

A G E N D A
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
FRIDAY – SEPTEMBER 20, 2024 – 9:00 A.M.
SAN RAFAEL CITY HALL
1400 FIFTH AVENUE – CONFERENCE ROOM CD3
SAN RAFAEL, CALIFORNIA 94901

Members of the Public may also participate in Open Session through the following:

Zoom link: <https://cityofsanrafael-org.zoom.us/j/86356279311>

Or by Phone: 1 669 444 9171 US

Meeting ID: 863 5627 9311

Public comments for this meeting can be submitted via email to the District Clerk at Kathryn.Nelson@cityofsanrafael.org. The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you would like to provide a written comment on.

To provide comments during the meeting, please use the “raise hand” feature in the Zoom Meeting and the host will notify and unmute you when it is your turn to speak.

Each speaker in both Zoom or in-person will have 2 minutes to provide public comment per agenda item.

Members of the public may speak on Agenda items.

1. ROLL CALL

2. OPEN PERIOD

Opportunity for the public to address the Board on items not on the agenda. (Presentations are generally limited to 2 minutes.)

3. CONSENT CALENDAR

a. Minutes of the Meeting – August 16, 2024

b. Payments – August 2024

c. Adopt Resolution authorizing the District Manager/District Engineer to execute an Amendment to Agreement with Miller Pacific Engineering Group for construction related services for Bret Harte Easement Retaining Wall Improvement Project.

- d. Adopt Resolution accepting the Sanitary Sewer Easement at 1075 Francisco Boulevard East (APN 009-191-37).
- e. Adopt Resolution accepting the Sanitary Sewer Easement at 475 Francisco Boulevard East (APN 014-152-23). *Will be moved to future Board Meeting.*

4. OTHER AGENDA ITEMS

- a. Discussion on Strategic Planning Efforts for the District.
 - i. Adopt Resolution authorizing District Manager/Engineer to execute a Professional Services Agreement with Visions Management for Move Management Services.
- b. Consider setting a new date and time for the October 2024 meeting. *

5. INFORMATIONAL ITEMS

6. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

7. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

California Government Code § 54956.9(d)(2)
Number of Cases: One (1)

8. ADJOURNMENT

The next scheduled meeting is October 18, 2024, unless new meeting date is set under Item 4.b.

* Information not furnished not furnished with agenda.

SAN RAFAEL SANITATION DISTRICT
Minutes of the Regular Meeting
August 16, 2024 – 9:00 A.M.

Regular Meeting

In Person

The meeting was called to order at 9:00 A.M. by Chair Kate.

Attendance Board:	Kate Colin, Chair Maribeth Bushey, Secretary/Director Katie Rice, Director
Attendance Staff:	Doris Toy, District Manager/District Engineer Kris Ozaki, Operations and Maintenance Manager Philip Buckley, Principal Civil Engineer Kathryn Nelson, Administrative Analyst
Attendance Other:	Kerry Gerchow, Deputy County Counsel Jason Dow, General Manager for CMSA Paul Causey, Causey Consulting

1. ROLL CALL

A roll call was taken at 9:01 A.M., Director Bushey, Director Rice, and Chair Kate were present, there is a quorum.

2. OPEN PERIOD

No one was present to address the Board for open period.

3. CONSENT CALENDAR

- a. Minutes of the Meeting – August 16, 2024
- b. Payments – July 2024
- c. Adopt resolution designating those employees and consultants subject to conflict of interest filing requirements.

MOTION by Director Bushey to adopt the Consent Calendar seconded by Director Rice and Chair Kate, to unanimously approve the Consent Calendar, all in favor.

AYES:	Director Bushey, Director Rice, Chair Kate
NOES:	None
ABSENT:	None

Motion Carried

4. OTHER AGENDA ITEMS

a. Adopt resolution to award contract for the 2023 Sewer Rehabilitation Project.

Director Toy reviewed the protest and responses for the bid award of the 2023 Sewer Rehabilitation Project and commented on Glosage Engineering’s stated abilities and references that were checked and approved of.

MOTION by Director Bushey to adopt the resolution awarding contract for the 2023 Sewer Rehabilitation Project to Glosage Engineering, seconded by Director Rice, and Chair Kate, all in favor.

AYES: Director Bushey, Director Rice, Chair Kate

NOES: None

ABSENT: None Motion Carried

b. Discussion on Rate Assistance Program.

District Manager Toy informs the board that staff has requested Maher Accountancy to help put together information to present at the August 16th meeting regarding low income programs as a follow-up to the sewer user service charge increase at the June 21, 2024, Public Hearing. District Manager Toy reviews Maher Accountancy’s findings. The Board discusses the findings and possible options with District Manager and requested staff to bring additional information to a future meeting.

c. Discussion on Strategic Planning Efforts for the District.

District Manager Toy updates the Board of the status of the Strategic Planning Efforts and reviewed the draft Management and Operations Agreement with CMSA.

5. INFORMATIONAL ITEMS

None.

6. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

Rate Assistance options for residents.

7. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of August 16, 2024, was adjourned at 10:32 A.M. with the next scheduled regular meeting on September 20, 2024, at 9:00 A.M.

Respectfully submitted,

Maribeth Bushey, Secretary/Director

ATTEST THIS 20th DAY OF SEPTEMBER 2024

Kate Colin, Chair

SAN RAFAEL SANITATION DISTRICT

PAYMENT SUMMARY

August 1, 2024 - August 31, 2024

Vendor/Payee	Memo	Class	Account	Amount
APPLIED TECHNOLOGY GROUP, INC.	Pump Stations - G.E. orbit purchase (radio)	200	2359 · Maint- pump sta's & force mains	50.77
APPLIED TECHNOLOGY GROUP, INC.	Pump Stations - G.E. orbit purchase (radio)	200	2359 · Maint- pump sta's & force mains	1,860.86
AT&T *1523	Telephone Service - land lines for pump stations and dialers from 7/02/24-8/01/24	100	2534 · Telephone service	443.60
AT&T MOBILITY #9313	Telephone Service - cell phone service through 7/01/24	100	2534 · Telephone service	658.55
AT&T MOBILITY #9313	Telephone Service - cell phone service through 7/31/24	100	2534 · Telephone service	748.45
BAY AREA AIR QUALITY MANAGEMENT DIS	Pump Stations - Glenwood - generator permit	200	2359 · Maint- pump sta's & force mains	547.00
BAY AREA AIR QUALITY MANAGEMENT DIS	Pump Stations - South Francisco pump station generator annual permit fee	200	2359 · Maint- pump sta's & force mains	696.00
BAY AREA NEWS GROUP	Legal Notices - summary of proposed ordinance 2024	100	2221 · Legal notice publications	57.39
BAY AREA NEWS GROUP	Bret Harte Easement Wall Improvement - published notice inviting bids	300	4327 · Bret Harte Esmt Wall Improv(80)	877.47
BAY AREA NEWS GROUP	2023 Sewer Improvements - published notice inviting bids	300	4356 · Sewer Improv-mult Locations80	884.87
BAY AREA NEWS GROUP	2023 Sewer Pipe Rehabilitation - published notice inviting bids	300	4351 · 2023 Sewer Rehabilitation (80)	899.68
BAY AREA NEWS GROUP	Legal Notices - ordinance 59 - 2024 increase in sewer fees	100	2221 · Legal notice publications	56.16
BAY AREA NEWS GROUP	Miramar and Miraflores - advertising for the period of March 2024	300	4306 · Miramar and Miraflores (80)	762.69
BAY AREA NEWS GROUP	Collection Systems - advertising for the period of March 2024	300	2360 · O&M - collection systems	507.23
BXPRESS	Bret Harte Easement Wall Improvement - print plans and specs	300	4327 · Bret Harte Esmt Wall Improv(80)	171.53
BWS DISTRIBUTORS	Safety Equipment - gas detector	200	2365 · Safety equipment and supplies	1,324.96
CALAMP WIRELESS NETWORKS CORPORATION	Vehicles - vehicles GPS monthly services for August 2024	200	2083 · Parts and repairs vehicles	249.30
CALCON SYSTEMS, INC.	Pump Station - pump station repairs at West Railroad, South Francisco and Glenwood Pump Stations	200	2359 · Maint- pump sta's & force mains	5,739.91
CALCON SYSTEMS, INC.	Pump Station - West Francisco Phase Monitor	200	2359 · Maint- pump sta's & force mains	1,920.82
CALIFORNIA CAD SOLUTIONS INC(CALCAD)	Consulting Services - assist in annual sewer service charges	100	2325 · Consulting services	5,750.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - Cayes Main service and maintenance	200	2359 · Maint- pump sta's & force mains	604.34
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - San Pedro Pump Station diagnose battery charger on generator	200	2359 · Maint- pump sta's & force mains	1,188.35
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - Bret Hart Pump Station - Parts	200	2359 · Maint- pump sta's & force mains	5,750.73
CALIFORNIA SANITATION RISK MGMT ATH	General Insurance - property insurance renewal for 7/01/24-7/01/25	100	2059 · General insurance	41,738.84
CAUSEY CONSULTING	Consulting Services - strategic planning support services through 6/30/24	100	2325 · Consulting services	7,559.70
CAUSEY CONSULTING	Consulting Services - strategic planning support services through May 2024	100	2325 · Consulting services	2,999.08
CAUSEY CONSULTING	Consulting Services - strategic planning support services through July 2024	100	2325 · Consulting services	9,924.60
CENTRAL MARIN SANITATION AGENCY	FOG program - Fog program from 4/1/24 - 6/30/24	100	4300 · FOG Program	11,288.52
CENTRAL MARIN SANITATION AGENCY	Service Charges - CMSA debt service charge and coverage fee	400	4113 · Share of Plant Expansion	1,873,029.06
CENTRAL MARIN SANITATION AGENCY	Service Charges - CMSA FY 24-25 First quarter service charge for 7/01/24-9/30/24	400	4112 · Share of Operation	1,513,798.88
CITY OF SAN RAFAEL	Contract with San Rafael - first quarter FY 2024-25 billing	100	2361 · Contract with San Rafael	549,190.90
CITY OF SAN RAFAEL	Third Street Project - progress payment #21-30	300	4340 · Third St (4th to Mary) (80)	975,253.13
CITY OF SAN RAFAEL	Woodland Ave. SIP - slurry seal project on Octavia	300	4339 · Woodland Pl/Ave & Octavia (80)	11,107.75
CITY OF SAN RAFAEL - PUBLIC WORKS	Vehicles - diesel and unleaded fuel for Q1 of 2024	200	2083 · Parts and repairs vehicles	9,523.85
CITY OF SAN RAFAEL - PUBLIC WORKS	Vehicles - vehicle repairs from 4/01/24-6/30/24	200	2083 · Parts and repairs vehicles	4,264.03
CITY OF SAN RAFAEL - PUBLIC WORKS	Vehicles - diesel and unleaded fuel for Q2 of 2024	200	2083 · Parts and repairs vehicles	9,147.65
COLIN, KATE	Director's Fees - Kate Colin on 4/26/24 and 7/19/24	100	2282 · Director's fees	200.00
COLIN, KATE	Director's Fees - Kate Colin on 7/29/24 and 8/07/24	100	2282 · Director's fees	200.00
COUNTY OF MARIN	Director's Fees - Katie Rice on 8/16/24	100	2282 · Director's fees	100.00
CSW/STUBER-STROEH ENGR GROUP INC.	Third Street Project - professional services through 6/30/24	300	4340 · Third St (4th to Mary) (80)	183.00
DIAZ, CINDY E.	Training and Education - educational/career development - PE Civil classes for Cindy Diaz	100	2388 · Training and education	449.11
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control quarterly services from 6/01/24-6/30/24	200	2106 · Odor control chemicals	2,033.14
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control chemical delivery	200	2106 · Odor control chemicals	15,529.08

EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control quarterly services from 7/01/24-7/31/24	200	2106 · Odor control chemicals	2,033.14
FRANK A. OLSEN COMPANY	Pump Stations - Items I-8 ARV parts and valves	200	2359 · Maint- pump sta's & force mains	697.03
JACKSON'S HARDWARE	Pump Stations - address sign adhesive for pump stations	200	2359 · Maint- pump sta's & force mains	13.10
JACKSON'S HARDWARE	Pump Stations - manhole repair at Greenwood and Sierra	200	2360 · O&M - collection systems	32.62
KIMLEY-HORN AND ASSOCIATES, INC.	Third Street Project - for engineering services rendered through 6/30/24	300	4340 · Third St (4th to Mary) (80)	2,715.00
KIMLEY-HORN AND ASSOCIATES, INC.	2023 Sewer Improvements - various locations - for engineering services rendered through 6/30/24	300	4356 · Sewer Improv-mult Locations80	5,010.00
KIMLEY-HORN AND ASSOCIATES, INC.	2023 Sewer Improvements - for engineering services rendered through 7/31/24	300	4356 · Sewer Improv-mult Locations80	4,910.00
MAHER ACCOUNTANCY	Accounting Services - forecast model, prepare 10 year forecast for SRSD board	100	2717 · Accounting services	16,800.00
MAHER ACCOUNTANCY	Accounting Services - accounting services for 7/01/24-7/31/24	100	2717 · Accounting services	4,100.00
MAHER ACCOUNTANCY	Accounting Services - accounting services for 8/01/24-8/31/24	100	2717 · Accounting services	4,100.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 4/26/24 and 7/19/24	100	2282 · Director's fees	200.00
MARIN COUNTY TAX COLLECTOR	Legal - County Counsel - fourth quarter April - June FY 23/24	100	2713 · Legal services	5,457.25
MARIN MUNICIPAL WATER DIS	Water - Andersen "A" Pump Station from 6/12/24-8/13/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - Simms Pump Station from 6/12/24-8/13/24	200	2536 · Water utility costs	88.57
MARIN MUNICIPAL WATER DIS	Water - Brett Harte Pump Station from 6/12/24-8/13/24	200	2536 · Water utility costs	88.57
MARIN MUNICIPAL WATER DIS	Water - Andersen "B" Pump Station from 6/12/24-8/13/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - Cayes Main Pump Station from 6/14/24-8/15/24	200	2536 · Water utility costs	97.60
MARIN MUNICIPAL WATER DIS	Water - West Railroad Pump Station from 6/14/24-8/15/24	200	2536 · Water utility costs	206.21
MARIN MUNICIPAL WATER DIS	Water - South Francisco Pump Station from 6/14/24-8/15/24	200	2536 · Water utility costs	88.57
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - after hours call at 11 Knight Drive	200	2363 · Standby services	800.00
MICHAEL PAUL COMPANY INC.	Collection System - Progress Payment #2 for 2024 Paving Repair Project	200	2360 · O&M - collection systems	2,707.50
MILLER PACIFIC ENGINEERING GROUP INC	Bayside Acres Beach Sewer Improvements Project - geotechnical services from 4/07/24-5/26/24	300	4338 · Rehab Beach Swr Baysid PhABC-80	3,688.60
MILLER PACIFIC ENGINEERING GROUP INC	Bret Harte Easement Wall Improvement - design services from 6/09/24-7/28/24	300	4327 · Bret Harte Esmt Wall Improv(80)	3,063.60
MILLER PACIFIC ENGINEERING GROUP INC	Isolation Valve Replacement Project - geotechnical services from 6/16/24-8/11/24	300	4345 · Isolation Valve Replacement (10	3,253.10
MUNICIPAL RESOURCE GROUP, LLC	Consulting Services - HR services through 6/30/24	100	2325 · Consulting services	225.00
NUTE ENGINEERING INC	Consulting Services - engineering services for CIP Plan form 6/01/24-6/30/24	100	2325 · Consulting services	5,150.00
NUTE ENGINEERING INC	Consulting Services - engineering services for CIP Plan from 7/01/24-7/31/24	100	2325 · Consulting services	160.00
NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 6/01/24-6/30/24	300	4338 · Rehab Beach Swr Baysid PhABC-80	8,836.00
NUTE ENGINEERING INC	N. Francisco Pump Station - engineering services for North Francisco Pump Station for June 2024	300	4155 · N. Francisco/WRR Pump St (10)	114.00
NUTE ENGINEERING INC	N. Francisco Pump Station - engineering services for July 2024	300	4155 · N. Francisco/WRR Pump St (10)	944.00
NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 7/01/24-7/31/24	300	4338 · Rehab Beach Swr Baysid PhABC-80	6,640.00
PACE SUPPLY	Pump Stations - North Francisco back flow parts	200	2359 · Maint- pump sta's & force mains	240.53
PACE SUPPLY	Pump Stations - parts for North Francisco Pump Station	200	2359 · Maint- pump sta's & force mains	24.75
PARK ENGINEERING, INC	2020 Sewer Pipe Repair and Replacement Project - 2020 repair and replace project, phase 2	300	4342 · 2020-21 Sewer Improvement (80)	33,308.61
PARK ENGINEERING, INC	Consulting Services - permit inspections	100	2325 · Consulting services	4,782.06
PARK ENGINEERING, INC	Sewer Pipe Burse Project - inspection services for January-February 2024	300	4355 · 2023 Sewer Pipeburst (80)	1,105.68
PARK ENGINEERING, INC	Bayside Acres Beach Sewer Improvements Project - Bayside Acres Beach Sewer Relocation	300	4338 · Rehab Beach Swr Baysid PhABC-80	19,142.09
PARK ENGINEERING, INC	2020 Sewer Pipe Repair and Replacement Project - Phase 2	300	4342 · 2020-21 Sewer Improvement (80)	27,296.48
PARK ENGINEERING, INC	2020 Sewer Pipe Repair and Replacement Project - Phase 2	300	4342 · 2020-21 Sewer Improvement (80)	23,595.65
PARK ENGINEERING, INC	Consulting Services - permit inspections	100	2325 · Consulting services	3,317.04
PARK ENGINEERING, INC	Bayside Acres Beach Sewer Improvements Project - Bayside Acres Beach Sewer Relocation	300	4338 · Rehab Beach Swr Baysid PhABC-80	18,762.04
PARK ENGINEERING, INC	2020 Sewer Pipe Repair and Replacement Project - repair and replacement project, phase 2	300	4342 · 2020-21 Sewer Improvement (80)	16,032.22
PARK ENGINEERING, INC	Consulting Services - permit inspections	100	2325 · Consulting services	2,460.13
PARK ENGINEERING, INC	Isolation Valve Replacement Project - for services May through June 2024	300	4345 · Isolation Valve Replacement (10	6,495.87
PARK ENGINEERING, INC	Miramar & Miraflores Project - for services May through June 2024	300	4306 · Miramar and Miraflores (80)	32,531.39
PARK ENGINEERING, INC	2023 Sewer Improvements - various locations - for services rendered May through June 2024	300	4356 · Sewer Improv-mult Locations80	4,699.12

<i>PG&E a/c 2480926202-5</i>	Power - electric service for pump stations from 6/08/24-7/09/24	200	2535 · Electric utility costs	22,295.90
<i>PG&E a/c 2480926202-5</i>	Power - electric service for pump stations from 7/10/24-8/07/24	200	2535 · Electric utility costs	20,408.39
RAUCH COMMUNICATIONS CONSULTANTS INC	Bayside Acres Beach Sewer Improvements Project - P.R. related services through 6/30/24	300	4338 · Rehab Beach Swr Baysid PhABC-80	168.75
REXEL	Pump Stations - service contract with Rockwell Automation for Scada software support and upgrades for 6/25/24-6/24/25	200	2359 · Maint- pump sta's & force mains	4,151.73
SCHAAF & WHEELER, INC	2023 Sewer Pipe Rehabilitation - engineering services through 6/30/24	300	4351 · 2023 Sewer Rehabilitation (80)	10,920.00
SHAMROCK	Collection System - manhole repair at Greenwood and Sierra Pump Stations	200	2360 · O&M - collection systems	54.63
SHAMROCK	Collection System - manhole repair at Greenwood and Sierra Pump Stations	200	2360 · O&M - collection systems	117.94
SmartCover Systems, Inc.	Collection System - 2 smart covers	200	2360 · O&M - collection systems	11,992.31
TIFCO INDUSTRIES	shop supplies - valve action paint markers	200	2133 · Office & shop supplies	104.22
TRANSBAY LOCK, INC.	Pump Stations - keys for pump stations	200	2359 · Maint- pump sta's & force mains	35.51
US BANK CORPORATE PAYMENT	Memberships and Subscriptions - Marin IJ	100	2131 · Memberships and subscriptions	287.77
US BANK CORPORATE PAYMENT	Memberships and Subscriptions - Marin IJ	100	2131 · Memberships and subscriptions	332.12
US BANK CORPORATE PAYMENT	Office Supplies - notebook	100	2133 · Office & shop supplies	23.87
US BANK CORPORATE PAYMENT	Office Supplies - mousepad	100	2133 · Office & shop supplies	22.39
US BANK CORPORATE PAYMENT	Office Supplies - office chair	100	2133 · Office & shop supplies	262.18
US BANK CORPORATE PAYMENT	Office Supplies - general office supplies	100	2133 · Office & shop supplies	543.35
US BANK CORPORATE PAYMENT	Office Supplies - Anna's spiral notebook	100	2133 · Office & shop supplies	7.64
US BANK CORPORATE PAYMENT	Shop Supplies - shop supplies	100	2133 · Office & shop supplies	62.62
US BANK CORPORATE PAYMENT	Pump Stations - battery charger	200	2359 · Maint- pump sta's & force mains	218.45
US BANK CORPORATE PAYMENT	Pump Stations - phase monitor for West Francisco Pump Stations	200	2359 · Maint- pump sta's & force mains	287.49
VERIZON WIRELESS(242395655)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations from 6/18/24-7/17/24	100	2534 · Telephone service	175.01
VESTIS	Uniforms - weekly service ending 5/21/24	200	2021 · Uniforms	279.02
VESTIS	Uniforms - weekly service ending 7/16/24	200	2021 · Uniforms	284.62
VESTIS	Uniforms - weekly service ending 7/23/24	200	2021 · Uniforms	310.24
VESTIS	Uniforms - weekly service ending 7/30/24	200	2021 · Uniforms	281.62
VESTIS	Uniforms - weekly service ending 8/06/24	200	2021 · Uniforms	320.14
VESTIS	Uniforms - weekly service ending 8/13/24	200	2021 · Uniforms	280.67
VESTIS	Uniforms - weekly service ending 8/20/24	200	2021 · Uniforms	281.20
W. R. FORDE ASSOCIATES (INC)	Isolation Valve Replacement Project - progress payment #12	300	4342 · 2020-21 Sewer Improvement (80)	562,493.33
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - stilling well	200	2359 · Maint- pump sta's & force mains	730.41
WATER COMPONENTS & BLDG SUPPLY	Collection System - vactor recycled water fill line	200	2360 · O&M - collection systems	26.96
WATER COMPONENTS & BLDG SUPPLY	Collection System - manhole repair at Greenwood and Sierra Pump Stations	200	2360 · O&M - collection systems	626.72
WATER COMPONENTS & BLDG SUPPLY	Collection System - MAPP gas for torch	200	2360 · O&M - collection systems	44.73
WORKSMART AUTOMATION, INC	Pump Stations - flow data for city sea level rise study	200	2359 · Maint- pump sta's & force mains	370.00
WRA	Miramar and Miraflores - professional services at 246 Miramar Avenue Hawk Nest through 6/28/24	300	4306 · Miramar and Miraflores (80)	3,500.00
				5,987,745.11

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 3.c.

DATE: September 20, 2024

TO: Board of Directors, San Rafael Sanitation District

FROM: Philip Buckley, Principal Civil Engineer

APPROVED: Doris Toy, District Manager/District Engineer

SUBJECT: Adopt Resolution Authorizing the District Manager/District Engineer to execute an Amendment to Agreement with Miller Pacific Engineering Group for Construction Related Services for Bret Harte Easement Retaining Wall Improvement Project

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to execute an Amendment to Agreement with Miller Pacific Engineering Group for construction related services for Bret Harte Easement Retaining Wall Improvement Project from the amount of \$97,393 to the amount of \$188,393.

BACKGROUND:

On May 26, 2023, the District entered into a Professional Services Agreement with Miller Pacific Engineering Group for design related services for the Bret Harte Easement Retaining Wall Improvement Project. Miller Pacific completed design of easement path improvement including nine (9) retaining walls, totaling 780 linear feet, and the project was advertised for public bidding on June 3, 2024.

The District awarded an agreement with Pat Nelson Construction, Inc. on July 19, 2024, for project construction. Project construction began in August 2024. Since Miller Pacific's Agreement did not include construction support services, they have submitted a proposal for the following: attending meetings and site visits, reviewing submittals, responding to the contractor's questions, preparing record drawings, and geotechnical services. During project construction, Miller Pacific's role includes providing geotechnical observation of wall pier and soil nail drilling, proof testing of soil nails, collecting soil and concrete samples, laboratory testing of samples, and construction engineering of design changes needed to address field conditions.

ANALYSIS:

Miller Pacific Engineering Group has provided a cost estimate for the construction support services. Their cost estimate for the scope of work for construction related services is \$91,000.

District staff has reviewed Miller Pacific's additional scope of work and cost estimate and is in agreement with it as presented.

FISCAL IMPACT:

The construction related services will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2024-25 Budget.

Existing Agreement and Proposed Additional Costs:

Original Miller Pacific Consultant Agreement Cost	\$ \$97,393.00
Added Construction Support Services	<u>\$ 91,000.00</u>
Total	\$ 188,393.00

OPTIONS:

- 1) Staff recommends that the Board approve the increase in Miller Pacific’s budget to include construction related services from \$97,393 to \$188,393 for an additional amount of \$91,000.00.
- 2) The Board may reject approval of the budget increase. Staff does not recommend this option since geotechnical expertise is needed for the successful completion of the project.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to execute an Amendment to Agreement with Miller Pacific for construction related services for the Bret Harte Easement Retaining Wall Improvement Project from the amount of \$97,393.00 to the amount of \$188,393.00, for an additional amount of \$91,000.00.

Attachments:

1. Resolution
2. Amendment to Agreement

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 24-1292

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO EXECUTE AN AMENDMENT TO AGREEMENT
WITH MILLER PACIFIC ENGINEERING GROUP FOR
CONSTRUCTION RELATED SERVICES FOR THE
BRET HARTE EASEMENT RETAINING WALL IMPROVEMENT PROJECT
FOR AN ADDITIONAL AMOUNT OF \$91,000.00**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN,** hereby resolves as follows:

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, an Amendment to Agreement with Miller Pacific Engineering Group for construction related services for the Bret Harte Easement Retaining Wall Improvement Project, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 20th day of September 2024 by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

**AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES FOR CONSTRUCTION RELATED SERVICES BY
MILLER PACIFIC ENGINEERING GROUP FOR THE
BRET HARTE SEWER EASEMENT RETAINING WALLS IMPROVEMENT PROJECT**

This Amendment to the original Agreement is made and entered into this 20th day of September 2024, by and between the SAN RAFAEL SANITATION DISTRICT and MILLER PACIFIC ENGINEERING GROUP.

This Amendment covers increasing the original contract budget amount of \$97,393 by \$91,000 for construction related services for the Bret Harte Sewer Easement Retaining Wall Improvement Project to the amount of \$188,393.

All of the additional work will be in accordance with the attached proposed scope of services dated September 17, 2024, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

MILLER PACIFIC ENGINEERING GROUP

By: _____

Title: _____

APPROVED AS TO FORM:

Kerry Laiw Gerchow
Deputy County Counsel

MILLER PACIFIC ENGINEERING GROUP
 Field Observation & Testing Budget Estimate Worksheet
 SRSD - Bret Narte Retaining Walls
 San Rafael, California

3c

Date: 9/17/24
 Project Number: 2157.350
 By: sas

FIELD COSTS					
	PER UNIT	PER HOUR	SITE VISIT	HALF DAY	FULL DAY
Associate Engineer	\$ 260.00				
Senior Technician	\$ 150.00	0.5	0.5	0.5	0.5
Staff Technician	\$ 130.00				
Prevailing Wage Group 3	\$ 170.00	1	2	4	8
Overtime -Standard	\$ 35.00				
Overtime - Weekend/Holiday/Night (4 & 8 hr mins apply)	\$ 45.00				
Field Vehicle/Equipment	\$ 9.00				
Nuclear Density Tests	\$ 10.00		1	2	3
Miles	\$ 0.80				
		\$ 245.00	\$ 425.00	\$ 775.00	\$ 1,465.00

Task	Description	Estimated Days	HOURS	SITE VISIT	HALF DAY	FULL DAY
1.0	Wall Piers	20		3	10	7
2.0	Soil Nails	20		5	12	3
3.0	Grade Beams	5			3	2
4.0	Wall Stems	5			3	2
5.0	Wall / Site Drainage	8		2	5	1
6.0	Structural Backfill	5			5	
7.0	Trash Racks	3		2	1	
8.0	Geoweb crossing	3		1	2	
9.0	Path Grading	5		2	3	
10.0	Erosion Control	3		1	2	
Totals			0	16	46	15
DOLLARS \$			-	\$ 6,800.00	\$ 35,650.00	\$ 21,975.00
Total Field Costs:						\$ 64,425.00

LABORATORY TESTING				
Task	Description	Quantity	Unit \$	Amount \$
1.0	Compaction Curve ASTM 1557	2	\$350	\$ 700.00
2.0	Compaction Curve CalTrans 216		\$350	\$ -
3.0	Asphalt Concrete - S-value, Gradation, M.C., Unit Wt. & % Oil		\$850	\$ -
4.0	Concrete Compression (per Cylinder)	40	\$45	\$ 1,800.00
5.0	Shotcrete Panel Testing (per Panel) 3"	4	\$580	\$ 2,320.00
6.0	R-value		\$410	\$ -
7.0	Sand Equivalent		\$157	\$ -
8.0	Durability		\$225	\$ -
9.0	Gradation/Sieve		\$200	\$ -
10.0	Corrosivity (Cal Trans)		\$250	\$ -
11.0	Class II AB Suite (Rvalue,Sieve, Durability & Sand Equiv)		\$1,078	\$ -
Total Lab Costs:				\$ 4,820.00

Engineering Consult, Change Orders, Design Mods, Final Report				
Title	Personnel	Hours	\$/Hour	Amount \$
Principal Eng/Geol	SAS, MPM, DSC, EAD	25	\$ 290.00	\$ 7,250.00
Associate Eng/Geol	BSP, MFJ		\$ 260.00	\$ -
Senior Eng/Geol	RCA, NGK		\$ 220.00	\$ -
Project Eng/Geol	MMC, ZMS, EIC		\$ 200.00	\$ -
Staff Eng/Geol	BDH, CMS, RJA, QHC	30	\$ 170.00	\$ 5,100.00
Senior Technician	JTO, NAR, TWM, BPC, GAA		\$ 150.00	\$ -
Engineering Technician	JMO, ELG, KCZ, JPD	5	\$ 130.00	\$ 650.00
Project Asst./Word Processor	MLT, SEM	2	\$ 100.00	\$ 200.00
Total Engineering Costs:				\$ 13,200.00

Subtotal: \$ 82,445.00
Contingency: 10% \$ 8,244.50
Total: \$ 90,689.50

Use for Budget: \$ 91,000

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 3.d.

DATE: September 20, 2024

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer

SUBJECT: Adopt Resolution accepting the Sewer Easement at 1075 Francisco Boulevard East (APN 009-191-37)

RECOMMENDATION:

Adopt a resolution accepting the sewer easement at 1075 Francisco Boulevard East, Assessor Parcel Number 009-191-37.

BACKGROUND:

In 2021, Marin Hospitality, Inc., owner of APN 009-191-37, submitted proposed plans to San Rafael Sanitation District requesting that the existing sewer main, which crossed its northeast corner of the property, be relocated along the edge of the property. They were planning to build a hotel and a portion of the proposed building footprint would have been on top of the existing sewer main in the easement.

ANALYSIS:

Marin Hospitality has submitted plans designed by a registered Civil Engineer and has relocated the sewer main to the edge of the property per approved plans. The pipe in the old alignment is now abandoned. Since this portion of pipe is in the City of San Rafael sewer easement, the City Council would be required to approve the vacate of easement. This matter is on the October 7, 2024, City Council Agenda.

Marin Hospitality is now granting a new 20-foot sewer easement to the District where the new portion of the sewer main is located.

District staff has determined that the proposed new easement suits the District's needs for gaining maintenance access to its facilities.

FISCAL IMPACT:

There is no proposed financial exchange for this action. Recordation of the Easement Deed with the County of Marin carries no cost to the District.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution accepting the sewer easement as described

in the Easement Deed granted to the San Rafael Sanitation District by Marin Hospitality, Inc., owners of 1075 Francisco Boulevard East, Assessor Parcel Number 009-191-37, and for the Easement Deed to be recorded in the Marin County Recorder's Office.

Attachments: Resolution
Easement Deed

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 24-1293

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
ACCEPTING THE SANITARY SEWER EASEMENT
AT 1075 FRANCISCO BLVD EAST (APN 009-191-37)**

WHEREAS, public interest, convenience, and welfare require that the certain easement hereinafter mentioned be accepted and used for the benefit of the public by the San Rafael Sanitation District; and

WHEREAS, there exists a 20-foot sewer easement on 1075 Francisco Boulevard East, APN 009-191-37, San Rafael, as recorded in Book 1913, Page 340, with the County on February 25, 1965; and

WHEREAS, development of a proposed new hotel would have placed the new building footprint over the sewer easement with an existing sewer main; and

WHEREAS, the existing sewer main has been abandoned and a new sewer main has been installed with a new alignment; and

WHEREAS, the owner is granting a new 20-foot sewer easement for the new sewer main.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the San Rafael Sanitation District, that the said sanitary easement shown in Easement Deed granted by Marin Hospitality, Inc., owners of 1075 Francisco Boulevard East, is hereby accepted and the Secretary of said Board is hereby directed to cause this resolution to be duly recorded in the office of the County Recorder of the County of Marin, State of California, forthwith upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the San Rafael Sanitation District at a regular meeting on the 20th day of September 2024 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

Record without Fee per G.C. 27383

Recording Requested by:
San Rafael Sanitation District

WHEN RECORDED MAIL TO:

San Rafael Sanitation District
111 Morpew Street
San Rafael, CA 94901

Portion of APN: 009-191-37

SPACE ABOVE THIS LINE FOR RECORDER'S USE

EASEMENT DEED

FOR VALUE RECEIVED MARIN HOSPITALITY, INC., A CALIFORNIA CORPORATION, as Grantor, hereby grants to San Rafael Sanitation District, Marin County, California, a public entity, as Grantee, the following sanitary sewer easement, situate in the County of Marin, State of California, more particularly described in Exhibit "A" and as shown in Exhibit "B" hereto attached and by reference incorporated herein.

TO HAVE AND TO HOLD SAID EASEMENT for the purpose of acquiring, constructing, completing, reconstructing, repairing, maintaining and operating sanitary sewers and appurtenances for said District, together with the right of ingress and egress. Grantee shall be solely responsible to the costs of maintaining and repairing (and replacing) any improvements it makes under the easement and that it will hold harmless and indemnify Grantor from and against any claims, liabilities, actions, proceedings, losses, damages and costs (including court costs and attorney's fees) that are the result of the Districts use of, or operation of its facilities within the easement.

Grantors reserve the right to landscape or make such other use of the lands included within the easement which is consistent with Grantee's use, however such use by the Grantor shall not include the planting of trees or construction of permanent structures, including but not limited to houses, garages, outbuildings, swimming pools, tennis courts, retaining walls, decks, patios, or architectural concrete structures within the easement.

This instrument shall bind and inure to the benefit of the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, Grantor has caused this Easement Deed to be executed this _____ day of _____, 20____.

GRANTOR(s):

Date: 9/19/24 By S. Patel
Sukhdev Patel, President

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Francisco

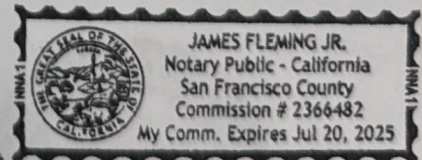
On 9/19/2024 before me,
James Fleming Jr., Notary Public
(insert name and title of the officer)

personally appeared
Sukhdev Patel

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature] (Seal)

EXHIBIT A
Legal Description of Easement Area

SANITARY SEWER EASEMENT

Legal Description

A 20 foot wide Public Sanitary Sewer Easement over a portion of "Parcel 1" as said parcel is shown and delineated on "Parcel Map" filed July 2, 2021 in Book 2021 of Maps at Page 115, Marin County Records, said easement being particularly described as follows:

Beginning at a 3/4 inch iron pipe tagged LS 7237 marking the most easterly corner of the lands of Marin Hospitality, Inc. a California corporation as described by deed recorded November 28, 2018 under Official Records Document Number 2018-0040640, Marin County Records; thence along the southeasterly line of said lands, S 20°35'47" W, 30.91 feet, to a 3/4 inch iron pipe tagged LS 7237; thence continuing along said southeasterly line, along the arc of a non-tangent curve to the right as shown on "Parcel Map" filed July 2, 2021 in Book 2021 of Maps at Page 115, Marin County Records, whose center bears N 69°32'00" W, with a radius of 292.50 feet, through a central angle of 29°13'22", an arc length of 149.18 feet, to a 3/4 inch iron pipe tagged LS 7237; thence continuing along said southeasterly line, S 49°41'22" W, 40.03 feet; thence leaving said southeasterly line N 40°18'38" W, 20.00 feet; thence northeasterly, parallel with the said southeasterly line, 20.00 feet northwesterly from, measured at right angles to said southeasterly line, N 49°41'22" E, 40.03 feet; thence along the arc of a curve to the left, tangent with the last preceding course, with a radius of 272.50 feet, through a central angle of 29°13'22", an arc length of 138.98 feet; thence N 20°28'00" E, 7.82 feet; thence parallel with and southwesterly of, measured at right angles to the northeasterly line of said lands of Marin Hospitality, Inc., N 77°43'38" W, 143.01 feet; thence N 12°16'22" E, 20.00 feet, to a point on said northeasterly line; thence along said northeasterly line, S 77°43'38" E, 166.17 feet, to the point of beginning, affecting an area of 7,162 square feet, more or less.

Affects a portion of APN 009-191-37

The Basis of Bearings for the above legal description is S 49°41'22" W, being the bearing of the monumented southeasterly line of "Parcel Map" filed July 2, 2021 in Book 2021 of Maps at Page 115, Marin County Records.

Date: August 15, 2024

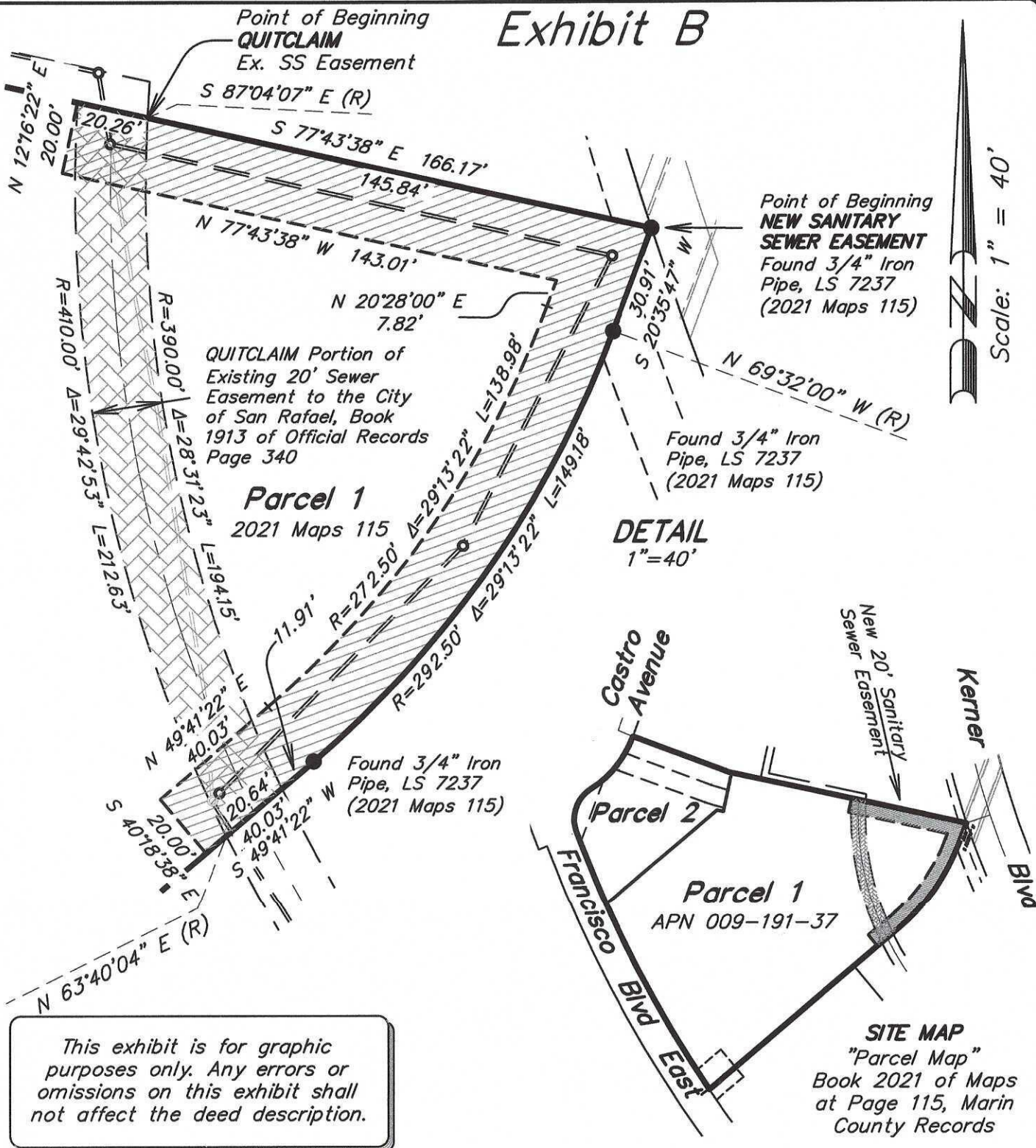
Prepared by:



Paul M. Brown, PLS 5087

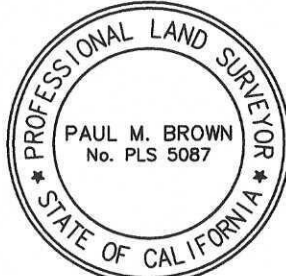


Exhibit B



Scale: 1" = 40'

This exhibit is for graphic purposes only. Any errors or omissions on this exhibit shall not affect the deed description.



Date: September 13, 2024
Paul M. Brown
 Paul M. Brown, PLS 5087
 Job No. 18293 APN 009-191-37

Public Sanitary Sewer Easement

adobe associates, inc.
 civil engineering | land surveying | wastewater
 1220 N. Dutton, Ave., Santa Rosa, Ca. 95401
 P (707) 541-2300; F (707) 541-2301
 September 13, 2024

File: T:\2018 PROJECTS\18293\dwg\Adobe-Survey\NEW SS EASE 10112021.dwg Time: Sep 18, 2024 - 3:40pm

*(Insert Resolution of SRSD Board to Accept Easement)
(to be completed by SRSD)*

SAN RAFAEL SANITATION DISTRICT
Agenda Item 4.a.

DATE: September 20, 2024

TO: San Rafael Sanitation District Board of Directors

FROM: Doris Toy, District Manager/District Engineer

SUBJECT: Discussion on Strategic Planning Efforts for the District and Adopt Resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Visions Management for Move Management Services

SUMMARY:

At this meeting, staff will provide an update on the following:

1. Meetings with City staff and MCERA.
2. Draft SRSD Management and Operations Agreement with CMSA.
3. CMSA Ad Hoc Committee meeting – next meeting is October 9, 2024.

4. District Office Relocation.

On August 29, 2024, staff met with Amy Garber, President of Visions Management, a move management consultant, to discuss District's plans in moving to the Central Marin Sanitation Agency (CMSA) site. After the meeting, staff and Ms. Garber met with CMSA staff at CMSA to discuss the move and the proposed site of the future office location. Since Ross Valley Sanitary District had temporary offices at the proposed site years ago, there are existing utilities lines that the District future offices can connect to.

Staff has asked Visions Management to submit a proposal with references and schedule. Please see attached. Visions Management will assist the District with coordinating and managing the move from the District staff current office to the new location, from the purging/packing/moving to furniture purchasing to installation of new modulars and contractor to configure and install the office layout and utilities. Visions Management proposes to start in the first week of October and complete by end of January 2025.

Visions Management propose to perform the move management services including the furniture management on a lump sum cost of \$68,620.

ACTION REQUIRED:

Staff recommends the Board adopt the resolution authorizing District Manager/District Engineer to execute a Professional Services Agreement with Visions Management for Move Management Services.

Board may provide other direction to staff.

Attachments: Resolution

Professional Services Agreement with Visions Management

Visions Management Proposal, Reference, and Milestone Schedule

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 24-1286

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAFAEL
SANITATION DISTRICT AUTHORIZING THE DISTRICT MANAGER/DISTRICT
ENGINEER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH VISIONS MANAGEMENT FOR MOVE MANAGEMENT SERVICES
FOR DISTRICT OFFICE RELOCATION PROJECT**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN**, hereby resolves as follows:

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, a Professional Services Agreement with Visions Management for Move Management Services for District Office Relocation Project, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a Regular Meeting of the San Rafael Sanitation District Board of Directors held on the 20th day of September 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Acting Secretary

**PROFESSIONAL SERVICES AGREEMENT
FOR MOVE MANAGEMENT SERVICES FOR
DISTRICT OFFICE RELOCATION PROJECT**

This Agreement is made and entered into this 20th day of September 2024, by and between the SAN RAFAEL SANITATION DISTRICT (hereinafter “DISTRICT”), and VISIONS MANAGEMENT (hereinafter “CONSULTANT”).

RECITALS

WHEREAS, the DISTRICT has selected CONSULTANT to perform the required move management related services for the “DISTRICT OFFICE RELOCATION PROJECT” (hereinafter “PROJECT”); and

WHEREAS, the CONSULTANT has offered to render certain specialized professional services in connection with this Project.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **SCOPE OF SERVICES**

DISTRICT and CONSULTANT have outlined the scope of services to be provided, and related expenses as described in Exhibit “A” attached and incorporated herein.

2. **PROJECT COORDINATION**

A. **DISTRICT.** The District Manager/District Engineer shall be the representative of the DISTRICT for all purposes under this Agreement. The District Manager/District Engineer is hereby designated as the PROJECT MANAGER for the DISTRICT and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT.** CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. AMY GARBER is hereby designated as the PROJECT DIRECTOR for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the CONSULTANT shall notify the DISTRICT within ten (10) business days of the substitution.

3. DUTIES OF CONSULTANT

CONSULTANT shall perform the duties and/or provide services as follows; the CONSULTANT agrees to provide professional services as a Move Management Consultant to prepare work outlined in the Proposal from CONSULTANT dated September 17, 2024, marked Exhibit "A", attached hereto, and incorporated herein by this reference. The CONSULTANT agrees to be available and perform the work specified in this agreement in the time frame as specified and as shown in Exhibit "A".

4. DUTIES OF THE DISTRICT

DISTRICT shall perform the duties as described and incorporated herein.

5. COMPENSATION

For the full performance of the services described herein by CONSULTANT, DISTRICT shall pay CONSULTANT on a lump sum basis for services rendered in accordance with the rates shown on the payment schedule as described in Exhibit "A" attached and incorporated herein. The total payment will not exceed \$68,620.00.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by CONSULTANT.

6. TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution until the Project is complete.

7. TERMINATION

A. Discretionary. Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. Cause. Either party may terminate this Agreement for cause upon ten (10) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination notice, to the reasonable satisfaction of the party giving such notice, within thirty (30) days of the receipt of said notice.

C. Effect of Termination. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other. However, CONSULTANT'S duties and obligation in Sections 11 and 12 hereunder shall survive the expiration or termination of this Agreement.

D. Return of Documents. Upon termination, any and all DISTRICT documents or materials provided to CONSULTANT and any and all of CONSULTANT'S documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to DISTRICT as soon as possible, but not later than thirty (30) days after termination.

8. OWNERSHIP OF DOCUMENTS

The written documents and materials prepared by the CONSULTANT in connection with the performance of its duties under this Agreement shall be the sole property of DISTRICT. DISTRICT may use said property for any purpose, including projects not contemplated by this Agreement.

9. INSPECTION AND AUDIT

Upon reasonable notice, CONSULTANT shall make available to DISTRICT, or its agent, for inspection and audit, all documents and materials maintained by CONSULTANT in connection with its performance of its duties under this Agreement. CONSULTANT shall fully cooperate with DISTRICT or its agent in any such audit or inspection.

10. ASSIGNABILITY

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

11. INSURANCE

A. During the term of this Agreement, CONSULTANT shall maintain, at no expense to DISTRICT, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence and \$2,000,000 aggregate for death, bodily injury, personal injury, or property damage;

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence;

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million (\$1,000,000) dollars to cover any claims arising out of the CONSULTANT's performance of services under this Agreement.

B. The insurance coverage required of the CONSULTANT by Section 11. A., shall also meet the following requirements:

1. The insurance shall be primary with respect to any insurance or coverage maintained by DISTRICT and shall not call upon DISTRICT's insurance or coverage for any contribution;

2. Except for professional liability insurance, the insurance policies shall be endorsed for contractual liability and personal injury;

3. Except for professional liability insurance, the insurance policies shall be specifically endorsed to include the DISTRICT, its officers, agents, and employees as additionally named insureds under the policies;

4. CONSULTANT shall provide to PROJECT MANAGER, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) specific endorsements naming DISTRICT, its officers, agents and employees, as additional insureds under the policies;

5. The insurance policies shall provide that the insurance carrier shall not cancel or terminate said insurance policies except upon thirty (30) days written notice to DISTRICT's PROJECT MANAGER;

6. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years as long as the insurance is reasonably affordable and available;

7. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement;

8. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the County Counsel.

C. If it employs any person, CONSULTANT shall maintain Workers' Compensation and Employer's Liability Insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both CONSULTANT and DISTRICT against all liability for injuries to CONSULTANT's officers and employees.

D. Any deductibles or self-insured retentions exceeding \$20,000 in CONSULTANT's insurance policies must be declared to and approved by the PROJECT MANAGER and the County Counsel. At DISTRICT's option, the deductibles, or self-insured retentions with respect to DISTRICT shall be reduced or eliminated to DISTRICT's satisfaction, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees, and defense expenses.

12. INDEMNIFICATION

CONSULTANT shall indemnify, release, and hold harmless DISTRICT, its officers, and employees against any claim, demand, suit, judgment, loss, liability, or expense of any kind, including attorney's fees, arising out of, or resulting in any way from any acts or omissions, negligent or otherwise, of CONSULTANT or CONSULTANT's officers, agents, and employees in the performance of their duties and obligations under this Agreement.

13. NONDISCRIMINATION

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

14. COMPLIANCE WITH ALL LAWS

CONSULTANT shall use due professional care to observe and comply with all applicable Federal, State and local laws, ordinances, codes, and regulations in the performance of its duties and obligations under this Agreement. CONSULTANT shall perform all services under this Agreement in accordance with these laws, ordinances, codes, and regulations.

15. NO THIRD-PARTY BENEFICIARIES

DISTRICT and CONSULTANT do not intend, by any provision of this Agreement, to create in any third party any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

16. NOTICES

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery or, if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO DISTRICT: Ms. Doris Toy, District Manager/District Engineer
San Rafael Sanitation District
111 Morphew Street
San Rafael, CA 94901

TO CONSULTANT: Amy Garber, President (Project Manager)
Visions Management
881 Grant Ave, Unit B
Novato, CA 94945

17. INDEPENDENT CONSULTANT

For the purposes and for the duration of this Agreement, CONSULTANT, its officers, agents, and employees shall act in the capacity of an Independent Contractor, and not as employees of the DISTRICT. CONSULTANT and DISTRICT expressly intend and agree that the status of CONSULTANT, its officers, agents, and employees be that of an Independent Contractor and not that of an employee of DISTRICT.

18. ENTIRE AGREEMENT -- AMENDMENTS

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the CONSULTANT and the DISTRICT.

C. No other agreement, promise, or statement, written or oral, relating to the subject matter of this Agreement shall be valid or binding except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the CONSULTANT and the DISTRICT.

E. If any conflicts arise between the terms and conditions of this Agreement and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

19. SET-OFF AGAINST DEBTS

CONSULTANT agrees that DISTRICT may deduct from any payment due to CONSULTANT under this Agreement any monies which CONSULTANT owes DISTRICT under any ordinance, agreement, contract, or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks, or other amounts.

20. WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any ordinance, law, or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law, or regulation or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, or covenant of this Agreement or any applicable law, ordinance, or regulation.

21. CITY BUSINESS LICENSE/OTHER TAXES

CONSULTANT shall obtain and maintain during the duration of this Agreement a CITY business license as required by the San Rafael Municipal Code. CONSULTANT shall pay any and all State and Federal taxes and any other applicable taxes. CONSULTANT's taxpayer identification number is 26-0643111, and CONSULTANT certifies under penalty of perjury that said taxpayer identification number is correct.

22. APPLICABLE LAW

The laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

SAN RAFAEL SANITATION DISTRICT

CONSULTANT

Doris Toy, P.E.
District Manager/District Engineer

VISIONS MANAGEMENT

APPROVED AS TO FORM:

By: _____
Amy Garber

Kerry Laiw Gerchow
Deputy County Counsel

Title: President



VISIONS
MANAGEMENT



San Rafael Sanitation District
111 Morphew Street | San Rafael, CA 94901

Dear Doris,

Visions Management offers a diversified and service-oriented approach to move management, FF&E management, technology management and equipment planning coordination services which allows our clients to transition effectively and seamlessly while staying on schedule and on-or under-budget. We are confident that our process and passion will provide great value.

Launched in 2007, Visions Management has continued to service our clients with the premise that our approach would be the best in class, providing superior customer service blended with a strong knowledge of the move management, occupancy planning, liquidation, equipment and furniture industry.

Visions Management is a Certified Women Business Enterprise, Small Business, San Francisco Local Business Enterprise and EcoVadis Bronze Medalist (Universal Sustainability Award). We have been successful on our projects through a strong focus on our mission statement from beginning to end - *To bring Innovative Solutions and Seamless Transitions to our customers while providing outstanding customer service and communication.* The Visions Management team would be thrilled to work with your team.

Please do not hesitate to reach out to me with any questions.

Cordially,

Amy Garber, President
amy@visionsmgmt.com | 415.693.8870

COMPANY INFORMATION

- 1. Company Name:** Visions Management
- 2. Tax ID:** 26-0643111
- 3. Date company established:** January 1, 2007
- 4. Ownership (public, private, partnership, etc.):** Corporation
- 5. Total number of employees:** 33
- 6. URL of company website:** www.visionsmgmt.com
- 7. Ownership, impending changes in ownership:** Amy Garber is the sole owner of Visions Management and is the corporate officer authorized to enter into contracts on behalf of Visions Management.
- 8. Certifications:** **WBE** (Women Business Enterprise National Council), **LBE** (San Francisco Local Business Enterprise), **WSOB** (Woman Owned Small Business), EcoVadis Bronze Medal
- 9. Business Philosophy, Mission Statement:** Visions Management was started with a mission of providing superior customer services blended with a strong knowledge of FF&E, moving and warehouse project management. We have found success with our clients by standing by our mission statement from beginning to end. Moreover, we are a team, from Visions Management to our client to our vendors, we understand what it takes to get a project done. Our goal is to make our customer's experience positive, we do so by providing knowledge, strong communication skills and by bringing fun to the project.
- 10. Geographic locations:** Visions Management supports our clients on a local, national and international level.
- 11. Corporate Responsibility:** As a women-owned business we are actively involved in our community through volunteer work with Adopt-A-Family, Rebuilding Together San Francisco, Marin Athletic Foundation, educational scholarships and the donation of furniture and office supplies to non-profits throughout the country. We are committed to creating meaningful change in our community.
- 12. Sustainability:** Guided by our core values, our Sustainability Team focuses on implementing eco-friendly practices, reducing our carbon footprint, and exploring innovative solutions to promote a greener future for all. Through our partnership with Marin School of Environmental Leadership, we continuously strive to address our Scope 1, 2, and 3 emissions. Our dedication extends beyond mere compliance; we are committed to making a positive impact across our clients, vendors, partners, and future.
- 13. Project Approach:** The key to a successful project begins with communication which leads to a comprehensive schedule and ends with a high-level post occupancy support program with appropriately staffed Visions Management Team Members.
- 14. Why Visions Management?** The Visions philosophy of customer-oriented project planning and execution, combined with our experience, expertise, and commitment makes it possible for us to turn your vision of the optimal project performance into a reality.

OUR PHILOSOPHY

Visions is committed to:

- Providing a diversified, service-oriented approach and meeting the project requirements of clients of any size.
- Taking complex projects, relocations, and design requirements and providing innovative solutions that lead to seamless transitions.
- Providing a superior customer service experience.

ABOUT US

The field of controlled chaos is our playground.

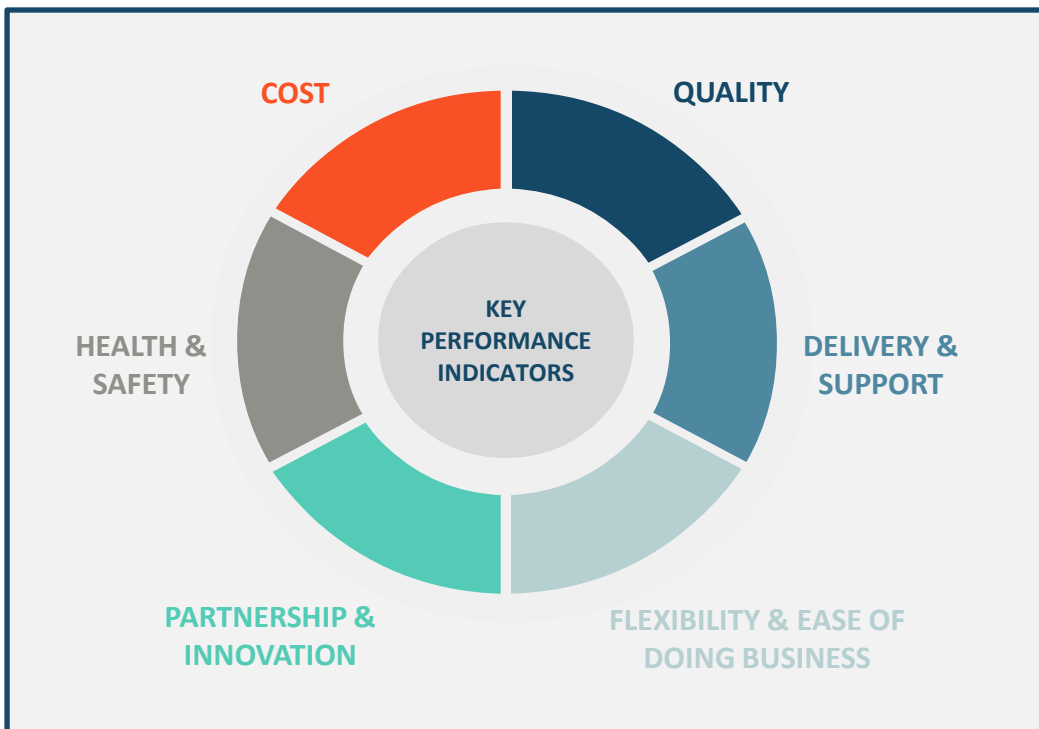
Visions Management began in 2007 with the goal to reimagine the experience of move management, space planning and FF&E services for our clients. To meet this goal, we built a diverse team of experts from varied backgrounds.

Since our inception, we have built a team that provides services on a local, national and global level to various verticals; Corporate, Healthcare, Life Sciences, Biotechnology and Education. We continue to refine our process as we believe there is not a one size fits all approach to our services.

As a company, we believe company culture is key to the professional and personal growth of our employees. Our firm is committed to inspiring our people by setting the tone first that we are a family first company from there we offer an environment that promotes continued education, training, coaching, creativity and bringing ideas to life.

RECOMMENDED KPIs

The success of our projects and the growth of our people starts with establishing our KPIs at the beginning of the project, revisiting them during our projects and evaluating them at the close of our projects. Our KPIs help track our progress, our wins and also help us determine areas of growth.





OUR SERVICES

MOVE MANAGEMENT

Expert service from pre-move planning to developing communication roadmaps to post-move support. We manage your move, so you don't have to.

ASSET MANAGEMENT

Proprietary cloud-based system to track furniture, technology, equipment, and develop content to reuse, recycle, or donate.

TECHNOLOGY PROJECT MANAGEMENT

Our team takes a distinctive approach to delivering technology project management services. From rack and stacks, to circuit installation oversight, to desktop support, we will work with you from the onset of a project to help identify your needs and design a comprehensive solution complete with drawings, budgets and schedules.

WORKPLACE EXPERIENCE

Management of Day 1 Readiness plans providing strategic and tactical support.

DECOMMISSIONING

Our team leverages the same comprehensive process used for relocations to manage decommissioning projects- including furniture and technology removal, donation, recycling and/or repurposing.

Our experienced team creates an inventory, guides the selection of a qualified liquidation vendor, and is on-site to oversee the actual knock-down and removal work. Oversight includes management of all required work to ensure the space is returned per the lease agreement.



PROJECT APPROACH



OUR EXPERIENCE

CORPORATE

- Salesforce
- Box
- DocuSign
- Stripe
- Instacart
- Unity Technologies
- Google
- 2K
- Roku
- Golden State Warriors
- Comcast
- Affirm
- Poly
- Informatica
- Coinbase
- Niantic

PROFESSIONAL SERVICES

- Venable LLP
- Kirkland & Ellis LLP
- Davis Wright Tremaine, LLP
- Sidley Austin LLP
- Freeland Cooper and Foreman, LLP
- Kilpatrick Townsend LLP
- Hellman & Friedman
- PJT Partners
- Javelin Partners
- Vista Equity
- Genstar
- Atomic VC
- Cornerstone Research
- Thoma Bravo
- Ellie Mae
- The Prime Group
- Union Bank
- Patelco Credit Union

NON-PROFIT

- San Francisco Foundation
- Global Fund for Women
- The S.D. Bechtel Jr. Foundation
- Partnership on AI
- Easter Seals
- Asian Art Museum
- Donor Network West
- The Motion Picture and Television Fund
- San Andreas Regional Center
- The Becker Charitable Fund
- The Jewish Foundation
- Family Caregiver Alliance
- Tissue Banks International

EDUCATION

- Stanford University
- UCSF
- Santa Clara University
- University of Hawaii
- University of Chicago
- Solano Community College
- Gavilan Community College
- Ohlone College
- College of San Mateo
- Davis Joint Unified School District
- San Rafael City Schools
- Fremont Union High School District
- San Carlos School District

MEDICAL RESEARCH

- USC Norris Cancer Hospital
- City of Hope
- John Muir Health
- USCF
- Stanford Health Care
- Hoag Hospital
- Vitalant
- Gladstone Institutes
- Stanford Medicine
- Cedars Sinai
- Stanford University
- Gilead
- Five Prime
- Pacific Diagnostic Laboratories
- University of Hawaii Cancer Center
- One Medical
- Rain Oncology

PUBLIC AGENCY

- The City and County of San Francisco Dept. of Public Works
- Pacific Gas & Electric
- San Francisco Police Headquarters & Public Safety
- San Francisco District Attorney's Office
- San Francisco Department of Homelessness and Supportive Housing
- UA Local 38
- City of Novato
- County of Napa
- The Swiss Consulate

MANUFACTURING

- Freewire
- F'Real
- Ekso Bionics
- HID Global
- Zodiac Aerospace

Proposal



San Rafael Sanitation District
111 Morpew Street
San Rafael, CA 94901

Proposal: 2809
Date: 9/17/24

Project: Relocation to CMSA

1.0 Project Understanding

The San Rafael Sanitation District will be relocating approximately (17) employees from 111 Morpew Street, San Rafael to 1301 Andreson Drive in San Rafael. SRSD will integrate into CMSA's facility with dedicated modular buildings along with select staff moving into CMSA's administrative space. The relocation will consist of employee content, technology, common are files, work shop and select furniture.

Anticipated Move Date: January 2025

2.0 Project Management

- 2.1 Development and maintenance of a detailed relocation project schedule/Day 1 readiness plan and timeline with critical milestones.
- 2.2 Develop a relocation strategy that aligns itself with the project timeline and/or project constraints.
- 2.3 Develop a communication roadmap detailing out specifics about the move, new workspace and day 1 readiness.
- 2.4 Coordinate with Client, Project Management Team, IT Team, Property Management, and Vendors. Provide updates on a weekly basis and provide daily status reports, when required.
- 2.5 Coordinate with client IT Project Manager on the disconnect/reconnect of desktop technology and level of QA. Visions to manage outsourced vendor on deliverables and oversight, if required.
- 2.6 Work with client on the development of the move matrix (Seating assignments).
- 2.7 Develop and manage the RFP process for relocation services. Manage the relocation project budget.
- 2.8 Schedule and host move planning meetings and pre-move walk throughs with clients, vendors and the project management team.
- 2.9 Coordinate clean up day activity
- 2.10 Prepare pre-printed move labels
- 2.11 Onsite for all relocation activity.

Proposal



2.14 Verify all content, equipment and furniture is in place.

2.15 Assist with any post move requests during onsite post-move support day.

3.0 New Furniture Management

3.1 Host meetings with key stakeholders.

3.2 Develop furniture programming report.

3.3 Develop furniture migration schedule – from programming through installation.

3.4 Manage and monitor the furniture budget.

3.5 Manage the furniture dealer on deliverables.

3.6 Review of space plans with key stakeholders (50%, 75%, 100% Milestones).

3.7 Assist with product/finish selection.

3.8 Present appropriate furniture options to key stakeholders in conjunction to budget.

3.9 Coordinate with SRSD on the issuance of purchase orders and invoicing.

3.10 Track all purchases, audit and reconcile all invoices prior to being released to SRSD for payment.

3.11 Oversee receiving, delivery and installation.

3.12 Manage punchlist and project close out.

4.0 Project Fee:

A cost amendment will be issued if scope of work changes or the work pushes out beyond January, 2025.

Project Management: \$44,260

Furniture Management: \$24,360

Grand Total: \$68,620

Proposal



Payment Schedule and Terms:

Based on a start date of October 2024 and a completion date of January 2025.

Start of Project (20%): \$13,724
Monthly Billing: \$13,724 (per month) *October - January*

Grand Total: \$68,620

Visions Management to invoice client all project related vendor invoices at cost plus 15%.

Fee is estimated as Monday-Friday.

5.0 Exclusions:

The following tasks are not included in our fee. Once the scope has been defined for the tasks identified, Visions Management will provide a cost amendment.

- 1. Coordination and management of the delivery of modular buildings.
- 2. Physical Labor and material (trucks and equipment).
- 3. Disconnect/Reconnect of technology.
- 4. Furniture and installation costs.
- 5. Electrical and LV Cabling costs.
- 6. Space Planning

Approved By: _____

Date: _____

References

Project Name: UCSF Benioff Children's Hospital Oakland

Project Scope: Management and oversight of the Relocation of (72) employees from 747 52nd. Street Oakland to 4242 Broadway and management and oversight of the programming, specification, budget and receiving, delivery and installation of all new furniture.

Project Duration: 2024

Contact Name: Brad Rowell, Associate Director of Projects | Design & Construction

Phone: 720.466.0542

Email: brad.rowell@ucsf.edu

Project Name: City and County of San Francisco - 1455 Market

Project Scope: Management and oversight of the relocation of (450) employees from 1155 Market to 1455 Market. Relocation consisted of employee content, technology and select furniture. Manage the decommission of the existing facility, including the removal of all existing furniture and management of trades.

Project Duration: 2024

Contact Name: Joe Goodreault, Project Manager

Phone: 415.792.2071

Email: jgoodreault@hudsonppi.com

Project Name: Davis Joint Unified School District

Project Scope: Management and oversight of the relocation of multiple classrooms, offices, gym facilities and modular spaces around all campuses. Manage the specification, budget and receiving, delivery and installation of all new furniture.

Project Duration: 2021- Current

Contact Name: David Burke, Executive Director of Capital Operations

Phone: 530.759.2182

Email: dburke@djusd.net

Project Name: San Rafael City Schools

Project Scope: Management and oversight of the relocation of multiple classrooms, offices, gym facilities and modular spaces around all campuses. Manage the specification, budget and receiving, delivery and installation of all new furniture.

Project Duration: 2018 - Current

Contact Name: Patti Llamas, Bond Operations Manager

Phone: 415.492.3215

Email: patti.llamas@vpcsonline.com

SRSD Milestone Schedule

Task Name	Duration	Start	Finish	Oct					Nov				Dec				Jan				Feb						
				Sep 29	Oct 6	Oct 13	Oct 20	Oct 27	Nov 3	Nov 10	Nov 17	Nov 24	Dec 1	Dec 8	Dec 15	Dec 22	Dec 29	Jan 5	Jan 12	Jan 19	Jan 26	Feb 2	Feb 9	Feb 16	Feb 23		
FURNITURE	87d	10/01/24	01/29/25	[Gantt bar]																							
Programming	23d	10/01/24	10/31/24	[Gantt bar]																							
Budget	34d	10/01/24	11/15/24	[Gantt bar]																							
Specification	15d	10/21/24	11/08/24	[Gantt bar]																							
Drawings - Sign Off	5d	11/04/24	11/08/24	[Gantt bar]																							
Procurement	10d	11/18/24	11/29/24	[Gantt bar]																							
Receiving, Delivery & Installation	8d	01/20/25	01/29/25	[Gantt bar]																							
MOVING	81d	10/14/24	02/03/25	[Gantt bar]																							
Budget (obtain pricing from vendors)	10d	11/04/24	11/15/24	[Gantt bar]																							
Move Matrix Development	45d	10/14/24	12/13/24	[Gantt bar]																							
Clean Up Activity (Shred, send to offsite, scan, recycle)	61d	11/04/24	01/27/25	[Gantt bar]																							
Communications	65d	11/04/24	01/31/25	[Gantt bar]																							
Staff	65d	11/04/24	01/31/25	[Gantt bar]																							
Vendors	65d	11/04/24	01/31/25	[Gantt bar]																							
Public	65d	11/04/24	01/31/25	[Gantt bar]																							
Workplace Experience/Day 1 Readiness	65d	11/04/24	01/31/25	[Gantt bar]																							
Water	65d	11/04/24	01/31/25	[Gantt bar]																							
Coffee	65d	11/04/24	01/31/25	[Gantt bar]																							
First Aid	65d	11/04/24	01/31/25	[Gantt bar]																							
Mail	65d	11/04/24	01/31/25	[Gantt bar]																							
Cleaning	65d	11/04/24	01/31/25	[Gantt bar]																							
Printers/MFD's/Plotters	65d	11/04/24	01/31/25	[Gantt bar]																							
Office Supplies	65d	11/04/24	01/31/25	[Gantt bar]																							
Shred Bins	65d	11/04/24	01/31/25	[Gantt bar]																							
Conference Room Name/Booking	65d	11/04/24	01/31/25	[Gantt bar]																							
Plants	65d	11/04/24	01/31/25	[Gantt bar]																							
Art	65d	11/04/24	01/31/25	[Gantt bar]																							
Janitorial	65d	11/04/24	01/31/25	[Gantt bar]																							
USPS	65d	11/04/24	01/31/25	[Gantt bar]																							
Signage	65d	11/04/24	01/31/25	[Gantt bar]																							
Pre-Move Activity	15d	01/13/25	01/31/25	[Gantt bar]																							
Packing Material Delivery	5d	01/13/25	01/17/25	[Gantt bar]																							
Packing of Files	5d	01/27/25	01/31/25	[Gantt bar]																							
Packing of Kitchen/Supplies	5d	01/27/25	01/31/25	[Gantt bar]																							
Physical Move	3d	01/30/25	02/03/25	[Gantt bar]																							
Employee Shutdown	1d	01/30/25	01/30/25	[Gantt bar]																							
Technology Disconnect/Reconnect	1d	01/30/25	01/30/25	[Gantt bar]																							
Relocate Content/Select Furniture	1d	01/30/25	01/30/25	[Gantt bar]																							
Relocate Main Shop	1d	01/31/25	01/31/25	[Gantt bar]																							
FDOB - GO LIVE	1d	02/03/25	02/03/25	[Gantt bar]																							
TECHNOLOGY	89d	10/01/24	01/31/25	[Gantt bar]																							
AV	87d	10/01/24	01/29/25	[Gantt bar]																							
Design	23d	10/01/24	10/31/24	[Gantt bar]																							
Budget	25d	10/14/24	11/15/24	[Gantt bar]																							
Procurement	10d	11/18/24	11/29/24	[Gantt bar]																							
Receiving, Delivery, Installation, Commission	3d	01/27/25	01/29/25	[Gantt bar]																							
LV Cabling	58d	11/04/24	01/22/25	[Gantt bar]																							
Design	10d	11/04/24	11/15/24	[Gantt bar]																							
Budget	15d	11/11/24	11/29/24	[Gantt bar]																							
Installation	8d	01/13/25	01/22/25	[Gantt bar]																							

