

## PROFESSIONAL SERVICES TASK ORDER

### TASK ORDER 04.08 Public Safety Building-Construction Audit (Modified)

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

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CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340
- 1B. TASK ORDER NO.: FY21-001
2. CONSULTANT NAME: Baker Tilly US, LLP
3. PERIOD OF PERFORMANCE: START: March 1, 2021 COMPLETION: ~~June 30, 2023~~ March 31, 2024
4. TOTAL TASK ORDER PRICE: ~~\$82,500~~ 102,234  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD
5. BUDGET CODE \_\_\_\_\_  
COST CENTER \_\_\_\_\_  
COST ELEMENT \_\_\_\_\_  
WBS/CIP \_\_\_\_\_  
PHASE \_\_\_\_\_
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Greg Tanaka, Chair of the City Council's Policy and Services Committee
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
- SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)
8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

**I hereby authorize the performance of the work described in this Task Order.**

**I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.**

**APPROVED:**  
CITY OF PALO ALTO

**APPROVED:**  
COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to conducting the Public Safety Building construction audit involves three (3) primary steps:

- Step 1: Project Planning & Management
- Step 2: Monthly Monitoring
- Step 3: Reporting

#### Step 1 – Project Planning & Management

This step includes those tasks necessary to solidify mutual understanding of the construction audit scope, objectives, deliverables, and timing as well as ensuring that appropriate client and consultant resources are available and well-coordinated. Tasks include:

- Conduct a formal kick off meetings with the City, the Construction Manager, Architect and Waterproofing Inspector.
- Formalize the communication plan, reporting formats, status update schedule and deliverable milestone schedule
- Distribute initial document request and check list
- Review the contract documents related to each provider to identify key terms and develop a specific testing program for each contract

#### Step 2 – Monthly monitoring

During this step we will review monthly invoices from the Construction Manager, Architect and Waterproofing Inspector. We will focus on the following areas:

- Monthly invoice review
- Change order testing
- Contingency and allowance testing
- Lien waiver control

- Compliance with insurance requirements
- Closeout testing
- Verify the City's implementation and adherence to documented project controls

### Step 3 – Reporting

We will prepare a monthly status update reflecting the testing performed during the current period and planned testing for the subsequent period(s). The monthly status update will also reflect any current audit issues, the status of any previously identified issues and any open requests for documentation. At the completion of the project, we will provide a final report detailing all procedures performed along with any observations and the applicable resolutions or recommendations.

### Deliverables:

The following deliverable will be prepared as part of this engagement:

- Written monthly status updates as described in Step 3
- Final report as described in Step 3

## Schedule of Performance

Anticipated Start Date: March 1, 2021

Anticipated End Date: ~~June 30, 2023~~ March 31, 2024

## Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum for this Task is \$102,234 ~~82,500~~. The not-to-exceed budget is based on an estimate of ~~420~~ 507 total project hours to be completed by Baker Tilly.

## Reimbursable Expenses

We plan to complete the majority of the work remote including all required meetings and documentation review. If conditions allow, Baker Tilly will perform site visits once per year around key project milestones. Our travel expenses will be billed separately at actual cost. We will submit an estimate of our reimbursable expenses for the City's approval prior to traveling to Palo Alto.