

# Master Cooperative Agreement No. 13W.03

BETWEEN  
THE CONTRA COSTA TRANSPORTATION AUTHORITY  
AND  
CITY OF SAN PABLO

This **AGREEMENT** is made and entered into on May 16, 2018 by and between City of San Pablo, hereinafter referred to as "**CITY**" and the **CONTRA COSTA TRANSPORTATION AUTHORITY** hereinafter referred to as "**AUTHORITY**", collectively, "the parties".

## RECITALS

1. **AUTHORITY** and **CITY** pursuant to the Measure C Sales Tax Renewal Ordinance (# 88-01 as amended by # 04-02), hereinafter referred to as "**MEASURE J**", approved by the voters of Contra Costa County on November 2, 2004, hereby desire to enter into a Cooperative **AGREEMENT** to define a framework to enable the two parties to work cooperatively in developing transportation improvements using Contra Costa Pedestrian, Bicycle and Trail Facilities Program (hereinafter referred to as PBTF) funds.
2. **CITY** desires to conduct studies and construct improvements in Contra Costa County that support the purposes and objectives of the PBTF program. Exhibit A to this **AGREEMENT** describes the proposed scope of work, hereinafter referred to as the "**PROJECT**".
3. The **PROJECT** is eligible for funding under the PBTF funding category in **MEASURE J**.
4. **AUTHORITY** plans to authorize specific funding amounts in one or more resolutions for purposes of accomplishing **PROJECT**, pursuant to specific request(s) for appropriation of funds by **CITY**. Each funding appropriation resolution will set forth additional conditions, if any, purpose, and timing for release of identified funds to **CITY** for **PROJECT**. A chronological listing of appropriation resolutions will be included in and made a part of Exhibit B (attached), which is hereby incorporated into this **AGREEMENT** and made a part hereof. Exhibit B will be updated with each new appropriation resolution. Each request for appropriation of funds will include the most current overall financial plan for the **PROJECT**.

**NOW, THEREFORE**, in consideration of the foregoing, the **AUTHORITY** and **CITY** do hereby agree as follows:

## SECTION I

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### CITY AGREES:

1. To submit the initial request for appropriation of funds to the **AUTHORITY** for specific components of the **PROJECT** detailing the project scope, schedule and proposed funding plan at least 60 days before the funds are needed.
2. To apply any funds received under this **AGREEMENT** to the **PROJECT** consistent with the terms and conditions specified in the funding appropriation resolution approved by the **AUTHORITY**.
3. To allow the **AUTHORITY** to audit all expenditures relating to the **PROJECT** funded through this **AGREEMENT**. For the duration of the **PROJECT**, and for four (4) years following completion of the **PROJECT**, or earlier discharge of this **AGREEMENT**, **CITY** will make available to the **AUTHORITY** all records relating to expenses incurred in performance of this **AGREEMENT**.
4. To provide invoices and progress reports consistent with Exhibit C, along with the summary of expenditures to date, and to maintain strict accounting of all eligible expenses for which future reimbursement will be requested.
5. To prepare a report on an annual basis within ninety (90) days of the last day of the **AUTHORITY**'s fiscal year that itemizes (a) the expenditure of all funds for the **PROJECT**, and (b) progress to date in its implementation.
6. To comply with the **AUTHORITY**'s policies on the management of Measure J Projects (Resolutions 08-13-P & 08-05-A Rev. 1) and all other applicable policies that the **AUTHORITY** may adopt in the future, which are available in the most recent version of the **AUTHORITY**'s Strategic Plan or on its website.
7. To be responsible for evaluation of prospective consultants and contractors retained by **CITY** and subsequent award of work consistent with this **AGREEMENT** and any appropriation resolutions.
8. To provide, upon request, copies to the **AUTHORITY** of all executed contracts and other **PROJECT** documents between **CITY** and consultants, contractors and others, involved in the **PROJECT**. Copies of such executed contracts shall be retained for four (4) years following completion of **PROJECT** or earlier discharge of this **AGREEMENT**.

9. To be responsible for **PROJECT** financing and to provide management of consultant and contractor activities, including responsibility for schedule, budget and oversight of the services, consistent with the scope of any appropriation resolution.
10. If the **PROJECT** involves construction, to install a sign approved by the **AUTHORITY**, consistent with the specifications included in Exhibit D of this **AGREEMENT** (attached), that identifies the Contra Costa Transportation Authority as a funding source, no later than 30 days after the commencement of construction.
11. With respect to funding the acquisition of rights-of-way, the **AUTHORITY's** bond indenture or other financing agreement may prevent the deposit of financing proceeds into an escrow account, unless any interest earned on the escrow account is restricted so that it cannot exceed the yield on the **AUTHORITY's** bonds or notes. To the extent that the **AUTHORITY**, pursuant to a request from **CITY**, funds right-of-way escrows with financing proceeds, **AUTHORITY** will notify **CITY**, and **CITY** agrees to comply with any required restrictions on investment yield.
12. If the **PROJECT** involves right-of-way acquisition, to follow the requirements of California state law and the Federal Uniform Acquisition and Relocation Assistance Act. If applicable, **CITY** shall transfer to **AUTHORITY** a share of the net proceeds, after deducting auditable costs of sales, resulting from the sale of excess lands purchased in whole or in part with financing proceeds provided by the **AUTHORITY**. The **AUTHORITY's** share of these proceeds shall be in the same proportion as the Authority's financing proceeds used in the original purchase of the parcel.

## SECTION II

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### AUTHORITY AGREES:

1. In response to a request from the **CITY** for appropriation of funds, provided notice of cancellation or termination of this **AGREEMENT** pursuant to Section III, paragraph 2 hereof, has not been given, to consider Resolution(s) consistent with available funds and any relevant components of the **AUTHORITY's** Measure J Strategic Plan then in effect to finance specific work components for the **PROJECT**, setting forth the level of funding, purpose, timing, and scope of work to be performed by **CITY** pursuant to this **AGREEMENT**. Such resolutions will be incorporated into Exhibit B (attached), and by this reference made a part hereof. If warranted, funding resolution(s) may authorize advances or wire transfers to **CITY** to address anticipated cash flow needs.
2. To transfer funds to **CITY** for the purposes described in the relevant resolution subject to **CITY** compliance with, and in the manner specified in Exhibit C (attached).

3. To provide timely notice if an audit is to be conducted.

### SECTION III

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#### IT IS MUTUALLY AGREED:

1. **Term:** This **AGREEMENT** will remain in effect until discharged or terminated as provided in Paragraph 2 below or elsewhere in this Agreement.
2. **Termination:** This **AGREEMENT** shall be subject to termination as follows:
  - a. Either party may terminate this **AGREEMENT** at any time for a cause that is not specified in this **AGREEMENT** and that adversely affects the ability of the parties to cooperatively implement the **PROJECT** by giving written notice of termination to the other party. Such notice shall specify both the cause and the effective date of termination. Notice of termination under this provision shall be given at least 90 days before the effective date of such termination. In the event either party is reasonably capable of curing the cause cited in the notice of termination, that party shall have 30 days from the date of the notice to initiate steps to cure. If that party diligently pursues cure, such party shall be allowed a reasonable time to cure, not to exceed 60 days from the date of the initial notice, unless a further extension is granted by the party that gave notice to terminate.
  - b. This **AGREEMENT** may be terminated by a party for breach of any obligation, covenant or condition hereof by the other party, upon notice to the breaching party. With respect to any breach which is reasonably capable of being cured, the breaching party shall have 30 days from the date of the notice to initiate steps to cure. If the breaching party diligently pursues cure, such party shall be allowed a reasonable time to cure, not to exceed 60 days from the date of the initial notice, unless a further extension is granted by the non-breaching party. Upon termination, the non-breaching party retains the same rights as a party exercising its right to terminate under the provisions of paragraph 2(a), except that the canceling party also retains any remedy for breach of the whole contract or any unperformed balance.
  - c. By mutual written consent of both parties, this **AGREEMENT** may be terminated at any time.
3. **Indemnity:** It is mutually understood and agreed, relative to the reciprocal indemnification of **AUTHORITY** and **CITY**:

- a. That neither **AUTHORITY**, nor any officer or employee thereof, shall be responsible for, and **CITY** shall fully indemnify and hold harmless **AUTHORITY** against any damage or liability occurring by reason of anything done or omitted to be done by **CITY** under or in connection with any work, authority or jurisdiction delegated to **CITY** under this **AGREEMENT**. It is also understood and agreed that, pursuant to Government Code Section 895.4, **CITY** shall fully indemnify and hold the **AUTHORITY** harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by **CITY** under this **AGREEMENT** or in connection with any work, authority, or jurisdiction delegated to **CITY** under this **AGREEMENT**.
  - b. That neither **CITY**, nor any officer or employee thereof, shall be responsible for, and **AUTHORITY** shall fully indemnify and hold harmless **CITY** against any damage or liability occurring by reason of anything done or omitted to be done by **AUTHORITY** under or in connection with any work, authority or jurisdiction delegated to **AUTHORITY** under this **AGREEMENT**. It is also understood and agreed that, pursuant to Government Code Section 895.4, **AUTHORITY** shall fully indemnify and hold **CITY** harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by **AUTHORITY** under this **AGREEMENT** or in connection with any work, authority, or jurisdiction delegated to **AUTHORITY** under this **AGREEMENT**.
4. **Notices:** Any notice which may be required under this **AGREEMENT** shall be in writing, shall be effective when received, and shall be given by personal service, or by certified or registered mail, return receipt requested, to the addresses set forth below, or to such addresses which may be specified in writing to the parties hereto.

**Contra Costa Transportation Authority**

Randall H. Iwasaki, Executive Director  
2999 Oak Road, Suite 100  
Walnut Creek CA 94597

**City of San Pablo**

Matt Rodriguez, City Manager  
13831 San Pablo Avenue  
San Pablo, CA 94806

5. **Additional Acts and Documents:** Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of this **AGREEMENT**.

6. **Integration:** This **AGREEMENT** represents the entire agreement of the parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.
7. **Amendment:** This **AGREEMENT** may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this **AGREEMENT** shall be void and of no effect.
8. **Independent Agency:** **AUTHORITY** renders its services under this **AGREEMENT** as an independent agency. None of the **AUTHORITY**'s agents or employees shall be agents or employees of **CITY**. **CITY** renders its services under this **AGREEMENT** as an independent agency. None of the **CITY**'s agents or employees shall be agents or employees of the **AUTHORITY**.
9. **Assignment:** The **AGREEMENT** may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.
10. **Binding on Successors, Etc.:** This **AGREEMENT** shall be binding upon the successor(s), assignee(s) or transferee(s) of the **AUTHORITY** or **CITY**, as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this **AGREEMENT** other than as provided above.
11. **Severability:** Should any part of this **AGREEMENT** be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this **AGREEMENT** which shall continue in full force and effect; provided that, the remainder of this **AGREEMENT** can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.
12. **Counterparts:** This **AGREEMENT** may be executed in counterparts.
13. **Survival:** The following provisions in **AGREEMENT** shall survive discharge or termination of this **AGREEMENT**.
  - a. As to **CITY**:
    - i) Section I, paragraph 2 (obligation to apply funds to **PROJECT**)
    - ii) Section 1, paragraph 3 (obligation to allow audit and retain records)
    - iii) Section I, paragraph 5 (for the year in which discharge or termination occurs only, to prepare an annual report to the **AUTHORITY**)

- iv) Section I, paragraph 8 (obligation to provide copies)
  - v) Section I, paragraph 9 (obligation to continue to manage **PROJECT**)
  - vi) Section I, paragraph 12 (obligation to reimburse funds on sale of excess land)
- b. As to **AUTHORITY**:
- i) Section II, paragraph 2 (obligation to provide funds for work completed prior to termination without cause)
  - ii) Section II, paragraph 3 (obligation to provide notice of audit)
- c. As to both parties:
- i) Section III, paragraph 2b (rights that survive termination)
  - ii) Section III, paragraph 3 (indemnity obligations)
14. **Limitation:** All obligations of **AUTHORITY** under the terms of this **AGREEMENT** are expressly subject to the **AUTHORITY**'s continued authorization to collect and expend the sales tax proceeds provided by MEASURE J. If for any reason the **AUTHORITY**'s right to collect or expend such sales tax proceeds is terminated or suspended in whole or part, the **AUTHORITY** shall promptly notify **CITY**, and the parties shall consult on a course of action. If, after 25 working days, a course of action is not agreed upon by the parties, this **AGREEMENT** shall be deemed terminated by mutual or joint consent; provided, that any obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of the **AUTHORITY** to expend sales tax proceeds for the purposes of the **AGREEMENT**; and (ii) the availability, taking into consideration all the obligations of the **AUTHORITY** under all outstanding contracts, agreements to other obligations of the **AUTHORITY**, of funds for such purposes.

City of San Pablo

CONTRA COSTA  
TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Matt Rodriguez, City Manager

By: \_\_\_\_\_  
Federal Glover, Chair

ATTEST

ATTEST

By: \_\_\_\_\_  
Elizabeth Pabon-Alvarado  
City Clerk

By: \_\_\_\_\_  
Randell H. Iwasaki  
Executive Director

APPROVED as to form:

APPROVED as to form:

By: \_\_\_\_\_  
Lynn Tracy Nerland  
City Attorney

By: \_\_\_\_\_  
Malathy Subramanian  
Legal Counsel



# COOPERATIVE AGREEMENT NO. 13W.03

Between  
The Contra Costa Transportation Authority  
and City of San Pablo

## EXHIBIT A

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### DESCRIPTION OF THE PROJECT

The Measure J Contra Costa Pedestrian, Bicycle and Trail Facilities Program (PBTF) funding category will provide funds to assist **CITY** to fund the design and construction of *facilities* that support and encourage walking or bicycling and that identified in the *Countywide Bicycle and Pedestrian Plan*. PBTF funds may be used to fund all phases of a project, including design, right-of-way and construction.

A full description of the PBTF program is included in the Measure J Transportation Sales Tax Expenditure Plan (July 21, 2004). Detailed project descriptions shall be included in the appropriate funding resolution.

# COOPERATIVE AGREEMENT NO. 13W.03

Between  
The Contra Costa Transportation Authority  
and City of San Pablo

## EXHIBIT B

### CHRONOLOGICAL LISTING OF FUND APPROPRIATION RESOLUTIONS

<i>Project Number</i>	<i>Resolution Number</i>	<i>Date</i>	<i>Funds Appropriated</i>	<i>Cumulative Total</i>
			<i>Total Funds Appropriated</i>	

# COOPERATIVE AGREEMENT NO. 13W.03

Between  
The Contra Costa Transportation Authority  
and City of San Pablo

## EXHIBIT C

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### INVOICING PROCEDURES

#### I. PROCEDURE FOR INVOICES PREPARED BY CITY FOR SUBMITTAL TO AUTHORITY:

1. CITY shall prepare and submit invoices to AUTHORITY on a quarterly basis (January-March, April-June, etc.) within 20 calendar days of the AUTHORITY close of each quarter;
2. Each invoice shall include a cover letter signed by CITY's authorized representative that includes the following:
  - 2.1. Reference to this AGREEMENT, including Cooperative Agreement number;
  - 2.2. A sequential billing number (1, 2, 3, ...etc.)
  - 2.3. The quarterly period for which the invoice applies;
  - 2.4. A summary of consultant costs incurred for which CITY is seeking reimbursement;
  - 2.5. Expenditure Summary Report as shown in Table C-1 and described in paragraph 3 below;
  - 2.6. A listing of attachments; and
  - 2.7. Contact person and information.
3. EXPENDITURE SUMMARY REPORT

The invoice shall include an Expenditure Summary Report as shown in Table C-1, including the following:

- 3.1. Funding Sources
- 3.2. Total Budget by Funding Source
- 3.3. Revised Budget
- 3.4. Total Previous Expenditures
- 3.5. Total Expenditures This Period (Staff, if authorized)
- 3.6. Total Expenditures This Period (Consultant/Contractor)
- 3.7. Total Expenditures This Period
- 3.8. Total PBTF Expenditures to Date (including this invoice)
- 3.9. Budget Remaining

## **II. PROCEDURE FOR INVOICES PREPARED BY CONSULTANT FOR SUBMITTAL TO CITY:**

**CITY** shall be responsible for assuring that consultant invoices are prepared in accordance with **AUTHORITY**'s consultant invoicing procedure, as set forth below.

### **1. GENERAL REQUIREMENTS**

- 1.1. Consultant shall prepare invoices on a monthly basis for each complete calendar month. Invoices shall be submitted within 30 calendar days after months' end to the Project Administrator.
- 1.2. The invoice must be accompanied by the following:
  - 1.2.1. A transmittal letter, stating the period covered and briefly highlighting overall project status and any significant scope, schedule or budget issues.
  - 1.2.2. Monthly Progress Report.
  - 1.2.3. Budget Status Summary by task (see Section 4 below)
- 1.3. The transmittal letter must include:

- 1.3.1. Project name.
- 1.3.2. Agreement or contract number.
- 1.3.3. Consultants' internal invoice number.
- 1.3.4. Calendar period covered by invoice.
- 1.3.5. Invoice No.
- 1.3.6. The following certification signed by an officer of the firm:

"We hereby certify that the funds requested by **CITY** are to reimburse **CITY** for project costs already incurred and have not been included in a previous invoice request and that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.

"Signed \_\_\_\_\_

"Title \_\_\_\_\_

"Date \_\_\_\_\_

- 1.4. Each invoice shall bear the following identification:
  - 1.4.1. Contract number.
  - 1.4.2. The sequential billing number under the Agreement with **CITY** (1, 2, 3, etc.).
  - 1.4.3. Consultants' internal invoice number.
  - 1.4.4. Date of invoice.
  - 1.4.5. Calendar period covered by invoice.
- 1.5. The Monthly Progress Report must describe work completed, by task, during the period covered by the invoice.
- 1.6. The Budget Status Summary must include the items described in Subsection 4, below, by task and for the total budget.

## 2. LABOR COSTS (INCLUDING FEE)

Labor Costs shall be based on Federal Acquisition Regulations (FAR), and shall include three elements: the Direct Salary Costs (actual wages paid), the Multiplier, and the Fee. All should be shown on the invoice by Task in the following manner:

2.1. The Direct Salary Cost calculations should be shown as follows:

2.1.1. Employee name and position.

2.1.2. Hourly rate paid.

2.1.3. Number of hours worked.

2.1.4. Total amount paid to employee.

2.1.5. Sum of all amounts paid to all employees.

2.2. The FAR Multiplier should be stated and applied to the result obtained in item 2.1.5.

2.3. The Fee (not to exceed 10%) should be applied to the result obtained in item 2.2. The results of this operation are the Total Direct Labor Costs.

2.4. The Total Multiplier (FAR plus fee) shall not exceed 3.00.

## 3. DIRECT COSTS

Direct Costs are those costs directly identifiable with the performance of the specific work of the Agreement which are not included in the Direct Salary Costs, the Multiplier or the Fee. Costs not identified as Direct Costs in the Agreement will not be reimbursed. Direct Costs should be invoiced by Task as follows:

3.1. For items for which a unit rate exists in the Agreement, show the following:

3.1.1. Description of item.

3.1.2. Rate per unit in Agreement.

- 3.1.3. Number of units for which compensation is claimed.
  - 3.1.4. Total charge for item.
  - 3.1.5. Sum of all charges for all items having a unit rate in the Agreement.
- 3.2. For items such as sub-consultants chargeable under the Agreement at the actual cost invoiced to consultant (usually furnished by a third party), show and provide the following:
  - 3.2.1. Description of item.
  - 3.2.2. Name of provider of item.
  - 3.2.3. Amount being charged for each item.
  - 3.2.4. A copy of the invoice for an item or a single month's billing of \$500 or more.
  - 3.2.5. Sum of all charges for "at invoiced cost" items.
- 3.3. Show the sum of items 3.1.5 and 3.2.5
- 3.4. Apply the handling fee, not to exceed five percent (5%), to the result obtained in item. The results are the Total Direct Costs.
- 4. BUDGET STATUS SUMMARY
  - 4.1. The budget summary must include the following information:
    - 4.1.1. Budgeted amount for each task and total contract
    - 4.1.2. Amount previously billed for each task and total contract
    - 4.1.3. Amount currently billed for each task and total contract
    - 4.1.4. Total amount billed for each task and total contract
    - 4.1.5. Remaining amount budget for each task and total contract
    - 4.1.6. Percent of budgeted amount expended for each task and total contract

4.1.7. Percent of work completed for each task and total contract



## SAMPLE INVOICE COVER LETTER FROM SPONSOR

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[Jurisdiction Logo, if desired]

### Measure J Transportation for Livable Communities Program

Invoice Date: April 14, 2011

Contract number: [Contract number]  
Sequential Billing No: 1234-5  
Consultant Invoice Number: 67-8910  
Period Covered: June 1–June 30, 2012

[Authority Project Manager]  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

Dear Mr./Ms XXX:

Submitted herewith is our invoice for the third quarter (January–March) of Fiscal Year 2010–11 for work on [Project Name]. During this period, the consultant/contractor has incurred [\$xxx,xxx] in billable costs as documented in the attached invoices.

If you have any further questions, please contact [name of contact or signatory] at (xxx) xxx-xxx or name@ci.cityname.ca.us.

[Signatory]

#### Attachments:

Expenditure Summary Report  
Consultant/Contractor Invoices

Invoice Number: 1234–5

Billing Period: June 1–June 30, 2010

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
<i>Funding Source</i>	<i>Total Budget</i>	<i>Revised Budget</i>	<i>Previous Expenditures</i>	<i>Expenditures This Period (Staff)</i>	<i>Expenditures This Period (Consultant)</i>	<i>Total Expenditures This Period</i>	<i>Total Expenditures</i>	<i>Budget Remaining</i>
Measure J TLC	\$200,000	\$200,000	\$6,500		\$15,000	\$15,000	\$21,500	\$178,500
[Federal Funding]	\$800,000	\$800,000	\$48,750		\$105,000	\$105,000	\$153,750	\$646,250
[Local Funding]	\$100,000	\$100,000	\$0		\$0	\$0	\$0	\$100,000
TOTALS	\$1,100,000	\$1,100,000	\$55,250		\$120,000	\$120,000	\$175,250	\$924,750

## SAMPLE TRANSMITTAL LETTER FOR CONSULTANT/CONTRACTOR

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### Measure J Transportation for Livable Communities Program

Invoice Date: February 4, 2012

Project Name: [Project Name]  
Contract Number: xxx.xx.xx  
Internal Invoice Number 123-45  
Sequential Billing No: 67-8910  
Calendar Period Covered: January 1-January 31, 2012  
Invoice No.: 4

[Local Project Administrator]  
[Sponsor Address]

Dear Mr./Ms XXX:

Submitted herewith is our invoice for work completed during [period work completed] on [Project Name]. During this period, the consultant/contractor has incurred [\$xxx,xxx] in billable costs as documented in the attached invoices. During the period covered by this invoice, we completed work on Tasks 2 and 3. Work on the project is proceeding as scheduled with no budget or schedule issues.

I hereby certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Attachments:**

Monthly Progress Report  
Budget Summary Report

## Sample Consultant/Contractor Invoice

Date of invoice: *June 5, 2012*  
 Period covered: *May 1–May 28, 2012*  
 Project: *[project name]*  
 Agreement No: *XXX*  
 Invoice number: *3*  
 Internal nvoice number: *1003960*

<b>Task 1:</b>		<b>Project Management</b>			
Employee	Position	Hours	Rate	Amount	Total
Smith, John	Principal	7.5	90.00	675.00	
Barone, Toni	Project Engineer	16.5	54.00	891.00	
	Total	24			1,566.00
	Overhead		1.6936		2,652.18
	Total (direct + overhead)				4,218.18
	Fee		0.1000		421.82
	<b>Total Labor</b>				<b>4,640.00</b>
<b>Task 2:</b>		<b>PDT Meetings</b>			
Employee	Position	Hours	Rate	Amount	Total
Smith, John	Principal	3	90.00	270.00	
Barone, Toni	Project Engineer	6	54.00	324.00	
Cheung, Sandra	Engineer II	4	39.50	158.00	
	Total direct labor	13			752.00
	Overhead / FAR multiplier		1.6936		1,273.59
	Total (direct + overhead)				2,025.59
	Fee		0.1000		202.56
	<b>Total Labor</b>				<b>2,228.15</b>
<b>Task N:</b>		<b>[task name]</b>			
Employee	Position	Hours	Rate	Amount	Total
Smith, John	Principal	12	90.00	1,080.00	
Barone, Toni	Project Engineer	29	54.00	1,566.00	
Cheung, Sandra	Engineer II	37.5	39.50	1,481.25	
	Total direct labor	78.5			4,127.25
	Overhead / FAR multiplier		1.6936		6,989.91
	Total (direct + overhead)				11,117.16
	Fee		0.1000		1,111.72
	<b>Total Labor</b>				<b>12,228.88</b>

**Reimbursable Expenses**

Employee/Vendor	Expense	Date	Amount	Total
Smith, John	Parking	14-May-12	14.00	
Barone, Toni	Vehicle travel	14-May-12	22.50	
Blueprints and More	Reproduction	7-May-12	1,250.00	
<b>Total</b>				<b>1,286.50</b>

**Subconsultants**

Firm		Amount	Total
ABC Associates		15,500.00	
XYZ, Inc.		9,750.00	
	Total		25,250.00
	Fee @	0.03	757.50
	<b>Total</b>		<b>26,007.50</b>

**GRAND TOTAL**

Labor		19,097.02
Reimbursable Expenses		1,286.50
Subconsultants		26,007.50
<b>Total This Invoice</b>		<b>46,391.02</b>

## Sample Budget Status Summary

Invoice Number: 1234-5

Billing Period: June 1-June 30, 2010

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
<i>Work Tasks</i>	<i>Amount Budgeted</i>	<i>Previously Invoiced Amount</i>	<i>Current Invoiced Amount</i>	<i>Total Invoiced to Date</i>	<i>Balance Remaining</i>	<i>Percent Expended</i>
Task 1	\$11,500.00	\$11,500.00	\$0.00	\$11,500.00	\$0.00	100%
Task 2	\$36,300.00	\$35,425.00	\$0.00	\$35,425.00	\$875.00	98%
Task 3	\$57,150.00	\$47,800.00	\$3,650.00	\$51,450.00	\$5,700.00	90%
Task 4	\$48,550.00	\$23,500.00	\$3,650.00	\$27,150.00	\$21,400.00	56%
Task 5	\$33,100.00	\$19,750.00	\$0.00	\$19,750.00	\$13,350.00	60%
Task 6	\$26,500.00	\$8,525.00	\$0.00	\$8,525.00	\$17,975.00	32%
Task 7	\$5,200.00	\$0.00	\$0.00	\$0.00	\$5,200.00	0%
Task 8	\$21,200.00	\$0.00	\$0.00	\$0.00	\$21,200.00	0%
Direct Costs	\$10,500.00	\$3,750.00	\$0.00	\$3,750.00	\$6,750.00	36%
Total	\$250,000.00	\$150,250.00	\$7,300.00	\$157,550.00	\$92,450.00	63%

# COOPERATIVE AGREEMENT NO. 13W.03

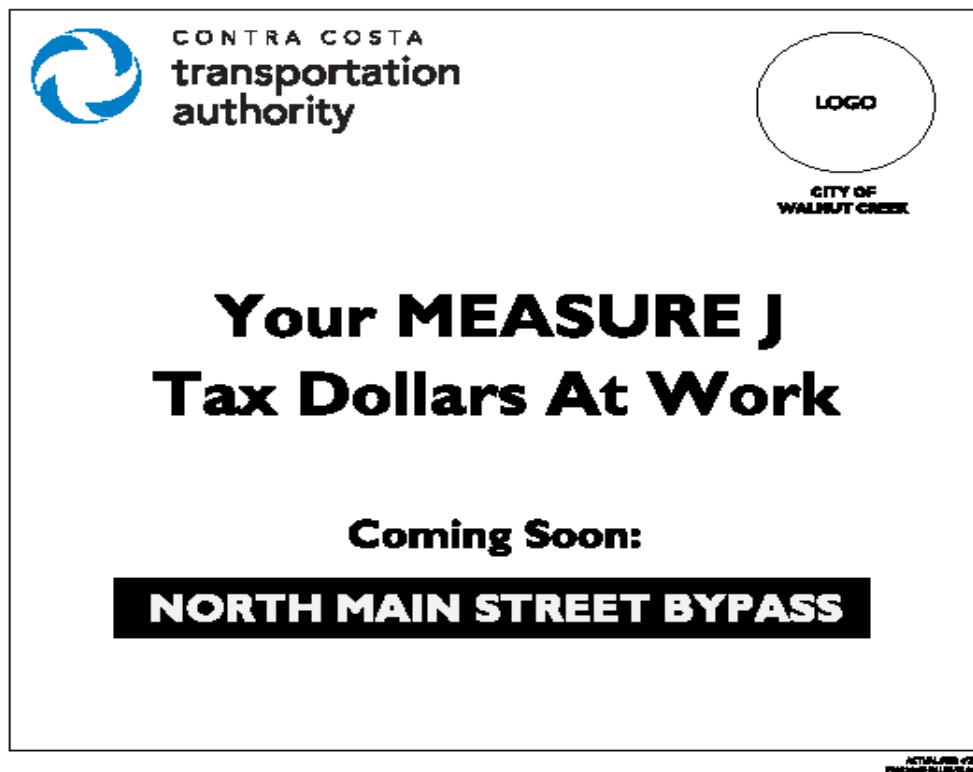
Between  
the Contra Costa Transportation Authority  
and City of San Pablo

## EXHIBIT D


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### APPROVED SIGNS FOR CONSTRUCTION PROJECTS


**CITY** shall install signs consistent with the specifications detailed in Exhibit D-1 or Exhibit D-2, (attached), if **PROJECT** involves construction.







CONTRA COSTA  
transportation  
authority



LOGO  
CITY OF  
WALNUT CREEK

# **Your MEASURE J Tax Dollars At Work**

**Coming Soon:**

**NORTH MAIN STREET BYPASS**

ACTUAL SIZE OF 100%  
REPRODUCTION