

**MEMORANDUM**

**TO:** Phyllis Shaw, Deputy Director, Public Utilities/Finance

**FROM:** Mark L. Johnson, P.M.P., Engineering Services Manager, Development Services

**CC:** Clarissa Ip, P.E., Assistant Director/Chief City Engineer, Development Services  
Hugo Davalos, P.E., Sr. Project Manager, Public Utilities  
Donnelly Chin P.E., Sr. Project Manager, Public Utilities

**DATE:** June 3, 2026

**RE:** CEI and EOR Cost Share Allocation – Johnson Street Bridge Replacement and Utility Relocation Project

This memorandum establishes the methodology and justification for allocating Construction Engineering & Inspection (CEI) and Engineer of Record (EOR) construction administration costs between Engineering and Public Utilities for the Johnson Street Bridge Replacement and Utility Relocation Project. This memorandum requests Public Utilities to approve the proposed cost-share allocations so the City can proceed with consistent invoice processing, budget tracking, and construction phase financial controls.

**Basis for Allocation:**

CEI and EOR services are fully integrated across bridge construction and utility relocation. Tasks such as coordination meetings, RFIs (Requests for Information), submittal reviews, inspections, and field issue resolution support both scopes simultaneously. As such, effort cannot be accurately segregated by discipline.

The CEI allocation is based on the relative utility construction value (approx. 7–8%), adjusted to 10% to account for coordination, administrative oversight, and shared inspection responsibilities. Based on construction cost estimates attached to utility location and the bridge.

The EOR allocation is based on identified utility-related effort (approx. 347 hours) and additional engineering coordination required for utility work integration with phased bridge construction.

**Cost and Allocation:**

Category:	Public Utilities Share	Basis
<p><b>CEI Services</b>  <b>By CES Consultants,</b>  <b>Proposal Attached</b></p> <p>Total Cost: \$680,278.74 and additional \$57,110.00 in optional materials testing, Not to Exceed</p>	<p>10% - \$68,027.87</p> <p>\$1,200.00 (optional material testing)</p>	<p>Administrative oversight, utility coordination, shared field inspection/documentation, and utility-related construction interfaces/coordination</p> <p>\$1,200.00 allocated for up to 4 density tests, \$300.00 each.</p>
<p><b>EOR Services</b>  <b>By Corradino, Proposal Attached</b></p> <p>Total Cost: \$499,240.00, Not to Exceed</p>	<p>Total NTE: \$108,355.00</p> <p>Task 3: \$71,280.00, Hourly Not to Exceed</p> <p>Tasks 1 &amp; 4: \$37,075.00. (See Attached Breakdown)</p>	<p>Dedicated utility scope (Task 3, EOR for City Owned Utility Relocation) for signed/sealed drawings, key site inspections during construction, RFI's and design interpretation. Plus, costs associated with Task 1, Technical Coordination and Task 4, Community Outreach</p>

**Rationale:**

A percentage-based allocation is the most accurate and defensible approach for managing this effort. Requiring detailed hourly tracking by scope (Utility vs. Bridge) would introduce subjectivity, increase administrative burden, and misrepresent actual effort. The proposed methodology aligns with standard practice for integrated construction projects and ensures consistency and transparency.

**Financial Controls:**

Cost shares will be applied at the invoice level. Each invoice will clearly identify total cost and allocated shares. Allocation adjustments may be necessary if scope materially changes.

**Conclusion:**

The proposed allocation provides a reasonable, consistent, and audit-defensible method for distributing CEI and EOR costs between Engineering and Public Utilities.

Attachment: EOR Cost Breakdown

## EOR TOTAL PROJECT COSTS

Johnson Street Bridge Replacement Engineer of Record Services																
Task Work Order Activity	Program Manager \$385.00		Engineer of Record Civil/Roadway \$370.00		Engineer of Record Bridge/Structural \$225.00		Senior Project Engineer \$215.00		Public Outreach Specialist \$175.00		Engineer of Record Utility Specialist Relocation \$250.00		Senior Inspector for Utilit Relocation \$180.00		Total Hours/Units	Total Fee
	Hours	Total Fee	Hours	Total Fee	Hours	Total Fee	Each	Total Fee	Each	Total Fee	Each	Total Fee	Each	Total Fee		
<b>Task 1: Technical Coordination</b>	416	\$160,160.00	208	\$76,960.00	208	\$46,800.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	832	\$283,920.00
<b>Task 2: Construction Administration Support Engineer of Record (EOR) Services- Bridge Replacement Roadway and Structural</b>	0	\$0.00	104	\$38,480.00	208	\$46,800.00	104	\$22,360.00	0	\$0.00	0	\$0.00	0	\$0.00	416	\$107,640.00
<b>Task 3: Construction Administration Support Engineer of Record (EOR) Services- Bridge Replacement City Owned Utility Relocation</b>	0	\$0.00	0	\$0.00	0	\$0.00	192	\$41,280.00	0	\$0.00	30	\$7,500.00	125.00	\$22,500.00	347	\$71,280.00
<b>Task 4: Community Outreach Support Services</b>	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	208	\$36,400.00	0	\$0.00	0	\$0.00	208	\$36,400.00
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Task Work Order Totals</b>	<b>416</b>	<b>\$160,160.00</b>	<b>312</b>	<b>\$115,440.00</b>	<b>416</b>	<b>\$93,600.00</b>	<b>296</b>	<b>\$63,640.00</b>	<b>208</b>	<b>\$36,400.00</b>	<b>30</b>	<b>\$7,500.00</b>			<b>1803</b>	<b>\$499,240.00</b>

Source: Johnson Street Bridge EOR Fee Breakdown\_v2\_022326 (1).pdf

## EOR PUBLIC UTILITIES COST SHARE

Task Work Order Activity	Program Manager \$385.00		Engineer of Record Civil/Roadway \$370.00		Engineer of Record Bridge/Structural \$225.00		Senior Project Engineer \$215.00		Public Outreach Specialist \$175.00		Engineer of Record Utility Specialist Relocation \$250.00		Senior Inspector for Utilit Relocation \$180.00		Total Hours/Units	Total Fee
	Hours	Total Fee	Hours	Total Fee	Hours	Total Fee	Each	Total Fee	Each	Total Fee	Each	Total Fee	Each	Total Fee		
<b>Task 1: Technical Coordination*</b>	30	\$11,550.00	40	\$14,800.00	15	\$3,375.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	85	\$29,725.00
<b>Task 2: Construction Administration Support Engineer of Record (EOR) Services- Bridge Replacement Roadway and Structural</b>	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Task 3: Construction Administration Support Engineer of Record (EOR) Services- Bridge Replacement City Owned Utility Relocation**</b>	0	\$0.00	0	\$0.00	0	\$0.00	192	\$41,280.00	0	\$0.00	30	\$7,500.00	125.00	\$22,500.00	347	\$71,280.00
<b>Task 4: Community Outreach Support Services***</b>	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	42	\$7,350.00	0	\$0.00	0	\$0.00	42	\$7,350.00
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Task Work Order Totals</b>	<b>30</b>	<b>\$11,550.00</b>	<b>40</b>	<b>\$14,800.00</b>	<b>15</b>	<b>\$3,375.00</b>	<b>192</b>	<b>\$41,280.00</b>	<b>42</b>	<b>\$7,350.00</b>	<b>30</b>	<b>\$7,500.00</b>			<b>474</b>	<b>\$108,355.00</b>

**\*Task 1: Technical Coordination**

Program Manager tasks includes coordination between bridge/roadway and public utility relocation EOR service, meeting coordination, etc.  
 EOR Roadway: Deals with issues associated with underground pipe on roadway and removal of existing pipe on roadway/bridge.  
 EOR: Bridge/Structural: Addresses issues with structural supports for pipe and shelf design on bridge to support utility pipes.

**\*\*Task 3: EOR Public Utility Relocation**

Senior Project Engineer: Responsible for design continuity during construction.  
 EOR - Utility Relocation: Engineers certification and sealed drawings.  
 Utility Inspector: Key construction inspections necessary for certification.

**\*\*\*Task 4: Community Outreach Support Services**

Public Outreach Specialist: Works with CMED to prepare utility relocation notices, potential water service interruptions for utility tie-ins, coordination of MOT messaging related to bridge/utility work, responses to utility-related public inquiries during construction.