



Agenda Item No: 4.j

Meeting Date: June 2, 2025

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

Prepared by: Jonathan Schellin
Deputy Director, Public Works

City Manager Approval:

TOPIC: DESIGN AND UTILITY COORDINATION FOR ELECTRIC VEHICLE CHARGING INSTALLATIONS

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH NV5 CONSULTANTS, INC. TO ASSIST WITH THE DESIGN AND UTILITY COORDINATION FOR ELECTRIC VEHICLE CHARGING INSTALLATIONS IN AN AMOUNT NOT TO EXCEED \$70,000 FOR THE PUBLIC WORKS FACILITY

RECOMMENDATION:

Staff recommend that the City Council adopt a resolution authorizing the City Manager to enter into a professional services agreement with NV5 Consultants, Inc., to assist with the design and utility coordination for electric vehicle charging installations in an amount not to exceed \$70,000 for the Public Works facility.

BACKGROUND:

San Rafael's [Climate Change Action Plan](#) (CCAP) includes measure LCT-M1, directing the City to purchase or lease zero-emission vehicles for the City fleet whenever possible, and setting a target of 50% reduction of fuel use by 2030. Measure LCT-M1 is the most significant area of greenhouse gas reduction in the CCAP because vehicle emissions are the largest source of greenhouse gas emissions in our greenhouse gas inventory. In 2023, the California Air Resources Board adopted the [Advanced Clean Fleets Regulation](#) California Code of Regulations Title 13, Division 3, Chapter 1, Article 3.2). As part of those regulations, beginning January 1, 2024, the City must ensure that 50 percent of their annual vehicle purchases for medium and heavy-duty vehicles are zero-emissions, and beginning January 1, 2027, 100 percent of vehicle purchases are zero-emissions (public safety vehicles exempted).

Staff have been working on the transition of the City fleet for the past two years. This work includes securing Federal Energy Efficiency Conservation Block Grant funds, technical assistance from Marin Clean Energy (MCE) and the Metropolitan Transportation Commission and contracting with NV5 as the City's technical consultant to plan the transition. The most recent activity conducted by staff was to apply for and get accepted into the Pacific Gas and Electric Company's (PG&E) [EV Fleet Electrification program](#), which commits PG&E to install additional infrastructure to serve electric vehicle loads at City facilities. This includes complete design costs, fully funding PG&E's side of the meter upgrades,

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

incentives for the City's side of the meter work, and additional incentives for City vehicle purchases. Participation in this program will help the City comply with the Advanced Clean Fleets Regulation and save significant funds for expanding transformer and electrical capacity. The City Council will be considering entering into contracts with PG&E for this program earlier on tonight's agenda.

The City currently has an existing contract for \$63,430 with NV5 Consultants, Inc. (NV5). The services provided under the existing contract include design work, engineering cost estimates, and coordination with the PG&E EV Fleet Program. While this proposed contract is within the City Manager's contracting authority, when combined, these two contracts exceed the City Manager's delegated purchasing authority; therefore, it is recommended that the Council approve the execution of this contract.

ANALYSIS:

NV5 has done other PG&E EV Fleet Electrification Program projects around the State. They are well-positioned to help the City through final design, utility coordination, and request for proposal development for the projects at its facilities. NV5 has acquired extensive knowledge through this process, and it is highly favorable to the City to leverage that knowledge on the proposed design and construction phase of work. NV5 is also familiar with the various incentives available to the City and has been guiding it in securing them. Finally, NV5 can guide the City on service contracts, pricing, terms, and technical analysis to help the City assess proposals. To date, staff have been pleased with NV5's work and recommends contracting with them for continued help in facilitating the City's PG&E EV Fleet program. In line with the City's Purchasing Policy and SRMC 2.55.100(d), this contract for professional services is exempt from bidding.

As noted previously, the City Council is also considering a resolution authorizing the City Manager to enter into contracts with PG&E to participate in the EV Fleet Electrification program. The City Manager will only execute an agreement with NV5 (based on the proposal in Attachment 2) if the City Council adopts resolutions authorizing the City Manager to execute agreements with both NV5 and PG&E.

FISCAL IMPACT:

The cost of this agreement is a not-to-exceed amount of \$70,000. The cost will be partially eligible for reimbursement through the incentive programs by PG&E and other incentives the City will be applying for; exact amounts are unknown at this time. Any remaining funding would come from the Capital Projects Fund 401 and are appropriated in the final Fiscal Year 2025-26 budget.

OPTIONS:

The City Council has the following options to consider relating to this item:

1. Adopt the resolution as presented.
2. Adopt the resolution with amendments.
3. Do not adopt the resolution.

RECOMMENDED ACTION:

Staff recommend that the City Council adopt a resolution authorizing the City Manager to enter into a professional services agreement with NV5 Consultants, Inc., to assist with the design and utility coordination for electric vehicle charging installations in an amount not to exceed \$70,000 for the Public Works facility.

ATTACHMENTS:

1. Resolution
2. NV5 Proposal – Public Works Design Task Order

RESOLUTION NO.

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH NV5 CONSULTANTS, INC. TO ASSIST WITH THE DESIGN AND UTILITY COORDINATION FOR ELECTRIC VEHICLE CHARGING INSTALLATIONS IN AN AMOUNT NOT TO EXCEED \$70,000 FOR THE PUBLIC WORKS FACILITY

WHEREAS, the City of San Rafael is required to comply with the Advanced Clean Fleets regulations of the California Air Resources Board; and

WHEREAS, the Advanced Clean Fleet regulations (Title 13, Division 3, Chapter 1, Article 3.2) require transitioning the City fleet to electric or zero emissions vehicles in phases starting in 2024 with a requirement for 50% of fleet purchases to be Zero Emission Vehicles starting in 2024, and 100% of fleet purchases to be Zero Emission Vehicles starting in 2027 with some exceptions; and

WHEREAS, the City of San Rafael has applied for and been accepted into the Pacific Gas and Electric Company's EV Fleet Electrification program to upgrade utility infrastructure and install electric vehicle chargers at the City's Public Works facility; and

WHEREAS, the City of San Rafael has utilized the services of NV5 Consultants, Inc. for technical assistance and guidance to secure the Pacific Gas and Electric Company's EV Fleet Electrification program and wishes to continue using their services to complete the program; and

WHEREAS, the City Council of the City of San Rafael has adopted a resolution approving the City Manager to enter into contracts with Pacific Gas and Electric Company to participate in the EV Fleet Electrification program;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Rafael hereby authorizes the City Manager to execute a professional services agreement between the City and NV5 Consultants, Inc. pursuant to specific conditions approved by the City Council of the City of San Rafael in an amount not to exceed \$70,000 for the Public Works facility.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 2nd day of June 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

LINDSAY LARA, City Clerk

Task Order EVSE Design Services – City Hall

Project # 5980824-2306603.00

This Task Order is pursuant to the Master Services Agreement (“MSA”) between NV5 Consultants, Inc. (“NV5”) and the City of San Rafael (“CITY”) dated August 26, 2024.

This Task Order must be mutually executed before work is commenced.

Project Name	EVSE Design Services – City Hall
Client	City of San Rafael
Project Location	San Rafael, CA
Estimated Start Date	April 2025
Estimated End Date	December 2025
Estimated Fees	Time & Materials, NTE: \$56,100

PROJECT CONTACTS

NV5		CITY	
Name:	Brent Johnson, PE	Name:	Jonathan Schellin
Title:	Vice President, Clean Transportation	Title:	Deputy Director of Public Works
Email:	brent.johnson@nv5.com	Email:	jonathan.schellin@cityofsanrafael.org
Phone:	(415) 851-9076	Phone:	(415) 485-3354
Address:	101 Lucas Valley Road, Suite 302 San Rafael, CA 94903	Address:	111 Morphew Street San Rafael, CA 94901

SUMMARY OF WORK

This task order outlines full civil, electrical, and structural EVSE design services for an electric vehicle supply equipment (EVSE) project at 1 CITY site. The charging equipment and locations will be based on the preliminary designs provided with the applications to the PG&E EV Fleet program. A preliminary basis of design (BOD) was established utilizing Zerova chargers for the purposes of initiating the EV Fleet process. NV5 will work with the CITY to assist with making a final BOD selection prior to finalizing design.

Charging equipment will be located at the following location:

Location	Address
1. City Hall	1400 5 th Avenue, San Rafael, CA 94901

The following is an outline of the tasks NV5 will perform to support CITY with their EV transition. A detailed Scope of Work follows, outlining our efforts under each of these tasks:

Task	General Scope
1. EVSE Design Services – City Hall	<ul style="list-style-type: none"> – Develop CD30, CD90 and CD100/IFP EVSE Drawings. – Ongoing Utility coordination. – Respond to AHJ questions and assist CITY with permitting. – Develop IFC Design sets.

SCOPE OF WORK

Task 1 EVSE Design Services – City Hall

This task includes detailed progress design of charging infrastructure at 1 CITY site. Design work includes electrical, civil, and structural disciplines with engineering stamps sufficient to achieve permitted design set approved by the relevant Authority Having Jurisdiction (AHJ), assumed to be the City of San Rafael.

1.1 CD30, Schematic Design (SD) Drawings

- Perform site visit to further review existing site conditions and CD10 concepts with site personnel.
- Review existing infrastructure and any available as-built drawings. Identify new EVSE service requirements and preliminary siting.
- Coordinate with CITY's survey consultant to identify boundaries and scope of survey.
- Develop SD drawings consisting of a site plan, single line, and initial basis of design electrical equipment. Include reserved footprint for future electrical service, EVSE equipment power levels and siting, and initial phasing plans.
- Submit SD set to CITY and utility for review.

1.2 CD90, Draft Construction Drawings

- Review SD comments with CITY. Address review comments from stakeholders.
- Develop IFP design set to include additional detail on site plan and single line sheets, additional electrical design (wire/conduit sizing), phasing details, details of service upgrade/new service, structural design of pads, design element details (pedestal foundations, bollards, curb stops, civil details, etc.), and equipment cut sheets.
- Submit Draft IFP set to CITY and utility for review.

1.3 CD100 (IFP), Final Construction Drawings

- Review Draft IFP comments with CITY. Address review comments from stakeholders.
- Finalize IFP and provide engineering stamps to advance drawings to IFP status.

1.4 Permitting Support and Issued for Construction (IFC) Drawings

- Provide initial outreach to AHJ to review project scope and identify any unique or specific permitting requirements, design standards, or submittal processes.
- Prepare and submit IFP drawings to AHJ.
- Respond to questions/feedback. Assumes AHJ will have limited comments/revision requests to the drawing set.
- Incorporate any AHJ required updates and finalize Issued for Construction (IFC) Drawings to resubmit to AHJ for issuance and permit approval.

SITE VISITS: One for site/electrical inspection.

SCHEDULE AND DELIVERABLES

The schedule below is inclusive of an extended design schedule due to added coordination time and effort with Utility design engineers (i.e., PG&E EV Fleet).

Task	Start Date	End Date	Deliverables
1 EVSE Design Services – City Hall			
Progress Designs – City Hall	Apr. 2025	Dec. 2025	<ul style="list-style-type: none"> – CD30 Drawings – CD90 Drawings – CD100/IFP Drawings – CD100/IFC Drawings
Ongoing Utility Coordination	Apr. 2025	Dec. 2025	– Design set coordination/correspondence with Utility

PROJECT ASSUMPTIONS & EXCLUSIONS

KEY ASSUMPTIONS

1. Authorization to proceed with a signed contract or work order to follow.
2. Topographic, Ground Penetrating Radar, and/or Title Review to be provided by CITY via separate subcontract. Survey drawings with topographic, easement and boundary details to be provided in CAD format to NV5.
3. Travel to CITY site per site visit assumptions outlined in Scope of Services. Project travel generally assumes one representative per visit unless otherwise noted. Additional travel beyond the trips listed may require additional budget.
4. On-site review will be limited to visual inspections of potential component locations, electrical services and existing site conditions. Services will not include new or invasive site investigations (e.g., geotechnical studies, structural investigation, geotechnical investigation, shutdown/inspection of electrical services, etc.) unless specifically contracted with NV5.
5. Assumes schedule listed above. Delays or extension of more than 10% of the assumed schedule by others (Utility, Contractor, CITY, etc.) or circumstances beyond NV5's control may require additional budget.
6. All deliverables will be provided in electronic PDF format.
7. NV5 will not create any drawings, sheets, or documents (e.g., architectural, electrical, structural, civil, fire drawings, etc.) other than those specifically listed in the preceding Scope of Work.
8. Drawings will utilize NV5 templates/title blocks/drawing standards.
9. Site information/data, including as-builts and survey maps (sufficient for permitting), will be made available to NV5 as needed. Onsite review will be limited to visual inspections of potential component locations, electrical services, and existing site conditions.

10. Scope of work excludes a detailed EV transition plan for CITY.
11. EVSE Design assumed to be supplied from new electrical service implemented under the PG&E EV Fleet Program.
12. Assumes new EVSE-dedicated Utility service to be designed and installed to the meter by Utility under make-ready program. NV5 scope is for Behind-the-Meter (BTM) design only.
13. No major redesign or adjustment of equipment siting or sizing after CITY has provided comments on the Draft IFP drawings.
14. CITY will provide necessary staff support for timely response to questions, reviews, decisions, and data requests.
15. CITY will provide access to all sites under consideration for site walks, including access to electrical services at each site.
16. CITY to procure charge management system, hardware and O&M agreements under same procurement as the installation contract or via cooperative procurement.
17. Construction and commissioning of project will be performed by others. NV5 can provide owner's representative services under a separate task order.
18. NV5 will provide technical review of AHJ comments during permitting with a maximum of 4-hours of total engineer permitting support time assumed for the project.
19. Assumes Contractor will be responsible for any design, engineering and permitting efforts resulting from Contractor or CITY requested changes. NV5 can provide additional design, engineering, and/or permitting support under a separate or amended agreement.
20. If multiple permits are required to be submitted in-person, they will be submitted at the same time.
21. CITY will self-perform or separately contract procurement, construction management, and commissioning and be available for required AHJ inspections.
22. Project scope assumes the AHJ will be the City of San Rafael. Project scope does not include any permitting support for any additional AHJ(s).
23. NV5's scope excludes any Solar PV, Battery Energy Storage System (BESS), genset, or microgrid design work. Solar PV or BESS design can be provided under a separate or amended scope.

EXCLUSIONS

The following work is excluded unless specifically contracted with NV5. Where needed/requested, NV5 can provide this additional scope.

1. New or substantially revised PG&E EV Fleet application.
2. Engineering of corrections for unforeseen conditions.
3. Analysis of telematics data.
4. Permitting fees. Permitting fees can be processed by NV5 but will be submitted for reimbursement on a site-by-site basis.
5. Load studies.
6. To-the-Meter (TTM) design (assumed to be designed by the Utility make-ready program)
7. Design of ancillary electrical systems, such as upgrades to existing electrical service, solar, stationary battery, microgrid, back-up generation, lighting systems, etc.
8. Accessibility/Path-of-Travel review or design (not typically required for fleet applications).
9. Mobility studies or parking lot reconfiguration.
10. Traffic studies.
11. Public-facing EVSE.
12. Environmental impact reports or studies.

13. Geotechnical investigations or pavement reports.
14. Procurement Support, Construction Management, or Commissioning.
15. Due Diligence Exclusions
 - a. Topographical Survey.
 - b. Ground Penetrating Radar (GPR).
 - c. Underground Utility Locating.
 - d. Title Reports.
 - e. X-ray or other studies of prestressed concrete.
16. Other Exclusions
 - a. Grading design (e.g. upgrade existing pavement surface for accessibility standards).
 - b. Earthwork and formal landscaping.
 - c. Floodplain evaluation.
 - d. Environmental Impact Studies or Reports.
 - e. Services associated with project re-zoning or revising the FDP.
 - f. FEMA support services.
 - g. Design, boundary, or construction staking.
 - h. Setting or restoring lost property corners.
 - i. CLOMR/LOMR.
 - j. Preparation of lease exhibits, or other similar documents.
 - k. Research or copies of deeds, easements, subdivisions, or survey plats.
 - l. Construction Stormwater Quality Discharge Permit and Stormwater Management Plan & Report.
 - m. Stormwater Inspections and Maintenance Plan, which includes a Stormwater Maintenance Agreement, to cover inspection and maintenance of any permanent stormwater best management practices.

FEE AND PAYMENT SCHEDULES

The Task fees listed in this section are based on anticipated workload for the scope set forth in this Task Order. For all tasks performed under this Task Order, NV5 has set a Time and Materials (T&M) Not to Exceed (NTE) cost as shown in the table below. NV5 will not exceed project NTE limits without written consent of CITY.

FEE TASK TABLE

Task		T&M NTE
1	EVSE Design Services – City Hall	\$56,100
TOTAL		\$56,100

HOURLY FEE SCHEDULE

T&M work is billed at the hourly rates listed in Exhibit A for project work completed through December 31, 2027. Updated hourly fees will be provided by NV5 as necessary prior to each new calendar year.

BILLING AND PAYMENT TERMS

NV5 invoices monthly with terms of Net 30.

If the project schedule is extended because of CITY, regulatory, Developer or other reasons beyond the control of NV5, NV5 will consult with CITY on utilizing contingency funds (if available) or extending the budget as needed.

REIMBURSABLE EXPENSES

Fees assume all deliverable materials for the project will be provided digitally. Printed copies of documents and any reprographic fees will be billed at cost plus 10%. For time and materials fee structure projects, all reasonable and ordinary expenses are reimbursable at cost plus 10%.

TRAVEL COSTS

Site visits will utilize local staff from our San Rafael office wherever possible and no travel expenses are anticipated. Should travel by remote staff become necessary, NV5 will notify CITY beforehand. When air travel is required, coach class airfare will be used for domestic air travel and business class airfare will be used for international travel. Personnel travel time from our office to project location is billable at the full hourly rate. Meals and lodging will be billed at cost. Vehicle driving mileage will be billed at the current IRS mileage rate.

SUBCONSULTANT FEES

Subconsultant fees will be passed through at cost plus 15%.

IN WITNESS WHEREOF, authorized representatives of both NV5 and CITY have executed this agreement as of the date set forth below.

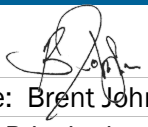
NV5	CITY
	
Name: Brent Johnson, PE, LEED AP	Name:
Title: Principal	Title:
Date: 3/26/2025	Date:

EXHIBIT A: HOURLY FEE TABLE

Billing Category	2025	2026	2027
Subject Matter Expert	\$450	\$455	\$460
Principal	\$340	\$345	\$350
Associate Principal	\$305	\$310	\$315
Project Manager IV	\$285	\$290	\$295
Construction Manager III	\$280	\$285	\$290
Design Engineer (PE) III	\$275	\$280	\$285
Engineer/Data Scientist III	\$270	\$275	\$280
Project Manager III	\$265	\$270	\$275
Design Engineer (PE) II	\$255	\$260	\$270
Construction Manager II	\$250	\$255	\$265
Project Manager II	\$245	\$250	\$260
Project Engineer/Specialist V	\$235	\$240	\$245
Engineer/Data Scientist II	\$230	\$235	\$240
Project Manager I	\$225	\$230	\$235
Construction Manager I	\$220	\$225	\$230
Project Engineer/Specialist IV	\$215	\$220	\$225
Associate Project Manager	\$215	\$215	\$220
Sr. Analyst/Technician	\$205	\$210	\$215
Design Engineer (PE) I	\$205	\$210	\$215
Engineer/Data Scientist I	\$195	\$205	\$210
Designer III	\$195	\$200	\$205
Project Engineer/Specialist III	\$195	\$195	\$200
Assistant Project Manager	\$185	\$190	\$195
Analyst/Technician	\$175	\$185	\$190
Designer II	\$170	\$180	\$185
Project Engineer/Specialist II	\$170	\$175	\$180
Senior Project Coordinator	\$165	\$170	\$175
Project Engineer/Specialist I	\$155	\$160	\$165
Project Coordinator	\$150	\$155	\$160
Designer I	\$145	\$150	\$155
Drafter II	\$130	\$140	\$145
Intern	\$130	\$135	\$140
Project Administrator	\$105	\$115	\$120
Drafter I	\$110	\$115	\$120
Sr. CADD Operator	\$105	\$110	\$115
CADD Operator	\$90	\$95	\$100

Task Order EVSE Design Services – DPW

Project # 5980824-2306603.00

This Task Order is pursuant to the Master Services Agreement (“MSA”) between NV5 Consultants, Inc. (“NV5”) and the City of San Rafael (“CITY”) dated August 26, 2024.

This Task Order must be mutually executed before work is commenced.

Project Name	EVSE Design Services – DPW
Client	City of San Rafael
Project Location	San Rafael, CA
Estimated Start Date	April 2025
Estimated End Date	December 2025
Estimated Fees	Time & Materials, NTE: \$57,900

PROJECT CONTACTS

NV5		CITY	
Name:	Brent Johnson, PE	Name:	Jonathan Schellin
Title:	Vice President, Clean Transportation	Title:	Deputy Director of Public Works
Email:	brent.johnson@nv5.com	Email:	jonathan.schellin@cityofsanrafael.org
Phone:	(415) 851-9076	Phone:	(415) 485-3354
Address:	101 Lucas Valley Road, Suite 302 San Rafael, CA 94903	Address:	111 Morphew Street San Rafael, CA 94901

SUMMARY OF WORK

This task order outlines full civil, electrical, and structural EVSE design services for an electric vehicle supply equipment (EVSE) project at 1 CITY site. The charging equipment and locations will be based on the preliminary designs provided with the applications to the PG&E EV Fleet program. A preliminary basis of design (BOD) was established utilizing Zerova chargers for the purposes of initiating the EV Fleet process. NV5 will work with the CITY to assist with making a final BOD selection prior to finalizing design.

Charging equipment will be located at the following location:

Location	Address
1. Department of Public Works (DPW)	111 Morphew St., San Rafael, CA 94901

The following is an outline of the tasks NV5 will perform to support CITY with their EV transition. A detailed Scope of Work follows, outlining our efforts under each of these tasks:

Task	General Scope
1. EVSE Design Services – DPW	<ul style="list-style-type: none"> – Develop CD30, CD90 and CD100/IFP EVSE Drawings. – Ongoing Utility coordination. – Respond to AHJ questions and assist CITY with permitting. – Develop IFC Design sets.

SCOPE OF WORK

Task 1 EVSE Design Services – DPW

This task includes detailed progress design of charging infrastructure at 1 CITY site. Design work includes electrical, civil, and structural disciplines with engineering stamps sufficient to achieve permitted design set approved by the relevant Authority Having Jurisdiction (AHJ), assumed to be the City of San Rafael.

1.1 CD30, Schematic Design (SD) Drawings

- Perform site visit to further review existing site conditions and CD10 concepts with site personnel.
- Review existing infrastructure and any available as-built drawings. Identify new EVSE service requirements and preliminary siting.
- Coordinate with CITY's survey consultant to identify boundaries and scope of survey.
- Develop SD drawings consisting of a site plan, single line, and initial basis of design electrical equipment. Include reserved footprint for future electrical service, EVSE equipment power levels and siting, and initial phasing plans.
- Submit SD set to CITY and utility for review.

1.2 CD90, Draft Construction Drawings

- Review SD comments with CITY. Address review comments from stakeholders.
- Develop IFP design set to include additional detail on site plan and single line sheets, additional electrical design (wire/conduit sizing), phasing details, details of service upgrade/new service, structural design of pads, design element details (pedestal foundations, bollards, curb stops, civil details, etc.), and equipment cut sheets.
- Submit Draft IFP set to CITY and utility for review.

1.3 CD100 (IFP), Final Construction Drawings

- Review Draft IFP comments with CITY. Address review comments from stakeholders.
- Finalize IFP and provide engineering stamps to advance drawings to IFP status.

1.4 Permitting Support and Issued for Construction (IFC) Drawings

- Provide initial outreach to AHJ to review project scope and identify any unique or specific permitting requirements, design standards, or submittal processes.
- Prepare and submit IFP drawings to AHJ.
- Respond to questions/feedback. Assumes AHJ will have limited comments/revision requests to the drawing set.
- Incorporate any AHJ required updates and finalize Issued for Construction (IFC) Drawings to resubmit to AHJ for issuance and permit approval.

SITE VISITS: One for site/electrical inspection.

SCHEDULE AND DELIVERABLES

The schedule below is inclusive of an extended design schedule due to added coordination time and effort with Utility design engineers (i.e., PG&E EV Fleet).

Task	Start Date	End Date	Deliverables
1 EVSE Design Services – DPW			
Progress Designs – DPW	Apr. 2025	Dec. 2025	<ul style="list-style-type: none"> – CD30 Drawings – CD90 Drawings – CD100/IFP Drawings – CD100/IFC Drawings
Ongoing Utility Coordination	Apr. 2025	Dec. 2025	– Design set coordination/correspondence with Utility

PROJECT ASSUMPTIONS & EXCLUSIONS

KEY ASSUMPTIONS

1. Authorization to proceed with a signed contract or work order to follow.
2. Topographic, Ground Penetrating Radar, and/or Title Review to be provided by CITY via separate subcontract. Survey drawings with topographic, easement and boundary details to be provided in CAD format to NV5.
3. Travel to CITY site per site visit assumptions outlined in Scope of Services. Project travel generally assumes one representative per visit unless otherwise noted. Additional travel beyond the trips listed may require additional budget.
4. On-site review will be limited to visual inspections of potential component locations, electrical services and existing site conditions. Services will not include new or invasive site investigations (e.g., geotechnical studies, structural investigation, geotechnical investigation, shutdown/inspection of electrical services, etc.) unless specifically contracted with NV5.
5. Assumes schedule listed above. Delays or extension of more than 10% of the assumed schedule by others (Utility, Contractor, CITY, etc.) or circumstances beyond NV5's control may require additional budget.
6. All deliverables will be provided in electronic PDF format.
7. NV5 will not create any drawings, sheets, or documents (e.g., architectural, electrical, structural, civil, fire drawings, etc.) other than those specifically listed in the preceding Scope of Work.
8. Drawings will utilize NV5 templates/title blocks/drawing standards.
9. Site information/data, including as-builts and survey maps (sufficient for permitting), will be made available to NV5 as needed. Onsite review will be limited to visual inspections of potential component locations, electrical services, and existing site conditions.

10. Scope of work excludes a detailed EV transition plan for the CITY.
11. EVSE Design assumed to be supplied from new electrical service implemented under the PG&E EV Fleet Program.
12. Assumes new EVSE-dedicated Utility service to be designed and installed to the meter by Utility under make-ready program. NV5 scope is for Behind-the-Meter (BTM) design only.
13. City has indicated that the DPW site contains adverse soil conditions. City to provide soils information sufficient to inform design and sample notes from previous work at the site to include on drawings. Base design assumes standard below-grade EVSE conduits and standard equipment foundations. If City requests extensive above grade infrastructure or other unique elements to minimize below grade construction, additional design effort and budget may be required.
14. No major redesign or adjustment of equipment siting or sizing after CITY has provided comments on the Draft IFP drawings.
15. CITY will provide necessary staff support for timely response to questions, reviews, decisions, and data requests.
16. CITY will provide access to all sites under consideration for site walks, including access to electrical services at each site.
17. CITY to procure charge management system, hardware and O&M agreements under same procurement as the installation contract or via cooperative procurement.
18. Construction and commissioning of project will be performed by others. NV5 can provide owner's representative services under a separate task order.
19. NV5 will provide technical review of AHJ comments during permitting with a maximum of 4-hours of total engineer permitting support time assumed for the project.
20. Assumes Contractor will be responsible for any design, engineering and permitting efforts resulting from Contractor or CITY requested changes. NV5 can provide additional design, engineering, and/or permitting support under a separate or amended agreement.
21. If multiple permits are required to be submitted in-person, they will be submitted at the same time.
22. CITY will self-perform or separately contract procurement, construction management, and commissioning and be available for required AHJ inspections.
23. Project scope assumes the AHJ will be the City of San Rafael. Project scope does not include any permitting support for any additional AHJ(s).
24. NV5's scope excludes any Solar PV, Battery Energy Storage System (BESS), genset, or microgrid design work. Solar PV or BESS design can be provided under a separate or amended scope.

EXCLUSIONS

The following work is excluded unless specifically contracted with NV5. Where needed/requested, NV5 can provide this additional scope.

1. New or substantially revised PG&E EV Fleet application.
2. Engineering of corrections for unforeseen conditions.
3. Analysis of telematics data.
4. Permitting fees. Permitting fees can be processed by NV5 but will be submitted for reimbursement on a site-by-site basis.
5. Load studies.
6. To-the-Meter (TTM) design (assumed to be designed by the Utility make-ready program)

7. Design of ancillary electrical systems, such as upgrades to existing electrical service, solar, stationary battery, microgrid, back-up generation, lighting systems, etc.
8. Accessibility/Path-of-Travel review or design (not typically required for fleet applications).
9. Mobility studies or parking lot reconfiguration.
10. Traffic studies.
11. Public-facing EVSE.
12. Environmental impact reports or studies.
13. Geotechnical investigations or pavement reports.
14. Procurement Support, Construction Management, or Commissioning.
15. Due Diligence Exclusions
 - a. Topographical Survey.
 - b. Ground Penetrating Radar (GPR).
 - c. Underground Utility Locating.
 - d. Title Reports.
 - e. X-ray or other studies of prestressed concrete.
16. Other Exclusions
 - a. Grading design (e.g. upgrade existing pavement surface for accessibility standards).
 - b. Earthwork and formal landscaping.
 - c. Floodplain evaluation.
 - d. Environmental Impact Studies or Reports.
 - e. Services associated with project re-zoning or revising the FDP.
 - f. FEMA support services.
 - g. Design, boundary, or construction staking.
 - h. Setting or restoring lost property corners.
 - i. CLOMR/LOMR.
 - j. Preparation of lease exhibits, or other similar documents.
 - k. Research or copies of deeds, easements, subdivisions, or survey plats.
 - l. Construction Stormwater Quality Discharge Permit and Stormwater Management Plan & Report.
 - m. Stormwater Inspections and Maintenance Plan, which includes a Stormwater Maintenance Agreement, to cover inspection and maintenance of any permanent stormwater best management practices.

FEE AND PAYMENT SCHEDULES

The Task fees listed in this section are based on anticipated workload for the scope set forth in this Task Order. For all tasks performed under this Task Order, NV5 has set a Time and Materials (T&M) Not to Exceed (NTE) cost as shown in the table below. NV5 will not exceed project NTE limits without written consent of CITY.

FEE TASK TABLE

Task		T&M NTE
1	EVSE Design Services – DPW	\$57,900
TOTAL		\$57,900

HOURLY FEE SCHEDULE

T&M work is billed at the hourly rates listed in Exhibit A for project work completed through December 31, 2027. Updated hourly fees will be provided by NV5 as necessary prior to each new calendar year.

BILLING AND PAYMENT TERMS

NV5 invoices monthly with terms of Net 30.

If the project schedule is extended because of CITY, regulatory, Developer or other reasons beyond the control of NV5, NV5 will consult with CITY on utilizing contingency funds (if available) or extending the budget as needed.

REIMBURSABLE EXPENSES

Fees assume all deliverable materials for the project will be provided digitally. Printed copies of documents and any reprographic fees will be billed at cost plus 10%. For time and materials fee structure projects, all reasonable and ordinary expenses are reimbursable at cost plus 10%.

TRAVEL COSTS

Site visits will utilize local staff from our San Rafael office wherever possible and no travel expenses are anticipated. Should travel by remote staff become necessary, NV5 will notify CITY beforehand. When air travel is required, coach class airfare will be used for domestic air travel and business class airfare will be used for international travel. Personnel travel time from our office to project location is billable at the full hourly rate. Meals and lodging will be billed at cost. Vehicle driving mileage will be billed at the current IRS mileage rate.

SUBCONSULTANT FEES

Subconsultant fees will be passed through at cost plus 15%.

IN WITNESS WHEREOF, authorized representatives of both NV5 and CITY have executed this

agreement as of the date set forth below.


NV5	CITY
	
Name: Brent Johnson, PE, LEED AP	Name:
Title: Principal	Title:
Date: 3/26/2025	Date:

EXHIBIT A: HOURLY FEE TABLE

Billing Category	2025	2026	2027
Subject Matter Expert	\$450	\$455	\$460
Principal	\$340	\$345	\$350
Associate Principal	\$305	\$310	\$315
Project Manager IV	\$285	\$290	\$295
Construction Manager III	\$280	\$285	\$290
Design Engineer (PE) III	\$275	\$280	\$285
Engineer/Data Scientist III	\$270	\$275	\$280
Project Manager III	\$265	\$270	\$275
Design Engineer (PE) II	\$255	\$260	\$270
Construction Manager II	\$250	\$255	\$265
Project Manager II	\$245	\$250	\$260
Project Engineer/Specialist V	\$235	\$240	\$245
Engineer/Data Scientist II	\$230	\$235	\$240
Project Manager I	\$225	\$230	\$235
Construction Manager I	\$220	\$225	\$230
Project Engineer/Specialist IV	\$215	\$220	\$225
Associate Project Manager	\$215	\$215	\$220
Sr. Analyst/Technician	\$205	\$210	\$215
Design Engineer (PE) I	\$205	\$210	\$215
Engineer/Data Scientist I	\$195	\$205	\$210
Designer III	\$195	\$200	\$205
Project Engineer/Specialist III	\$195	\$195	\$200
Assistant Project Manager	\$185	\$190	\$195
Analyst/Technician	\$175	\$185	\$190
Designer II	\$170	\$180	\$185
Project Engineer/Specialist II	\$170	\$175	\$180
Senior Project Coordinator	\$165	\$170	\$175
Project Engineer/Specialist I	\$155	\$160	\$165
Project Coordinator	\$150	\$155	\$160
Designer I	\$145	\$150	\$155
Drafter II	\$130	\$140	\$145
Intern	\$130	\$135	\$140
Project Administrator	\$105	\$115	\$120
Drafter I	\$110	\$115	\$120
Sr. CADD Operator	\$105	\$110	\$115
CADD Operator	\$90	\$95	\$100