



November 9, 2023

Manuel Hernandez  
Assistant Public Works Director  
**City of San Luis**  
1090 E. Union St.  
San Luis, AZ 85349  
Phone (928) 341-8577

**Re: City of San Luis Wastewater SCADA System  
Professional Engineering Design Services Proposal**

#C230

Dear Mr. Hernandez,

PACE is pleased to provide our proposal for engineering design for the City of San Luis Wastewater SCADA System project. Attached are our Scope of Services, Compensation, Labor and Expense Rate Schedule, Provisions and Labor Breakdown.

We appreciate the opportunity to be of service to the City of San Luis and look forward to the successful completion of the improvements. Please contact me if there are any questions or if we may provide any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Duong Do", with a horizontal line underneath.

Duong Do, P.E.  
Vice President, Environmental Water Division

DD/aj

*Enclosures: Scope of Services, Compensation, Labor and Expense Rate Schedule, Provisions and Labor Breakdown.*

cc: File

W:\C230\3-Contracts - Proposals\1. Proposal\2023-11-09\_PRO SL Wastewater SCADA System\1. C230-10 MHernandez Cov Ltr\_2023-11-09.doc

# PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

*CITY OF SAN LUIS  
WASTEWATER SCADA SYSTEM  
#C230*

## **OBJECTIVE:**

Provide engineering services to assist the City of San Luis to evaluate existing wastewater infrastructure facilities in order to assess the requirements needed for development of a central SCADA system.

## **SECTION A - SCOPE OF SERVICES:**

A. Consultant agrees to perform the following services:

### **Task 10 – Assessment of Wastewater SCADA System**

- 1) Data Gathering & Site Visits
  - a. Review available record drawings of the water and wastewater infrastructure facilities. This includes 14 Sewer Lift Stations and the East WWTP.
  - b. Perform a site visit with City and operations staff to assess existing controls of the existing water and wastewater facilities. This includes 5 days for 2 controls specialists and one project engineer and 2 days for the principal engineer.
- 2) Data Evaluation and Cost Estimation
  - a. Evaluate data from the site visit and develop network communication alternatives.
  - b. Provide cost estimation for alternatives
  - c. Review data, alternatives, and cost with City Staff to determine recommended alternative.
- 3) Assessment Report
  - a. Prepare Assessment Report. Assessment report will consist of:
    - Documenting existing controls conditions for each site
    - Proposed alternatives.
    - Estimated cost for alternatives – including cost for design, capital, installation, programming/ integration, and on-going support.
    - Schedule and roadmap for improvements

**SECTION B - COMPENSATION:**

PACE will complete the work outlined herein and invoice Client monthly on a percentage of completion basis, a fixed fee of **\$23,075** including expenses in accordance with the attached “Hourly Labor and Expenses Rates Schedule”.

**ASSUMPTIONS AND EXCLUSIONS:**

1. The Client’s responsibilities shall include providing PACE with the base data and project information in a timely manner, coordination and management of other team consultants to assure that the project schedule can be met, and prompt payment of invoices in accordance with the terms and conditions included herein. The specific items that are to be provided by the Client or other consultants include the following:
  - a. Client input pertaining to project design issues and requirements including scheduling.
  - b. Client shall provide staff to escort and provide access to all sites.
  - c. Any other data that directly impacts PACE ability to perform the design in an efficient and economic manner.
2. Any proposed project changes which affect work in progress or previously completed will be justification for additional compensation.
3. Local government approval meetings, hearings, etc., and preparation of presentation graphics will be under separate work authorization, if required.
4. The fees proposed herein shall apply until one year from date of proposal. Due to ever-changing costs, Consultant will increase those portions of the contract fee for which work must still be completed after one year from date of proposal, as negotiated with the Client up to a maximum of ten-percent (10%).



**2023 HOURLY LABOR RATES**

Principal	\$285
Sr. Project Manager / Sr. Consulting Engineer	\$245
Sr. Electrical Engineer / Sr. GIS Analyst	\$235
Project Manager / Consulting Engineer / Sr. I&C Specialist	\$230
Sr. Project Engineer / Sr. Design Engineer	\$210
Instrumentation & Controls Specialist	\$175
Project Engineer / Design Engineer II	\$180
Sr. CAD Designer	\$165
Design Engineer	\$145
CAD Designer / GIS Analyst	\$140
Graphic Designer	\$120
Project Coordinator	\$100
Administrative Support	\$95
Assistant Designer	\$80
G.P.S. Survey Unit (w/ Operator)	\$275
Expert Witness / Legal Consultation	\$350 + Exp.

**REIMBURSABLE EXPENSE RATES\***

	<b>Units</b>	<b>Cost</b>
<b><u>Travel</u></b>		
Mileage (Per Mile)	Mile	\$0.66
Airfare, Auto Rental, Hotel		At Cost
Misc. Travel (Parking, tax, tolls, meals, etc.)		At Cost
Per Diem (Contract Rate)	DAY	Contract Rate
<b><u>Outside Reproduction</u></b>		
		At Cost
<b><u>Shipping (FedEx, UPS, Courier, etc.)</u></b>		
		At Cost
<b><u>Misc. (Review Fees, Specific Charges)</u></b>		
		At Cost
<b><u>Reproduction (In-House)</u></b>		
Sheet Bond - B/W Prints and Copies – All sizes (8 ½ x 11 to 12 x18)	SF	\$0.16
Sheet - Color Prints and Copies – All sizes	SF	\$1.20
Sheet - Glossy Color Print/Photo – All sizes	SF	\$2.60
Roll - Plots and Copies (Roll Paper)		
- Bond (B/W)	SF	\$0.88
- Bond (Color)	SF	\$1.56
Roll - Vellum or Mylar Plots	SF	\$2.60
Roll - Glossy Color Plot Exhibits (Roll Paper)	SF	\$3.12
Report 3-Ring Binders		
≤ 1.5"	EA	\$10.40
1.5" to 3"	EA	\$15.60
> 3"	EA	\$26.00
Coil or GBC Punch Binding	EA	\$1.04

\*Note: All reimbursable expenses will be invoiced at the above rates + 10%



AGREEMENT BETWEEN CLIENT AND CONSULTANT

AGREEMENT ENTERED INTO AT Fountain Valley, CA made this 9th day of November 2023, by and between the City of San Luis hereinafter called "Client," and Pacific Advanced Civil Engineering, Inc. (PACE), a California corporation, herein called "Consultant."

Client and Consultant agree as follows:

- A. Client retains Consultant to perform services for: Provide engineering services for a central SCADA system for the City of San Luis wastewater facilities. hereinafter called "Project."
B. Consultant agrees to perform the following scope of services: (See attached Scope of Services - Section "A" for a detailed description)
C. Client agrees to compensate Consultant for such services as follows: Fee (See attached Compensation Page - Section "B" for a detailed description)
D. This Agreement is subject to Provisions of Agreement 1 through 28 attached herewith, and the terms and conditions contained in initialed exhibits attached herewith and made a part hereof.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above and on the day and year indicated above.

Pacific Advanced Civil Engineering, Inc. (PACE) CLIENT: City of San Luis
By: [Signature] By:
Name: Duong Do, PE Name:
Title: Vice President, Environmental Water Div. Title:
Job #: C230 Date:

W:\C230\3-Contracts - Proposals\1. Proposal\2023-11-09\_PRO SL Wastewater SCADA System\4. C230-10 Agreement\_2023-11-09.doc

**GENERAL PROVISIONS ATTACHED TO THAT CERTAIN  
AGREEMENT BETWEEN CLIENT AND CONSULTANT**

**DATED November 9, 2023 (collectively, the "Agreement")**

**Pacific Advanced Civil Engineering, Inc. (PACE)** shall be hereinafter referred to as "CONSULTANT" and **City of San Luis** will be hereinafter referred to as "CLIENT" with respect to the "PROJECT" known as **Wastewater SCADA System**.

**GENERAL**

1. In the performance of the services under the Agreement, CONSULTANT shall at all times be an independent contractor, contracting services to CLIENT solely pursuant to the Agreement, and CONSULTANT is not, nor shall CONSULTANT represent CONSULTANT to be at any time, an agent or employee of CLIENT except as expressly set forth in the Agreement.
2. CLIENT agrees to cooperate in any and every way or manner with CONSULTANT on the PROJECT.
3. In addition to the printed provisions, the drawings and specifications shall become the property of CLIENT at completion of construction of the PROJECT. The CLIENT shall not reuse project design, drawings, and specifications without written consent of CONSULTANT. CONSULTANT will provide reproducible transparencies of the final PROJECT plans to CLIENT at completion of construction of the PROJECT. CONSULTANT, however, does not assume any professional responsibility or liability for use of the final plans and/or the drawings or specifications at any location other than this particular PROJECT site. CLIENT will defend, indemnify and hold CONSULTANT harmless from any errors and/or omissions arising out of the use of the final plans and/or the drawings and specifications at any other location.
4. All agreements on CONSULTANT'S part are contingent upon and subject to, the fact that CONSULTANT shall not be responsible for damages, or be in default or be deemed to be in default, by reason of delays in performance by reason of strike, lockouts, accidents, acts of God and other delays unavoidable or beyond CONSULTANT'S reasonable control or due to shortages or unavailability of labor at established area wage rates or delays caused by failure of CLIENT or CLIENT'S agents to furnish information or to approve or disapprove CONSULTANT'S work promptly, or due to late or slow, or faulty performance by CLIENT or Client's consultants or contractors, or by governmental agencies. In the case of the happening of any such cause of delay, the time of completion of CLIENT'S work under the Agreement shall be extended accordingly.
5. In the event that all of the obligations of CONSULTANT or CLIENT, respectively, required to be performed under the Agreement have not been performed as agreed for any reason other than a default by other party hereto, the non-defaulting party shall have the right, upon giving 30 calendar days prior written notice to the other party hereto, to terminate the Agreement and CONSULTANT shall be paid to the date of termination for all services rendered and cost incurred hereunder.
6. CONSULTANT makes no warranty, either expressed or implied, as to CONSULTANT'S findings, recommendations, specifications or professional advice except that these were promulgated after being prepared in accordance with generally accepted Civil Engineer practices and under the direction of a Civil Engineer and/or a professional staff.
7. CONSULTANT makes no representations concerning soil conditions unless specifically included in writing in the Agreement and CLIENT is not responsible for any liability that may arise out of the making, or any failure to make, soil surveys or subsurface soil tests or general soil testing.
8. CONSULTANT makes no representation concerning construction cost figures estimated in connection with maps, plans, specifications or drawings other than that all cost figures are estimates only.
9. In consideration of CONSULTANT'S fee for services, CLIENT agrees that, unless otherwise specified, CONSULTANT will perform no on site construction review for this PROJECT, unless specifically included in writing in this Agreement, that such services will be provided by others and that CLIENT shall defend, indemnify and hold CONSULTANT harmless from any and all liability, real or alleged, that might be occasioned by others performing construction review for this PROJECT.
10. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for the PROJECT site, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours and CLIENT further agrees to defend, indemnify and hold CONSULTANT harmless from any and all liability, real or alleged, in connection with the performance of work of this PROJECT, except liability arising from the sole negligence of CONSULTANT.
11. Notwithstanding anything else to the contrary contained herein or in the Agreement, CLIENT agrees to limit CONSULTANT'S exposure to liability and damages to CLIENT and to all contractors and subcontractors on the PROJECT, due to professional negligent acts, errors or omissions of CONSULTANT, to the lesser of the limits of CONSULTANT'S errors and omissions and general liability insurance policies, or the fee paid to CONSULTANT for the performance of the services under the Agreement. IN NO EVENT WILL CONSULTANT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, OR OTHER DAMAGES ARISING OUT OF THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES UNDER THE AGREEMENT, EVEN IF CONSULTANT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THIS SECTION WILL SURVIVE THE TERMINATION OF THE AGREEMENT.
12. Upon written request, each of the parties hereto shall execute and deliver, or cause to be executed and delivered, such additional instruments and documents which may be necessary and proper to carry out the terms of the Agreement.
13. The terms and provisions of the Agreement shall not be construed to alter, waive or affect any lien or stop notice rights, which CONSULTANT may have for the performance of services under the Agreement.
14. No conditions or representations, altering, detracting from or adding to the terms of the Agreement or hereof shall be valid unless printed or written hereon or evidenced in writing by either party to the Agreement and accepted in writing by the other party hereto.
15. One or more waivers of any term, condition or covenant by CONSULTANT shall only be effective if in writing and shall not be construed as a waiver of any subsequent breach of the same or any other term, condition or covenant.

16. In the event any provision of the Agreement shall be held to be invalid and unenforceable, the other provisions of the Agreement shall be valid and binding on the parties hereto.
17. Should litigation be necessary to enforce any term or provision of the Agreement, or to collect any portion of the amount payable under the Agreement, then all litigation and collection expenses, witness fees and court costs and attorneys' fees shall be paid to the prevailing party.
18. The Agreement binds CONSULTANT and CLIENT and their successors and permitted assigns. Neither party hereto shall assign or transfer, whether by operation of law or otherwise, all or any portion of such party's interest, rights or obligations in the Agreement without the prior written consent of the other party hereto.
19. The Agreement and the documents, drawings, plans and specifications referred to therein, and these General Provisions, constitute the entire agreement of the parties hereto with respect to the matters set forth therein and herein and are the final, complete and exclusive expression of the terms and conditions thereof. All prior or contemporaneous agreements, representations, negotiations and understandings of the parties hereto, oral or written, express or implied, are hereby superseded and merged herein.
20. The Agreement shall be construed and enforced in accordance with the laws of the State of California. Each Party hereby irrevocably consents that all proceedings arising in connection with the Agreement shall be tried and litigated exclusively in the State and Federal courts located in the County of Orange, State of California. The aforementioned choice of venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to, or arising out of, the Agreement in any jurisdiction other than that specified in this Section.
21. All notices, demands or other communications given hereunder shall be in writing and shall be delivered personally, by facsimile or electronic mail transmission, or by United States certified or registered mail, return receipt requested, postage prepaid, addressed to the address for such party set forth in the Agreement. All notices shall be deemed given upon the earliest of receipt, confirmed facsimile or electronic mail transmission, or three 3 calendar days after deposit in the United States mail.
22. In the event of any conflict or inconsistency between the provisions of these General Provisions and the provisions of the Agreement, the provisions of these General Provisions shall control.

## **PAYMENT**

23. CONSULTANT shall present all invoices to CLIENT prior to the last day of each calendar month based upon percentage of completion, per the fee set forth in the Agreement. Invoices shall be due and payable when delivered. Payment is to be made at 17520 Newhope Street, Suite 200, Fountain Valley, CA 92708.
24. CLIENT shall promptly review invoices and notify CONSULTANT of any objection thereto; absent such objection in writing within 10 calendar days of the date of the invoice, the invoice shall be deemed proper and acceptable and immediately payable in full.
25. If the undisputed amount of any invoice is not paid within 30 calendar days of the date of the invoice, such undisputed amount shall commence bearing interest from the date of the invoice at the rate of 1.5% per month or the maximum rate allowed by law, whichever is greater, and CLIENT agrees to pay all accrued interest thereon, together with the undisputed amounts set forth in such invoice.
26. In the event that any undisputed amount of any invoice is not paid in full within 60 calendar days following the date of the invoice, such failure shall constitute a material breach of the Agreement and CONSULTANT may exercise all rights and remedies CONSULTANT may have at law, in equity or under the Agreement with respect to such material breach including, without limitation, termination of the Agreement following 10 calendar days' written notice of such material breach to CLIENT and CLIENT'S failure to cure such breach within such 10-day period.
27. CLIENT shall pay, in addition to the stated fee, the cost of all reimbursable items such as fees, permits, bond premiums, title company charges, delivery charges, blueprints, and reproductions and all other charges and expenses not specifically covered by the terms of the Agreement. In the event such reimbursable items are paid directly by CONSULTANT, then such charges and expenses shall be invoiced at CONSULTANT'S direct cost **plus** 10% for handling.
28. Any additional services not covered in the Scope of Work of the Agreement, which CLIENT requests CONSULTANT to perform, such as site reconnaissance and inspections during construction, additional visits out of town or to other places of business, will be requested in writing and will be invoiced on a time and material basis based on CONSULTANT'S then current schedule of fees and costs.



**ENGINEERING FEE ESTIMATE  
PROJECT WORKSHEET**

Project Data
<b>Project Name:</b> San Luis Wastewater SCADA System
<b>Client:</b> City of San Luis
<b>PACE Job Number:</b> C230
<b>Estimate Date:</b> 11/09/2023

PACE Hourly Rate Schedule	
Description	Hourly Rate
Principal	\$285
Sr. Proj. Mgr./Sr. Consulting Engr.	\$245
Sr. Electrical Engineer / Sr. GIS Analyst	\$235
Project Manager /Consulting Engr./Sr. I&C Specialist	\$230
Sr. Proj. Engr./Sr. Design Engr.	\$210
Instrumentation & Controls Specialist	\$175
Proj. Engr/Design Engineer II	\$180
Design Engineer	\$145
Sr. CAD Designer	\$165
CAD Designer/GIS Analyst	\$140
Graphic Designer	\$120
Project Coordinator	\$100
Administrative Support	\$95
Assistant Designer	\$80
G.P.S. Survey Unit (w/Operator)	\$275
Expert Witness/Legal Consultation	\$350 + Exp.

<b>Total Fee Amount</b>	<b>\$23,075</b>
-------------------------	-----------------

Item No.	Work Item Description	Estimated Manhours								Man-Power Subtotal	Subconsultant Cost	Reimburs. Expenses	Total Task Costs	
		Principal	Sr. Project Manager/Sr. Consulting Engr.	Project Mgr./ Consulting Engr./ Sr. I&C Specialist	Project Engineer	Instrumentation & Controls Specialist	Design Engineer	Graphic Designer	Graphics Designer					Project Coordinator
		285	245	230	180	175	145	115	120	100				
<b>10</b>	<b>Wastewater SCADA System</b>										<b>\$19,825</b>	<b>\$0</b>	<b>\$3,250</b>	<b>\$23,075</b>
10.1	Preliminary Systems Engineering	8		20	20	20					\$13,980	\$0	\$3,250	\$17,230
10.2	Evaluate Data			2	4	4					\$1,880	\$0	\$0	\$1,880
10.3	Assessment Report	1		2	4	12				4	\$3,965	\$0	\$0	\$3,965
		9	0	24		36	0	0	0	4	\$19,825	\$0	\$3,250	\$23,075