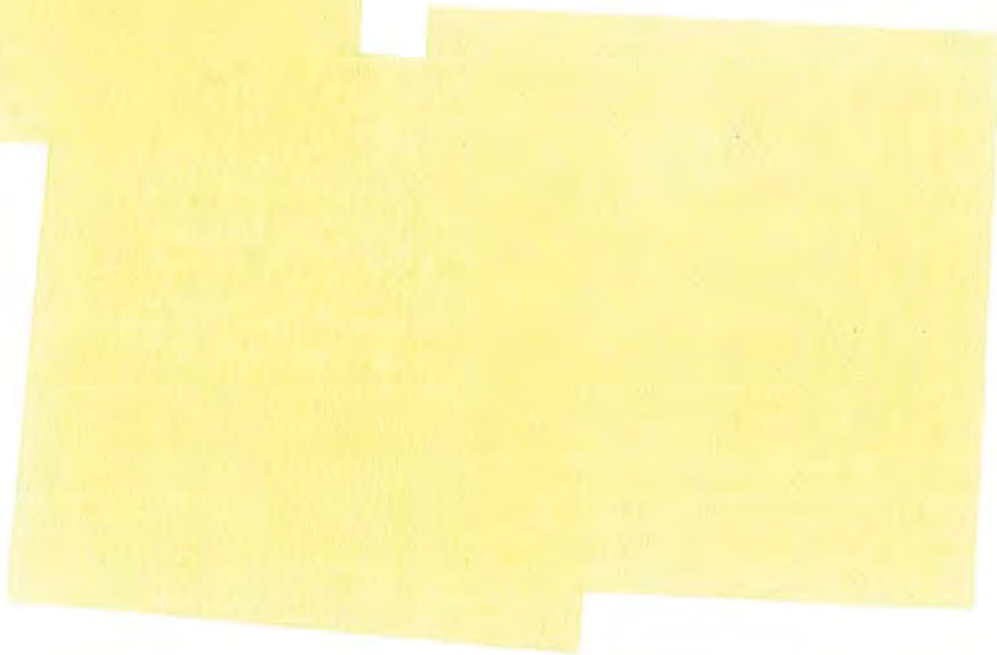
Saratoga to Sanborn 75.72
Project RFP →
Request for Payment MidPen funds

Amount to Pay: \$ 5,347.66
Vendor #: _____ P.O. # _____
Account: 432.9278-001.81131
Entered By: Shahreen Date: 10/9/19
Approved By: [Signature]



Saratoga to Sanborn 24.37
Project RFP - City funds
Request for Payment

Amount to Pay: \$ 1,716.62
Vendor #: _____ P.O. # _____
Account: 412.9278-001.81131
Entered By: Shahreen Date: 10/9/19
Approved By: [Signature]



San Jose Mercury News

4 N. 2nd Street, Suite 800
San Jose, CA 95113
408-920-5332

2083313

CITY OF SARATOGA
CITY CLERK
13777 FRUITVALE AVENUE
SARATOGA, CA 95070

**PROOF OF PUBLICATION
IN THE CITY OF SAN JOSE
IN THE STATE OF CALIFORNIA
COUNTY OF SANTA CLARA**

FILE NO. S.Sarwari: Bid: Saratoga to Sanborn

In the matter of **Trail**
San Jose Mercury News

The undersigned, being first duly sworn, deposes and says: That at all times hereinafter mentioned affiant was and still is a citizen of the United States, over the age of eighteen years, and not a party to or interested in the above entitled proceedings; and was at and during all said times and still is the principal clerk of the printer and publisher of the San Jose Mercury News, a newspaper of general circulation printed and published daily in the City of San Jose, County of Santa Clara, State of California as determined by the court's decree dated June 27, 1952, Case Numbers 84096 and 84097, and that said San Jose Mercury News is and was at all times herein mentioned a newspaper of general circulation as that term is defined by Sections 6000; that at all times said newspaper has been established, printed and published in the said County and State at regular intervals for more than one year preceding the first publication of the notice herein mentioned. Said decree has not been revoked, vacated or set aside.

I declare that the notice, of which the annexed is a true printed copy, has been published in each regular or entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

09/09/2019, 09/16/2019, 09/23/2019

Dated at San Jose, California
September 23, 2019

I declare under penalty of perjury that the foregoing is true and correct.



Principal clerk of the printer and publisher of the San Jose Mercury News

Legal No. 0006394400

**NOTICE INVITING BIDS
Saratoga to Sanborn Trail**

SEALED BIDS will be received by the CITY OF SARATOGA (CITY) until September 27, 2019 at 2:00 PM for Saratoga to Sanborn Trail. Sealed bids shall be submitted addressed and noted as follows:

**Public Works Director
City of Saratoga
13777 Fruitvale Ave.
Saratoga, CA 95070**

Sealed Bid for Saratoga to Sanborn Trail

All bids must be accompanied by bidder's security in accordance with California Public Contract Code Sections 20170 et seq.

Following the closure of the bid submittal period, bids will be publicly opened and read for performing work as follows:

Furnishing all labor, materials, equipment, and performing all work necessary and incidental to the construction of the project known as Saratoga to Sanborn Trail, according to drawings and specifications as prepared by The City of Saratoga and according to the Contract Documents. The work to be done consists of supplying all labor, methods or processes, implements, tools, machinery, equipment and materials to construct a 3-mile trail between Quarry Park and Sanborn County Park which includes the installation of four (4) bridges and other work not specifically mentioned herein, but which may be required as directed by CITY or its designated representative.

CITY hereby notifies all Bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this Invitation for Bid, Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit Bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, national origin, in consideration for an award.

Project is to be completed by August 31, 2021. The Contractor shall pay to the City of Saratoga the sum of Five Hundred dollars (\$500.00) for each and every calendar day's delay in finishing the work in excess of the calendar day completion time.

Incentive for Early Completion

A bonus of \$150,000.00 will be paid to the contractor if the project is completed to the point that the trail can be open to the public by August 31, 2020.

Bidders may obtain copies of the bidding documents at the Public Works Department, City of Saratoga. A set of bid documents can be obtained from the City website at www.saratoga.ca.us, or via phone/fax request at 1-408-366-1230, or email request at publicworks@saratoga.ca.us. A written request can also be mailed to Attn: Public Works Department, City of Saratoga, 13777 Fruitvale Avenue, Saratoga, CA 95070

A mandatory pre-bid conference and site walk will be held on-site at Saratoga Quarry Park (meet at the bathrooms in the parking lot) at 23000 Congress Springs Road, Saratoga, California on Wednesday, September 25, 2019 at 9:00 A.M. All prospective bidders are required to attend.

Pursuant to California Labor Code Section 1771, the successful bidder and all subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are available for view at the City of Saratoga Department of Public Works. Full compensation for conforming to these requirements shall be deemed included in the prices paid for the various contract items of work, and no separate payment will be made therefor. Contractor and all subcontractors are not qualified to bid on or be listed in a bid proposal, subject to the requirements of section 4104 of the California Labor Code, and shall not engage in the performance of any work under this contract, unless currently registered and qualified to perform public work pursuant to section 1725.5 of the California Labor Code.

Pursuant to California Public Contract Code Section 22200, the Contractor may, at its option, choose to substitute securities for monies earned by the Contractor and retained by CITY to ensure the performance of the Contract.

Pursuant to California Public Contract Code Section 3390, CITY has determined that the Contractor shall possess a valid Class A (General Engineering Contractor) License at the time that the bid is submitted. Failure to possess the specified license shall render the bid non-responsive.

For each phase of the Work identified in the Technical Specifications the successful bidder will be required to furnish a payment bond in

the amount equal to one hundred percent (100%) of the price for that phase, as well as a faithful performance bond, in the amount equal to one hundred percent (100%) of the price for that phase. The bonds shall be on the forms included in the Contract Documents. Following completion of each phase of the Work, City shall notify Contractor that the bonds for the next phase of the work are required and Contractor shall provide the bonds for that phase to the City within twenty-one (21) days. No work may occur on any phase of the Work until the bonds for that phase have been provided to the City.

The successful bidder shall insure that employees and applicants for employment are not discriminated against on the basis of age, color, race, national origin, ancestry, religion, sex, sexual preference, or marital status, and shall comply with the Americans with Disabilities Act.

Bids will be examined and reported to the City of Saratoga City Council (Council) at a meeting within sixty (60) days of the bid opening. CITY reserves the right to reject any and all bids, or to waive any irregularities or informalities in any bid or in the bidding procedure, or to postpone the bid opening or award for good cause. No Bidder may withdraw its bid for a period of five (5) calendar days after the date of opening of the bids. Each Bidder will be notified of award of contract, if award is made. Contract Documents, Forms of Bid and any questions concerning this bid should be addressed to Public Works Director, City of Saratoga. (408) 868-1239.

CITY OF SARATOGA
Public Works Department
September 9th, 2019

Pub: 9/9/19, 9/16/19, and 9/23/19
SJ&M#6394400; Sept. 9,16,23,2019



TIMOTHY C. BEST, CEG
Engineering Geology and Hydrology
 1002 Columbia Street
 Santa Cruz, CA 95060
 831.425.5832 (O) 831.425.5830 (F)
 timbest@coastgeo.com

INVOICE

TO Emma Burkhalter
 Assistant Engineer
 City of Saratoga – Public Works
 12777 Fruitvale Ave
 Saratoga, CA 95070

DATE October 9, 2019
 INVOICE 19-37-831-6
 CONTRACT Saratoga-to-Sea Trail Design
 JOB SAR-SAR-TO-SEA-831

PROJECT: SARATOGA-TO-SEA TRAIL DESIGN

For services from June 30, 2019 to September 30, 2019

ITEM	UNIT	RATE	LINE TOTAL	BALANCE
Labor				\$148,691.98
Principal Engineering Geologist	77	\$150.00	\$11,550.00	\$137,141.98
Project Engineering Geologist	79	\$135.00	\$10,665.00	\$126,476.98
Staff Geologist/GIS/Technician	12	\$110.00	\$1,320.00	\$125,156.98
Materials, printing, mileage, etc.			\$500.00	\$124,656.98
Subtotal			\$24,035.00	
Sub consultants				
PlaceWorks #69947	1		\$380.00	\$124,276.98
Mayone Structural Engineering (August 26, 2019)	1		\$7,250.00	\$117,026.98
Waterways Consulting #18-056-03	1		\$6,810.00	\$110,216.98
Subconsultant 7.5% markup	7.5%		\$1,083.00	\$109,133.98
Subtotal			\$15,523.00	
INVOICE TOTAL			\$39,558.00	\$109,133.98

Grant funds (Request for Payment)
 75.7%

Amount to Pay: \$29,945.41
 Vendor #: 1577 P.O. #: 20190115
 Account: 432.9278-001.81142
 Entered By: Shaheen Date: 10/9/19
 Approved By: J.C.

COMMENT Work included:
 1.3 Project management
 2.5 Landscape and Overlook Amenities
 2.6 Preliminary Bridge Design
 3.2 90% Construction Plans and Specifications
 3.3 100% Construction Plans /Specifications, and Response to Comments
 4.0 60%, 90% and 100% Cost Estimate
 5.0 Environmental review
 Assist in Bid Preparation
 Attendance at Pre Bid Walk
 Coordination with SWPPP Preparer

City funds 24.3%

(Request for Payment)
 Amount to Pay: \$9,612.59
 Vendor #: 1577 P.O. #: 20190115
 Account: 412.9278-001.81142
 Entered By: Shaheen Date: 10/9/19
 Approved By: J.C.



Invoice

PlaceWorks
 formerly dba The Planning Center | DC&E
 3 MacArthur Place, Suite 1100
 Santa Ana, Ca 92707
 Phn No. 714.966.9220
 Tax Registration Number: 95-2975827

Project Manager Jesse Jones
 Timothy C. Best, CEG
 1002 Columbia Street
 Santa Cruz, CA 95060

August 31, 2019
 Invoice No: 69947

Project TIMB-01.0 Saratoga-to-the-Sea Trail Design & CEQA

Professional Services from August 1, 2019 to August 31, 2019

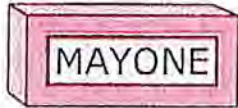
Task 1 Project Initiation and Management

Professional Fees

	Hours	Rate	Amount	
Gronquist, Sarah	2.00	190.00	380.00	
Totals	2.00		380.00	
Total Professional Fees				380.00
				Total this Task \$380.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	380.00	20,122.51	20,502.51	
Limit			65,310.00	
Remaining			44,807.49	
				Total this Invoice \$380.00



187 El Dorado Street, Suite B, Monterey, California 93940 tel 831-372-4455 fax 831-372-4459
STRUCTURAL ENGINEERING, INC.
MayoneStructural.com

August 26, 2019

MSE Job # 13-023.12
City of Saratoga
Saratoga to Sanborn Trail


Timothy C. Best, CEG
1002 Columbia Street
Santa Cruz, CA 95060
(831) 425-5832

RE: Structural Engineering April 2 through June 30, 2019

STATEMENT FOR PROFESSIONAL SERVICES: \$7,250.00

(See attached Invoice for detail)

Thank you for your business!


S.C. Mayone

MAYONE STRUCTURAL ENGINEERING, INC.
 187-B El Dorado, Monterey, CA 93940
 MayoneStructural.com
 tel 831-372-4455
 fax 831-372-4459

SARATOGA TO SANBORN TRAIL BRIDGES Tim Best, CEG MSE Job #13-023.12
 July through August 2019 TIME BILLED
 Page 1 of 2

July 2019

7-01	Coordinate calcs to date; calc for abutment foundation & seismic lateral for 70' bridge - leave incomplete per soil values	0.75
7-02	Call from Tim RE: changes needed; download, file & quick review of PDF of red-marks to my dwngs. from Tim's email	0.25
7-05	Correct general notes & dwngs. per Tim's red-marks; plot to PDF & send to Tim with written list of concerns in email	3.0
7-08	Call Tim RE: my emailed concerns of 7/05; discuss fiberglass bridge alternate with abutments; abutment options & sketches	1.25
7-09	Call from Tim - need per # price for Corten ASTM A-588 girders; call/msg. then email w/ bridge dwngs. to Frank Portschy for \$ / #; callback Frank, email to Frank specific quantity take off	0.5
7-11	Compute & mail to Tim Corten cost data from Frank; call from Tim RE: decision by Saratoga to use GFRP for three longer bridges; discuss bridge weights, abutment embedments & probably geometry	0.5
7-14	Call from Tim RE: bridge girder splice point options to reduce girder length so weight of one piece < 600#; briefly discuss improving splice to ensure alignment of assembled girder; call Frank Portschy to set date; text options to Tim; email meeting time	0.75
7-19	Mtg. here w/ Tim & Frank Portschy: design options & refinements	4.0
7-26	Review & file cost est. emailed from Frank; call from Tim to discuss comparable costs of bridge made w/ Corten steel vs fiberglass	0.75
7-29	Respond to Tim RE: flange plate splice w/ sketch	0.25
7-30	Call from Tim WRT splices & what work to present with limited time; review notes from 7/19 mtg.; compute splice plate for 70' bridge & begin bolt design: check cost for A325 & A490	1.5
7-31	Consider email from Tim RE: "slip-critical" bolt condition; call Frank RE: slip-critical (SC) bolting requirements incl. special insp.; call Tim RE: "match drill sequence" per Frank also prospect of using two W21 beams; continue bolting design at splice for 70' bridge; draft 70' bridge w/ W21 beams w/ splice & lateral bracing & place on sheet S2.2B to compare to 50' bridge w/ W16 beams; email PDF to Tim	4.5
	TOTAL JULY 2019	17.25 HRS

August 2019

8-01	Calculate weak-direction bending for 50' & 70' bridges & stress in dbl. channel splices and new single plate splice; email findings & discussion to Tim w/ photos of X-bracing at Limekiln Park bridge	2.5
8-02	Calculate weak-direction deflection for 50' & 70' bridges; calls to Tim & Frank; resolve solution & revise dwngs; email PDF to Tim	6.75

MAYONE STRUCTURAL ENGINEERING, INC.
 187-B El Dorado, Monterey, CA 93940
 MayoneStructural.com
 tel 831-372-4455
 fax 831-372-4459

SARATOGA TO SANBORN TRAIL BRIDGES Tim Best, CEG MSE Job #13-023.12
 July through August 2019 TIME BILLED
 Page 2 of 2

August 2019 Continued

8-19	Phone discussion w/ Tim RE: Saratoga approval & needed updates; calcs for potential bridge assembly deflection based on hole 1/16" over-sized; compute assembly + DL deflections & specify camber for 70', 50' & 35' bridges; outline dwng. revisions needed ASAP; proceed w/ dwng. revisions; send Elev of 35' bridge w/ 2" camber; call & discuss	4.5
8-20	Re-date sheets & complete current dwng. revisions; return to 20' timber bridge & rev. fdn. to Rdwd. timber per 7-19 mtg. w/ Tim; plot to PDF & email complete set to Tim w/ comment	5.25
	TOTAL AUGUST 2019	19.00 HRS

TOTAL July - August 2019 36.25hrs @ \$200.00/hr = \$7,250.00

Bill to:

Timothy C. Best, CEG
 1002 Columbia Street
 Santa Cruz, CA 95060
 (831) 425-5832

Waterways Consulting, Inc.
 509A Swift Street
 Santa Cruz, CA 95060
 831.421.9291



Waterways Job #: 18-056 Saratoga to the Sea Trail

Bill To:
 Timothy C Best
 1002 Columbia St
 Santa Cruz, CA 95060

Date: 8/12/2019
 Invoice #: 18-056-03
 Payment Terms: Net 30

Task	Notes	Hours/Units	Rate	Amount
Task 1.3	Principal Engineer: Project Management	2	160.00	320.00
Task 3.2	Principal Engineer: 90% Construction Documents	10.5	160.00	1,680.00
Task 3.2	Senior Engineer: 90% Construction Documents	22	135.00	2,970.00
Task 3.2	Staff Engineer: 90% Construction Documents	16	115.00	1,840.00
Service Dates: 07/01/19 through 07/22/19				

Subtotal	\$6,810.00
Previous Payments or Credits	\$0.00
Balance Due This Invoice	\$6,810.00

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	Tim Best CEG
Vendor #	1577
Purchase Order #	20190115

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Amount	20190115	412.9278-001.	81141	\$ 69,451.83	10/1/2018
Contract Amount	20190115	432.9278-001.	81141	\$ 216,358.17	10/1/2018
Contingency	20190115	412.9278-001.	81141	\$ 6,925.50	10/1/2018
Contingency	20190115	432.9278-001.	81141	\$ 21,574.50	10/1/2018
TOTAL Authorized Contract Amount:				\$ 314,310.00	

Account # Billed	Invoice #/	Invoice Date	Billed	5% Retained	Amount Paid
412.9278-001.	19-3-831-1	2/1/2019	5,769.67		5,769.67
432.9278-001.	19-3-831-1	2/1/2019	17,973.83		17,973.83
412.9278-001.	19-4-831-2	3/1/2019	6,160.88		6,160.88
432.9278-001.	19-4-831-2	3/1/2019	19,192.55		19,192.55
412.9278-001.	19-4-831-3	4/5/2019	4,830.94		4,830.94
432.9278-001.	19-4-831-3	4/5/2019	15,049.47		15,049.47
412.9278-001.	19-22-831-4	6/1/2019	9,853.90		9,853.90
432.9278-001.	19-22-831-4	6/1/2019	30,697.13		30,697.13
412.9278-001.	19-31-831-5	7/1/2019	6,704.28		6,704.28
432.9278-001.	19-31-831-5	7/1/2019	20,885.37		20,885.37
412.9278-001.	19-37-831-6	10/1/2019	9,612.59		9,612.59
432.9278-001.	19-37-831-6	10/1/2019	29,945.41		29,945.41
TOTAL Payment History			\$ 176,676.02	\$ -	\$ 176,676.02

CONTRACT SUMMARY	
Contract Amount:	\$ 314,310.00
Less:	
Total paid to date:	176,676.02
Total retained to date:	-
Total invoiced amount	<u>176,676.02</u>
Available Balance	\$ 137,633.98

* Special Note:



H. T. HARVEY & ASSOCIATES

Ecological Consultants

Invoice

Invoice number 53340
Date 10/23/2019

75.7%
Mid Pen Funds

Request for Payment

To: City of Saratoga
Emma Burkhalter
Public Works Department
12777 Fruitvale Avenue
Saratoga, CA 95070

Amount to Pay: \$ 6,422.01
Vendor #: 1232 P.O. # 20190101
Account: 432.9278-001.81141
Entered By: Shakeen Date: 10/23/19
Approved By: J.C.

City Funds 24.3%

Request for Payment

Professional Services Performed Through September 30, 2019

Amount to Pay: \$ 2,061.49
Vendor #: 1232 P.O. # 20190101
Account: 412.9278-001.81141
Entered By: Shakeen Date: 10/28/19
Approved By: J.C.

Project: 4237-01 Saratoga-to-the-Sea Trail Project, Ecological Consulting
Contract:
Manager: Stephen Rottenborn
Services: Preparation of permit applications

Invoice Summary

Description	Contract Amount	Prior Billed	Current	Remaining
01 Background Review	1,358.00	1,353.66	0.00	4.34
02 Site Visit	2,951.00	2,944.98	0.00	6.02
03 Preparation of Biological Resources Report	9,247.00	9,242.75	0.00	4.25
A1-01 Rare Plant Survey and Report	8,517.00	8,274.79	251.50	-9.29
A1-02 Regulatory Permitting	26,825.00	9,412.75	8,232.00	9,180.25
Total	48,898.00	31,228.93	8,483.50	9,185.57

Rare Plant Survey and Report

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	0.50	247.00	123.50
GIS Analyst			
Michele Childs	1.00	118.00	118.00
Professional Fees subtotal	1.50		241.50

Reimbursables

	Units	Rate	Billed Amount
GIS Computer Graphics			
In-House Expense	1.00	10.0000	10.00
Markup on Expenses			0.00
Rare Plant Survey and Report subtotal			251.50

Regulatory Permitting

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Kelly Hardwicke	3.75	247.00	926.25
Ecologist 1			
Matthew Mosher	41.75	129.00	5,385.75
GIS Analyst			
Michele Childs	15.00	118.00	1,770.00
	<u>60.50</u>		<u>8,082.00</u>
Professional Fees subtotal			8,082.00

Reimbursables

	Units	Rate	Billed Amount
GIS Computer Graphics			
In-House Expense	15.00	10.0000	150.00
Markup on Expenses			0.00
Reimbursables subtotal			150.00
Regulatory Permitting subtotal			<u>8,232.00</u>

Invoice total 8,483.50

Aging Summary

PAYMENT TERMS: Net 30 days

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53340	10/23/2019	8,483.50	8,483.50				
	Total	8,483.50	8,483.50	0.00	0.00	0.00	0.00

Contract Payment History

CIP Project Name:	Saratoga to SeaTrail Design
CIP Fund:	412/432
CIP Project Number:	412/432.9278-001.81142
Vendor Name	HT Harvey
Vendor #	1232
Purchase Order #	20190101

Invoice Routing Sequence

1. Shaheen
2. John
3. AP
- 4

Contract #	PO #	Project #	Account	Contract Amount	Date of Contract
Contract Amount	20190101	412.9278-001.	81141	\$ 3,294.11	10/1/2018
Contract Amount	20190101	432.9278-001.	81141	\$ 10,261.89	10/1/2018
Contingency	20190101	412.9278-001.	81141	\$ 329.41	10/1/2018
Contingency	20190101	432.9278-001.	81141	\$ 1,026.19	10/1/2018
Amendment Amount	20190101-3	412.9278-001.	81141	\$ 8,588.11	5/14/2019
Amendment Amount	20190101-3	432.9278-001.	81141	\$ 26,753.89	5/14/2019
Add Contingency	20190101-3	4129278-001	81141	\$ 3,534.20	5/14/2019
TOTAL Authorized Contract Amount:				\$ 53,787.80	

Account # Billed	Invoice #/	Invoice Date	Billed	5% Retained	Amount Paid
4329278-001.81141	49995	10/23/2018	839.26		839.26
4129278-001.81141	49995	10/23/2018	269.40		269.40
4329278-001.81141	50113	11/13/2018	185.47		185.47
4129278-001.81141	50113	11/13/2018	59.54		59.54
4329278-001.81141	51488	3/25/2019	2,174.09		2,174.09
4129278-001.81141	51488	3/25/2019	697.89		697.89
4329278-001.81141	51690	4/18/2019	5,144.00		5,144.00
4129278-001.81141	51690	4/18/2019	1,651.25		1,651.25
4329278-001.81141	51967	5/22/2019	3,485.80		3,485.80
4129278-001.81141	51967	5/22/2019	1,118.95		1,118.95
4329278-001.81141	52267	6/28/2019	2,859.89		2,859.89
4129278-001.81141	52267	6/28/2019	918.03		918.03
4329278-001.81141	52427	7/16/2019	3,604.55		3,604.55
4129278-001.81141	52427	7/16/2019	1,157.07		1,157.07
4329278-001.81141	52797	8/29/2019	2,823.61		2,823.61
4129278-001.81141	52797	8/29/2019	906.39		906.39
4329278-001.81141	53097	9/30/2019	2,523.65		2,523.65
4129278-001.81141	53097	9/30/2019	810.10		810.10
4329278-001.81141	53340	10/23/2019	6,422.01		6,422.01
4129278-001.81141	53340	10/23/2019	2,061.49		2,061.49
TOTAL Payment History			\$ 39,712.43	\$ -	\$ 39,712.43

CONTRACT SUMMARY

Contract Amount:		\$ 53,787.80
Less:		
Total paid to date:	39,712.43	
Total retained to date:	-	
Total invoiced amount		39,712.43
Available Balance		\$ 14,075.37

** Special Note:*



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

John Northmore Roberts &

Vendor Assoc Date 10/04/2019

Project # MAA21-004 GL # 30-30-320-8201.01

Invoice Amount \$44,660.37 Invoice # 21056

Project Manager* Gretchen Laustsen Title* Senior Planner

Description Professional Service for Bear Creek Stables Improvements.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

John Northmore Roberts & Associates
2927 Newbury Street, Suite B
Berkeley, CA 94703

Invoice

Date	Invoice No.
10/4/2019	1880

Bill To:

Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022

flip for PO# →
Contract # & Amt: 2017-99 / \$888,270.69
PO # & Balance: 2020-190 / \$320,515.12
PO Complete Amt to Pay: \$44,660.37
G/L Acct: 30-30-320-8201.01
Project #: MAA21-4 Batch #: 184
Approved By: GTU

Terms	Project
Net 30	385 - Bear Creek Stables

Hours	Description	Staff / Info	Rate	Amount
		Professional services for: September 2019		
		<Task 2 : Schematic Design Package>		
11.5	22 - Schematic Des/Conceptual	John Roberts	240.00	2,760.00
48	22 - Schematic Des/Conceptual	Daniela Pena Corvillon	156.00	7,488.00
9	22 - Schematic Des/Conceptual	Heidi Loosen	136.00	1,224.00
	28 - other tasks	8% Project Management Fee	3,170.32	3,170.32
	30 - Subcontractors	Aliquot Associates, Inc. - Invoice 21056	24,651.95	24,651.95
	15 - Reimbursables	Aliquot Associates, Inc. - Fee & Permit - County of Santa Clara Dept of Environmental Health	1,861.00	1,861.00
	30 - Subcontractors	Page & Turnbull - Invoice 19938	3,505.10	3,505.10



Digitally signed by Pin Yuan Wang
DN: cn=Pin Yuan Wang, o, ou,
email=pin@johnnorthmore.com, c=US
Date: 2019.10.04 15:46:16 -07'00'

Total \$44,660.37

Balance Due \$44,660.37



ALIQUOT

Aliquot Associates, Inc.

1390 S. Main Street
Suite 310
Walnut Creek, CA 94596

John Northmore Roberts

2927 Newbury Street
Suite B
Berkeley, CA 94703

INVOICE

Billing Questions

Phone: (925) 476-2300
Email: info@aliquot.com

Invoice Date: 09/19/2019
Period Ending: 08/31/2019
Invoice Number: 21056
Amount Due: \$26,512.95
Due Date: Per Contract
Job Number: 217017.00
Job Name: MROSD Bear Creek Stables
Improvements

Description	Amount
05 DEFERRED MAINTENANCE REPAIRS	
05.2 Task 2 - Schematic Design	24,651.95
Subtotal	24,651.95
99 EXPENSES	1,861.00
Invoice Total	26,512.95

Expenses are cost plus 15%

A finance charge of 1 1/2% per month will be applied to any unpaid balance commencing thirty (30) days after the date of billing.
Client has ten (10) days from the date of receipt of bill to notify Aliquot Associates, Inc., in writing of any alleged inaccuracies, discrepancies, or errors in billing.

Outstanding Invoices as of : 09/19/2019

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21056	09/19/2019	26,512.95	26,512.95				
	Total	26,512.95	26,512.95	0.00	0.00	0.00	0.00

Invoice Date: 09/19/2019
 Period Ending: 08/31/2019
 Invoice Number: 21056

INVOICE EXPENSE DETAIL

217017.00 MROSD Bear Creek Stables Improvements

<u>Name</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
217017.00 - MROSD Bear Creek Stables Improvements					
County of Santa Clara - Dept of Environmental Health					
Fees & Permits	SR0854209-LU21	10/26/2017	0.00	0.00	1,861.00
County of Santa Clara - Dept of Environmental Health Totals			<u>0.00</u>		<u>1,861.00</u>
Project Total			<u>0.00</u>		<u>1,861.00</u>

County of Santa Clara**Department of Environmental Health**

1555 Berger Drive, Suite 300, San Jose, CA 95112-2716

Phone (408) 918-3400

www.EHinfo.org

**INVOICE**

RE : MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
PROPERTY
19100 BEAR CREEK RD
LOS GATOS, CA 95032

TO : MIDPENINSULA REG OPEN SPC DIST
ISHIBASHI, ALLEN
330 DISTEL CL
LOS ALTOS, CA 94022-1404

N11224881861.00

Account Number

AR1321127

Date

6/8/17

Invoice ID

IN1122488

Facility ID

FA0278731

Amount

\$1,861.00

Pay your bill online @ www.EHInfo.org or submit top portion with check payable to: County of Santa Clara
Please write invoice number(s) on check

Account ID: AR1321127 Facility ID: FA0278731 Invoice ID: IN1122488

Your Environmental Health Permit Fee is now due. To avoid penalties, payment must be received within 30 days from the applied date.

Applied Date	Record ID	Program Element	Description	Amount
06/08/17	SR0854209	LU01	SITE ASSESSMENT	\$ 603.00
06/08/17	SR0854209	LU02	SOIL ANALYSIS	\$ 603.00
06/08/17	SR0854209	LU06	PERC TEST PERFORMED BY OTHERS; UP TO 6 HOLES	\$ 876.00
06/12/17		9999	PAYMENT	\$-603.00
			T#3704147755-VISA	
08/12/17		9999	PAYMENT	\$-603.00
			T#3704147755-VISA	
08/12/17		9999	PAYMENT	\$-876.00
			T#3704147755-VISA	
07/05/17	SR0854209	LU06	CONSULTATION/ ADDITIONAL FIELD TIME (hourly)	\$ 438.00
07/17/17		9999	PAYMENT	\$-438.00
10/26/17	SR0854209	LU21	LUPC REVIEW: ALTERNATIVE SYSTEM	\$ 1,861.00

Total for This Invoice: \$ 1,861.00

Account Summary (Including This Invoice) :

New Charges	Charges Past Due	Total Due
\$ 1,861.00	0.00	\$ 1,861.00

INVOICE FOR PROFESSIONAL SERVICES

September 19, 2019

Project No: 17049

Invoice No: 19938

John Northmore Roberts & Associates
2927 Newbury Street, Suite B
Berkeley, CA 94703

Project 17049 Bear Creek Stables

Professional Services Rendered: Project management, coordination for kickoff meeting, attendance at kickoff meeting, and preparation of field report/meeting minutes from site visit, including catalog of items for Midpen clarification.

Professional Services from August 1, 2019 to August 31, 2019

Phase TASK 2 Schematic Design
Fee

Billing Phase	Contract Amount	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Schematic Design	35,051.00	10.00	3,505.10	0.00	3,505.10
Total Fee	35,051.00		3,505.10	0.00	3,505.10
	Total Fee				3,505.10
Billing Limits	Current	Prior	To-Date		
Consultant	0.00	0.00	0.00		
Limit			7,060.00		
Remaining			7,060.00		
			Total this Phase		\$3,505.10
			Total this Invoice		\$3,505.10

PLEASE NOTE: Payment in full shall be made within thirty days of invoice date.
A later payment charge of 1½% per month may be added to any amount overdue.

PAGE & TURNBULL

ARCHITECTURE
PLANNING & RESEARCH
PRESERVATION TECHNOLOGY

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT INVOICE

PROJECT NAME: Bear Creek Stables Deferred Maintenance Repairs Project – Design/Engineer

CONTRACT PO NUMBER: 2020-190

INVOICE PERIOD (starting to ending dates): 9/1/2019 - 9/30/2019

DATE OF INVOICE: 10/04/2019

DISTRICT PROJECT MANAGER: Gretchen Laustsen

TASK/PHASE #	TASK/PHASE NAME	a. CONTRACT BUDGET (\$)	b. AMOUNT INVOICED PRIOR TO CURRENT INVOICE (\$)	c. AMOUNT FOR CURRENT INVOICE (\$)	d. TOTAL INVOICED AMOUNT (\$) = b + c	e. AMOUNT OF CONTRACT AMENDMENT(S) (\$)	f. NEW ADJUSTED CONTRACT AMOUNT = a + e	e. % OF BUDGET SPEND TO DATE = d + a (d+ f)
2	Schematic Design Package	193,828	9,484.88	44,660.37	54,145.25			27.93%
3	Design Development/ 50% CD Package	103,762						
4	90% CD Package	94,814						
5	100% CD-Bid Package	89,448						
6	Bidding Phase	11,940						
7	CA Phase	64,811						
E	Reimbursable Expenses	11,172						
	TOTAL	569,775	9,484.88	44,660.37	54,145.25			9.50%



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor	Ahern Rentals	Date	07/18/2019
Project #	MAA04-004	GL #	30-61-641-8205.02
Invoice Amount	\$5,252.19	Invoice #	23654
Project Manager*	Brendan Dolan	Title*	Maintenance Supervisor
Description	Equipment Rental – July 1 to July 29 2019 – John Deere Excavator – Steam Donkey Trail		

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



PO Box 271390
Las Vegas, NV 89127-1390

Branch Location:

AHERN SAN JOSE
111 PULLMAN WAY
SAN JOSE CA 95111-3161

Thank you for choosing Ahern Rentals.
Contact us at 800-589-6797.

Customer:

3437 1 MB 0.428 E0145X I0255 D5060470810 S2 P6583622 0001:0001

Job Site:

OFFICE/SHOP
21150 SKYLINE RANCH RD.
LA HONDA CA 94020

MIDPENINSULA REGIONAL OPEN SPA
330 DISTEL CIR
LOS ALTOS CA 94022-1404

Customer #	Invoice #	Invoice Date	Billed From	Billed To	Written By	Sales Rep
302243	20375246-005	07/18/19	07/01/19	07/29/19	DON/BRUNCORN/TMM	BRIAN RUNCORN
Ordered By		Job #		P.O. #		Terms
DON/BRUNCORN/TMM		OFFICE/SHOP		2020-0039		Net 10 Days
Qty	Equipment	Min	Day	Week	4 Week	Amount
1	EXC 97HP 19'7"DIG 14.63T EQP#: 167852	575.00	575.00	1750.00	4800.00	4800.00
	Make: JOHN DEERE Model: 130G FT4 Ser #: 1FF130GXCGF041041					
1	EXC BUCKET HD/H 36" SK135/JD130 EQP#: 166660	0.00	0.00	0.00	0.00	N/C
	Make: WERK-BRAU Model: EX12HD36 Ser #: 231629-1-1					
SALES ITEMS:						
Item Number	Qty	Unit	Price			
160642	1	EA	7.50	7.50		
ENVIRONMENTAL CHARGE						



Get 24/7 access to everything you need. Make secure payments, go paperless, download invoices into your ERP, avoid duplicate payments, get faster lien releases, and much more! Sign up today for Ahern Access to easily manage your account from a single portal at www.AhernAccess.com

Contract # & Amt: _____
PO # & Balance: 2020-039
PO Complete Amt to Pay: _____
G/L Acct: 30-61-641-8205.02
Project # MAA04-004 Batch #: _____
Approved By: BRhm

*John Deere
Excavator
Rental*

Sub-total: 4807.50
(9.25%) Tax: 444.69
Total: 5252.19

THIS DOCUMENT IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE RENTAL OUT CONTRACT, AND THE GENERAL TERMS AND CONDITIONS OF SALE OF GOODS AND/OR SERVICES, AS APPLICABLE. ALL SUCH FOREGOING TERMS AND CONDITIONS ARE INCORPORATED HEREIN BY REFERENCE, AS APPLICABLE. COPIES OF THE TERMS AND CONDITIONS OF THE RENTAL OUT CONTRACT, AND THE GENERAL TERMS AND CONDITIONS OF SALE OF GOODS AND/OR SERVICES ARE AVAILABLE UPON REQUEST

PLEASE VISIT US ONLINE AT WWW.AHERN.COM TO SUBMIT A PAYMENT

or send payments to PO BOX 271390, LAS VEGAS, NV 89127-1390



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 10 Expenses BOC Member Invoice Selection

Vendor	<u>Tanisha Werner - Employee</u>	Date	<u>07/19/2019</u>
Project #	<u>MAA05-008</u>	GL #	<u>30-35-315-4107</u>
Invoice Amount	<u>\$714.72</u>	Invoice #	<u>Payroll</u>
Project Manager*	<u>Jason Lin</u>	Title*	<u>Engineering & Construction Mgr</u>
Description	<u>Project labor charged to MAA05-008 (White Barn Structural Rehabilitation) for the payroll period of 07/01/2019 to 07/14/2019 (pay date of 07/19/2019). Employee charges hours via the electronic timecard system, which then process in payroll. Timecards subject to supervisor/manager approval.</u>		

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

Midpeninsula Regional Open Space District HR Portal

Powered by Tyler Technologies

- HOME
- MY HR
- TIMESHEET
- BENEFIT ENROLLMENT
- REQUEST FOR ACTION
- LOGOUT

Home Timesheet Entry

Welcome, Andrew Taylor!

YOU ARE CURRENTLY VIEWING THE TIMESHEET OF 7000831 - WERNER, TANISHA

DEPARTMENT: ENG & CONSTR - E&C

EMPLOYEE: 7000831 - WERNER, TANISHA

07/01/2019 - 07/14/2019

STATUS: UPLOADED

80.0000 HOURS TOTAL

APPROVE

REJECT

PRINT

SUMMARY INFORMATION

expand

JUL 1, 2019 NEXT WEEK

LOAD SCHEDULE

JOB *	HOURS CODE *	SHIFT	PROJECT	G/L ORG	MON 01	TUE 02	WED 03	THU 04	FRI 05	SAT 06	SUN 07	TOTAL
Capital Project Manager III	Regular Hours				6.0000	8.0000	4.0000					18.0000
Capital Project Manager III	Holiday							8.0000				8.0000
Capital Project Manager III	Personal Leave Used								8.0000			8.0000
Capital Project Manager III	MAA Project Labor		MAA05-008	30-35-315	2.0000		2.0000					4.0000
Capital Project Manager III	MAA Project Labor		MAA21-005	30-35-315			2.0000					2.0000
TOTAL					8.0000	8.0000	8.0000	8.0000	8.0000			40.0000

* Required Field

SAVE

SUBMIT

PAY PERIOD HISTORY

CHANGED ON	STATUS	MADE BY	DEPARTMENT	COMMENTS
7/16/2019 3:49 PM	Uploaded	eSuiteAdminFIN	ENG & CONSTR - E&C	
7/12/2019 1:29 PM	Approved	Lin, Jason	ENG & CONSTR - E&C	
7/12/2019 8:52 AM	Submitted	Werner, Tanisha	ENG & CONSTR - E&C	

Midpeninsula Regional Open Space District HR Portal

Powered by Tyler Technologies

- HOME
- MY HR
- TIMESHEET
- BENEFIT ENROLLMENT
- REQUEST FOR ACTION
- LOGOUT

Home Timesheet Entry

Welcome, Andrew Taylor!

YOU ARE CURRENTLY VIEWING THE TIMESHEET OF 7000831 - WERNER, TANISHA

DEPARTMENT: ENG & CONSTR - E&C

EMPLOYEE: 7000831 - WERNER, TANISHA

07/01/2019 - 07/14/2019

STATUS: UPLOADED

80.0000 HOURS TOTAL

APPROVE

REJECT

PRINT

SUMMARY INFORMATION

expand

PREVIOUS WEEK JUL 8, 2019

LOAD SCHEDULE

JOB *	HOURS CODE *	SHIFT	PROJECT	G/L ORG	MON 08	TUE 09	WED 10	THU 11	FRI 12	SAT 13	SUN 14	TOTAL
Capital Project Manager III	Regular Hours				4.0000	6.0000	6.0000	8.0000	8.0000			32.0000
Capital Project Manager III	Holiday											0.0000
Capital Project Manager III	Personal Leave Used											0.0000
Capital Project Manager III	MAA Project Labor		MAA05-008	30-35-315	4.0000	2.0000	2.0000					8.0000
Capital Project Manager III	MAA Project Labor		MAA21-005	30-35-315								0.0000
TOTAL					8.0000	8.0000	8.0000	8.0000	8.0000			40.0000

* Required Field

SAVE

SUBMIT

PAY PERIOD HISTORY

CHANGED ON	STATUS	MADE BY	DEPARTMENT	COMMENTS
7/16/2019 3:49 PM	Uploaded	eSuiteAdminFIN	ENG & CONSTR - E&C	
7/12/2019 1:29 PM	Approved	Lin, Jason	ENG & CONSTR - E&C	
7/12/2019 8:52 AM	Submitted	Werner, Tanisha	ENG & CONSTR - E&C	

Date	Hours Code	Job	Hourly Rate	Multiplier	Effective Rate	Hours Worked	Shift	Gross Pay
ENG & CONSTR - E&C								
07/01/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	6.0000	.00	357.36
07/01/2019	010 MAA PROJECTS - MAA Project Labor	Capital Project Manager III	59.56	1.0000	59.56	2.0000	.00	119.12
07/02/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	8.0000	.00	476.47
07/03/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	4.0000	.00	238.24
07/03/2019	010 MAA PROJECTS - MAA Project Labor	Capital Project Manager III	59.56	1.0000	59.56	2.0000	.00	119.12
07/03/2019	010 MAA PROJECTS - MAA Project Labor	Capital Project Manager III	59.56	1.0000	59.56	2.0000	.00	119.12
07/04/2019	005 HOLIDAY - Holiday	Capital Project Manager III	59.56	1.0000	59.56	8.0000	.00	476.47
07/05/2019	009 PERSONAL - Personal Leave Used	Capital Project Manager III	59.56	1.0000	59.56	8.0000	.00	476.47
07/08/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	4.0000	.00	238.24
07/08/2019	010 MAA PROJECTS - MAA Project Labor	Capital Project Manager III	59.56	1.0000	59.56	4.0000	.00	238.24
07/09/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	6.0000	.00	357.36
07/09/2019	010 MAA PROJECTS - MAA Project Labor	Capital Project Manager III	59.56	1.0000	59.56	2.0000	.00	119.12
07/10/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	6.0000	.00	357.36
07/10/2019	010 MAA PROJECTS - MAA Project Labor	Capital Project Manager III	59.56	1.0000	59.56	2.0000	.00	119.12
07/11/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	8.0000	.00	476.47
07/12/2019	001 REGULAR - Regular Hours	Capital Project Manager III	59.56	1.0000	59.56	8.0000	.00	476.47
07/14/2019	041 VAC EARNED - Vacation Earned	Capital Project Manager III	.00	1.0000	.00	4.6154	.00	.00
07/14/2019	042 SICK EARNED - Sick Earned	Capital Project Manager III	.00	1.0000	.00	3.6923	.00	.00
07/14/2019	043 PERS EARNED - Personal Earned	Capital Project Manager III	.00	1.0000	.00	2.3077	.00	.00
07/14/2019	410 KAISER EE - Kaiser EE Only	Capital Project Manager III	.00	1.0000	.00	.0000	.00	42.35
07/14/2019	801 Cell CORE - Cellphone Reimburse - CORE	Capital Project Manager III	.00	1.0000	.00	.0000	.00	15.00
						90.6154		\$4,822.10

Withholdings and Deductions

		Gross	Amount
1959 SB	1959 Survivor Benefits	.00	1.34
CA	CA Withholding	4,512.07	328.07
FED	Federal Withholding	4,512.07	538.69
LTD	Long Term Disability (%)	4,764.75	15.72
MED	Medicare	4,811.21	69.75
PERS PEPRA	PEPRA 6.75%	4,764.75	297.80
SDI	State Disability Insurance	4,807.10	48.07
			1,299.44
		Net Pay	3,522.66

Bank	Account Number	Account Type	Amount
Payroll - Chase	3444158443	Checking	\$3,522.66
			Check Amount .00



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: Land Acquisition Top 12 Expenses BOC Member Invoice Selection

Vendor	<u>ZFA Structural Engineers</u>	Date	<u>12/06/2019</u>
Project #	<u>MAA05-009</u>	GL #	<u>30-35-325-8201.02</u>
Invoice Amount	<u>\$9,637.91</u>	Invoice #	<u>23654</u>
Project Manager*	<u>Tanisha Werner</u>	Title*	<u>Senior Capital Project Manager</u>
Description	<u>Structural engineering services – La Honda Redwood Cabin</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

ZFA STRUCTURAL ENGINEERS1212 Fourth Street, Suite Z
Santa Rosa, CA 95404Tanisha Werner
Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022December 6, 2019
Project No: 19235.00
Invoice No: 42750

Project Manager: Steven Patton

Project 19235.00 Midpen La Honda Structure Stabilization - White Barn - PO#2020-287

Email Invoices: twerner@openspace.org / Must fill out matrix

Professional Services from October 20, 2019 to November 16, 2019**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	5,180.00	100.00	5,180.00	5,180.00	0.00
Task #2 - Basis of Design (BOD)	9,450.00	97.00	9,166.50	8,505.00	661.50
Total Fee	14,630.00		14,346.50	13,685.00	661.50
Total Fee					661.50
Total this Project					\$661.50

Project 19235.01 Midpen La Honda Structure Stabilization - White Barn - Romig Geotech

Email Invoices: twerner@openspace.org / Must fill out matrix

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	5,800.00	100.00	5,800.00	5,800.00	0.00
ZFA Markup (7.5%)	435.00	100.00	435.00	435.00	0.00
Total Fee	6,235.00		6,235.00	6,235.00	0.00
Total Fee					0.00
Total this Project					0.00

Project 19235.02 Midpen La Honda Structure Stabilization - White Barn - Page & Turnbull

Email Invoices: twerner@openspace.org / Must fill out matrix

Consultants

Architectural Consultant				
11/22/2019	Page & Turnbull, Inc.	LH Barn - Basis of Design 100%	4,058.32	
11/22/2019	Page & Turnbull, Inc.	LH Barn - Site Assessment 100%	1,306.64	
Total Consultants			5,364.96	5,364.96

Billing Limits

	Current	Prior	To-Date
Total Billings	5,364.96	7,402.80	12,767.76
Limit			12,768.00
Remaining			.24
Total this Project			\$5,364.96

Project	19235.00	Midpen La Honda White Barn	Invoice	42750
---------	----------	----------------------------	---------	-------

 Project 19235.03 Midpen La Honda Structure Stabilization - White Barn - Terracon Consultants
 Email Invoices: twerner@openspace.org / Must fill out matrix

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	3,657.00	100.00	3,657.00	3,385.00	272.00
ZFA Markup (7.5%)	274.00	100.00	274.00	253.62	20.38
Total Fee	3,931.00		3,931.00	3,638.62	292.38
Total Fee					292.38
Total this Project					\$292.38

 Project 19235.05 Midpen La Honda Structure Stabilization - White Barn - OCMI
 Email Invoices: twerner@openspace.org / Must fill out matrix

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #2 - Basis of Design (BOD)	2,850.00	100.00	2,850.00	941.49	1,908.51
ZFA Markup (7.5%)	214.00	100.00	214.00	70.69	143.31
Total Fee	3,064.00		3,064.00	1,012.18	2,051.82
Total Fee					2,051.82
Total this Project					\$2,051.82

 Project 19235.07 Midpen La Honda Structure Stabilization - White Barn - Albion Environmental
 Email Invoices: twerner@openspace.org / Must fill out matrix

Billing Limits

	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			7,664.00
Remaining			7,664.00
Total this Project			0.00
Total this Invoice			\$8,370.66

Outstanding Invoices

Number	Date	Balance
42440	10/25/2019	17,519.51
Total Outstanding		17,519.51
Grand Total		\$25,890.17

Project	19235.00	Midpen La Honda White Barn	Invoice	42750
---------	----------	----------------------------	---------	-------

Billing Backup

Friday, December 6, 2019

ZFA Structural Engineers

Invoice 42750 Dated 12/6/2019

12:37:47 PM

Project	19235.00	Midpen La Honda Structure Stabilization - White Barn - PO#2020-287
---------	----------	--

Professional Personnel

		Hours
Associate Principal		
PROJECT MANAGEMENT		
101 - 0 - Frantz, Matthew	10/29/2019	1.00
101 - 0 - Frantz, Matthew	10/30/2019	.50
101 - 0 - Frantz, Matthew	10/31/2019	1.50
101 - 0 - Frantz, Matthew	11/1/2019	.50
101 - 0 - Frantz, Matthew	11/12/2019	2.00
101 - 0 - Frantz, Matthew	11/13/2019	.50
101 - 0 - Frantz, Matthew	11/14/2019	.50
101 - 0 - Frantz, Matthew	11/15/2019	.50
DESIGN		
105 - 0 - Bogart, Ryan	11/7/2019	2.00
105 - 0 - Bogart, Ryan	11/8/2019	4.00
105 - 0 - Bogart, Ryan	11/11/2019	6.00
105 - 0 - Bogart, Ryan	11/12/2019	4.00
105 - 0 - Bogart, Ryan	11/15/2019	2.00
105 - 0 - Frantz, Matthew	11/5/2019	1.00
105 - 0 - Frantz, Matthew	11/6/2019	.50
105 - 0 - Frantz, Matthew	11/7/2019	2.00
105 - 0 - Frantz, Matthew	11/8/2019	1.00
Senior Associate		
PROJECT MANAGEMENT		
101 - 0 - Patton, Steven	10/24/2019	1.00
coord w lesle		
101 - 0 - Patton, Steven	10/29/2019	1.50
BOD report updates per conf call commnets from district		
101 - 0 - Patton, Steven	10/30/2019	.50
101 - 0 - Patton, Steven	11/1/2019	.50
Senior BIM Technician		
DRAFTING		
108 - 0 - Sheynkman, Leonid	11/6/2019	4.00
Totals		37.00
Total Labor		

Total this Project

Project	19235.02	Midpen La Honda Structure Stabilization - White Barn - Page & Turnbull
---------	----------	--

Consultants

Architectural Consultant			
AP 26841	11/22/2019	Page & Turnbull, Inc. / LH Barn - Basis of Design 100%	4,058.32
AP 26841	11/22/2019	Page & Turnbull, Inc. / LH Barn - Site Assessment 100%	1,306.64
Total Consultants			5,364.96
			5,364.96
Total this Project			\$5,364.96
Total this Report			\$5,364.96

INVOICE FOR PROFESSIONAL SERVICES

November 22, 2019

Project No: 19019

Invoice No: 20198

ZFA Structural Engineers
1390 El Camino Real, Suite 100
San Carlos, CA 94070

Project 19019 MidPen Structure Stabilization - Multiple Properties
Professional Services Rendered: Modify Basis of Design reports as per comments, finalize and print BOD report.

Professional Services from October 1, 2019 to October 31, 2019

Fee

Billing Phase	Contract Amount	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Board Meeting	2,000.00	100.00	2,000.00	2,000.00	0.00
Beatty - Site Assessment	5,788.00	100.00	5,788.00	4,804.04	983.96
LH Cabin - Site Assessment	5,850.00	100.00	5,850.00	3,568.50	2,281.50
LH Barn - Site Assessment	5,788.00	100.00	5,788.00	4,572.52	1,215.48
Beatty - Basis of Design	6,758.00	100.00	6,758.00	3,108.68	3,649.32
LH Cabin - Basis of Design	6,758.00	100.00	6,758.00	3,243.84	3,514.16
LH Barn - Basis of Design	6,089.00	100.00	6,089.00	2,313.82	3,775.18
Total Fee	39,031.00		39,031.00	23,611.40	15,419.60
	Total Fee				15,419.60

Billing Limits

	Current	Prior	To-Date
Expense	0.00	226.88	226.88
Limit			4,850.00
Remaining			4,623.12
		Total this Invoice	\$15,419.60

Outstanding Invoices

Number	Date	Balance
19835	8/19/2019	6,620.64
19936	9/18/2019	9,069.17
20046	10/14/2019	5,392.93
Total		21,082.74

Billings to Date

	Current	Prior	Total	Received
Fee	15,419.60	23,611.40	39,031.00	
Labor	0.00	580.00	580.00	
Expense	0.00	226.88	226.88	
Totals	15,419.60	24,418.28	39,837.88	3,335.54

PLEASE NOTE: Payment in full shall be made within thirty days of invoice date.
A later payment charge of 1½% per month may be added to any amount overdue.

PAGE & TURNBULL

**ARCHITECTURE
PLANNING & RESEARCH
PRESERVATION TECHNOLOGY**



INVOICE

1466 66th St
Emeryville, CA 94608-1014
510-547-7771

Project Mgr: Mike Benefield

Project: ZFA MPROSD 3 Structures Hazardous Materials Survey
17820 Alma Bridge Rd.
Los Gatos, CA

To: ZFA Structural Engineers
Attn: Steven Patton, SE
1390 El Camino Real Suite 100
San Carlos, CA 94070

REMIT TO:

Invoice Number: TC89151

Terracon Consultants, Inc.
PO Box 959673
St Louis, MO 63195-9673

Federal E.I.N.: 42-1249917

Project Number:	R1197192
Invoice Date:	11/20/2019
For Period:	7/28/2019 to 11/16/2019

FINAL INVOICE

Hazardous Materials Survey for 3 Sites: Beatty House, La Honda White Barn, La Honda Rewood Cabin

Description	Total
Lump Sum Fee (100% complete)	\$816.00

Invoice Total \$816.00

divided by 3 = 272.00
each

TERMS: DUE UPON PRESENTATION OF INVOICE



PO BOX 4368, Costa Mesa, CA 92628

INVOICE

November 6, 2019
 OCMI Project: No: 19414.000
 Invoice No: 0001317

Steven Patton
 ZFA Sturctural Engineers
 1212 FOURTH ST, SUITE Z
 Santa Rosa, CA 95404

Invoice Total **\$5,728.50**

OCMI Project: 19414.000 Mid Peninsula Stabilization project

Payment is now due for consulting services provided for the above referenced project for the period of October 1, 2019 to October 31, 2019.

Billing Phase	Fee	Percent Complete	Total Earned	Previous Fee Billing	Current Fee Billing
La Honda White Barn Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
La Honda Redwood Cabin Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
Beatty Property Building Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
Total Fee	8,550.00		8,550.00	2,821.50	5,728.50
		Sub-Total			5,728.50
			Total Amount Due this Invoice		\$5,728.50

BILLED TO DATE

	Current Earned	Previous Billed	Total Earned
Fee	5,728.50	2,821.50	8,550.00
Totals	5,728.50	2,821.50	8,550.00

adjusted invoice to \$2,725.53 due to previous billing being \$2,824.47 for a total of \$8550 combined.



Labor Detail

Monday, December 2, 2019

3:46:39 PM

Page & Tumbull, Inc.

Transactions for 10/1/2019 through 11/30/2019

		Date	Regular Hours	Total Hours
Project Number: 19019 MidPen Structure Stabilization - Multi P				
Phase Number: 10.A Beatty - Site Assessment				
Staff: 030 Principal				
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			4.00	4.00
Staff: 242 Designer				
* SEB	Brummett, Sarah	10/10/2019	.50	.50
Total for 10.A			4.50	4.50
Phase Number: 10.B LH Cabin - Site Assessment				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/21/2019	2.75	2.75
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			6.75	6.75
Staff: 242 Designer				
* SEB	Brummett, Sarah	10/3/2019	1.00	1.00
* SEB	Brummett, Sarah	10/7/2019	1.50	1.50
* SEB	Brummett, Sarah	10/8/2019	2.50	2.50
* SEB	Brummett, Sarah	10/9/2019	1.00	1.00
Total for 242			6.00	6.00
Total for 10.B			12.75	12.75
Phase Number: 10.C LH Barn - Site Assessment				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/21/2019	.25	.25
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			4.25	4.25
Staff: 242 Designer				
* SEB	Brummett, Sarah	11/25/2019	1.00	1.00
* SEB	Brummett, Sarah	11/26/2019	1.00	1.00
Total for 242			2.00	2.00
Total for 10.C			6.25	6.25
Phase Number: 20.A Beatty - Basis of Design				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/25/2019	.50	.50
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	.50	.50
PJB	Birkholz, Peter	11/5/2019	.50	.50
PJB	Birkholz, Peter	11/8/2019	2.25	2.25
PJB	Birkholz, Peter	11/14/2019	.50	.50
PJB	Birkholz, Peter	11/15/2019	.25	.25
PJB	Birkholz, Peter	11/19/2019	1.00	1.00
PJB	Birkholz, Peter	11/20/2019	2.00	2.00
PJB	Birkholz, Peter	11/21/2019	1.00	1.00
PJB	Birkholz, Peter	11/22/2019	1.00	1.00
Total for 030			10.50	10.50

Labor Detail		Transactions for 10/1/2019 through 11/30/2019		Monday, December 2, 2019 3:46:39 PM	
		Date	Regular Hours	Total Hours	
Staff: 242 Designer					
* SEB	Brummett, Sarah	11/1/2019	1.00	1.00	
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	
SEB	Brummett, Sarah	11/6/2019	.25	.25	
SEB	Brummett, Sarah	11/7/2019	.50	.50	
SEB	Brummett, Sarah	11/8/2019	.25	.25	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
* SEB	Brummett, Sarah	11/14/2019	1.00	1.00	
SEB	Brummett, Sarah	11/18/2019	2.50	2.50	
SEB	Brummett, Sarah	11/19/2019	1.00	1.00	
SEB	Brummett, Sarah	11/25/2019	.25	.25	
Total for 242			10.50	10.50	
Total for 20.A			21.00	21.00	
Phase Number: 20.B LH Cabin - Basis of Design					
Staff: 030 Principal					
* PJB	Birkholz, Peter	10/14/2019	.50	.50	
PJB	Birkholz, Peter	11/1/2019	1.00	1.00	
PJB	Birkholz, Peter	11/5/2019	1.00	1.00	
PJB	Birkholz, Peter	11/8/2019	2.25	2.25	
PJB	Birkholz, Peter	11/14/2019	.50	.50	
PJB	Birkholz, Peter	11/15/2019	.25	.25	
PJB	Birkholz, Peter	11/19/2019	1.00	1.00	
PJB	Birkholz, Peter	11/20/2019	2.00	2.00	
PJB	Birkholz, Peter	11/21/2019	1.00	1.00	
PJB	Birkholz, Peter	11/22/2019	1.00	1.00	
Total for 030			10.50	10.50	
Staff: 242 Designer					
* SEB	Brummett, Sarah	10/9/2019	.50	.50	
* SEB	Brummett, Sarah	10/24/2019	.75	.75	
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	
SEB	Brummett, Sarah	11/6/2019	.25	.25	
SEB	Brummett, Sarah	11/7/2019	.50	.50	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
SEB	Brummett, Sarah	11/18/2019	2.25	2.25	
SEB	Brummett, Sarah	11/19/2019	1.00	1.00	
Total for 242			9.00	9.00	
Total for 20.B			19.50	19.50	
Phase Number: 20.C LH Barn - Basis of Design					
Staff: 030 Principal					
* PJB	Birkholz, Peter	10/14/2019	1.50	1.50	
PJB	Birkholz, Peter	11/1/2019	1.00	1.00	
PJB	Birkholz, Peter	11/5/2019	1.00	1.00	
PJB	Birkholz, Peter	11/8/2019	2.25	2.25	
PJB	Birkholz, Peter	11/14/2019	.50	.50	
PJB	Birkholz, Peter	11/15/2019	.25	.25	
PJB	Birkholz, Peter	11/19/2019	1.00	1.00	
PJB	Birkholz, Peter	11/20/2019	2.00	2.00	
PJB	Birkholz, Peter	11/21/2019	1.00	1.00	
PJB	Birkholz, Peter	11/22/2019	1.00	1.00	
Total for 030			11.50	11.50	
Staff: 242 Designer					
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	

Labor Detail		Transactions for 10/1/2019 through 11/30/2019		Monday, December 2, 2019 3:46:39 PM	
		Date	Regular Hours	Total Hours	
SEB	Brummelt, Sarah	11/6/2019	.25	.25	
SEB	Brummelt, Sarah	11/12/2019	1.00	1.00	
* SEB	Brummelt, Sarah	11/13/2019	2.25	2.25	
SEB	Brummelt, Sarah	11/14/2019	1.50	1.50	
SEB	Brummelt, Sarah	11/18/2019	2.00	2.00	
SEB	Brummelt, Sarah	11/19/2019	1.00	1.00	
Total for 242			9.25	9.25	
Total for 20.C			20.75	20.75	
Total for 19019			84.75	84.75	

ZFA STRUCTURAL ENGINEERS1212 Fourth Street, Suite Z
Santa Rosa, CA 95404Tanisha Werner
Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022December 6, 2019
Project No: 19235.10
Invoice No: 42751

Project Manager: Steven Patton

Project 19235.10 Midpen La Honda Structure Stabilization - Redwood Cabin - PO#2020-287

Email Invoices: twerner@openspace.org / Must fill out matrix

Professional Services from October 20, 2019 to November 16, 2019**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	6,370.00	100.00	6,370.00	6,370.00	0.00
Task #2 - Basis of Design (BOD)	10,584.00	97.00	10,266.48	9,525.60	740.88
Total Fee	16,954.00		16,636.48	15,895.60	740.88
Total Fee					740.88
Total this Project					\$740.88

Outstanding Invoices

Number	Date	Balance
42441	10/25/2019	9,525.60
Total Outstanding		9,525.60
Grand Total		\$10,266.48

Project 19235.11 Midpen La Honda Structure Stabilization - Redwood Cabin - Romlg Geotech

Email Invoices: twerner@openspace.org / Must fill out matrix

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	12,650.00	100.00	12,650.00	12,650.00	0.00
ZFA Markup (7.5%)	949.00	100.00	949.00	949.00	0.00
Total Fee	13,599.00		13,599.00	13,599.00	0.00
Total Fee					0.00
Total this Project					0.00

Outstanding Invoices

Number	Date	Balance
42441	10/25/2019	13,599.00
Total Outstanding		13,599.00
Grand Total		\$13,599.00

Project 19235.12 Midpen La Honda Structure Stabilization - Redwood Cabin - Page & Turnbull

Email Invoices: twerner@openspace.org / Must fill out matrix

Project	19235.10	Midpen La Honda Redwood Cabin	Invoice	42751
---------	----------	-------------------------------	---------	-------

Consultants

Architectural Consultant

11/22/2019	Page & Turnbull, Inc.	LH Cabin - Basis of Design 100%	3,777.72	
11/22/2019	Page & Turnbull, Inc.	LH Cabin - Site Assessment 100%	2,452.61	
	Total Consultants		6,230.33	6,230.33

Billing Limits

	Current	Prior	To-Date	
Total Billings	6,230.33	7,323.27	13,553.60	
Limit			13,554.00	
Remaining			.40	
		Total this Project		\$6,230.33

Outstanding Invoices

Number	Date	Balance	
42441	10/25/2019	2,106.81	
Total Outstanding		2,106.81	
		Grand Total	\$8,337.14

 Project 19235.13 Midpen La Honda Structure Stabilization - Redwood Cabin - Terracon Consultants

Email Invoices: twemer@openspace.org / Must fill out matrix

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	3,657.00	100.00	3,657.00	3,385.00	272.00
ZFA Markup (7.5%)	274.00	100.00	274.00	253.82	20.38
Total Fee	3,931.00		3,931.00	3,638.62	292.38
		Total Fee			292.38
			Total this Project		\$292.38

 Project 19235.14 Midpen La Honda Structure Stabilization - Redwood Cabin - Sigma Prime Geosciences

Email Invoices: twemer@openspace.org / Must fill out matrix

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	3,800.00	100.00	3,800.00	3,500.00	300.00
ZFA Markup (7.5%)	285.00	100.00	285.00	262.50	22.50
Total Fee	4,085.00		4,085.00	3,762.50	322.50
		Total Fee			322.50
			Total this Project		\$322.50

Outstanding Invoices

Number	Date	Balance	
42441	10/25/2019	3,762.50	
Total Outstanding		3,762.50	
		Grand Total	\$4,085.00

 Project 19235.15 Midpen La Honda Structure Stabilization - Redwood Cabin - DCMI

Email Invoices: twemer@openspace.org / Must fill out matrix

Fee

Project	19235.10	Midpen La Honda Redwood Cabin	Invoice	42751
---------	----------	-------------------------------	---------	-------

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #2 - Basis of Design (BOD)	2,850.00	100.00	2,850.00	941.49	1,908.51
ZFA Markup (7.5%)	214.00	100.00	214.00	70.69	143.31
Total Fee	3,064.00		3,064.00	1,012.18	2,051.82
Total Fee					2,051.82
Total this Project					\$2,051.82

Outstanding Invoices

Number	Date	Balance
42441	10/25/2019	1,012.18
Total Outstanding		1,012.18

Grand Total **\$3,064.00**

 Project 19235.16 Midpen La Honda Structure Stabilization - Redwood Cabin - Kieley Arborist Services
 Email Invoices: twerner@openspace.org / Must fill out matrix
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	950.00	100.00	950.00	950.00	0.00
ZFA Markup (7.5%)	71.00	100.00	71.00	71.00	0.00
Total Fee	1,021.00		1,021.00	1,021.00	0.00
Total Fee					0.00
Total this Project					0.00

 Project 19235.17 Midpen La Honda Structure Stabilization - Redwood Cabin - Albion Environmental
 Email Invoices: twerner@openspace.org / Must fill out matrix

Billing Limits

	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			7,664.00
Remaining			7,664.00

Total this Project **0.00**

Total this Invoice **\$9,637.91**

Project	19235.10	Midpen La Honda Redwood Cabin	Invoice	42751
---------	----------	-------------------------------	---------	-------

Billing Backup

Friday, December 6, 2019

ZFA Structural Engineers

Invoice 42751 Dated 12/6/2019

12:39:25 PM

Project 19235.10 Midpen La Honda Structure Stabilization - Redwood Cabin - PO#2020-287

Professional Personnel

			Hours
Associate Principal			
PROJECT MANAGEMENT			
013	Frantz, Matthew	10/29/2019	1.00
013	Frantz, Matthew	10/30/2019	.50
013	Frantz, Matthew	10/31/2019	1.50
013	Frantz, Matthew	11/1/2019	.50
013	Frantz, Matthew	11/12/2019	2.00
013	Frantz, Matthew	11/13/2019	.50
013	Frantz, Matthew	11/14/2019	.50
013	Frantz, Matthew	11/15/2019	.50
DESIGN			
012	Bogart, Ryan	11/11/2019	2.00
012	Bogart, Ryan	11/12/2019	4.00
013	Frantz, Matthew	11/5/2019	1.00
013	Frantz, Matthew	11/6/2019	.50
013	Frantz, Matthew	11/7/2019	2.00
013	Frantz, Matthew	11/8/2019	1.00
Senior Associate			
PROJECT MANAGEMENT			
019	Patton, Steven	10/24/2019	1.00
019	Patton, Steven	10/29/2019	1.00
019	Patton, Steven	BOD report updates per conf call commnets from district	
019	Patton, Steven	10/30/2019	2.00
019	Patton, Steven	Cost est reviews and report updates	
019	Patton, Steven	10/31/2019	2.00
019	Patton, Steven	Cost est reviews and report updates	
019	Patton, Steven	11/1/2019	.50
019	Patton, Steven	Cost Est updates	
019	Patton, Steven	11/4/2019	1.00
019	Patton, Steven	11/8/2019	.50
019	Patton, Steven	11/13/2019	1.00
019	Patton, Steven	Cost estimate review and coord	
019	Patton, Steven	11/14/2019	1.50
019	Patton, Steven	Cost estimate review and coord w arch & district	
019	Patton, Steven	11/15/2019	1.00
019	Patton, Steven	Cost estimate updates	
Senior BIM Technician			
DRAFTING			
082	Sheynkman, Leonid	11/7/2019	5.50
082	Sheynkman, Leonid	11/8/2019	1.00
	Totals		35.50
	Total Labor		

Total this Project

 Project 19235.12 Midpen La Honda Structure Stabilization - Redwood Cabin - Page & Turnbull

Project	19235.10	Midpen La Honda Redwood Cabin	Invoice	42751
---------	----------	-------------------------------	---------	-------

Consultants

Architectural Consultant

AP 26841	11/22/2019	Page & Turnbull, Inc. / LH Cabin - Basis of Design 100%	3,777.72	
AP 26841	11/22/2019	Page & Turnbull, Inc. / LH Cabin - Site Assessment 100%	2,452.61	
Total Consultants			6,230.33	6,230.33
			Total this Project	\$6,230.33
			Total this Report	\$6,230.33

INVOICE FOR PROFESSIONAL SERVICES

November 22, 2019

Project No: 19019

Invoice No: 20198

ZFA Structural Engineers
1390 El Camino Real, Suite 100
San Carlos, CA 94070

Project 19019 MidPen Structure Stabilization - Multiple Properties
Professional Services Rendered: Modify Basis of Design reports as per comments, finalize and print BOD report.
Professional Services from October 1, 2019 to October 31, 2019

Fee

Billing Phase	Contract Amount	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Board Meeting	2,000.00	100.00	2,000.00	2,000.00	0.00
Beatty - Site Assessment	5,788.00	100.00	5,788.00	4,804.04	983.96
LH Cabin - Site Assessment	5,850.00	100.00	5,850.00	3,568.50	2,281.50
LH Barn - Site Assessment	5,788.00	100.00	5,788.00	4,572.52	1,215.48
Beatty - Basis of Design	6,758.00	100.00	6,758.00	3,108.68	3,649.32
LH Cabin - Basis of Design	6,758.00	100.00	6,758.00	3,243.84	3,514.16
LH Barn - Basis of Design	6,089.00	100.00	6,089.00	2,313.82	3,775.18
Total Fee	39,031.00		39,031.00	23,611.40	15,419.60

Total Fee

15,419.60

Billing Limits

	Current	Prior	To-Date
Expense Limit	0.00	226.88	226.88
Limit Remaining			4,850.00
			4,623.12

Total this Invoice

\$15,419.60

Outstanding Invoices

Number	Date	Balance
19835	8/19/2019	6,620.64
19936	9/18/2019	9,069.17
20046	10/14/2019	5,392.93
Total		21,082.74

Billings to Date

	Current	Prior	Total	Received
Fee	15,419.60	23,611.40	39,031.00	
Labor	0.00	580.00	580.00	
Expense	0.00	226.88	226.88	
Totals	15,419.60	24,418.28	39,837.88	3,335.54

PLEASE NOTE: Payment in full shall be made within thirty days of invoice date.
A later payment charge of 1½% per month may be added to any amount overdue.

PAGE & TURNBULL

**ARCHITECTURE
PLANNING & RESEARCH
PRESERVATION TECHNOLOGY**



INVOICE

1466 66th St
Emeryville, CA 94608-1014
510-547-7771

Project Mgr: Mike Benefield

Project: ZFA MPROSD 3 Structures Hazardous Materials Survey
17820 Alma Bridge Rd.
Los Gatos, CA

To: ZFA Structural Engineers
Attn: Steven Patton, SE
1390 El Camino Real Suite 100
San Carlos, CA 94070

REMIT TO:

Invoice Number: TC89151

Terracon Consultants, Inc.
PO Box 959673
St Louis, MO 63195-9673

Federal E.I.N.: 42-1249917

Project Number:	R1197192
Invoice Date:	11/20/2019
For Period:	7/28/2019 to 11/16/2019

FINAL INVOICE

Hazardous Materials Survey for 3 Sites: Beatty House, La Honda White Barn, La Honda Rewood Cabin

Description	Total
Lump Sum Fee (100% complete)	\$816.00

Invoice Total	\$816.00
----------------------	-----------------

divided by 3 = 272.00
each

Invoice

Sigma Prime Geosciences Incorporated

332 Princeton Avenue
Half Moon Bay, CA 94019

tel: (650) 728-3590 fax: (650) 728-3593

Date	Invoice #
10/11/2019	2448 R

Bill To
ZFA Structural Engineers 1390 El Camino Real, Suite 100 San Carlos, CA 94070

Project/Item	Description	Job #	Amount
Land Surveying Services	<p>Site survey field work and production of site plans for 2 Mid-Peninsula Regional Open Space Sites as described in our proposal dated May 7, 2019.</p> <p>Log Cabin and Beatty Site Plans previously delivered electronically.</p> <p>Note: \$7,000 invoiced previously. This is the revised invoice for the full amount. Billing \$600 for Nov.</p>	19-155	7,600.00

Please remit to above address, Thank you.

Total

\$7,600.00



PO BOX 4368, Costa Mesa, CA 92628

INVOICE

November 6, 2019
 OCMI Project: No: 19414.000
 Invoice No: 0001317

Steven Patton
 ZFA Sturctural Engineers
 1212 FOURTH ST, SUITE Z
 Santa Rosa, CA 95404

Invoice Total **\$5,728.50**

OCMI Project: 19414.000 Mid Peninsula Stabilization project

Payment is now due for consulting services provided for the above referenced project for the period of October 1, 2019 to October 31, 2019.

Billing Phase	Fee	Percent Complete	Total Earned	Previous Fee Billing	Current Fee Billing
La Honda White Barn Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
La Honda Redwood Cabin Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
Beatty Property Building Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
Total Fee	8,550.00		8,550.00	2,821.50	5,728.50
		Sub-Total			5,728.50
				Total Amount Due this Invoice	\$5,728.50

BILLED TO DATE

	Current Earned	Previous Billed	Total Earned
Fee	5,728.50	2,821.50	8,550.00
Totals	5,728.50	2,821.50	8,550.00

adjusted invoice to \$2,725.53 due to previous billing being \$2,824.47 for a total of \$8550 combined.



Labor Detail

Monday, December 2, 2019

3:46:39 PM

Page & Turnbull, Inc.

Transactions for 10/1/2019 through 11/30/2019

		Date	Regular Hours	Total Hours
Project Number: 19019 MidPen Structure Stabilization - Multi P				
Phase Number: 10.A Beatty - Site Assessment				
Staff: 030 Principal				
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			4.00	4.00
Staff: 242 Designer				
* SEB	Brummett, Sarah	10/10/2019	.50	.50
Total for 10.A			4.50	4.50
Phase Number: 10.B LH Cabin - Site Assessment				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/21/2019	2.75	2.75
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			6.75	6.75
Staff: 242 Designer				
* SEB	Brummett, Sarah	10/3/2019	1.00	1.00
* SEB	Brummett, Sarah	10/7/2019	1.50	1.50
* SEB	Brummett, Sarah	10/8/2019	2.50	2.50
* SEB	Brummett, Sarah	10/9/2019	1.00	1.00
Total for 242			6.00	6.00
Total for 10.B			12.75	12.75
Phase Number: 10.C LH Barn - Site Assessment				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/21/2019	.25	.25
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			4.25	4.25
Staff: 242 Designer				
* SEB	Brummett, Sarah	11/25/2019	1.00	1.00
* SEB	Brummett, Sarah	11/26/2019	1.00	1.00
Total for 242			2.00	2.00
Total for 10.C			6.25	6.25
Phase Number: 20.A Beatty - Basis of Design				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/25/2019	.50	.50
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	.50	.50
PJB	Birkholz, Peter	11/5/2019	.50	.50
PJB	Birkholz, Peter	11/8/2019	2.25	2.25
PJB	Birkholz, Peter	11/14/2019	.50	.50
PJB	Birkholz, Peter	11/15/2019	.25	.25
PJB	Birkholz, Peter	11/19/2019	1.00	1.00
PJB	Birkholz, Peter	11/20/2019	2.00	2.00
PJB	Birkholz, Peter	11/21/2019	1.00	1.00
PJB	Birkholz, Peter	11/22/2019	1.00	1.00
Total for 030			10.50	10.50

Labor Detail		Transactions for 10/1/2019 through 11/30/2019		Monday, December 2, 2019 3:46:39 PM	
		Date	Regular Hours	Total Hours	
Staff: 242 Designer					
* SEB	Brummett, Sarah	11/1/2019	1.00	1.00	
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	
SEB	Brummett, Sarah	11/6/2019	.25	.25	
SEB	Brummett, Sarah	11/7/2019	.50	.50	
SEB	Brummett, Sarah	11/8/2019	.25	.25	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
* SEB	Brummett, Sarah	11/14/2019	1.00	1.00	
SEB	Brummett, Sarah	11/18/2019	2.50	2.50	
SEB	Brummett, Sarah	11/18/2019	1.00	1.00	
SEB	Brummett, Sarah	11/25/2019	.25	.25	
Total for 242			10.50	10.50	
Total for 20.A			21.00	21.00	
Phase Number: 20.B LH Cabin - Basis of Design					
Staff: 030 Principal					
* PJB	Birkholz, Peter	10/14/2019	.50	.50	
PJB	Birkholz, Peter	11/1/2019	1.00	1.00	
PJB	Birkholz, Peter	11/5/2019	1.00	1.00	
PJB	Birkholz, Peter	11/8/2019	2.25	2.25	
PJB	Birkholz, Peter	11/14/2019	.50	.50	
PJB	Birkholz, Peter	11/15/2019	.25	.25	
PJB	Birkholz, Peter	11/18/2019	1.00	1.00	
PJB	Birkholz, Peter	11/20/2019	2.00	2.00	
PJB	Birkholz, Peter	11/21/2019	1.00	1.00	
PJB	Birkholz, Peter	11/22/2019	1.00	1.00	
Total for 030			10.50	10.50	
Staff: 242 Designer					
* SEB	Brummett, Sarah	10/9/2019	.50	.50	
* SEB	Brummett, Sarah	10/24/2019	.75	.75	
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	
SEB	Brummett, Sarah	11/6/2019	.25	.25	
SEB	Brummett, Sarah	11/7/2019	.50	.50	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
SEB	Brummett, Sarah	11/18/2019	2.25	2.25	
SEB	Brummett, Sarah	11/19/2019	1.00	1.00	
Total for 242			9.00	9.00	
Total for 20.B			19.50	19.50	
Phase Number: 20.C LH Barn - Basis of Design					
Staff: 030 Principal					
* PJB	Birkholz, Peter	10/14/2019	1.50	1.50	
PJB	Birkholz, Peter	11/1/2019	1.00	1.00	
PJB	Birkholz, Peter	11/5/2019	1.00	1.00	
PJB	Birkholz, Peter	11/8/2019	2.25	2.25	
PJB	Birkholz, Peter	11/14/2019	.50	.50	
PJB	Birkholz, Peter	11/15/2019	.25	.25	
PJB	Birkholz, Peter	11/19/2019	1.00	1.00	
PJB	Birkholz, Peter	11/20/2019	2.00	2.00	
PJB	Birkholz, Peter	11/21/2019	1.00	1.00	
PJB	Birkholz, Peter	11/22/2019	1.00	1.00	
Total for 030			11.50	11.50	
Staff: 242 Designer					
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	

Labor Detail		Transactions for 10/1/2019 through 11/30/2019		Monday, December 2, 2019 3:46:39 PM	
		Date	Regular Hours	Total Hours	
SEB	Brummett, Sarah	11/8/2019	.25	.25	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
* SEB	Brummett, Sarah	11/13/2019	2.25	2.25	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
SEB	Brummett, Sarah	11/18/2019	2.00	2.00	
SEB	Brummett, Sarah	11/19/2019	1.00	1.00	
Total for 242			9.25	9.25	
Total for 20.C			20.75	20.75	
Total for 19019			84.75	84.75	

ZFA STRUCTURAL ENGINEERS1212 Fourth Street, Suite Z
Santa Rosa, CA 95404Tanisha Werner
Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022December 6, 2019
Project No: 19235.20
Invoice No: 42752

Project Manager: Steven Patton

Project 19235.20 Midpen La Honda Structure Stabilization - Beatty Property Home - PO#2020-287
Email Invoices: twerner@openspace.org / Must fill out matrix**Professional Services from October 20, 2019 to November 16, 2019****Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	5,810.00	100.00	5,810.00	5,810.00	0.00
Task #2 - Basis of Design	9,450.00	97.00	9,166.50	8,505.00	661.50
Total Fee	15,260.00		14,976.50	14,315.00	661.50
Total Fee					661.50
Total this Project					\$661.50

Outstanding Invoices

Number	Date	Balance
42443	10/25/2019	8,505.00
Total Outstanding		8,505.00
Grand Total		\$9,166.50

Project 19235.21 Midpen La Honda Structure Stabilization - Beatty Property Home - Romig Geotech
Email Invoices: twerner@openspace.org / Must fill out matrix**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	5,800.00	100.00	5,800.00	5,800.00	0.00
ZFA Markup (7.5%)	435.00	100.00	435.00	435.00	0.00
Total Fee	6,235.00		6,235.00	6,235.00	0.00
Total Fee					0.00
Total this Project					0.00

Outstanding Invoices

Number	Date	Balance
42443	10/25/2019	6,235.00
Total Outstanding		6,235.00
Grand Total		\$6,235.00

Project 19235.22 Midpen La Honda Structure Stabilization - Beatty Property Home - Page & Turnbull
Email Invoices: twerner@openspace.org / Must fill out matrix

Project	19235.20	Midpen La Honda Beatty Home	Invoice	42752
---------	----------	-----------------------------	---------	-------

Consultants

Architectural Consultant

11/22/2019	Page & Turnbull, Inc.	Beatty - Site Assessment 100%	1,057.76	
11/22/2019	Page & Turnbull, Inc.	Beatty - Basis of Design 100%	3,923.02	
	Total Consultants		4,980.78	4,980.78

Billing Limits

	Current	Prior	To-Date	
Total Billings	4,980.78	8,506.17	13,486.95	
Limit			13,486.00	
Adjustment				-.95
		Total this Project		\$4,979.83

Outstanding Invoices

Number	Date	Balance	
42443	10/25/2019	1,888.86	
Total Outstanding		1,888.86	
		Grand Total	\$6,868.69

 Project 19235.23 Midpen La Honda Structure Stabilization - Beatty Property Home - Terracon Consultants

Email Invoices: twemer@openspace.org / Must fill out matrix
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	3,657.00	100.00	3,657.00	3,385.00	272.00
ZFA Markup (7.5%)	274.00	100.00	274.00	253.62	20.38
Total Fee	3,931.00		3,931.00	3,638.62	292.38
		Total Fee			292.38
			Total this Project		\$292.38

 Project 19235.24 Midpen La Honda Structure Stabilization - Beatty Property Home - Sigma Prime Geosciences

Email Invoices: twemer@openspace.org / Must fill out matrix
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	3,800.00	100.00	3,800.00	3,500.00	300.00
ZFA Markup (7.5%)	285.00	100.00	285.00	262.50	22.50
Total Fee	4,085.00		4,085.00	3,762.50	322.50
		Total Fee			322.50
			Total this Project		\$322.50

Outstanding Invoices

Number	Date	Balance	
42443	10/25/2019	3,762.50	
Total Outstanding		3,762.50	
		Grand Total	\$4,085.00

 Project 19235.25 Midpen La Honda Structure Stabilization - Beatty Property Home - OCMI

Email Invoices: twemer@openspace.org / Must fill out matrix

Project	19235.20	Midpen La Honda Beatty Home	Invoice	42752
---------	----------	-----------------------------	---------	-------

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #2 - Basis of Design (BOD)	2,850.00	100.00	2,850.00	941.49	1,908.51
ZFA Markup (7.5%)	214.00	100.00	214.00	70.69	143.31
Total Fee	3,064.00		3,064.00	1,012.18	2,051.82
Total Fee					2,051.82
Total this Project					\$2,051.82

Outstanding Invoices

Number	Date	Balance
42443	10/25/2019	1,012.18
Total Outstanding		1,012.18
Grand Total		\$3,064.00

Project	19235.26	Midpen La Honda Structure Stabilization - Beatty Property Home - Kiely Arborist Services
---------	----------	--

Email Invoices: twerner@openspace.org / Must fill out matrix

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task #1 - Site Evaluation Assessment	900.00	100.00	900.00	0.00	900.00
ZFA Markup (7.5%)	68.00	100.00	68.00	0.00	68.00
Total Fee	968.00		968.00	0.00	968.00
Total Fee					968.00
Total this Project					\$968.00

Project	19235.27	Midpen La Honda Structure Stabilization - Beatty Property Home - Albion Environmental
---------	----------	---

Email Invoices: twerner@openspace.org / Must fill out matrix

Billing Limits

	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			5,692.00
Remaining			5,692.00
Total this Project			0.00
Total this Invoice			\$9,276.03

Project	19235.20	Midpen La Honda Beatty Home	Invoice	42752
---------	----------	-----------------------------	---------	-------

Billing Backup

Friday, December 6, 2019

ZFA Structural Engineers

Invoice 42752 Dated 12/6/2019

12:41:07 PM

Project	19235.22	Midpen La Honda Structure Stabilization - Beatty Property Home - Page & Turnbull
---------	----------	--

Consultants

Architectural Consultant

AP 26841	11/22/2019	Page & Turnbull, Inc. / Beatty -Site Assessment 100%	1,057.78	
AP 26841	11/22/2019	Page & Turnbull, Inc. / Beatty - Basis of Design 100%	3,923.02	
Total Consultants			4,980.78	4,980.78
			Total this Project	\$4,980.78
			Total this Report	\$4,980.78

Friday, November 22, 2019

1:17:49 PM

Labor Detail

ZFA Structural Engineers

Transactions for 10/20/2019 through 11/16/2019

		Date	Regular Hours	Total Ovt Hrs	Total Hours
Project Number: 19235.20 Midpen La Honda Beatty Home					
Labor Code Level 1: 101 PROJECT MGMT +QA					
* 009	Moore, Mark	10/29/2019	2.00		2.00
* 009	Moore, Mark	11/4/2019	1.00		1.00
* 009	Moore, Mark	11/15/2019	2.00		2.00
013	Frantz, Matthew	10/21/2019	.50		.50
013	Frantz, Matthew	10/23/2019	1.50		1.50
013	Frantz, Matthew	10/25/2019	.50		.50
* 013	Frantz, Matthew	10/29/2019	1.00		1.00
* 013	Frantz, Matthew	10/30/2019	.50		.50
* 013	Frantz, Matthew	10/31/2019	1.50		1.50
* 013	Frantz, Matthew	11/1/2019	.50		.50
019	Patton, Steven	10/21/2019	1.00		1.00
	arborist report incorp to bod				
019	Patton, Steven	10/24/2019	.50		.50
019	Patton, Steven	10/28/2019	.50		.50
019	Patton, Steven	10/29/2019	1.00		1.00
	BOD report updates per conf call commnets from district				
019	Patton, Steven	10/30/2019	.50		.50
019	Patton, Steven	11/1/2019	.50		.50
019	Patton, Steven	11/14/2019	1.00		1.00
	cost est coord				
019	Patton, Steven	11/15/2019	1.00		1.00
	Cost estimate updates				
Total for 101			17.00		17.00
Labor Code Level 1: 105 DESIGN					
013	Frantz, Matthew	11/5/2019	1.00		1.00
013	Frantz, Matthew	11/6/2019	.50		.50
013	Frantz, Matthew	11/7/2019	2.00		2.00
013	Frantz, Matthew	11/8/2019	1.00		1.00
013	Frantz, Matthew	11/11/2019	4.00		4.00
013	Frantz, Matthew	11/12/2019	2.00		2.00
013	Frantz, Matthew	11/13/2019	.50		.50
013	Frantz, Matthew	11/14/2019	.50		.50
013	Frantz, Matthew	11/15/2019	.50		.50
Total for 105			12.00		12.00
Labor Code Level 1: 108 DRAFTING					
082	Sheynkman, Leonid	11/7/2019	4.00		4.00
Total for 19235.20			33.00		33.00

INVOICE FOR PROFESSIONAL SERVICES

November 22, 2019

Project No: 19019

Invoice No: 20198

ZFA Structural Engineers
1390 El Camino Real, Suite 100
San Carlos, CA 94070

Project 19019 MidPen Structure Stabilization - Multiple Properties
Professional Services Rendered: Modify Basis of Design reports as per comments, finalize and print BOD report.

Professional Services from October 1, 2019 to October 31, 2019**Fee**

Billing Phase	Contract Amount	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Board Meeting	2,000.00	100.00	2,000.00	2,000.00	0.00
Beatty - Site Assessment	5,788.00	100.00	5,788.00	4,804.04	983.96
LH Cabin - Site Assessment	5,850.00	100.00	5,850.00	3,568.50	2,281.50
LH Barn - Site Assessment	5,788.00	100.00	5,788.00	4,572.52	1,215.48
Beatty - Basis of Design	6,758.00	100.00	6,758.00	3,108.68	3,649.32
LH Cabin - Basis of Design	6,758.00	100.00	6,758.00	3,243.84	3,514.16
LH Barn - Basis of Design	6,089.00	100.00	6,089.00	2,313.82	3,775.18
Total Fee	39,031.00		39,031.00	23,611.40	15,419.60

Total Fee**15,419.60****Billing Limits**

	Current	Prior	To-Date
Expense Limit	0.00	226.88	226.88
Remaining			4,850.00
			4,623.12

Total this Invoice**\$15,419.60****Outstanding Invoices**

Number	Date	Balance
19835	8/19/2019	6,620.64
19936	9/18/2019	9,069.17
20046	10/14/2019	5,392.93
Total		21,082.74

Billings to Date

	Current	Prior	Total	Received
Fee	15,419.60	23,611.40	39,031.00	
Labor	0.00	580.00	580.00	
Expense	0.00	226.88	226.88	
Totals	15,419.60	24,418.28	39,837.88	3,335.54

PLEASE NOTE: Payment in full shall be made within thirty days of invoice date.
A later payment charge of 1½% per month may be added to any amount overdue.

PAGE & TURNBULL

ARCHITECTURE
PLANNING & RESEARCH
PRESERVATION TECHNOLOGY

170 Maiden Lane 5th Floor, San Francisco, CA 94108 | T 415.362.5154 F 415.362.5560 | www.page-turnbull.com



INVOICE

1466 66th St
Emeryville, CA 94608-1014
510-547-7771

Project Mgr: Mike Benefield

Project: ZFA MPROSD 3 Structures Hazardous Materials Survey
17820 Alma Bridge Rd,
Los Gatos, CA

To: ZFA Structural Engineers
Attn: Steven Patton, SE
1390 El Camino Real Suite 100
San Carlos, CA 94070

REMIT TO:

Invoice Number: TC89151

Terracon Consultants, Inc.
PO Box 959673
St Louis, MO 63195-9673

Federal E.I.N.: 42-1249917

Project Number:	R1197192
Invoice Date:	11/20/2019
For Period:	7/28/2019 to 11/16/2019

FINAL INVOICE

Hazardous Materials Survey for 3 Sites: Beatty House, La Honda White Barn, La Honda Rewood Cabin

Description	Total
Lump Sum Fee (100% complete)	\$816.00

Invoice Total	\$816.00
----------------------	-----------------

divided by 3 = 272.00
each

Invoice

Sigma Prime Geosciences Incorporated

332 Princeton Avenue
Half Moon Bay, CA 94019

tel: (650) 728-3590 fax: (650) 728-3593

Date	Invoice #
10/11/2019	2448 R

Bill To
ZFA Structural Engineers 1390 El Camino Real, Suite 100 San Carlos, CA 94070

Project/Item	Description	Job #	Amount
Land Surveying Services	<p>Site survey field work and production of site plans for 2 Mid-Peninsula Regional Open Space Sites as described in our proposal dated May 7, 2019.</p> <p>Log Cabin and Beatty Site Plans previously delivered electronically.</p> <p>Note: \$7,000 invoiced previously. This is the revised invoice for the full amount. Billing \$600 for Nov.</p>	19-155	7,600.00
Please remit to above address, Thank you.		Total	\$7,600.00



PO BOX 4368, Costa Mesa, CA 92628

INVOICE

November 6, 2019
 OCMI Project: No: 19414.000
 Invoice No: 0001317

Steven Patton
 ZFA Structural Engineers
 1212 FOURTH ST, SUITE Z
 Santa Rosa, CA 95404

Invoice Total **\$5,728.50**

OCMI Project: 19414.000 Mid Peninsula Stabilization project

Payment is now due for consulting services provided for the above referenced project for the period of October 1, 2019 to October 31, 2019.

Billing Phase	Fee	Percent Complete	Total Earned	Previous Fee Billing	Current Fee Billing
La Honda White Barn Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
La Honda Redwood Cabin Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
Beatty Property Building Renovations	2,850.00	100.00	2,850.00	940.50	1,909.50
Total Fee	8,550.00		8,550.00	2,821.50	5,728.50
		Sub-Total			5,728.50
				Total Amount Due this Invoice	\$5,728.50

BILLED TO DATE

	Current Earned	Previous Billed	Total Earned
Fee	5,728.50	2,821.50	8,550.00
Totals	5,728.50	2,821.50	8,550.00

adjusted invoice to \$2,725.53 due to previous billing being \$2,824.47 for a total of \$8550 combined.



Labor Detail

Monday, December 2, 2019

3:48:39 PM

Page & Turnbull, Inc.

Transactions for 10/1/2019 through 11/30/2019

		Date	Regular Hours	Total Hours
Project Number: 19019 MidPen Structure Stabilization - Multi P				
Phase Number: 10.A Beatty - Site Assessment				
Staff: 030 Principal				
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			4.00	4.00
Staff: 242 Designer				
* SEB	Brummett, Sarah	10/10/2019	.50	.50
Total for 10.A			4.50	4.50
Phase Number: 10.B LH Cabin - Site Assessment				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/21/2019	2.75	2.75
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			6.75	6.75
Staff: 242 Designer				
* SEB	Brummett, Sarah	10/3/2019	1.00	1.00
* SEB	Brummett, Sarah	10/7/2019	1.50	1.50
* SEB	Brummett, Sarah	10/8/2019	2.50	2.50
* SEB	Brummett, Sarah	10/9/2019	1.00	1.00
Total for 242			6.00	6.00
Total for 10.B			12.75	12.75
Phase Number: 10.C LH Barn - Site Assessment				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/21/2019	.25	.25
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	1.00	1.00
PJB	Birkholz, Peter	11/5/2019	1.00	1.00
PJB	Birkholz, Peter	11/6/2019	1.00	1.00
Total for 030			4.25	4.25
Staff: 242 Designer				
* SEB	Brummett, Sarah	11/25/2019	1.00	1.00
* SEB	Brummett, Sarah	11/26/2019	1.00	1.00
Total for 242			2.00	2.00
Total for 10.C			6.25	6.25
Phase Number: 20.A Beatty - Basis of Design				
Staff: 030 Principal				
* PJB	Birkholz, Peter	10/25/2019	.50	.50
PJB	Birkholz, Peter	11/1/2019	1.00	1.00
PJB	Birkholz, Peter	11/4/2019	.50	.50
PJB	Birkholz, Peter	11/5/2019	.50	.50
PJB	Birkholz, Peter	11/8/2019	2.25	2.25
PJB	Birkholz, Peter	11/14/2019	.50	.50
PJB	Birkholz, Peter	11/15/2019	.25	.25
PJB	Birkholz, Peter	11/19/2019	1.00	1.00
PJB	Birkholz, Peter	11/20/2019	2.00	2.00
PJB	Birkholz, Peter	11/21/2019	1.00	1.00
PJB	Birkholz, Peter	11/22/2019	1.00	1.00
Total for 030			10.50	10.50

Labor Detail		Transactions for 10/1/2019 through 11/30/2019		Monday, December 2, 2019 3:48:39 PM	
		Date	Regular Hours	Total Hours	
Staff: 242 Designer					
* SEB	Brummett, Sarah	11/1/2019	1.00	1.00	
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	
SEB	Brummett, Sarah	11/6/2019	.25	.25	
SEB	Brummett, Sarah	11/7/2019	.50	.50	
SEB	Brummett, Sarah	11/8/2019	.25	.25	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
* SEB	Brummett, Sarah	11/14/2019	1.00	1.00	
SEB	Brummett, Sarah	11/18/2019	2.50	2.50	
SEB	Brummett, Sarah	11/19/2019	1.00	1.00	
SEB	Brummett, Sarah	11/25/2019	.25	.25	
Total for 242			10.50	10.50	
Total for 20.A			21.00	21.00	
Phase Number: 20.B LH Cabin - Basis of Design					
Staff: 030 Principal					
* PJB	Birkholz, Peter	10/14/2019	.50	.50	
PJB	Birkholz, Peter	11/1/2019	1.00	1.00	
PJB	Birkholz, Peter	11/5/2019	1.00	1.00	
PJB	Birkholz, Peter	11/8/2019	2.25	2.25	
PJB	Birkholz, Peter	11/14/2019	.50	.50	
PJB	Birkholz, Peter	11/15/2019	.25	.25	
PJB	Birkholz, Peter	11/19/2019	1.00	1.00	
PJB	Birkholz, Peter	11/20/2019	2.00	2.00	
PJB	Birkholz, Peter	11/21/2019	1.00	1.00	
PJB	Birkholz, Peter	11/22/2019	1.00	1.00	
Total for 030			10.50	10.50	
Staff: 242 Designer					
* SEB	Brummett, Sarah	10/9/2019	.50	.50	
* SEB	Brummett, Sarah	10/24/2019	.75	.75	
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	
SEB	Brummett, Sarah	11/6/2019	.25	.25	
SEB	Brummett, Sarah	11/7/2019	.50	.50	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
SEB	Brummett, Sarah	11/18/2019	2.25	2.25	
SEB	Brummett, Sarah	11/19/2019	1.00	1.00	
Total for 242			9.00	9.00	
Total for 20.B			19.50	19.50	
Phase Number: 20.C LH Barn - Basis of Design					
Staff: 030 Principal					
* PJB	Birkholz, Peter	10/14/2019	1.50	1.50	
PJB	Birkholz, Peter	11/1/2019	1.00	1.00	
PJB	Birkholz, Peter	11/5/2019	1.00	1.00	
PJB	Birkholz, Peter	11/8/2019	2.25	2.25	
PJB	Birkholz, Peter	11/14/2019	.50	.50	
PJB	Birkholz, Peter	11/15/2019	.25	.25	
PJB	Birkholz, Peter	11/19/2019	1.00	1.00	
PJB	Birkholz, Peter	11/20/2019	2.00	2.00	
PJB	Birkholz, Peter	11/21/2019	1.00	1.00	
PJB	Birkholz, Peter	11/22/2019	1.00	1.00	
Total for 030			11.50	11.50	
Staff: 242 Designer					
SEB	Brummett, Sarah	11/4/2019	.75	.75	
SEB	Brummett, Sarah	11/5/2019	.50	.50	

Labor Detail		Transactions for 10/1/2019 through 11/30/2019		Monday, December 2, 2019 3:46:39 PM	
		Date	Regular Hours	Total Hours	
SEB	Brummett, Sarah	11/6/2019	.25	.25	
SEB	Brummett, Sarah	11/12/2019	1.00	1.00	
* SEB	Brummett, Sarah	11/13/2019	2.25	2.25	
SEB	Brummett, Sarah	11/14/2019	1.50	1.50	
SEB	Brummett, Sarah	11/18/2019	2.00	2.00	
SEB	Brummett, Sarah	11/19/2019	1.00	1.00	
Total for 242			9.25	9.25	
Total for 20.C			20.75	20.75	
Total for 19019			84.75	84.75	



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*

Vendor	<u>Garcia and Associates</u>	Date	<u>11/12/2019</u>
Project #	<u>MAA11-002</u>	GL #	<u>30-35-325-8202.03</u>
Invoice Amount	<u>\$8,769.50</u>	Invoice #	<u>26956</u>
Project Manager*	<u>Leigh Guggemos</u>	Title*	<u>Capital Project Manager III</u>
Description	<u>Cultural/archaeological resource report – Deer Hollow Farm White Barn</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



GARCIA and ASSOCIATES

INVOICEContract # & Amt: 2018-165 \$50,000PO # & Balance: 2020-209 \$9330.38PO Complete Amt to Pay: \$8,769.50G/L Acct: 30-35-325-8202.03Project #: MAA 11-002 Batch #: _____Approved By: LG*CULTURAL RESOURCE REPORT
FOR DHF WHITE BARN*

One Saunders Avenue
San Anselmo, CA 94960
Phone: (415) 458 - 5803
Fax: (415) 458 - 5829
www.garciaandassociates.com
TIN: 91-1132481

Leigh Guggemos
Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022

November 12, 2019
Project: No: 0768-1
Invoice No: 26956
PO No: 2020-209

Invoice Total: \$8,769.50

Project Manager: Rachel Gordon

Project: 0768-1 Deer Hollow Farm, White Barn Project. Signed Agreement dated 12/4/2017.
Person of Contact: Leigh Guggemos.

Professional Services for the Period: September 28, 2019 to October 25, 2019

Phase: 01 GANDA shall provide cultural services including archaeological field assessment for the Deer Hollow Farm White Barn Project.

Task: 1 Background Research

Professional Personnel

	Hours	Rate	Amount
SS V-Env Specialist\Biologist\Arch V Higelmire, Kelly	1.00	100.00	100.00
Totals	1.00		100.00
Total Labor			100.00
Task Totals:			\$100.00

Task: 4 Cultural Memo and DPR

Professional Personnel

	Hours	Rate	Amount
PM II-Environmental Scientist Lenzi, Michael	2.00	116.00	232.00
SS III-Env Specialist\Biologist\Arch III Chang, Caitlin	1.00	75.00	75.00
Gordon, Rachel	33.00	75.00	2,475.00
GIS II-GIS Specialist II Strobridge, Rachel	9.00	89.00	801.00
WP III-Jr. Technical Editor Potenberg, Jamie	6.00	82.00	492.00
Totals	51.00		4,075.00
Total Labor			4,075.00

Unit Billing

GIS Workstation

9/30/2019	Strobridge, R.	2.0 Hours @ 7.50	15.00
10/1/2019	Strobridge, R.	2.5 Hours @ 7.50	18.75
10/7/2019	Strobridge, R.	2.5 Hours @ 7.50	18.75

Project	0768-1	Deer Hollow Farm, White Barn Project	Invoice	26956
10/8/2019	Strobridge, R,	0.5 Hours @ 7.50	3.75	
10/9/2019	Strobridge, R,	1.5 Hours @ 7.50	11.25	
	Total Units	1.1 times	67.50	74.25
		Task Totals:		\$4,149.25

Task: 5 HRER and DPR

Professional Personnel

	Hours	Rate	Amount	
SS V-Env Specialist\Biologist\Arch V				
Fies, Robin	2.75	100.00	275.00	
Harvey, Amanda	6.00	100.00	600.00	
Higelmire, Kelly	14.00	100.00	1,400.00	
SS III-Env Specialist\Biologist\Arch III				
Gordon, Rachel	27.75	75.00	2,081.25	
WP III-Jr. Technical Editor				
Potenberg, Jamie	2.00	82.00	164.00	
Totals	52.50		4,520.25	
Total Labor				4,520.25
				Task Totals: \$4,520.25
				Phase Totals: \$8,769.50

Billing Limits	Current	Prior	To-Date
Total Billings	8,769.50	5,617.62	14,387.12
Contract Maximum			14,948.00
Remaining			560.88
			Total Invoice Amount Due: <u><u>\$8,769.50</u></u>

Billing Summary	Current	Prior	Total
	8,769.50	5,617.62	14,387.12
Balance Due on Prior Invoices			
Number	Date	Balance	
26743	10/15/2019	5,617.62	
Total		5,617.62	

Project	0768-1	Deer Hollow Farm, White Barn Project	Invoice	26956
---------	--------	--------------------------------------	---------	-------

Billing Backup

Tuesday, November 12, 2019

Garcia and Associates

Invoice 26956 Dated 11/12/2019

3:28:29 PM

Project: 0768-1 Deer Hollow Farm, White Barn Project. Signed Agreement dated 12/4/2017.
 Person of Contact: Leigh Guggemos.

Phase: 01 GANDA shall provide cultural services including archaeological field assessment for the Deer Hollow Farm White Barn Project.

Task: 1 Background Research

Professional Personnel

			Hours	Rate	Amount
SS V-Env Specialist\Biologist\Arch V					
#HIGE	15 - Higelmire, Kelly	10/4/2019	1.00	100.00	100.00
	Totals		1.00		100.00
	Total Labor				100.00

Task Totals: \$100.00

Task: 4 Cultural Memo and DPR

Professional Personnel

			Hours	Rate	Amount
PM II-Environmental Scientist					
LENZ	2 - Lenzi, Michael	10/8/2019	2.00	116.00	232.00
SS III-Env Specialist\Biologist\Arch III					
CHAI	13 - Chang, Caitlin	10/14/2019	1.00	75.00	75.00
GORD	13 - Gordon, Rachel	9/30/2019	3.50	75.00	262.50
GORD	13 - Gordon, Rachel	10/1/2019	.50	75.00	37.50
GORD	13 - Gordon, Rachel	10/2/2019	2.00	75.00	150.00
GORD	13 - Gordon, Rachel	10/3/2019	6.00	75.00	450.00
GORD	13 - Gordon, Rachel	10/4/2019	3.50	75.00	262.50
GORD	13 - Gordon, Rachel	10/7/2019	4.25	75.00	318.75
GORD	13 - Gordon, Rachel	10/8/2019	3.00	75.00	225.00
GORD	13 - Gordon, Rachel	10/9/2019	3.00	75.00	225.00
GORD	13 - Gordon, Rachel	10/10/2019	1.25	75.00	93.75
GORD	13 - Gordon, Rachel	10/11/2019	3.00	75.00	225.00
GORD	13 - Gordon, Rachel	10/14/2019	3.00	75.00	225.00
GIS II-GIS Specialist II					
STRO	22 - Strobridge, Rachel	9/30/2019	2.00	89.00	178.00
STRO	22 - Strobridge, Rachel	10/1/2019	2.50	89.00	222.50
STRO	22 - Strobridge, Rachel	10/7/2019	2.50	89.00	222.50
STRO	22 - Strobridge, Rachel	10/8/2019	.50	89.00	44.50
STRO	22 - Strobridge, Rachel	10/9/2019	1.50	89.00	133.50
WP III-Jr. Technical Editor					
#POTE	33 - Potenberg, Jamie	10/11/2019	6.00	82.00	492.00
	Totals		51.00		4,075.00
	Total Labor				4,075.00

Unit Billing

GIS Workstation				
9/30/2019	Strobridge, R.		2.0 Hours @ 7.50	15.00

Project	0768-1	Deer Hollow Farm, White Barn Project	Invoice	26956
10/1/2019	Strobridge, R.	2.5 Hours @ 7.50	18.75	
10/7/2019	Strobridge, R.	2.5 Hours @ 7.50	18.75	
10/8/2019	Strobridge, R.	0.5 Hours @ 7.50	3.75	
10/9/2019	Strobridge, R.	1.5 Hours @ 7.50	11.25	
	Total Units	1.1 times	67.50	74.25
			Task Totals:	\$4,149.25

Task: 5 HRER and DPR

Professional Personnel

			Hours	Rate	Amount	
SS V-Env Specialist\Biologist\Arch V						
FIES	15 - Fies, Robin	10/14/2019	2.75	100.00	275.00	
HAR10	15 - Harvey, Amanda	10/9/2019	6.00	100.00	600.00	
#HIGE	15 - Higelmire, Kelly	10/4/2019	1.00	100.00	100.00	
#HIGE	15 - Higelmire, Kelly	10/7/2019	5.00	100.00	500.00	
#HIGE	15 - Higelmire, Kelly	10/10/2019	2.00	100.00	200.00	
#HIGE	15 - Higelmire, Kelly	10/11/2019	6.00	100.00	600.00	
SS III-Env Specialist\Biologist\Arch III						
GORD	13 - Gordon, Rachel	9/30/2019	3.50	75.00	262.50	
GORD	13 - Gordon, Rachel	10/1/2019	.50	75.00	37.50	
GORD	13 - Gordon, Rachel	10/2/2019	2.00	75.00	150.00	
GORD	13 - Gordon, Rachel	10/4/2019	3.50	75.00	262.50	
GORD	13 - Gordon, Rachel	10/7/2019	3.25	75.00	243.75	
GORD	13 - Gordon, Rachel	10/8/2019	3.00	75.00	225.00	
GORD	13 - Gordon, Rachel	10/9/2019	3.00	75.00	225.00	
GORD	13 - Gordon, Rachel	10/10/2019	3.00	75.00	225.00	
GORD	13 - Gordon, Rachel	10/11/2019	3.00	75.00	225.00	
GORD	13 - Gordon, Rachel	10/14/2019	3.00	75.00	225.00	
WP III-Jr. Technical Editor						
#POTE	33 - Potenberg, Jamie	10/11/2019	2.00	82.00	164.00	
	Totals		52.50		4,520.25	
	Total Labor					4,520.25
						Task Totals:
						\$4,520.25
						Phase Totals:
						\$8,769.50
						Project Totals:
						\$8,769.50
						Total this Report
						\$8,769.50



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*
 US Central & Southern Province

Vendor Society of Jesus Date 01/24/2020

Project # MAA21-006 GL # 30-35-325-8202.03

Invoice Amount \$1,307.00 Invoice # 2020-331

Project Manager* Sophie Christel Title* Management Analyst I

Description Digital historical images from the Jesuit archives of Alma College College
used for Alma Rehabilitation Project.

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



JESUIT ARCHIVES & RESEARCH CENTER

INV# 2020-331

INVOICE

We refer you to the Professional Use Fee Structure for information about charges. Please make checks payable to the "U.S. Central and Southern Province, Society of Jesus"

Date: 24 January 2020

Recipient: Sophie Christel
Midpeninsula Regional Open Space District
330 Distel Dr.
Los Altos, CA 94022

Description: 180 digital images of 45 items (maps and architectural drawings) from the California Jesuit Province Archive housed at the Jesuit Archives & Research Center; for each item, there are two tiff files and two jpeg files

Number of Research Hours: N/A

Other Remarks: Items were photographed by Dolan & Associate Photography, and images shared with Jesuit Archives & Research Center via flash drive; images were subsequently shared with Midpeninsula Regional Open Space District using OneDrive; cost incurred by Jesuit Archives in having the items photographed is the amount shown on this invoice

Total Cost: \$1,307.00

Contract # & Amt: N/A
 PO # & Balance: N/A
 PO Complete Amt to Pay: \$1,307.00
 G/L Acct: 30-35-325-8202.03
 Project #: MAA21-006 Batch #: 346
 Approved By: Sophie Christel

David P. Miros

David P. Miros, Ph.D.
Director



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*

Vendor	<u>Ecological Concerns</u>	Date	<u>09/01/2019</u>
Project #	<u>MAA21-007</u>	GL #	<u>30-80-820-8205.01</u>
Invoice Amount	<u>\$30,492.00</u>	Invoice #	<u>27295</u>
Project Manager*	<u>Tom Reyes</u>	Title*	<u>IPM Coordinator</u>
Description	<u>Invasive weed removal for public access – Bear Creek Redwoods Slender False Broom.</u>		
	<u></u>		
	<u></u>		
	<u></u>		

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



Ecological Concerns Incorporated dba CCW

125 Walk Circle
Santa Cruz, CA 95060

Office: (831) 459-0656 Fax: (831)457-1606

Invoice

Invoice #: 27295

Invoice Date: 9/1/2019

Bill To:

Midpeninsula Regional
Open Space District
330 Distel Circle
Los Altos, CA 94022-1404

Service Period	Project	Contract No.	Terms
August 2019	Invasive Species Management		Contract

Description	Hours/Qty	Rate	Amount
Project Manager: Coty Sifuentes/Tom Reyes PO# 2020-18 Bear Creek Redwoods Broom Manual - hrs	616	49.50	30,492.00
Contract # & Amt: <u>2016-107 \$1,176,966</u> PO # & Balance: <u>2020-18 \$122,947.50</u> PO Complete <input type="checkbox"/> Amt to Pay: <u>\$30,492</u> G/L Acct: <u>30-80-820-8205</u> Project #: <u>MAA 21-7</u> Batch #: _____ Approved By: <u>Thomas Reyes</u>			
		Total	\$30,492.00



Bond Oversight Committee

Invoice Cover Sheet (FY2019-20)



Invoice Details: *Land Acquisition* *Top 12 Expenses* *BOC Member Invoice Selection*

Golden Hour Restoration

Vendor Institute Date 06/30/2020

Project # MAA23-004 GL # 30-80-820-8205.03

Invoice Amount \$6,275.00 Invoice # 20200710-MROSD-GH

Project Manager* Amanda Mills Title* Resource Mmt Specialist II

Description Revegetation/seed monitoring at Mt Um Summit

Bond Oversight Committee Review:

Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager* has signed off on the invoice payment

For staff labor reimbursements, confirm the following are present on the backup documentation:

- Project number
- Staff members pay rate
- Staff members title
- Date work was performed
- Total calculation of reimbursable hours
- Supervisor's approval

For land purchases, confirm the following:

- The Board resolution and board report to approve purchase are included
- All wire transfers or disbursement requests are included
- The final escrow statement reflects total purchase price as approved by the Board

* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

From: [Debbie Ledger](#)
To: [Lisa Jenkinson](#)
Subject: FW: Golden Hour Restoration Institute Invoice#20200710
Date: Tuesday, July 14, 2020 7:30:39 AM
Attachments: [Invoice 20200710-MROSD-GH.pdf](#)

Forwarding an invoice...

From: Amanda Mills <amills@openspace.org>
Sent: Monday, July 13, 2020 1:04 PM
To: Accounts Payable <accountspayable@openspace.org>; Debbie Ledger <dledger@openspace.org>
Cc: Warren Chan <wchan@openspace.org>; Andrew Taylor <ataylor@openspace.org>
Subject: Golden Hour Restoration Institute Invoice#20200710

Hello,

Attached is Golden Hour Restoration's Invoice#20200710. Thanks!

Contract & Amount:	2019-137 \$40,920
PO#:	2020-225
PO Balance:	\$8,500
PO Complete (Y/N):	Y
Amount to Pay:	\$6,275
G/L Account:	30-80-820-8205.03
Project#:	MAA23-004
I am approving this invoice electronically AJM	

Amanda Mills
 Resource Management Specialist II
 Midpeninsula Regional Open Space District
amills@openspace.org Phone-650-691-1200



INVOICE

Mid-Peninsula Regional Open Space District
 Attention: Amanda Mills
 330 Diesel Circle
 LOS ALTOS CA 94022-1404

Invoice Date
Jul 10, 2020

Invoice Number
20200710-MROSD-GH

Reference
PO# 2020-225 - Mt. Um -
Partnership w/ Golden
Hour

Golden Hour Restorat
xxx-xx-0057

Golden Hour Restoration
Institute
Attention: Lech Naumovich
C/O Lech Naumovich
300 East 2nd St. Suite #2
WHITEFISH MONTANA
59937
UNITED STATES

Description	Quantity	Unit Price	Tax	Amount USD
12/20: Completion of remained portion annual seed monitoring and photomonitoring (2019): 1500 of 4500 budget - results and data analysis for report.	1.00	1,500.00	Tax on Sales	1,500.00
Plant installation workshops (Phase 3) at Mt. Um with Amanda Mills and volunteers (volunteer workdays): Nov 7 and 8, 2019	2.00	1,000.00	Tax on Sales	2,000.00
Final 2019 Report writing and coordination with Amanda Mills: 12/25/2019	33.25	60.00	Tax on Sales	1,995.00
Photomonitoring visit: March 19, 2020 (\$780 of 4500 total for 2020)	13.00	60.00	Tax on Sales	780.00
			Subtotal	6,275.00
			TOTAL USD	6,275.00

Due Date: Aug 11, 2020

Net 30 days.



PAYMENT ADVICE

To: Golden Hour Restoration Institute
Attention: Lech Naumovich
C/O Lech Naumovich
300 East 2nd St. Suite #2
WHITEFISH MONTANA 59937
UNITED STATES

Customer Mid-Peninsula Regional Open
Space District

Invoice Number 20200710-MROSD-GH

Amount Due **6,275.00**

Due Date Aug 11, 2020

Amount Enclosed

Enter the amount you are paying above