

December 15, 2022

Ms. Sofia Recalde  
San Mateo Local Agency Formation Commission  
Management Analyst  
455 County Center  
Redwood City, CA 94063

Subject: Proposal for LAFCo Peer Review of Memorandum Titled, “Sanitary Sewer Capital Improvement and Operation Plan Development, East Palo Alto, California”

Dear Ms. Recalde:

We have completed a cursory review of the Memorandum titled, “Sanitary Sewer Capital Improvement and Operation Plan Development, East Palo Alto, California” (“F&L Memo”). This letter presents our proposed scope and fee to complete a more detailed review of this document, and to answer eight questions presented in your December 15, 2022 email.

### **SCOPE OF SERVICES**

**Task 1. Review of Existing Documents.** VWHA will review several documents that are referenced in the F&L Memo, which will be provided by the County. These documents include Items 1, 2, 3, 4, 8, 10, and 11 from the F&L Memo.

Hours and Cost: 4 hours | \$1,300

**Task 2. Review Capital Improvement Plan** as presented in the F&L Memo and respond to six questions related to project scope, budget, and schedule.

Hours and Costs: 8 hours | \$2,600

**Task 3. Review Operations and Maintenance budget** as presented in the F&L Memo and respond to two questions related to whether the budget is appropriate and sufficient.

Hours and Costs: 6 hours | \$1,950

**Task 4. Develop Summary Memorandum** that describes information reviewed, and responds to the eight questions presented in the December 15 email and discussed above. This task includes development of a draft memorandum, one remote meeting with County staff, and incorporation of comments in a final memorandum.

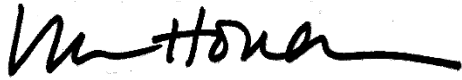
Hours and Costs: 10 hours | \$3,250

As discussed above, we propose to complete our review of the F&L Memo and provide a summary memorandum in 28 hours, for a not-to-exceed cost of \$9,100. This scope identifies

gaps, if any, in the work that is presented in the F&L Memo. This scope does not include any additional analyses that may be needed to complete these gaps. This scope includes one meeting to review the draft memorandum; additional meetings can be accommodated on a case-by-case basis, provided there is unused budget at the end of the project.

I appreciate the opportunity to assist the County with this peer review. Please contact me at (925) 518-3487 or [vhousen@housenassociates.com](mailto:vhousen@housenassociates.com) if you have questions or would like additional information.

Sincerely,  
V. W. Housen & Associates

A handwritten signature in black ink, appearing to read "V. Housen", with a long horizontal flourish extending to the right.

Vivian Housen, P.E.  
Principal